



SCRUTINY BOARD (ADULT SOCIAL CARE)

Meeting to be held in Civic Hall, Leeds on
Wednesday, 17th September, 2008 at 10.00 am

(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)

MEMBERSHIP

Councillors

S Andrew	-	Guiseley and Rawdon
S Armitage	-	Cross Gates and Whinmoor
J Chapman (Chair)	-	Weetwood
D Coupar	-	Middleton Park
P Ewens	-	Hyde Park and Woodhouse
Mrs R Feldman	-	Alwoodley
C Fox	-	Adel and Wharfedale
T Hanley	-	Bramley and Stanningley
A Hussain	-	Gipton and Harehills
G Kirkland	-	Otley and Yeadon
T Murray	-	Garforth and Swillington
E Taylor	-	Chapel Allerton

CO-OPTEEES

Ms Joy Fisher – Alliance Service Users and Carers
Sally Morgan – Equality Issues

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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, notice of an appeal must be received in writing 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>	

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 - 23RD JULY 2008</p> <p>To receive and approve the minutes of the previous meeting held on 23rd July 2008.</p>	1 - 6
7			<p>INFORMATION ON ADAPTATIONS IN LEEDS</p> <p>The Director of Environment and Neighbourhoods submitted a report to provide the Board with an overview of the current delivery of adaptations in public and private sector housing. To consider the contents of the report to assist in the determination of Terms of Reference for a future Inquiry into adaptations in Leeds.</p>	7 - 20
8			<p>ADAPTATIONS: SCOPE FOR THE INQUIRY</p> <p>To consider a report by the Head of Scrutiny and Member Development to determine the overall scope and focus of the proposed scrutiny inquiry around adaptations in order to facilitate the drafting of more detailed terms of reference.</p>	21 - 22

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>ADULT SOCIAL CARE COMMISSIONING UPDATE</p> <p>To consider an update report by the Director of Adult Social Care on progress made in 2008 on developing Adult Social Care Commissioning Services.</p>	23 - 26
10			<p>LEEDS LOCAL INVOLVEMENT NETWORK (LINK) - UPDATE</p> <p>To consider a report by the Director of Adult Social Care on the award of the Host contract and to enable the Board to consider matters relating to the development of LINK and future relationships with LINK and the Host Organisation.</p>	27 - 52
11			<p>WORK PROGRAMME</p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's current work programme, an extract from the Forward Plan of Key Decisions, the final terms of reference for the Scrutiny Inquiry into Older People's Housing and to note Executive Board minutes of the meetings held on 16th July 2008 and 2nd September 2008.</p>	53 - 96
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>Wednesday, 15th October 2008 at 10.00 a.m. (Pre-Meeting at 9.30 a.m.)</p>	

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Agenda Item 6

SCRUTINY BOARD (ADULT SOCIAL CARE)

WEDNESDAY, 23RD JULY, 2008

PRESENT: Councillor J Chapman in the Chair

Councillors S Andrew, S Armitage,
P Ewens, Mrs R Feldman, J Fisher, C Fox,
T Hanley, A Hussain, T Murray and
E Taylor

CO-OPTED MEMBERS (NON-VOTING):

Ms J Fisher - Alliance Service Users
and Carers

8 Chair's Opening Remarks

The Chair welcomed everyone to the July meeting of the Scrutiny Board (Adult Social Care). In particular, the Chair welcomed Joy Fisher (Co-opted Member – Alliance Service Users and Carers) to her first meeting of the Scrutiny Board (Adult Social Care). Members and officers then introduced themselves to the Board.

9 Late Item

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair admitted to the agenda a report on 'Older People's Day Services – Service Improvement Plan', following consideration of this matter at the Executive Board meeting held on 16th July, 2008, which had taken place after the time of agenda despatch (Minute No. 16 refers).

10 Declarations of Interest

Councillor S Armitage declared a personal interest in agenda item 8, Dignity in Care, agenda item 9, Income Generation for Community Care Services, and agenda item 9 a, Older People's Day Services – Service Improvement Plan, due to being a Member of Swarcliffe Good Neighbours Scheme (Minute Nos. 14, 15 and 16 refer).

Councillor J Chapman declared a personal interest in agenda item 8, Dignity in Care, agenda item 9, Income Generation for Community Care Services, and agenda item 9 a, Older People's Day Services – Service Improvement Plan, due to her daughter-in-law's employment in private industry as a Carer who visits people in their homes (Minute Nos. 14, 15 and 16 refer).

Councillor P Ewens declared a personal interest in agenda item 8, Dignity in Care, agenda item 9, Income Generation for Community Care Services, and agenda item 9 a, Older People's Day Services – Service Improvement Plan, due to being a Board Member of the Cardigan Centre Board, which had

considered matters in relation to “older active people” (Minute Nos. 14, 15 and 16 refer).

Councillor T Hanley declared a personal interest in agenda item 8, Dignity in Care, agenda item 9, Income Generation for Community Care Services, and agenda item 9 a, Older People’s Day Services – Service Improvement Plan, due to being a Director of Bramley Elderly Action (Minute Nos. 14, 15 and 16 refer).

Joy Fisher declared a personal interest in agenda item 8, Dignity in Care, agenda item 9, Income Generation for Community Care Services, and agenda item 9 a, Older People’s Day Services – Service Improvement Plan, due to being Acting Chair of the Links Participatory Group, and due to being a Member of both the Safeguarding Vulnerable Adults Group and Carer Reference Group (Minute Nos. 14, 15 and 16 refer).

11 Apologies for Absence

Apologies for absence were submitted by Councillors D Coupar, G Kirkland and P Harrand (Executive Member – Adult Health and Social Care), and by Sally Morgan (Co-opted Member – Equality Issues).

12 Minutes - Scrutiny Board (Adult Social Care) - 24th June 2008

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

13 Minutes - Executive Board - 11th June 2008

The Chair advised that matters considered at the Executive Board held on 11th June 2008, relating to Income for Community Care Services – Proposals for Consultation, and Safeguarding Vulnerable Adults in Leeds, would be considered by the Scrutiny Board (Adult Social Care) at later points in the meeting.

RESOLVED – That the minutes of the Executive Board held on 11th June 2008, be received and noted.

14 Dignity in Care

Further to Minute No. 5 of the meeting held on 24th June 2008, consideration was given to a report of the Head of Scrutiny and Member Development, which provided the Board with information in relation to dignity in care. It was noted that dignity in care had been identified at the previous Board meeting as a potential area for further consideration.

Appended to the report was the following information:-

- Scrutiny Inquiry Report – Dignity in Care for Older People;

- Formal Response to the Scrutiny Board Report into Dignity in Care; and
- Summary of Monitoring Reports and Latest Progress Position.

The Chair welcomed the following officers to the meeting:-

- Dennis Holmes, Chief Commissioning Officer;
- Mick Ward, Head of Strategic Partnerships and Development (Older People and Disabled People); and
- Mark Phillott, Contracts Manager.

The Head of Strategic Partnerships and Development (Older People and Disabled People) reported that Leeds had won the national NHS Health and Social Care Award 2008 for its Dignity in Care campaign. The award was based on work to raise the standards of dignity across Health and Social Care in the city through 4 approaches, namely:-

- Fostering Cultural Change;
- 'Top-to-bottom' Organisational Action;
- Dignity Audit Tools; and
- Dignity as an Outcome Measure.

In addition, the main highlighted points were:-

- One Member requested information on **pilot schemes** in residential homes. The Head of Strategic Partnerships and Development (Older People and Disabled People) reported that 5 residential homes were involved. It was agreed that confirmation of the 5 homes would be provided to the Board.
- Another Member reported on **overcrowding** in care homes for people with mental health difficulties. She also expressed concern in relation to the amount of time that people were left on their own. The Chief Commissioning Officer reported that mental health was a **key priority area**. It was noted that the previous Scrutiny Board for Health and Adult Social Care had conducted an Inquiry into mental health. The Board acknowledged that there were still some major challenges in relation to tackling **social isolation**.
- The Board discussed end of life care and how it related to the dignity in care agenda. It was reported that Leeds was hosting a **Marie Curie Project** to raise awareness.
- One Member emphasised the benefits of frontline staff being 'consumer friendly'.
- The Board briefly discussed some of the implications of the **Mental Capacity Act**.

The Chair then invited the Contracts Manager to update the Board on the capital grant for improving the care home environment for older people 2007/08. The Principal Scrutiny Adviser provided a breakdown of the total allocation, including work completed, in-progress or withdrawn.

The following points were discussed:

- The Board was advised that a consultation exercise with major partners had taken place. It was noted that a **Grant Allocation Panel** had met to consider the bids that had been submitted.
- One Member queried the allocation of grants to **private sector and local authority establishments**. The Board was referred to appendix 2 of the report, which contained information in relation to bids that had been rejected and the reason for that rejection. It was agreed that confirmation of the funding allocated to private sector and local authority establishments would be provided to the Board.
- In relation to **capital grant funding**, one Member requested confirmation of the level of Council funding compared to the total government grant.

The Board discussed the options for undertaking further scrutiny in relation to dignity in care.

The Chair then thanked the officers for their attendance.

(Councillor A Hussain joined the meeting at 10.10 am during the consideration of this item).

RESOLVED:

- (1) That the report and information appended to the report be noted;
- (2) That the Board receives a 6 monthly update report ; and,
- (3) That the Principal Scrutiny Adviser prepare a draft statement to reflect the evidence submitted and subsequent discussion of the Board.

15 Income Generation for Community Care Services

The Head of Scrutiny and Member Development submitted a report, which provided the Board with an update on issues in relation to income generation for Community Care Services.

The following information was appended to the report:-

- Executive Board report considered on 11 June 2008 – Income for Community Care Services – Proposals for Consultation;
- A copy of the presentation provided to political groups;
- Information recently distributed to all Elected Members; and
- Consultation Plan, highlighting planned and completed activity.

The Chair welcomed to the meeting, Steve Hume, Acting Chief Support Services Officer and Janet Somers, Business Change Manager.

The following points were discussed:-

- The Acting Chief Support Services Officer reported that an extension to the consultation period had been approved.
- The Board was informed that the consultation period commenced on 13th June, 2008 and was due to finish in October 2008.
- Members were advised that **voluntary sector organisations** had been notified that the consultation period had been extended.
- Reference was made to consulting with **BME groups**. The Business Change Manager advised that a meeting was being held involving 40 + BME organisations.
- The Board discussed the impact of financial assessments.

The Chair thanked the officers for their attendance.

RESOLVED: That the report and information appended to the report be noted.

16 Late Item - Older People's Day Services - Service Improvement Plan

The Head of Scrutiny and Member Development submitted a report, which updated Members on issues in relation to Older People's Day Services and the associated Service Improvement Plan.

Appended to the report was the Executive Board report considered on 16 July 2008.

The Chair welcomed to the meeting, Liz Ward, Disability Services Manager and Colin Roberts, Programme Manager.

In brief summary, the key points discussed were:-

- The Board discussed the future of individual units, particularly **Richmond Hill** and the **Peripatetic Unit**.
- Members discussed work undertaken with social care providers to improve day care provision.
- One Member felt that more could be done to improve services for people from different cultural backgrounds.

The Chair thanked the officers for their attendance.

RESOLVED: That the report and information appended to the report be noted.

17 Work Programme

A report was received from the Head of Scrutiny and Member Development, which invited Members to consider and approve the draft work programme for 2008/09.

Appended to the report was the Board's draft work programme, an extract from the Forward Plan of Key Decisions for the period 1st July 2008 to 31st

Draft minutes to be approved at the meeting
to be held on Wednesday, 17th September, 2008

October 2008, together with a copy of the final report on Adaptations, which had been identified by the Board as a potential area for a more detailed Inquiry.

In brief summary, the main points of discussion were:

- The Board was advised that the work programme was a 'live document' and subject to change. A number of rescheduling issues were highlighted at the meeting.
- The Principal Scrutiny Adviser reported on a proposal to establish an **Adult Social Care Proposals Working Group**. Councillor Coupar, Councillor Chapman, Councillor Fox and Joy Fisher were nominated to serve on the working group. It was agreed that, following further consultation with all members of the Scrutiny Board, membership of this group would be confirmed at the Scrutiny Board meeting in September.
- The Board also agreed to receive a report on '**adaptations**' at the September Board meeting. The report would assist the scope of any future Inquiry by setting out the current landscape of adaptations, including current operational arrangements and any future plans and/or projects. It was suggested that as part of any future Inquiry, the Board might consider how the Council ensured it was receiving 'value for money' in respect of the work undertaken.
- Members attention was drawn to the series of 'unscheduled' items with the draft programme. Prioritising **continuing care** as an area for future scrutiny was subsequently discussed.

RESOLVED:

- (1) That the report and information appended to the report be noted;
- (2) That an Adult Social Care Proposals Working Group be established, with terms of reference presented to a future meeting;
- (3) That at its September meeting, the Board receives a report on 'adaptations', setting out the current operational arrangements and any future plans and/or projects; and
- (4) That the work programme be agreed, subject to the necessary rescheduling matters identified at the meeting.

18 Date and Time of Next Meeting

Wednesday 17th September, 2008 at 10.00 am in the Civic Hall, Leeds.
(Pre-meeting scheduled for 9.30 am).

(The meeting concluded at 11.56 am).



Originator: H Freeman

Tel: 2476397

Report of : Director Environment & Neighbourhoods

Meeting: Adult Social Care Scrutiny Board

Date of meeting: 17th September 2008

SUBJECT: Information on Adaptations in Leeds.

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

Scrutiny Board (Social Care) made a number of recommendations following an inquiry into adaptations in 2003. The recommendations were implemented, yet the picture of delivering adaptations has changed again in Leeds in order to improve service delivery and maximise efficient budget management even further. Since 2006, the Adaptations Agency has provided a full adaptations service in the private sector via Disabled facilities Grants and the ALMOs & BITMO have undertaken adaptations directly, using their appointed contractors.

The demand for adaptations has grown considerably in the city over recent years and as a consequence, the pace of delivery and expenditure has also increased in that time. Improvements have been secured in the time taken to deliver adaptations and comparisons are provided with other Local Authorities for adaptations provided through DFGs. Value for money aspects remain a key focus both now and into the future.

Through the Adaptations Operations Group, the statutory providers of adaptations in Leeds consider best practice, performance comparisons and opportunities to share learning for the benefit of all agencies and, ultimately, service users.

1.0 Purpose Of This Report

- 1.1 This report provides an overview of the current delivery of adaptations in public & private sector housing, the service improvements achieved in recent years, VFM considerations and opportunities for future development.
- 1.2 Scrutiny Board (Social Care) undertook an inquiry into adaptations in 2003. The recommendations following this inquiry were implemented and the progress and impact reported to Scrutiny for a number of years thereafter. The context of the provision of adaptations in the city has, however, moved on apace since that time and a number of changes have since been made in the agencies delivering adaptations and the operational methods of delivery. As a result of the changes made, there has been a reduction in the time taken to deliver schemes into homes, which was the prime focus of the Scrutiny Inquiry conducted in 2003.
- 1.3 This report provides the current performance in this key respect, alongside customer satisfaction, the trends in demand and delivery of adaptations and comparisons with other Local Authorities on private sector work. Whilst having recently secured significant additional capital investment for adaptations in the private sector, the need to manage the increasing demand against resources available has been a critical component of adaptations work in recent times.

2.0 Background Information

Overview of the Delivery of Adaptations in the Public & Private Sector.

- 2.1 Leeds City Council has a long history of maintaining a substantial annual programme to install adaptations into residents' homes to promote independent living, privacy, confidence and dignity for people who are disabled, together with their families.
- 2.2 There have been changes in the service areas delivering the various stages of adaptations over the years. The Adaptations Agency was established in 2003 with the intention of pulling together all cross tenure adaptations work into one team. From July 2006, the ALMOs took on the work to directly deliver adaptations using contractors, leaving the Adaptations Agency to deliver schemes in the private sector from that point on.
- 2.3 The current social care and housing legislation and guidance provide the framework for Local Authorities to deliver an adaptations service to residents. At Leeds City Council, great strides have been made in recent years to improve the service provision in line with the Government's Guidance and within the spirit of Best Value and Modernising Government and towards meeting the expectations of self directed support.
- 2.4 The first point of access for clients is often through the call centre before transfer to Occupational Therapy staff within Adult Social Care or Children's Services. Social Care services have developed an effective screening process at the initial point of contact to ensure that the various applications for adaptations and equipment can be dealt with quickly and effectively. Many minor adaptations, for example hand rails, are requested and ordered directly over the phone by the client, without any assessment being undertaken.

- 2.5 Assessments of need for major adaptations such as wet floor showers can also be carried out by telephone interview, when, for example, responding to service users known to Social Care where a full needs assessment has previously taken place. If an assessment is appropriate, Occupational Therapy staff visit applicant's homes to conduct a full assessment of needs of the disabled user and their carers, ensuring that the works are "necessary and appropriate". The current housing legislation (Housing Grants, Construction and Regeneration Act 1996) identifies the mandatory categories for eligibility for Disabled Facilities Grants and the OT referrals outline the necessary works under these criteria. This is applied across all tenures. Social Care also take account of other legislation relating to the provision of adaptations (e.g. Chronically Sick and Disabled Person's Act 1970), as well as other statutory community care responsibilities.
- 2.6 For owner occupiers or people living in the private rented sector, the OT assessments are forwarded to the Adaptations Agency, to be processed as a Disabled Facilities Grant (DFG). The Adaptations Agency offers a full agency service which includes carrying out the mandatory Government means test, designing the adaptations scheme (ensuring works are reasonable and practicable) and organising one of the Agency's framework contractors to carry out the work. The whole process is supervised and led by officers from the Agency on the client's behalf.
- 2.7 For applications received from Council tenants, the OT assessments are forwarded directly to the relevant ALMO (or BITMO) for action. In Leeds, adaptations in public housing are funded by the ALMOs and no statutory means test or maximum grant limit applies, unlike private sector clients. The ALMO's operate with their own contractors and monitor works through to satisfactory completion. The ALMOs also employ OTs who may assess tenants needs when there are no other community care issues and support the delivery of complex schemes.

3.0 Main Issues

3.1 The Scale of provision in Leeds.

- 3.1.1 Approximately 70% of adaptations delivered to Leeds residents are minor adaptations, ie those costing under £1,000 such as hand rails. These are delivered quickly via contractors working for Social Care services and the ALMOs.
- 3.1.2 For larger adaptations such as wet floor showers and stair lifts, the number is smaller, but still significant. In 2007/08, 1901 homes received a major adaptation (704 private sector; 1,107 public sector) and the total expenditure on major adaptations across the city in 07/08 was £13.7m (£5.25m private sector; £8.55m public sector). There has been an upward trend in expenditure and delivery on adaptations to private and public sector homes over recent years. Appendix 1 shows the expenditure and number of schemes completed annually from 2003/04.

3.2 Current Performance.

- 3.2.1 A feature of the delivery of Adaptations in Leeds is the number of services involved in delivering schemes to residents of all tenures. The various delivery processes can never be the same, for example means testing is a feature of a DFG, but is not required in the public sector. In spite of these differences, officers review the operational aspects of service delivery to ensure consistent assessments and

outcomes for clients. The provision of adaptations is monitored by a cross tenure Adaptations Operations Group that has representatives from all statutory agencies that deliver adaptations across Leeds. The group has a specific interest in maintaining quality and consistency in service outcomes while researching further improvements in delivery service.

3.2.3 A key performance indicator which has held Members' attention over time has been the time taken to complete adaptations. The current performance on this (July 08) is provided at Appendix 2a. Also provided here is the annual performance on delivery times in the private sector from 2003/04 (Appendix 2b) and a comparison of the average days taken to complete schemes across Local Authorities in the Leeds benchmarking group (Appendix 2c).

3.2.4 Appendix 3 provides details on customer satisfaction with adaptations, although the methodology to collect this information is not completely consistent across all agencies.

3.3 Improving Service Delivery in Recent Years.

3.3.1 The delivery of adaptations in Leeds has changed significantly since the previous Scrutiny Inquiry in 2003. Underpinning all of these changes has been the intention to achieve an improved service for disabled residents and their families, balanced with an efficient use of resources to meet need. The latter is dealt with more in section 3.4. In relation to operational improvements made in recent years, the following are worthy of note:

3.3.2 A total overhaul of the DFG delivery process. This has included stripping out unnecessary stages in the process and the introduction of clear delivery targets for each stage, which are monitored on a weekly basis by managers in the Adaptations Agency. This has resulted in a clear picture of delivery across all schemes and the ability to manage completion times more closely and according to budget provision. Schemes that were previously moving through very slowly have been identified and fast tracked or closed down as required.

3.3.3 Standardised specifications and costings have been introduced into the DFG process. This has had a dramatic effect on reducing the time taken to deliver schemes.

3.3.4 The information available to clients has been significantly improved. The imminent publication of an overview of services and facilities is intended to be useful for people with absolutely no knowledge of what is available and no idea of whom to contact for help. Already in place is much more information on obtaining an adaptation, our service standards, who does what and other practical advice to help people through to completion of their schemes.

3.3.5 A panel process has been established to review cases that have become stuck, due to either the delivery agencies and/or the client being unable to agree on how to proceed with an adaptation. At the time of writing, the panel has yet to be tested but presently, three cases have requested to proceed to a panel hearing. Whilst uncharted territory as yet, the very offer of a panel hearing has proved the key to move on a number of applications which had previously stalled.

3.3.6 The Adaptations Operations Group now meets monthly, and is chaired by a Chief Officer, taking a lead in ensuring the delivery of the service is driven equitably across all tenures in Leeds and that all agencies are fully engaged. In addition to resolving known areas of concern (for example collection and reporting performance data), the group is used as an opportunity to share good practice and identify service improvements that can be adopted across all agencies.

3.3.7 It has been recognised that improvements were needed in how the Council managed situations where a family have complex needs which could potentially be met by a number of housing solutions. A case management approach to these situations has now been agreed with the involvement of Council services, the NHS and with representation from a service user and advocate.

3.4 Value For Money in the Delivery of Adaptations.

3.4.1 The demand for adaptations is growing. The Government has widened the eligibility for DFGs in recent times and the type of schemes delivered has increased in complexity. All of these factors create pressures on the budget delivering adaptations. The Authority has secured enhanced financial support from Government for 08/09 and has made additional investment through the capital programme to meet demand in the private sector. This has led to an unprecedented intended spend of £6m in this sector alone in 08/09. In this context, officers are acutely aware of the need to deliver value for money and work has been ongoing over a number of years to improve our position. The graph at Appendix 4 compares the unit cost of delivering adaptations in the private sector, as reported by eleven Local Authorities in 2006/07.

3.4.2 Recent initiatives contributing to VFM aspects of adaptations in Leeds include:

- Adaptations being delivered through a framework of contractors in both the public & private sectors. The procurement of this work involved both quality and cost assessments at competitive tendering stage. Most of the current contracts operate open book accounting and as such enable both parties to jointly identify efficiencies and areas of waste reduction.
- In the public sector, previously-used equipment is cleaned, serviced and recycled where possible, or stored where there is not an immediate use available. However, there are limitations to this for adaptations such as stair lifts which are made to order. In the private sector, the equipment essentially belongs to the home owner as a result of the DFG and is not therefore readily available for reuse elsewhere.
- The ALMOs re-housing officers ensure that adapted housing stock is utilised effectively. This can mean tenants being re-housed into homes that already have adaptations rather than adapting their existing home, thus ensuring needs are met at least cost. Assistance is provided to help customers move in such cases.
- Fixed price 'work packages' have been introduced for 90% of the Adaptations Agency's work, also in one of the ALMOs. This has introduced savings in the time spent on procurement, leading to reductions in average costs.

- A review of and changes in the materials used in adaptations schemes have resulted in savings (e.g. use of larger tiles in wet floor showers have saved on labour and materials). This has also increased customer satisfaction with the work undertaken.
- Adaptations needs are identified as part of capital programme works (kitchen and bathroom renewals). This leads to efficiencies from proactive identification during the refurbishment works.

4. Opportunities for the future.

4.1 The Adaptations Operations Group continues to meet and identify best practice for all tenures, sharing ideas for innovations and seeking opportunities for future improvements. The following are a number of examples of such opportunities that are under consideration in Leeds.

4.2 The Assistive Technology Hub.

There are many different types of services and products that can be used alongside personal support if needed, to enable disabled people to achieve their desired lifestyle. An opportunity exists for Leeds to consider how these services can be linked together to deliver the best possible outcomes for disabled people. Some of these services, eg; Care ring and Telecare, are provided by the Council, some, such as wheelchairs, by the NHS, and some jointly, for example community equipment. The 'not for profit' sector provide services including William Merritt Disabled Living and Mobility Centre, and the private sector contributes through local & national retailers. It is acknowledged that it is difficult for both disabled people and professionals supporting them, to navigate all these services and to make decisions about the best combination of products for an individual.

Adult Social Care is to fund a piece of work using the Social Care Reform Grant to investigate the potential to develop an 'Assistive Technology Hub' which would link all the relevant services in the city. Different services and agencies might link to the hub in different ways, but the key features would be:

- The Hub would provide a single point of contact/information /advice for disabled people and professionals
- The Hub would respond to people who are able to receive statutory financial support and to self funders
- The Hub would seek to include all service providers in Leeds with an interest in delivering assistive technology

The Hub would not only be able to advise people about the different types and funding for adaptations, but also all the other associated services that they might not have considered.

This approach would provide an opportunity for adaptations services to be promoted to disabled people and to a wide range of health and social care workers and to ensure that adaptations are provided when they are the best solution available for an individual family.

4.3 Joint Funded Post to Co-ordinate Case Management of Complex Adaptations and Appeals.
Having agreed the processes (now to be tested) on both appeals and on case managing complex adaptations / rehousing schemes, an opportunity exists for the Council's services involved in delivery of these services to jointly fund a post which would co-ordinate and track progress on appeals and case management to ensure both an equity of approach and robust performance management. The provision of a jointly funded post assists in overcoming any gaps or barriers between services involved in the delivery of adaptations, but is as yet still subject to agreement by all parties. A business case for the post will be considered by the Adaptations Operations Group in September 08.

4.4 Leeds Adaptations Partnership
With the Adaptations Operations Group now established and working well, there is an opportunity to take these operational arrangements a step further to establish a Leeds Adaptation partnership. This would involve members of the Adaptations Operations Group formally committing to a city-wide approach to the delivery of adaptations services to work on behalf of the partnership in addition to representing their individual agency and to combine resources when that would be an effective way to make service improvements.

5 Conclusions

5.1 The provision of adaptations in Leeds has changed significantly in recent years. A wide and changing range of agencies deliver the service including the call centre and OTs, to the eventual delivery agents of the Adaptations Agency or the ALMO and contractors. It is by no means a simple process, however it is one which the client must be able to access simply, understand readily and navigate without difficulty in order to have their housing needs met. Whilst internal systems and processes are complex, there is an overriding intention to provide a customer-led service which minimises any inherent deficiencies caused by a number of delivery agencies being in place. Service improvements have been achieved since the previous Scrutiny inquiry, however challenges continue, not least in managing spend for maximum benefit of the entire client base, both current and future.

6. Recommendations

Scrutiny Board is asked to consider the content of this report to assist in the determination of Terms of Reference for a future inquiry into adaptations in Leeds.

7. Background documents

Adaptations: Final Report of Scrutiny Board Social Care – October 2002

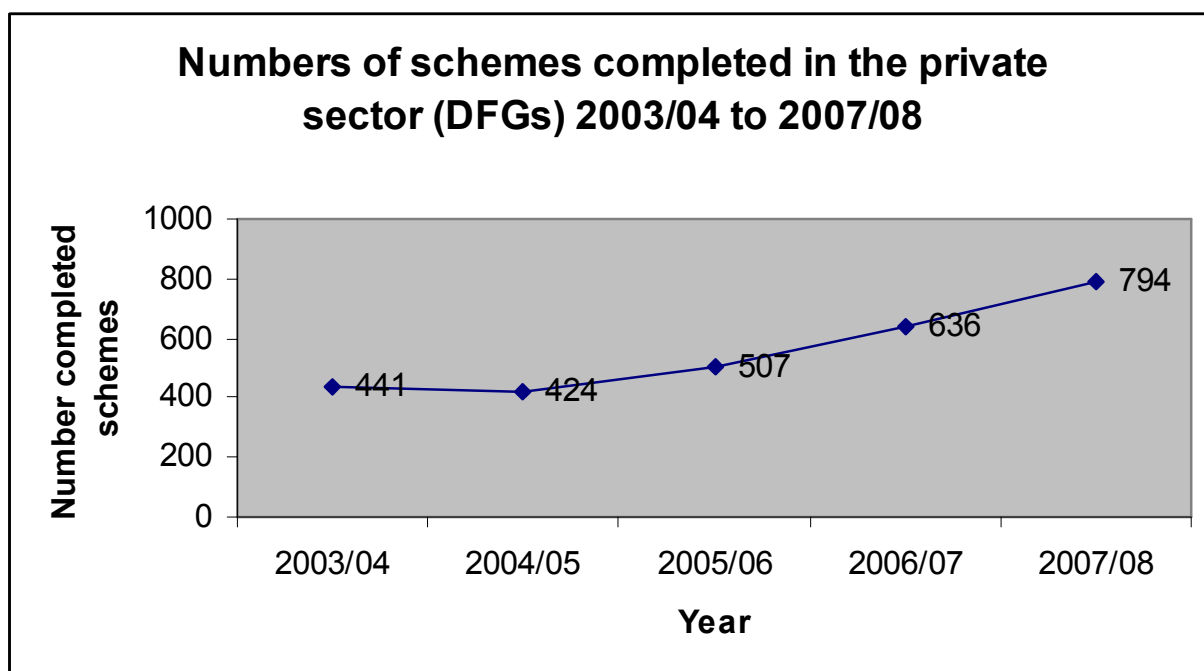
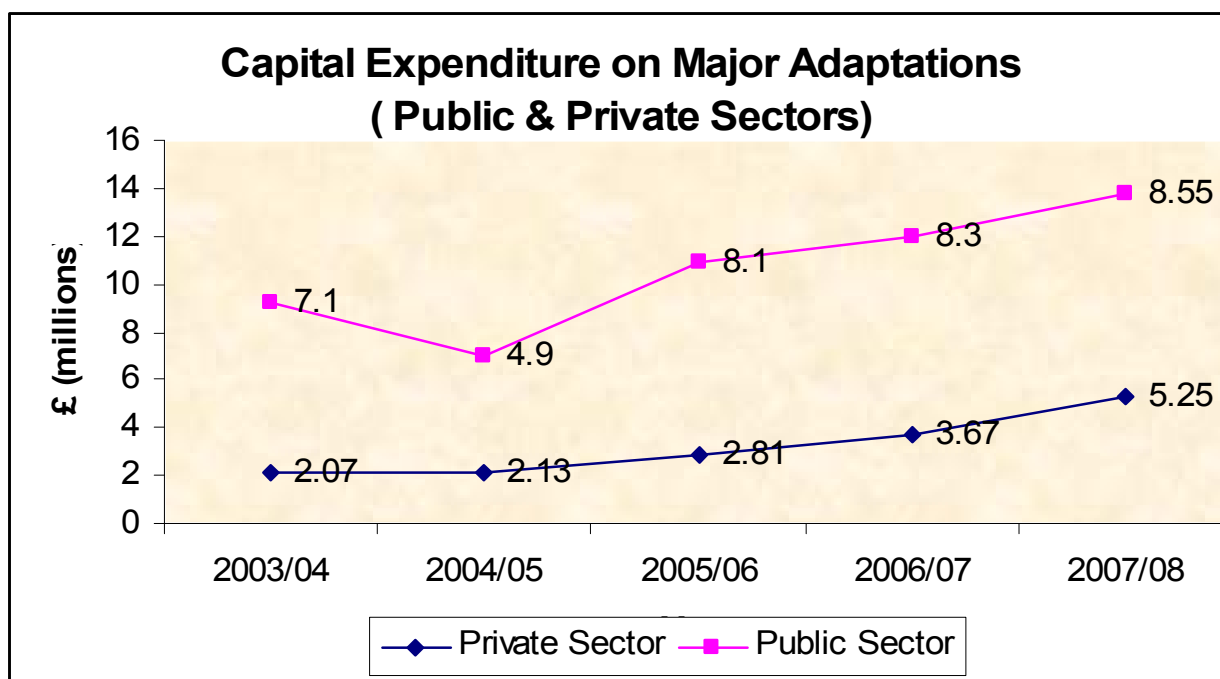


Table 1. All Agency performance – Ave. Time Taken from First Contact to Completion of Adaptations (July 2008)

Cross Tenure Performance	High Risk Cases			Medium Risk Cases			Low Risk Cases		
	No	Days	Ave	No	Days	Ave	No	Days	Ave
Belle Isle TMO:	1	21	21.0	0	0	-	5	15	3.0
Aire Valley Homes:	9	1243	138.1	19	1604	84.4	150	22210	148.1
East North East Homes:	4	1616	404.0	2	214	107.0	21	4925	234.5
West North West Homes:	0	0	-	3	436	145.3	30	3821	127.4
Adaptations Agency:	4	1141	285.3	4	1936	484.0	32	8126	253.9

LCC Performance	18	4021	223.4	28	4190	149.6	238	39097	164.3
	CLG Target Days:		83	CLG Target Days:		151	CLG Target Days:		259

Table 2. Adaptations Agency Performance – Ave. Time Taken from receipt in Agency to completion.

Cross Tenure Performance	High Risk cases			Med risk Cases			Low risk Cases		
	No	Days	Ave	No	Days	Ave	No	Days	Ave
Belle Isle TMO:	1	57	57.0	0	0	0.0	5	644	128.8
Aire Valley Homes:	9	721	80.1	19	1236	65.1	150	18750	125.0
East North East Homes:	4	113	28.3	2	182	91.0	21	3733	177.8
West North West Homes:	0	0	0.0	3	280	93.3	30	2190	73.0
Adaptations Agency:	4	472	118.0	4	356	89.0	32	5781	180.7

LCC Performance	18	1363	75.7	28	2054	73.4	238	31098	130.7
	CLG Target Days:		76	CLG Target Days:		129	CLG Target Days:		212

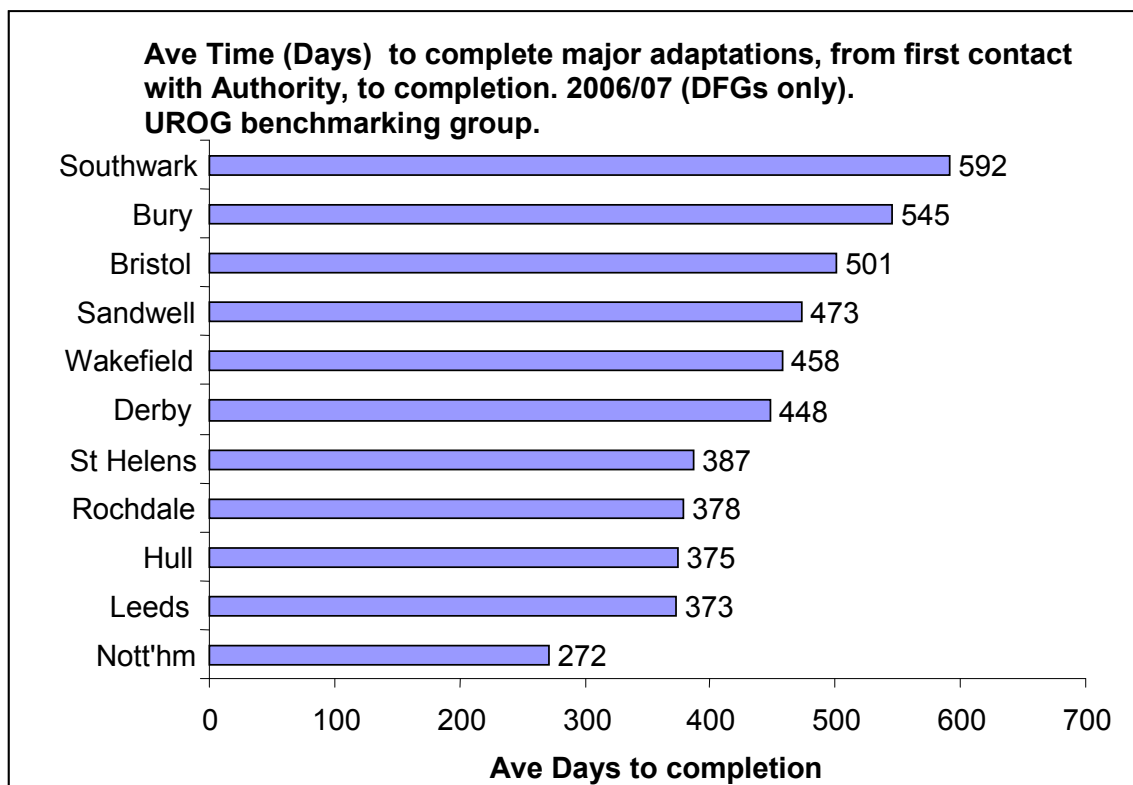
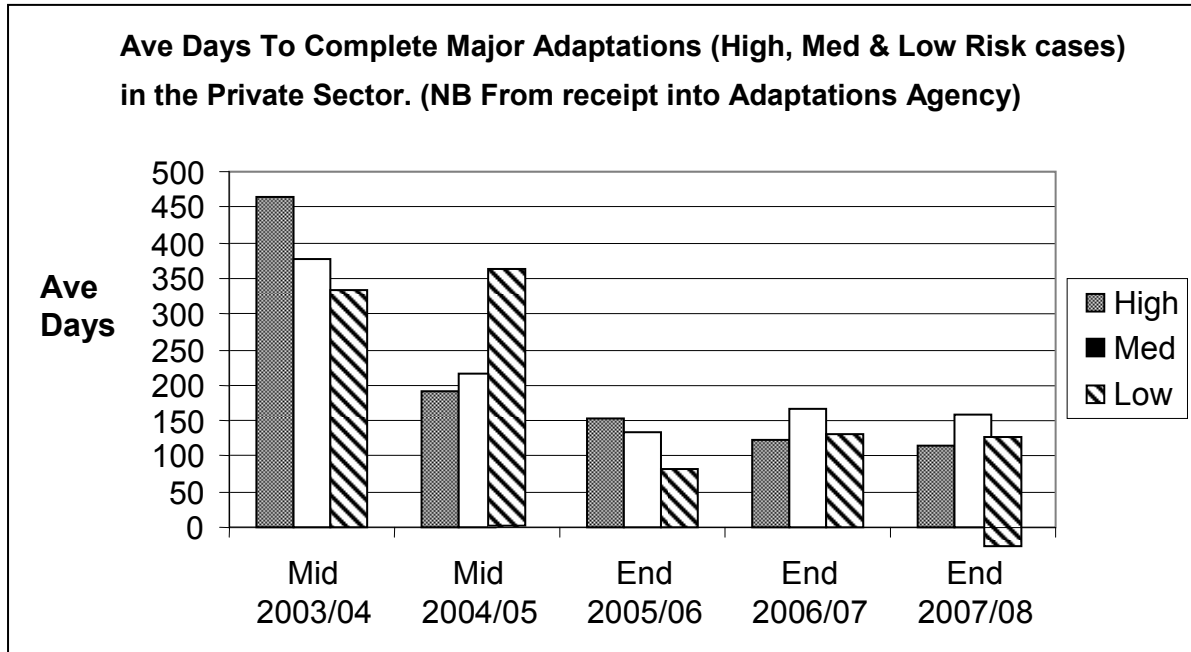
Table 3. Social Care Performance* – Ave. Time Taken from first Contact to request for Adaptation.

Cross Tenure Performance	High Risk cases			Medium Risk Cases			Low Risk Cases		
	No	Days	Adapt 1	No	Days	Adapt 1	No	Days	Adapt 1
Belle Isle TMO:	1	12	12.0	0	0	0	5	228	46
Aire Valley Homes:	9	531	59.0	19	414	21.8	150	3611	24
East North East Homes:	4	1507	376.8	2	34	17.0	21	1212	58
West North West Homes:	0	0	0	3	168	56.0	30	1177	39
Adaptations Agency:	4	671	167.8	4	1489	372.3	32	506	16

LCC Performance	18	2721	151.2	28	2105	75.2	238	6734	28
	CLG Target Days:		7	CLG Target Days:		22	CLG Target Days:		47

*Note: The performance framework is based on guidance from CLG and does not account for the performance requirements set for social care regarding the timescales for assessment and providing services (which includes making recommendations for adaptations).

The AOG is developing a framework which takes account of this and then on collecting and reporting on the performance accurately.



Customer satisfaction levels 07/08**DFG clients.**

The following information was obtained from clients whose work was completed & checked in Q4 of 2007/08. A 45% return rate was achieved, representing the views of 56 households.

The following results were obtained:

- 100% were satisfied with the friendliness/politeness, knowledge and helpfulness of the Adaptations Agency Customer Support Officers and Surveyors.
- 100% were satisfied with the surveyor's explanation of the grant procedure.
- 100% considered the contractors to be "polite and considerate" and took good care whilst working within their homes.
- 98% were satisfied with the standard of work on their homes.

Aire Valley Homes Tenants Satisfaction with Adaptations

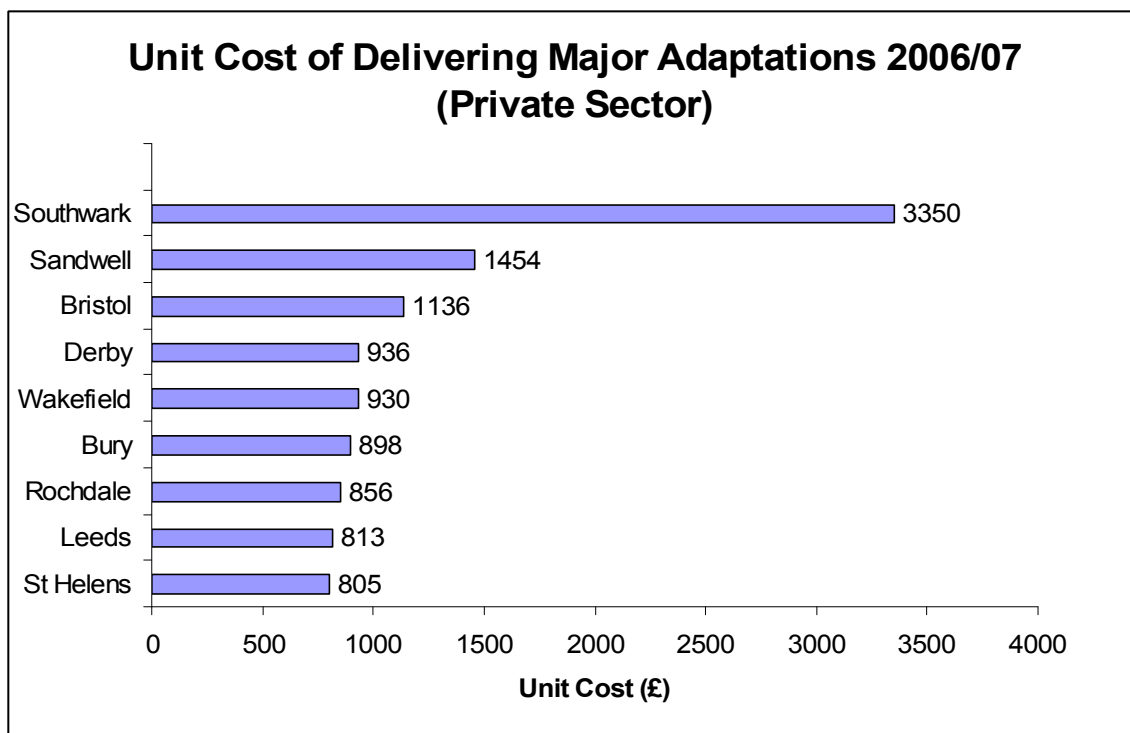
The overall satisfaction for Jan - March 08 was 98%.

WNW Teanants satisfaction with Adaptations.

Overall Satisfaction for Q4, 2007/08 was 100%

ENE Tenants Satisfaction with AdaptationsOverall Satisfaction level for Q4, 2007/08:

Baldwins	95%	
C& L Plumbing	100%	
Gary Jones		No returns
Hugh Steeper Ltd	100%	
Leeds Building Services	96%	
Martin Carthy	55%	
Passmores		96%
Excel		92%
Stannah	99%	
Wessex	100%	



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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 17 September 2008

Subject: Adaptations: Scope of the inquiry

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 At its meeting in June 2008, the Board also identified 'Adaptations' as a potential topic area for a more detailed inquiry. At its meeting in July 2008, Members were provided with a copy of a previous scrutiny inquiry report on adaptations, published in October 2002.
- 1.2 The Board was also reminded of the range of available approaches to evidence gathering that could be adopted as part of a scrutiny inquiry.

2.0 ADAPTATIONS INQUIRY

- 2.1 During the previous agenda item, the Board was provided with an overview of the current delivery arrangements for adaptations within Leeds, including performance data and some areas of service development. Having received this information, Members of the Board are now asked to consider the scope of the proposed inquiry to facilitate the drafting of more detailed terms of reference.
- 2.2 As previously outlined at the Board meeting in July 2008, there is a range of available approaches to evidence gathering which the Board could seek to adopt as part of the scrutiny inquiry process. Approaches include:
- Establishing a working group of the Scrutiny Board to consider some evidence and question key witnesses
 - Full meetings of the Scrutiny Board to consider some evidence and question key witnesses

- Discussion with key stakeholders
- Visits to selected establishments, as appropriate, to engage with service users and staff
- Visits to and/or discussions with other organisations identified as delivering best practice, as appropriate

2.3 It is perhaps worth noting that a working group arrangement often allows an inquiry to proceed more quickly than through formal Board meetings. Nonetheless, Members of the Board are asked to consider the possible approaches outlined above as part of the initial scoping discussion.

2.4 In addition, the Board is reminded that the Scrutiny Board Procedure Rules Guidance Notes require that, before embarking on an inquiry, the Board seeks and considers the views of the relevant Director and Executive Member. As such, these views will need to be taken into account when finalising the terms of reference for this inquiry.

3.0 RECOMMENDATIONS

3.1 Members are asked to consider the overall scope and focus of the proposed scrutiny inquiry around adaptations in order to facilitate the drafting of more detailed terms of reference.

4.0 BACKGROUND PAPERS

Adaptations: Final Report of Scrutiny Board Social Care – October 2002
Adult Social Care Scrutiny Board: Minutes of meeting – 24 June 2008
Adult Social Care Scrutiny Board: Minutes of meeting – 23 July 2008



Report of: Director of Adult Social Services

Scrutiny Board: Adult Social Care

Date: 17 September 2008

Subject: Adult Social Care Commissioning Update

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

In line with the requirements stipulated by the Health and Social Care Scrutiny Board in December 2007, this report provides an update on progress made during 2008 on the development of Adult Social Care commissioning in the city.

The Government White Paper "Our Health, Our Care, Our Say" set out four key outcome objectives for social care commissioning:

- Better prevention and early intervention for improved health, independence and wellbeing
- More choice and a stronger voice for individuals and communities
- Tackling inequalities and improving access to services
- More support for people with long term needs

The task for commissioners is to break these general aspirations down into specific outcomes for local populations and then define what systems and services are required to achieve them. Commissioners also need to clarify which services are not working towards these outcomes and take appropriate action, either through supporting organisations to re-orientate their activities or by reinvesting resources in provision which does meet the specified outcome objectives.

Thus the White Paper has set out the essential terms of reference for Adult Social Care commissioning and this report seeks to demonstrate how this has been translated into practice in Leeds. A new focus on outcomes has been adopted which is less concerned with specifying the nature of the service procured and more with the resultant benefits for individuals and communities in terms of improved health and wellbeing, maintaining independence and self-determination for as long as possible, improving the choice and accessibility of services as close to home as possible,

prevention being available as well as care, and tackling the inequalities in service provision and in the experiences of service users.

This is a hugely ambitious agenda and it is being embarked upon jointly, in partnership with other commissioners in the Council and the Primary Care Trust, with the aim of delivering positive outcomes not only for individuals who need services, but also for communities and the city as a whole. Early progress has been made in the fields of Mental Health, Physical Disability, Sensory Disabilities, Learning Disabilities and Older People's Services and is referred to in greater detail in the body of this report. In addition, a range of underpinning strategies have been introduced to drive up the quality and effectiveness of commissioning. These include a commissioning development programme for commissioning staff in Adult Social Care, Children's Social Care, Neighbourhoods and Housing and the Primary Care Trust, the introduction of more robust contract monitoring and management arrangements to ensure that Independent Sector deliver, according to contract requirements, a comprehensive set of in-depth reviews of Third Sector organisations, increased support to Third Sector organisations to enable them to thrive in a more exacting commissioning environment, and a renewed emphasis on securing development partnerships with other organisations, eg Housing Associations, in order to replace traditional residential care with a diverse range of supported accommodation in the community for all service user groups.

1.0 Developments in Health and Social Care Commissioning

- 1.1 Work on the Joint Strategic Needs Assessment is now well advanced and commissioners will be using this to ensure that areas of the city with experience the greatest health inequalities are targeted for investment and improvements to the accessibility of services. For example, new investment in Mental Health Services for Black and Minority Ethnic communities has just been agreed in response to the fact that these communities are over-represented in the system, but they commonly experience difficulties in accessing preventative and supportive services.
- 1.2 In recognition of the value and potential for development of the Neighbourhood Network Schemes in Leeds, a major joint review with the PCT is underway with the aim of sharply focusing the schemes on outcomes which deliver improved health, independence and wellbeing and thereby preventing increased reliance on Health and Social Care support systems. The piecemeal development of the Networks over time has meant an unequal and uneven distribution of investment. It is therefore intended to pursue new resources and encourage collaborations between the Networks to provide greater equity of provision across the city. It is acknowledged that this process presents many challenges for organisations used to a grant funding system which has hitherto allowed them to operate without significant monitoring arrangements. However, joint Health and Social Care investment approaching £2m per annum requires a more robust commissioning approach. In order to support the Networks to thrive in this new environment, a range of initiatives are being put in place which will assist them in learning about what is required and how they can go about meeting these requirements.
- 1.3 The widescale review of the Third Sector mental health services is now underway. The organisations concerned are well engaged with the process and have taken on board the need to develop other services in a sufficiently flexible manner in order that they are able to respond to the personalization agenda, particularly Individual Budgets. Workshops have been convened with the service providers to successfully develop a consensus on what outcome-focused commissioning and personalization will mean for mental health services in the future. Once the reviews have been concluded, options appraisals and new service specifications will be developed prior to a formal tendering exercise being undertaken next year.

- 1.4 The sustainability plan for older people's mental health services pilots (POPPs) is well advanced. Work continues on gathering evidence of the need for sustainability and funding has been secured where indicated for 2008/09. The programme management team are confident that those schemes which merit continued investment will be sustained in the longer term.
- 1.5 Too many people with long term needs still go into residential care and thereby lose their independence and capacity for self-determination. Rapid developments in assistive technologies linked to the Extra Care method of delivering support to all service user groups offer the opportunity to reverse this trend and offer greater choice and control of how needs are to be met. Discussions are underway with a number of organisations in order to create development partnerships to deliver Extra Care supported living to groups, including those with acquired brain injuries, physical disabilities, and older people. A recent bid to the Department of Health to fund an Extra Care Housing scheme for older people in South Leeds has been successful. This is focused on an area of high deprivation and a community with significant numbers of Black and Minority Ethnic residents. At the same time, a much more ambitious collaboration for the development of Extra Care Housing across the city is being planned with commissioners in Neighbourhoods and Housing in line with the concept of "lifetime homes".
- 1.6 Building on the success of the Keeping House project, work is underway to scope opportunities for further development of social enterprises which will contribute considerable additional community benefits as well as delivering services in a more creative and flexible manner. They will offer increased choice to those who benefit from them, as well as the opportunity for service users and community members to take genuine control of the services they need. Another notable recent commissioning success has been the decision to invest in the Community Interest Company, Articulate Advocacy, for the provision of independent advocacy to people who lack the mental capacity to make important decisions for themselves and who have no-one to speak for them. The Local Authority has a statutory duty in this regard under the terms of the Mental Capacity Act 2007.
- 1.7 A comprehensive programme of service modernization is underway, and as part of the change programme, which will focus the directly provided service more clearly on specialist support services, including re-enablement, recovery and rehabilitation. This will better align the directly provided service with independent sector contractors, intermediate tier service provided by the Leeds PCT, will more fairly reflect the costs of providing this service, and better specify the scope of its business. Contracts with independent sector providers for personal care focused on providing longer term support and maintenance were let in April 2006 for three years in the first instance (with a maximum duration of five years). In this financial year, we will be reviewing the efficacy of the current contracts with service recipients and the providers before coming to a view about the most appropriate way forward in 2009. A service-user forum is now well established, as part of the contract monitoring process, which meets on a quarterly basis with officers from Commissioning and each of the independent sector providers. Further developments in this area will be the provision of dignity monitoring within home care contracts. The dignity monitoring process is currently being discussed and agreed between Commissioning officers and members of the service-user forum.
- 1.8 In order to ensure that only the highest quality and best value services are invested in, a programme of market management has been initiated and examples have been referred to above. Without this, greater choice and control will remain an aspiration and service providers will retain a disproportionate influence over market conditions, not only in terms of price but also what is provided. These conditions are exacerbated when the market is under-developed or providers of services are scarce. For example, in the past some providers of Learning Disability services have been able to name their price which has led to soaring costs for individual packages of care. Demographic factors indicated significant increased demand in this area in the future. Consequently, commissioning staff are introducing a Fairer Pricing toolkit which will deliver value for money as well as ensuring that providers are recovering their costs. This initiative is to be adopted for other service user groups.

- 1.9 The new personalisation agenda will require commissioners to facilitate developments which lead to greater choice and control for individuals and their carers. This will involve creating new systems which will enable self-directed support through Individual Budgets and ensuring that a sufficient range of quality services are available for people to purchase to meet their needs. A brokerage system will be developed in order to connect service users and carers with providers.
- 1.10 Service users and carers will be central to influencing and directing all these commissioning developments. The role of “expert by experience” has been devised so that service users can act as consultants. In addition, the views of the wider community are being canvassed on initiatives which they may well require themselves in the future. For example, the Citizens Panel is being used to garner widescale views on the future of the Neighbourhood Networks scheme.

2.0 Recommendation

- 2.1 Scrutiny Board Members are invited to consider this update on progress made in 2008 on developing Adult Social Care Commissioning services.

3.0 Background Documents

Government White Paper “Our Health, Our Care, Our Say”
Mental Capacity Act 2007
Fairer Pricing Toolkit



Report of the Director of Adult Social Services

Adult Social Care Scrutiny Board

Date: 17th September 2008

Subject: The Leeds Local Involvement Network (LINK) – Update

Electoral Wards Affected:

All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. Following passage of the Local Government and Public Involvement in Health Act on 30th October 2007, the Department of Health funded local authorities to procure an independent organisation to act as Host for the future LINK in their area.
2. Scrutiny has a role in overseeing the Host procurement process. The Health and Adult Social Care Board received a first briefing on developments in Leeds to establish a Local Involvement Network (LINK) for health and social care at its October 2007 meeting.
3. This was followed by a further update in January 2008 and verbal reports have been given subsequently. This report outlines the process which the Council established in order to secure best value and looks forward to what can be expected of Host and LINK with particular reference to the relationship with the scrutiny function.
4. The procurement process has recently concluded with award of a three year contract to the Shaw Trust who will be represented at the meeting.
5. In the meantime, as required by legislation, the City Council enabled an independent LINK Preparatory Group to undertake transitional functions and prepare for the LINK proper.
6. LINK involvement will cover both health and social care and will therefore have implications for both the Scrutiny Boards covering these areas as part of the LINK's role is to promote and support public and patient involvement in the commissioning, provision and scrutiny of local care services. Protocols for relationship between the LINK and the Council's scrutiny function will need to be agreed.

1.0 Purpose Of This Report

- 1.1 This report is to report the award of the Host contract and to enable the Board to consider matters relating to the development of the LINK and future relationships with LINK and the Host Organisation.

2.0 Background Information

- 2.1 The background to LINKs was contained in a report to the October meeting of the Board. The latest Department of Health leaflet explaining LINKs to the public is attached as Appendix.3
- 2.2 The Local Government and Public Involvement in Health Act in on 30th October 2007 provided for the winding up of the Commission for Patient and Public Involvement on 31st March 2008, signifying the end of Patient and Public Involvement Forums. Local Authorities with Social Services responsibilities are required to commission an organisation to act as Host for the Local Involvement Network (LINK) in their area. The LINK replaces local Forums and also extends to social care. Brief details of the Act are contained in Appendix 1 and Appendix 2 has website references for further information.
- 2.3 The Department of Health provided all relevant local authorities with £10,000 to meet consultation and procurement costs and announced the individual allocations for local LINKs in December 2007. Leeds is to receive slightly over £300,000 per annum for the next three years. However these allocations are not ring fenced and form part of the Area Based Grant which Local Authorities are entitled to spend as they wish in pursuit of their statutory and agreed objectives. The Council's policy on the Area Based Grant has been to make allocations for Year 1 according to expectation but to seek opportunities in Years 2 and 3 to review allocations for duplication and more effective spend. However the Council has also recognised that a number of 3 year contracts have to be made using the ABG.
- 2.4 The Department of Health also initially insisted that the exercise should be led independently of Social Services, but later came to the view that this was not practicable since many authorities had no other source of expertise in this field.

3.0 Procurement Process for the Leeds LINK

- 3.1 An Advisory Group was set up in June 2007 with representatives from the Council, local NHS involvement leads, the Patient and Public Involvement Forum, the Service Users and Carers Alliance and the VCF sector. As the procurement process began, potential VCF bidders withdrew and the Advisory Group became a Project Team. It was agreed to follow the restricted procedure (two stage process) according to EU regulations. The tender inviting Expressions of Interest was advertised in the Official Journal of the EU, in the local press, through the Voluntary Action Leeds newsletter, and on the Council's contracts website. By the closing date of 31st December, 8 expressions of interest had been received including three local organisations.
- 3.2 A city-wide event for patient, service user and carer groups was hosted in the Civic Hall on 4th December to publicise the new LINK arrangement and gain views on its development in Leeds. The event was well attended by local organisations and individuals, including elected Members and the then Chair of the Scrutiny Board.

- 3.3 On a more technical level there were separate discussions around contractual issues including the possible application of TUPE. On this matter, following legal advice circulated from the Department of Health in December 2007 and after consultation with the Council's Legal Services, the conclusion from the Council's point of view was that TUPE did not apply.
- 3.4 Also in December a LINK Reference Group was established for Patient and Public Involvement members and representatives of Service Users and Carers.
- 3.5 An Evaluation Team was selected including one PPI member and one representative of social care service users. Using a consensus method and working on previously agreed scoring criteria the Evaluation Team, supported by the Corporate Procurement Unit, recommended a short list of five organisations, two of which were from Leeds. However one shortlisted national organisation then sent notice of withdrawal from all its local LINK bids.
- 3.6 The Project Team prepared a service specification which was commented on and agreed by the Project Team and Reference Group. The specification also went through an equality assessment. The specification included a timetable of milestones to enable the establishment of the LINK by September 2008.
- 3.7 A Project Board was convened, chaired by the Head of Corporate Procurement and including the Deputy Director of Social Services, a PCT Executive Director, the Council's Equality Strategy Manager and two representatives of patients and service users (not those on the Evaluation Team). The Board approved the specification and shortlist.
- 3.8 Four shortlisted organisations, two from Leeds and two external, were invited to prepare tenders with a closing date of April 9th. One local organisation was granted permission to withdraw from the process because of capacity.
- 3.9 Three tenders were received and evaluated against the agreed criteria. The LINK is a new concept whose essence will be as much in the development as the specification. Both tendering and evaluation were complex matters. Following the initial evaluation the Project Board decided that the two leading tenders required further clarification. The subsequent interviewing process meant that the evaluation took longer than expected and the final recommendation could not be included in the Council's revised Forward Plan until the beginning of August at which point it was agreed that the contract for Hosting the new Local Involvement Network should be awarded to the Shaw Trust. Further details about commencement of the contract and initial arrangements will be given at the Board meeting.

4.0 Shaw Trust

- 4.1 The Shaw Trust is a national charity with 25 years experience of supporting people with disabilities and people with a disadvantage especially into employment. There is already a branch of this service in Leeds. In recent years the Trust has become increasingly active in representation and advocacy and from 2003 was a major contractor to the Commission for Patient and Public Involvement for the support of over 40 PPI Forums, the predecessors of the LINKs. The Trust therefore brings considerable experience to the task while recognising that LINKs will be completely different. Indeed the Trust was itself involved in working with the Department of Health in recommending changes to the Forum system and has been successful in winning a number of other Host contracts, including Wakefield.

5.0 Consultation and Engagement

- 5.1 The Project Team sought to distribute information about the LINK widely within Leeds and to make information available on the internet from different local websites. Information has been made available on audio tape and Braille where requested. This work was supported by the NHS Trusts in Leeds which have simultaneously been developing their own involvement networks.
- 5.2 The Service User, Carer and Patient Reference Group met for the first time on 19th December and continued to meet until the March, providing advice and contributing to work such as the equality impact assessment. The group provided nominees for the Project Team and Procurement Board, to be drawn equally from NHS patient representatives and users of Social Care services. The group also looked to the future and agreed the direction and scope of transitional arrangements.

6.0 Transitional Arrangements

- 6.1 The Act instructs Local Authorities to make transitional arrangements where there will not be a Host or LINK operative by the time the current PPI Forums are wound up at the end of March. This transitional period expires on 30th September.
- 6.2 Leeds was fortunate in having an active and involved section of the community supported by local organisations, the NHS and former PPI Forum members to assist with this task. The LINK Reference Group agreed to become an independent LINK Preparatory Group and elected a Chair from the Service User and Carer Alliance, supported by a former PPI Forum Member. The City Council, anticipating guidance which subsequently appeared from the Department of Health, sought and secured an independent VCF organisation not connected with the bidding to support the Preparatory Group and an agreement was made with Leeds Older People's Forum. This is funded out of the Department of Health LINK allocation and is now expected to last until mid September.
- 6.3 The Preparatory Group has met approximately on a monthly basis, has created subgroups and pursued a number of issues. However these have been limited because of the transitional nature of the group. The Group has discussed future governance possibilities but has also recognised that it will not necessarily become the Steering Group of the new LINK because governance arrangements and scope of the LINK will be for the Host organisation to develop along with old and new LINK members as it moves towards a firm and agreed structure.

7.0 Regulations for the LINK

- 7.1 Regulations relating to the LINK were issued in March/April 2008. These included the necessity for providers of health and social care (other than the care of children looked after by the local authority) to allow visiting by LINK representatives within stated parameters and on an agreed basis. There is a requirement that local authority and NHS contracts with independent providers include this facility.
- 7.2 A formal Code of Conduct for LINK visitors was issued in July 2008. The Code explains the legal responsibilities and duties; sets out good practice in terms of preparing for a visit; provides advice for authorised representatives at the time of their visit (including conduct); and covers what LINKs should consider once a visit has finished (including how to share information).

8.0 Regional and National Support

- 8.1 During the procurement process the Project Team has kept in touch with developments in the region and elsewhere. The Care Services Improvement Partnership (CSIP) set up a regional network for local authorities during the procurement process and has now transferred this support to Host organisations. The Department of Health has itself been keen to offer support and there are a number of national websites with information, guidance documents and the opportunity to share and comment on issues. The Shaw Trust will join the Leeds LINK to the Community Voices Network.
- 8.2 There has been considerable discussion about the desirability of national branding for Local Involvement Networks. There seems to be most consensus about having some core statements and products which prevent LINKs having to reinvent statements of purpose, vision or values. The Department of Health is also keen to ensure that these statements are communicated effectively. It is therefore developing a visual identity that LINKs can tailor, as it will be used by more than one area, but which will also maintain a level of consistency in order to build public recognition and trust. There will also be a communications toolkit that will provide LINKs with tools they can use to engage their communities.

9.0 Implications for Council Policy And Governance

- 9.1 The Local Authority will have responsibility for assigning the contract for the Host and performance managing it over its three year period. Although the Host will eventually be primarily accountable to the LINK itself, a mechanism will be needed for formally reporting on contract performance mainly around technical issues and probity issues. However there could also be a troubleshooting role and it may also be that an offer of support and liaison from the statutory agencies would be welcomed by the LINK and the Host.
- 9.2 However the independence of the LINK is protected in the legislation. The local authority is not permitted to influence the LINK through management of the contract.
- 9.3 Implementation of the Council's Duty of Involvement will need to take account of the LINK and offer it support and information, particularly in relation to social care and the proposed Equality Assembly. The specification for the Host encourages it to support the LINK in looking at broader health as well as at service issues.
- 9.4 Section 226 of the Local Government and Public Involvement in Health Act empowers the LINK to refer social care matters to the relevant Local Authority Scrutiny Committee. The referral must be acknowledged (within 20 working days) and the referrer kept informed of any action but the scrutiny committee is not obliged to take up issues referred to it by the LINK. Under Section 227 the LINK is also required to send its Annual Report to the Local Authority Scrutiny system.

10.0 Legal And Resource Implications

- 10.1 The City Council is required by law to commission a Host for the LINK. The Host is accountable to the local authority in terms of performance to contract but its major accountability is to the LINK which is itself broadly accountable to the Secretary of State for Health.

10.2 The LINK is funded by the Department of Health through the Area Based Grant and the financial allocation for the LINK is detailed in Paragraph 2.3.

11.0 Comments

11.1 The LINK process has been complex and occasionally fraught. It is clear that in order to win support for the LINK concept, the Department of Health loaded it with expectations which caused considerable anxiety both for local authorities and for local communities. In particular many PPI Forum members remained unconvinced that the LINK would provide any better a model than the one which they were developing. The concept remained contested until the legislation was almost complete and provision for transitional arrangements was included only at the last moment. However once the legislation was passed, the Department has tended to hold off and enable local arrangements to develop; this made the process easier for everyone. However if the Department had recognised a little earlier that the scheme required a longer implementation timetable than they had originally anticipated, local processes could probably have been developed more smoothly.

11.2 It is hoped that by the time of this meeting the work of all concerned in the Host procurement process will be beginning to show fruit. As stated in a previous report, this work could not have been successfully carried out without the active support of partners from the NHS, the VCF sector, and from patient, service user and carer groups and particular tribute must be paid to the latter, who put aside their dissatisfaction about the past (in the case of PPI Forum Members) and their anxieties about the future of involvement in order to play a constructive role in the preparation. This is especially true of those who have given their time and commitment to being members of the procurement exercise and to participating in the LINK Preparatory Group.

12.0 Conclusions

12.1 Despite some unforeseeable delays, the Council has been able to complete a satisfactory procurement process within the required timescale. The appointment of the Shaw Trust can be expected to add a fresh dimension to existing involvement structures in Leeds which will offer broader connections with other areas and some economies of scale. At the same time the local Host will have a full commitment to the local LINK.

13.0 Recommendations

13.1 The Board is requested to note the information in this report and to make such comment as it deems appropriate.

13.2 The Board is also requested to ask officers to consult with the LINK Host in order to formulate suitable proposals for the connection between the Scrutiny function and the LINK.

14.0 Background Documents

Listed at Appendix 2.

APPENDIX 1 LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT

Part 14: Patient and Public Involvement in Health and Social Care

Procurement of “hosts” - Section 221 requires each social services authority to procure an organisation or “host” to establish and support a Local Involvement Network (LINKs) in each local authority area. The “host” will support LINKs to:

- promote and support the involvement of people in commissioning, provision and scrutiny of local care services (“care services” refers to both health and social care)
- enable local people to monitor and review the standard of local care services and report on how they could be improved
- obtain the views of local people about their experience of local care services and their care needs.

The responsibilities of LINKs can be amended by regulation by the Secretary of State but that they can only be added to not taken away, as was possible in the original Bill. The Act outlines the bodies that are not permitted to provide such support or become a LINK: they are local authorities; NHS trusts; NHS foundation trusts; primary care trusts or strategic health authorities.

Local Involvement Networks (LINKs) – LINKs will be required to have a clear governance structure including: the process for decision-making; how LINKs members are authorised to act on behalf of the LINKs; financial arrangements; and how breaches of authority are dealt with.

Health and social care providers will be required to: respond to LINKs requests for information; consider and respond to reports and recommendations made by LINKs; allow authorised representatives of LINKs to enter and view premises on which care is delivered (but representatives will not be permitted to enter and view private rooms of individuals).

LINKs must produce an annual report giving details of their activities, their membership and their financial arrangements.

Relationship between LINKs and overview and scrutiny committees – LINKs are able to refer “social care matters” to the appropriate overview. There is no obligation for the committee to act on every referral but they must acknowledge the receipt of the referral and “keep the referrer informed of the committee’s actions in relation to the matter”.

Transitional arrangements – Local authorities will be expected to procure host arrangements by 31 March 2008 but in those areas where this has not been possible, local authorities will be subject to “temporary duty” lasting until 31 September 2008 to ensure that there are means to support LINKs activities. Temporary arrangements could include the local authority providing support to LINKs or agreeing an interim contract with another organisation to provide support to LINKs. The Act does not specify the consequences for local authorities if they have not procured host support by 31 September 2007.

Abolition of the Commission for Patient and Public Involvement in Health and Patients’ Forums – The Act abolishes the CPPIH and all Patients’ Forums with effect from 1 April 2008. All property, rights and liabilities of Patients’ Forum will transfer to the Secretary of State for Health. Furthermore, any legal proceedings may be continued by the Secretary of State. Before they are abolished, they will be required to prepare a report of “anything being done by the Patients’ Forum”.

Duty to involve service users (Section 233) – All NHS bodies, including strategic health authorities, must make arrangements to involve service users and/or their representatives in the planning, delivery, development and decision-making in relation to health services. Furthermore, all health bodies must publish a report (believed to be annual although this is not specified in the Act) giving details of the consultation it has carried out or proposes to carry out before making commissioning decisions. It must also report on “the influence the results of any relevant consultation had had on such matters”.

APPENDIX 2

Website links

A Stronger Local Voice July 2006 – the original consultation document setting out intentions.

http://www.dh.gov.uk/prod_consum_dh/idcplg?IdcService=GET_FILE&dID=20130&Rendition=Web

Government Response to comments on A Stronger Local Voice December 2006

http://www.dh.gov.uk/prod_consum_dh/idcplg?IdcService=SS_GET_PAGE&siteId=en&ssTargetNodeId=566&ssDocName=DH_062839

House of Commons Select Committee on Health report and the government response can be downloaded via:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_075501

Getting Ready for Links Guidance Documents August 2007

Planning your Local Involvement Network

Contracting a Host for your Local Involvement Network

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_077266

The **NHS national centre for involvement** has a section on LINks and Department of Health **LINks bulletins** so far can be downloaded from

<http://www.nhscentreforinvolvement.nhs.uk/index.cfm?Content=142>

LINks exchange

A network for sharing best practice and supporting and developing those implementing Local Involvement Networks (LINks). Access is currently by accepted registration only.

<http://www.lx.nhs.uk/>

APPENDIX 3

Stronger Voice Better Care The LINK Explained

.pdf document attached.

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Stronger voice, better care

Local Involvement Networks (LINKs) explained



A Local Involvement Network (LINK) has been set up in every area of England to help people influence or change the way their local NHS and social care services are delivered.

This document explains more about LINKs and how you can make your voice heard by getting involved.



What is a LINK?

A LINK is made up of individuals and community groups who work together to improve local health and social care services.

The job of a LINK is to find out what people like and dislike about local services, and to work with the people who plan and run them to help make them better.

This may involve talking directly to health and social care professionals about a service that is not being offered, or suggesting ways that an existing service could be made better.

LINKs also have powers to help them do their job and to make sure that changes happen.

What does it do?

A LINK can:

- ask local people what they think of local health and social care
- give people a chance to suggest ideas to care professionals that may help improve services
- look into specific issues of concern to the community (like a dirty hospital), make recommendations to the people who plan and run services, and expect a response
- ask for information about services and get answers within a specified amount of time
- carry out spot checks, when necessary, to see if services are working well (checks are carried out under safeguards)
- refer issues to the local council Overview and Scrutiny Committee if it seems that action is not being taken

LINks at work: an example

A number of people raise the issue of GP opening hours with a LINK. GPs at the local surgery say they want to open during the evening and at weekends but they have limited resources.

The LINK offers to help the surgery staff find out the hours that will best suit local people by asking the community for their views. It also asks LINKs in other areas how they have dealt with the same issue.

The LINK's research finds that people who work would prefer more early morning appointments, so they can see a GP but not be late for work.

As a result, the GPs decide that the surgery will close one afternoon a week so that they can open for more early morning appointments. They also start a call-back service, so people can have quick telephone consultations.

Who can join?



Anyone – carers, service users, community leaders, patient representatives ... everyone's views matter.

Groups can also join – charities, faith groups, residents' associations, youth councils, black and minority ethnic organisations, business federations ... anyone who wants to make sure that the needs of their community are listened to.

Why get involved?

6

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There are a number of benefits to becoming involved in a LINK. These include:

- getting attention for neglected issues or ideas
- influencing those who make decisions about new or existing health and care services
- helping the community speak with a stronger local voice
- helping services provide better care





How much time will it take?

It's up to you how and when you get involved. Your LINK should provide different ways for you to make your views count.

You can just comment on issues when contacted by your LINK, or you can get more involved – by raising awareness of an issue or by helping to find solutions (for example, by meeting providers or being part of a working group).

It's up to you how and when



- Take a few minutes to answer a survey
- Attend an occasional meeting on an issue that interests you
- Get involved in an online group looking at a specific issue
- Become an 'authorised representative' who goes to services to see how they are run

How a LINK is run

There is no set structure for a LINK, and it is unlikely that any two LINKs will be run in the same way. A LINK will only work if it is owned by, and involves, the whole community.

Local councils have been given money to fund LINKs, but each LINK will decide how best to operate and what priorities to concentrate on.

Every local council has employed an independent organisation to set up, advise and support the LINK for its area.

Most LINKs should be up and running by September 2008.

Support for LINKs

The role of organisations employed to support LINKs can include:

- telling the community about a LINK and encouraging people to get involved
- advising the LINK
- providing office support and helping the LINK to develop clear systems
- managing the LINK's budget and recording its activities
- letting the community know about what the LINK is doing and asking for their views
- reporting the LINK's progress to Government

Getting started

To find out what is happening in your area, contact your local borough or county council.

LINKs and the law

LINKs can:

- ask health and social care commissioners for information about their services and expect a response
- make recommendations and expect a response from commissioners
- refer matters to the local council's Overview and Scrutiny Committee
- enter specific services and view the care provided

More information

To find out more, visit:

www.direct.gov.uk/localinvolvementnetworks



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Tel: 247 4707

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 17 September 2008

Subject: Scrutiny Board (Adult Social Care) – Work Programme

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity <input type="checkbox"/>
	Community Cohesion <input type="checkbox"/>
	Narrowing the Gap <input type="checkbox"/>

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is the current work programme for the Scrutiny Board (Adult Social Care).
- 1.2 Also attached for Members consideration is an extract from the Forward Plan of Key Decisions for the period 1 September 2008 to 31 December 2008 (Appendix 2). In addition, the Executive Board minutes from the meetings held on 16 July 2008 and 2 September 2008 are attached for Members information.

2.0 WORK PROGRAMME MATTERS

Adult Social Care Proposals Working Group

- 2.1 At its meeting in July 2008, Scrutiny Board (Adult Social Care) agreed to establish an Adult Social Care Proposals Group with the terms of reference for such a group to be presented to a future meeting. At that same meeting, the following nominations were received to serve on the working group:
- Councillor Coupar;
 - Councillor Chapman;
 - Councillor Fox; and,
 - Joy Fisher
- 2.2 In line with the Boards request, further consultation has been undertaken with the full Board regarding the membership of the working group. As a result, a further expression of interest has been received from Councillor Armitage to form part of the working group.

2.3 As such, the Board is requested to confirm the membership of the working group.

Scrutiny Inquiry: Older People's Housing (Scrutiny Board (Environment and Neighbourhoods))

2.4 At its meeting in July 2008, the Scrutiny Board (Environment and Neighbourhoods) agreed to undertake an inquiry into Older People's Housing. At its meeting on 8 September 2008, that Scrutiny Board agreed the Terms of Reference for this inquiry (Appendix 3) and agreed to seek nominations from the Scrutiny Board (Adult Social Care) to form part of the working group undertaking this inquiry.

3.0 RECOMMENDATIONS

3.1 From the content of this report and associated appendices, Members are asked to:

- (i) Determine whether there are any additional items the Board would wish to add to its current Work Programme;
- (ii) Confirm the membership of the Adult Social Care Working Group.
- (iii) Confirm any nominations to form part of the .

3.2 In addition, the Board is requested to receive and make any changes to the attached Work Programme following decisions made at the meeting.

4.0 BACKGROUND PAPERS

Scrutiny Board (Environment and Neighbourhoods) – 8 September 2008: Item 11 – Scrutiny Inquiries: Draft Terms of Reference

**Scrutiny Board (Adult Social Care)
Work Programme 2008/09**

Item	Description	Notes	Type of item
Meeting date – 17 September 2008			
Inquiry into Adaptations – 1st session	To consider a background report that provides an overview of the current arrangements for delivering adaptations across the city.	Need to determine the terms of reference, process and timing for undertaking the inquiry.	RP
Commissioning in Adult Social Care	To consider a report on commissioning within Adult Social Services, specifically including: <ul style="list-style-type: none"> ➤ Mental Health services ➤ Neighbourhood Networks ➤ Contract issues ➤ Risk Taking ➤ Partnerships for Older Peoples Projects 	Lead Officer - Dennis Holmes	PM
Update on Leeds Local Involvement Network (LINK)	To provide the Board with an update and consider the Board's relationship with the host organisation.	May need some input from Legal regarding relationship issues. Also likely to be reported to the Health Scrutiny Board.	B
Meeting date – 15 October 2008			
Inquiry into Adaptations – 2nd session	To undertake the second evidence gathering session in relation to the scrutiny inquiry into adaptations.	To be confirmed. Subject to confirmation of the process and timing for undertaking the inquiry.	RP
Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Scrutiny Board (Adult Social Care)
Work Programme 2008/09**

Item	Description	Notes	Type of item
Performance Management	Quarter 1 information for 2007/08 (April - June)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Homecare provision	Performance report on homecare provision across the City, including independent sector providers.	Lead Officer - Dennis Holmes	PM
Joint Strategic Needs Assessment (JSNA) - update	To consider an update in the development of a joint assessment that identifies the future needs of the populous of Leeds and any identified service changes/reconfigurations	Also likely to be reported to the Health Scrutiny Board. Need to consider the timing, potential role and activity of the Board and that of the Health Scrutiny Board.	B
Dignity in Care	To consider the Board's draft statement.	Principal Scrutiny Adviser to draft	
Meeting date – 12 November 2008			
Adult Social Services- Annual Review Report (2007/08)	To consider the outcome of the annual review undertaken by the Commission for Social Care Inspection (CSCI) for 2007/08	Timing to be confirmed - report scheduled for Executive Board meeting on 5 November 2008 Invite representative from CSCI to present outcomes	PM

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

Scrutiny Board (Adult Social Care)
Work Programme 2008/09

Item	Description	Notes	Type of item
Older People & Safeguarding Adults – inspection report	To consider the outcome of the inspection and associated action plan.	Timing to be confirmed - report scheduled for Executive Board meeting on 5 November 2008 Invite lead inspector to present outcomes	PM
Income Generation for Community Care Services	To provide the Board with the results of the consultation undertaken regarding Income Generation for Community Care services and any subsequent decisions.	Timing to be confirmed - report scheduled for Executive Board meeting on 5 November 2008. However, an extension to the consultation period is likely to impact on the timing of this item.	DP
Recommendation Tracking	This item track progress with previous Scrutiny recommendations on a quarterly basis	Unlikely to feature on the agenda given the nature of the Board's work to date.	MSR
Meeting date – 10 December 2008			
Inquiry into Adaptations – 3rd session	To undertake the third evidence gathering session in relation to the scrutiny inquiry into adaptations.	To be confirmed. Subject to confirmation of the process and timing for undertaking the inquiry.	RP
Performance Management	Quarter 2 information for 2008/09 (July-Sept)	All Scrutiny Boards receive performance information on a quarterly basis	PM

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Scrutiny Board (Adult Social Care)
Work Programme 2008/09**

Item	Description	Notes	Type of item
Meeting date – 7 January 2009			
Dignity in Care	To receive an update on the current work and developments across the City following the report received in July 2008.	6-monthly report requested in July 2008.	B
Inquiry into Adaptations – Draft Final Report	To consider the draft final report in relation to the scrutiny inquiry into adaptations.	To be confirmed. Subject to confirmation of the process and timing for undertaking the inquiry.	RP
Meeting date – 11 February 2009			
Older People & Safeguarding Adults – inspection report	To consider progress against the action plan arising from the inspection report	To be confirmed.	PM
Recommendation Tracking	This item track progress with previous Scrutiny recommendations on a quarterly basis		MSR
Meeting date – 11 March 2009			

Key:

RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Scrutiny Board (Adult Social Care)
Work Programme 2008/09**

Item	Description	Notes	Type of item
Commissioning in Adult Social Care	To consider an update report on commissioning within Adult Social Services.	Further update from September 2008 Lead Officer – Dennis Holmes	PM
Performance Management	Quarter 3 information for 2008/09 (Oct-Dec)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Meeting date – 8 April 2009			
Homecare provision	Performance report on homecare provision across the City, including independent sector providers.	Further update from October 2008 Lead Officer – Dennis Holmes	PM
Inquiry into Adaptations – Initial response to recommendations	To consider the initial response to the scrutiny inquiry report and recommendations into adaptations.	Need to determine the process and timing for undertaking this inquiry.	RP
Annual Report	To agree the Board's contribution to the annual scrutiny report		

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

Scrutiny Board (Adult Social Care)
Work Programme 2008/09

Working Groups			
Working group	Membership	Progress update	Dates
Adult Social Care Proposals Working Group	Provisional Membership	N/A	To be confirmed

Unscheduled / Potential Items		
Item	Description	Notes
Annual complaints report	To consider the annual report and any emerging issues.	Need to consider any implications of the changed arrangements. Timing to be confirmed
Safeguarding Vulnerable Adults	Details to be confirmed.	Lead Officer – Dennis Holmes. Need to consider the potential role and activity of the Board. Draft Terms of Reference needed.

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

Scrutiny Board (Adult Social Care)
Work Programme 2008/09

Unscheduled / Potential Items		
Item	Description	Notes
Mental Health Legislation	<p>To consider the impact, implications and proposed response to legislative changes regarding:</p> <ul style="list-style-type: none"> • The Mental Health Act • Mental Capacity 	<p>Lead Officer – Dennis Holmes. Need to consider format and timing of any report. Possibly present a report to the Board in October 2008 as an issue of proposed policy development, prior to the Executive Board in November?</p>
Continuing Care Implementation	<p>To consider the local impact and future activity associated with implementing the national framework for continuing NHS care, further to the report presented to the Executive Board in October 2007.</p>	<p>Lead Officer – Dennis Holmes. Need to consider format and timing of any report, alongside the activity of the Board.</p>
Valuing People Now	<p>To consider progress against the implications outlined in the report presented to the Executive Board in February 2008, alongside any future proposed actions.</p>	<p>Lead Officer - Paul Broughton. Need to consider format and timing of any report, alongside the activity of the Board.</p>

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

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LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 September 2008 to 31 December 2008

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
<p>Transforming Social Care In response to the government agenda "Transforming Social Care" (DoH LA Circular (DH) (2008)1) there will need to be a variety of changes to staffing arrangements predominantly within Adult Social Care.</p> <p>At this stage it is not determined what these are but as action plans are progressed it is expected that there will be a range of changes to resourcing to ensure achievement of targets. There will be a series of reports as this is developed.</p>	<p>Director of Adult Social Services, Director of Resources</p>	<p>1/9/08</p>	<p>As a minimum the Executive Board member, Staff and Trade Unions. However a consultation plan will be developed to ensure all stakeholders are consulted and informed appropriately.</p>	<p>Local Government Circular LAC (DH) (2008)</p>	<p>Director of Adult Social Services, Director of Resources</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Extension of Neighbourhood Network Scheme Contracts Approval to take up the option to extend existing contracts for the Neighbourhood Network Schemes for a further year to 31 st March 2010.	Director of Adult Social Services	1/9/08	The issue has been discussed with Review Project Team, Adult Commissioning Board and Scheme's Co-ordinators at a recent workshop.	Report	Director of Adult Social Services
Temporary Social Care Staff Contract To extend the current contract for the supply of temporary social care staff.	Director of Adult Social Services	25/9/08	None	Extension Report to the Director of Adult Social Services	Director of Adult Social Services

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

<u>Executive Board Portfolios</u>	<u>Executive Member</u>
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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SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

INQUIRY INTO OLDER PEOPLE'S HOUSING

TERMS OF REFERENCE

1.0 Introduction

- 1.1 It is projected that the proportion of the Leeds population that is aged 55 years or more will increase significantly over the next fifteen to twenty years. The expectations and aspirations of older people are evolving and the Council will need to ensure that service delivery is reconfigured so that it responds to these changing needs.
- 1.2 In particular, housing services will play a critical role in delivering the wider social care agenda around promoting the capacity of older people to live independently and to exercise greater choice and control over the lives.
- 1.3 The local government white paper 'Strong and Prosperous Communities' partly redefines the strategic housing function. There is now a greater emphasis on moving beyond achieving housing related outcomes, towards delivering against a range of social and environmental objectives, such as promoting community cohesion, improving the voice and choice local communities have in the services they receive, improving educational attainment and reducing health inequalities.
- 1.4 With regard to the local delivery and development of housing services for older people, the Leeds Strategic Plan includes a strategic outcome relating to improving the quality of life experienced by vulnerable people by promoting their capacity to live independently. The Environment and Neighbourhoods Directorate is currently in the process of reviewing and updating the existing Leeds Housing Strategy to ensure that it effectively reflects and responds to the relevant strategic outcomes and improvement priorities included within the Leeds Strategic Plan and Leeds Local Area Agreement.
- 1.5 The development of housing related services for older people also needs to be rooted in the evolving national 'personalisation' agenda: that recipients of social care services should play an integral role in shaping or choosing the services they use, so that they can be empowered to live independently and to exercise choice and control over their lives.
- 1.6 At its meeting on 24th July 2008, Scrutiny Board (Environment and Neighbourhoods) resolved to undertake an Inquiry into Older People's Housing. In acknowledging the significant role of Adult Social Care in

this area of work, Members of the Scrutiny Board (Adult Social Care) have also been invited to contribute to this Scrutiny Inquiry.

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:

- Links between the national 'personalisation agenda' and the future development of flexible and bespoke housing related services for older people;
- Implications of the increasing older people population on housing related services and the identification of future planning needs;
- The current review of the Leeds Housing Strategy and its need to respond to the relevant strategic outcomes and priorities within the Leeds Strategic Plan and Leeds Local Agreement;
- The Leeds Older People's Housing Strategy and accompanying action plan;
- The condition of sheltered housing stock in Leeds and proposals for improvement, with particular reference to the Supporting People Programme and PFI bid proposals for modernising housing provision for older people;
- Issues surrounding affordable housing for older people;
- Ensuring that older people have a safe and secure environment to live in, with a sense of belonging to and participating in communities;
- The role and development of Assistive Technology, Telecare and Telehealth services in promoting the capacity of older people to live independently;
- Methods of addressing social isolation when promoting the capacity of older people to live independently;
- Problems relating to fuel poverty and older people.

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 and site visits 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 and any site visits will be held prior to session one and during the interim period between session one and two. Dates for the working group meetings and site visits are to be arranged.

5.2 Session one – Scrutiny Board Meeting (8th December 2008)

To consider evidence in relation to the following areas:

- Links between the national ‘personalisation agenda’ and the future development of flexible and bespoke housing related services for older people;
- Implications of the increasing older people population on housing related services and the identification of future planning needs;
- The current review of the Leeds Housing Strategy and its need to respond to the relevant strategic outcomes and priorities within the Leeds Strategic Plan and Leeds Local Agreement;
- The Leeds Older People’s Housing Strategy and accompanying action plan;
- The condition of sheltered housing stock in Leeds and proposals for improvement, with particular reference to the Supporting People Programme and PFI bid proposals for modernising housing provision for older people.

5.3 Session two – Scrutiny Board Meeting (9th February 2009)

To consider evidence in relation to the following areas:

- Issues surrounding affordable housing for older people;
- Ensuring that older people have a safe and secure environment to live in, with a sense of belonging to and participating in communities;
- The role and development of Assistive Technology, Telecare and Telehealth services in promoting the capacity of older people to live independently;
- Methods of addressing social isolation when promoting the capacity of older people to live independently;
- Problems relating to fuel poverty and older people.

5.4 Session three – Scrutiny Board Meeting (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
- Director of Adult Social Care, Leeds City Council
- Executive Member for Neighbourhoods and Housing
- Executive Member for Adult Health and Social Care
- Chief Housing Services Officer, Leeds City Council
- Chief Officer for Commissioning, Adult Social Care, Leeds City Council
- Chief Strategy and Policy Officer, Leeds City Council
- Head of Strategic Partnerships and Development (Older People and Disabled People), Leeds City Council
- Area Committees
- Older People's Forum
- Older People's Reference Group
- Chief Executive of Unity Housing
- Other non-for-profit providers (such as Anchor Trust and Connect Housing)

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.

EXECUTIVE BOARD

WEDNESDAY, 16TH JULY, 2008

PRESENT: Councillor R Brett in the Chair

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

Councillor J Blake – Non-voting advisory member

28 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 1 to the report referred to in minute 38 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that publication could prejudice the City Council's commercial interests as the appendix includes matters where negotiations of a confidential nature will ensue. In these circumstances it is considered that the public interest in disclosing this commercial information outweighs the interests of disclosure.
- (b) Appendix B to the report referred to in minute 41 under the terms of Access to Information Procedure Rule 10.4(3) and (4) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as it relates to the financial or business affairs of the parties identified in the report, and of the Council and that publication could prejudice the Council's commercial interests as it includes financial information relating to contracts that if published could influence negotiations between the Council and potential contractors.
- (c) Appendices 1 and 2 of the report referred to in minute 44 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because publication could prejudice the City Council's commercial interests as, both the appendix and the final business case include matters where final negotiations on the contract are not yet complete, and these negotiations are confidential between the City Council, the LEP and Environments for Learning (E4L). In addition both the Appendix and the Final Business Case contain sensitive commercial information supplied to the City Council by the LEP and E4L.
- (d) The appendix to the report referred to in minute 55 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information is not publicly available from the statutory registers of

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information kept in respect of certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the acquisition of the property/land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of negotiations and affect the integrity of acquisition 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 could obtain information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from 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.

- (e) Appendix 1 to the report referred to in minute 58 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because it relates to the financial or business affairs of a particular person and of the Council. This information is not publicly available from Statutory registers of information kept in respect of certain companies and charities. To release full details of all of these matters into the public domain would almost certainly prejudice landowners and the Council's commercial interests as there may be interventions by rival parties at this stage of the land assembly process. In addition, these kind of interventions would lead to serious prejudice to the Council's commercial interests and could damage the process of negotiations with the owners.

29 Late Items

The Chair had admitted the following late items to the agenda as follows:

The National Challenge: Schools achieving less than 30% of 5 GCSEs including English and Maths (minute 42)

The DCSF deadline for submission of the plan was the end of July 2008 and it was considered appropriate that the Board should endorse the proposed approach prior to its submission

South Leeds Expression of Interest (minute 43)

The proposal in this item was directly related to the National Challenge item and it was logical that both reports be considered at the same meeting of the Board.

Transport Innovation Fund Pump Priming Bid (minute 51)

The report could not be prepared for distribution with the agenda pending advice that government would support the bid, and as the two year programme of work was scheduled to commence in the month of this meeting, it was appropriate that the matter be admitted to the agenda.

30 Declaration of Interests

Councillor Wakefield declared a personal interest in the items relating to The National Challenge (minute 42) and the South Leeds Expression of Interest (minute 43) as a member of the Learning and Skills Council.

Councillor Blake declared a personal interest in the item relating to Older People's Day Services (minute 46) as a member of Middleton Elderly Aid and a personal and prejudicial interest in the item relating to Otley Heavy Goods Vehicle Traffic as the owner of a property in Otley (minute 49)

Councillor Harrand declared a personal interest in the item relating to Older People's Day Services (minute 46) as a member of Moor Allerton Elderly Care and Councillor Brett as a member of Burmantofts Senior Action Committee.

Further declarations made during the meeting are referred to in minutes 53 and 59 (Councillor Smith)

31 Minutes

RESOLVED – That the minutes of the meeting held on 11th June 2008 be approved.

NEIGHBOURHOODS AND HOUSING

32 Beeston Group Repair - Phase 5

The Director of Environment and Neighbourhoods submitted a report on a proposal to extend the life of approximately 50 properties in the Beeston area by 30 years utilising £1,500,000 of Single Regional Housing Pot funding.

RESOLVED –

- (a) That approval be given for the injection into the capital programme of £1,350,000 of Regional Housing Board money and of £150,700 from owner occupiers and that scheme expenditure to the amount of £1,500,700 be authorised.
- (b) That the Director of Environment and Neighbourhoods brings a further report on progress at the appropriate time.

33 Leeds Watch CCTV Improvement Scheme

The Director of Environment and Neighbourhoods submitted a report on the proposed improvement of the LeedsWatch CCTV scheme in partnership with Metro subject to agreed Heads of Terms at a cost of £973,500

The report presented four options of taking no action, replacing VCR with DVD, digital storage and management solution, and digital storage and management solution in partnership.

RESOLVED –

- (a) That approval be given to option four as detailed in the report.
- (b) That approval be given to the injection of £973,500 of unsupported borrowing into the Environment and Neighbourhoods Capital Programme and that expenditure in the same amount be authorised.
- (c) That approval be given to enter into a partnership with Metro subject to agreed Heads of Terms.

34 Area Committee Roles for 2008/09

The Director of Environment and Neighbourhoods submitted a report outlining the range of proposed increased roles for the Area Committees for 2008/09.

Revised appendices to the report had been circulated subsequent to the issue of the agenda.

RESOLVED –

- (a) That the Area Functions to be delegated to Area Committees for 2008/09 as summarised in the report and detailed in Appendix 1 be approved.
- (b) That the enhanced roles of Area Committees as summarised in the report and detailed in Appendix 2 be endorsed.
- (c) That this information be reported to the Area Committees at the next cycle of meetings.
- (d) That the Area Functions referred to in (a) above be incorporated into the Council's Constitution at the next available opportunity.

35 Key Decision Taken Under Special Urgency Provisions

The Assistant Chief Executive (Corporate Governance) submitted a report informing of a Key Decision taken under 'Special Urgency' provisions contained in the Constitution and recommending that the Board forward this report to Council as the quarterly report on such decisions in accordance with paragraph 16.3 of the Access to Information Procedure Rules.

RESOLVED – That the report be approved for submission to Council as the quarterly report in accordance with Access to Information Procedure Rule 16.3.

CHILDREN' S SERVICES

36 Early Years Capital Grants 2008-2011

The Acting Chief Officer for Early Years and Integrated Youth Support Service submitted a report on the capital funding allocations for 2008-11 that will support the implementation of the 10 Year Strategy for Childcare by way of capital expenditure of £11,324,414 on payments to Early Years providers and schools to enable the delivery of extended services and to meet the statutory duties of the Childcare Act 2006.

RESOLVED –

- (a) That approval be given to the injection of £8,229,414 Quality and Access for all Young Children (Capital scheme number 14776) and £3,095,000 Extended Services (Capital scheme number 14777) Capital Grants into the Children's Services Capital Programme and that authority be given to incur this expenditure on payments to Early Years providers to meet the statutory duties of the Childcare Act 2006 as outlined in the guidance and in the report.
- (b) That the proposals for allocation of grant and monitoring of outcomes for the DCSF by Partnership Boards established under Leeds City Council corporate governance for the purpose be approved.
- (c) That an annual report on programme outcomes and expenditure be brought to this Board.

37 Children's Services Joint Area Review Action Plan

Further to minute 11 of the meeting held on 11th June 2008 the Director of Children's Services submitted a report on the production of the formal Joint Area Review action plan, and the arrangements for its implementation and performance monitoring.

RESOLVED – That the report be received, that the action plan be approved for submission to Ofsted and that updates on progress against the action plan be brought to this Board as part of the annual performance assessment reporting in December 2008.

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

38 Independent Living PFI Project - Approval of Revised Scope and Affordability Issues

With reference to minute 53 of the meeting held on 22nd August 2007 the Director of Children's Services submitted a report on the proposed revised scope and affordability of the Independent Living Project for Children's Services.

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

RESOLVED –

- (a) That the reduction in scope of the Children's Services PFI Project be approved.
- (b) That the Children's Services PFI Project to build a new 12 bed short break unit be approved.
- (c) That the project be implemented as a City Council Change in accordance with the financial parameters in Appendix 1 to the report.
- (d) That the Chair of the Independent Living Project Board be authorised (in consultation with two other members) to give approval to the terms of the City Council Change Notice and to approve (or reject) the

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Contractor's final responses under the Project Agreement Change Protocol.

39 Bankside Primary School - Provision of Newly Built School

The Chief Executive of Education Leeds submitted a report on the principle of the proposed demolition of the existing Bankside Primary School with a rebuild on the current site subject to later consideration of a detailed design and cost report by this Board.

RESOLVED – That the content of the report in detailing the proposed scheme be noted and that approval in principle be given to the rebuilding of Bankside Primary School, subject to a design and cost report being brought to a future meeting of this Board.

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

40 Proposal to Make a Prescribed Alteration at Harehills Primary School

The Chief Executive of Education Leeds submitted a report on the outcome of statutory notices published on the proposal to make a prescribed alteration to permanently increase the admission number at Harehills Primary School from 60 to 90 reception places.

RESOLVED – That approval be given to proceed with the proposal to permanently increase the admission number for Harehills Primary School from 60 to 90 reception places with effect from September 2009.

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

41 Future of East Moor Secure Children's Home

The Director of Children's Services submitted a report on a proposal to build a new secure children's home to replace East Moor House.

Following consideration of appendix B to the report designated as exempt under Access to Information Procedure Rule 10.4(3) and (4) which was considered in private at the conclusion of the meeting it was

RESOLVED – That the Director of Children's Services be requested to commence a process of negotiations with the Youth Justice Board, the Department of Children, Schools and Families and other key stakeholders to consider building a new secure children's home to replace East Moor House.

42 The National Challenge: Schools Achieving Less than 30% of 5 GCSEs including English and Maths

The Chief Executive of Education Leeds submitted a report outlining the proposed response of Education Leeds to the government's 'National Challenge' that every school should have more than 30% of students achieving five good grades at GCSE including English and Maths. The report

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included the assessment made by Education Leeds of each school's prospects of achieving the floor targets and of the type of support and actions needed to achieve them.

RESOLVED –

- (a) That the risk assessment set out in paragraph 3.4 of the report be agreed as the basis of the Council's response to the DCSF and the requested action plan.
- (b) That the continued exploration of a range of options for those schools at risk of not achieving the floor target by 2011 be supported.
- (c) That the plans to ensure that the majority of schools will continue to make good progress towards and past the floor target be supported.

43 South Leeds Expression of Interest

The Chief Executive of Education Leeds submitted a report on a proposal to progress an expression of interest into a detailed feasibility and consultation process to allow a full examination of the issues surrounding the establishment of an academy to serve Beeston and Holbeck, City and Hunslet and Middleton Park wards of inner South Leeds.

RESOLVED –

- (a) That approval be given to progress to a detailed feasibility and formal consultation process that will allow a full examination of the issues surrounding the establishment of an academy to serve the Beeston and Holbeck, City and Hunslet and Middleton Park wards of inner South Leeds.
- (b) That a further report be brought to this Board in Autumn 2008 on the outcome of the feasibility and formal consultation process to enable the Board to come to a final decision on the value of establishing an academy to replace South Leeds High School.

LEISURE

44 New Leaf Leisure Centres - Approval of Final Business Case, Affordability and off site Capital Works

The Director of City Development submitted a report on the proposed submission of the final business case to the Department of Culture, Media and Sport and proposed injection into the capital programme for the development of off-site highway works at Morley and Armley leisure centres in addition to a multi-use games area at Armley.

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

RESOLVED –

- (a) That the submission of the Final Business Case to the Department for Culture, Media and Sport be approved. The Final Business Case covers the New Leaf Leisure Centres Armley and Morley, as part of the

City Council's BSF Wave1 Programme and financed through the Government's Private Finance Initiative.

- (b) That approval be given to the financial implications for the Council of entering into the Project, and to the maximum affordability ceiling for the City Council in relation to the PFI contract of £3,688,000 as set out in Appendix 1 to the report (but subject to paragraph (g) below should the SWAP rate exceed 5.8% at financial close).
- (c) That approval be given to the arrangements to Financial Close and implementation of the Project to include (but not by way of limitation) the award/entry into a PFI Project Agreement to a special purpose company to be established under terms agreed between the City Council and the Leeds Local Education Partnership (LEP) and in connection therewith, grant delegated powers to the Deputy Chief Executive (or in his absence the Director of Resources) to make any necessary amendments to the Final Business Case and given final approval to the completion of the Project, including (but not by way of limitation) the terms of the following:
 - i. The Project Agreement
 - ii. The Funders Direct Agreement
 - iii. Arrangements to appoint an independent certifier to assess the quality of the contractors' work
 - iv. Appropriate collateral warranties and

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

subject to

- (A) DCMS approval of the Final Business Case
 - (B) the Deputy Chief Executive (or in his absence the Director of Resources) being satisfied that the Project remains within the affordability constraints set out in Appendix 1 to the report
 - (C) Receipt of a report satisfactory to the Deputy Chief Executive (or in his absence the Director of Resources) from the Council's external legal advisers, as described in paragraph 5.4 of the report and
 - (D) The Director of Resources (or in his absence the Chief Officer – Financial Management) assessment on the balance sheet treatment in relation to the PFI contract as set out in paragraph 4 of Appendix 1 of the report.
- (d) That the Director of Resources, as the statutory officer under section 151 of the Local Government Act 1972, or in his absence the Chief Officer - Financial Management, be authorised to sign any necessary certificates under the Local Government (Contracts) Act 1997 in relation to the Project.

- (e) That, in respect of certification under (d), and subject to the advice of the Assistant Chief Executive (Corporate Governance), a contractual indemnity be provided to the Director of Resources (or the Chief Officer – Financial Management, as appropriate) in respect of any personal liabilities arising from the certification.
- (f) That approval be given to the execution of the Project Documents, by affixing the Council’s common seal and / or signature (in accordance with Articles 14.4 and 14.5 of Part 2 of the City Council’s Constitution) and to the Assistant Chief Executive (Corporate Governance) (or any other officer of the Council authorised by her) taking any necessary further action following the approval of completion of the Project by the Deputy Chief Executive or Director of Resources referred to in (c) above to complete the Project including any final amendments to the Project Documents and to give effect to Members’ resolutions and the delegated decisions referred to in this minute.
- (g) That the chair of the BSF / PFI Project Board or his nominee be authorised to approve the completion of the project should the SWAP rate exceed 5.8% at Financial Close as set out in Appendix 1 to the report
- (h)
 - (i) That the Project Brief for the off site highway works as presented be approved.
 - (ii) That the Highway Scheme Design as presented be approved.
 - (iii) That injection of £280,000, into the Capital Programme, funded by £150,000 from Sport England and £ 130,000 from section 278 receipts, be authorised and that transfer of £80,000 from an existing capital programme scheme be agreed, all to fund the off site highway works.
 - (iv) That total scheme expenditure of £360,000 be authorised.
 - (v) That the funding plan and the procurement plan as presented be approved.

45 Leeds Sports Trust

The Director of City Development submitted a report on the current position with regard to development of the proposed Sports Trust and on options for moving forward.

RESOLVED –

- (a) That the development of a Trust to manage the Council’s Sports and Active Recreation Service be not proceeded with.
- (b) That further work be undertaken and reports brought forward for consideration by this Board as to medium and long term options to address the challenges faced by the service as presented in the submitted report.

ADULT HEALTH AND SOCIAL CARE

46 Older People's Day Services - Service Improvement Plan

The Director of Adult Social Services submitted a report on the proposed service plan to deliver increased choice and more personalised day activities for older people.

RESOLVED –

- (a) That endorsement be given to the model of flexible, individualised and socially inclusive approach to the provision of day opportunities for older people with care needs and that the work now underway to modernise the day service for older people in Adult Social Care be noted.
- (b) That the phased approach which forms the basis of further work with stakeholders in relation to planning and implementation for each area of the city be agreed.
- (c) That the programme be developed with the involvement of local members and their Area Committees thus ensuring effective and efficient local implementation.
- (d) That the phase 1 proposals set out in the report be adopted as a basis for consultation and ongoing work. This includes the specific proposed reprovision detailed in respect of Richmond Hill and the Peripatetic Unit in paragraph 6.3 of the report in respect of which a further report be brought to this Board on the outcome of the consultation relating to the future of those units by November 2008.
- (e) That further reports be brought to this Board in 2009 on the outcome of the wider consultation about locality plans and the results of the ongoing work as the modernisation of older people's day services progresses.

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

CENTRAL AND CORPORATE

47 Treasury Management Annual Report 2007/08

The Director of Resources submitted a report providing a review of the Treasury Management Strategy and operations for 2007/08.

RESOLVED – That the treasury management outturn position for 2007/08 be noted.

48 Transfer of Dormant Funds to Launch a New City of Leeds Fund

The Director of Resources and Assistant Chief Executive (Corporate Governance) submitted a joint report on a proposal to work with the Leeds Community Foundation to establish a new City of Leeds Fund to provide support to community groups by the transfer of resources from redundant existing trust funds and bequests administered by the Council to the new Fund. The report also proposed ring-fencing arrangements for intermittingly active trust funds proposed for transfer, and in principle agreement to Leeds

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City Council representation on the Grants Panel of the new Fund, in addition to agreement to review the trusts under control of the Council with a view to transferring any further dormant/obsolete/inactive trusts to the new Fund in due course.

RESOLVED –

- (a) That approval be given to the establishment of the new City of Leeds Fund to be administered and managed by the Leeds Community Foundation.
- (b) That the trusts identified in Part One of Appendix A to the report [three dormant Education trust funds] be transferred to Leeds Community Foundation to an endowment fund within the new City of Leeds Fund under Section 74 of the Charities Act.
- (c) That that the trusts identified in Part Two of Appendix A to the report should be freed from any restrictions applying to the expenditure of capital.
- (d) That the trusts identified in Part Two of Appendix A to the report [13 dormant trust funds] be transferred to Leeds Community Foundation to a flow-through fund within the new City of Leeds Fund under Section 75 of the Charities Act 1993.
- (e) That approval in principle be given to the transfer of the Joseph Emmott trust fund to Leeds Community Foundation to an endowment fund within the City of Leeds Fund with power to formally approve the transfer under a Scheme, once sanctioned by the Charity Commission, delegated to the Assistant Chief Executive (Corporate Governance).
- (f) That that ring-fencing arrangements shall apply to the funds of the Holbeck Mechanics and Joseph Emmott trust funds within the new Fund.
- (g) That Leeds Community Foundation be requested to agree that City Council representation on the Grants Panel of the new Fund be increased to three and that approval of the specific nominees be made at a later date following final approval of the proposals by the Charity Commission
- (h) That officers continue to review the trusts under control of the Council with a view to transferring any further dormant/obsolete/inactive trusts to the new Fund in due course.
- (i) That Leeds Community Foundation be requested to make annual reports back to this Board on progress of the fund.

DEVELOPMENT AND REGENERATION

49 Otley - Heavy Goods Vehicle Management Proposals

The Director of City Development submitted a report on proposals for Heavy Goods Vehicle (HGV) management in the Otley Area.

The report examined options as follows:

- a No further action
- b Voluntary arrangements with local HGV operators
- c Freight Quality Partnership

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- d Traffic management (signs, markings and engineering measures)
- e HGV traffic restrictions by Order – comprehensive measures on key routes in North Otley and on alternative local routes in North Yorkshire
- f HGV traffic restrictions by Order – comprehensive measures on key routes into Leeds District including North Otley and the A658 at Pool
- g HGV traffic restrictions by Order – limited measures to restrict traffic in North Otley to quieter times of the day outside peak time for travel to school etc
- h HGV traffic restrictions by Order – limited measures to restrict traffic in Otley to single direction (similar to the former voluntary arrangement) HGV traffic would travel southbound through Otley and return northbound by alternative routes
- i Weight restriction on Wharfe Bridge at Otley

In presenting the report the Executive Member (City Development) referred to a letter from North Yorkshire County Council requesting that consideration of this matter be deferred.

RESOLVED –

- (a) That the content of the report be noted and that the Director of City Development and Assistant Chief Executive (Corporate Governance) be authorised to undertake further work in respect of option (h) with a view to assessing the effects and impact which adoption of that option would have on the area and that a further report in that respect be brought to this Board.
- (b) That contacts between senior members be established and those between officers be maintained with the representatives of the adjacent local highway authorities, including North Yorkshire County Council, until the proposals or alternative arrangements have been implemented.

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

50 New Generation Transport (NGT) Update

The Director of City Development submitted a report on progress of the New Generation Transport proposals and how these fitted strategically into a wider transport strategy for Leeds and the wider City Region.

RESOLVED –

- (a) That the report be noted and that the findings of the Strategic Fit work, identified in appendix 1 to the report be endorsed.
- (b) That a capital programme injection of £1,400,000 and a transfer from scheme 99926 of £1,050,000 funded from Section 106 developer contributions be approved and that authority be given to spend of £2,450,000 as the Council's contribution towards scheme development costs, to cover design fees and the preparation and consultation costs necessary to develop the work through to a Major Scheme Business Case submission.

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- (c) That a further progress report be brought to this Board once scheme development has progressed.

51 Transport Innovation Fund Pump Priming Bid

The Director of City Development submitted a report on the government decision to support the Leeds Transport Innovation Fund Pump Priming Bid to allow options for a future transport strategy for Leeds to be explored and evaluated.

The Executive Member (City Development) reported that the formal government announcement in respect of this funding had been made on the same day as this meeting

RESOLVED –

- (a) That the proposed future transport strategy work facilitated by the Transport Innovation Fund pump priming funding be endorsed.
- (b) That approval be given to the capital contribution to the development costs of £386,750 to be funded from the Integrated Transport Scheme 99609 within the approved Capital Programme and eligible for 100% government funding.

52 Completion of West Garforth Integrated Urban Drainage Pilot Project

The Director of City Development submitted a report on the West Garforth Integrated Urban Drainage pilot project, which had recently been completed, and explaining the recommendations and action plan included in the project report, in the context of the existing work and priorities of the Council.

RESOLVED –

- (a) That the final report to DEFRA on the West Garforth Integrated Urban Drainage pilot project be noted.
- (b) That the recommendations for local action as identified in paragraphs 3.10 to 3.14 of the report be endorsed.
- (c) That the action plan items for Leeds City Council as identified in paragraphs 3.17 to 3.21 of the report be endorsed.

53 Annual Update on Water Asset Management Working Group Progress and Pitt Inquiry Outcomes

The Director of City Development submitted a report on progress by the Water Asset Management Working Group in implementing lessons learned from flooding incidents in Leeds between August 2004 and January 2008 and on the impending outcomes of the independent Pitt Review of the national impact of flooding whose final report was due at the end of June.

RESOLVED –

- (a) That progress in implementing actions previously approved be noted.
- (b) That a further report be brought to this Board on the final contents of the Pitt Review, Government's response and the officers recommendations regarding the impact on the Council's responsibilities and activities.

(Councillor Smith declared a personal interest in this item as a member of Greenpeace)

54 Affordable Housing Targets and Housing Mix

The Director of City Development submitted a report on changes to housing policy and practice to be applied to planning applications on and after 21st July 2008. The changes related to an increase in affordable housing targets and to guidelines to influence the mix of types and sizes of dwellings in new housing developments.

RESOLVED –

- (a) That informal planning policy as set out in appendices 1 and 2 to the report to broaden housing mix and increase the affordable housing targets be approved.
- (b) That officers apply the changes to applications received on or after Monday 21st July 2008.

55 Sovereign Street / Criterion Place

Further to minute 255 of the meeting held on 7th April 2004 the Director of City Development submitted a report advising of a revised offer for the Sovereign Street site.

The report identified four options as follows:

- i) Continue to negotiate with Simons on the basis of the revised conditional offer recently received.
- ii) Invite Simons to submit an unconditional offer for the site. An unconditional offer would be an offer with no conditions attached to it and future control over the scheme proposals would be via the planning process.
- iii) Remarket the site, either immediately or at some time in the future, inviting offers and scheme proposals.
- iv) Terminate the contract with Simons and continue to use the site for car parking, which generates substantial revenue income (detailed in the confidential appendix) by virtue of the rents received on an annual basis from the two car park operators.

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

RESOLVED – That the revised offer received from the Council's preferred developer of the Sovereign Street site, be not accepted and that the Council continue to receive the rental income from the site, which is generated from car parking, in the short term, with future options for the site being considered during this time.

56 Town and District Centres - Yeadon Town Street (Phase 2 and Additional Works)

The Director of City Development submitted a report seeking approval to spend £260,000 of Town and District Centre Regeneration Fund monies to contribute to the highway improvement in Yeadon Town Street.

RESOLVED –

- (a) That authority be given for an injection of £40,000 from s106 funds into scheme 12154/YEA/000.
- (b) That authority be given to spend £260,000 for works to the Town Hall square and other additional costs items as detailed in paragraphs 3.3 to 3.5 of the submitted report.

57 Armley Townscape Heritage Initiative Regeneration Scheme and Chapeltown Townscape Heritage Initiative Regeneration Scheme

The Director of Environment and Neighbourhoods submitted a report on the successful outcome of the Council's application for funding from the Heritage Lottery Fund to implement two Townscape Heritage Initiative Regeneration Schemes in Armley and Chapeltown.

RESOLVED –

- (a) That the Townscape Heritage Initiative schemes be supported.
- (b) That approval be given to an injection of £1,090,319 into Armley Town and District Centre Scheme (scheme no: 12154/ARM/000) fully funded from external sources provided by Heritage Lottery Fund
- (c) That approval be given to an injection of £802,500 into Chapeltown Town and District Centre Scheme (scheme no: 12154/CHA/000) fully funded from external sources provided by Heritage Lottery Fund.

58 Proposed Acquisition of Land at Lowfields Road, Leeds

The Director of City Development submitted a report on an opportunity which had arisen to acquire land off Lowfields Road, to the rear of Elland Road Football Ground and on proposed terms of the acquisition.

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

RESOLVED –

- (a) That the provisionally agreed terms for the acquisition of land at Lowfields Road as detailed at 3.0 in the exempt appendix be approved.
- (b) That approval be given to the allocation of the sum identified in the exempt appendix and authority be given to spend the same amount from the Strategic Development Fund within the capital programme for the acquisition of land at Lowfields Road.

ENVIRONMENTAL SERVICES

59 Residual Waste Treatment PFI Project - Evaluation Methodology and Update

The Director of Environment and Neighbourhoods submitted a report on the proposed principles of the evaluation methodology for the comparison of bids received during the procurement phase of the residual waste project. Further to minute 119 of the meeting held on 14th November 2007 the report also provided an update on the residual waste project affordability and project scope and proposed the commencement of the procurement of a Residual Waste Treatment Facility.

RESOLVED –

- (a) That the report be noted and that officers be authorised to begin procurement of this project through placement of OJEU and other appropriate contract notices.
- (b) That approval be given to the principles of the evaluation methodology to be used during the procurement as set out in the report and that the Deputy Chief Executive as Chair of the Residual Waste Treatment Project Board be authorised to finalise the details of the evaluation methodology.
- (c) That bids submitted which cost more than the ‘do nothing’ cost set out in table 3 of the report will not be considered further and that the reference project costs set out in table 2 of the report will be a target to be indicated to bidders.

(Councillor Smith declared a personal interest in this item as a member of Greenpeace)

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

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LAST DATE FOR CALL IN: 25TH JULY 2008 (5.00 PM)

(Scrutiny Support will notify Directors of any items Called In by 12.00 noon on Monday 28th July 2008)

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.

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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)