



SCRUTINY BOARD (CENTRAL AND CORPORATE)

Meeting to be held in Civic Hall, Leeds on
Monday, 7th June, 2010 at 10.00 am

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

MEMBERSHIP

Councillors

- P Grahame (Chair) - Cross Gates and Whinmoor;
S Bentley - Weetwood;
D Blackburn - Farnley and Wortley;
B Chastney - Weetwood;
K Groves - Middleton Park;
M Hamilton - Headingley;
J Hardy - Farnley and Wortley;
J Lewis - Kippax and Methley;
A Lowe - Armley;
N Taggart - Bramley and Stanningley;
Whips Nominee - Conservative Group
Whips Nominee - Conservative Group

A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>CO-OPTED MEMBERS</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	1 - 4
7			<p>INPUT TO THE WORK PROGRAMME 2010/11 - SOURCES OF WORK AND ESTABLISHING THE BOARD'S PRIORITIES</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	5 - 22
8			<p>DETERMINING THE WORK PROGRAMME 2010/11</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development</p>	23 - 30
9			<p>EXECUTIVE BOARD RESPONSE TO FINAL SCRUTINY BOARD REPORTS</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	31 - 34

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>DATE AND TIME OF MEETINGS FOR THE 2010/11 MUNICIPAL YEAR</p> <p>Monday, 5 July 2010 Monday, 6 September 2010 Monday, 4 October 2010 Monday, 1 November 2010 Monday, 6 December 2010 Monday, 10 January 2011 Monday, 7 February 2011 Monday, 7 March 2011 Monday, 4 April 2011</p>	



Originator: Steven Courtney

Tel: 247 4707

Report of the Head of Scrutiny and Member Development

Scrutiny Board: SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS)

Date: 7th June 2010

Subject: Co-opted Members

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of the report

- 1.1 The purpose of this report is to seek the Scrutiny Board's formal consideration for the appointment of co-opted members to the Board.

2.0 Background

- 2.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. For those Scrutiny Boards where co-opted members have previously been appointed, such arrangements have tended to be reviewed on an annual basis, usually at the beginning of a new municipal year. However, the appointment of co-opted members has not been considered consistently across all Scrutiny Boards.

Leeds City Council Scrutiny Review (May 2009)

- 2.2 As part of their 2008/09 Audit and Inspection Plan, KPMG (the Council's external auditors) carried out a review of the Council's Overview and Scrutiny function. An aspect of their report related to the appointment of co-opted members to Scrutiny Boards.
- 2.3 The relevant extract and associated recommendation from the KPMG report is detailed below:

Having attended Scrutiny meetings at LCC that had both co-opted Members on the Board and no co-opted Members there appeared to be a greater level of participation by all when the Boards contained co-opted Members. In addition the contribution made by the co-opted Members was very valuable as these Members were able to draw upon their experiences and provide a different perspective.

Currently the constitution of LCC does allow all Scrutiny Boards to have co-opted members it is just something that is not widely exercised. This is almost the opposite at Bristol City Council where there are a large number of Scrutiny Boards with co-opted Members. The Scrutiny Support Unit has however been proactive in this area and have recently taken a paper to the Scrutiny Advisory Group highlighting the benefits of having co-opted Members on Scrutiny Boards.

Recommendation Six

Each of the Scrutiny Boards should assess more formally whether co-opted Members should be invited to participate in their Board so to allow them to draw from the benefits of their involvement.

- 2.4 In response to this recommendation, it was agreed that each Scrutiny Board would be formally asked to consider the potential involvement of co-opted members throughout the year.

3.0 Arrangements for appointing co-opted members

General arrangements

- 3.1 It is widely recognised that in some circumstances, in particular where there is some specialist knowledge or skill, co-opted members can significantly aid the work Scrutiny Boards. This is currently reflected in Article 6 (Scrutiny Boards) of the Council's Constitution, which outlines the options available to Scrutiny Boards in relation to appointing co-opted members. In general terms, Scrutiny Boards can appoint:
- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council ; and/or,
 - Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

Specific arrangements

- 3.2 In the majority of cases the appointment of co-opted members is optional and is determined by the relevant Scrutiny Board, however, there are some particular legislative exceptions. Such cases are also set out in Article 6 (Scrutiny Boards) of the Council's Constitution and summarised below:

Education Representatives

- 3.3 In addition to elected Members appointed by Council, the Local Government Act 2000 states that the relevant Scrutiny Board dealing with education matters shall include in its membership the following voting representatives in accordance with statutory requirements:
- One Church of England diocese representative¹
 - One Roman Catholic diocese representative¹
 - Three parent governor representatives²

Where the Scrutiny Board deals with other non-educational matters the co-opted members may participate in any discussion but shall not be entitled to vote on those matters.

¹ Article 6 states this appointment shall be for a term of office that does not go beyond the next Annual Meeting of Council

² Article 6 states these appointments shall be for a four-year term of office

Crime and Disorder Committee

- 3.4 In accordance with the requirements of the Police and Justice Act 2006, the Council has designated the Scrutiny Board (Environment and Neighbourhoods) to act as the Council's crime and disorder committee.
- 3.5 In its capacity as a crime and disorder committee, the Scrutiny Board (Environment and Neighbourhoods) may co-opt additional members to serve on the Board, providing they are not an Executive Member
- 3.6 The Scrutiny Board (Environment and Neighbourhoods) may limit the co-opted member's participation to those matters where the Scrutiny Board is acting as the Council's crime and disorder committee.
- 3.7 Unless the Scrutiny Board (Environment and Neighbourhoods) decides otherwise, any co-opted member shall not be entitled to vote and the Board may withdraw the co-opted membership at any time.

4.0 Issue to consider when seeking to appoint co-opted members

- 4.1 Currently, there is no overarching national guidance or criteria that should be considered when seeking to appoint co-opted members. As a result, there is a plethora of methods employed within Councils for the appointment of co-optees to Overview and Scrutiny Committees (Scrutiny Boards). For example, some Councils use "job descriptions", some carry out formal interviews and some advertise for co-optees in the local press, with individuals completing a simple application form which is then considered by Members.
- 4.2 In considering or seeking the appointment of co-opted members, Scrutiny Boards may find it useful to consider that co-opted members should:
- Add value to the work of the Scrutiny Board and/or specific inquiry, by having some specialist skill or knowledge
 - Be considered as representatives of wider groups of people. For example, service user representatives, voluntary or community groups etc.
 - Not be seen as a replacement to professional advice from officers;
 - Be mindful about the extent of any potential conflicts of interest;
- 4.3 Despite the lack of any national guidance, what is clear is that any process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of Scrutiny Boards.
- 4.4 In addition, when considering the issue of co-opted members, Scrutiny Boards should also be mindful of the role of expert witnesses and seeking information / evidence from a variety of different sources to help fulfill the objectives of the work programme and/or a specific inquiry.

5.0 Recommendation

- 5.1 In line with the options available outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

6.0 Background Papers

- The Council's Constitution
- Police and Justice Act 2006
- KPMG Scrutiny Review May 2009

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Originator: Peter Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board: Central and Corporate Functions

Date: 7th June 2010

**Subject: Input to the Work Programme 2010/11 - Sources of Work and
Establishing the Board's Priorities**

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of Report

1.1 This report provides information and guidance to assist the Board develop its work programme for 2010/11.

2.0 Background Information

2.1 Relevant information from the following key sources have been extracted appropriate to this Board's responsibilities and attached to this paper to assist Members in this process (Appendix 1):

- Council Business Plan 2008 – 2011 – Executive Summary
- List of work undertaken in the past six years.
- The relevant extract from the latest forward plan

2.2 Other sources of work will continue to be 'requests for scrutiny' and corporate referrals.

2.3 At the July meeting the Executive Board Member will be in attendance to discuss his portfolio. The Board will also receive quarterly performance information. This information may identify areas for Scrutiny.

3.0 Work programming

3.1 Appropriate officers have been invited to attend this meeting to contribute to discussions about the Board's work programme.

3.2 Following these discussions, the Board is asked to agree an outline work programme that prioritises the issues to be investigated.

4.0 Guidance

4.1 Over the last few years of Scrutiny Board work, experience has shown that the process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time and focus its resources on one key issue at a time. This view was echoed within the findings of the KPMG external audit report on the Scrutiny function in Leeds

4.2 The Board is advised to consider the benefits of single item agendas (excluding miscellaneous information and minutes) in order to focus on all the relevant evidence and complete an inquiry in a shorter period of time. There are various mechanisms available to assist the Board in concluding inquiries quickly, such as working groups and site visits.

4.3 The agreed Memorandum of Understanding between Executive Board and Overview and Scrutiny which sits within the Council's Constitution states;

"The responsibility of those setting scrutiny work programmes is, therefore, to ensure that items of work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.

It is recognised that Scrutiny Boards have a 'watching brief' role. In addition information is required for members' own development process, particularly as membership of the Boards is changed annually.

However, it is also recognised that agendas are often filled up with reports for this purpose, which takes up time for both officers and Members. Where Scrutiny Boards wish to ask questions at a general or more strategic level and/or be updated on issues already considered in detail, the facility of Members' Questions – where a verbal exchange replaces written reports - should be used.

It is expected that where ever possible prior notification is given of the likely questions to be asked".

4.4 For the past couple of years the Children's Services Board in particular has developed the approach of devoting one meeting per quarter to 'horizon scan' issues and consider performance management. This includes discussing with Executive Members and officers relevant issues. This is acknowledged within the KPMG report as good practice.

5.0 Recommendations

5.1 Members are requested to use the attached information and the discussion with those present at the meeting to develop its work programme.

Background Papers

Council Business Plan 2008 - 2011

Council Business Plan 2008 to 2011

Executive Summary

About the Council Business Plan

The **Council Business Plan 2008 to 2011** is an important high level plan which outlines the ways we want to change and improve our organisation over the next three years. It sets out the internally facing business development, organisational change and process transformation activities that we will be undertaking and it ensures that we have the resources in place to deliver these.

It is the sister document to the **Leeds Strategic Plan 2008 to 11** which sets out our externally facing priorities for improving the lives of the people of Leeds. These priorities are not just for the council but are shared with our partners across the city. By changing the way we work through the Council Business Plan we will be in good shape to successfully deliver the Leeds Strategic Plan. In other words the Business Plan is the **smarter working** that helps us achieve the **better results** of the Leeds Strategic Plan.

Our ambitions within the business plan are structured around three strategic outcomes which are translated into actions through a more detailed set of improvement priorities. These are supported by performance indicators and targets to measure the progress we will make over the next three years. There are also three big ideas which bring together the key themes of the plan and provide a focus for our efforts. These outcomes and improvement priorities are shown on the following pages.

Delivering the Plan

The Council Business Plan is translated into action through annual service plans, team plans and individuals actions and activities across the whole organisation. Everyone has a part to play in fulfilling these ambitions and they can only be achieved by working together. Many of the improvements in the plan do not work on their own and are linked together. For example, to improve leadership we need to make sure our leaders have good skills, are fully trained, are given feedback, and have clear policies to support them. The Business Plan will help us to co-ordinate these changes effectively.

Senior officers from across the council have responsibility for co-ordinating and delivering the improvement priorities and we have arrangements in place to monitor our progress on a regular basis and at the highest level.

Further information

For further information about the Council Business Plan 2008 to 2011 please contact:

councilplan@leeds.gov.uk
0113 224 3462

Or visit the intranet pages of the Policy Performance and Improvement team.

Business Outcome 1

We are a values led organisation and our people are motivated and empowered

BIG IDEA

We will take significant steps to reduce our carbon emissions

By 2011 we want to:

Organisational Design and Workforce Planning

- Ensure we have the right staff, in the right place with the right skills at the right time
- Empower, support and develop our staff and members by embedding core skills and behaviours with performance based appraisals
- Improve understanding and transparency of our decision-making and accountability processes

Leadership

- Improve leadership at all levels including officers and elected members
- Enhance our leadership of the city
- Strengthen communication (skills and mechanisms) at all levels

Democratic engagement

- Strengthen our democratic processes to improve governance and policy making
- Maximise member involvement in policy development, decision making and accountability

Equality Diversity and Cohesion and Integration

- Ensure colleagues reflect the diversity of our communities at all levels
- Ensure fair access to all our services
- Embed equality and diversity throughout the organisation

Sustainability

- Reduce the carbon emissions arising from our buildings, vehicles and operations **BIG IDEA**
- Increase the proportion of socially responsible goods and services that we procure
- Support the achievement of our strategic outcomes through our corporate social responsibility programme

Business Outcome 2
We are an intelligent organisation, using good quality information to deliver better outcomes

BIG IDEA
We will have a one council understanding of our customers

By 2011 we want to:

Information and knowledge management

- Improve our systems and processes to enable us to use our information effectively and efficiently
- Use our information to shape service provision, provide constructive challenge and improve our decision making at all levels
- Ensure we have the right intelligence to inform our strategic planning
- Develop arrangements to protect and share information in line with legislative and regulatory requirements

Customer involvement, choice and satisfaction

- Improve our understanding of our customers
- Increase choice so customers can access services in more convenient ways
- Improve our services based on customer feedback
- Manage customer expectation and deliver on our promises
- Develop joined up and person centred services designed around the needs of our customers
- Enhance the links between front and back office services to deliver excellent end-to-end services

Stakeholder Engagement

- Increase involvement, engagement and participation of all communities especially under-represented groups
- Build trust with local communities to encourage greater engagement

Business Outcome 3
Our resources are clearly prioritised to provide excellent services and value for money

BIG IDEA
We will explore opportunities for collaboration to support our business transformation aspirations

By 2011 we want to:

Resource Prioritisation

- Deliver our 5 year financial strategy to align resources to our strategic priorities
- Embed sustainability in our resource management processes
- Consider all additional sources of funding available to support our priorities

Efficiency/Value for Money

- Improve the efficiency of our services including maximising savings delivered through procurement, ICT and asset management.
- Embed value for money at all levels

Commissioning

- Implement a commissioning approach which is based on need, delivers value for money and ensures the best provider.

Service Improvement and Transformation

- Ensure strategic business transformation/improvement activity is prioritised and co-ordinated
- Enhance service improvement capacity to support business change at directorate/service level
- Embed a consistent approach to service planning which clearly links workforce planning, risk, financial and performance management.
- Explore opportunities for collaboration with private and public sector bodies BIG IDEA

Partnerships

- Develop sustainable and effective partnership governance framework

Support services

- Improve quality and efficiency of support services

SCRUTINY INQUIRY/REVEIWS FALLING WITHIN THE CENTRAL AND CORPORATE PORTFOLIO

YEAR	SCRUTINY BOARD	TITLE OF REPORT
04/05	Central & Corporate Functions	Council's current policy of restricting number of Hackney Carriage vehicles in area
05/06	Transforming Services	Inquiry to consider procedures & consultation arrangements which Bus companies are required to follow when they wish to change bus timetables and/or bus routes
05/06	Transforming Services	Review of out of hours service provision by Depts, Ed. Leeds & ALMO's in support of the Council's Emergency Response Arrangements
05/06	Overview & Scrutiny	Safety, Wellbeing & Attendance
05/06	Transforming Services	Inquiry into whether the Council and its wholly owned Companies provide consistent interpretation & translation facilities
05/06	Overview & Scrutiny	Budget - Energy & Water management
05/06	Transforming Services	Inquiry into how Council learns lessons & develops best practice if contracts go wrong
05/06	Workforce Planning	Inquiry into workforce planning
06/07	Overview & Scrutiny	Narrowing the gap
06/07	Overview & Scrutiny	Information Management in Leeds
07/08	Overview & Scrutiny Committee	Consultation on strategic outcomes & improvement priorities for the Leeds Strategic Plan
07/08	Resources	Review the commissioning of the passenger transport and taxi and private hire contracts
08/09	Central & Corporate Functions	Procurement of services
08/09	Central & Corporate Functions	Attendance Management
08/09	Central & Corporate Functions	Member Development
08/09	Central & Corporate Functions	Cover Pricing
08/09	Central & Corporate functions	Embedding equality, diversity & cohesion & integration
09/10	Central & Corporate functions	Consultant Engagement

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The Board's full work programme 2009/10

Requests for scrutiny

- **Woodhouse Moor – Park Byelaws**

Review of existing policy

- **Gambling Act 2005 – Statement of Licensing Policy - Consultation**
- **Inquiry into the Use of Consultants**
- **Interpretation and Translation Services**
- **Communications, Report writing and Plan English**
- **Review of Treasury management post Icelandic reports**
- **Gambling Act 2005 Statement of Licensing Policy**
- **14 – 18 Working Group – employment opportunities**
- **Budget Strategy**
- **Progress against Improvement Priorities relating to community engagement and involvement**

Development of new policy

- **Procurement and Scrutiny**

Monitoring scrutiny recommendations

- **Attendance management**
- **Member Development**
- **Procurement**

Performance management

- **Financial Performance Outturn 2008/09**
- **Council Business Plan Performance report – Quarter 4 2008/09**
- **Quarter 1 Performance Report**
- **Financial Health Monitoring – First Quarter Report**
- **Questions to the Executive – Financial Health Monitoring and Performance Information.**

Briefings

- **Input into Work Programme 2009/10 – sources of work and establishing the Boards priorities – meeting with Cllr Brett**
- **Changes to the Council's Constitution**
- **Executive Board Response to Final Scrutiny Board Reports**
- **KPMG – Scrutiny Review**

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FORWARD PLAN OF KEY DECISIONS

1 June 2010 – 30 September 2010

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)
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LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 June 2010 to 30 September 2010

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)
Framework contract for the supply of Passenger Transport Awarding of framework contract for the supply of Passenger Transport from 1 st August 2010 to 31 st July 2012. Plus option to extend for two years.	Director of Resources	1/6/10	All interested Taxi and Private hire operators have been invited to two days of briefing sessions which have been scheduled for 18 and 19 th March	Tender documents	Director of Resources julie.hatton@leeds.gov.uk

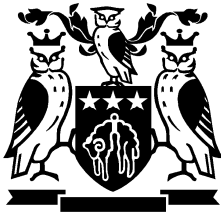
Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
					Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
S106 Thorpe Lane / Bradford Road Junction Permission to finance construction of the Thorpe Lane scheme, an intrinsic part of the S106 agreement with the Sharpe Lane, Middleton Development. Additional fees for an enlarged Geotechnical Study and consequent redesign of the scheme.	Director of Resources	1/6/10	Initial member consultation, Stage 1 Safety Audit and internal consultation has taken place	None	Director of City Development dave.wilson@leeds.gov.uk

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)
West Leeds City Learning Centre Approval to construct an extension to accommodate a new recording studio and group room, and to carry out refurbishment works at West Leeds City Learning Centre, plus approval to incur expenditure from the approved capital programme	Director of Resources	1/6/10	West Leeds CLC	Design and Cost Report	Director of Resources tony.palmer@educationleeds.co.uk
Collection of Local Taxation Approval of Council Tax and Business Rate write offs for the period 1 st October 2009 to 31 st March 2010	Chief Revenues and Benefits Officer	1/6/10	Director of Resources	Report on values by type	Chief Revenues and Benefits Officer steve.carey@leeds.louv.uk
Collection of debts other than Local Taxation Approval to write off debts other than Local Taxation for the period 1 st April 2009 to 31 st March 2010	Chief Revenues and Benefits Officer	1/6/10	Director of Resources	Report on values by type	Chief Revenues and Benefits Officer peter.hutchinson@leeds.gov.uk

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)
Design Cost Report - Youth Capital Fund To give authority to incur expenditure of £428,940 (fully funded by DCSF)	Director of Resources	1/6/10	L£cash panel of young people	Youth matters	Director of Resources sally.threiffall@leeds.gov.uk
Chapelton JSC piazza and landscaping <ul style="list-style-type: none"> • Support scheme design and costs • Give authority to spend £260,000 (Please note that this provisional cost estimate to be confirmed later) from Town and District Centre Regeneration Scheme: Chapelton Piazza 12154.JSC/LAN 	Director of Resources	15/6/10	Consultation has already been undertaken with Local Councillors, Joint Leader of the Council, JSC Project Board and Town and District Centre Programme Board.	Design and Cost Report	Director of Resources franklin.riley@leeds.gov.uk

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)
Changing the Workplace Programme Approval of detailed business case including preferred workplace solution plus authorisation for funding to deliver phase 1 City Centre	Executive Board (Portfolio: Central and Corporate)	16/6/10	CLT, Cabinet	The report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Planning, Policy and Improvement) jane.watson@leeds.gov.uk
Financial Health Report-outturn In noting the financial position at the year end for the Authority, a decision will be required as to the treatment of any variation identified.	Executive Board (Portfolio: Central and Corporate)	16/6/10		The report to be issued to the decision maker with the agenda for the meeting	Director of Resources doug.meeson@leeds.gov.uk
1st Quarter Financial Health Report In noting the financial position after three months for the Authority a decision will be required as to the treatment of any variation identified.	Executive Board (Portfolio: Central and Corporate)	25/8/10		The report to be issued to the decision maker with the agenda for the meeting	Director of Resources doug.meeson@leeds.gov.uk

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>The Provision of a Corporate Electronic Document & Records Management System (EDRMS) and Implementation Support Services- Scheme Ref: LCCITS090012</p> <p>To award the contract to the successful tenderer.</p> <p>The tender for the above is currently underway with the anticipation that the contract be awarded in August 2010.</p>	<p>Assistant Chief Executive (Planning, Policy and Improvement)</p>	<p>2/8/10</p>	<p>ICT Strategic Sourcing / Central Procurement Unit / EDRMS Project Board</p>	<p>Tender pack and tender submissions</p>	<p>Assistant Chief Executive (Planning, Policy and Improvement) claire.grundy@leeds.gov.uk</p>



Originator: Peter Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board: Central and Corporate Functions

Date: 7th June 2009

Subject: Determining the Work Programme 20010/11

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of Report

1.1 The purpose of this report is to determine the Board's work programme for 2010/11.

2.0 Introduction

2.1 The previous Agenda item provided inputs to the development of the Board's work programme. Having considered the written information and having discussed relevant issues with those present at the meeting, the Board is now asked to consider formulating a draft work programme.

2.2 In formulating work programme the Scrutiny Board shall determine;

- how the proposed inquiry meets criteria approved from time to time by the Scrutiny Advisor Group (Attached as Appendix 1)
- whether the programme can be adequately resourced and timetabled.(Appendix 2)

3.0 Recommendations

3.1 Members are requested to consider the Board's work programme.

Background Papers

Council's Constitution - Scrutiny Board Procedure Rules

SCRUTINY BOARD PROCEDURE RULES GUIDANCE NOTE 7

INQUIRY SELECTION CRITERIA

1.0 INTRODUCTION

- 1.1 The Scrutiny Board Procedure Rules require Scrutiny Boards, before deciding to undertake an Inquiry, to:

Consider how a proposed Inquiry meets criteria approved from time to time; and

Consult with any relevant Director and Executive Member

- 1.2 This is to ensure that Scrutiny Boards, when agreeing to undertake an Inquiry, have considered carefully the reasons for that Inquiry, its objectives, whether it can be adequately resourced in terms of Member and Officer time and have sought the views of the relevant Director and Executive Member.
- 1.3 The decision whether to undertake an Inquiry or not rests with the Scrutiny Board.

2.0 INQUIRY SELECTION CRITERIA

- 2.1 At the time of deciding to undertake an Inquiry, the Scrutiny Board will refer to the Inquiry Selection Criteria within this Guidance Note and formally identify which of the agreed criteria the proposed Inquiry meets. The Board will also record the comments of the relevant Director and Executive Member. This process will be recorded in the Scrutiny Board minutes.

INQUIRY SELECTION CRITERIA

Scrutiny Board _____

Inquiry Title _____

Anticipated Start Date _____

Anticipated Finish Date _____

The Inquiry meets the following criteria

- It addresses the Council's agreed Strategic outcomes by reviewing the effectiveness of policy to achieve strategic outcomes as defined by the Leeds Strategic Plan
- Shaping and developing policy through influencing pre-policy discussion

It fulfils a performance management function by

- Reviewing performance of significant parts of service
- Addressing a poor performing service
- Addressing a high level of user dissatisfaction with the service
- Addressing a pattern of budgetary overspends
- Addressing matters raised by external auditors and inspectors

- Addresses an issue of high public interest
- Reviews a Major or Key Officer decision
- Reviews an Executive Board decision
- Reviews a series of decisions which have a significant impact _____
- Has been requested by the Executive Board/Full Council/Scrutiny Advisory Group
- looks at innovative change

Comments of relevant Director and Executive Member (Attach additional sheet if necessary)

Date

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SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) – WORK PROGRAMME 2010/11 LAST REVISED

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Suggested Areas for Scrutiny Currently Unscheduled			

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 5th July 2009			
Scrutiny of the Budget	To receive outturn report 2009/10.		PM
Questions to The Executive Member	To discuss with the Executive Board Member areas in which Scrutiny can assist in driving up improvements.		B
Meeting date: 6th September 2009			
Quarterly Accountability Reports	To receive quarter 1 performance reports including questions to the Executive Board Member		PM
Scrutiny of the Budget	To receive 1 st quarter report 2009/10		PM
Recommendation Tracking	To monitor progress on meeting the recommendations agreed following an Inquiry into the use of consultants		MSR
Vision, LSP and Business Plan priorities -	To receive as part of the formal consultation process		RP

SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) – WORK PROGRAMME 2010/11 LAST REVISED

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 4th October 2009			
Meeting date: 1stnd November 2009			
Vision, LSP and Business Plan priorities -	Target setting		RP
Meeting date: 6th December 2009			
Scrutiny of the Budget	To receive and consider quarter 2 financial report.		PM
Quarterly Accountability Reports	To receive quarter 2 performance reports including questions to the Executive Board Member		PM
Meeting date: 10th January 2010			
Meeting date: 7th February 2010			
Scrutiny of the Budget	To receive Budget proposals		PM
Vision, LSP and Business Plan priorities -	Agree composite response to go to Executive Board		RP
Meeting date: 7th March 2010			
Scrutiny of the Budget	To receive and consider quarter 3 financial report.		PM
Recommendation Tracking	To monitor progress on meeting the recommendations agreed following an		MSR

SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) – WORK PROGRAMME 2010/11 LAST REVISED

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
	Inquiry into the use of consultants		
Quarterly Accountability Reports	To receive quarter 3 performance reports including questions to the Executive Board Member		PM
Meeting date: 4th April 2010			
Annual Report			

Key:

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

RP – Review of existing policy

DP – Development of new policy

MSR – Monitoring scrutiny recommendations

PM – Performance management

B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in

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Originator: Peter Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board: Central and Corporate Functions

Date: 7th June 2010

Subject: EXECUTIVE BOARD RESPONSE TO FINAL SCRUTINY BOARD REPORTS.

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity
Community Cohesion
Narrowing the Gap

1.0 Purpose of Report

1.1 To advise Members of the response given by Executive Board following receipt of this Scrutiny Boards Inquiry report into the use of consultants published in April 2010.

2.0 Introduction

2.1 Members of the Board will be aware that all final Scrutiny Board Inquiry reports are now considered by Executive Board. In May 2010 Executive Board considered a report from this Board entitled 'Inquiry into Consultant Engagement'.

2.2 In considering its response to Scrutiny Board recommendations, Executive Board has before it the opinion of the relevant Director. The Director's response in relation to the above report is shown as Appendix 1. All the recommendations made by the Scrutiny Board were agreed by Executive Board.

2.3 In line with Scrutiny's Recommendation Tracking System, progress on meeting these recommendations will be monitored by this Board on a quarterly basis, with the first reports being received at the September meeting.

3.0 Recommendations

3.1 Members are requested to;

- (i) Note the response of the Executive Board to this Board's recommendations arising from the Inquiry into consultant engagement.

- (ii) Note the arrangements for monitoring progress on the implementation of the recommendations.

Background Papers

Scrutiny Board Final Inquiry Report, Inquiry into Consultant Engagement.



Report of the Director of Resources and Assistant Chief Executive (Corporate Governance)

Executive Board

Date: 19th May 2010

Subject: Scrutiny Board (Central & Corporate) – Consultant Engagement

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

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

1. Purpose of this Report

- 1.1 In March 2010 Scrutiny Board (Central & Corporate) published a report on Consultant Engagement. The Council's Constitution requires that findings of Scrutiny Boards be put to the Executive Board together with the views of the appropriate Directorate following consultation with the respective Executive Member.
- 1.2 The purpose of this report is to outline to Executive Board the recommendations made by the Scrutiny Board and the responses of the Director of Resources and Assistant Chief Executive (Corporate Governance).

2. Background Information

- 2.1 As the attached report identifies, in 2008/09 the City Council spent £5,6m on procuring the services of external consultants, although this was a reduction on the previous financial year, The Council uses the services of external consultants to deliver professional expertise, support and advice for a variety of purposes. A major use of consultants has been in the delivery of major capital projects, and this accounted for nearly £2,5m in 2008/09. They have also been utilised to provide specialist professional technical, financial and legal expertise in the development, negotiation and delivery of major PFI contracts, and in 2008/09, the use of consultants connected to the delivery of PFI schemes amounted to nearly £2m,. A further use of consultants has been to provide specialist services and to undertake

specific assignments, such as undertaking research projects and providing specialist advice on major transactions and operations. In some instances, these major transactions, including the expenditure on consultants, are funded from grants or other associated external income.

- 2.2 Whilst, the Council generally strives to carry out project work internally whenever feasible, the services of consultants are often required because they can provide specialist technical expertise that is not available in-house or are used to supplement available internal capacity. In some cases, the use of external, independent professionals is a stipulated requirement.

3. **Main Issues**

The Directorate's comments to each of the recommendations are as follows:-

Recommendation 1 – That the Director of Resources and Assistant Chief Executive (Corporate Governance) develops a standard definition of what consultants are and what work they undertake. This definition should be adopted by all departments.

The Director of Resources and Assistant Chief Executive (Corporate Governance) agrees with Recommendation 1 and will provide a standard or range of standard definitions of a consultant. In determining a definition, consideration will be given to the different functions “consultants” carry out including the use of “interim, agency and specialist resources.”

Recommendation 2 – That the Director of Resources issues guidance to all departments on the correct expenditure code to use for Consultants.

The Director agrees with Recommendation 2.

Recommendation 3 – That the Director of Resources instructs Directorates to review expenditure on consultants to assess the extent to which they are used.

The Director agrees with Recommendation 3.

Recommendation 4 – That the Director of Resources and Assistant Chief Executive (Corporate Governance) incorporates within Contract Procedure Rules clear guidance regarding the use and appointment of consultants.

The Director of Resources and Assistant Chief Executive (Corporate Governance) agrees with Recommendation 4.

Recommendation 5 – That a database to record all details of consultants, including ratings, to be shared between departments and potentially with other authorities is set up.

The Director of Resources and Assistant Chief Executive (Corporate Governance) agrees with Recommendation 5.

4. **Recommendation**

- 4.1 That the Executive Board note the responses from the Director of Resources and Assistant Chief Executive (Corporate Governance) as outlined in this report.

Background papers

Scrutiny Inquiry Final report: Inquiry into Consultant Engagement March 2010.