



SCRUTINY BOARD (CITY DEVELOPMENT)

Meeting to be held in Civic Hall, Leeds on
Tuesday, 13th January, 2009 at 10.00 am

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

MEMBERSHIP

Councillors

R Pryke (Chair)	-	Burmantofts and Richmond Hill
C Beverley	-	Morley South
B Gettings	-	Morley North
R Harington	-	Gipton and Harehills
A Hussain	-	Gipton and Harehills
J Jarosz	-	Pudsey
M Lobley	-	Roundhay
R Procter	-	Harewood
N Taggart	-	Bramley and Stanningley
G Wilkinson	-	Wetherby
A Barker	-	Horsforth
J Matthews	-	Headingley
A Ogilvie	-	Beeston and Holbeck

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

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstance shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>MINUTES OF LAST MEETING</p> <p>To receive and approve the minutes of the last meeting held on 16th December 2008.</p>	1 - 6
7			<p>LEEDS STRATEGIC PLAN PERFORMANCE REPORT FOR QUARTER 2 2008/09</p> <p>To consider the attached report of the Head of Policy, Performance and Improvement providing the Board with an update on the revised approach to performance reporting and accountability arrangements for the Leeds Strategic and Council Business Plans and a performance report on the progress against improvement priorities relevant to the Board at Quarter 2 2008/09.</p>	7 - 32
8			<p>A660 CORRIDOR TRANSPORT ISSUES</p> <p>To consider the attached report of the Head of Scrutiny and Member Development attaching the report of the Director of City Development on the A660 Corridor Transport Issues to the North West (Inner) Area Committee and the joint report of the Chief Highways Officer and Director of Resources dated 24th November 2008 referred by the North West (Inner) Area Committee to this Board for discussion.</p>	33 - 56

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>WORK PROGRAMME</p> <p>To consider the attached report of the Head of Scrutiny and Member Development regarding the Board's work programme, together with a copy of the Forward Plan of Key Decisions pertaining to this Board's Terms of Reference for the period 1st January to 30th April 2009 and the Executive Board Minutes of 3rd December 2008.</p>	57 - 80
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on 10th February 2009 at 10.00am with a pre-meeting for Board Members at 9.30am.</p>	

Agenda Item 6

SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 16TH DECEMBER, 2008

PRESENT: Councillor R Pryke in the Chair

Councillors C Beverley, B Gettings,
R Harington, M Lobley, G Wilkinson,
J Matthews and A Ogilvie

68 Chair's Opening Remarks

The Chair welcomed all in attendance to the December meeting of the Scrutiny Board (City Development).

69 Declaration of Interests

Councillor Gettings declared a personal interest in respect of agenda item 10, 'City Varieties', due to being a member of the Grand Theatre Board (Minute No. 76 refers).

70 Apologies for Absence

Apologies for absence were submitted by Councillors Jarosz and Taggart.

71 Minutes of Last Meeting

RESOLVED – That the minutes of the meeting held on 18th November 2008 be confirmed as a correct record.

72 Matters Arising

In relation to Minute No. 61 (resolution b) 'Consultation on the Draft Vision for Leisure Centres in Leeds', it was reported that Members had not yet received a map highlighting Council and private leisure centres. The Principal Scrutiny Adviser agreed to circulate copies of the map after the meeting.

73 Inquiry on Residents Parking Schemes

The Head of Scrutiny and Member Development submitted a report attaching for Members' consideration the Board's draft final report on the Review of Residents Parking Schemes and comments received from the Chief Highways Officer on behalf of the Director of City Development.

The Chair welcomed to the meeting to respond to Members' queries and comments Andrew Mason, Chief Environmental Services Officer, Graham Wilson, Head of Environmental Action and Parking, Howard Claxton, Traffic Engineering Manager and Mark Jefford, Parking Manager, Enforcement.

The Chair introduced the report and the main highlighted points were:-

Draft minutes to be approved at the meeting
to be held on Tuesday, 13th January, 2009

- Officers still had some concerns in relation to residents developing their own parking schemes. The Board was advised that residents would need to be provided with full information about the financial implications, if the option was pursued.
- In relation to recommendation 6, it was reported that work was already underway to reduce the level of fraud in resident parking zones. It was agreed that a report back to the Board to discuss progress would be provided.
- In response to a query, the Board was advised that fraudulent use of a blue badge was a criminal offence. It was also advised that a permit may be withdrawn if it was found to have been misused.
- The Board discussed the issuing of resident and visitors parking permits. In particular there were challenges in terms of issuing permits to multiple occupancy households. One Member suggested linking Council tax and the issuing of resident parking permits.

RESOLVED –

- (a) That the Board's final report and recommendations be agreed.
- (b) That the relevant Directors be requested to formally respond to the Scrutiny Board (City Development)'s recommendations within two months of receipt of the Board's report.

74 Previously Received Performance Indicators

The Head of Scrutiny and Member Development submitted a report attaching, at the request of Members, information on previously received performance indicators provided by the Director of City Development.

The Chair introduced the report and in brief summary, the main highlighted points were:

- Members discussed previously reported performance indicators and the lack of useful data e.g. the number of books taken out of a library rather than the number of people making use of the various facilities.
- The accuracy of some of the data and how data was collected e.g. how do we assess the number of people visiting our parks?
- Concern that by asking to receive some previously reported performance information that this might duplicate data being provided to the Board on a quarterly basis.
- There was a request for continued performance data on library visits (CPA C2c).
- Members wished to be kept informed on the number of people killed or seriously injured in road traffic collisions (BV-99ai).
- There was also a request for regular updates on debt advice and other related indicators (LAA-EDE13 – LAA-EDE17), residents satisfaction with parks and open spaces (BV-119E) and repairs to roads and pavements (LKI HM1 and LKIHM2).

RESOLVED –

- (a) That the report of the Head of Scrutiny and Member Development be noted.
- (b) That the information provided by the Director of City Development be noted.
- (c) That the Board receives regular updates on a number of specific previously received performance indicators identified above.

75 Traffic Congestion - Key Locations

The Director of City Development submitted a report providing an update to the information previously provided to the Board on 18th December 2007 on key locations for congestion on the major highway network. Included within the report was information concerning congestion locations specifically identified by Ward Members.

The Chair welcomed to the meeting Andrew Hall, Transport Strategy Manager, City Development, to present the report and respond to queries and comments from the Board.

In brief summary, the following points were discussed:

- The Board was advised that there was regular monitoring of traffic congestion. An annual report was available next year which would provide further information and data on emerging trends.
- It was reported that the information appended to the report had been updated to reflect Members' concerns.
- Members queried what improvements were being undertaken prior to the 2013-14 programme of works. It was reported that a package of schemes had been submitted to the Regional Transport Board for consideration.
- In relation to the need for further improvements to the A660, one Member requested further information on the option to introduce park and ride facilities. It was advised that a forthcoming meeting of the North West (Inner) Area Committee was taking place, which would involve discussing some of the issues in greater detail.
- There was a request for the Board to be provided with further information on what short term improvements could be made to reduce traffic congestion at the A661 King Lane junction with the Ring Road.
- Members discussed red routes and the possibility of introducing access arrangements at specific times.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That the Board be provided with a further report on what short term improvements could be made to reduce traffic congestion at the A661 King Lane junction with the Ring Road.

76 City Varieties

The Head of Scrutiny and Member Development submitted a report notifying Members of a presentation to the Board by the Chief Libraries, Arts and Heritage Officer on the work to be carried out to the City Varieties during 2009 in order for the Board to determine whether further scrutiny should be undertaken.

The Chair welcomed to the meeting Clifford Ball, Project Manager, Design Services and Catherine Blanshard, Chief Libraries, Arts and Heritage Officer.

The Project Manager, Design Services, circulated plans and elevation drawings for the Board's consideration. A brief presentation on work to be undertaken was also provided.

The Board was advised that refurbishment of City Varieties addressed the need for improvements in respect of disabled access, heating and ventilation and congestion at the stalls bar. The refurbishment was a £9.2 million scheme, which included £3 million award in principle from the Heritage Lottery Fund and £1 million donation from the Grand Theatre Board. It was anticipated that the refurbishment would be completed by July 2010.

The Chair then invited Members' questions and comments and the main highlighted points were:

- One Member queried whether the auditorium's capacity was affected by the proposed new seating arrangements. It was advised that capacity in the auditorium would reduce by approximately 50 seats. This was due to improvements to disabled facilities and the installation of removable seats next to the stage.
- Another Member queried whether name plaques would appear on the seats. Members were advised that as a fundraising measure, people would be encouraged to purchase new name plaques.
- In response to a query regarding improvements to ventilation, it was advised that a heat recovery system was being installed.
- There was a request to clear up the area of land behind City Varieties. The Board was advised that the land was not in the ownership of City Varieties.
- There was also a request to make improvements to part of Swan Street. It was suggested that City Development could be contacted to address this issue.

RESOLVED – That further scrutiny be undertaken of the work to be carried out to the City Varieties during 2009.

77 **Current Work Programme**

The Head of Scrutiny and Member Development submitted a report providing Members with a copy of the Board's current Work Programme. The Forward Plan of Key Decisions for the period 1st December 2008 to 31st March 2009 and the Executive Board Minutes of 5th November 2008 were also attached to the report.

Draft minutes to be approved at the meeting
to be held on Tuesday, 13th January, 2009

RESOLVED – That the work programme be agreed.

78 Date and Time of Next Meeting

To note that the next meeting of the Board would be held on Tuesday 13th January 2009 at 10.00am with a pre-meeting for Board Members at 9.30am.

(The meeting concluded at 11.45 am).

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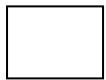
Report of the Head of Policy, Performance and Improvement

City Development Scrutiny Board

Date: 13th January 2009

Subject: Leeds Strategic Plan Performance Report for Quarter 2 2008/09

Electoral Wards Affected:



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the revised approach to performance reporting and accountability arrangements for the Leeds Strategic and Council Business Plans and to provide a performance report by exception (ie red and amber) on the progress against improvement priorities relevant to the Board at Quarter 2 2008/09.

It outlines how the development of the partnership approach to the Leeds Strategic Plan and the changes that will result from the implementation of the comprehensive area assessment have required us to review and revise our council performance management framework and associated reporting processes. As a result, this has seen a significant change, in particular, the identification of lead and contributory officers for each improvement priority and the introduction of a reporting process that will provide a single source of performance information to be used by the full range of different stakeholders in the accountability process.

An overview of current performance information at the mid-year point is provided although this needs to be interpreted with some caution given the newness of the reporting process. A more robust and comprehensive position of performance progress against the Leeds Strategic and Council Business Plans should be available at the end of year one of implementation. In addition, there is a need to ensure that year end data is reported by partners and the council in a full and timely fashion so that any necessary remedial action can be expedited promptly.

1.0 Purpose of this Report

- 1.1 This report provides a strategic overview of performance against those improvement priorities within the Leeds Strategic Plan 2008-11, and specifically in relation to City Development priorities. In particular the Action Tracker Summary Sheet (appendix 1) provides an overall assessment of progress against each of the improvement priorities relevant to the Board; a rating of Red, Amber or Green is applied to indicate the status of each improvement priority.
- 1.2 In appendix 2 to this report the Action Trackers are provided on an exception basis for those areas of under performance and/or of concern in relation to the improvement priorities for City Development, within the Leeds Strategic Plan, as at 30th September 2008. In addition, performance indicator information is provided for those indicators from the 198 National Indicator Set which are not included within the Action Trackers provided together with any locally agreed indicators where appropriate. Through this the Board will continue to receive the full set of performance indicator information.

2.0 Background Information

- 2.1 Executive Board approved a new corporate planning framework for the council in July 2007. The strategic element of this framework includes two high level plans which set the policy objectives for the organisation and our partnership working. These are:
- **Leeds Strategic Plan 2008 to 2011** - which sets out the customer/citizen (external) focused strategic outcomes being sought by the council and its partners for the city. This plan includes our requirements to produce a Local Area Agreement and is the main delivery mechanism for the Vision for Leeds 2004 to 2020.
 - **Council Business Plan 2008 to 2011** - which sets out what the council needs to do internally to enable the organisation to achieve the Leeds Strategic Plan. That is outlining the business development, organisational change, process transformation and financial planning activities that we will be undertaking over the next three years.
- 2.2 Both these plans include a set of outcomes, improvement priorities and aligned performance indicators with three year targets. Through our performance reporting and accountability arrangements we need to track our progress against the improvement priorities as well as against the indicators to provide both a qualitative and quantitative picture of performance. This is because the scope of most of the improvement priorities is wider than that of the performance indicator and without some form of contextual reporting we would not be able to capture or monitor this progress.

3.0 Main Issues

3.1 *Comprehensive Area Assessment*

A key aspect of a robust performance management framework is to highlight an organisation's self-awareness. This will be a fundamental part of the CAA process where councils will be expected to carry out an annual self evaluation that will be crucial in determining the overall CAA judgement of the area and the organisation, having particular importance in relation to the Managing Performance KLOE.

The joint inspectorates' proposal for consultation, issued in summer 2008, notes that:

*"Councils and their partners, and their representative bodies, are developing approaches to self-evaluation. While we are not making it a requirement of CAA, we do expect that each area will wish to complete an annual self-evaluation and we will take full account of it and any service level self-evaluation. We do not intend to repeat the work carried out already by the council or its partners. We will expect that any self-evaluation is based on **verifiable evidence**. The more robust the self-evaluation the more reliance we will be able to place on it.*

CAA will draw as far as possible on the information used by the council and its partners to manage performance and deliver improvements set out in the Local Area Agreement and Sustainable Community Strategies. This approach will minimise the administrative burden imposed by CAA and will make optimum use of self-evaluation.”

The self evaluation will enable the partnership to work through and be able to demonstrate that it is sufficiently self-aware of key issues and that there are effective plans in place to address any concerns. It will demonstrate that the partnership is aware of where there are gaps in performance that need to be addressed or where more focused attention is needed to ensure that the partnership will deliver its outcomes. It will also highlight where action plans are in place to address these issues. This is important in ensuring self awareness and preparedness to really deliver on improvements.

As such, it is important that timely, appropriate and accountable performance information is available to the relevant audiences so that problems in relation to performance and/or data quality are flagged, the focus of improvement activity can be challenged and that appropriate action is being taken and reported to address areas of under performance.

Within the council Lead Chief Officers have the key role in making this happen through co-ordinating the activities of contributors and providing an overview of the progress against the improvement priority for which they are accountable. This overview position is described in the Action Trackers previously approved by CLT and agreed by Lead Officers, and updated at Qtr 2 and Qtr 4 of the performance reporting and accountability process. The Action Trackers at Qtr 2 & Qtr 4, therefore, provide a single source of performance information for the full range of different stakeholders in the accountability process.

3.2 *Role of Scrutiny Board*

A key performance management role of Elected Members is to ensure that delivery of our strategic outcomes and improvement priorities within both the Leeds Strategic Plan and Council Business Plan is on track. Members need to be made aware of any issues and areas of under performance, and be assured that actions are being taken to improve performance, that the appropriate level of resources are available and that problems or blockages to delivery are identified and addressed. However, it is recognised that the volume of information within the Action Trackers produced for each six months could hinder Scrutiny Boards in carrying out their role in the accountability process. Therefore the approach from Quarter 2 is to provide the Action Trackers by exception, highlighting just those areas that are under performing or causing concern ie those traffic lighted amber or red. This is supplemented by a performance indicator report that includes all of the performance indicators relevant to the Board - except for those that already appear within the action trackers themselves.

The Scrutiny Board role is to challenge the council's performance to raise standards acting as a balance to the Executive Board by examining and questioning the range of actions, activities and decisions, and also considering and challenging the work of partnership bodies contributing to the delivery of improvement priorities.

3.3 *Information Provided*

Therefore within this report the following information is provided:

Appendix 1 Action Tracker Summary Sheet - this sheet sets out all the improvement priorities relevant to the Board and shows the full set of overall progress traffic lights.

Appendix 2 Action Trackers – this appendix includes the action trackers for the improvement priorities that have been given an *amber* or *red* rating for overall progress. There is a guidance sheet to assist members in interpreting the information provided.

Appendix 3 Performance Indicator Report – this appendix list the Q2 performance indicator results for the indicators taken from the *green* action trackers, along with those from the rest of the 198 national indicator set and any locally agreed indicators for which quarterly results are available.

4.0 Implications for Council Policy and Governance

4.1 Effective performance management enables senior officers and Elected Members to be assured that the council is making adequate progress and provides a mechanism for them to challenge performance where appropriate. Effective performance management also forms a key element of the organisational assessment proposed under the new Comprehensive Area Assessment. The CAA will examine and challenge the robustness and effectiveness of both our corporate performance management arrangements and those across the partnership.

5.0 Legal and Resource Implications

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

6.0 Conclusions

6.1 The development of the partnership approach of the Leeds Strategic Plan, the introduction of a Council Business Plan and the changes resulting from CAA have required us to review and revise our council performance management framework and associated reporting processes. As a result, this has seen a significant change in identifying lead and contributory officers and partners with accountable roles for each improvement priority within the Leeds Strategic Plan and Council Business Plan as appropriate. There is a need to fully complete this framework and strengthen a culture of accountability within the council and with partner organisations through our scrutiny arrangements.

6.2 At Qtr 2 each Lead Chief Officer/partner has completed an Action Tracker against each of the improvement priorities, which has significantly increased the amount of performance information produced. As such, in order for Elected Members to fulfil their role effectively through the scrutiny process, these action trackers are reported by exception; highlighting just those areas that are under performing or causing concern. This is supplemented by a complete set of performance indicator information to enable members to maintain an overview of performance.

6.3 As the lead partner for the Local Area Agreement and Leeds Strategic Plan, it is fundamentally important that the council can demonstrate to partners, Government Office and through CAA that its has an integrated, robust performance management framework that is fit for purpose.

7.0 Recommendation

7.1 That members of Scrutiny Board note the content of the report and comment on any particular performance issues of concern.

Background Papers

None Used

Leeds Strategic Plan		
Enterprise and the Economy		
Code	Improvement Priority	Accountable Director
EE-1a	Increase innovation and entrepreneurial activity across the city	Jean Dent
EE-1b	Facilitate the delivery of major developments in the city centre to enhance the economy and support local employment	Jean Dent
EE-2a	Increase international communications, marketing and business support activities to promote the city and attract investment.	Jean Dent
Transport		
Code	Improvement Priority	Accountable Director
TR-1a	Deliver and facilitate a range of transport proposals for an enhanced transport system, including cycling and walking	Jean Dent
TR-1b	Improve the quality, use and accessibility of public transport services in Leeds.	Jean Dent
TR-1c	Improve the condition of the streets and transport infrastructure by carrying out a major programme of maintenance and improvements.	Jean Dent
TR-1d	Improve road safety for all our users, especially motor cyclists, pedal cyclists and pedestrians.	Jean Dent
Learning		
Code	Improvement Priority	Accountable Director
LN-1a	Enhance the skill level of the workforce to fulfil individual and economic potential.	Rosemary Archer
Culture		
Code	Improvement Priority	Accountable Director
CU-1a	Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities.	Jean Dent
CU-2a	Facilitate the delivery of major cultural schemes of international significance	Jean Dent
Environment		
Code	Improvement Priority	Accountable Director
ENV-1b	Reduce emissions from public sector buildings, operations and service delivery and encourage others to do so	Jean Dent
ENV-1c	Undertake Actions to improve our resilience to current and future climate change	Jean Dent
ENV-2b	Improve the quality and sustainability of the built and natural environment	Jean Dent
Thriving Places		
Code	Improvement Priority	Accountable Director
TP-1e	Increase financial inclusion in deprived areas.	Neil Evans

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Culture 2008/09 Quarter 2 Performance Update	Reference	CU-1a
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Improvement Priority	Lead Officer	Organisation	Overall Progress Rating
Enable more people to become involved in <u>SPORT</u> and <u>culture</u> by providing better quality and wider ranging activities and facilities.	Martin Farrington	Leeds C C	Amber

Overall assessment of progress

In terms of the quality assurance of sport facilities, the 2008/09 target has been achieved and there is potential that it will be exceeded by the indicator's assessment date on the 31st March 2009. Initial data from the 'Active People' survey looks positive for West Yorkshire; however, until data are provided for Leeds it is difficult to assess what is a lag indicator. Despite this, the progress with the Sport Leeds 'Tracker' and the Community Investment Fund will have had a positive impact upon participation. Additionally, total usage of leisure centres has improved over recent years. The continued work by the Parks and Countryside Service in investing and improving sport facilities should again impact positively on participation; however, a capital gap of £1.3m has been identified to continue the delivery of 'Green Flag' improvements. Resource constraints still provide challenges and some areas have highlighted key risks to be overcome, hence the amber rating.

PI Ref	Definition	Comments	Baseline	2008/09 Target	Year to Date Performance	RAG Rating	Data Quality
NI 8	Adult participation in sport and active recreation	The Department for Culture, Media and Sport, through its Public Service Agreement three, currently targets a one per cent year-on-year increase in participation. Scandinavian and Canadian assessments that have focused on this area for a longer period suggest this is extremely challenging. The size of the survey sample also leads to a relatively high confidence level of approx three to four per cent either way. Further to this, Leeds has a growing population, which means the one per cent increase will require larger numbers of people to be active to achieve targets. Therefore, a lower target has been set that is still challenging, but felt deliverable by the Sport Leeds partnership.	20.5% (2005/06 Active People Survey)	Increase of 1% on the baseline by 2010/11	Survey completed October 08 - result available late November	Amber	No concerns with data
LKI-SC19	Number of sports facility types with a specified quality assured standard	During 2008/09, the majority of work will focus upon sustaining accreditation with maintenance visits at the vast majority of sites that were put through in 2007/08. Following the consolidation period in 2008/09, when two PFI sites will close down for rebuild and lose their Quest accreditation (Morley in July 08 and Armley in July 09), it is expected that further sites will be accredited ensuring the overall service provided at leisure centres in Leeds continues to improve. This factors in the reopening of Morley and Armley in 2010/11 that will provide additional stock to accredit.	13 (2007/08)	12 (Morley will be closed for its PFI rebuild and will lose its accreditation status 08/09. During 09/10 Armley will also close for rebuild)	Figure reported as at 31st March each year	Green	No concerns with data

Improvement priority progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
Two new leisure centres, Armley and Morley, are being funded with the help of £30m PFI credits. Contractors are on site at both venues, with both due to open in 2010.	Delivery of the buildings to timescales and quality specifications.	Continue with building construction phase.	Sport Capital Programme Manager	Ongoing	
An updated Playing Pitch Strategy has been reported to Asset Management Group (which will ensure provision of high quality sports pitches that meet demand). A project list for the next two years has been assembled and some funding has been secured.	Lack of available grant funding and no allocated capital for developments. Subsidy into sports pitches significantly higher than income generated. Longer term funding and sustainability of school sports partnerships.	Updated Playing Pitch Strategy required. Funding bids to be written in partnership with local clubs and teams. Implementation of projects with secured funding. Further work to create school sports partnerships across the city. Provide quality training and continuous professional development for staff. Ensure the innovative, "wake shake up" initiative (dance based physical activity routines) is used regularly in primary schools.	Outdoor Recreation Manager School Improvement Advisor	2008-2010	
The demanding national target for 85% of children to be involved in two hours per week of high quality PE and school sport by the end of the 2007/08 academic year has been significantly exceeded. Recently published figures show that Leeds also exceeded the nationally negotiated "stretch target" of 90% by the end of the 2007-08 academic year.	The challenge of moving 6,737 (estimated) people from either doing no sport and active recreation, or from one or two 30 minute 'moderate intensity' sessions to the 3 times a week threshold is considerable. Lack of match funding for the Community Investment Fund has inhibited progress in certain aspects of the portfolio. Participation inequalities amongst priority groups is a challenge, as is aligning sport participation to the 'Health and Wellbeing' agenda.	Continue to implement the Sport Leeds 'Tracker' including moving towards commitment on all 55 actions. Produce a performance report to assess progress against targets and maximise Community Investment Fund contribution (31/03/09 deadline). Continue with the 'New Leaf' PFI project (2010 completion date) and continue to support Planning Policy Guidance 17 development.	Head of Sport and Active Recreation	2012	TrackerProgressionActions\A1
Key initiatives are being implemented through the Sport Leeds 'Tracker', including £640,000 leveraged from the Sport England Community Investment Fund by the council and partners, financial close being achieved on the PFI 'New Leaf' project, and work on Planning Policy Guidance 17 continues to establish community need for sport facilities.					
Improvement priority progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information

Eight sports specific development plans have been reviewed and re-launched, and new annual action plans have been drawn up. Activities agreed in April 2008 with sports development officers and community sports officers are being delivered; for example, there was an increase in the number of young people taking part in the Disability TAG rugby festival. The new gymnastics coordinator is helping to improve the quality and numbers taking part in leisure centre gymnastics classes.	A number of outdoor summer holiday activities were cancelled due to adverse weather conditions, which may impact attendance at future schemes. A number of vacancies exist on the structure which may affect overall participation data.	Continue to monitor the outcomes achieved by officers against their work programme targets.	Sport Operations Manager, Principal Officer Sport Development	Ongoing	
Sport and Active Recreation continues to work to reduce the inequality of participation in sport and active recreation by focusing on specific target groups (i.e. young people (under 19); older people (60+); disabled people; BME; the financially disadvantaged). Sports development and community sport officers are tasked with delivering activities that meet these priorities within their work programmes; for example, the Friday Night club project from South Leeds Leisure Centre has been extended to Middleton Leisure Centre. This targets young people from deprived areas.	Young people's development officer post vacant at present.	Progress Community Investment Fund bid for older people's development officer.	Sports Operations Manager, Principal Officer Sport Development	Ongoing	
Sport and Active Recreation demonstrate the quality of sports facilities through accreditation to the QJEST scheme. Twelve sites are currently accredited and the service is on track to hit its 2008-09 target.	Budget to complete wider accreditation is limited and financial resources to deliver Quest recommendations is not widespread.	Continue to work towards Quest maintenance visits and implement improvement actions. Currently reviewing the potential to add two further sites prior to 31 March 2009.	Head of Sport and Active Recreation, Sports Operations Manager	31/03/09	
A number of schemes identified under the Parks Renaissance Programme/Community Park improvement programme have either been completed or are in the process of being undertaken.	A capital need of £13m has been identified to achieve the Green Space Strategy target of all community parks to Green Flag standard by 2020. The Parks Renaissance programme funding has reduced for 2009 and there remains a very significant investment need.	The Parks Renaissance programme funding has reduced for 2009 and there remains a very significant investment need.	Acting Chief Recreation Officer	2020	
Parks and Countryside sites provide venues for physical activity and act as meeting spaces for informal and organised community recreational activities. Work to revise the process for the booking and management of events held on Parks and Greenspace is ongoing. The Moor Knoll play area will be refurbished in October 2008, a student golf season ticket for the four golf courses managed by LCC is to be introduced, and many schools have been involved in seed gathering events with the support of the Forestry and Ranger Service.	Limited take-up of the student season ticket. The seed gathering requires much staff support and staff are already at full capacity.	Consultation is ongoing with surrounding residents regarding the value of the Moor Knoll site for further future improvements. Explore the possibility of the rangers taking on more of the seed gathering co-ordination.	Acting Chief Recreation Officer	2009	
Through the current capital investment consultation, the EASEL project team have been contacted to help ensure fit for purpose leisure provisions are provided in the EASEL and Aire Valley regeneration areas. An initial meeting will take place soon.	Ability to find resources to support leisure provision in the EASEL area.	Reorganise meeting and continue to engage with EASEL.	Sport Capital Programme Manager	Ongoing	

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Deputy Director	City Development	Sport England	Julie Hannan
Steve Speak	City Development	VCFS - Leeds Voice Health Forum	David Cowan / Jeannette Morris-Boam
Phil Crabtree	City Development	Re'new	Steve Williamson
Catherine Blanshard	City Development	Leeds Partnership Foundation Trust	Chris Butler/Mike Doyle
Education Leeds			

Environment	Reference	ENV-1b
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Improvement Priority	Lead Officer	Organisation	Overall Progress Rating
Reduce emissions from public sector buildings, operations and service delivery and encourage others to do so	Paul Brook	Leeds C C	Amber

Overall assessment of progress

Overall progress has been made; however, further work is to be carried out to identify specific requirements for collecting data to ensure this improvement priority can be reported more accurately next quarter. Work continues to define new software to give detailed energy consumption, which allows for target setting and monitoring authority wide. The Council is working towards a number of schemes to help reduce carbon emissions, from using staff as 'energy guardians', to being involved in proposals for combined heat and power schemes in Leeds; from increasing sustainable travel options for staff, to launching the Leeds Climate Charter (focused on organisations), and the Leeds Climate Pledge (aimed at individuals).

PI Ref	Definition	Comments	Baseline	2008/09 Target	Year to Date Performance	RAG Rating	Data Quality
NI 185	CO2 reduction from local authority operations	2008-09 is being used as both the baselining year, and to establish an action plan and targets for the remaining two years. Data are collated from a number of different services across the council, and emissions from outsourced services are being recorded wherever possible. Because of the complex nature of the indicator, a process-mapping exercise is underway, to ensure data quality. This will be completed during the second half of 2008-09. Baseline figures for Q2 are complete; however, because the indicator compares performance on an annual basis, it is not possible to draw any conclusions from these figures (performance will likely fluctuate from season to season).	Baseline to be set from 2008 calendar year	To be set when the baseline has been calculated	n/a	n/a	No concerns

Improvement priority progress	Risk / Challenges	Key Actions	Contribution Officer	Timescale	Other Information
Corporate and Strategic EMAS groups have been established, and an Environmental Policy drafted. Seven schools have now been accredited to EMAS standard.	Failure to retain EMAS accreditation.	Continue to work with corporate groups	Tom Knowland	Revised policy agreed by end of year	
The Carbon Trust has committed to paying 50% towards the cost of a Strategic Energy Action Plan for the leisure centre estate. Additional funding sources are being identified through consultation with LCC's Energy Management Unit.	Cost increase in utilities remain a major cost pressure. The age of some leisure centres mean the buildings do not rank favourably in terms of energy efficiency. Resources to deliver 'step change' in this area are not extensive.	Continue to review energy usage and to implement management action as appropriate.	Mark Alliman	Ongoing	
The energy guardian network has been set up to actively raise awareness of energy usage and change the behaviour of all staff across Leeds City Council. The aim is to reduce energy usage and as a consequence make savings in our greenhouse gas emissions and the amount of money spent on fuel bills. The energy guardians have just been consulted to identify suggestions for development of the scheme. 'Energy Angels' have been established for each library site. The new Garforth Library has been designed with a number of key green elements.	As with any voluntary group, it is important to keep members of the network engaged; if this doesn't happen, the success of the scheme will be limited.	Continue to raise awareness of the scheme and to engage volunteers.	Tom Knowland	Ongoing	
Proposals on the legal structure of the regional Energy Service Company steering group are nearly complete. We aim to progress this at a project level e.g. Eastgate. A combined heat and power project can deliver cheaper, efficient heat and power to new developments, reducing costs for businesses, and reducing carbon emissions due to its efficiency.	Failure to take account of the effects of climate change on existing and future developments (and vice versa). Increasing number of design pressures and expectations have implications for the revenue budget.	Develop project implementation with colleagues from across the authority. Future Energy Yorkshire are currently negotiating funding for the next three years.	Tom Knowland	Complete project deliverables by December 2008	A 'combined heat and power' plant is one that uses the heat from power generation to heat buildings. Whilst the initial set-up costs are high, the efficiency of this system provides savings in the long term. It works best when supplying mixed use new developments, so that there is a constant demand for heat (e.g. offices/commercial venues during the day, and hotels/residential sites at night).
Replacing 80,000 street lights across Leeds: although the July milestone relating to the provision of an efficient and effective street lighting asset which minimised energy use was met, industrial action by electrical joiners has led to a concession request to delay the January 2009 milestone. A new energy contract, effective to 31 October 2010, has been signed.	The industrial action (now ended) has resulted in an anticipated delay of two months to the Core Investment Programme.	Continued roll out of the programme; the actual delay is being assessed.	Helen Franklin	Ongoing to 2011	

Improvement priority progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
In line with the 'One Council' change programme, the Corporate Travel Plan agenda has progressed by moving away from directorate-based travel plans to an updated Corporate Travel Plan Strategy, with site travel plans being implemented from June 2008. The promotion of sustainable travel options is ongoing, with programmes to rationalise and reallocate car parking permits, a review of casual/essential car user status based on business need, preparations to roll out the WhizzGo car club corporately, and an assisted bike purchase scheme.		Complete post release process for communications officer post.	Tom Knowland	Ongoing	N/A
The Leeds Climate Change Pledge is an initiative aimed at individuals, encouraging them to change their behaviour to reduce their impact on climate change. The scheme recently launched via the Leeds Initiative website, and those who have signed the pledge will be contacted in the future with practical tips on further reducing their impact on the environment (for example, tips on composting, alternative modes of transport etc). The Leeds Climate Charter is a similar initiative, but is aimed at companies/organisations who want to reduce their impact on the environment by examining their building/fleet emissions etc.	Currently funded through EU for some climate change events	Continue to promote both schemes by linking via partners' websites. Follow-up contact with people who have pledged to do something, to offer practical tips on how to meet their pledge(s).	Jon Andrews	Annual event	

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Phil Crabtree	City Development	VCFS	John Preston/John Holland
Steve Speak	City Development	West Yorkshire Fire & Rescue	Mick Smith
Gary Bartlett	City Development	Leeds Partnership Foundation Trust	Chris Butler/Mike Doyle
Paul Stephens	City Development	Leeds Colleges	Carolyn Wright
Catherine Blanshard	City Development		
Martin Farrington	City Development		
John Kearsley	Resources		
Julie Meakin	Resources		
Dylan Roberts	Resources		
Wayne Baxter	Legal & Democratic Services		

Learning 2008/09 Quarter 2 Performance Update	Reference	LN-1a
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Improvement Priority	Lead Officer	Organisation	Overall Progress Rating
Enhance the skill level of the workforce to fulfill individual and economic potential.	Paul Stephens and Anne Craven Learning and Skills Council	Leeds C C	Amber

Overall assessment of progress

The latest comparative data indicates a fall in the proportion of the adult workforce qualified at both Level 2 and Level 3 in Leeds. Factors such as the current downturn in the economy and changes in the Train to Gain programme can be viewed as a risk to achievement of the PSA targets and the Leeds LAA target. This is reflected in the 'amber' overall progress rating; it is possible that the rating will move to red at the next review, once the full impact of policy and funding changes, made since the agreement of the targets, are known.

PI Ref	Definition	Comments	Baseline	2008/09 Target	Year to Date Performance	RAG Rating	Data Quality
NI-163 - LSP Government Agreed	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher.	The 2007 figures for both NI 163 and 164 show a significant decline, probably caused by higher recorded numbers for the working age population, rather than a decline in the number of people with qualifications. As a result, the baseline figures in the LSP should be updated and consideration given to the revision of the targets.	70.6% (2006)	73.0%		Amber	No data concerns
NI-164 - LSP Government Agreed	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 3 or higher	See comment above	50.5% (2006)	53.0%		Amber	No data concerns

Improvement priority progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
The LSC is driving forward the merger of three colleges across Leeds. The merger between Leeds Thomas Danby, Leeds College of Technology and Park Lane College Leeds & Keighley has been agreed by all three institutions and approved by the Secretary of State. The merger will make the choices available to local students and businesses clearer than ever before and avoid confusing duplication; it will also raise achievement levels in the city, offer more courses to suit the needs of everyone from school leavers to employers, and enhance the facilities to be amongst the best in the country	Change on this scale may cause challenges until the new 'single' entity is established.	Progress the merger.	Anne Craven	Ongoing	
Jobcentre Plus is engaged in partnership activity with the LSC in respect of customers moving into employment and accessing Train to Gain through Local Employment Partnership Activity. Lone parents are being supported to access LSC provision up to NVQ Level 2 through the Service Level Agreements in place between the Leeds Colleges and Jobcentre Plus. This enables Jobcentre Plus to fund childcare costs, travel expenses and a weekly training premium to lone parents of £15.00 per week. Customer awareness of NVQ Levels 2 and 3 is being increased through working with Next Steps sub-contractors to deliver Information, Advice and Guidance within Jobcentre Plus sites.		The development of a Call Centre Routeway in Leeds, supported by the Leeds Skills Board.	Diana Towler	Ongoing	
Extra support is proposed for small businesses to train their staff, with the budget of Train to Gain rising by 16% nationally. A further sum of investment is being made to help support better co-operation between small businesses and local training providers. The budget also outlines an increase in funding for adult learning with the priority fixed on delivery and achievement at full level two and full level three.		National policy on skills remains resolute with a determination to achieve the national PSA targets that this improvement priority relates to, in addition to securing 80% in employment by 2010.	Mandy Crawford-Lee	2010	
Notwithstanding the challenging nature of achieving the targets, Learning and Skills Council funding in 2009/10 will give extra investment to tackle the number of young people not in education, employment or training (NEET). This is in addition to the cash injection of £1 million to address NEET in Leeds currently.	Targets not met despite funding.	Use funding to help ensure that at least 82% of 18 year olds will achieve the equivalent of five good GCSEs (equivalent to a full level two) and at least 54% attain the equivalent of two A-levels (full level three).	Mandy Crawford-Lee	Ongoing	

Improvement priority progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
The importance of establishing effective progression routes can not be understated in Leeds. Investment of £830,000 in Skills for Jobs to support pre-employment engagement, together with Sector Routeway programmes worth over £2.3 million of skills development and training at entry-level one and level two, will facilitate demand for higher level learning. Similarly, Leeds College of Building is using an additional £230,000 to engage offenders in the community in pre-employment and work experience activity with training in Skills for Life and vocational skills at levels one and two.		Increase demand for higher level learning by supporting pre-employment engagement. Engage offenders in the community in pre-employment and work experience activity.	Mandy Crawford-Lee		
Raising the demand for skills especially from employer organisations is now critical. Extending the impact and influence of the Leeds Skills Board and of the Leeds Initiative and its partners has become all important given the slowing down of the economy and the threat to reducing the level of commitment to workforce development including re-skilling and up-skilling.	Slowing down of the economy. Threat to reducing the level of commitment to workforce development including re-skilling and up-skilling.	Raising the demand for skills especially from employer organisations. Extend the impact and influence of the Leeds Skills Board and of the Leeds Initiative and its partners.	Mandy Crawford-Lee		
The Library service supports this Improvement Priority through the provision of Information, Advice and Guidance sessions in libraries, and the provision of 1:1 learning sessions, tailored to individual needs. A large event was held in the Town Hall to celebrate Adult Learners week, with smaller events being held across the city during the week.	Resource issues: 1:1 sessions are time intensive and funding for community based learners is under threat. There is a need for increased awareness of the role libraries can play.	Investigate partnership working. Continued promotion of libraries as a place to learn.	Ann Day	Ongoing	
Leeds Skills board is actively promoting the Skills pledge - in particular to Leeds Chamber members. A major event was held with ministerial attendance	Employer take up.		Gary Williamson	Ongoing	

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Chris Edwards	Education Leads	Learning Skills Council	Anne Craven
Catherine Blanshard	City Development	Job Centre Plus	Ian Hunter/Diana Towler
Stephen Boyle	Environment & Neighbourhoods	Leeds Colleges	Carolyn Wright
		Chamber of Commerce	
		VCFS	Richard Norton/Richard Robson

Transport 2008/09 Quarter 2 Performance Update

Reference

TR-1a

Improvement Priority		Lead Officer	Organisation	Overall Progress Rating	
Deliver and facilitate a range of transport proposals for an enhanced transport system, including cycling and walking		Gary Bartlett	Leeds C C	AMBER	

Overall assessment of progress on the improvement priority

Steady progress is being made against this improvement priority through effective network management and infrastructure maintenance/improvements, and the joining together of Highways & Transportation via the ongoing restructuring in City Development will bring about further progress and improvements.

PI Ref	Definition	Comments	Baseline	2008/09 Target	Year to Date Performance	RAG Rating	Data Quality
NI 167 - LSP Government Agreed	Congestion – average journey time per mile during the morning peak	The Department for Transport have changed their data suppliers, so targets for this NI need to be revised. New baselines will be available in January 2009, enabling targets for the next three years to be revised and finalised.	222 seconds (3m 42secs) - 2005	234 seconds (3m 54secs)	Annually Reported		No concerns
LSP-TR1a - LSP Partnership Agreed	Cycle Trips to the City centre in the morning peak period (0730-0930).		728 (2007)	780 (2008)	Annually Reported		No concerns

Progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
A draft Network Management Plan has been prepared and has been sent to GOYH. This will demonstrate a clear vision of the network management duty and how it is applied in Leeds. Further development is ongoing.	Awaiting response from GOYH. Worst case scenario is that a further action plan is required, but this is unlikely.	Work with GOYH to ensure appropriate actions are taken as required.	Andrew Molyneux	Mar-09	The Network Management Plan details how the authority manages roadworks, incidents and events that impact on the highway network, so that disruption to traffic flow in Leeds is minimal.
Work to investigate, consult upon and introduce appropriate traffic engineering measures to reduce dependency upon private vehicles and encourage walking and cycling is progressing, and a working party has been established with Design Services and Mouchels to develop standard consultation approach.	Unable to meet demands of all road users within a scheme. Time required for consultations and amendments to proposals which subsequently require further consultations.	Implement the proposals from the working party.	Howard Claxton	Ongoing	
Highways Maintenance use maintenance treatments that are fit for purpose and provide long life; different treatments are used for roads in different states of disrepair, and importance. The use of appropriate materials is ensured by independent assessment of design briefs.		Continue assessing roads on a case by case basis, to ensure that the most appropriate (and cost effective) treatment is used to maintain the structural integrity of each road.	Faizal Mamujee	Ongoing	
Verge hardening (with impervious materials) is strongly resisted and alternative solutions sought for parking. Trials are on going with pervious treatments to reduce the amount of water run-off onto highways.	Disagreements with householders who request parking on the verge outside their homes. Increased pressure on the city's drainage system resulting in increased likelihood of flooding of the Leeds road network.	Continue the trials using new materials, and seeking alternatives to hardening verges (using porous materials on and beneath the surface).	Faizal Mamujee	Ongoing	There is a national trend for hardening verges only as a last resort. Leeds follows this current practice.
The Agency has an annual PSA target on Journey Reliability. Our target last year was to reduce the average vehicle delay on the 10% slowest journeys. Whilst this was missed nationally, on the routes in Y&H we met this target. This year the target is related to the interventions we make to improve reliability; in Y&H we are making good progress on this target.	Risks on our routes are on accidents or unplanned incidents, which can have a large impact on congestion.	Developing tools/procedures to bring into play in these circumstances.	Peter Godfrey (Highways Agency)		The HA contributes to discussions relating to WY LTP targets, and on schemes within the City Vision, which will have an impact on this target.
The effectiveness of a modern, well co-ordinated traffic signal network is the main tool UTMC employs to provide and operate a sustainable and efficient transport system. The traffic signal 'sites for concern' programme is ongoing and a refurbishment programme to facilitate more efficient signals is underway. A bid has been made to Finance for funding to refurbish the UTMC control room.	Sites for concern programme is reliant on the Highways Design programme. Still awaiting confirmation from Finance as to whether funding will be made available.	Continue work on the 'sites for concern' programme. Refurbish the UTMC control room - update to PCs, improvement to the room's infrastructure etc.	Steve Falconer	Mar-09	

Progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
Graphic design and mapping support is provided for the Y&H Regional Spatial Evidence Base, Natural England Green Initiative Study, Green Space Audit, Climate Change Strategy, EMAS, Environment City and the Sustainable Development Unit (CGM). Work on a 3D computer model of the city is in developmental stages, and chief officer buy-in has been achieved.	Securing funding and partners for a 3D model.	Work plan agreed with ICT BRMs to confirm scope of 3D model.	Geoff Jones	6 to 18 months	

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Paul Stephens	City Development	Voluntary, Community and Faith Sector	John Preston/Jon Holland
Steve Speak	City Development	Metro	Jeff English
Phil Crabtree	City Development	Highways Agency	Peter Godfrey

Transport 2008/09 Quarter 2 Performance Update

Reference

TR-1b

Improvement Priority	Lead Officer	Organisation	Overall Progress Rating
Improve the quality, use and accessibility of public transport services in Leeds.	Gary Bartlett	Leeds C C	AMBER

Overall assessment of progress on the improvement priority

Good progress being made on a number of fronts, such as bus priority projects, but further work is required with Metro, and the appointment and training of relevant staff.

PI Ref	Definition	Comments	Baseline	2008/09 Target	Year to Date Performance	RAG Rating	Data Quality
LSP-TR1b(i) - LSP Partnership Agreed	Local bus passenger journeys originating in the authority area	Data is still not available from Metro. There are issues with the confidence intervals around the data which are being investigated. Once these are resolved data will be available at quarterly intervals from the base year.	78,548,444 (2007)	No targets currently set			Arrangements to be agreed once targets set
LSP-TR1b(ii) - LSP Partnership Agreed	Percentage of non-car journeys into central Leeds in the morning peak period		42.30% (2004)	44.30%	Annually Reported		No concerns

Progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
A65 and Dewsbury Road public transport projects are progressing to target, as are a number of bus accessibility projects.		Continue work on projects and monitor progress against schedule.	Roy Coello		
Work on Dewsbury Road (Tommy Wass junction) to improve bus services is proceeding to schedule. The contractor for the A65 Quality Bus Initiative has been selected and a public inquiry is scheduled for October 2008.	Public inquiry may impact upon A65 QBI programme.	Continue work on projects and monitor progress against schedule. Address issues arising from the public inquiry.	Roy Coello		
The bus priority projects Yorkshire Bus route 4 (using SPRUCE), and Burley Road quality bus route, have been completed. The A64 East Leeds Quality Bus Initiative has not progressed due to a number of post vacancies.	Vacant posts affecting progress on the A64 East Leeds QBI.	Recruitment of staff to key posts to progress the A64 East Leeds QBI.	Steve Falconer		
No significant activity has yet taken place around providing design inputs to the Bus Rapid Transport scheme.	Revenue budget - increasing number of pressures and expectations.	Develop proposals according to New Generation Transport timetable.	Mark Burgess/ Nigel Lees	Ongoing	
A report on the planned development of Pudsey Bus Station will be presented to Executive Board in October. This forms part of the initiative to enhance town and district centres.	Executive Board may require changes to the development.	Address issues arising from Executive Board, and from the current consultation process.	Roy Coello		
Working in partnership with METRO we can now provide priority for public transport in Leeds as we have developed a new bus priority software system.	n/a - action complete.	n/a - action complete.	Steve Falconer		
The Highways Agency has staff dedicated to working with stakeholders on influencing Travellers Behaviour and are exceeding all out internal targets. We contribute heavily on voluntary plans on existing major development sites across the region, and those that are developed alongside planning applications affecting the strategic road network. The Dft Guidance on dealing with applications now has these softer measures at the front of the process, with hard mitigation now only allowed as the last resort.	Lack of consultation with the Agency will limit our ability to work together with others on this target.	Continue working with stakeholders on Influencing Travellers Behaviour. Regular 'Strategic' meetings to be arranged with the Highways Agency.	Peter Godfrey (Highways Agency)		

Progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
Work is underway to investigate, consult upon and introduce appropriate traffic engineering measures to improve road safety and improve use and accessibility of public transport.	Time required for consultations and amendments to proposals which subsequently require further consultations. Conflicting demands of all road users within a scheme.	Working party established with Design Services and Mouchels to develop standard consultation approach.	Howard Claxton	Ongoing	
The corporate travel plan contains a number of sustainable travel options. Once recruitment to the communications officer post occurs, awareness of the different travel options will be raised.	Failure to take account of the effect of climate change on existing and future development and vice versa. Revenue budget - increasing number of design pressures and expectations.	Complete post release process for communications officer post.	Communications Officer (post currently vacant)	Ongoing	

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Paul Stephens	City Development	Metro	Jeff English
Steve Speak	City Development	Highways Agency	Peter Godfrey
Phil Crabtree	City Development	Leeds Partnership Foundation Trust	Chris Butler/Mike Doyle

Transport 2008/09 Quarter 2 Performance Update

Reference **TR-1c**

Improvement Priority	Lead Officer	Organisation	Overall Progress Rating
Improve the condition of the streets and transport infrastructure by carrying out a major programme of maintenance and improvements.	Gary Bartlett	Leeds C C	AMBER

Overall assessment of progress on the improvement priority

Good progress being made in terms of delivering the Highways Maintenance Programme, and the latest milestone for the Street Lighting PFI Project was met. However, significant and increasing pressures remain to deliver against this improvement priority; future budget provisions are a major concern on a number of actions.

PI Ref	Definition	Comments	Baseline	2008/09 Target	Year to Date Performance	RAG Rating	Data Quality
NI 169 - LSP Government Agreed	Non-principal classified roads where maintenance should be considered		12% (2007/08)	11%	Annually Reported		No concerns

Progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
80,000 street lighting columns will be replaced by 2011, a process that was slowed throughout the summer because of industrial action within the company contracted to replace the lights. This action has ended, and work continues, although there is a two-month backlog to be cleared. The percentage of street lights currently working is slightly below target and work continues with the contractor to increase performance.	Reducing the backlog due to the recent industrial action. Energy costs continue to rise, impacting on future budget provisions.	Continue to work with the contractor to reduce the backlog of street light replacements, and improve performance of the Council's street lights.	Ian Moore	Mar-09	
Co-ordination of the street lighting core investment programme with other highway and statutory undertakers programmes (water, gas and electricity boards) takes place, to ensure a logical approach to improvements in areas. There are some minor clashes and the co-ordination is being reviewed.	Lack of co-ordination leads to multiple improvements being carried out in illogical ways (eg newly-laid pavements being dug up).	Closer working required.	Andrew Molyneux		
All maintenance activities on the highway are now recorded on the Street Works Register, which helps the service co-ordinate work and reduce delays on the highways. Planned works co-ordination checks are undertaken quarterly. All works checks are undertaken daily.	A lack of co-ordination of street works will negatively impact on the citizens of Leeds, and the steady flow of traffic.	Continue to use the Street Works register to co-ordinate work across the city.	Andrew Molyneux		
Consultation on the Draft Highways Asset Management Plan has been delayed, and the HAMP is not sufficiently developed to undertake consultation. Programme to slip by 6 months to April 2009.	Delay presents no immediate risk.	Develop the HAMP, submit for consultation, and roll-out when completed.	Andrew Molyneux	Apr-09	The Highways Asset Management Plan details the Council's road 'assets' - length of the network, location of signs, amount of road barriers etc.
A draft Network Management Plan has been prepared and has been sent to GOYH. This will demonstrate a clear vision of the network management duty and how it is applied in Leeds. Further development is ongoing.	Awaiting response from GOYH. Worst case scenario is that a further action plan is required, but this is unlikely.	Work with GOYH to ensure appropriate actions are taken as required.	Andrew Molyneux	Mar-09	The Network Management Plan details how the authority manages roadworks, incidents and events that impact on the highway network, so that disruption to traffic flow in Leeds is minimal.
The review of traffic sensitive streets is complete, consultation took place and the Traffic Sensitive Streets (TSS) is now in place.	TSS not being used could result in severe traffic problems on Leeds' roads when work is carried out.	Ensure the TSS is used when utility companies need to carry out major work.	Andrew Molyneux		Traffic Sensitive Streets' are key roads and junctions that are critical to the smooth flow of traffic in Leeds. Any work or incidents that occur at these sites may cause severe traffic problems, so work must be carefully managed at these key points.

Progress	Risk / Challenges	Key Actions	Contributory Officer	Timescale	Other Information
The programme to maintain and improve the condition of streets and footways across the city is planned to continue until 2013 and beyond, subject to availability of funding.	Budget provisions limit the programme.	Monitoring network improvement and the future need for budget due to increasing construction costs.	Faizal Mamujee	Ongoing	
The planned maintenance programme for 08-09 was shared (in September 2007) with members, parish councils, ALMOs and area managers through a consultation process. Comments were taken on board, and the maintenance programme is on target for a March 09 completion.	Availability of funding to meet increasing construction costs.	Close monitoring of programme delivery. The consultation process for the 2009-10 planned maintenance programme will be improved following last year's successes.	Faizal Mamujee	Ongoing	
The traffic signal 'sites for concern' programme is ongoing and a refurbishment programme to facilitate more efficient signals is underway as finance has been secured.	Budgetary issues remain a challenge.	Continue the refurbishment programme of traffic signals.	Steve Falconer	Mar-09	

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Paul Stephens	City Development		
Steve Speak	City Development		
Phil Crabtree	City Development		

Action Tracker Guidance

Introduction

The 'Action Trackers' are prepared on a half yearly basis and are intended to give an organisational 'snapshot' view of the progress against the city's top level priorities as set out in the Leeds Strategic Plan and Council Business Plan. They provide a broader range of information and progress than is provided in the performance indicator results alone. Each improvement priority within the Leeds Strategic Plan and Council Business Plan has been allocated to a **Lead Officer** whose role is to provide leadership, co-ordinate the activities of contributing officers/partners and evaluate the performance information to ensure the delivery of the improvement priority. An action tracker has been completed for every improvement priority by the Lead Officer who has provided an overall evaluation of progress to date. Please see below a brief summary of the information that has been provided in each of the sections of the action tracker template.

Overall Progress Rating	<p>The Lead Officer provides an overall traffic light rating on the progress to date based on all the information provided in the completed action tracker including the results for the aligned performance indicators. The criteria for this traffic light is as follows:</p> <p>Green = Progressing as expected</p> <p>Amber = Minor delays or issues to address</p> <p>Red = Significant delays or issues to address</p>
Overall assessment of progress	<p>In this section the Lead Officer provides an overall summary analysis of the progress to date - taking a view based on all the information provided in the completed action tracker including the results for the aligned performance indicators. This section should provide an explanation for the overall traffic light rating.</p>
Contributory Officers/partners	<p>This part of the action tracker sets out who else is contributing to the delivery of the improvement priority and where relevant these officers/partners also appear in the main body against specific actions/activities.</p>
Performance Indicator Information	<p>In this section the results for the aligned performance indicators for this improvement priority are presented including the target and are traffic lighted both the result itself and for data quality. Brief commentary is also provided to highlight any issues or important information relating to the indicator.</p> <p>NB this only shows the indicators which are directly aligned but additional performance information is presented in appendix 2.</p>
Improvement priority progress to date	<p>This is the main body of the action tracker and sets out the key actions/activities which are underway and contribute to the delivery of the overall improvement priority. For each action/activity a set of information is provided that includes any risks or challenges to delivery, the key actions which are due to take place over the next 6 months, who the contributory officer/partner is and highlights where any other more detailed information can be found.</p> <p>This section could not possibly include all activities and Lead Officers have been asked to provide a strategic overview through including the main activities only and signposting further sources of information where relevant.</p>
Risk / Challenges	
Key actions	
Contributory officer	
Timescale	
Other information	

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Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Qtr2	Predicted Full Year Result	Data Quality
1 Leads Strategic Plan - Government Agreed	NI 188	Planning to adapt to climate change	Sustainable Development	Quarterly Level	Rise	0	N.A.	1	0	0	1	No concerns with data
<p>NI 188 is intended to ensure that local authorities and key LSP partners understand the likely short, medium and long-term implications of a changing climate and have put in place measures to reduce risks and take advantage of opportunities. Targets have been set to achieve level 1 in 08/09; level 2 in 09/10 and level 3 in 10/11 (from a scale of 0-4). Each level has been broken down into a series of tasks and progress towards these will be measured and reported quarterly to ensure that progress is being made.</p> <p>This quarter, further work has been undertaken to develop a project plan for the indicator (the remaining outstanding task for level 0) and a seminar has been planned for 24th October which will complete one of the outstanding tasks for level 1 and contribute to the other one. Therefore, we remain on track to meet level 1 completion by end March 2009.</p>												
2 Leads Strategic Plan - Partnership Agreed	LSP-EE1A	Support the establishment of 550 new businesses in deprived communities in Leeds by 2011	Economic Services	Quarterly Number	Rise	12,751	N.A.	12,934	12,910	12,846	12,934	No concerns with data
<p>Performance currently indicates that the annual target will be achieved, however the current economic turnaround is already affecting the number of businesses in Leeds, with the figures showing a reduction in the total number in quarter 2. If this trend continues, the target may not be met.</p>												
3 Leads Strategic Plan - Partnership Agreed	LSP-CU1A(I)	Number of physical visits to libraries	Libraries and Information	Quarterly Number	Rise	4,181,923	N.A.	4,111,297	1,042,419	2,102,236	4,136,308	No concerns with data
<p>The new counting system is showing that previous estimates of physical visits were too low and that improved visitor figures will now almost certainly counteract the loss of visitors from Moor Allerton (refurbishment) and Garforth (refurbishment and extension), which are to be closed for fourteen weeks and five months respectively.</p>												
4 Leads Strategic Plan - Partnership Agreed	LSP-CU1A(II)	Visits to Museums and Galleries: The total number of visits to Museums and Galleries.	Museums and Galleries	Quarterly Number	Rise	384,346	N.A.	740,000	209,565	459,028	782,676	No concerns with data
<p>The impact of the new site managers (keepers) and new learning and access officers through our restructure is having a very positive influence on sites - through improved planning, marketing and take up of events, a greater focus on creating offers for the general public and linking into other opportunities for cross-site visiting.</p> <p>The poor weather during the second period last year, specifically the floods, caused the closure of some of our sites. Performance in the second period this year is higher, partly because there has not been a repeat of last year's weather-related problems, but also because of the impact of the new keepers.</p> <p>The City Art Gallery was closed during the second period last year; however, the high levels of visits in this period are representative of other periods last year and are set to continue with a changing and high profile temporary exhibitions programme.</p>												
5 Leads Strategic Plan - Partnership Agreed	LSP-TP1E	Increase the number of new customers on low incomes accessing credit union services (savings, loans and current accounts)	Strategy and Policy	Quarterly Number	Rise	6,700	N.A.	6,700	1,609	3,028	6,700	No concerns with data
<p>The results for this indicator are calculated through Leeds City Credit Union's records of the number of new customers to their services who are on low incomes. The definition of low incomes is that used by the Department of Work and Pensions. The services measured are savings, loans, and current accounts. In quarters one (1,609) and two (1,419), 3,028 accounts have been opened.</p>												
6 Leads Strategic Plan - Partnership Agreed	NI 157 - MAJORS	Processing of planning applications as measured against targets for Major application types	Planning Services	Quarterly %	Rise	63%	63.49%	65%	75%	78.13%	65%	No concerns with data
<p>Leeds City Council's targets have been set higher than the Government's published targets as part of the Local Area Agreement. Performance management measures are in place to ensure targets are met whilst at the same time, enabling the service to deliver high quality development for the city. The introduction of the Planning Performance Agreements for large scale major applications removes those applications where specific agreements are in place from this performance category. Performance is high in this quarter as the number of out-of-time applications to be determined has been low. However, performance is likely to decrease as the backlog of older applications is increasing.</p>												

Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Qtr2	Predicted Full Year Result	Data Quality
7	National Indicator	NI 157 - MINORS	Processing of planning applications as measured against targets for Minor application types	Planning Services	Quarterly %	Rise	65%	65%	81.53%	77.61%	75%	No concerns with data
Leeds City Council targets have been set to match and maintain the Government's published targets although we are performing above target. We need to concentrate on improving the quality of the service provided, including negotiating to produce high quality development and full consultation particularly on revised proposals.												
8	National Indicator	NI 157 - OTHERS	Processing of planning applications as measured against targets for Other application types	Planning Services	Quarterly %	Rise	80%	80%	88.07%	88.04%	85%	No concerns with data
Targets have been set to match and maintain the Government's published targets, although the service has been performing above target. There has been a concerted effort to reduce the number of out-of-time applications, which has led to a reduction of 25% in the last nine months.												
9	National Indicator	NI 151	Overall Employment rate (working age)	Planning and Economic Policy	Quarterly %	Rise	75.8%	N.A.	73.9%	74.4%	74.4%	No concerns with data
Overall Employment rate: This is the proportion of the working age population (16-59 for females and 16-64 for males) who are in employment according to the International Labour Definition (ILO Definition). The data for this indicator is reported by the Annual Population Survey, and is accessed via the Office For National Statistics NOMIS website. The figure for quarter 2 2008/09 relates to the latest APS release which covers the period April 2007 to March 2008.												
The APS reports annual statistics on a quarterly basis. The APS is a combined survey of households in Great Britain, the average sample size for Leeds is 2,000 households. Between April 2007 and March 2008 the employment rate in Leeds was 74.4%. This was in line with the national average of 74.5%, and higher than the regional figure of 73.7%. The results for Leeds are 1% lower than the 75.4% which relates to the year to the same period the previous year (April 2006 to March 2008). However, it should be noted that the figures are derived from sample surveys : we can be 95% confident that the true Leeds figure in both cases is + or - 2.2 percentage points of the quoted figures.												
10	Local Indicator	LEG1	Support the establishment of 550 new businesses in deprived communities in Leeds by 2011, with two thirds started by local residents	Economic Services	6 Monthly Number	Rise	0	138	32	76	152	No concerns with data
Forty-four businesses were supported in quarter two. The service is introducing a new project targeting job creation in the second half of the year to address delivery; however, the economic downturn is having an impact on growth and recruitment in existing businesses and this is not entirely within the service's control.												
11	Local Indicator	LEG2	To assist 650 existing businesses in deprived communities in Leeds to survive and grow by 2010	Economic Services	6 Monthly Number	Rise	0	163	113	338	676	No concerns with data
Two hundred and twenty-five businesses were supported in quarter two. Businesses across our target areas continue to be interested in the services on offer, and the Local Development Officers are having success in referring businesses to the full range of business support available in the city.												
12	Local Indicator	LEG3	To attract 75 existing businesses to relocate to deprived communities in Leeds by 2010	Economic Services	6 Monthly Number	Rise	0	19	1	10	20	No concerns with data
Nine existing businesses were supported to relocate to deprived areas in quarter two. Inward investment into target areas is currently being driven by the availability of business space in enterprise areas. The economic downturn may impact this indicator, and performance in the second half of 2008-09 will be closely monitored.												
13	Local Indicator	LEG4	To create 1,100 jobs and move 800 people from deprived communities in Leeds into employment or self-employment. Part i: To create 1,100 jobs	Economic Services	6 Monthly Number	Rise	0	275	20	119	238	No concerns with data
Ninety-nine jobs were created in quarter two. Job growth is likely to be the indicator that is most sensitive to the current economic climate. A new project team, the Business Growth Fund, has been introduced, which will incentivise employment growth; however, job losses are expected early in the new year.												

Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Qtr2	Predicted Full Year Result	Data Quality
14	Local Indicator LEG4ii	To create 1,100 jobs and move 800 people from deprived communities in Leeds into employment or self-employment. Part ii: Move 800 people from deprived communities in Leeds into employment or self-employment	Economic Services	6 Monthly Number	Rise	0	N.A.	200	40	98	196	No concerns with data
		Fifty-eight people were moved into employment/self employment in quarter two. Likely job losses may impact on this indicator, although results in the first half of 2008-09 are encouraging.										
15	Local Indicator BV-170C	The number of pupils visiting museums and galleries in organised school groups	Museums and Galleries	Quarterly Number	Rise	23,939	23,939	29,923	8,656	14,326	37,048	No concerns with data
		Performance is above target and above actuals for last year. The impact of new Site managers (Keepers) and new Learning and Access Officers through our restructure is having a very beneficial impact on sites - improved planning, marketing and targeted programmes have all contributed.										
16	Local Indicator CP-CU50B	Visits to the City Council's cultural facilities - Sport & Active Recreation	Sport and Active Recreation	Quarterly Number	Rise	4,366,065	4,366,068	4,159,000	1,137,760	2,183,432	4,159,000	No concerns
		The performance 08/09 for quarter two was 6.46% above the corresponding period in the previous year. Most sites improved performance and the Aquatics Centre is becoming established.										
17	Local Indicator LKI CD HW04	The percentage of lighting points across the city in light	Street Lighting	Monthly %	Rise	98.50%	N.A.	98.50%	98.21%	97.87%	98.04%	No concerns with data
		This indicator reports the number of 'lighting points' (lampposts, illuminated traffic signs, beacons, illuminated traffic bollards and tunnel lighting points (excluding road traffic tunnels)) that are 'in-light', or working. There are approximately 114,000 lighting points across Leeds, and performance remains strong, with 97.87 per cent of these working. Data for this are provided by Southern Electric Contracting, who have a 25-year contract to provide street lighting installation and maintenance services to Leeds.										
18	Local Indicator LKI 215A	The average number of days taken to repair a street lighting fault which is under the control of the local authority	Street Lighting	Quarterly Days	Fall	N.A.	6.04 days	5 days	5.25 days	4.96 days	5.43 days	No concerns with data
		Performance continues to move in the right direction however this needs to be considered in line with the seasonal variations that effect performance on this indicator (lighter nights during the summer months). Year end performance is forecast to improve on the performance score achieved in 2007/08, and is only slightly above the core city average of 5.18 days. Considerable progress has been made in reducing the backlog of column knockdowns however due to a more effective night patrol being in operation the number of defects has steadily risen over the quarter. To resolve this, SEC are considering providing additional resource to the night shift to enable patrols to do repairs as they find them, rather than having to report them to office staff for another crew to attend, which should improve performance on this indicator. The data quality rating on this indicator has now been changed to 'no concerns'. Both the Performance Team and the Contracts Team have worked with Internal Audit and SEC over the past 18 months to resolve issues and Internal Audit are now satisfied with the work undertaken, subject to a final report which will be submitted by the Performance Team during quarter 3.										

City Development Performance Report Quarter 2 2008-09

Appendix 3

Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Qtr2	Predicted Full Year Result	Data Quality
19	LKI 215B	The average time taken to repair a street lighting fault where response time is under the control of a Distribution Network Operator (DNO)	Street Lighting	Quarterly Days	Fall	N.A.	26.15 days	25 days	30.83 days	38.24 days	32.49 days	No concerns with data
<p>The target agreed to by SEC is dependent on the performance of YEDL. Performance on this indicator has been adversely affected by the unions agreeing with YEDL staff to 'work to rule'. This action started on 27th June and continued until the 22nd September. Not only did this effect performance over these months, but the back log of work this generated now needs to be cleared and as such, this will affect future performance. However, this situation isn't unique to Leeds and discussions held at the Regional Steering Group on the 24th October confirmed that this was an issue throughout the region.</p> <p>The data quality rating on this indicator has now been changed to 'no concerns'. Both the Performance Team and the Contracts Team have worked with Internal Audit and SEC over the past 18 months to resolve issues and Internal Audit are now satisfied with the work undertaken subject to a final report which will be submitted by the Performance Team during quarter 3.</p>												

Column Title	Description
No.	Each indicator is numbered to allow for easier navigation through the report.
Performance Indicator Type	<p>This column gives a little more information on the type of indicator and gives some indication of its relative importance and what the implications might be of poor performance. Some of the indicators fall into more than one type, for example, all LSP government agreed indicators are also national indicators. The types of indicator are:</p> <p>Leeds Strategic Plan Government Agreed - these indicators form part of the Leeds Strategic Plan 2008 to 2011 and have been negotiated and agreed, by the council and its partners, with government. They form part of our current Local Area Agreement and additional reward grant is paid if we meet these targets. The Audit Commission will also give these indicators additional attention under the Comprehensive Area Assessment as these are our local priorities.</p> <p>Leeds Strategic Plan Partnership Agreed - these indicators form part of the Leeds Strategic Plan 2008 to 2011 and have been agreed with our partners as priorities for the city. The Audit Commission will give these indicators additional attention under the Comprehensive Area Assessment as these are our local priorities.</p> <p>Council Business Plan - these indicators form part of the Council Business Plan 2008 to 2011 and we have set these targets to drive change and progress across the organisation. The Audit Commission will give these indicators additional attention under the Comprehensive Area Assessment as these are our internal organisational priorities.</p> <p>National Indicator - this is a set of 198 indicators used by Government nationally to monitor the performance of public services in local areas. Our performance against this set of indicators will contribute to the Comprehensive Area Assessment. This has replaced several sets of other indicators including the old best value indicators.</p> <p>Local Indicators - these indicators have been nominated by service areas to provide a more complete picture of performance. In many cases these indicators will also directly contribute to the delivery of our priorities</p>
Reference	<p>Each indicator is given a unique reference code and these codes tell us which basket each indicator belongs to. A basket is a set of indicators which are used to report on progress relating to different plans or frameworks. Below we have listed the main groups of indicator you will see in these reports.</p> <p>LSP - Leeds Strategic Plan indicator NI - National Indicator BP - Business Plan indicator LAA - Local Area Agreement indicator - for this year only we are continuing to measure a small number of indicators from our previous LAA which are subject to reward monies based on the year end position in April 2009. LKI - Local key indicator</p>
Title	The title column gives a description of the indicator. NB The Government have provided the descriptions for all national indicators.
Service	The service column identifies which team within the Council is responsible for service delivery, monitoring the performance and data quality of each indicator.
Frequency & Measure	<p>The top line in this column identifies how often we collect this information. This may be every month, every three months (quarterly) or once a year (annually). We only report annual indicators at the end of quarter 4 (after the end of March). With the exception of education attainment figures which are reported in quarter 3.</p> <p>The second line in this column identifies what measure we use to check on progress. For example, we might measure this result in the number of days or weeks we should take to finish something, such as a planning application. In another case, we might measure the percentage, such as the percentage of enquiries we respond to within five minutes.</p>
Rise or Fall	The rise or fall column identifies if the results should go up or down to show whether we are doing well. For example, if this is set to rise, you would expect the figures to increase.
Baseline	This column gives the baseline performance figures upon which we have set our targets and/or will be comparing our performance over the coming years
Last Year Result	This column displays the result from the end of the previous financial year (31 March 2008)
Target	This column shows the target we have agreed for this financial year.
Qtr1	The shows the current position at the end of this quarter.
Qtr2	The shows the current position at the end of this quarter. This result might be given a traffic light (red, amber or green) if the service is unable to accurately predict the full year performance based on the interim results (see below). If they can forecast their year end position then the traffic light will appear in the next column.
Predicted Full Year Result	<p>Directorates use this column to show how well they expect to do at the end of the year. They forecast this position depending on the current performance of each indicator. This figure may change each quarter depending on the performance of the indicator. Where possible we use this figure to inform whether an indicator is traffic lighted red, amber or green.</p> <p>The green light shows that the Directorate predicts this indicator WILL meet its target. The Directorate uses current performance information to make this forecast.</p> <p>An amber traffic light shows that the Directorate predicts this indicator will not meet its target. However, the performance for this indicator is still acceptable and will not result in significant problems. The Directorate uses current performance information to make this forecast.</p> <p>The red lights shows that the Directorate predicts this indicator WILL NOT meet its target at the end of the year. The Directorate uses current performance information to make this forecast.</p>
Data Quality	<p>We are using this information to make strategic decisions therefore it is important that it is both accurate and reliable. This column provides an overall assessment of the data quality for each indicator.</p> <p>No Concerns indicates that the data is accurate and there are good processes in place to check and validate this information.</p> <p>Some Concerns indicates that more work needs to be done to ensure the data is accurate and reliable. Services may be in the middle of implementing improvements to their systems and processes but these are not fully in place yet.</p> <p>Concerns indicates that there are concerns that the quality of the data may not be good or that maybe they have not got the correct data. Again services are working toward improving this position. Many of the national indicator set are new and we are having to set up new systems to collect data - until these are fully embedded and proven there are likely to be outstanding concerns.</p>
Comments	The comments for each indicator should explain why performance varies. They should also highlight if there are any problems with the quality of the data and what steps the Directorate is taking to improve it. This section will also focus on what will be done to improve the actions and state what outcomes they have achieved.

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 13th January 2009

Subject: A660 Corridor Transport Issues

Electoral Wards Affected:

Headingley
Hyde Park & Woodhouse
Weetwood



Ward Members consulted

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 The North West (Inner) Area Committee on 18th December 2008 considered the attached report of the Director of City Development on the A660 Corridor Transport Issues.
- 1.2 The Area Committee resolved that the joint report of the Chief Highways Officer and Director of Resources dated 24th November 2008 for the detailed design and public consultation on the A660 Woodhouse Lane/Clarendon Road, Woodhouse Proposed Inbound Bus/Cycle Lane and Junction Improvement Measures be referred to this Board for discussion. A copy of this joint report is attached . Members also asked for an explanation as to the rationale for canceling the Scrutiny Board (Central and Corporate) Call-In meeting on 22nd December 2008 concerning the Director of Resources delegated decision on this matter. A copy of the Area Committee's minute is attached in full for reference purposes.

2.0 Background

- 2.1 The Chief Highways Officer took a delegated decision to approve this scheme on 24th November 2008 which was not Called-In. The Director of Resources subsequently approved a delegated decision for the funding of this scheme on 2nd December 2008. This decision was Called-In by Councillors Monaghan and Illingworth because they stated that:

“the Area Committee has not been consulted as stated in the report. The item is to be discussed at the meeting on the 18th December 2008. Previous discussion was abortive through a misunderstanding.”

- 2.2 As a consequence of the Call-In, a meeting of Scrutiny Board (Central and Corporate) functions was called for the 22nd December to hear the request.
- 2.3 The Chief Highways Officer having subsequently investigated the concerns raised by Ward Councillors agreed to rescind his delegated decision authorising the scheme on 17th December 2008. The Director of Resources rescinded his delegated decision authorising funding of this scheme on the same date.
- 2.4 As a consequence of the delegated decisions being withdrawn by the Director of Resources the Call-In meeting was cancelled as there was no decision to discuss.
- 2.5 The Chief Highways Officers is currently consulting with Ward Councillors regarding proposals for this scheme.
- 3.0 Recommendation**
- 3.1 Members are asked to consider and determine what, if any, further information or scrutiny Members wish to undertake on this matter.

Background Papers

None Used

Extract from the Minutes of the North West (Inner) Area Committee Meeting of the 18th December 2008

Minute No 66

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That in respect of the Design and Cost Report dated 24th November 2008 submitted by the Chief Highways Officer and Director of Resources for the detailed design and public consultation on the A660 Woodhouse Lane/Clarendon Road, Woodhouse Proposed Inbound Bus/Cycle Lane and Junction Improvement Measures, this report be referred to the Scrutiny Board (City Development) for discussion, together with addressing the rationale behind a decision by officers to cancel the Scrutiny Board (Central and Corporate) Call-In meeting on 22nd December 2008 to consider the officer delegated decision on this scheme from the Director of Resources.
- (c) That in respect of the former officer delegated decision of the Chief Highways Officer in relation to the A660 Woodhouse Lane/Clarendon Road, Woodhouse Proposed Inbound Bus/Cycle Lane and Junction Improvement Measures, this Committee requests that this decision be withdrawn by the Chief Highways Officer.
- (d) That this Committee unanimously opposes the first phase of the design proposals of works to be undertaken along the A660 corridor and requests the Chief Highways Officer to cancel this scheme.
- (e) That this Committee supports the principle of improvements to the A660 corridor within the North West Inner area and requests full consultation to be undertaken on the proposals.
- (f) That this Committee supports the proposal for a Inner North West Transport Strategy being developed, with specific reference to parking provision, cycle and bus use to reduce unnecessary car journeys along the A660 and that this issue be debated at the Transport Sub Group.

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Report of the Director of City Development

To: Inner North West Area Committee

Date: 18th December 2008

Subject: A660 Corridor Transport Issues

<p>Electoral Wards Affected: Headingley Hyde Park & Woodhouse Weetwood</p> <p><input checked="" type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

The report outlines early work to identify interim measures for improving movement within the A660 corridor in particular for bus transit, pending the longer term development of proposals for the New Generation Transport system. More specifically the report summarises initial scheme proposals that have been developed to improve pedestrian facilities at the A660 junction with Clarendon Road and to address bus stop and priority issues at this site.

1.0 Purpose of This Report

1.1 This report outlines proposals for development of traffic and transport measures for the A660 corridor.

2.0 Background Information

2.1 The A660 corridor has been identified as part of the proposed New Generation Transport (NGT) scheme which is being developed as a replacement for the former Leeds Supertram scheme. Phase 1 of this scheme has been endorsed by the Regional Transport Board for the Regional Funding Allocation (RFA), and Phase 2 which includes the A660 is due to be considered by the RTB in January 2009. However, if the funding is endorsed a start of construction is not likely before 2014 at the very earliest.

2.2 In view of the NGT timetable. Investigations are being undertaken to develop an interim package of measures that will provide early improvements, especially to the reliability and timing of bus services. These proposals will be designed to be compatible, as far as possible, with the ultimate NGT scheme.

3.0 Main Issues

3.1 Studies assessing congestion on the major radials in the Leeds District have shown the A660 to be one of the most congested. Morning peak inbound traffic speeds were among the lowest of those studied and similarly the evening peak speeds outbound were the lowest in the district.

3.2 Peak traffic flows on this corridor are low in comparison to other major radials, however bus patronage is amongst the highest. Given the higher than average ratio of bus users to car users, there is potential for bus priority measures to be particularly effective on this corridor with significant benefits for existing and future passengers.

3.3 Issues of reliability and timing for the large number of bus services are a matter of continuing concern for passengers and the local community. These concerns are shared by the Council, Metro and the bus operators.

3.4 High flows of pedestrians and cyclists are also a feature of the inner sections of the A660 route. Surveys indicate over 100 cyclists traveling towards Leeds city centre in the busiest peak hour.

3.5 There are also a number of issues with regard to road safety with the junctions at Rampart Road, Hyde Park Corner, North Lane, Shaw Lane and the Ring Road identified in the Council's sites for concern listings. There is also a long standing aspiration to improve the provision for pedestrians at the junction with Clarendon Road and to address the very poor bus facilities at this location. In addition, a study for Leeds Cycling Action Group and funded by the area committee has identified issues relating to cycling.

3.7 Traffic surveys indicate the following key data in relation to this corridor:

- Bus flows – There are 27 service buses (34 south of Clarendon Road) scheduled each way in the peak hours along this corridor. Journey time data shows considerable variation at all times of day but particularly in the peak where variability is almost twice as high as the inter-peak. In the evening peak outbound buses have the lowest speeds on any radial route in Leeds, averaging well below 10mph for the entire length of the route. For example between Hyde Park Corner and Headingley centre buses take an average of ten minutes longer than at other times
- Bus patronage – Over 2500 passengers use services on the A660 during the morning peak with similar levels in the evening. Services are also very well used during the off-peak periods.

- Traffic flow – Whilst relatively low in comparison to other key radials, congestion has similar effects on journey time and public transport reliability to those experienced elsewhere on the network. Flows in the morning peak have reached 1897 vehicles, whilst the evening peak flows are slightly lower at 1726 vehicles.
- Cycle flow – Cycle traffic is relatively high on this corridor with around 175 cyclists observed throughout the morning peak, with similar flows in the evening albeit dispersed over a longer period.
- Pedestrian flows – There are heavy pedestrian flows along this corridor at peak periods particularly South of Headingley centre. All crossing points along the route are busy including (but not limited to) the main junctions at Hyde Park Corner and Clarendon Road. Morning counts indicate an hourly total of 634 pedestrian crossing movements at the Woodhouse Lane/Clarendon Road junction.

3.7 The delays and congestion affecting bus movements in this corridor are such that it is considered that there is a strong case in conjunction with the other issues identified to identify interim measures for introduction prior to the proposed NGT scheme.

4.0 Proposals

4.1 In order to address the issues identified above, initial desk top studies have been undertaken to identify where measures might have the greatest impact in reducing some of the key problems along this route. These key locations are identified on the plan provided on the route plan at Appendix 1 and discussed further as follows.

4.2 Whilst ideally the range of problems described above would be tackled as part of a single integrated scheme, their complexity is such that it may be more practical to bring forward proposals in a phased manner as their evaluation and development proceeds. At the present time approval has been granted for the fees needed to develop to a more detailed level the outline proposals identified below for the Clarendon Road junction and to take forward further investigation and development of solutions for the other issue identified later in this section.

Woodhouse Lane Clarendon Road (Section 1)

4.3 As a first stage outline proposals for the provision of improved pedestrian facilities at the junction of Clarendon Road and Woodhouse Lane including new controlled facilities across the Clarendon Road leg of the junction. This has been a long standing request. At the same time as part of the junction works, which require the reconfiguration of the traffic signals it is proposed to take the opportunity to address the sub standard bus stop facilities by providing a bus priority facility. Details of the outline scheme are included in Appendix 2 and identified as Section 1 on the route plan.

4.4 Elsewhere on the A660 corridor, using the data described in Section 3, a number of key locations are currently being examined further prior to bringing forward outline proposals for further discussion and consultation.

Hyde Park Corner area (Section 2)

- 4.5 This site and the adjacent Rampart Road junction are both identified in the Council's road injury sites for concern. At Hyde Park Corner there are long standing issues concerning the adequacy of the existing pedestrian facilities and also the present layout is not best suited to the movement of traffic with a number of conflicting turning movements. At the same time the traffic signal installation is dated and does not provide for the most efficient priority to be given to public transport movements. In terms of Rampart Road there are particular issues relating to the turning movements onto and off the A660 which could be addressed by the introduction of traffic signals integrated with improvements at Hyde Park Corner and the proposals for the Clarendon Road junction.

Hyde Park Corner to Headingley Centre (Section 3)

- 4.6 As identified earlier, in the outbound direction this location is a major source of delay to bus services. Taking a typically peak hour outbound flow of 1200 passengers, these extra peak delays with a cumulative cost to passengers of around 200 hours in travel time and in this context there is a compelling economic case for action, aside from the real benefits that could accrue to passengers. It is likely that the most effective measure would be the provision of an outbound bus lane which has been investigated. Such a proposal would have implications for the present cycle lane provision which would require to be modified and further advice is being taken on this matter.

Headingley Centre and Otley Road (Section 4)

- 4.7 A study is being undertaken to assess what steps can be taken to improve conditions in Headingley Centre in particular in terms of the bus queuing and stopping arrangements. Similarly the section of route between Shaw Lane and the Ring Road is being examined, including the junctions with Weetwood Lane and Church Wood Avenue. This work will form the basis for developing and consulting on possible solutions during 2009.

A6120 Ring Road junction (Section 5)

- 4.8 This location has been identified as requiring improvements as part of the NGT with particular issues relating to the need for improved public transport priorities, together with formal provision for pedestrians and cyclists across all legs of the junction. In this regard an outline bid for resources to be allocated from the Regional Funding Allocation has been submitted to the Regional Transport Board for the improvement of key junctions along the A6120 route including the A660. Subject to the development of detailed proposals and the approval of the Department for Transport this scheme could begin on site in 2014.

A660 North of the A6120 (Section 6)

- 4.9 Whilst the NGT scheme will include proposals for a park and ride site at Bodington and the associated priority facilities, at the present time the Council does not have sufficient resources from its core LTP funding to bring forward a scheme of this magnitude without specific major scheme funding. Therefore, work is being undertaken with the NGT project team to evaluate the options for bringing forward this scheme earlier. Any further decisions on this element of the scheme will need to await the decisions of the Regional Transport Board concerning the bid for Phase 2 of the NGT scheme.

5.0 Implications for Council Policy and Governance

5.1 Compliance with Council Policies

- 5.1.1 Environmental Policy: The proposals contained within this report are in accordance with the aims of the Policy in that the improvement works will reduce the number and severity of accidents thereby creating a safer local environment and will help encourage the use of public transport
- 5.1.2 Mobility: The provision of dropped crossings and pedestrian facilities will provide a positive aid to all pedestrians and ease pedestrian movement across the A660 Woodhouse Lane and Clarendon Road.
- 5.1.3 Local Transport Plan (LTP): The proposals contained in this report are in accordance with Primary Objectives of the Local Transport Plan: to improve safety, security and health in particular to reduce the number and severity of accidents thereby creating a safe environment, making public transport more accessible for the public, improve the highway network and provide facilities for each road user
- 5.1.4 Ethnic minorities, women and disabled people: This report has no implication for ethnic minorities or women.

5.2 Legal and Resource Implications

- 5.2.1 Funding: With the exception of the scheme at the Ring Road roundabout (which is the subject of a major scheme bid) it is anticipated that the potential capital costs of any measures agreed will be met from the Council's Local Transport Plan funding
- 5.2.2 Staffing: There are no additional staffing implications arising from these proposals.

6.0 Consultation

- 6.1 Ward Members have been consulted on the proposals for Clarendon Road and have supported the outline proposals. Members of the Area Committee have requested further discussion of these proposals especially with regard to the proposed bus measures and the proposals were presented to the Area Committee's transport sub group at its 11th November meeting. Funding for the final proposals will require a further approval once detailed consultation and design has been completed.
- 6.2 NGT Project Team: The preliminary scheme proposals have been fully considered with the NGT Project Team in order to ensure that any proposals implemented at this time would not be detrimental to future NGT proposals.
- 6.3 The development of the corridor generally is at very early stage with further detailed consultation planned with Ward Members, Area Management, Metro and the bus operators on the various elements set out in this report.
- 6.4 Residents, businesses and stakeholders: As the various proposals are developed, comments from local stakeholders and residents associations will be accepted and taken into account in the finalisation of any proposals and formal reporting of the proposals.

7.0 Conclusions

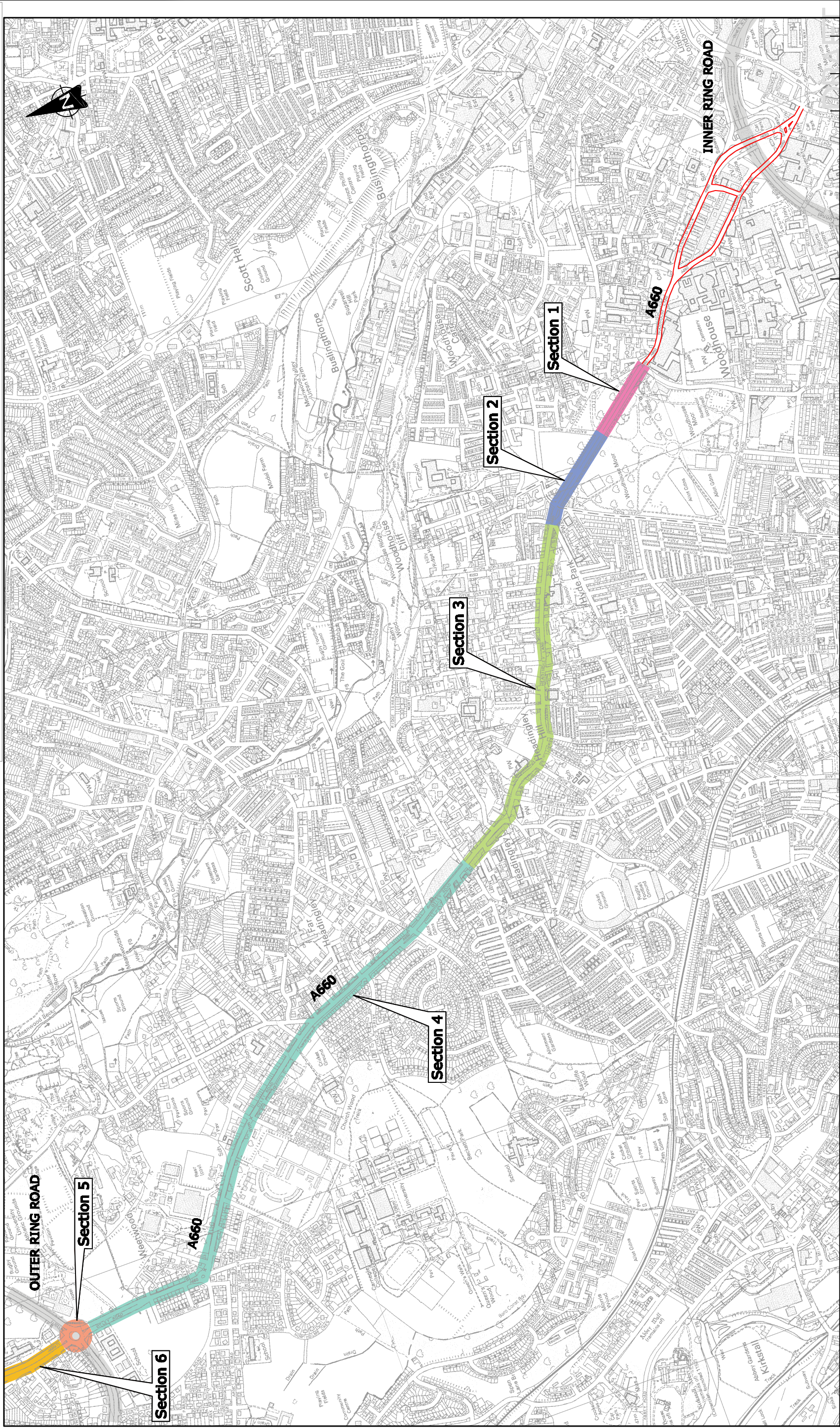
- 7.1 The initial assessment of the traffic and transport issues on the A660 indicates that a case exists for the early investment in the infrastructure of the route to provide improvements in the interim period before the introduction of the proposed NGT scheme. As a result of this work early improvements to the junction with Clarendon Road are being developed and consulted upon.

8.0 Recommendations

- 8.1 Members are requested to note and comment on the content of this report.

9 Background information

- 9.1 There are no background papers supporting this report.



FIRST APPROVED AMENDMENTS		GO	DRAWN	CHECK	DATE

LEEDS CITY COUNCIL
TRANSPORT POLICY

DRAWING NUMBER: APPENDIX 1

DATE: December 2008

SCALE: N.T.S.

DATE: 11/08

INITIALS: GO

DRAWN BY: AM

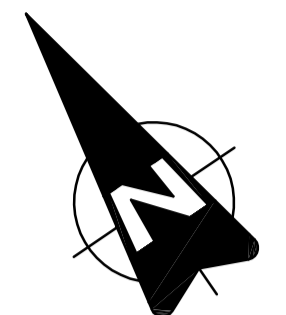
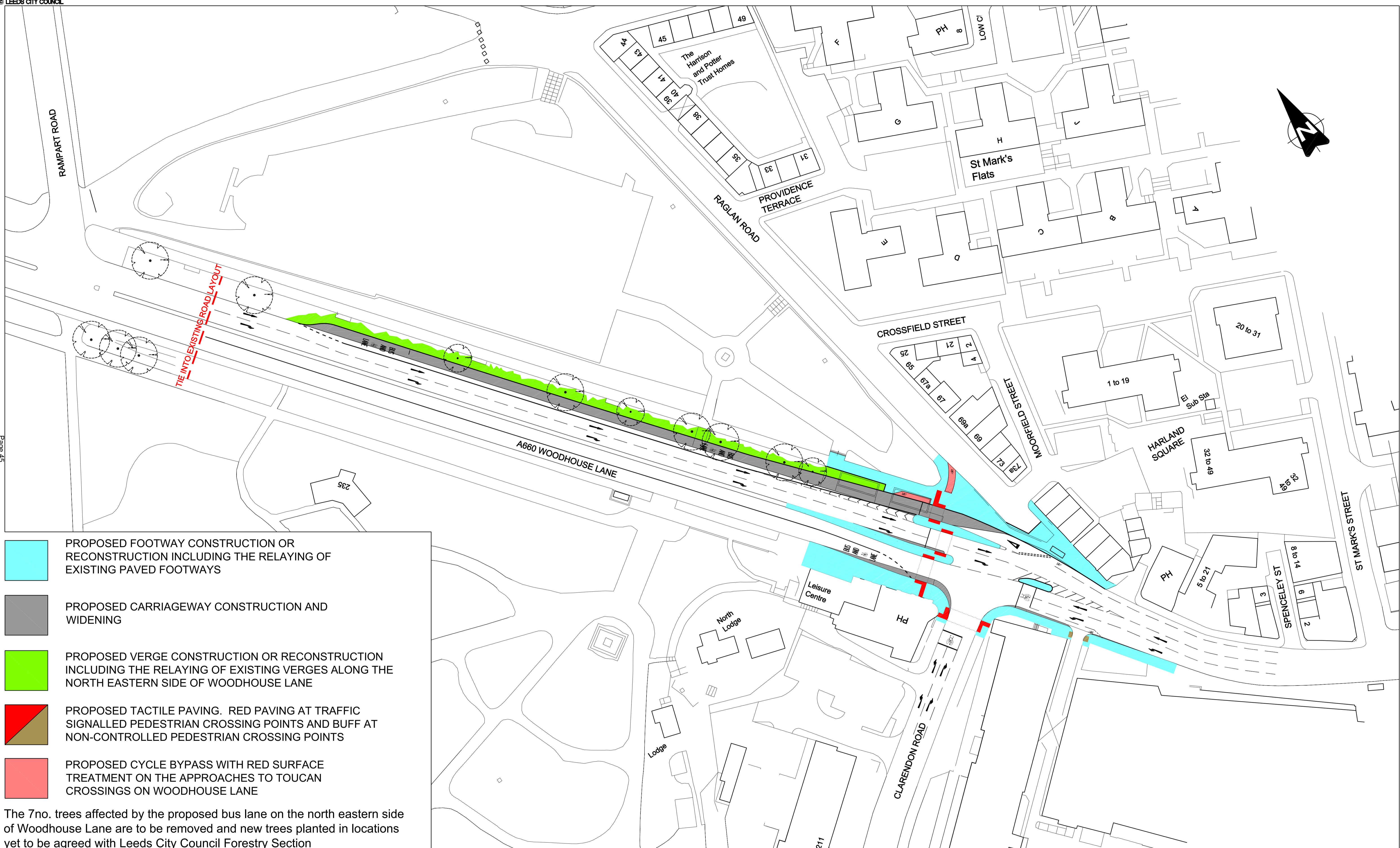
CHECKED BY: AM

SCALE: A3

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A660 CORRIDOR
– AREAS FOR TRANSPORT STUDY

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- PROPOSED FOOTWAY CONSTRUCTION OR RECONSTRUCTION INCLUDING THE RELAYING OF EXISTING PAVED FOOTWAYS
- PROPOSED CARRIAGEWAY CONSTRUCTION AND WIDENING
- PROPOSED VERGE CONSTRUCTION OR RECONSTRUCTION INCLUDING THE RELAYING OF EXISTING VERGES ALONG THE NORTH EASTERN SIDE OF WOODHOUSE LANE
- PROPOSED TACTILE PAVING. RED PAVING AT TRAFFIC SIGNALLED PEDESTRIAN CROSSING POINTS AND BUFF AT NON-CONTROLLED PEDESTRIAN CROSSING POINTS
- PROPOSED CYCLE BYPASS WITH RED SURFACE TREATMENT ON THE APPROACHES TO TOUCAN CROSSINGS ON WOODHOUSE LANE

The 7no. trees affected by the proposed bus lane on the north eastern side of Woodhouse Lane are to be removed and new trees planted in locations yet to be agreed with Leeds City Council Forestry Section

O.S. SHEET REF.: VARIOUS
 This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Leeds City Council 100019567 (2008)

A660 WOODHOUSE LANE/CARDIGAN ROAD, LEEDS PROPOSED HIGHWAY IMPROVEMENT SCHEME GENERAL SCHEME ARRANGEMENTS - APPENDIX 2

AMENDMENTS	DRAWN	CHECK	DATE	DRAWN BY	DATE	SCALE
FIRST APPROVED	NAB			NAB	9/08	1:500
				AutoCAD BY		
				INITIALS	DATE	
				NAB	9/08	
				CHECKED BY		
				INITIALS	DATE	ORIGINAL SHEET SIZE
						A1

DRAFT



DRAWING NUMBER:
TMW-17-1183-02C
- APPENDIX 2
 DATE: September 2008

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DELEGATED DECISION NOTIFICATION

REF NO¹
34694

SERVICE AREA	RESOURCES																		
SUBJECT ²	A660 Woodhouse Lane/Clarendon Road, Woodhouse Proposed Inbound Bus/Cycle Lane And Junction Improvement Measures																		
DECISION ³	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">COUNCIL FUNCTION <input type="checkbox"/></td> <td style="width: 25%; padding: 5px;">EXECUTIVE DECISION (KEY) <input type="checkbox"/></td> <td style="width: 25%; padding: 5px;">EXECUTIVE DECISION (MAJOR) <input checked="" type="checkbox"/></td> <td style="width: 25%; padding: 5px;">EXECUTIVE DECISION (OTHER) <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">NOT SUBJECT TO CALL IN</td> <td style="padding: 5px;">⁴EXEMPT FROM CALL IN: YES / NO</td> <td style="padding: 5px;">⁴EXEMPT FROM CALL IN: NO</td> <td style="padding: 5px;">NOT SUBJECT TO CALL IN</td> </tr> </table> <p style="margin-top: 10px;">The Director of Resources:</p> <ul style="list-style-type: none"> i) noted the contents of the report; and ii) gave authority to incur expenditure of £135,000 staff costs comprising of £5,000 for the cost benefit analysis and £130,000 design costs, to be met from the Integrated Transport scheme 99609 within the approved Capital Programme. 	COUNCIL FUNCTION <input type="checkbox"/>	EXECUTIVE DECISION (KEY) <input type="checkbox"/>	EXECUTIVE DECISION (MAJOR) <input checked="" type="checkbox"/>	EXECUTIVE DECISION (OTHER) <input type="checkbox"/>	NOT SUBJECT TO CALL IN	⁴ EXEMPT FROM CALL IN: YES / NO	⁴ EXEMPT FROM CALL IN: NO	NOT SUBJECT TO CALL IN										
COUNCIL FUNCTION <input type="checkbox"/>	EXECUTIVE DECISION (KEY) <input type="checkbox"/>	EXECUTIVE DECISION (MAJOR) <input checked="" type="checkbox"/>	EXECUTIVE DECISION (OTHER) <input type="checkbox"/>																
NOT SUBJECT TO CALL IN	⁴ EXEMPT FROM CALL IN: YES / NO	⁴ EXEMPT FROM CALL IN: NO	NOT SUBJECT TO CALL IN																
AFFECTED WARDS	HYDE PARK AND WOODHOUSE																		
ADVICE SOUGHT	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Yes</th> <th style="width: 20%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>Legal</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Finance</td> <td style="text-align: center;">✓</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Personnel</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Equal Opportunities</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Other (please specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>		Yes	No	Legal	✓	<input type="checkbox"/>	Finance	✓	<input type="checkbox"/>	Personnel	<input type="checkbox"/>	✓	Equal Opportunities	<input type="checkbox"/>	✓	Other (please specify)	<input type="checkbox"/>	✓
	Yes	No																	
Legal	✓	<input type="checkbox"/>																	
Finance	✓	<input type="checkbox"/>																	
Personnel	<input type="checkbox"/>	✓																	
Equal Opportunities	<input type="checkbox"/>	✓																	
Other (please specify)	<input type="checkbox"/>	✓																	
DECLARED OFFICER / MEMBER INTERESTS ⁵																			

¹ This reference number will be assigned by Governance Services and notified to you

² A brief heading should be inserted

³ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding upon the chosen option, although care must be taken not to disclose any confidential or commercially sensitive information. Guidance on the substance of the note is available from Governance Services

⁴ For Key and Major decisions only. If exempt from Call In details to be provided in the report. The Call In period expires at 5.00 pm on the **5th** working day after publication. Scrutiny Support will notify decision makers of matters called in by no later than 12.00 noon on the **6th** day.

⁵ No officer having a pecuniary interest in any matter should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here.

DISPENSATION BY STANDARDS COMMITTEE

DATE:

BACKGROUND PAPERS⁶

- A design instruction issued by the Transport Strategy Group in January 2008.
- Consultation letters to Ward Members, local MP, Emergency Services and Metro.
- NGT Preliminary Proposals.
- Traffic Survey Results.

CONFIDENTIAL REPORT

YES NO RULE NO 10.4⁷ ()

DETAILS OF CONSULTATION UNDERTAKEN (OTHER REASONS/ ORGANISATIONS CONSULTED)

	Yes	No	Date
Executive Member	✓	<input type="checkbox"/>	
Ward Councillors	✓	<input type="checkbox"/>	15 September 2008
Chief Officers Affected	<input type="checkbox"/>	✓	
Others (Specify)			
Emergency Services and Metro (WYPTE)	✓	<input type="checkbox"/>	15 September 2008
NGT Project Team	✓	<input type="checkbox"/>	Unknown
NorthWest (Inner) Area Committee	✓	<input type="checkbox"/>	15 September 2008
Local Residents and Businesses	✓	<input type="checkbox"/>	Unknown

CONTACT PERSON

N BORRAS

CONTACT NO

3951431

AUTHORISED SIGNATORY⁸

M Taylor

DATE

2nd December 2008

	KEY	MAJOR	OTHER
⁹ *First publication (5 day notice)			
Commencement for Call In		4/12/2008	
Last date for Call In		11/12/2008	
Implementation Date		12/12/2008	

* If key decision not on Forward Plan, the reason and need that the decision be taken are that:

⁶ A separate Index should be prepared if necessary. ALL DOCUMENTATION UPON WHICH THE DECISION WAS BASED MUST BE RETAINED AND BE READILY ACCESSIBLE SO IT CAN BE PRODUCED SHOULD THE DECISION BE CHALLENGED

⁷ Access to Information Procedure Rules

⁸ The signatory must be duly authorised by the Director to make the decision in accordance with the Department's scheme. It is not acceptable for the signature to be 'pp' for an authorised signatory. For Key Decisions only, the date of the authorised signature signifies that, at the time, the Officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have upon the final decision.

⁹ Governance Services will enter these dates

REPORT TO THE CHIEF HIGHWAYS OFFICER AND DIRECTOR OF RESOURCES

DATE: 24 NOVEMBER 2008

Subject: Design & Cost Report

Scheme Title: A660 WOODHOUSE LANE/CLARENDON ROAD, WOODHOUSE PROPOSED INBOUND BUS/CYCLE LANE AND JUNCTION IMPROVEMENT MEASURES

Capital Scheme Number: 14893

Electoral Wards Affected:

HYDE PARK AND WOODHOUSE

Specific Implications For:

Equality and Diversity	<input type="checkbox"/>
Community Cohesion	<input type="checkbox"/>
Narrowing the Gap	<input type="checkbox"/>

Eligible for Call In

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

EXECUTIVE SUMMARY

This report is to seek approval for the detailed design and public consultation of a scheme to introduce an inbound bus/cycle lane on the A660 Woodhouse Lane between Rampart Road and Clarendon Road and junction improvement measures at the A660 Woodhouse Lane/Clarendon Road junction and the advertisement of a Traffic Regulation Order (TRO) to introduce the bus/cycle lane.

1.0 PURPOSE OF THIS REPORT

1.1 The purpose of this report is to seek approval for the detailed design and public consultation of a scheme to introduce an inbound bus/cycle lane on the A660 Woodhouse Lane between Rampart Road and Clarendon Road, undertake junction improvement measures at the A660 Woodhouse Lane/Clarendon Road junction and advertise a draft TRO to introduce a bus/cycle lane along the length, as shown on the attached drawing number TMW-17-1183-02C.

2.0 BACKGROUND INFORMATION

2.1 The A660 is currently the most congested transport corridor in Leeds and Metro and the bus operators have stated that this route is of most concern in terms of delays to public transport. As a result of this, the Woodhouse Lane/Clarendon Road junction is the first phase of a proposed package of works to be undertaken along the A660 corridor.

- 2.2 In recent years, the corridor has endured blight as a result of being part of the former Supertram proposals. These proposals have now been superseded by the New Generation Transport proposals (NGT). However, although the A660 corridor forms part of those proposals, it is currently envisaged that the A660 will not form part of the initial scheme. Therefore, it has been agreed between the City Council and Metro that other proposals for the A660 should be developed.
- 2.3 The Woodhouse Lane/Clarendon Road junction is a current Site for Concern ranked as number 79, in the Council's "Sites for Concern" Accident framework, with 15 personal injury accidents, consisting of 12 slight and 3 serious accidents.
- 2.4 The site has a very high PV² count showing very high pedestrian flows to and from the university. Clarendon Road, adjacent to 'The Library' public house, was recommended for a signalised pedestrian crossing and approved in the Pedestrian Crossing Review in March 2007.

3.0 MAIN ISSUES

3.1 Design Proposals/Scheme Description

- 3.1.1 It is proposed to introduce an inbound bus and cycle lane, improve the existing traffic signals at the A660 Woodhouse Lane/Clarendon Road junction and introduce pedestrian and cycle facilities in order to improve vehicular and pedestrian movements and reduce the number of injury accidents.
- 3.1.2 In order to facilitate the provision of the bus priority and improvement scheme, the intentions are to:
- i) provide an inbound bus and cycle lane starting 60m east of Rampart Road by widening the existing carriageway on the north eastern side of Woodhouse Lane;
 - ii) widen the existing carriageway on the south western side of Woodhouse Lane to facilitate the proposed bus and cycle lane and aid the maximization of the junction capacity;
 - iii) provide formal pedestrian facilities on the Clarendon Road leg of the junction and improve the existing pedestrian facilities on the north western leg of Woodhouse Lane;
 - iv) construct pedestrian islands on both legs of Woodhouse Lane and realign the existing central island on the north western leg of the junction to allow for the provision of traffic signals and pedestrian facilities;
 - v) take up and relay the existing Yorkstone flagged footways on both sides of the north western leg of Woodhouse Lane and relay/renew the concrete paved footways on the southern leg of Woodhouse Lane outside the university;
 - vi) remove 7 no. trees along the north eastern side of Woodhouse Lane, which will then be replaced with 12no. new trees at locations to be agreed with the City Council's Forestry Section;
 - vii) undertake all ancillary improvement works necessary for the proper implementation of the scheme including carriageway resurfacing, traffic signing and road markings and street lighting works; and
 - viii) advertise and implement a draft TRO to introduce a bus/cycle lane along the A660 Woodhouse Lane.

- 3.1.3 All works are to be undertaken within the boundary of the adopted highway and will not encroach onto or affect either Woodhouse Moor or Cinder Moor.
- 3.1.4 In addition to the above works it is also proposed to undertake a cost benefit analysis on the future phases of work proposed for the A660 Corridor between Clarendon Road in Woodhouse and St Michael's Road in Headingley.
- 3.1.4 The total estimated staff costs for the required highway works and the cost benefit analysis are £135,000, comprising of £5,000 for the cost benefit analysis and £130,000 design costs, which can be met from the Integrated Transport scheme within the approved Capital Programme and is eligible for 100% Government funding.
- 3.1.5 The scheme proposals are illustrated on the attached drawings number TMW-17-1183-02c.
- 3.2 Consultations**
- 3.2.1 Ward Members and Local MPs: Ward Members and the Local MPs were consulted by letter dated 15 September 2008. One Councilor was concerned about the removal of part of the grass verge to accommodate the proposed inbound bus/cycle lane. Another was concern about the removal of the existing bus lay-by, which is used illegally by pizza delivery vehicles. He questioned as to where these vehicles will be able to park and was informed that there is ample parking on Raglan Road. No other adverse comments or objections were received.
- 3.2.2 Emergency Services and Metro (WYPTE): Emergency Services and Metro were consulted by letter dated 15 September 2008. West Yorkshire Police have no objections towards the scheme proposals. Metro identified the need to relocate the inbound bus stop, which will be discussed as part of the detailed design. No other comments or objections were received.
- 3.2.3 NGT Project Team: The preliminary scheme proposals have been discussed at great length with the NGT Project Team in order to ensure that any proposals implemented at this time would not be detrimental to future NGT proposals.
- 3.2.3 North West (Inner) Area Committee: North West (Inner) Area Committee were consulted by letter dated 15 September 2008 with a view to obtaining their comments and those of The Friends of Woodhouse Moor. No adverse comments or objections were received.
- 3.2.5 Local Residents and Businesses: As part of the ongoing detailed design, a substantial consultation process with local residents and businesses will be undertaken and the comments presented to the Joint Highways Board prior to implementation of the scheme.

3.3 Programme

- 3.3.1 It is anticipated that the detailed scheme design and public consultation can be undertaken during the 2008/2009 financial years, subject to approval.

4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

4.1 Compliance with Council Policies

- 4.1.1 Environmental Policy: The proposals contained within this report are in accordance with the aims of the Policy since the improvement works will reduce the number and severity of accidents, thereby creating a safer local environment, and will help encourage the use of public transport
- 4.1.2 Mobility: The provision of dropped crossings and pedestrian facilities will provide a positive aid to all pedestrians and ease pedestrian movement across the A660 Woodhouse Lane and Clarendon Road.
- 4.1.3 Local Transport Plan (LTP): The proposals contained in this report are in accordance with Primary Objectives of the Local Transport Plan: To improve safety, security and health in particular to reduce the number and severity of accidents thereby creating a safe environment, making public transport more accessible for the public and improve the highway network and provide facilities for each road user.
- 4.1.4 Ethnic minorities, women and disabled people: This report has no implication for ethnic minorities, women or disabled people.
- 4.1.5 LTP Policy Approval: A Design Instruction was issued by Transport Policies and Programme Section in January 2008
- 4.1.5 Safety Audit: A Stage 1 Safety Audit was undertaken on the 8 October 2008. Comments based on a preliminary scheme drawing were received from Accident Studies and will be addressed as part of the detailed design process

4.2 Community Safety

- 4.2.1 The proposals contained in this report have no implications under Section 17 of the Crime and Disorder Act 1988.

5.0 LEGAL AND RESOURCE IMPLICATIONS

5.1 Scheme Design Estimate

- 5.1.1 Funding: The total estimated staff costs for the required highway works and the cost benefit analysis are £135,000, comprising of £5,000 for the cost benefit analysis and £130,000 staff costs, which can be met from the Integrated Transport scheme within the approved Capital Programme and is eligible for 100% Government funding.
- 5.1.2 Staffing: There are no additional staffing implications arising from these proposals.

5.2 Capital Funding and Cash Flow

Parent Scheme Number : 99609

Title : LTP Integrated Transport Scheme

6.0 CONCLUSIONS

- 6.1 The proposed introduction of an inbound bus/cycle lane, the improvements to the A660 Woodhouse Lane/Clarendon Road junction and the associated Traffic Regulation Order (waiting and loading restrictions and bus lane) will reduce the number and severity of injury accidents at the A660 Woodhouse Lane/Clarendon Road junction and serve to greatly improve the service and reduce the delays of public transport.

7.0 RECOMMENDATIONS

CHIEF HIGHWAYS OFFICER

- 7.1 The Chief Highways Officer is requested, subject to approval of the Director of Resources to:
- i) approve the design and public consultation of the junction improvement scheme at the A660 Woodhouse Lane/Clarendon Road junction and an inbound bus/cycle lane along the A660 Woodhouse Lane between Rampart Road and Clarendon Road, as shown on the attached drawing number TMW-17-1183-02C, at a total cost of £135,000; and
 - ii) request the Assistant Chief Executive (Corporate Governance) to advertise the draft Traffic Regulation Order to introduce a bus/cycle lane on Woodhouse Lane as shown on attached drawing number TMW-17-1183-02C and, if no valid objections are received, to make, seal and implement the Traffic Regulation Order as advertised.

7.2 DIRECTOR OF RESOURCES

The Director of Resources is requested to:

- i) note the contents of the report; and
- ii) give authority to incur expenditure of £135,000 staff costs comprising £5,000 for the cost benefit analysis and £130,000 design costs, to be met from the Integrated Transport scheme 99609 within the approved Capital Programme.

8.0 BACKGROUND PAPERS

- A design instruction issued by the Transport Strategy Group in January 2008.
- Consultation letters to Ward Members, local MP, Emergency Services and Metro.
- NGT Preliminary Proposals.
- Traffic Survey Results.

1. CURRENT APPROVAL FUNDING (£000'S)

CPRH		TOTAL	ACTUAL TO 31.03.08	2008/09	2009/10	2010/11	2011/12	2012 ON
Parent Balance		19,041.0	68.9	1,832.1	8,120.2	9,019.8		

2. CURRENT FORECAST OF EXPENDITURE (£000'S)

Gross Expenditure by CPRH SCHEME NO:		TOTAL	ACTUAL TO 31.03.08	2008/09	2009/10	2010/11	2011/12	2012 ON
Previous Approvals :		3,833.3	68.9	242.6	3,263.2	258.6	0.0	0.0
This Approval :	Staff (06)	135.0		70.0	65.0	0.0	0.0	0.0
	Works (03)	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Other (07)	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Balance		15,072.7	0.0	1,519.5	4,792.0	8,761.2	0.0	0.0
Total =	B	19,041.0	68.9	1,832.1	8,120.2	9,019.8	0.0	0.0
Less Income *		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Net Cost	C	19,041.0	68.9	1,832.1	8,120.2	9,019.8	0.0	0.0
Less 100% Gov Funding		19,041.0	68.9	1,832.1	8,120.2	9,019.8	0.0	0.0
GENERAL RESOURCE REQUIRED D		0.0	0.0	0.0	0.0	0.0	0.0	0.0

* FOR EXAMPLE : Grants/Contributions/Operating Leasing

3. REVENUE IMPLICATIONS OF THIS APPROVAL (£)

Code 27/294		Latest Estimated Revenue Effect			
		2008/09	2009/10	2010/11	2011/12
Employees					
Running Costs					
Capital Financing		2,785	8,103	10,532	10,324
Income					
Net Service Cost	E	2,785	8,103	10,532	10,324

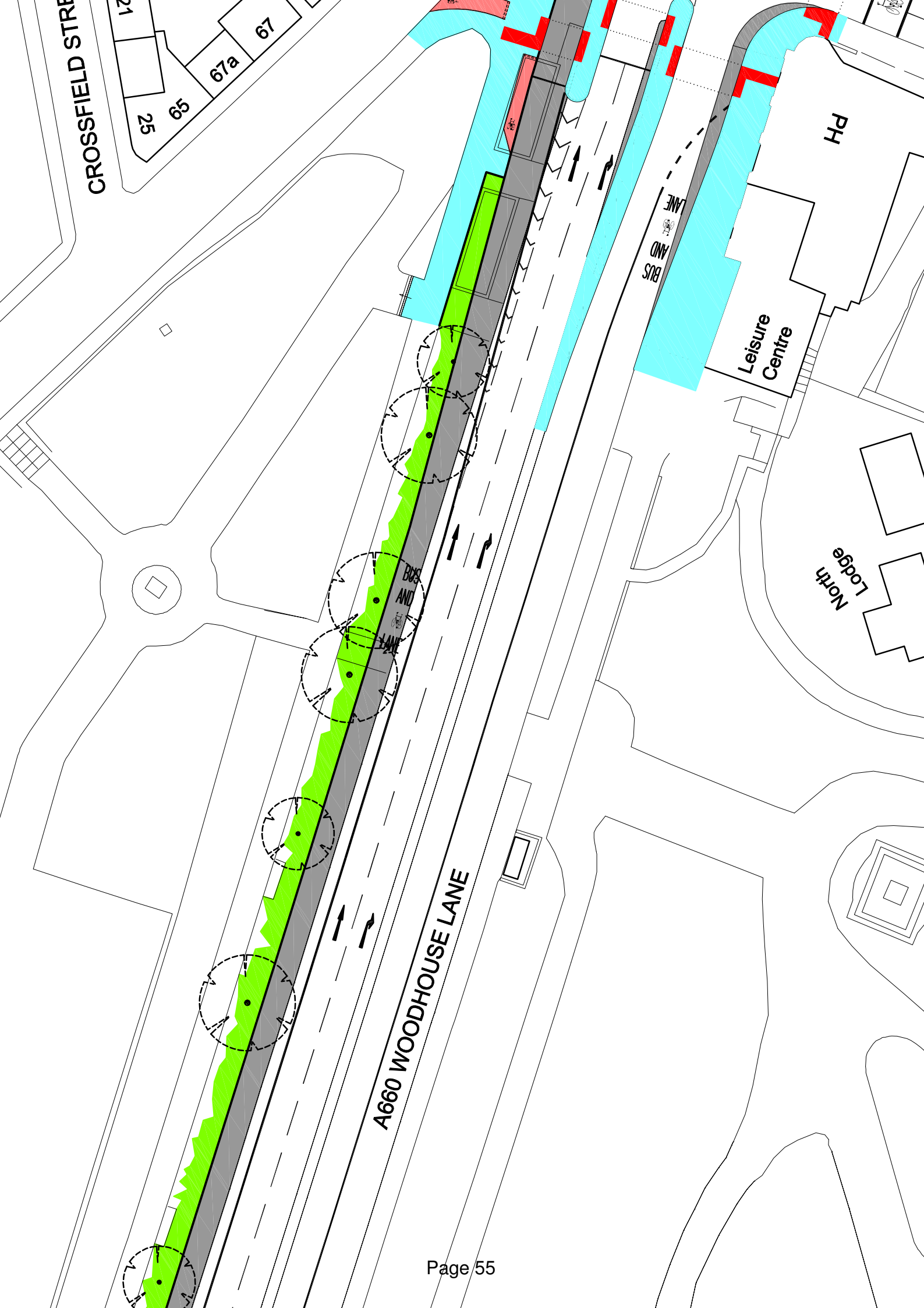
REMARKS

4. REVISED CASH FLOW IN ISMUS FOR CHILD SCHEME NO: 14893

CPRH		TOTAL	ACTUAL TO 31.03.08	2008/09	2009/10	2010/11	2011/12	2012 ON
Staff (06)		135.0	0.0	70.0	65.0	0.0	0.0	0.0
Works (03)		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other (07)		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Expenditure	A	135.0	0.0	70.0	65.0	0.0	0.0	0.0

5. REVISED CASH FLOW IN ISMUS FOR PARENT SCHEME NO: 99609

CPRH		TOTAL	ACTUAL TO 31.03.08	2008/09	2009/10	2010/11	2011/12	2012 ON
Parent Balance		15,072.7	0.0	1,519.5	4,792.0	8,761.2	0.0	0.0



CROSSFIELD STREET

21
25
59
67a
67

PH

Leisure Centre

North Lodge

A660 WOODHOUSE LANE

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Originator: Richard Mills

Tel:247 4557

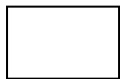
Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 13th January 2009

Subject: Current Work Programme

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 Appendix 1 to this report provides Members with a copy of the Board's current Work Programme.
- 1.2 Appendix 2 is the current Forward Plan of Key Decisions for the period 1st January to 30th April 2009.
- 1.3 Appendix 3 provides Members of the Board with the latest Executive Board minutes.

2.0 Recommendations

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

Background Papers

None used

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Item	Description	Notes	Type of item
Meeting date – 13th January 2009			
Climate Change Strategy	To consider a report on the development of a climate change strategy	This has now been removed from the Council's current forward plan. A position statement is being sought on this matter.	DP
Provision for Cyclists Across the City	To consider a report by the City Development department on the provision for cyclists across the city	The Board considered this whilst developing its work programme for 2008/09 and requested an initial report with a view to undertaking a suitable inquiry on this issue	B
Review of the Loop and major arterial routes onto it	To consider a review of the Loop following completion of modelling work undertaken on by the City Development department	The Board asked that this be included in the work programme and this is the earliest meeting when the department may be in a position to report on this matter	RP
Performance Management Information	To receive performance information relating to City Development for Quarter 2.	This is the usual Quarterly report.	PM

Key:

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

RP – Review of existing policy

DP – Development of new policy

MSR – Monitoring scrutiny recommendations

PM – Performance management

B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in

Item	Description	Notes	Type of item
Meeting date – 10th February 2009	Reports from Departments	Required no later than 21st January 2009	
Meeting date – 17th March 2009	Reports from Departments	Required no later than 25th February 2009	
Meeting date – 21st April 2009	Reports from Department	Required no later than 1st April 2009	
Management and Capacity of the Planning Compliance Service	Progress report on the Management & Capacity of the Planning & Compliance service	This was requested by the Board on the 18 th November 2008 for Spring 2009.	RP/DP
Economic Development Strategy / Agenda for Improved Economic Performance	To consider this strategy prior to its consideration by the Executive Board in January 2009	New Plan Added to the Budget and Policy Framework on 22/5/08(CG&A on 14/5/08). This will not now be available until Spring 2009.	DP
Annual Report	To approve the Board's contribution to the Scrutiny Boards Annual Report 2007/08		

Key:

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

RP – Review of existing policy

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PM – Performance management

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CI – Call in

Comments and Outstanding issues

1. The Board at its meeting on 14th October requested that details on the Carriageworks signage be circulated to all Members of the Board. An email on this matter was sent to all Board Members on 30th October 2008.
2. As requested by the Board a visit to the Grand Theatre, Assembly Rooms and City Varieties have been arranged for 6th January 2009 commencing at the City Varieties at 12 noon.
3. The Board on 16th December 2008 asked to be provided with a further report on what short term improvements could be made to reduce traffic congestion at the A661 King Lane junction with the Ring Road. This is in the course of preparation And will be submitted to the Board as soon as it is available.
4. The Board on 16th December asked that further scrutiny be undertaken of the work to be carried out to the City Varieties during 2009.
5. The Board on 18th November asked that a map be circulated to all Board Members showing council and private facilities for fitness centres, swimming pools and sports halls. This is being pursued.
5. Possible issue raised by the Board in June 2008 for consideration later in the year - Review of the Environmental Policy and EMAS

Key:

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

RP – Review of existing policy

DP – Development of new policy

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B – Briefings (Including potential areas for scrutiny)

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LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 January 2009 to 30 April 2009

Appendix 2

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Hawksworth 20MPH Zone and Vespers/Spen Wood 20MPH Limits Approve expenditure for the provision of traffic management features and a Traffic Regulation Order for the above scheme; Instruct Legal Services to advertise the Traffic Regulation Order to introduce the above speed limits.</p>	<p>Chief Highways Officer</p>	<p>6/1/09</p>	<p>Internal and external consultations including relevant departments within Leeds City Council, Ward Members, Emergency Services, Metro and affected residents.</p>	<p>Design and Cost Report</p>	<p>Director of City Development chris.way@leeds.gov.uk</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 and email address to send representations to)
<p>A660 Woodhouse Lane/Clarendon Road, Woodhouse Proposed Inbound Bus/Cycle Lane and Junction Improvement Measures</p> <p>Approve the design and implementation of the junction improvement scheme at the A660 Woodhouse Lane/Clarendon Road junction and an inbound bus/cycle lane along the A660 Woodhouse Lane between Rampart Road and Clarendon Road, at a total cost of £660,000;</p> <p>Give authority to incur expenditure of £445,000 works, £80,000 statutory undertakers diversions, £5,000 for the cost benefit analysis and £130,000 staff costs; and</p> <p>Request the Director of Legal and Democratic Services to advertise the Traffic Regulation Order to introduce a bus/cycle lane on Woodhouse Lane and if no valid objections are received, to make, seal and implement the Traffic Regulation Order as advertised.</p>	<p>Chief Highways Officer</p>	<p>6/1/09</p>	<p>MPs, Councillors, Public, Other Council sections</p>	<p>Design and Cost Report</p>	<p>Director of City Development n.borras@leeds.gov.uk</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 and email address to send representations to)
Physical Activity Strategy for Leeds 2008 - 2012 That Executive Members support and endorse the Physical Activity Strategy to make Leeds a healthier and more active city	Executive Board (Portfolio: Leisure)	14/1/09	Consultation has taken place and the strategy developed with NHS Leeds, the Council and community and voluntary organisations	The report to be issued to the decision maker with the agenda for the meeting	Chief Recreation Officer mark.allman@leeds.gov.uk
Free Swimming Capital Modernisation Programme To agree that firm applications be made to the Government's Free Swimming Capital Modernisation Programme by the 31 st January 2009 deadline	Executive Board (Portfolio: Leisure)	14/1/09	Board Members	The report to be issued to the decision maker with the agenda for the meeting	Chief Recreation Officer mark.allman@leeds.gov.uk
UDP Review Saved Policies Executive Board Approval of City Council recommendations for the Secretary of State's consideration.	Executive Board (Portfolio: Development and Regeneration)	14/1/09	Development Plan Panel	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Regional Spatial Strategy Review- Leeds City Council comments Executive Board's consideration of City Council's comments in response to the RSS Review consultation.	Executive Board (Portfolio: Development and Regeneration)	14/1/09	Via Development Plan Panel	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Temple Works Holbeck Leeds To consider proposals for increasing the Art Gallery capacity in Leeds and the future of Temple Works.	Executive Board (Portfolio: Development and Regeneration)	13/2/09	Ward Members and key stakeholders	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development jean.dent@leeds.gov.uk
Leeds Flood Alleviation Scheme: Design Guide & Vision To approve the Design Guide and Vision	Executive Board (Portfolio: Development and Regeneration)	13/2/09	There have been consultations with stakeholders and internally. Joint public consultations will be held in November 2008.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Leeds Public Rights of Way Improvement Plan - Final Document To approve the Rights of Way Improvement Plan for Leeds	Executive Board (Portfolio: Leisure)	13/2/09	Members gave their support to undertake the statutory 12 week consultation period which ended on the 31 st October 2008.	The report to be issued to the decision maker with the agenda for the meeting	Director of Development joanne.clough@leeds.gov.uk
A653 Dewsbury Road Bus Priority Measures, Ring Road Beeston Park Bus Land Permission to construct the scheme, subject to satisfactory funding arrangements being in place on return of tenders. The works are required to provide a quality bus corridor identified in the LTP and are an intrinsic part of the Yorkshire Bus Initiative.	Executive Board (Portfolio: Development and Regeneration)	13/2/09	Initial Member consultation has taken place.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
City Centre Park In principle support for the development of a City Centre Park.	Executive Board (Portfolio: Leisure)	13/2/09	Members, Officers, CAGE, Civic Trust	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Parks and Green Space Strategy To seek approval for the publication of the Parks and Green Space Strategy.	Executive Board (Portfolio: Leisure)	13/2/09	Extensive consultation has taken place throughout the development of the strategy with a range of stakeholders and members.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
A65 Quality Bus Initiative - Land Acquisition Authority to incur expenditure of up to £2.5 million to acquire lands necessary to construct the A65 QBI Scheme.	Executive Board (Portfolio : Development and Regeneration)	13/2/09	Ongoing Consultation Public Inquiry held in October 2008.	The report to be issued to the decision maker with the agenda for the meeting.	Chief Highways Officer paul.russell@leeds.gov.uk
A639 Arla Landslip To approve expenditure necessary to make the carriageway safe and keep this important link open to traffic.	Executive Board (Portfolio: Development and Regeneration)	13/2/09	N/A	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Route 51/51A Bus Stop Accessibility Improvements To obtain authority to spend £325,000 to carry out consultation, design and construct improvements to improve accessibility to the bus stops along route 51/51A	Chief Highways Officer	23/2/09	Ward Members, Emergency Services, Metro and adjacent properties	Report to the Chief Highways Officer and Director of Resources	Director of City Development keith.bristow@leeds.gov.uk
Street Design Guide Approval of Supplementary Planning Document	Executive Board (Portfolio: Development and Regeneration)	4/3/09	Already carried out	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
The City Varieties Music Hall Refurbishment Project Approve the incurring of expenditure for the proposed refurbishment	Executive Board (Portfolio: Leisure)	4/3/09	The Executive Member for Development and Regeneration and the Executive Member for Leisure.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
City Centre Swimming To agree a capital contribution to the University of Leeds in return for public swimming access to their proposed new pool.	Executive Board (Portfolio: Leisure)	4/3/09		The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

NOTES

Key decisions are those executive decisions:

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

Executive Board Portfolios

Executive Member

Central and Corporate	Councillor Richard Brett
Development and Regeneration	Councillor Andrew Carter
Environmental Services	Councillor Steve Smith
Neighbourhoods and Housing	Councillor John Leslie Carter
Leisure	Councillor John Procter
Children's Services	Councillor Stewart Golton
Learning	Councillor Richard Harker
Adult Health and Social Care	Councillor Peter Harrand
Leader of the Labour Group	Councillor Keith Wakefield
Leader of the Morley Borough Independent Group	Councillor Robert Finnigan
Advisory Member	Councillor Judith Blake

In cases where Key Decisions to be taken by the Executive Board are not included in the Plan, 5 days notice of the intention to take such decisions will be given by way of the agenda for the Executive Board meeting.

EXECUTIVE BOARD

WEDNESDAY, 3RD DECEMBER, 2008

PRESENT: Councillor A Carter in the Chair

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

Councillor J Blake – Non voting advisory member

137 Exclusion of the Public

The substantive reports referred to under minutes 140 and 141 had been designated as exempt until 3rd December (1.00 pm) and 27th November respectively. This designation had arisen from embargoes on the documents which had substantially been the source of the contents of those reports and all information had been published on lifting of those embargoes.

138 Declaration of Interests

Councillor Wakefield declared a personal interest in the item relating to Machinery of Government and 14-19 Commissioning Arrangements (minute 149) as a schools and college governor.

Councillor Blake declared a personal interest in the item relating to the Vision for Council Leisure Centres (minute 154) as an NHS Leeds Board member.

139 Minutes

RESOLVED –

- (a) That the minutes of the meeting held on 5th November 2008 be approved.
- (b) That with reference to minute 122 relating to the Deputation to Council regarding sports facilities in the Hyde Park area, a further report be brought to the next meeting of the Board.

ADULT HEALTH AND SOCIAL CARE

140 Independence, Wellbeing and Choice Inspection of Adult Social Services

Tim Willis, the lead inspector from the Commission for Social Care Inspection, attended the meeting and presented the Service Inspection Report following the inspection in Leeds which was undertaken in Leeds in July/August 2008.

The Director of Adult Social Services submitted a report on the outcome of the inspection and presented an action plan relating to the 25 recommendations contained in the inspection report.

RESOLVED –

- (a) That the inspection report, the report of the Director and the action plan be noted.
- (b) That updates on progress against the action plan be brought to this Board as part of the Annual Performance Assessment reporting in December 2009.
- (c) That the inspection report and associated action plan be referred to the Scrutiny Board (Adult Social Care) for their oversight of performance against the targets set out in the plan.

141 Annual Performance Assessment (Star Rating) for Adult Social Services 2007/08

The Director of Adult Social Services submitted a report on the annual assessment of Adult Social Care Services published by the Commission for Social Care Inspection on 27th November 2008 and attached to the report of the Director. The response to the assessment was integrated into the action plan referred to in minute 140 above.

RESOLVED –

- (a) That the report of the Director and the Performance Review report from the Commission be noted.
- (b) That the Annual Performance Review report be referred to the Scrutiny Board (Adult Social Care) for their oversight of performance against the targets set in respect of identified areas for improvement.

CHILDREN'S SERVICES

142 Future Secondary Provision Proposal for South Leeds High School

Further to minute 43 of the meeting held on 16th July 2008 the Chief Executive of Education Leeds submitted a report on proposals to close South Leeds High School and to replace it with an Academy to serve the needs of children and young people from the Beeston and Holbeck, City and Hunslet and Middleton Park wards.

The Chair referred to correspondence which had been addressed to members of the Board in relation to this, and to the proposal referred to in minute 143 below, and other members confirmed their receipt of the same.

RESOLVED –

- (a) That the outcome of the consultation, to close South Leeds High School on 31st August 2009, conditional upon Department for Children, Schools and Families approval to open an academy on that site opening on 1st September 2009, be noted.
- (b) That approval for the publication of a statutory notice to that effect be given.

143 Future Secondary Provision Proposal for Intake High School

Further to minute 220 of the meeting held on 16th April 2008 the Chief Executive of Education Leeds submitted a report on proposals to close Intake High School Arts College and to replace it with an Academy to serve the children and young people from the Bramley and Stanningley ward.

RESOLVED –

- (a) That the outcome of the consultation, to close Intake High School on 31st August 2009, conditional upon Department for Children, Schools and Families approval to open an academy on that site opening on 1st September 2009 be noted.
- (b) That approval be given for the publication of a statutory notice to that effect.

ADULT HEALTH AND SOCIAL CARE

144 Re provision of Windlesford Green Hostel for People with Learning Disabilities

Referring to minute 57 of the meeting held on 22nd August 2007 the Director of Adult Social Services submitted a report on the proposed change of scope for the scheme established to create a new supported living development for people with learning disabilities at Windlesford Green.

The rescoping provided for a smaller development meeting the needs of current residents, requiring a less than best disposal of land and resulting in land being made available for alternative use.

RESOLVED – That the changes to the scheme as previously reported be noted, that the revised scheme as detailed in the report be approved and that the terms of the proposed lease as detailed in the report also be approved.

NEIGHBOURHOODS AND HOUSING

145 Deputation to Council - Pets in Council Houses

The Director of Environment and Neighbourhoods submitted a report in response to the deputation to Council from Cats Protection on 10th September 2008.

RESOLVED – That the report be noted.

146 Home Energy Conservation Act (HECA) (1995) - 12th Progress Report

The Director of Environment and Neighbourhoods submitted a report on the progress made in improving the overall energy efficiency of the Leeds housing stock.

RESOLVED – That the content of the 12th HECA progress report and its release to the Government Office for Yorkshire and the Humber be noted.

147 West Yorkshire Energy Efficiency Scheme - Expenditure Discharge and Legal Delegation

The Director of Environment and Neighbourhoods submitted a report on proposals that Calderdale Council be appointed as banker for the West Yorkshire Regional Energy Efficiency Scheme with responsibility for administering the scheme budget for the period April 2008 to March 2011.

RESOLVED –

- (a) That the West Yorkshire Energy Efficiency Scheme be approved.
- (b) That the Scheme annual and approximate sub set expenditure be approved for discharge.
- (c) That Calderdale Council continue in the role of banker for the West Yorkshire Energy Efficiency Scheme for the period April 2008 to March 2011 and that the Legal Delegation Form as contained in Appendix 1 to the report be approved.

CHILDREN'S SERVICES

148 Options for changes to primary provision in the Richmond Hill Planning Area

The Chief Executive of Education Leeds submitted a report on the options available with regard to primary education provision in the Richmond Hill Planning Area.

The options presented in the report were:

1. The expansion of Richmond Hill Primary School linked to a proposal to close Mount St Mary's Primary School.
2. Closure of both Richmond Hill and Mount St Mary's Primary Schools and the establishment of a new school.
3. Closure of Richmond Hill and Mount St Mary's Primary Schools and the establishment of a joint community and Catholic Provision.

RESOLVED –

- (a) That formal consultation be undertaken on the linked proposals to:
 - Expand Richmond Hill Primary School by one form of entry with new community specialist provision for children with Special Education Needs
 - Close Mount St Mary's Primary School.
- (b) That a further report be brought to the Board with regard to the land ownership position at Mount St Mary's.

149 Machinery of Government and 14-19 (25 for Learners with Learning Difficulties and/or Disabilities) Commissioning Arrangements

The Chief Executive of Education Leeds submitted a report on the proposed local approach to the implementation of the Machinery of Government changes to deliver the transfer of responsibilities from the Learning and Skills Council to the City Council. The report also referred to the strategic approach to the commissioning for 16-19 (25 for learners with learning difficulties and/or disabilities) learners in Leeds from September 2009 through which the Council will trial the operational response to its new responsibilities.

RESOLVED –

- (a) That approval be given to the local approach to implementing the arrangements for the Council's response to the Machinery of Government changes that will transfer responsibilities from the LSC to Leeds City Council as detailed in sections 3.1.2 and 3.1.3 of the report.
- (b) That the basis for the strategic commissioning arrangements for post 16 learners in Leeds from September 2009 as detailed in sections 3.2.2 to 3.2.4 of the report be noted, and that the Director of Children's Services develop detailed arrangements for the commissioning of provision and for monitoring and evaluating the impact of these activities.
- (c) That a further report be brought to the Board as early as possible in 2009 on the proposed strategic commissioning arrangements for post 16 learners.

(Councillor Finnigan declared a personal interest in this item as a governor of Joseph Priestley College).

150 Building Schools for the Future Phase 2 Priesthorpe Specialist Sports College

The Chief Executive of Education Leeds submitted a report on proposals to proceed with the refurbishment of Priesthorpe Specialist Sports College as part of Wave 1, Phase 2 of the Building schools for the Future programme.

RESOLVED –

- (a) That approval be given to the completion and entry into all necessary legal documentation for the Design and Build contract for Priesthorpe Specialist Sports College.
- (b) That expenditure of £16,579,338 from the capital programme be authorised.

151 Leeds Building Schools for the Future: Follow On Project and Expression of Interest

The Chief Executive of Education Leeds submitted a report on the 'Follow On' project for the Building Schools for the Future programme and on the submission of the expression of interest as the basis for transforming the remaining schools in BSF.

RESOLVED –

- (a) That the priorities identified within the Expression of Interest be approved as the follow on project in Leeds through additional investment in Building Schools for the Future.
- (b) That further work be undertaken to detail the specific programmes in all the remaining geographical areas of Leeds.

152 2008 Audit Commission School Survey

The Chief Executive of Education Leeds submitted a report summarising the results from the Audit Commission's School Survey for 2008.

RESOLVED –

- (a) That the findings of the 2008 Audit Commission School Survey as set out in Appendix A to the report be noted.
- (b) That it also be noted that the results of the survey will be used to inform children's services and partners' service improvement plans.

LEISURE

153 Long Term Burial Requirements for the City

The Director of City Development submitted a report on the current position with regard to the supply of burial space in Leeds and options for meeting the expected demand for burial space for the next 50 years and beyond.

RESOLVED –

- (a) That the recommended policy to establish a preference for smaller locally based cemetery sites combined with the extension, where possible, for existing sites be adopted.
- (b) That officers explore further the potential to extend Farnley and Lofthouse cemeteries including consultation with planning officers about the inclusion of proposals in the Local Development Framework.
- (c) That officers look in more detail at the potential to develop small locally based cemeteries at Elmete, Priesthorpe Lane, Alwoodley Gates, Tile Lane East Moor and Haigh Farm Rothwell and report back to this Board on the outcome of this work.
- (d) That approval be given to the development of a 5 acre Cemetery at Whinmoor on the site identified on Plan B attached to the report, and that the implementation of this development be delivered as part of a larger masterplan for the site involving the decant of the Council's nursery from Redhall.
- (e) That proposals to deliver a 14 acre cemetery extension at Lawnswood be not progressed.

- (f) That officers liaise with Leeds University to acquire the site of the American Football Field either through private treaty or Compulsory Purchase to deliver a 3.8 acre extension to Lawnswood Cemetery, that officers explore further the potential to deliver a 5 acre cemetery on the site of the former Elmete Caravan Park and that officers seek to acquire the 2.5 acre site at Horsforth Cemetery either through private treaty or Compulsory Purchase Order.
- (g) That the Capital Programme be amended to reflect schemes at Lawnswood £1,750,000 , Elmete Cemetery £743,000, Horsforth Cemetery Extension £350,000, Kippax Cemetery Extension £51,000 and Harehills Cemetery £125,000, releasing £281,000 back to the general Capital Programme.
- (h) That officers liaise further with representatives of the Muslim community on the accommodation of Muslim burial needs in the Council's network of smaller cemeteries.
- (i) That officers carry out consultations with the relevant Ward Members and Area Committees regarding these proposals.

154 Vision for Council Leisure Centres

Further to minute 74 of the meeting held on 2nd September 2008 the Director of City Development submitted a report on the outcome of the public consultation exercise undertaken in relation to the Council's draft Vision for Leisure Centres.

RESOLVED –

- (a) That the outcome of the public consultation exercise on the Vision for Council Leisure Centres be noted.
- (b) That officers explore in more detail the proposal to transfer Richmond Hill Sports Hall to community management as part of a community asset transfer.
- (c) That Sport England be requested to re-run their Facilities Planning Model for swimming pools provision in Leeds and in particular examine the implications of the Council's draft proposals.
- (d) That officers consider the potential for community management for each of the centres most affected by these proposals and report back to a future meeting of this Board.
- (e) That officers further develop capital investment proposals for Aireborough, Bramley, Kirkstall, Pudsey, Otley, Rothwell, Scott Hall and Wetherby Leisure Centres.

CENTRAL AND CORPORATE

155 Implications of Introducing a Living City Wage for Leeds

The Chief Executive submitted a report on the implications of introducing a Living City Wage in Leeds following a resolution made by Council at its meeting on 9th April 2008.

RESOLVED – That the report be noted.

156 Business Transformation in Leeds City Council

(a) Organisational Programme

The Assistant Chief Executive (Planning, Policy and Improvement) and the Director of Resources submitted a joint report outlining the Council's developing business transformation agenda and setting out the reasons behind the development, the high level scope of the programme of work required, initial benefits accruing from the work and governance arrangements to secure delivery.

RESOLVED – That the establishment of an organisational wide Business Transformation Programme be endorsed in the terms outlined on the submitted report.

(b) Design and Cost Report for Key Enabling Projects

The Director of Resources and Assistant Chief Executive (Planning, Policy and Improvement) submitted a joint report on proposals for the delivery of the first phase of the Business Transformation Programme.

RESOLVED –

(a) That approval be given to the release of £7,183,000 (over a five year period), to be funded from the Business Transformation allocation in the Strategic Development Fund for the first phase of the Business Transformation programme.

(b) That authority be given to incur expenditure on procuring and implementing the key enabling projects which provide the foundations for delivering the Council's Business Transformation aspirations.

157 Calling In of Decision Taken on 8th October 2008

The Chief Democratic Services Officer submitted a report on the outcome of the Call In of a decision of the Executive Board on 8th October 2008 regarding the Capital Programme Update 2008 –2012

RESOLVED – That the report be noted.

DEVELOPMENT AND REGENERATION

158 Deputation to Council - Spenhill Residents' Association regarding the Protection of Butcher Hill Playing Fields and Surrounding Land

The Director of City Development submitted a report in response to the deputation to Council from the Spenhill Residents' Association on 10th September 2008.

RESOLVED – That the report be noted.

159 Leeds Local Development Framework Annual Monitoring Report

The Director of City Development submitted a report on the City Council's recommendations on the Leeds Local Development Framework for the Secretary of State's consideration.

An amended page of the submission was circulated at the meeting.

RESOLVED – That the Annual Monitoring Report be approved for submission to the Secretary of State pursuant to Regulation 48 of the Town and Country Planning (Local Development) (England) Regulations 2004.

DATE OF PUBLICATION: 5th December 2008
LAST DATE FOR CALL IN: 12th December 2008

(Scrutiny Support will notify Directors of any items Called In by 12.00 noon on Monday 15th December 2008).

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