



SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

Meeting to be held in the Civic Hall, Leeds on
Monday, 13th October, 2008 at 10.00 am

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

MEMBERSHIP

Councillors

B Anderson (Chair)	-	Adel and Wharfedale
A Blackburn	-	Farnley and Wortley
A Castle	-	Harewood
B Cleasby	-	Horsforth
D Coupar	-	Middleton Park
A Gabriel	-	Beeston and Holbeck
D Hollingsworth	-	Burmantofts and Richmond Hill
G Hyde	-	Killingbeck and Seacroft
G Kirkland	-	Otley and Yeadon
J Marjoram	-	Calverley and Farsley
L Mulherin	-	Ardsley and Robin Hood
M Rafique	-	Chapel Allerton

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

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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 Procedure Rules (in the event of an Appeal the press and public will be excluded.)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items or information have been identified on this agenda</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</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> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To receive and approve the minutes of the Scrutiny Board (Environment and Neighbourhoods) meeting held on 8th September 2008.</p>	1 - 8
7			<p>EXECUTIVE BOARD - MINUTES</p> <p>To receive the minutes of the Executive Board meeting held on 2nd September 2008.</p>	9 - 18
8			<p>ACCOUNTABILITY ARRANGEMENTS FOR 2008/09 AND QUARTER 1 PERFORMANCE REPORT</p> <p>To consider a report from the Head of Policy, Performance and Improvement on performance information at the end of Quarter 1 (April 2008 – June 2008).</p>	19 - 38
9			<p>RECOMMENDATION TRACKING</p> <p>To receive and consider a report from the Head of Scrutiny and Member Development, which requests Members to confirm the status of recommendations from previous inquiries.</p>	39 - 48

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>MISCELLANEOUS PROPERTIES</p> <p>To consider a report from the Director of Environment and Neighbourhoods on the numbers and occupation levels of miscellaneous properties belonging to the Council, not within the ALMO portfolios.</p>	49 - 54
11			<p>INQUIRY INTO STREET CLEANING</p> <p>To consider a report from the Head of Scrutiny and Member Development presenting evidence in line with session one of the Board's Inquiry into Street Cleaning.</p>	55 - 60
12			<p>INQUIRY INTO ASYLUM SEEKER CASE RESOLUTION - DRAFT TERMS OF REFERENCE</p> <p>To consider a report from the Head of Scrutiny and Member Development presenting draft terms of reference for the Board's forthcoming Inquiry into Asylum Seeker Case Resolution.</p>	61 - 66
13			<p>CURRENT WORK PROGRAMME</p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's current work programme.</p>	67 - 78
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 10th November 2008 at 10.00am (Pre-meeting for Board Members at 9.30am)</p>	

Agenda Item 6

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

MONDAY, 8TH SEPTEMBER, 2008

PRESENT: Councillor B Anderson in the Chair

Councillors A Blackburn, A Castle,
B Cleasby, D Coupar, D Hollingsworth,
G Hyde, J Marjoram, L Mulherin and
M Rafique

23 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the Scrutiny Board (Environment and Neighbourhoods).

24 Declarations of Interest

The following personal interests were declared:-

- Councillor B Anderson in his capacity as Chair of West North West Homes (Agenda Items 8, 10 and 11 (Appendix A)) (Minutes 29, 30 and 33 refer)
- Councillor A Blackburn in her capacity as a Director of West North West Homes (Agenda Items 8, 10 and 11 (Appendix A)) (Minutes 29, 30 and 33 refer)
- Councillor D Coupar in her capacity as a member on Belle Isle North Estate Management Board (Agenda Items 8, 10 and 11 (Appendix A)) (Minutes 29, 30 and 33 refer)
- Councillor D Hollingsworth in his capacity as a Director of East North East Homes (Agenda Items 8, 10 and 11 (Appendix A)) (Minutes 29, 30 and 33 refer)
- Councillor G Hyde in his capacity as a Director of East North East Homes (Agenda Items 8, 10 and 11 (Appendix A)) (Minutes 29, 30 and 33 refer)

25 Apologies for Absence

There were no apologies reported.

26 Minutes of Previous Meeting

RESOLVED – That the minutes of the meeting held on 24th July 2008 be confirmed as a correct record.

27 Matters Arising from the Minutes

- (a) Members' Questions – Executive Member for Environmental Services (Minute 18 refers)

That this Board notes the follow up information provided by the Chief Environmental Services Officer in relation to those outstanding issues referred to within the minutes.

That in relation to the general frequency of **street bin emptying**, the Principal Scrutiny Adviser be requested to enter into further discussions with the Chief Environmental Services Officer with a view

to obtaining more clarification for Board Members. This matter would be explored further as part of the Board's Inquiry into Street Cleaning.

That in relation to the **enforcement of dog fouling** and whether this issue would be dealt with under the proposed Inquiry into Street Cleaning, the Principal Scrutiny Adviser be requested to obtain the written views of Councillor S Smith, Executive Board Member for Environmental Services for discussion at the Board meeting in October 2008 under the Performance Management Information item.

(b) Current Work Programme (Minute 21 refers)

That this Board notes the contents of a letter from the Environmental Protection Team addressed to Councillor S Smith, dated 22nd August 2008, regarding an update about the **complaint of noise nuisance**.

28 Executive Board - Minutes

RESOLVED – That the minutes of the Executive Board meeting held on 16th July 2008 be received and noted.

29 Update on the Supporting People Programme

The Director of Environment and Neighbourhoods submitted a report on the implementation of the Supporting People Inspection Action Plan.

The purpose of the report was to inform Board Members of progress against the service improvement recommendations made by the **Audit Commission** following the inspection of the Supporting People Programme in January 2007.

Bridget Emery, Head of Housing Strategy and Commissioning, Environment and Neighbourhoods was in attendance and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- clarification of the measures in place in achieving a two star Supporting People programme
(The Head of Housing Strategy and Commissioning responded and stated that the programme was now moving towards a three star performance)
- the concerns expressed about the competitive tendering programme and whether the department was using the money effectively
(The Head of Housing Strategy and Commissioning responded and stated that a rolling programme of competitive tendering was being undertaken)
- clarification as to whether a prototype on-line directory of 'Supporting People Commissioned Services' would be operational by the end of September 2008
(The Head of Housing Strategy and Commissioning responded and confirmed that the new and improved directory was being progressed, but would be slightly delayed due to technical ICT issues)

- clarification of a review of information available for housing services to ensure that consistent and concise information was available to customers (*The Head of Housing Strategy and Commissioning responded and informed the meeting that the review of information would always be an on-going piece of work and that their providers had, in conjunction with the Supporting People team, produced a series of leaflets and other customer information. The Board noted that this would never be a finished item due to the department's intention to continually review and improve on information for customers*)
- the need for the Board to be supplied with more information on those services which the commissioning body had agreed to fund on a short term basis in partnership with Adult Social Care, Children's Service, Safer Leeds or the Leeds Primary Care Trust (*The Head of Housing Strategy and Commissioning responded and agreed to supply this information to Board Members*)
- the need for the Board to receive quarterly updates on the Supporting People programme i.e. the next scheduled meeting being December 2008

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That the Principal Scrutiny Adviser, in conjunction with the Head of Housing Strategy and Commissioning, be requested to provide the following additional information to Board Members in readiness for October's meeting:-
 - the rolling programme of **competitive tendering exercises**;
 - further detail on those services which the commissioning body had agreed to fund on a short term basis;
 - confirmation of when the on-line directory of 'Supporting People Commissioned Services would be operational i.e. should it not be before October, then to provide a progress report on its testing
- (c) That quarterly updates on the Supporting People Programme and the new on-line directory be submitted to future Board meetings.

30 Scrutiny Inquiries - Draft Terms of Reference

The Head of Scrutiny and Member Development submitted a report presenting draft terms of reference for the Board's forthcoming Inquiries.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Inquiry into Street Cleaning – Draft Terms of Reference (Appendix A refers)
- Inquiry into Older People's Housing – Draft Terms of Reference (Appendix B refers)

At the request of the Chair, the Principal Scrutiny Adviser also circulated additional information on the draft terms of reference for the Private Rented Sector Housing Inquiry for consideration.

In summary, specific reference was made to the following issues:-

Inquiry into Street Cleaning

- the need to make particular reference to the **enforcement of dog fouling** within the Inquiry
- the need for the Street Cleaning Inquiry Working Group to be convened before the October Board meeting
- clarification of the **grass cutting contract** and performance
(The Principal Scrutiny Adviser responded and it was agreed that this matter would be taken up separately as part of the performance management and recommendation tracking items in October 2008)
- the need to address the issue of **park maintenance**
(The Principal Scrutiny Adviser responded and it was agreed that this matter should be referred to the Chair of the Scrutiny Board (City Development) for action)

Inquiry into Older People's Housing

- the need to include the comments received from the Director of Adult Social Services
- the need to explore the implications of the increasing older people population on housing related services and the identification of future planning needs
- the need to ensure that older people have a safe and secure environment to live in, with a sense of belonging to and participating in communities
- the need to add Connect Housing and the Older People's Forum to the witness list
- the need to forward the final terms of reference to the Scrutiny Board (Adult Social Care) for any further comments and to await nominations from its Board Members to take part in the potential joint Inquiry.
- the need to look into a possible Board visit to Sheffield to observe its new retirement village at Woodhouse
(The Principal Scrutiny Adviser responded and agreed to investigate this matter further with a report back at the October meeting)

Inquiry into Private Rented Sector Housing

- the need to add the Tenants Federation and Students Unions to the witness list

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That, subject to those amendments referred to above, the terms of reference for the Inquiry into Street Cleaning be approved and that the Principal Scrutiny Adviser be requested to arrange a meeting of the Working Group before the next Board meeting.
- (c) That, subject to those amendments referred to above, the terms of reference for the Inquiry into Older People's Housing be approved and that the Principal Scrutiny Adviser be requested to forward a copy to the Scrutiny Board (Adult Social Care) for comments.
- (d) That, subject to the addition of the Tenants Federation and Student Unions to the list of witnesses, the terms of reference for the Inquiry into Private Rented Sector Housing be approved.

31 Current Work Programme

The Head of Scrutiny and Member Development submitted a report on the Board's current work programme.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Current work programme (Appendix 1 refers)
- Forward Plan of Key Decisions for the period 1st September 2008 to 31st December 2008 (Appendix 2 refers)

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the Principal Scrutiny Adviser be requested to include a further update on the Supporting People Programme for December's meeting.
- (c) That in relation to the **grass cutting contract** and performance, the Principal Scrutiny Adviser be requested to liaise with the Area Development Manager, Streetscene Services to commission a progress/options report for the October meeting.

32 CO2 Emissions Inquiry - Formal Response

The Head of Scrutiny and Member Development submitted a report presenting the formal responses to the Board's recommendations following its Inquiry into CO₂ emissions.

Appended to the report was a copy of a document entitled 'City Development – Response to the Statement from the Scrutiny Board (Environment and Neighbourhoods) Inquiry: The Council's CO₂ emissions' for the information/comment of the meeting.

Draft minutes to be approved at the meeting
to be held on Monday, 13th October, 2008

Tom Knowland, Head of Sustainable Development, City Development was in attendance and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- clarification of what assurances Defra had given the Council in terms of the measures put in place in the immediate future to gain improved allowances in the first year of trading in relation to **carbon trading**
(The Head of Sustainable Development responded and agreed to come back to the Board with the relevant information on this issue)
- clarification as to whether the **Carbon Reduction Commitment** implications were being factored into the 2009/10 budget
- clarification of what penalties would the Council incur if they opted to do nothing until the baseline was established for the process of **carbon trading**
(The Head of Sustainable Development responded and agreed to come back to the Board with the relevant information on this issue)
- clarification of what role Area Management was playing in terms of the **Carbon Reduction Commitment**
(The Head of Sustainable Development responded and agreed to come back to the Board with the relevant information on this issue)
- clarification of whether the authority had a result following the Council's application to be a pilot authority on the **DfT's Low Carbon Vehicle Programme**
(The Head of Sustainable Development responded and agreed to come back to the Board with the relevant information on this issue)
- clarification of the process the Council followed with regard to ensuring that future street lighting **PFI contracts** included options for the reduction of CO² omissions
- the need for the authority to address some cases in relation to **energy efficient lighting** around street lighting

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That this Board notes that National Indicator 188 'Planning to Adapt to Climate Change' would be continued to be monitored as part of the performance management item and that other recommendations would also be monitored as part of the general recommendation tracking item.
- (c) That the Principal Scrutiny Adviser in conjunction with the Head of Sustainable Development be requested to come back to the Board on those outstanding issues requiring clarification.

33 **Lettings Policy - Proposed Changes**

The Head of Scrutiny and Member Development submitted a report on the Board's draft statement to the Executive Board in relation to the proposed changes to the Lettings Policy.

Appended to the report was a copy of a document entitled 'Statement of Scrutiny Board (Environment and Neighbourhoods) Changes to the Lettings Policy' for the information/comment of the meeting.

John Statham, Strategic Landlord Manager, Environment and Neighbourhoods and Kath Bramall, Leeds Homes Policy Manager, Environment and Neighbourhoods were in attendance and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- clarification if steps had been undertaken for the quarterly performance data relating to local housing issues to be broken down into wards, including data on the letting summary
(The Strategic Landlord Manager responded and confirmed that officers were addressing this issue)
- the Board reiterated its support to establish photo identification for each tenant, but urged the department to exercise sensitivity in implementing this policy
- the need to clearly manage the monitoring of the implementation of the assisted bidding system
- that the new Code of Guidance on Choice Based Lettings had been published and that the department was awaiting legal counsel's advice on this

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That approval be given to the document entitled 'Statement of Scrutiny Board (Environment and Neighbourhoods) Changes to the Lettings Policy' in accordance with the report now submitted.
- (c) That the Principal Scrutiny Adviser be requested to advise the Board when the Lettings Policy had been considered by the Executive Board.
- (d) That a vote of thanks be conveyed to the Strategic Landlord Manager and the Leeds Homes Policy Manager on their invaluable work in producing this document.

34 **Date and Time of Next Meeting**

Monday 13th October 2008 at 10.00 am (Pre-meeting for Board Members at 9.30 am)

(The meeting concluded at 11.10 am)

Draft minutes to be approved at the meeting
to be held on Monday, 13th October, 2008

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EXECUTIVE BOARD

TUESDAY, 2ND SEPTEMBER, 2008

PRESENT: Councillor R Brett in the Chair

Councillors A Carter, R Finnigan, S Golton,
R Harker, P Harrand, J Procter and
K Wakefield

Councillor J Blake – Non-Voting advisory member

60 **Appeals Against Refusal of Inspection of Documents**

The Chair advised that a Ward Member had sought an appeal in accordance with Access to Information Procedure Rule 25.2 in respect of information relating to the report referred to in minute 81.

In response, the Assistant Chief Executive (Corporate Governance) advised that the information sought did not form part of the report which had been submitted to this meeting and therefore there were no grounds on which to make such an appeal. However, the Board noted that the information in question was also being sought via an appeal in accordance with Access to Information Procedure Rule 25.3, and that access to the requested information was currently being determined so that if required, a meeting of a committee of the Executive Board could be promptly convened to determine the appeal.

In response, the Ward Member acknowledged the comments made and welcomed the prospect of a swift resolution to the matter.

61 **Exclusion of the 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 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 2 to the report referred to in minute 69 under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because Education Leeds has a duty to secure improvement and increased confidence in the schools concerned, which would be adversely affected by the disclosure of this information.
- (b) Appendix 2 to the report referred to in minute 70 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

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th October, 2008

the public interest in disclosing the information because Education Leeds has a duty to secure improvement and increased confidence in the schools concerned, which would be adversely affected by the disclosure of this information.

- (c) The appendix to the report referred to in minute 73 under the terms of Access to Information Procedure Rule 10.4(3), and on the grounds that this information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through the inviting of best and final offers for the property/land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of inviting bids and affect the integrity of disposing of property/land by this process. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of offers which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (d) Appendix B to the report referred to in minute 78 under the terms of Access to Information Procedure Rule 10.4(1) and (2), as the appendix makes reference to the situation of an individual affected by the present situation, and 10.4(3) and (5) as the appendix contains an analysis of the Council's current legal position and proposed course of action for resolution through court proceedings. In each case the information is exempt and so long, as in all of the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is submitted that such is the case at the present time.
- (e) Appendix 2 to the report referred to in minute 80 under the terms of Access to Information Procedure Rule 10.4(3), and on the grounds that this information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through inviting best and final offers for the property/land and also one to one negotiations, then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of inviting bids and affect the integrity of disposing of property/land by this process. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level

of offers which may prove acceptable to the Council. It is considered that whilst there may be public interest in disclosure, much of this information will be publicly available from Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (f) The appendix to the report referred to in minute 83 under the terms of Access to Information Procedure Rule 10.4(3), and on the grounds that this information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through inviting best and final offers for the land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which undermine this method of inviting bids and affect the integrity of disposing of land by this process. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective bidders for other similar contracts would be aware of the nature and level of offers which may prove acceptable to the Council. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

62 Late Items

The Board noted that a Ward Member had submitted a business plan of Kirkstall Community Interest Company and had requested that it was considered in conjunction with the report referred to in minute 81.

In response, the Chair advised that this matter would be determined under the relevant agenda item.

63 Declaration of Interests

There were no declarations made at this point, however declarations of interest were made at later points in the meeting (minutes 69 and 71 refer).

64 Minutes

RESOLVED – That the minutes of the meeting held on 16th July 2008 be approved as a correct record.

NEIGHBOURHOODS AND HOUSING

65 Disabled Facilities Grant 2008/09

The Director of Environment and Neighbourhoods submitted a report on the proposed injection of £1,005,000 of additional Department of Communities and Local Government funding into the capital programme and which sought authorisation of £6,000,000 scheme expenditure in order to meet the demand for mandatory Disabled Facilities Grants for private sector and registered social landlord disabled residents in Leeds during 2008/09.

RESOLVED –

- (a) That approval be given for the injection into the capital programme of £1,005,000 of Department of Communities and Local Government funding.
- (b) That the scheme expenditure of £6,000,000 for 2008/09 be authorised.
- (c) That the Director of Environment and Neighbourhoods submit a further report to the Board on the scheme's progress at the appropriate time.

CHILDREN'S SERVICES

66 Children's Services update and framework for the next Children and Young Peoples Plan

The Director of Children's Services submitted a report providing an update on the key areas of progress made across children's services and the Children's Trust arrangements in Leeds, providing the wider context for a number of significant children's services policy developments and outlining the process and progress of the review of Leeds' Children and Young People's Plan in preparation for the production of a new Plan for 2009 and beyond.

RESOLVED –

- (a) That the report be noted and received as part of the background to other key children's services reports in the coming months.
- (b) That the government's current consultation on children's trust arrangements and Leeds' position in relation to this be noted.
- (c) That the process for consulting on and developing the Children and Young People's Plan for 2009 be noted and endorsed.
- (d) That the issue of locality working in respect of children's services arrangements be specifically addressed as part of the future Children and Young People's Plan review.

67 The Placement of Children in Care in Leeds - A Strategy for 2008-2010

The Director of Children's Services submitted a report on the proposed strategy for the development of improved placements for Looked After Children in Leeds.

RESOLVED – That the report be noted and that approval be given to the 2008-2010 Placement Strategy for Looked After Children in Leeds.

68 Closure of Iveson Approach Children's Home

The Director of Children's Services submitted a report outlining the business case for the proposed closure of Iveson Approach Children's Home and providing details of the proposed process by which residents welfare and staff employment rights would be protected.

RESOLVED – That the proposed closure of Iveson Approach Children's Home be approved.

69 Biannual update on Ofsted Inspections and Schools Causing Concern - Primary

The Chief Executive of Education Leeds submitted a report outlining the performance of primary schools from January 2008 to June 2008, and highlighting the actions taken by Education Leeds in order to fulfil its responsibilities to the Board and the schools.

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

RESOLVED – 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.

(Councillor Finnigan declared a personal interest in this item due to his position as Governor of Morley Victoria Primary School)

70 Biannual Update on Ofsted Inspections and Schools Causing Concern - Secondary

The Chief Executive of Education Leeds submitted a report summarising recent OfSTED inspection results for secondary schools and outlining the overall pattern of judgements under the current OfSTED framework. The report also provided an update on the progress of schools causing concern and highlighted the implications of the government's new 'National Challenge' for schools.

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

RESOLVED –

- (a) That the contents of the report and the implications of the information detailed within the report with regard to planning the future support and development of secondary schools in Leeds be noted.
- (b) That the Board's congratulations be extended to the students, staff and governors of Leeds schools on the recent GCSE results which have been achieved.

71 School Admission Appeals Code - DCSF Consultation Document

The Assistant Chief Executive (Corporate Governance) submitted a report informing Members of the Department for Children Schools and Families (DCSF) Consultation Document on the School Admissions Appeals Code which was launched on 12th June 2008, with particular reference to the proposal to revise a previous amendment to the Code so that Elected Members may in future represent parents who appeared before school admission appeals panels provided there was no conflict of interest. The report also sought approval of a proposed response to the consultation document as appended to the report.

RESOLVED – That the report be noted and that approval be given to the proposed response to the DCSF Consultation Document on the School Admissions Appeals Code, as appended to the report.

(Councillor Finnigan declared a personal interest in this item due to his position as a member of the Leeds Admissions Forum)

LEISURE

72 Revision of Byelaws for Pleasure Grounds, Public Walks and Open Spaces

The Assistant Chief Executive (Corporate Governance) submitted a report advising of proposals to revise byelaws which applied to pleasure grounds, public walks and open spaces and requesting Executive Board to recommend to full Council the adoption of the byelaws, subject to public consultation and confirmation by the Secretary of State.

RESOLVED – That Council be recommended to approve that the draft byelaws as appended to the report, be made, sealed and placed on deposit, and that the Assistant Chief Executive (Corporate Governance) be authorised to advertise the intention to apply for confirmation of the byelaws and subsequently to apply to the Secretary of State for confirmation.

(The matters referred to in this minute were matters reserved to Council and were therefore not eligible for Call In)

73 Roundhay Mansion - Progress Update

The Director of City Development submitted a report providing an update on the progress made with the letting of Roundhay Mansion as a restaurant/ function facility. The report also recommended a preferred bidder and sought approval to enter into a lease with that bidder and for the expenditure of capital monies which form part of the landlord's improvements to the premises.

The appendix to the report was designated as exempt under Access to Information Procedure Rule 10.4(3) and was circulated at the meeting.

Following consideration of the exempt appendix in private at the conclusion of the meeting it was

RESOLVED – That approval be given to the granting of a lease of Roundhay Mansion to Dine Hospitality Limited on the terms as outlined within the confidential schedule of offers circulated at the meeting.

74 A Draft Vision for the Council's Leisure Centres and Proposals for Future Provision for Public Consultation

The Director of City Development submitted a report outlining the current financial position of the Council's Sport and Active Recreation Service and proposing a draft vision for Leisure Centre provision in Leeds. The report also

sought approval of a series of draft proposals regarding the provision of and investment in the Council's Leisure Centres.

It was proposed that the consultation exercise, as detailed within the report, be revised in order to include all ten Area Committees.

RESOLVED –

- (a) That the pressures currently facing the Sport and Active Recreation Service be noted.
- (b) That approval be given to the undertaking of a public consultation exercise on the proposals set out in the report subject to the above revision, with the Director of City Development reporting back to the Board on the outcome of the consultation exercise in December 2008.

(Under the provision of Council Procedure Rule 16.5, Councillor Wakefield required it to be recorded that he voted against the decisions taken in this minute)

- 75 West Yorkshire Playhouse First Floor Project - Request for a Loan**
The Chief Libraries, Arts and Heritage Officer submitted a report outlining the details of a request made by the West Yorkshire Playhouse for a loan of £160,000 to help fund the First Floor Project.

RESOLVED –

- (a) That the loan of £160,000 to West Yorkshire Playhouse over a period of 5 years be approved.
- (b) That the loan be repaid over a 5 year period, at a rate of £37,000 per annum, which will be deducted from the annual grant payable to West Yorkshire Playhouse.

CENTRAL AND CORPORATE

- 76 Financial Health Monitoring 2008/09 - First Quarter Report**
The Director of Resources submitted a report setting out the Council's financial health position for 2008/09 after three 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 work towards achieving 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 –

- (a) That the projected financial position of the authority after three months of the new financial year be noted.
- (b) That directorates be requested to continue to develop and implement budgetary action plans.
- (c) That the release of £550,000 earmarked reserve for Lifetime Homes as detailed at paragraph 4.6 of the report be approved.

77 Illegal Money Lending Project - Tackling Loan Sharks

The Assistant Chief Executive (Corporate Governance) and the Director of City Development submitted a joint report providing an update on the work of the Illegal Money Lending Project and requesting an extension in relation to the work of the project which has been operating in partnership with West Yorkshire Trading Standards Service, to investigate and institute proceedings against illegal money lenders within the Leeds district.

RESOLVED –

- (a) That the report be noted and in the light of the extension of funding for the project, the delegated powers to authorise Birmingham City Council to institute proceedings within the Leeds district contained within the Protocol for Illegal Money Lending Team Investigations be extended from March 2009 to March 2011.
- (b) That the Board's thanks be extended to the Financial Inclusion Unit for the valuable work they are undertaking in this field.

78 Hall Farm, Micklefield - Proposal for Compulsory Purchase Order

The Director of City Development and the Chief Officer (Legal, Licensing and Registration) submitted a joint report seeking approval to proceed with a Compulsory Purchase Order to acquire a strip of land at Hall Farm, Micklefield for the laying out of a tree belt adjoining the Hall Farm Park estate.

Following consideration of appendix B to the report designated as exempt under Access to Information Procedure Rule 10.4(1), (2), (3) and (5), which was considered in private at the conclusion of the meeting, it was

RESOLVED – That officers be authorised to take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Order at Hall Farm, Micklefield.

DEVELOPMENT AND REGENERATION

79 Deputation to Council - Local Residents concerned with the deteriorating condition of Tingley Bar Roundabout / Gyrotory

The Director of City Development submitted a report in response to the deputation to full Council on 9th April 2008 by local residents concerned about the condition of Tingley Bar Roundabout/Gyrotory. The report outlined the actions which had been taken following the submission of the deputation.

RESOLVED – That the actions taken by various sections of the Council following the receipt of the deputation relating to Tingley Bar Roundabout/ Gyrotory, Morley, be noted.

80 Deputation to Council - Newton Futures Residents Group Regarding the Condition of Former Council Property at 9 Newton Grove

The Director of City Development submitted a report in response to the deputation to full Council on 2nd July 2008 by Newton Futures Residents' Group regarding the condition of the former Council owned property at 9, Newton Grove. The report also provided the background to the sale of the

property, and sought approval to take appropriate action to ensure that the property was transferred into responsible ownership.

Appendix 2, detailed as exempt under Access to Information Procedure Rule 10.4(3) contained several options which the Council could pursue in connection with the property and following consideration of that appendix, which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That approval be given to option 4.1(iii) as detailed within exempt appendix 2 to the report and that the buy back notice is served on the owner of the property, and negotiation of a back to back sale onto the Leeds and Yorkshire Housing Association takes place.
- (b) That an injection into the capital programme of £105,000 be authorised.

81 Response to Deputation by Kirkstall Valley Community Association to Full Council and a Separate Verbal Deputation to North West (Inner) Area Committee in Respect of St Ann's Mills

The Chief Asset Management Officer submitted a report in response to the deputation to full Council on 2nd July 2008 by Kirkstall Valley Community Association concerning the future of the mill buildings in Kirkstall and the separate verbal deputation to the North West (Inner) Area Committee on 3rd July 2008 regarding the disposal of St Ann's Mills, Kirkstall.

Further to minute 62, the Chair advised that in accordance with Access to Information Procedure Rule 4.3, he would not permit the consideration of a business plan of Kirkstall Community Interest Company which had been submitted by the Ward Member, as he had been previously permitted to submit a document of a similar nature to the Board for consideration.

RESOLVED – That the deputation to full Council by the Kirkstall Valley Community Association, the separate verbal deputation to the North West (Inner) Area Committee and the response as detailed within the report be noted.

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

82 Adoption of the Supplementary Planning Document of the Streets Design Guide

The Director of City Development submitted a report outlining the outcome of the consultation exercise on the Street Design Guide. The report also sought endorsement of the amended document and approval for the adoption of the Street Design Guide as a Supplementary Planning Document.

RESOLVED – That the report be withdrawn, due to the expected receipt of a deputation regarding the prevention of development of shared spaces by the

Leeds Branch of the National Federation of the Blind to full Council on 10th September 2008.

83 Former Leeds International Pool Site, Wilson Street, Leeds, LS1

The Director of City Development submitted a report advising of the progress which had been made and discussions which had taken place between the Council and its preferred developer of the site. The report also sought approval to progress with the disposal of the site on the revised terms as contained within the exempt appendix to the report.

The report presented the following options:-

- (A) Withdraw from the sale and remarket the property
- (B) Withdraw from the sale and the Council retain the property
- (C) Proceed with the Council's preferred developer on the proposed revised terms

The appendix to the report was designated as exempt under Access to Information Procedure Rule 10.4(3) and was circulated at the meeting.

Following consideration of the exempt appendix in private at the conclusion of the meeting it was

RESOLVED – That the Council progress with the sale of the site to the Council's preferred developer, Hbg Properties Ltd, on the revised terms as contained within the exempt appendix, with the Director of City Development having the delegated powers to agree the detailed terms.

DATE OF PUBLICATION: 4TH SEPTEMBER 2008
LAST DATE FOR CALL IN: 11TH SEPTEMBER 2008 (5.00 PM)

(Scrutiny Support will notify Directors of any items Called In by 12.00 noon on Friday, 12th September 2008)



Originator: H Pinches

Tel: 22 43347

Report of the Assistant Chief Executive (Planning, Policy and Improvement)

Environment and Neighbourhoods Scrutiny Board

Date: 13th October 2008

Subject: Accountability Arrangements for 2008/09 and Quarter 1 Performance Report

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In
(Details contained in the report)

EXECUTIVE SUMMARY

1. Effective performance management enables senior officers and elected members to be assured that the council is making adequate progress and provides a mechanism for them to challenge performance where appropriate. The introduction of the Leeds Strategic and Council Business Plans 2008 to 2011 and changes to the national performance management arrangements has required us make changes to our performance reporting and accountability arrangements. These revised arrangements are set out in this report along with the results for quarter one. The Board are asked to review these arrangements to ensure that they meet their needs in providing a good overview of performance. The quality and robustness of our performance management arrangements will form a key element of the organisational assessment under the new CAA regime and therefore it is important that these arrangements are effective.

1.0 Purpose of this Report

- 1.1 This report sets out the new approach to performance reporting and accountability which have resulted from the introduction of the Leeds Strategic and Council Business Plans 2008 to 2011 and changes to the national performance reporting regime. It also presents the quarter one performance results for Environment and Neighbourhoods in this new format.

2.0 Background Information

- 2.1 Executive Board approved a new corporate planning framework for the council in July 2007. The strategic element of this framework includes two high level plans which set the policy objectives for the organisation and our partnership working. These are:
- **Leeds Strategic Plan 2008 to 2011** - which sets out the customer/citizen (external) focused strategic outcomes being sought by the council and its partners for the city. This plan includes our requirements to produce a Local Area Agreement and is the main delivery mechanism for the Vision for Leeds 2004 to 2020.
 - **Council Business Plan 2008 to 2011** - which sets out what the council needs to do internally to enable the organisation to achieve the Leeds Strategic Plan. That is outlining the business development, organisational change, process transformation and financial planning activities that we will be undertaking over the next three years.
- 2.2 Both these plans include a set of outcomes, improvement priorities and aligned performance indicators with three year targets. In order to support the delivery of the outcomes and improvement priorities it is important that there is a consistent approach to managing performance across the council. Through our performance reporting and accountability arrangements we need to track our progress against the improvement priorities as well as against the indicators to provide both a qualitative and quantitative picture of performance. This is because the scope of most of the improvement priorities is wider than that of the performance indicator and without some form of contextual reporting we would not be able to capture or monitor this progress.
- 2.3 The Audit Commission is still developing its proposals for the new Comprehensive Area Assessment (CAA) which will replace the current Comprehensive Performance Assessment (CPA) framework in 2009. As part of this new regime the best value performance indicators, previously used to report our progress to government, have been replaced by a new set of 198 national indicators. These national indicators replace approximately 1200 indicators and are a mix of public perception and outcomes measures with much less reliance on process based indicators.
- 2.4 Within the Leeds Strategic Plan 67 of the 89 performance indicators have been drawn from the national indicator set. Within the Council Business Plan four indicators have been drawn from the national indicator set but one of these is shared with the Strategic Plan. By performance management of these plans we are covering 70 of the 198 national indicators. However, whilst the new CAA framework does have some focus on these priority local indicators our performance against the whole of the national indicator set will form part of the overall process and thus have a significant influence on the overall judgement. Therefore, it is also important that we actively monitor and manage the performance of the other 128 indicators through our accountability processes.

- 2.5 Furthermore 31 of the targets within the Leeds Strategic Plan are 'designated' which means they are eligible for performance reward grant. The details of this grant is currently the subject of a consultation and we are expecting further details later in the year. However we do know that the pot of money available nationally is much smaller than the reward money which was given under the previous Local Public Services Agreements.
- 2.6 Over the last few years we have striven to improve our performance management arrangements and have taken the opportunity through these changes to make further improvements. In particular we have focused on embedding improvements in data quality for all the performance indicators we are using going forward so that we can be assured that the information we are using for our strategic decision making is accurate and reliable (see 3.4). Also we know that setting challenging yet realistic targets is crucial in helping to drive improvement. Guidance was issued to all directorates on the council's approach to target setting and it is a corporate requirement that targets are set for all Leeds Strategic Plan and Business Plan indicators. For other indicators (e.g. local and National Indicators not contained in either the Leeds Strategic Plan or Business Plan) it was left to directorates to determine whether it is appropriate to set targets but this was encouraged particularly where these support or add value to the performance management of our priority areas (i.e. Leeds Strategic Plan 2008 to 2011, Council Business Plan 2008 to 2011 and/or national/local indicators that are aligned to service plans).

3.0 Main Issues

Reviewing our Performance Indicators

- 3.1 As outlined above the move to the national indicator set represents a huge reduction in the number of indicators we have to report to government. However, it should be pointed out that many of these indicators are only required to be reported annually or in some cases every two years eg public perception measures from the place survey. This means that for many areas we might not be able to monitor our progress in year with the risk of surprises at the end of the year. Therefore, the challenge for us is to ensure that we can still maintain a good understanding of our overall performance and direction of travel and this definitely requires us to measure some additional indicators outside of the national set. This may be achieved, for example, through continuing to measure some relevant Best Value, PAF or corporate plan indicators or by using proxy or process indicators. We are currently also looking at which national indicators can be reported more frequently than annually.
- 3.2 Therefore, as part of the process of moving to the new national indicator set, directorates were asked to review their existing performance indicators and identify those that they are continuing to measure and those that they are deleting. For those that they are continuing to measure they were asked to identify those they want to use internally only as management information and those that should continue to be reported corporately to CLT and elected members. This review included all indicators reported via the old corporate accountability process ie all best value indicators and all indicators from the previous Corporate Plan 2005-8.
- 3.3 For all reported indicators directorates were asked to complete a performance indicator checklist which sets out the definition of the indicator, method of calculation and targets for next three years. Where targets have not been set this is because there is no supporting information available, or for where it is agreed that target setting will add no value to the council's performance management framework.

These checklists also asked them to identify those indicators that can be disaggregated to different spatial and/or equalities strands and to cross reference to improvement priorities, related policies and strategies, and service plan/risk register activity. At the same time directorates were also asked to provide a list of indicators that they will no longer be measuring together with the rationale for this decision.

- 3.4 As well as completing a PI checklist for each indicator directorates were also asked to complete a data quality checklist. These highlight the management arrangements for ensuring the accuracy of each performance indicator. The responses provided in this checklist are used to inform/provide the comments in the 'Data Quality Comments' column in the performance report. Where no checklist has been provided these have been marked as having "concerns" as we do not have any information to assure us that the information is robust and reliable and therefore have assumed that there are problems collating this data. Data quality remains an important element of the Use of Resources assessment and consequently poor data quality could adversely affect our organisational assessment score as well as the overall CAA judgement for the city.
- 3.5 Appendix 1 sets out the list of indicators that we will be reporting to this Board in 2008-09 including the frequency of results.
- 3.6 Through this process we should have both a performance indicator and data quality checklist for all indicators that are reported via the corporate accountability process. Each checklist is required to be formally approved by the staff who are responsible for the information provided. Where these checklists are missing or incomplete this is highlighted in the data quality column in appendix 2.

Corporate Accountability Reporting Process

- 3.7 As outlined above our corporate performance reporting arrangements need to capture both qualitative and quantitative information for the Leeds Strategic Plan and Council Business Plan ie progress against performance indicators as well as supporting contextual information on all key activities that contribute to the achievement of the improvement priorities in order for a complete picture to be maintained.
- 3.8 It has been agreed that corporate performance reports are prepared quarterly and reviewed through the accountability process which includes CLT, LMT, Scrutiny Boards and Leeds Strategic Plan Strategy Group (NB this group includes partners). In addition Executive Board also receive these performance reports at quarters 2 and 4. For quarters 1 and 3 these reports comprise performance indicators with appropriate explanatory comments. For quarters 2 and 4 a more qualitative performance picture is presented including detailed action trackers for each improvement priority that also include the results for the aligned performance indicators (ie those in Leeds Strategic and Council Business Plans) as well as the rest (128) of the national indicator set as appropriate. In future quarterly reports, we will also, as before, provide a covering report highlighting areas of particularly good or poor performance and a corporate balanced scorecard will provide a traffic lighted summary of performance against the Leeds Strategic Plan and Council Business Plan indicators.
- 3.9 The emerging CAA will place a requirement on the council (and partners) to report on our progress in delivering our priorities. Therefore the quarters 2 and 4 action trackers will also form crucial evidence in this regard and should prevent the need for any other supplementary performance reports. In addition the highlight report from each quarter also provides a self assessment of our strengths and weaknesses

which link to the red and green flags that will form part of the CAA judgement. This clearly demonstrates to our CAA lead that we understand, and are taking action based, on our own performance.

- 3.10 The move to the national indicator set means that there will not be any comparator information for these indicators for the foreseeable future. However, funding has recently been secured through the Regional Improvement and Efficiency Panel for all Yorkshire and Humber Authorities to subscribe to a national benchmarking club provided by PricewaterhouseCoopers. This club will enable comparisons with other members for all national indicators including in year comparisons where these are available. Furthermore the club also provides a mechanism for benchmarking other indicators eg corporate health indicators and old best value indicators. It is also likely that national comparisons against the national indicator set will be available through the Audit Commission. Once we have suitable comparator information we intend to add this information to the performance reports.

Quarter 1 Performance Report

- 3.12 Based on this new system the quarter one performance report for Environment and Neighbourhoods is provided in appendix 2 and includes all the relevant performance indicators that we can currently report quarterly for the Leeds Strategic Plan, Council Business Plan and any local indicators that directorates have nominated for inclusion. Where possible these have been traffic lighted and supporting commentary is provided. The report also includes the quarter 1 corporate balanced scorecard which provides an overall summary of progress for the Leeds Strategic Plan and Council Business Plan.

4.0 Implications for Council Policy and Governance

- 4.1 Effective performance management enables senior officers and elected members to be assured that the council is making adequate progress and provides a mechanism for them to challenge performance where appropriate. Effective performance management also forms a key element of the organisational assessment proposed under the new Comprehensive Area Assessment. Under the new framework one proposal currently being consulted on is for the performance management element of the assessment to take priority within the overall scoring mechanism. Regardless of whether that particular idea is adopted it is an indication of how important our own internal performance management process will be under the new CAA regime. The CAA will certainly examine and challenge of the robustness and effectiveness of our corporate performance management arrangements.

5.0 Legal and Resource Implications

- 5.1 The implementation of these new performance reporting arrangements is achievable within current resources across the organisations as they essentially replace an existing similar process.

6.0 Conclusions

- 6.1 The move to the Leeds Strategic and Council Business Plans and the changes resulting from CAA mean that we have had to review and revise our corporate performance management and reporting processes. This paper seeks approval for these new arrangements alongside the quarter 1 performance report.

7.0 Recommendations

7.1 The Board are asked to note the content of the report and provide their views on the following:

- Does the new set of Environment and Neighbourhoods indicators and the frequency of reporting proposed provide them with an overall picture of performance in order for the board to fulfil its role? Are there any gaps or areas where further information is required? (Appendix 1)
- Is the format of the performance report and the balanced scorecard fit for purpose, clear and logical or are there ways in which these could be improved? (Appendix 2)
- Would the Board want comparator information to be added when it is available and if so what information would they find most useful?

Background papers

None

Performance Indicator Type	Reference	Previous Reference	Title	Service	Frequency & Measure
Council Business Plan	BP-05c	BV-66A	Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.	Housing Management	Monthly %
Leeds Strategic Plan - Government Agreed	NI 16		Serious acquisitive crime rate	Community Safety	Monthly %
	NI 20		Number of 'Assaults with less serious injury' (including racially and religiously aggravated) offences per 1,000 population as a proxy for alcohol related violent offences		Monthly %
	NI 30		Prolific and other Priority Offender re-offending rate		Quarterly %
	NI 40		Number of drug users recorded as being in effective treatment		Annually %
	NI 192		Percentage of household waste sent for reuse, recycling and composting	Environmental Services	Monthly %
	NI 195a	BV199b-c	Improved street and environmental cleanliness (levels of litter)		Quarterly Survey %
	NI 195b	BV199b-c	Improved street and environmental cleanliness (levels of detritus)		Quarterly Survey %
	NI 195c	BV199b-c	Improved street and environmental cleanliness (levels of graffiti)		Quarterly Survey %
	NI 195d	BV199b-c	Improved street and environmental cleanliness (levels of fly posting)		Quarterly Survey %
	NI 187		Tackling fuel poverty, % of people receiving income based benefits living in homes with a low energy efficiency rating	Fuel Savers	Annually %
	NI 152		Working age people on out of work benefits	Regeneration	Quarterly %
	NI 4		% of people who feel that they can influence decisions in their locality		Place Survey
	NI 141		Percentage of vulnerable people achieving independent living	Strategic Housing and Commissioning	Quarterly %
	NI 155		Number of affordable homes delivered (gross)	Strategic Landlord	Annually %
	Leeds Strategic Plan - Partnership Agreed	LKI-HAS4	LKI-HAS4	The number of homeless acceptances made in the year (cumulative)	Homeless and Advisory Service
NI 153			Working age people claiming out of work benefits in the worst performing neighbourhoods	Regeneration	Quarterly %
NI 158			% non-decent council homes	Strategic Landlord	Monthly %
National Indicator	NI 1		% of people who believe people from different backgrounds get on well together in their local area	Community Safety	Annually
	NI 143		Offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence		Annually
	NI 144		Offenders under probation supervision in employment at the end of their order or licence		Annually
	NI 15		Serious violent crime rate		Monthly %
	NI 17		Perceptions of anti-social behaviour		Place Survey
	NI 18		Adult re-offending rates for those under probation supervision		TBC
	NI 26		Specialist support to victims of a serious sexual offence (To be reported from 2009/10)		(To be reported from 2009/10)
	NI 32		Repeat incidents of domestic violence (To be reported from 2009/10)		(To be reported from 2009/10)
	NI 37		Awareness of civil protection arrangements in the local area (To be reported from 2009/10)		(To be reported from 2009/10)
	NI 38		Drug-related (Class A) offending rate (To be reported from 2009/10)		(To be reported from 2009/10)
	NI 21		Dealing with local concerns about antisocial behaviour and crime by the local council and police		Place Survey
	NI 22		Perceptions of parents taking responsibility for the behaviour of their children in the area		Place Survey
	NI 23		Perceptions that people in the area treat one another with respect and consideration		Place Survey
	NI 27		Understanding of local concerns about anti-social behaviour and crime by the local council and police		Place Survey
	NI 28		Knife crime rate		TBC
	NI 29		Gun crime rate		TBC
	NI 34		Domestic violence – murder		TBC
	NI 35		Building resilience to violent extremism		Annually
	NI 36		Protection against terrorist attack		Annually
	NI 39		Alcohol-harm related hospital admission rates		TBC
	NI 41		Perceptions of drunk or rowdy behaviour as a problem		Place Survey
	NI 42		Perceptions of drug use or drug dealing as a problem		Place Survey

Performance Indicator Type	Reference	Previous Reference	Title	Service	Frequency & Measure
	NI 182		Satisfaction of business with local authority regulation services	Environmental Services	Annually %
	NI 183		Impact of local authority trading standards services on the fair trading environment		Quarterly %
	NI 184	LKI-EH3	Food Establishments in the area which are broadly compliant with food hygiene law		Quarterly %
	NI 191		Residual household waste per household		Monthly KG
	NI 193		Percentage of municipal waste landfilled		Monthly %
	NI 196		Improved street and environmental cleanliness through reducing levels of fly tipping whilst increasing levels of enforcement activity		Monthly Number
	NI 142		Percentage of vulnerable people who are supported to maintain independent living	Strategic Housing and Commissioning	Quarterly %
	NI 156		Number of households living in temporary accommodation	Homeless and Advisory Service	Quarterly %
	NI 160		Local authority tenants - satisfaction with landlord services	Strategic Landlord	Annually %
	NI 194		Level of Air Quality - reduction in NOx and primary PM10 emissions through local authority's estate and operations.	To be taken from City Development	Annually %
	NI 33		Arson incidents	WY Fire	Quarterly Number - To be reported from Quarter 2
	NI 49	LAA-SSC29	Number of primary fires and related fatalities and non-fatal casualties (excluding precautionary checks)		Quarterly Number - To be reported from Quarter 2
	NI 2		% of people who feel that they belong to their neighbourhood		Survey
	NI 3		Civic participation in the local area		Survey
	NI 5		Overall / general satisfaction with local area		Survey
	NI 6		Participation in regular volunteering		Survey
	NI 7		Environment for a thriving third sector		Survey
	NI 140		Fair treatment by local services		Survey
	NI 147		Care leavers in suitable accommodation	Children and Young People's Social Care	Quarterly %
Local Indicator	LAA-SSC12	LPSA2	Reduce the number of offences of dwelling burglary recorded by the police.	Community Safety	Monthly Numerical
	LKI-CS8A	LPSA2	Addressing domestic violence by: a) increase the number of reported incidents of domestic violence		Monthly Numerical
	LKI-CS8B	LPSA2	Addressing domestic violence by: b) reduce repeat victimisation as a proportion of reported domestic violence incidents		Monthly %
	LKI-CS8C	LPSA2	Addressing domestic violence by: c) increase the number of reported incidents of domestic violence that result in a sanctioned detection		Quarterly %
	LAA-SSC33	2007/08 year-end pro forma	An increase in home ownership in the EASEL designated regeneration area.	EASEL	Annually Number
	LAA-SSC34	2007/08 year-end pro forma	Increased provision of affordable homes through low cost and shared ownership.		Annually %
	LAA-SSC25		Homelessness acceptances due to violence and harassment.	Homeless and Advisory Service	Quarterly Number
	LKI-HAS5		The number of homeless acceptances resulting from parental eviction (cumulative)		Quarterly Number
	LKI-HAS11		Number of sanctuary installations completed		Monthly Numerical

Performance Indicator Type	Reference	Previous Reference	Title	Service	Frequency & Measure
	LAA-HCOP15		Number of people suffering from mental illness or musculo-skeletal conditions who take up and remain in sustained (minimum thirteen weeks) employment or accredited study who were previously on incapacity benefit.	Jobs and Skills	Annually Number
	LKI-86	BV-86	Cost of waste collection per household.	Refuse Collection & Waste Management	Annually £
	LKI-87	BV-87	Cost of waste disposal per tonne for municipal waste.		Annually £
	LKI-91b	BV-91b	Percentage of households resident in the authority's area served by a kerbside collection of at least two recyclables		Quarterly %
	LAA-EDE		Reduce the number of claimants of Incapacity Benefit in 33 Super Output Areas (SOA) in the 16 listed wards, where the difference between the worst and best SOAs in that ward was greater than 12%. LPSA 2	Regeneration	TBC
	LKI-199a	BV-199a	The proportion of relevant land and highways (expressed as a percentage) that is assessed as having combined deposits of litter and detritus that fall below an acceptable level	Street Cleansing	Quarterly %

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Appendix 2 Accountability Reporting Guidance

Column Title	Description
No.	Each indicator is numbered to allow for easier navigation through the report.
Reference	Each indicator is given a unique reference code and these codes tell us which basket each indicator belongs to. A basket is a set of indicators which are used to report on progress relating to different plans or frameworks. Below we have listed the main groups of indicator you will see in these reports. LSP - Leeds Strategic Plan indicator NI - National Indicator BP - Business Plan indicator LAA - Local Area Agreement indicator - for this year only we are continuing to measure a small number of indicators from our previous LAA which are subject to reward monies based on the year end position in April 2009. LKI - Local key indicator
Performance Indicator Type	This column gives a little more information on the type of indicator and gives some indication of its relative importance and what the implications might be of poor performance. Some of the indicators fall into more than one type, for example, all LSP government agreed indicators are also national indicators. The types of indicator are: Leeds Strategic Plan Government Agreed - these indicators form part of the Leeds Strategic Plan 2008 to 2011 and have been negotiated and agreed, by the council and its partners, with government. They form part of our current Local Area Agreement and additional reward grant is paid if we meet these targets. The Audit Commission will also give these indicators additional attention under the Comprehensive Area Assessment as these are our local priorities. Leeds Strategic Plan Partnership Agreed - these indicators form part of the Leeds Strategic Plan 2008 to 2011 and have been agreed with our partners as priorities for the city. The Audit Commission will give these indicators additional attention under the Comprehensive Area Assessment as these are our local priorities. Council Business Plan - these indicators form part of the Council Business Plan 2008 to 2011 and we have set these targets to drive change and progress across the organisation. The Audit Commission will give these indicators additional attention under the Comprehensive Area Assessment as these are our internal organisational priorities. National Indicator - this is a set of 198 indicators used by Government nationally to monitor the performance of public services in local areas. Our performance against this set of indicators will contribute to the Comprehensive Area Assessment. This has replaced several sets of other indicators including the old best value indicators. Local Indicators - these indicators have been nominated by service areas to provide a more complete picture of performance. In many cases these indicators will also directly contribute to the delivery of our priorities
Title	The title column gives a description of the indicator. NB The Government have provided the descriptions for all national indicators.
Service	The service column identifies which team within the Council is responsible for service delivery, monitoring the performance and data quality of each indicator.
Frequency & Measure	The top line in this column identifies how often we collect this information. This may be every month, every three months (quarterly) or once a year (annually). We only report annual indicators at the end of quarter 4 (after the end of March). With the exception of education attainment figures which are reported in quarter 3. The second line in this column identifies what measure we use to check on progress. For example, we might measure this result in the number of days or weeks we should take to finish something, such as a planning application. In another case, we might measure the percentage, such as the percentage of enquiries we respond to within five minutes.
Rise or Fall	The rise or fall column identifies if the results should go up or down to show whether we are doing well. For example, if this is set to rise, you would expect the figures to increase.
Baseline	This column gives the baseline performance figures upon which we have set our targets and/or will be comparing our performance over the coming years
Last Year Result	This column displays the result from the end of the previous financial year (31 March 2008)
Target	This column shows the target we have agreed for this financial year.
Qtr1	This shows the current position at the end of this quarter. This result might be given a traffic light (red, amber or green) if the service is unable to accurately predicted the full year performance based on the interim results (see below). If they can forecast their year end position then the traffic light will appear in the next column.
Predicted Full Year Result	Directorates use this column to show how well they expect to do at the end of the year. They forecast this position depending on the current performance of each indicator. This figure may change each quarter depending on the performance of the indicator. Where possible we use this figure to inform whether an indicator is traffic lighted red, amber or green. The green light shows that the Directorate predicts this indicator WILL meet its target. The Directorate uses current performance information to make this forecast. An amber traffic light shows that the Directorate predicts this indicator will not meet its target. However, the performance for this indicator is still acceptable and will not result in significant problems. The Directorate uses current performance information to make this forecast. The red lights shows that the Directorate predicts this indicator WILL NOT meet its target at the end of the year. The Directorate uses current performance information to make this forecast.
Data Quality	We are using this information to make strategic decisions therefore it is important that it is both accurate and reliable. This column provides an overall assessment of the data quality for each indicator. No Concerns indicates that the data as accurate and there are good processes in place to check and validate this information. Some Concerns indicates that more work needs to be done to ensure the data is accurate and reliable. Services may be in the middle of implementing improvements to their systems and processes but these are not fully in place yet. Concerns indicates that there are concerns that the quality of the data may not be good or that maybe they have not got the correct data. Again services are working toward improving this position. Many of the national indicator set are new and we are having to set up new systems to collect data - until these are fully embedded and proven there are likely to be outstanding concerns.
Comments	The comments for each indicator should explain why performance varies. They should also highlight if there are any problems with the quality of the data and what steps the Directorate is taking to improve it. This section will also focus on what will be done to improve the actions and state what outcomes they have achieved.

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No.	Reference Indicator Type	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality
1	BP-05(c) Leeds Business Plan	Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.	Housing Management	Monthly %	Rise	96.53	96.53	97.00	96.55	97.00	No concerns
Performance for Q1 has seen an improvement month on month to the end of June. There is also improvement on Q1 07/08. This indicator continues to be closely monitored week by week given it is affected by seasonal issues and rent free weeks.											
2	NI 16 Leeds Strategic Plan - Government Agreed	Serious acquisitive crime rate	Community Safety	Monthly %	Fall	27.00	N.A.	26.40	6.20	25.00	No concerns
YTD=4,678 down 6.8% (339 fewer offences), CH=1180 up 4.3% (49 more offences) NEL=1,637 down 9.1% (163 fewer offences) NWL=1,861 down 10.8% (225 fewer offences) - There have been reductions in each category of serious acquisitive crime except theft of motor vehicle, which has increased by 1 offence. Theft of vehicle is rising across West Yorkshire, with thieves targeting older vehicles to sell on for scrap. The high prices offered for scrap metal makes this an increasingly attractive crime. West Yorkshire Police, Safer Leeds and Trading Standards are working to identify rogue scrap metal dealers who may be receiving stolen vehicles (and metal from other sources). There were fewer offences of domestic burglary, theft from motor vehicle and robbery in Q1 2008/09 than there were in Q1 2007/08. The Safer Leeds Delivery Plan for acquisitive crime details planned activities for 2008/09. These include target-hardening work to improve security in vulnerable properties, crime prevention campaigns with vulnerable groups and work with schools to reduce mobile phone robberies.											
3	NI 20 Leeds Strategic Plan - Government Agreed	Number of Assaults with less serious injury (including racially and religiously aggravated) offences per 1,000 population as a proxy for alcohol related violent offences	Community Safety	Monthly %	Fall	8.20	N.A.	7.80	1.90	7.60	No concerns
YTD=1418 down 10.3% (164 fewer offences) The Safer Leeds Delivery Plan for assault with injury details planned activities for 2008/09. These include piloting an arrest referral scheme for perpetrators of alcohol related violence with the aim of engaging offenders in interventions that will reduce their offending behaviour. Other activities include working to reduce alcohol related violence through high visibility patrol and enforcement activity in known problem areas.											
4	NI 30 Leeds Strategic Plan - Government Agreed	Prolific and other Priority Offender re-offending rate	Community Safety	Quarterly %	Fall	0.00	N.A.	-15.00	See Comments		Under development - see comments
No Data available for Quarter 1 - The Home Office has responsibility for providing this information to partnerships, but to date has only provided baseline information. A letter from the Home Office dated 22nd August 2008 indicates that quarterly performance information will be available as soon as possible, but gives no firm timescale.											
5	NI 192 Leeds Strategic Plan - Government Agreed	Percentage of household waste sent for reuse, recycling and composting	Environmental Services	Monthly %	Rise	27.05	N.A.	30.26	29.71	31.00	No concerns
The service, as part of the recycling strategy, has increased the volume of waste composted through the extension of the garden waste scheme. Tonnes over the period were 18.9%, higher than original forecasts due to an increased number of properties receiving the collection service than originally planned. This has been possible through the use of Routesmart, a route planning tool currently being trialled by the service. As a result in June levels of reuse, recycling and composting exceeded 30% for the first time. In addition to this work, the Education & Awareness Team have hosted a number of recycling and composting campaigns to raise public awareness around these issues.											
6	NI 152 Leeds Strategic Plan - Government Agreed	Working age people on out of work benefits	Regeneration	Quarterly %	Fall	11.40	N.A.	11.10	See Comments		No concerns
For National Indicators 152 and 153 the data is published nationally by the Department of Works and Pensions. For 2008/09 quarter 1 this information is due to be published in November 2008, this update will therefore be reported in quarter 2.											
7	NI 141 Leeds Strategic Plan - Government Agreed	Percentage of vulnerable people achieving independent living	Strategic Housing and Commissioning	Quarterly %	Rise	60.00	N.A.	66.00	74.40	74.40	No concerns
Performance for Q1 2007/08 was 55% - improvement due to intensive contract management procedures that have been adopted. Contract management work will focus on services where performance is lower than the aggregate figure: St. George's Crypt Overnight Centre, Holdforth Court, Richmond Court and Ladybeck House. If the Overnight Centre performance is excluded, performance rises to 88%, Ladybeck House to 83%, Holdforth Court to 78% and Richmond Court to 76%.											
8	NI 195a Leeds Strategic Plan - Government Agreed	Improved street and environmental cleanliness (levels of litter)	Environmental Services	Quarterly Survey %	Fall	N.A.	N.A.	N.A.	8.00	8.00	No concerns
Although the definition of this indicator is similar to that of the former best value indicator BV199a, the weightings used to calculate the indicator have changed and therefore the results cannot be compared to previous years. NI 195 is in the LAA and LCC. GOYH and Defra have agreed that 2008/09 will be taken as the baseline year for this indicator. To calculate this indicator, 3 surveys are performed throughout the year and each survey covers a cross section of wards. This particular survey covered: Ardsley & Robin Hood, Guiseley & Rawdon, Farnley & Wortley, Calverley & Farsley and the Middleton Park area, which contains a number of Super Output Areas. The first survey results have been positive with only 8% of the areas surveyed having levels of litter that fall below an acceptable level. This compares well to information circulated by DEFRA that states they wouldn't expect many authorities to fall below 6% (the figure achieved by the City of London). Taking into account the seasonal variations which impact on this indicator we would expect future surveys to increase our score slightly as they will cover more holiday periods and improved weather conditions, which generally increase levels of litter around the city.											

No.	Reference Indicator Type	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality
9	NI 195b Leeds Strategic Plan - Government Agreed	Improved street and environmental cleanliness (levels of detritus)	Environmental Services	Quarterly Survey %	Fall	N.A.	N.A.	N.A.	9.00	11.00	No concerns
<p>Although the definition of this indicator is similar to that of the former best value indicator BV199a, the weightings used to calculate the indicator have changed and therefore the results cannot be compared to previous years. NI 195 is in the LAA and LCC. GOYH and Defra have agreed that 2008/09 will be taken as the baseline year for this indicator. To calculate this indicator, 3 surveys are performed throughout the year and each survey covers a cross section of wards. This particular survey covered: Ardsey & Robin Hood, Guiseley & Rawdon, Farnley & Wortley, Calverley & Farsley and the Middleton Park area, which contains a number of Super Output Areas. The first survey results have been positive with only 9% of the areas surveyed having levels of detritus that fall below an acceptable level. This compares well to information circulated by DEFRA that states they wouldn't expect any authorities to fall below 6% (the figure achieved by the City of London). Taking into account the seasonal variations associated with detritus levels (detritus tends to be worse in winter months) we would expect future surveys to increase our score slightly.</p>											
10	NI 195c Leeds Strategic Plan - Government Agreed	Improved street and environmental cleanliness (levels of graffiti)	Environmental Services	Quarterly Survey %	Fall	N.A.	N.A.	N.A.	2.00	4.00	No concerns
<p>Although the definition of this indicator is similar to that of the former best value indicator BV199a, the weightings used to calculate the indicator have changed and therefore the results cannot be compared to previous years. NI 195 is in the LAA and LCC. GOYH and Defra have agreed that 2008/09 will be taken as the baseline year for this indicator. To calculate this indicator, 3 surveys are performed throughout the year and each survey covers a cross section of wards. This particular survey covered: Ardsey & Robin Hood, Guiseley & Rawdon, Farnley & Wortley, Calverley & Farsley and the Middleton Park area, which contains a number of Super Output Areas. The first survey results have been positive with only 2% of the areas surveyed having levels of graffiti that fall below an acceptable level. This can be attributed in part to the implementation of the graffiti strategy.</p>											
11	NI 195d Leeds Strategic Plan - Government Agreed	Improved street and environmental cleanliness (levels of fly posting)	Environmental Services	Quarterly Survey %	Fall	N.A.	N.A.	N.A.	0.00	1.00	No concerns
<p>Although the definition of this indicator is similar to that of the former best value indicator BV199a, the weightings used to calculate the indicator have changed and therefore the results cannot be compared to previous years. NI 195 is in the LAA and LCC. GOYH and Defra have agreed that 2008/09 will be taken as the baseline year for this indicator. Levels of fly posting remain at a low level due to the 79 fly drums in operation around the city, and the enforcement action undertaken when necessary.</p>											
12	LKI-HAS4 Leeds Strategic Plan - Partnership Agreed	The number of homeless acceptances made in the year (cumulative)	Homeless and Advisory Service	Monthly Numerical	Fall	1722	1142	1320	301	1204	No concerns
<p>The year end target of 1320 allows a maximum of 110 homeless acceptances per month. The average for Q1 08/09 was 100.3. Case resolution is having an impact on homelessness acceptances. Total homeless acceptances have seen a quarterly increase of 34% from 224 in Q4 07/08 to 301 in Q1 08/09.</p>											
13	NI 153 Leeds Strategic Plan - Partnership Agreed	Working age people claiming out of work benefits in the worst performing neighbourhoods	Regeneration	Quarterly %	Fall	30.40	N.A.	29.80	See Comments		No concerns
<p>For National Indicators 152 and 153 the data is published nationally by the Department of Works and Pensions. For 2008/09 quarter 1 this information is due to be published in November 2008, this update will therefore be reported in quarter 2.</p>											
14	NI 158 Leeds Strategic Plan - Partnership Agreed	% non-decent council homes	Strategic Landlord	Monthly %	Fall	22.81	22.81	15.00	27.00	15.00	No concerns
<p>Non Decency is now being reported from the Keystone asset management system. Since its implementation ALMOs have added data to assist in accurate forecasting. As a result we would like to revisit the LSP targets (previously submitted as provisional) to show a target of 18% non decency by the end of 08/09. We are still confident of meeting the target of all homes being decent by the end of 2010/11. Whilst the non decency figure for Q1 is showing a worsening position since year end, this is due to configuration that came to light recently. The system is being corrected, with additional surveying by ALMOs. The figure has improved since Q1 with Aug showing 24.9% non decency.</p>											
15	NI 15 National Indicator	Serious violent crime rate	Community Safety	Monthly %	Fall	0.00	N.A.	0.00	144.00	576	No concerns
<p>YTD=217 up 13.0% (25 more offences) - The Home Office have changed the definition for this target since first publication. At present there is no baseline data using the new definition to re-work the target, this information should be available for quarter 2 performance reporting.</p>											
<p>Based on the available information it appears that offence numbers have increased slightly in Q1 2008/09 when compared with Q1 2007/08. In April 2008, the Home Office issued clarification of the counting rules regarding recording practices for violent offences; this has led to increases in numbers of GBH offences and corresponding decreases in ABH offences. The increase in the serious violent crime rate is consistent with this change in recording. West Yorkshire Police are currently working on a Problem Profile to investigate this further.</p>											
16	NI 18 National Indicator	Adult re-offending rates for those under probation supervision	Community Safety	To be confirmed	No	N.A.	N.A.	N.A.	See Comments		Under development see comments
<p>The reporting organisation for this target is the National Offender Management Service (Probation), arrangements need to be made to access this information from this organisation, data quality checklists will be finalised.</p>											

No.	Reference	Performance Indicator Type	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality
17	NI 28	National Indicator	Knife crime rate	Community Safety	To be confirmed	No	N.A.	N.A.	N.A.	See Comments		Under development see comments
West Yorkshire Police report these figures to the Home Office on a quarterly basis; however, the figures are for the whole of West Yorkshire and not broken down by district. West Yorkshire Police are working towards producing district level information and anticipate that this should be possible before December 2008. Information is awaited from WYP after which data quality arrangements will be finalised.												
18	NI 29	National Indicator	Gun crime rate	Community Safety	To be confirmed	No	N.A.	N.A.	N.A.	See Comments		Under development see comments
West Yorkshire Police report these figures to the Home Office on a quarterly basis; however, the figures are for the whole of West Yorkshire and not broken down by district. West Yorkshire Police are working towards producing district level information and anticipate that this should be possible before December 2008. Information is awaited from WYP after which data quality arrangements will be finalised.												
19	NI 34	National Indicator	Domestic violence & murder	Community Safety	To be confirmed	No	N.A.	N.A.	N.A.	See Comments		Under development see comments
West Yorkshire Police report these figures to the Home Office on a quarterly basis; however, the figures are for the whole of West Yorkshire and not broken down by district. West Yorkshire Police are working towards producing district level information and anticipate that this should be possible before December 2008. Information is awaited from WYP after which data quality arrangements will be finalised.												
20	NI 39	National Indicator	Rate of Hospital Admissions per 100,000 for Alcohol Related Harm	Community Safety	To be confirmed	No	N.A.	N.A.	N.A.	See Comments		Under development see comments
The reporting organisation for this target is the Primary Care Trust, the definition includes both chronic health conditions linked to alcohol consumption, as well as crime related behaviour and accidents linked to alcohol. This limits its usefulness and it may be more relevant as a health PI the information can be disaggregated and so a more useful local indicator might need to be developed.												
21	NI 196	National Indicator	Improved street and environmental cleanliness through reducing levels of fly tipping whilst increasing levels of enforcement activity	Environmental Action Team	Monthly Number	N.A.	1.00	N.A.	4.00	4.00	4.00	No concerns
This indicator measures a local authority's performance based on its year on year change in the total number of incidents of fly-tipping, compared with its year on year change in enforcement activity taken against fly tipping. The authority's performance is then rated on a 4 point scale with 1 being 'very effective' and 4 being 'poor'. Due to the way this PI is calculated (i.e. - a year on year comparison) a fluctuation in the overall performance score should be expected. Over the last few years, performance on this indicator has been assisted by additional NRF resources for enforcement. This led to an increased level of enforcement actions, in particular prosecutions which resulted in our 'very effective' rating in previous years. In 2008/09 a number of factors have impacted performance on this measure. The service introduced improvements to the way fly tips are recorded to ensure the quality of the data. This resulted in an increased number of fly tips being recorded (as opposed to fly tips increasing in real terms).												
This change in recording practices along with the merger of the service with Environmental Health, the re-alignment of the service on an area by area basis and the introduction of a new IT system meant there would be a short term deterioration in our performance (this was forecasted in the targets set for the year). To try and reduce the impact this has on our score, the service is examining ways to improve performance through prioritising enforcement activities and although we expect our performance to rise in future years to 'effective' or 'very effective', it should be noted that NRF resources are only available until March 2009. Due to the volatile nature of this indicator the service will examine the feasibility of introducing a local measure to better reflect the way the authority deals with fly tipping.												
22	NI 184	National Indicator	Food Establishments in the area which are broadly compliant with food hygiene law	Environmental Services	Quarterly %	Rise	N.A.	N.A.	N.A.	See Comments		Under-development report generating software is being developed.
Six factors are assessed as part of risk assessments carried out by local authority food enforcement officers. Three of these are considered by this indicator when assessing whether a food premise is broadly compliant. These are the level of compliance with hygiene requirements, level of compliance with structural requirements and level of confidence in management. To be broadly compliant, premises need to achieve a score of 30 or less (broadly compliant equates to over 2 stars in our own internal star rating assessment). In addition, there has been some concern expressed as to the comparability of this NI in terms of what premises authorities are including in their calculations. Work is being progressed between the Food Standards Agency (FSA) and the West Yorkshire Principal Food Officers Group to determine a consistent baseline (e.g. are premises such as child minders, milkmen included/excluded from this measure).												
This work is ongoing and until it has been agreed, it is only possible to provide an interim indicative result for quarter 1. Following the guidelines, as they stand, 69% of premises are broadly compliant. Further updates will be provided at quarter 2, where it is hoped, an agreement will have been reached with other WY authorities and the FSA.												
23	NI 191	National Indicator	Kilograms of residual household waste collected per household	Environmental Services	Monthly KG	Fall	736.15	N.A.	697.89	184.99	674.14	No concerns
Since the implementation of the recycling strategy the service is steadily reducing the kilograms of residual household waste collected per household. Levels of composting are up over the period through the expansion of the garden waste collection service and overall, the service is forecast to achieve its year end target.												

No.	Reference Indicator Type	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality
24	Ni 193	Percentage of municipal waste land filled	Environmental Services	Monthly %	Fall	68.82	N.A.	65.92	66.26	65.56	No concerns
Our success on this indicator can be directly attributed to our success in NI 192. As the levels of recycling, composting and reuse increases, the volume of waste land filled reduces, thus having a positive effect on this indicator. The continued roll-out of the recycling strategy and the work undertaken by the Education & Awareness Team should further improve our performance on this indicator and initial indications are, that the service will meet its year end target.											
25	Ni 183	Impact of local authority trading standards services on the fair trading environment	Environmental Services Trading Standards	Quarterly %	Fall	N.A.	N.A.	N.A.	See Comments	vg	Concerns: no checklist
This is a new indicator for collection 2008/09 and the information is co-ordinated by West Yorkshire Trading Standards. The results generated for 2008/09 will be used as the baseline year upon which targets for future years can be set. Trading Standards have been asked to provide a Data Quality checklist that will show any reporting issues.											
26	Ni 142	Percentage of vulnerable people who are supported to maintain independent living	Strategic Housing and Commissioning	Quarterly %	Rise	99.00	N.A.	99.00	99.00	99.00	No concerns
Data is provisional as data for West North West Homes has not yet been received.											
27	Ni 156	Number of households living in temporary accommodation	Strategic Housing and Commissioning	Quarterly %	Fall	548	N.A.	333	432	500	No concerns
Temporary accommodation is predicted to miss its target due to a number of factors. There is a marginal impact of families accommodated as a result of the government's Case Resolution Programme but essentially the performance reflects a drop in accommodation in the private rented sector made available to the council to prevent homelessness and issues around case management of those households placed into temporary accommodation. In response to the situation a project board overseen by the Chief Officer has been established to oversee progress against a series of actions designed to improve performance. Alongside work being undertaken within the Homeless Service, joint action is being taken with colleagues in Health and Environmental Action Teams to encourage and enable an increase of private rented properties available.											
28	Ni 147	Care leavers in suitable accommodation	Children and Young People Social Care	Quarterly %	Rise	94.1 (2007/08 year-end)		93	90.9		Concerns: no checklist
This represents two young people who are in custody which by definition isn't suitable accommodation.											
29	LKI-CS8A	Local Indicator	Addressing domestic violence by: a) increase the number of reported incidents of domestic violence	Monthly Numerical	Rise	N.A.	9305.00	13035.00	2334.00	9336.00	No concerns
YTD=2,334 down 7.7% (196 fewer offences) The reasons for the fall in the reported domestic violence incidents are unclear but appear to have followed regional trends, there may be a change in recording practices and this is being investigated but referrals to the Sanctuary Scheme may have had some impact. Safer Leeds has completed a review of domestic violence services and identified improvement activities, which services will put into practice in 2008/09 as part of Domestic Violence Strategy.											
30	LKI-CS8B	Local Indicator	Addressing domestic violence by: b) reduce repeat victimisation as a proportion of reported domestic violence incidents	Monthly %	Fall	49.00	46.1	43.00	46.20	46.20	No concerns
YTD=46.2%, 2334 incidents 1078 repeats compared with 45.9% in the previous year. The rate of repeat victimisation for Domestic Violence has increased perhaps due to the drop in the number of reported incidents. The reasons for this are unclear but appear to have followed a regional trend; there may be a change in recording practices and this is being investigated but referrals to the Sanctuary Scheme may have had some impact. Safer Leeds has completed a review of domestic violence services and identified improvement activities, which services will put into practice in 2008/09 as part of the Domestic Violence Strategy.											
31	LKI-CS8C	Local Indicator	Addressing domestic violence by: c) increase the number of reported incidents of domestic violence that result in a sanctioned detection	Quarterly %	Rise	N.A.	21.9	18.00	26.70	26.70	No concerns
YTD=26.7%, compared with 17.2% in the previous year. Improved partnerships working through Multi Agency Risk Assessment Conference (MARACS) ensures that the police and partners are able to provide an effective service to victims of domestic violence. Improved investigations of domestic violence cases means that the police detect more cases and bring more perpetrators to justice.											
32	LAA-SSC25	Local Indicator	Homelessness acceptances due to violence and harassment.	Quarterly Number	Fall	307	307	300	68.00	272	No concerns
On track to meet LPSA2 criteria for reward.											
33	LKI-HAS5	Local Indicator	The number of homeless acceptances resulting from parental eviction (cumulative)	Quarterly Number	Fall	1209	106	150	24	96	No concerns
This year end target allows 37.5 parental eviction acceptances per qtr. Current performance exceeds this by 36% with a Q1 figure of 24. The continued partnership work between HAP and Archway is central to this achievement.											

No.	Reference Indicator Type	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality
34	LK1 91B Local Indicator	Percentage of households resident in the authority's area served by a kerbside collection of at least two recyclables	Refuse Collection & Waste Management	Quarterly %	Rise	N.A.	92.64	95.00	95.30	95.30	Some concerns
<p>Since the last report work has been undertaken with the Recycling and Waste Minimisation Team to ensure their figures are included in the calculation. This team's primary function is to increase access to recycling in multi occupancy dwellings including new apartments and council owned tower blocks. Between April 2007 and March 2008, the team increased the number of properties with access to recycling by 22%. This has contributed to us achieving the target set for this year. As recycling facilities continue to be rolled out to these types of households, the processes have been developed to ensure that this is reflected in the figures reported for this performance indicator. Although this work has contributed to improving the quality of the data used to calculate this indicator, some concerns do remain over the way in which bins are mapped to properties. To resolve this, work is underway with IT to move from Superbase to a GIS based route planning system. The project is underway, and our concerns will be eased as the project progresses.</p>											
35	LAA-SSC12 Local Indicator	The number of offences of dwelling burglary recorded by the police.	Safer & Stronger Communities	Monthly Numerical	Fall	N.A.	N.A.	7242	1899	7596	No concerns
<p>YTD=1,899 down 3.7% (73 fewer offences). There were fewer offences of domestic burglary in Q1 2008/09 than there were in Q1 2007/08. The Safer Leeds Delivery Plan for acquisitive crime details planned activities to tackle domestic burglary. These include target hardening work to improve security in vulnerable properties, crime prevention campaigns with vulnerable groups and working with ALMOS and RSLs to devise a programme of work to upgrade security in these properties.</p>											
36	LK1-199A Local Indicator	The proportion of relevant land and highways (expressed as a percentage) that is assessed as having combined deposits of litter and detritus that fall below an acceptable level	Street Cleansing	Quarterly %	Fall	N.A.	13	15.00	13	15	No concerns
<p>This indicator has been retained as it forms part of the LPSA 2 agreement. If the council achieves its target of 15% by March 2009 it will have achieved its stretch target which means the authority will receive financial reward. If the council achieves 16.2% then it will trigger the 60% element of the stretch target and at least recover some performance reward grant for the council. To calculate this indicator, 3 surveys are performed throughout the year and each survey covers a cross section of wards. This particular survey covered: Ardsley & Robin Hood, Guiseley & Rawdon, Farnley & Wortley, Calverley & Farsley and the Middleton Park area, which contains a number of Super Output Areas. The score achieved for combined levels of litter and detritus at the 2007/08 year end has been maintained however, it is predicted that the two remaining surveys will increase our score slightly due to the seasonal variations we experience in terms of levels of litter and detritus.</p>											
37	LK1-HAS11 Local Indicator	Number of sanctuary installations completed	Homeless and Advisory Service	Monthly Numerical	Rise	305	305	325	70	280	No concerns
<p>Straight line forecast suggests that target will not be met. HS&C are seeking to increase the number of referrals relating to hate crime, which have been low since scheme start up. Key measure for 2008/09 is number of dv/hate crime homeless acceptances, which were 68 in Q1 2008/09. Target is to have no more than 550 in the year.</p>											

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Originator: A Brogden

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 13th October 2008

Subject: Recommendation Tracking

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 Members introduced a formal recommendation tracking system in December 2006. Each Scrutiny Board receives a quarterly report, coinciding with the quarterly presentation of performance information, on the progress made in implementing the Board's recommendations.
- 1.2 This tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.
- 1.3 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 1.4 To assist Members with this task, the Principal Scrutiny Adviser has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate, and to change them where they are not.
- 1.5 Last month the Board requested an update on the Streetscene Grounds Maintenance Contract and therefore this recommendation tracking report focuses on the recommendations arising from the 2005/06 Scrutiny Inquiry into the Streetscene Grounds Maintenance Contract.
- 1.6 Senior officers from Environment and Neighbourhoods will be attending today's meeting to present this update and answer any further questions from Members.

1.7 The next quarter report in January 2009 will be updating Members on progress against a number of previous inquiries dating back to 2004.

2.0 Recommendations

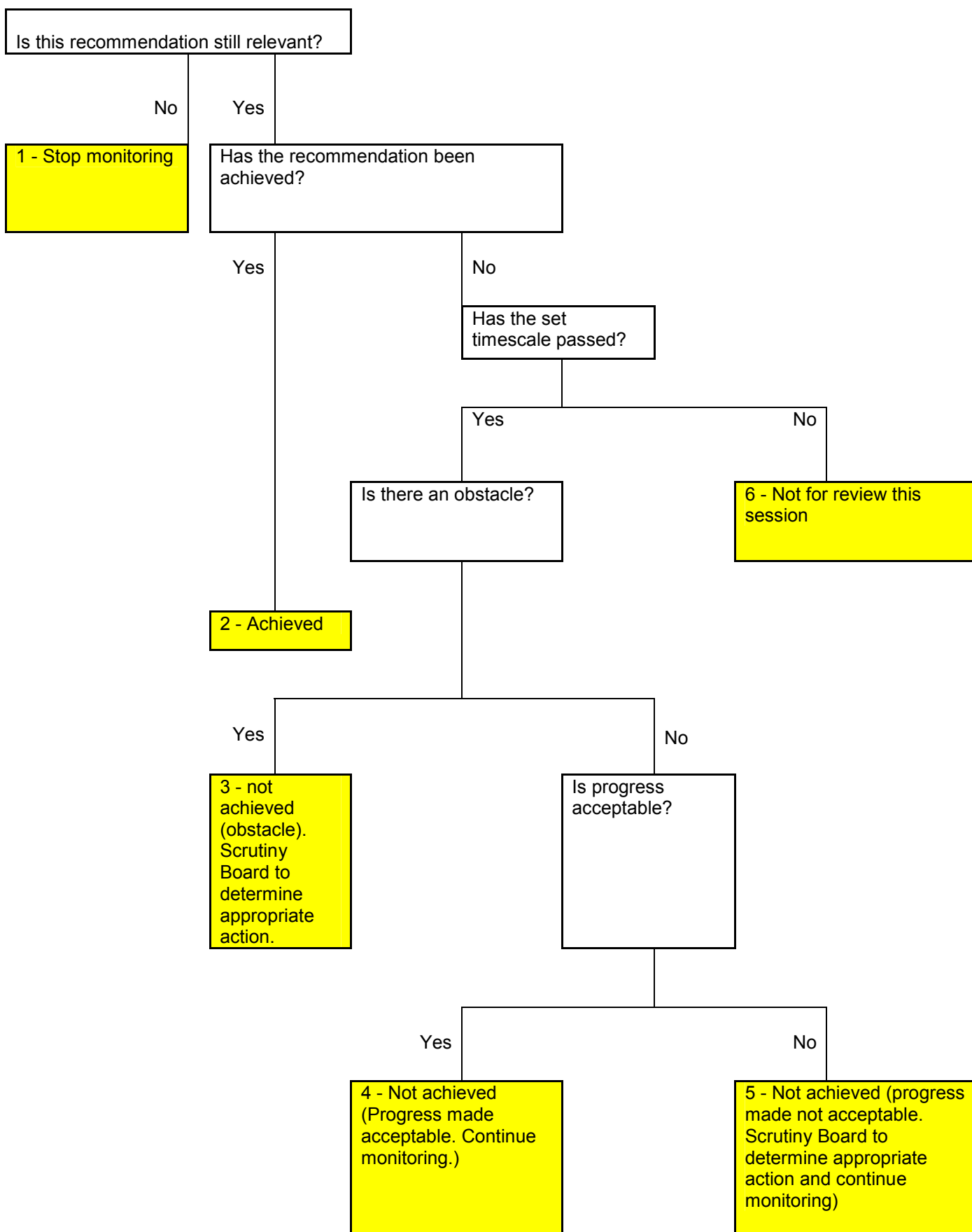
2.1 Members are asked to:

- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

Background Papers

None.

Recommendation tracking flowchart and classifications:
Questions to be Considered by Scrutiny Boards



Recommendation Tracking – Progress Report (October 2008)**Inquiry into Streetscene Grounds Maintenance Contract**

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6)	Complete	
1.	That the senior project officer, the project manager and project boards do not disband until the project board is satisfied that the contract or new service arrangements are established and running satisfactorily, in order to provide a co-ordinating body dealing with issues, risks and contingencies up to, and beyond, the start of the contract or the establishment of new service delivery arrangements.	The current contract Review Project Board is considering the governance arrangements that need to be put in place to ensure that future contract re-rendering programme is managed through to contract award and commencement.	4 Not achieved. (Progress made acceptable. Scrutiny Board to continue monitoring)	
2.	That CMT discuss the monitoring arrangements for this contract to ensure that there is agreement on where this function should lie.	Monitoring arrangements have been agreed and are now established. The ALMO's monitor their own areas and Environmental Services monitor highway areas on behalf of Highways Services. Monitoring arrangements will be reviewed for the next contract.	2 Achieved	✓
3.	That projects involved in procuring services ensure that specifications and any proposed variations are costed simultaneously to prevent the need for the re-submission of tenders.	Environmental Services will ensure through the Project Board that this recommendation is adhered to as it will speed up the procurement process. Development of the specification and variation options will be carried out with the ALMO's and Highways. Any additional or enhanced service requirements will be specified and priced separately. The procurement process will include preparing a shadow bid on the basis of core service and additional requirements.	2 Achieved	✓

4.	That any future Streetscene Grounds Maintenance contracts are awarded well ahead of the growing season, so as to ensure the Contractor has sufficient time to mobilise.	Environmental Services supports this recommendation and will ensure that a generous mobilisation period is incorporated into future procurement timetables.	2 Achieved	✓
5.	That risk assessments for seasonal contracts should identify a cut off point by which time the contract should be awarded for the effective delivery of the service. Where this is unachievable, the award should be deferred.	Environmental Services will ensure that a rigid risk management approach is applied to future contract procurement and that a risk register is created that identifies this issue.	2 Achieved	✓
6.	That a mechanism is established to identify high and low risk projects and to formalise the necessary reporting of issues to CMT.	Environmental Services will ensure a rigid risk management approach is applied to future contract procurement and that colleagues in CPU and the Risk Management Unit are fully engaged in the process. CLT will be advised at the earliest opportunity of progress with the procurement and notified of any significant risks.	2 Achieved	✓
7.	We recommend that training takes place or information is disseminated to ensure that the term 'letter of intent' and other specialist procurement terminology is used correctly	Environmental Services will ensure that all of its officers involved in the procurement process are familiar with procurement terminology to avoid any confusion. Colleagues in CPU have assisted in this: 1. The procedure to be followed and the issues and risks associated with the issue of Letters of Intent were included into the Contracts Procedure Rules (CPR's) Code of Practice. This was effective from 1 st April 2006.	2 Achieved	✓

		<p>2. The issue of Letters of Intent was incorporated into the CPU's CPR training sessions from April 2006.</p> <p>3. The publication of issues relating to Letters of Intent are included (as and when necessary) in the CPU's procurement newsletter.</p>		
8.	<p>That the Corporate Procurement Unit develop and establish the improvement measures identified as part of the review of the Streetscene Grounds Maintenance project, particularly regarding the roles and responsibilities and project management tools in place, the reporting process, the remit of the project board, costing the specification and the time allocated to the stages of procurement. We also recommend procedures are introduced to ensure all meetings throughout the process are minuted.</p>	<p>The Chief Procurement Officer is a member of the Grounds Maintenance Review Board which will ensure that the recommendation is delivered. The CPU have incorporated the Council's corporate project management methodology into its project strategy.</p>	<p>2 Achieved</p>	<p>✓</p>
9.	<p>Those as part of the project management process for high profile or high risk contracts or new service delivery arrangements adequate contingency plans are put in place.</p>	<p>The DSC programme for project management will be applied to the re-tendering of the grounds maintenance contract which will ensure that contingency arrangements are identified and put in place.</p>	<p>2 Achieved</p>	<p>✓</p>

10.	<p>That where a high profile project is experiencing any difficulties or risks that might influence the awarding of a contract or the delivery of new service arrangements, the relevant Executive Board Member is briefed by the chair of the project board at the earliest possible stage. To complement this we recommend that guidelines are drawn up outlining the appropriate stages at which Members should be briefed.</p>	<p>Environmental Services will ensure that all high risks associated with the grounds maintenance re-tender are identified as part of the risk management process. All high risks will be reported to the Executive Member for Environmental Services.</p> <p>The Chief Officer for Environmental Services has regular scheduled meetings with the Executive Member and progress with the re-tendering of the grounds maintenance contract will be reported including all high risk issues.</p>	<p>2 Achieved</p>	<p>✓</p>
11.	<p>That the current risk assessment methodology is reviewed to ensure that issues identified in this inquiry are incorporated and to ensure that a rolling risk register is always adopted for projects.</p>	<p>Risk Management methodology is applied to all key stages of the grounds maintenance contract and risk registers are created to help manage the risks. The risk register will be active and maintained for the life of the re-tendering project.</p>	<p>2 Achieved</p>	<p>✓</p>
12.	<p>That the risk assessment process ensures that the option of a phased approach to a contract is considered.</p>	<p>Environmental Services will ensure that the approach is considered in future contract strategies.</p>	<p>2 Achieved</p>	<p>✓</p>

13.	That work continues on the database held by Parks and Countryside to ensure that data is up to date and correctly attributed. We also recommend that where a similar contract is let in the future issues around data are resolved and checked before the specification is agreed and is given to the Contractor / service deliverer in a usable form.	Environmental Services has now created its own mapping database which is well managed and updated as the contract has developed.	2 Achieved	✓
14.	We recommend that City Services and Parks and Countryside work alongside Ward Members in identifying privately owned land erroneously on the cutting schedule and that the owners are contacted to take over maintenance. We also recommend that this exercise also identifies land which should be on the schedule and is currently not being cut.	The identification and mapping of Council land, where appropriate, on the grounds maintenance database is now well developed and up to date. However, a number of pieces of 'orphan' land have been identified where the owner cannot be traced. The location and quantity of these areas of land are being logged and a corporate decision will have to be taken about how they will be dealt with in the future. Currently there is no budget provision to carry out maintenance of these pieces of land.	3 Not achieved. (Obstacle. Scrutiny Board to determine appropriate action)	
15.	We recommend that City Services establishes what is required for the 'In Bloom' routes and ensures that appropriate arrangements are made for next year.	The 'In Bloom' routes have been removed from the main grounds maintenance contract and are currently cut by a second contractor. Close liaison is maintained between the 'In Bloom' groups and Streetscene monitoring staff.	2 Achieved	✓

16.	That City Services, as the monitoring department, continues to closely monitor the performance of the Contractor particularly with regard to shrub maintenance and verge maintenance and any contingencies being developed by both the Council and the Contractor for the start of the next cutting season.	Environmental Services continue to monitor highways land and the individual ALMO's monitor their respective areas. Shrub bed maintenance continue to be an issue as not all 'non-maintainable' beds have been restored to a maintainable condition by the ALMO's as agreed. Monitoring of shrub beds continues and the standard of work is improving.	4 Not achieved. (Progress made acceptable. Continue monitoring)	
17.	That City Services (in consultation with the Executive Board Member) consider the possibility of a winter cut this year and an earlier Spring cut next year and that where appropriate this is included within the budget discussions, whilst ensuring that the specification has been fully met.	In years two and three of the contract additional cuts have been achieved. Negotiations with Highways Services and the three ALMO's have resulted in an additional cut (Cut 14) to be carried out in November of this year, 2008. The frequency of cut of rough cut grass has been increased to three times per year and is now the same as sight line grass.	2 Achieved	✓
18.	That induction arrangements are regarded as a priority when handing over a service to a new delivering body, internally or externally to the Council.	This will be included as part of the procurement process and letting of the new contract.	2 Achieved	✓
19.	That City Services review the arrangements around weed control to ensure that any issues are resolved for next year.	The decision was taken that Parks and Countryside should continue to manage the citywide weed spraying contract on behalf of Highways Services and the three ALMO's. The contract expiry date was 31 March 2007, but due to a procurement delay was extended until July 2007. There is now a new contract in place specifically for weed spraying.	2 Achieved	✓

20.	That City Services develop and arrangement with the Contractor to allow direct access for Ward Members to the service provider, whilst continuing the appropriate performance monitoring.	Discussions will take place on whether there could be some form of escalation arrangement introduced for use by Ward Members in the next Contract.	<p style="text-align: center;">4</p> <p style="text-align: center;">Not achieved. (Progress made acceptable. Continue monitoring).</p>	
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Categories

- 1 - Stop monitoring
- 2 - Achieved
- 3 - Not achieved (Obstacle)
- 4 - Not achieved (Progress made acceptable. Continue monitoring)
- 5 - Not achieved (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session



Originator: Laura Kripp

Tel:24 76237

Report of the Director of Environment and Neighbourhoods

Scrutiny Board (Environment and Neighbourhoods)

Date: 13 October 2008

Subject: Miscellaneous Properties

<p>Electoral Wards Affected: Various</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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Eligible for Call In

Not Eligible for Call In
(Details contained in the report)

EXECUTIVE SUMMARY

1. The purpose of the report is to provide information to Scrutiny Board on the miscellaneous properties owned by the Council, but not managed by the ALMOs. All of the properties are vested with Environment and Neighbourhoods. The report also discusses proposals for the future management of this housing stock.
2. There are currently 344 miscellaneous properties in the ownership of the Council, which are not managed by the ALMOs. All of these properties were previously leased to Housing Associations (HAs), who managed the properties on behalf of the Council. In some instances the HAs set up sub leasing arrangements with other housing providers.
3. The majority of the leases have expired, but legally 'hold over' meaning the leaseholder continues to manage the properties and the terms of the lease are still applicable. Of the expired leases, 143* are currently being renegotiated. Additionally, Leeds Federated Housing Association (LFHA) are currently in the process of returning 35 vacant properties to the Council.

**Please note that the figures in this report are subject to change as leases expire.*

1.0 Purpose Of This Report

- 1.1 The purpose of the report is to inform Scrutiny Board on the miscellaneous properties owned by the Council, but not managed by the ALMOs. All of the properties are vested with Environment and Neighbourhoods. The report also discusses proposals for the future management of the housing stock.

2.0 Background Information

- 2.1 Approximately fifteen years ago an assessment was undertaken on the miscellaneous properties owned by Leeds City Council (LCC) and managed by the Housing Department. The properties were classified as 'miscellaneous' as they were predominantly back to back houses, which were sporadically located across the city, and did not form part of the traditional council housing estates.
- 2.2 The assessment confirmed that the properties were in an extremely poor state of repair due to a lack of investment and were expensive to refurbish. Due to their state they were in very low demand and difficult to let. The properties were located in hard to let areas where there are high levels of social deprivation and unemployment
- 2.3 On this basis, some properties were declared surplus to requirements and disposed of, whilst the others were leased to Housing Associations (HAs) on long term leases on a peppercorn rent. The main reason for this was that HAs were able to access Social Housing Grant from the Housing Corporation to invest in the properties. The Council was not eligible for this funding. The HAs undertook the investment the properties required to make them habitable in return for the £1 per annum rent.
- 2.4 In February 2003, six Arms Length Management Organisations (ALMOs) took over the management of the Council's housing stock. These miscellaneous properties were not transferred to the ALMOs to manage, as they were under lease/ license at the time. The majority of properties are not in charge on the orchard system, and are not included in the Decency costings or the ALMO Business Plans.
- 2.5 The Strategic Landlord Division, in conjunction with Housing Finance and Legal Services undertook an assessment of miscellaneous properties, to establish the current position with regards to the leases. It has now been established that there are approximately 344 miscellaneous properties, vested with Environment and Neighbourhoods.
- 2.6 Prior to the Strategic Landlord taking over this area of work, records of the miscellaneous properties were incomplete or out of date. The approach that has been taken by the Strategic Landlord Division to deal with miscellaneous properties is as follows:
- The original miscellaneous property database (created by Environmental Health) has been cleansed, and identifies 344 miscellaneous properties. All of 344 properties are vested with Environment and Neighbourhoods but do not form part of the ALMO portfolios
 - This database identifies which leases have expired and which are current
 - Strategic Landlord has identified which organisations the properties are leased to

- Discussions have taken place between Strategic Landlord, Housing Finance, Legal Services, Supporting People, Leeds Federated Housing Association (LFHA) and other agents managing the properties

3.0 Main Issues

3.1 Of these 344 identified properties, 297 have lease agreements with external housing providers providing a variety of accommodation for varying needs i.e. supported housing for vulnerable tenants, students and general needs social housing. Historically, two different arrangements have been negotiated with respect to the leases.

- Direct Lease Arrangements

The first arrangement sees larger housing providers (i.e. LFHA, the Ridings Housing Association and Unipol) leasing properties directly from the Council.

- Indirect Lease Arrangements

The second arrangement sees a lease agreement to one of the larger organisations (predominantly LFHA), who then sub lease the properties to smaller managing agents (i.e. Canopy, LATCH and GIPSIL etc). The managing agents let the properties and undertake property improvement. It is believed that this second arrangement was originally set up for funding purposes.

3.2 It has been agreed that this sub leasing arrangement is no longer required, and LFHA have terminated their involvement with these arrangements. All the housing providers who were on sub leasing agreements are now negotiating direct leases with LCC.

3.3 Supporting Housing for Vulnerable People

3.4 Of the miscellaneous portfolio, there are currently 57 properties which are being leased to organisations providing services under the Council's Supporting People programme (i.e. LATCH, St Anne's and Leeds Housing Concern). The Supporting People team have confirmed that a decision to bring these properties back into Council management would have a serious effect on the Supporting People Programme and could potentially jeopardise the future of these smaller organisations, who provide valuable services. Additionally, Canopy have 22 properties where they support vulnerable people on training initiatives to refurbish the properties, and then support them to take on the tenancy of the property once refurbished (although Canopy have recently opted out of the Supporting People programme).

3.5 Executive Board agreed Less Than Best reports in September 2007, that LCC enter into direct lease agreements with Canopy and LATCH. Since that time, Legal Services have been in discussions with LATCH and Canopy to draw together a master lease, which will be the template for all other leases. Once the master lease has been agreed, an additional report is to be sent to Executive Board in December 2008 to gain agreement for the remaining leases to GIPSIL, St Anne's and Leeds Housing Concern to be signed.

3.6 Student Housing (via Unipol)

3.7 There are approximately 131 properties being used by Unipol as student homes. Unipol have targeted the properties they lease from LCC to mature students with families, and have provided much needed investment in properties which had historically received significant underinvestment.

3.8 Of these 131 properties, 54 are part of the Shay Street scheme, which was agreed by Executive Board in March 2007. The scheme involves Unipol continuing to lease the maisonettes, this time on a 21 year lease via Connect Housing Association, in order for them to invest Housing Corporation funding in the properties.

3.9 Of the remainder of the leases 27 are current, with the majority of these leases expiring in 2012. There are 50 leases which have expired, but legally 'hold over' meaning the leaseholder continues to manage the properties and the terms of the lease are still applicable. A decision needs to be made about the future of these properties, and whether the Council still wishes to support Unipol on Less Than Best peppercorn leases (£1 per annum). Initial discussions have been held with Development Department, Legal Services and Housing Finance as to how to approach the issue of these leases. A meeting needs to be set up with Unipol to establish the principles of reviewing the leases. It is probable that the Council will seek a market rent for these properties.

3.10 Returned Properties

3.11 There are approximately 22 units that were returned to the Council from the leaseholders. Recently, 7 have been brought back into charge, to be managed by the ALMO, 1 property was demolished, 2 are scheduled for demolition under the Regional Housing Board programme and 1 is scheduled to be sold. The remainder of the properties are currently vacant.

3.12 Re'new have been assessing these properties for their suitability for a 'Homebuy scheme'. The financial modeling for this scheme should be completed by October 2008 and submitted to Asset Management Group.

3.13 Additionally, LFHA have been discussing with the Council returning their vacant leased miscellaneous properties. There are 34 of these properties, which were leased out as general social housing. The majority of these properties are in extremely poor state of repair, and LFHA have provided little investment to these properties in the last 5 years. When returned, these properties will be the responsibility of the Council. These properties have not been part of any Decency programming.

3.14 Strategic Landlord have been working in conjunction with Housing Finance to come up with a solution to these properties. As they are returned, Housing Finance have provided revenue cost codes in order for them to be sheeted and secured. Additionally, Major Repairs Allowance (MRA) funding has been identified over the next 3 years, which will allow these properties to be brought up to a habitable and 'Decent' standard, for them to be managed by the ALMOs. Strategic Landlord are currently compiling a Design and Cost report for the funding, and liaising with the ALMOs about the management of this process.

4 Implications For Council Policy And Governance

- 4.1 Housing Finance confirmed that under Department of Communities and Local Government (DCLG) regulations, LCC should be aware of the void records, tenant information and rent restructuring for the miscellaneous properties. This did not happen under the previous lease arrangements, and LCC could have been penalised.
- 4.2 To resolve this it is proposed that the miscellaneous properties become part of the ALMO portfolio's/ management agreements, although the day-to-day management and maintenance will be the leaseholder's responsibility. Finance have confirmed that the properties will need to be entered onto the Orchard system, and the agents should be contracted to provide tenant and void information for LCC records. The ALMO's should also be notified of Decency works.
- 4.3 Finance will need to be informed as soon as 21 year plus leases are negotiated, so that they are removed from the HRA.

5 Legal And Resource Implications

5.1 Housing Revenue Account Implications

- 5.2 Discussions have been held with Environment and Neighbourhood's Finance Section regarding these miscellaneous properties and the impact they have on the Housing Revenue Account (HRA). LCC pay in the region of £1000 per property to the DCLG in housing subsidy, for them to re-distribute around the country. The approximate £1000 housing subsidy per property applies to the 344 miscellaneous properties (therefore £344,000 per annum approximately, is paid by LCC to the DCLG for the miscellaneous properties). As the majority of properties are on peppercorn rents, there is insufficient income to offset the housing subsidy (as with other LCC properties).
- 5.3 Finance have confirmed that if the properties are leased out for more than 21 years, then they are excluded from the £1000 housing subsidy repayment. The properties will also be excluded from any rent restructuring requirements.
- 5.4 It would seem preferable that all future lease agreements, are set at a minimum of 21 years, to be exempt from housing subsidy. This not only has beneficial effects on the HRA, but will also provide security for smaller agents and allows them to confidently apply for funding to refurbish the properties. Given this situation, a standardised 25 year lease is being negotiated on all the leases.

5.5 Rent restructuring

HRA properties which have been leased to an RSL or other managing agent for 21 years or less are subject to rent restructuring. As these properties are within the HRA, then the rents to tenants ought to be so calculated. Additionally, LCC are required to keep detailed records on occupancy and voids and include these properties within the decency programme. Measures are currently being put in place to manage this information, once the leases have been signed.

5.6 Annual Rental Income

Development Department have been instructed to undertake property evaluations, and re-assess the annual rental charge for the properties. If organisations are not in the financial position to pay the revised rates, then 'Less Than Best' approvals have been considered at Executive Board.

6.0 **Conclusions**

6.1 The work regarding the miscellaneous properties is on-going. Housing Finance, the ALMOs and SL are working together to identify funding to bring the returned properties up to the Decent Homes Standard, to be managed by the ALMOs.

6.2 The leases for the Supported Housing properties are being completed by Legal Services.

6.3 Discussions will be held with Unipol about renegotiating new leases on a market rent.

7.0 **RECOMMENDATION**

7.1 Scrutiny Board is requested to note the contents of this report.

Background papers

None.



Originator: A Brogden

Tel:2474553

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 13th October 2008

Subject: Inquiry into Street Cleaning

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 At the beginning of the year the Board agreed to carry out an Inquiry into Street Cleaning. Terms of reference for this Inquiry were agreed by the Board last month. These are attached as appendix 1.
- 1.2 The purpose of today's meeting is to consider evidence in line with session one of the Board's Inquiry. This session focuses on the following areas:
- Legislation governing street cleaning services, including the National Code of Practice on refuse and street litter;
 - Roles and responsibilities of the Council for street cleaning services in Leeds (including the role of the ALMOs);
 - Common perceptions around street cleaning services and the measures of success used.
- 1.3 A working group of the Board met on 24th September 2008 to consider most of the evidence in line with the above. A summary report of the working group's discussions and a copy of the background papers submitted to the working group will follow and be made available prior to the meeting for the Board's consideration.
- 1.4 Senior officers from Environment and Neighbourhoods and the ALMOs will be attending today's meeting to contribute to the Board's discussion on the evidence in line with session one of this Inquiry.

2.0 Recommendations

- 2.1 The Board is asked to note the summary report of the working group and consider the evidence provided in line with session one of its inquiry into Street Cleaning.

Background Papers

None

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

INQUIRY INTO STREET CLEANING

TERMS OF REFERENCE

1.0 Introduction

- 1.1 The government's 'cleaner, safer, greener communities' agenda focuses on improving the local environment, making places safer and engaging and empowering communities to adopt sustainable lifestyles. Since 2002 the government has introduced new funding approaches and legislative powers, such as the Clean Neighbourhoods and Environment Act 2005, to enable councils to act. The Local Government White Paper also highlights the need to empower and engage communities in creating better public places.
- 1.2 The physical appearance and quality of local environments have a high impact on the quality of life and the feeling of safety within communities and this is recognised with the Council's Corporate Plan 2005/08 and Council Plan 2007/08. One of the Council's five strategic service outcomes for local people is that 'All neighbourhoods are safe, clean, green and well maintained'. One of the planned activities set out within the Corporate Plan states that the Council will work towards becoming the cleanest city in Europe by 2020 by further developing its approach to improving streets. It will do this by providing city-wide integrated Streetscene services, supported by effective education, and it will not tolerate any environmental crime.
- 1.3 During its meeting on 24th July 2008, Scrutiny Board (Environment and Neighbourhoods) resolved to undertake an inquiry focusing primarily on the role of street cleaning services in helping to meet the Council's strategic service outcome.

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 following areas:
 - Legislation governing street cleaning services, including the National Code of Practice on refuse and street litter;
 - Roles and responsibilities of the Council for street cleaning services in Leeds (including the role of the ALMOs);
 - Common perceptions around street cleaning services and the measures of success used;
 - Methods of community engagement to reflect local priorities;
 - Comparative case studies of successful beacon authorities in relation to the 'better public places' theme;

- Street cleaning enforcement powers of the Council and opportunities for joined up enforcement with other individuals/groups/organisations (particular reference will be made to the enforcement of dog fouling);
- Frequency and monitoring of street cleaning services;
- Resource pressures relating to street cleaning services.

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and have been incorporated where appropriate into these Terms of Reference. Full details are available on request to the Scrutiny Support Unit.

4.0 Timetable for the inquiry

- 4.1 The Inquiry will take place over a number of sessions. These sessions will involve working group meetings which will provide flexibility for the Board to gather and consider evidence that will aid the discussions during the public Board meetings.
- 4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

- 5.1 Working group meetings will be held during the interim period between session one and two. Dates for the working group meetings are to be arranged.

5.2 Session one – Scrutiny Board Meeting (13th October 2008)

To consider evidence in relation to the following areas:

- Legislation governing street cleaning services, including the National Code of Practice;
- Roles and responsibilities of the Council for street cleaning services in Leeds (including the role of the ALMOs);
- Common perceptions around street cleaning services and the measures of success used.

5.3 Session two – Scrutiny Board Meeting (8th December 2008)

To consider evidence in relation to the following areas:

- Methods of community engagement to reflect local priorities;
- Comparative case studies of successful beacon authorities in relation to the 'better public places' theme;

- Street cleaning enforcement powers of the Council and opportunities for joined up enforcement with other individuals/groups/organisations (particular reference will be made to the enforcement of dog fouling);
- Frequency and monitoring of street cleaning services;
- Resource pressures relating to street cleaning services.

5.4 **Session three – Scrutiny Board Meeting (16th March 2009)**

- To agree final report

6.0 **Witnesses**

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

- Chief Environmental Services Officer, Leeds City Council
- Head of Environmental Services, Leeds City Council
- Leeds ALMO Managers
- Executive Member for Environmental Services
- Chief Officer in Community Safety, West Yorkshire Police
- ENCAMS representative
- Cleaner, Greener Network Group
- Area Committee Managers and Chairs

7.0 **Post inquiry report 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 how the implementation of recommendations will be monitored.

8.0 **Measures of success**

8.1 It is important to consider how the Scrutiny Board will deem if their 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.

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Originator: A Brogden

Tel:2474553

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 13th October 2008

Subject: Inquiry into Asylum Seeker Case Resolution – Draft Terms of Reference

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 At the beginning of the municipal year, the Board agreed to undertake an inquiry into the impact of the UK Border Agency Case Resolution Programme for asylum seekers who had submitted an asylum application prior to April 2007 and whose cases remained unresolved, upon the housing stock in the city.
- 1.2 A working group of the Board met with senior officers to discuss the potential scope for the Board's inquiry. Draft terms of reference have been written and are attached for Members' consideration.

2.0 Views of the director and executive member

- 2.1 The Scrutiny Board Procedure Rules Guidance Notes also require that, before embarking on an inquiry, the Board seeks and considers the views of the relevant director and executive member. These views will need to be taken into account in finalising the terms of reference.

3.0 Recommendation

- 3.1 The Board is requested to agree the terms of reference for its forthcoming Inquiry into Asylum Seeker Case Resolution.

Background Papers

None

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SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

INQUIRY INTO ASYLUM SEEKER CASE RESOLUTION

DRAFT TERMS OF REFERENCE

1.0 Introduction

- 1.1 At its meeting on 16th June 2008, Scrutiny Board (Environment and Neighbourhoods) resolved to undertake an Inquiry into the impact of the UK Border Agency Case Resolution Programme for asylum seekers who had submitted an asylum application prior to April 2007 and whose cases remained unresolved, upon the housing stock in the city.
- 1.2 Although the number of asylum applications nationally has decreased considerably over the last few years, the regional contract continues to accommodate approximately 20% of all supported asylum and failed asylum seekers. Historically, Leeds has had the largest proportion of asylum seeker placements in the region. Discussions have taken place with UKBA and other contracting local authorities to introduce measures that will even dispersal proportions out across the region. Measures have been agreed and are being implemented which are producing a thinning out of asylum procurement, across sector, in areas of high concentration.
- 1.3 Members were also interested in the related issue of community cohesion and how the authority was involved in the settlement of those asylum seekers who have been given permission to remain in the city following the case resolution drive from the Government.
- 1.4 UKBA is committed to removing the back log of cases that are now the business of the Case Resolution Directorate, and aims to have all pre-New Asylum Model (NAM) cases resolved by 2011. The initial phase undertaken between the end of August 2007 and March 2008 focussed upon families. UKBA maintain that the process will now progress on a case by case basis, prioritised by a number of criteria which take into account cost to the public purse and the ease at which a case can be resolved. Given the continuing process Members wish to discuss how the authority is preparing in terms of service provision, particularly in the long term.

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 following areas:
 - Assess the impact of positively resolved cases upon housing provision by the authority and the private rented sector;

- Assess the impact of the case resolution process upon homelessness figures;
- Consider the details of the Government's case resolution policy and process in a Leeds and wider regional context;
- Assess the possible service requirements as the case resolution process develops;
- Consider the impact of case resolution on the placement of asylum seekers across the city and explore links with existing community cohesion policies.

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and have been incorporated where appropriate into these Terms of Reference. Full details are available on request to the Scrutiny Support Unit.

4.0 Timetable for the inquiry

- 4.1 The Inquiry will take place over a number of sessions. These sessions will involve working group meetings which will provide flexibility for the Board to gather and consider evidence that will aid the discussions during the public Board meetings.
- 4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Session one – Scrutiny Board Meeting (10th November 2008)

To consider evidence in relation to the following areas:

- Details of the Government's case resolution policy and process in a Leeds and wider regional context;
- Baseline data on the number of asylum seekers within Leeds who qualify for the case resolution programme;
- Data showing the number of positively resolved cases as per the case resolution process;
- Current and potential impact upon housing provision by the authority and the private rented sector of resolved case resolution cases;
- Current and potential impact upon homelessness figures of resolved case resolution case.

5.2 **Session two – Scrutiny Board Meeting (12th January 2009)**

To consider evidence in relation to the following areas:

- An assessment of the possible service requirements as the case resolution process develops;
- Assessment of the impact of case resolution on the placement of asylum seekers across the city and links with existing community cohesion policies;
- Assessment of any identified equality impacts.

5.3 **Session three - (20th April 2009)**

- To agree final report

6.0 **Witnesses**

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

- Director of Environment and Neighbourhoods, Leeds City Council
- Executive Member for Neighbourhoods and Housing
- Head of Housing Needs and Options, Leeds City Council
- Asylum Services Manager, Leeds City Council
- Chief Regeneration Officer, Leeds City Council
- Manager Homeless Services, Leeds City Council
- Representative from UK Border Agency
- Representative from the Yorkshire and Humber Regional Migration Partnership

7.0 **Post inquiry report 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 how the implementation of recommendations will be monitored.

8.0 **Measures of success**

8.1 It is important to consider how the Scrutiny Board will deem if their 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 Some initial measures of success are:

- No increase in the number of destitute refugees identified through the rough sleepers team
- Sustainable housing solutions identified for those whose cases have been resolved without increasing the volumes within temporary accommodation.
- Adequate support services in place to ensure individuals are able to fully access all move on services and integrate.

DRAFT



Originator: A Brogden

Tel:2474553

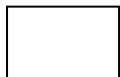
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 13th October 2008

Subject: Current 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 Appendix 1 to this report provides Members with a copy of the Board's current Work Programme.
- 1.2 Appendix 2 is the current Forward Plan of Key Decisions for the period 1st October 2008 to 31st January 2009.

2.0 Recommendations

- 2.1 The Board is requested to:
- (i) Determine from these documents whether there are any additional items the Board would wish to add to its Work Programme.
 - (ii) Receive and make any changes to the attached Work Programme following decisions made at today's meeting.

Background Papers

None

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ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 10TH November 2008			
Inquiry into Asylum Seeker Case Resolution	To consider evidence in line with session 1 of the Board's inquiry	(subject to the agreement of the terms of reference)	
Inquiry into Private Rented Sector Housing	To consider evidence in line with session 1 of the Board's inquiry		
Meeting date: 8TH December 2008			
Inquiry into Older People's Housing	To consider evidence in line with session 1 of the Board's inquiry		RP
Inquiry into Street Cleaning	To consider evidence in line with session 2 of the Board's inquiry		
Update on the Supporting People Programme	To receive a quarterly update on the Supporting People Programme		PM
Meeting date: 12TH January 2009			
Performance Management	Quarter 2 information for 2008/09 (July-Sept)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Recommendation Tracking	This item tracks progress with previous Scrutiny recommendations on a quarterly basis		MSR
Review of HMO landlord licensing	Following the establishment of a licensing scheme for private landlords, the Board has requested information on its impact.	Report only	B
ALMO inspection review	To discuss the outcome of the ALMO inspections		

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) - LAST REVISED SEPTEMBER 2008

Appendix 1

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Inquiry into Asylum Seeker Case Resolution	To consider evidence in line with session 2 of the Board's inquiry	(subject to the agreement of the terms of reference)	
Meeting date: 9th February 2009			
Inquiry into Private Rented Sector Housing	To consider evidence in line with session 2 of the Board's inquiry		
Inquiry into Older People's Housing	To consider evidence in line with session 2 of the Board's inquiry		
Meeting date: 16th March 2009			
Performance Management	Quarter 3 information for 2008/09 (Oct-Dec)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Recommendation Tracking	This item tracks progress with previous Scrutiny recommendations on a quarterly basis		MSR
Inquiry into Street Cleaning	To agree draft final report		
Meeting date: 20th April 2009			
Annual Report	To agree the Board's contribution to the annual scrutiny report		
Inquiry into Asylum Seeker Case Resolution	To agree draft final report	(subject to the agreement of the terms of reference)	
Inquiry into Private Rented Sector Housing	To agree draft final report		
Inquiry into Older People's Housing	To agree draft final report		

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Suggested Areas for Scrutiny Currently Unscheduled			
Inquiry into Anti-social Behaviour			
Performance of Enforcement			

Key:
 CCFA / RFS – Councillor 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

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LEEDS CITY COUNCIL**FORWARD PLAN OF KEY DECISIONS**

For the period 1 October 2008 to 31 January 2009

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)
Review of the Council's lettings policy Approval of the revised Lettings Policy. The lettings policy is reviewed as part of a continuous process of improvement, as a result of consultation with stakeholders including Arms Length Management Organisations, Registered Social Landlords, voluntary sector agencies and customers.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	Customers waiting to be rehoused, Leeds City Council tenants, Arms Length Management Organisations, Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants' Federation, Legal Services, Voluntary agencies	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
RHB 2008-11 Programme Beverleys Acquisition and Demolition Scheme Authority to spend from Executive Board.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	RHB Programme Board	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

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)
Assistance to Vulnerable Households Authority to spend from Executive Board.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	RHB Programme Board	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Leeds Private Sector Housing Needs and Future Investment Proposals To approve the Leeds Private Sector Housing Needs and Future Investment Proposals.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	None	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Home Energy Conservation Act 12th Report Approval for release to DEFRA, signing off by Chief Officer prior to release for the 14 th November deadline and for information to the 5 th November 2008 Executive Board.	Director of Environment and Neighbourhoods	31/10/08	N/A	Report	Director of Environment and Neighbourhoods

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)
Request to enter into a Service Level Agreement with Adult Social Care for the Provision of Supporting People Services for People with Learning Disabilities Approval to enter into Supporting People Service Level Agreement with Leeds City Council, Adult Social Care Directorate for a period of 3 + 1 years.	Director of Environment and Neighbourhoods	3/11/08	N/A	Report and Options Appraisal for the Delegated Decision Panel	Director of Environment and Neighbourhoods
Request to enter into a Service Level Agreement with Adult Social Care for the Provision of Supporting People Services for People with Learning Disabilities Approval to enter into Supporting People Service Level Agreement with Leeds City Council, Adult Social Care Directorate for a period of 18+6 months.	Director of Environment and Neighbourhoods	3/11/08	N/A	Report and Options Appraisal for the Delegated Decision Panel	Director of Environment and Neighbourhoods

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)
Area Delivery Plans for 2008/09 Endorsement of 10 Area Delivery Plans	Executive Board (Portfolio: Neighbourhoods and Housing)	5/11/08	Elected Ward Members, Area Committees, Regeneration Management Teams	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Leeds Town and District Centres Programme- Oakwood Phase 2 Town and District Centre To approve expenditure for the Town and District Centre Regeneration Scheme as supported by Asset Management Group (AMG).	Executive Board (Portfolio: Development and Regeneration)	5/11/08		The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Leeds Town and District Centres Programme - Headingley Town Centre Improvements To approve expenditure for the Headingley Town and District Centre Regeneration scheme as supported by Asset Management Group (AMG).	Executive Board (Portfolio: Development and Regeneration)	3/12/08		The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

NOTES

Key decisions are those executive decisions:

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

Executive Board Portfolios

Executive Member

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.

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