



SCRUTINY BOARD (CITY DEVELOPMENT)

Meeting to be held in Civic Hall, Leeds on
Tuesday, 6th July, 2010 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

J Akhtar	-	Hyde Park and Woodhouse;
B Atha	-	Kirkstall;
D Atkinson	-	Bramley and Stanningley;
J Elliott	-	Morley South;
G Harper	-	Hyde Park and Woodhouse;
J Jarosz	-	Pudsey;
G Latty	-	Guiseley and Rawdon;
J Procter (Chair)	-	Wetherby;
R Pryke	-	Burmantofts and Richmond Hill;
M Rafique	-	Chapel Allerton;
M Robinson	-	Harewood;
S Smith	-	Rothwell;

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

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information 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 information or items 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 THE PREVIOUS MEETINGS</p> <p>To receive and approve the minutes of the previous meetings held on 8th June 2010 and 8th June 2010 (Call-In).</p>	1 - 8
7			<p>CO-OPTION TO THE BOARD</p> <p>To consider a report the Head of Scrutiny and Member Development seeking the Board's approval of a Co-optee to this Board following the meeting held in June 2010.</p>	9 - 10
8			<p>INPUT TO THE WORK PROGRAMME 2010/11</p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's input to the work programme for 2010/11.</p>	11 - 12
9			<p>PLANNING PERFORMANCE TARGET PI NI 157 - MAJORS</p> <p>To consider a report of the Chief Planning Officer in relation to the planning performance target PI NI 157 for major planning applications.</p>	13 - 18

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>CURRENT POSITION ON CITY CENTRE SITES</p> <p>To consider a report of the Director of City Development providing the meeting with a brief summary of the current state of the City Centre property market and a summary of initiatives designed to improve the appearance of sites during the period before development takes place.</p>	19 - 22
11			<p>PERFORMANCE REPORT YEAR END 2009/10</p> <p>To consider a report of the Head of Policy and Performance presenting an overview of performance against the priority outcomes relevant to the City Development Scrutiny Board including an analysis of performance indicator results at the end of 2009/10 so that the Board may understand and challenge current performance.</p>	23 - 58
12			<p>WORK PROGRAMME, EXECUTIVE BOARD MINUTES AND FORWARD PLAN OF KEY DECISIONS</p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's work programme, together with a copy of the latest Executive Board minutes and the Forward Plan of Key Decisions.</p>	59 - 90
13			<p>EXECUTIVE BOARD RESPONSE TO THE CITY DEVELOPMENT SCRUTINY BOARD INQUIRY WHICH REVIEWED THE METHOD BY WHICH PLANNING APPLICATIONS ARE PUBLICISED AND COMMUNITY INVOLVEMENT TAKES PLACE</p> <p>To consider a report of the Head of Scrutiny and member Development advising Members of the decision of the Executive Board to this Board's recommendations following its report which reviewed the method by which planning applications are publicised and community involvement takes place.</p>	91 - 116

Item No	Ward/Equal Opportunities	Item Not Open		Page No
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on Tuesday 7th September 2010 (Pre meeting for Board Members at 9.30am)</p>	

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Agenda Item 6

SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 8TH JUNE, 2010

PRESENT: Councillor J Procter in the Chair

Councillors Akhtar, B Atha, J Elliott, Harper,
G Latty, R Pryke, M Rafique and M
Robinson

1 Declaration of Interests

There were no declarations made at this stage of the meeting. Councillor Javaid Akhtar made a personal declaration during the discussion on Agenda Item 8, Input to the Work Programme. Minute No. 5 refers.

2 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Atkinson, Jarosz and Smith.

3 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 6 April 2010 be confirmed as a correct record.

4 Changes to the Council's Constitution in relation to Scrutiny

The report of the Head of Scrutiny and Member Development outlined changes to the Council's Constitution in relation to Scrutiny. The Principal Scrutiny Adviser gave the Board a brief overview on the following main areas for change:

- Requirements to look for Value for Money as part of scrutiny reviews into services.
- The agreement for Members to be able to nominate substitute Members for all Scrutiny meetings, provided that Member is already a Scrutiny Board Member.
- The reduction of Scrutiny Boards to six. The Scrutiny Board (City & Regional Partnerships) had been disbanded and the role of that Board allocated to Scrutiny Board (City Development) and Scrutiny Board (Central and Corporate).
- Minor amendments to Call-In arrangements.

RESOLVED – That the report be noted.

5 Input to the Work Programme 2010/11 - Sources of Work and Establishing the Board's Priorities and Determining the Work Programme 2010/11

The reports of the Head of Scrutiny and Member Development provided the Board with assistance and guidance to develop the Work Programme for 2010/11. Information appended to the reports included the successor Board's previous inquiries and briefing papers that it had received over the last 6 years and the current Forward Plan of Key Decisions for the period 1st June to 30th September 2010.

The Chair welcomed Phil Crabtree, Chief Planning Officer to the meeting who was attending on behalf of the Director of City Development and asked him for his views on issues that would be of interest to the Board over the coming year. Reference was made to the following issues :

- Those carried over from the previous Board and the need to track progress on previous inquiries including a report on major planning applications.
- City and Regional Governance.
- Leisure Issues
- Issues identified by the previous Board but not yet included in the Work Programme

In response to Members comments and questions, the following issues were identified and discussed:

- Vision for Sport and associated issues.
- Budgetary issues as a consequence of a reduction in Local Government finances.
- Open Source Planning : That a request for a report on the implications of the Government's proposals on Open Source Planning.
- Marketing Leeds -That the Chief Executive of Marketing Leeds be requested to submit a future report/update to the Board.
- Tourism – That the Chief Executive of Yorkshire Welcome be invited to a future meeting.
- Play equipment – costs and procurement issues.
- Public transport – links to Leeds/Bradford airport and other places of public interest. It was suggested that the Chief Executives of Metro and Leeds Bradford Airport be invited to a future meeting.
- Major development sites – That an update report was requested on major development sites across the City Centre.
- Leeds City Markets – it was suggested that this be the focus of a future scrutiny inquiry for the Board. The Principal Scrutiny Adviser to contact the Head of City Centre and Markets regarding draft terms of reference. A site visit to markets was also suggested.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Tuesday, 8th June, 2010

- a) That the reports of the Head of Scrutiny and Member Development be noted.
- b) That the Work Programme be updated in line with the discussion.

(Councillor Akhtar declared a personal interest during this item due to his employment as a Private Hire Driver)

6 Co-opted Members

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of co-opted members to the Board. The report detailed arrangements for appointing co-opted members and also referred to the KPMG review of scrutiny which recommended that Scrutiny Boards gave further consideration to having co-opted members.

The Chair reported that he would like to ask the Board at its next meeting to consider appointing a non voting co-optee for this municipal year and that he would circulate a brief biography of the individual concerned for members comments.. He also invited names to be put forward by other members of the Board.

RESOLVED – That Members provide feedback to the Principal Scrutiny Adviser regarding the proposed appointment at the next meeting of the named individual as a co-opted member of the Board and consider any additional nominations which have been submitted .

7 Date and Time of Next Meeting

The next full meeting of the Scrutiny Board (City Development) would be held on Monday, 6 July 2010 (pre-meeting for all Members at 9.30 a.m.). A Call-In meeting was scheduled to take place at 11.15 a.m., shortly after this meeting.

Meeting concluded at 10.55 a.m.

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SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 8TH JUNE, 2010

PRESENT: Councillor J Procter in the Chair

Councillors J Akhtar, B Atha, Harper,
R Pryke, M Rafique, M Coulson, G Latty,
Hardy and M Robinson

8 Declaration of Interests

There were no declarations of interest made.

9 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Atkinson, Elliott, Jarosz and Smith. Councillors Hardy and Coulson acted as substitutes on behalf of Councillors Atkinson and Elliott respectively.

10 Call-In of Decision - Briefing Paper

The report of the Head of Scrutiny and Member Development advised the Scrutiny Board on the procedural aspects of a 'Called-In' decision and also outlined the options available for consideration.

RESOLVED – That the report be noted.

11 Call-In - Review of Delegated Decision No D36872 - Greenspace Funds

The report of the Head of Scrutiny and Member Development referred to the Call-In to review the Delegated Decision No. D36872 of the Deputy Chief Planning Officer. The decision was to release £201,654 from retained balances for Greenspace improvements in the area which that funding was generated.

Phil Crabtree, Chief Planning Officer and Richard Mond, Chief Recreation Officer were present for this item.

It was reported that a Call-In of the decision had been submitted by Members of the Liberal Democrat and subsequently accepted. Councillor Colin Campbell was present at the meeting to support the Call-In request. Councillor Geoff Driver was also present to represent himself and colleagues from the Labour Group who had also requested that the decision be called-in.

Councillors Campbell and Driver raised the following concerns regarding the delegated decision:

- It took away Elected Members' control over the spending of Section 106 monies.
- It was felt that these monies had already been earmarked for other projects.
- Concern that monies could be used for core spending and general maintenance.
- The decision was against the principal of Section 106 with respect to local choice, compensation and community empowerment.
- It removed opportunity for Elected Members to influence local priority spending.

In response to the concerns, it was reported that the delegated decision only affected residual sums left in the accounts up to a value of £10,000 and where the principal amounts had already been spent.. Assurances were given that these sums would continue to be spent in accordance with the conditions stipulated in the Section 106 agreements and that they could not be used for routine general maintenance.. Elected Members would be consulted on the identification of locations and works to be done. Clearly some amounts available would be too small on their own to enable a scheme to be developed and this would require discussion with ward members to identify other funding sources or the amalgamation of residual sums within a ward or wards with Members approval.

Further discussion included the following:

- Lack of consultation/engagement with Elected Members on Section 106 monies and how and where they should be spent and allegations that some monies were allocated without consultation.
- Concern that 106 monies were spent outside wards where the monies originated – how to define localities?
- The timescales involved between receiving the money and spending it – it was reported that more recent awards of section 106 monies did have timescales applied to them whereas earlier awards did not.
- Circulation and provision of information to Elected Members
- Concern that unspent Section 106 monies could be reclaimed by developers – it was reported that Leeds City Council had not had any money reclaimed.
- Concern that Section 106 monies would be used for core spending priorities.

RESOLVED – That the report and discussion be noted.

(Councillor Pryke left the meeting at 12.10 p.m. during the discussion on this item).

12 Outcome of Call-In

The Board was asked to make a decision following the discussion on the review of the called in decision – Delegated Decision No. D36872 – Greenspace Funds.

RESOLVED – That this decision be referred back and that it be retaken with the following information included within the supporting report:

- Additional detail which sets out the process applied in spending these residual sums and
- Clarity that Ward Members will be consulted in expenditure of these residual sums.

The meeting concluded at 12.25 p.m.

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Originator: Richard L Mills

Tel: 247 4557

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 6th July 2010

Subject: Co-option to the Board

Electoral Wards Affected: All

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 Board's approval to the appointment of Ms Barbara Woroncow, OBE as a co-optee to this Board following the meeting in June 2010.

2.0 Background

2.1 Article 6 of the Council's Constitution, which relates to scrutiny, outlines provision to allow the appointment of additional co-opted members to each of the Scrutiny Boards.

2.2 Such provision entitles each Scrutiny Board to appoint:

- (i) Up to five non-voting co-opted members¹, for a term of office which does not go beyond the next Annual Meeting of the Council; and/or,
- (ii) Up to two non-voting co-opted members¹, for a term of office which relates to a particular Scrutiny Inquiry.

2.3 A brief biography on Barbara was circulated by email to all Board Members on 9th June 2010.

2.4 No further nominations have been received from Scrutiny Board Members at this stage. The Board may still wish to make specific appointments to a particular Scrutiny inquiry, identified as part of the Board's future work programme.

¹ Co-option would normally only be appropriate where the co-optee has some specialist skill or knowledge which would be of assistance to the Board in its general operation or as part of a specific Scrutiny Inquiry.

3.0 Recommendation

- 3.1 Members are asked to consider approving the co-option of Ms Barbara Woroncow, OBE to this Scrutiny Board without voting rights for a term of office which does not go beyond the next Annual Meeting of the Council in 2011.

Background Papers

None used

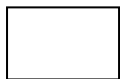
Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 6th July 2010

Subject: Input to the Work Programme 2010/11

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 At the Scrutiny Board meeting in June 2010 Members received information and guidance to assist the Board develop its work programme for 2010/11. (A copy of these papers will be available at the meeting should members wish to see them again.)
- 1.2 Unfortunately the Executive Board Members with portfolio responsibility for Development and Regeneration and Leisure were not able to attend the June meeting.
- 1.3 With input from the Chief Planning Officer who attended on behalf of the Director of City Development a number of issues were identified at the June meeting for progression and possible inclusion in its work programme as follows:
 - (a) Vision for Sport and associated issues
 - (b) Budgetary issues as a consequence of a reduction in Local Government finances
 - (c) Open Space Planning - report requested
 - (d) Marketing Leeds - report requested
 - (e) Tourism - invite the Chief Executive of Yorkshire Welcome to a future meeting
 - (f) Play equipment - costs and procurement issues
 - (g) Public transport - links to Leeds/Bradford airport and other places of public interest. It was suggested that the Chief Executives of Metro and Leeds Bradford Airport be invited to a future meeting.
 - (h) Major development sites - report requested

- (i) Leeds City Markets - it was suggested that this be the focus of a future scrutiny inquiry for the Board. A site visit to markets was also suggested.
- (j) Major planning applications

2.0 Executive Board Members

- 2.1 The Executive Board Member with portfolio responsibility for Development and Regeneration, Councillor Richard Lewis and the Executive Board Member with portfolio responsibility for Leisure, Councillor Adam Ogilvie will both attend today's meeting with appropriate officers to discuss further with the Board the development of its work programme.

3.0 Work Programme

- 3.1 Following these discussions, the Board is asked to agree a work programme under agenda item 12 that prioritises the issues to be investigated.

- 3.2 With regard to paragraph 1.3 above

- (c) open space planning has been included in the Board's work programme for consideration at its meeting on 7th September 2010.

- (d) Marketing Leeds has been included in the Board's work programme for consideration at its meeting on 5th October 2010.

- (h) major development sites and (j) major planning applications is the subject of a report from the Chief Planning Officer at today's meeting under agenda items 9 and 10.

4.0 Recommendation

- 4.1 Members are requested to discuss with those present at the meeting in order to further develop its work programme.

Background Papers

None used



Report of the Chief Planning Officer

Meeting: Scrutiny Board City Development

Date: Tuesday 6th July 2010

Subject: Planning Performance Target PI NI 157 –Majors

Electoral Wards Affected:

All

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0. Purpose Of This Report

1.1. The report is presented to Scrutiny Board in order that Members can further consider the planning performance target PI NI 157 for major planning applications. At City Development Scrutiny Board meeting on 1st September 2009, the Board requested a report back to look at the planning performance target PI NI 157 Majors in more detail. This would address the reasons why some major planning applications had not been determined in time as well as two applications which had been determined in time. Members requested that the report focus on two major planning applications which had achieved the target, and two major planning applications which had not achieved the target and allow the Board to better understand the reasons and appreciate the lessons learned.

2.0. Background

Performance of target PI NI 157 (Majors) to date

2.1. The NI 157 Indicator (which came into force on 1st April 2008) for major planning applications is 60% within 13 weeks. Applications subject to Planning Performance Agreements (PPAs) are not counted within this. PPAs were introduced on 1st July 2008 and are aimed at providing good quality advice to developers prior to the submission of a major planning application. The protocol provides a collaborative development team approach and promotes early consultation and discussion between developers, the Council, Ward Councillors and their communities.

2.2. The following statistics demonstrates the performance of PI NI 157 (Majors) for last year -2009/2010.

Last year there were a total of 162 major planning application decisions, 98 of which were in time (60.49%). Seven applications involving Planning Performance Agreements were also determined, these would otherwise have been out of time Majors. The year commenced with 88 out of time pending Majors and this has been reduced by 32 to 56 cases to date (18th June 2010). Despite the reduction in staffing levels (in response to a fall in fee income associated with the recession), the significant work involved in dealing with the backlog of older (out of time) applications had an impact on the overall major performance in this period with Planning Performance Agreements and dealing with major planning applications. The service is trying to look forward and encouraging investors confidence, working closely with communities and aiming to create good quality development throughout the city of Leeds.

- 2.3. With this in mind, members are requested to scrutinise the following 2 major planning applications that were in time and two that were out of time:

Major applications in time

- Application 09/04934/FU, Nelson House, 2 George Mann Road, Hunslet. Determined under delegated powers with a Unilateral Agreement.
- Application 09/05453/LA, West Leeds Academy, Calverley Lane, Bramley. Determined at panel with pre –application discussions and presentations to Plans Panel prior to application submission

Major applications out of time

- Application number 08/04049/FU, Leeds University, Tetley Hall, Headingley. Referred to panel by Chief Officer for determination because of its significance and impact on the local area.
- Application 09/04481/FU, St. Margaret's RC Church, Naburn Approach, Whinmoor. Determined under delegated powers with S106 Agreement.

By focusing in on the above applications what lessons can we learn from them?

- How did the Local Authority perform, in across the service joined up team Approach?
- How good was community engagement and the involvement of Ward Councillors?
- What role has the applicant played?
- What role did external consultees play?

- 2.4. The service is continually looking at ways to improve performance and as mentioned earlier in the report developers are reluctant to sign S.106 Agreements for financial reasons, which delays the process. A report regarding S.106 contributions is to be presented to Executive Board shortly. This will review the process and how we can work with developers within the current climate to reduce the delays and better the process. For example measures to assist in identifying and agreeing Heads of Terms can be identified early in the process to allow the community and their consultees to comment.

2.5 It is proposed that the investigation be focused on the following applications which provide good and bad examples of performance in dealing with major applications from a variety of perspectives.

3.0. Major Applications by example

3.1. 09/04934/FU, Nelson House, 2 George Mann Road, Hunslet

3.2. The application was for a change of use from an office to a college (Education Training Centre) which specialises in the education of overseas/international students. The College is seeking to establish itself in Leeds to provide further education and training facilities for school leavers, mature and part time students. Various courses are offered at foundation, graduate, postgraduate and professional levels. The college is predominantly attended by overseas students and aims to foster integration of international students into the local student community.

3.3. The college is developing to provide facilities for up to 650 students with approximately 50 professional and support staff. Student attendance will be in the region of 325 students on site receiving education at any one time. The location of the college premises has been significantly influenced by the need to provide the optimum location in terms of accessibility for students and the suitability of the premises. The building is located within a business park which contains commercial buildings, the majority of which are vacant. The site is just off the A61 Wakefield Road which carries a number of regular buses throughout the day and is not far from the Hunslet Local Centre.

3.4. A focused project managed approach through consultations and negotiations have resulted in revisions to the scheme and S.106 contributions secured by a Unilateral Undertaking. The application was determined under delegated powers within the target date.

3.5. Application Number 09/05453/LA, West Leeds Academy, Calverley Lane, Bramley

3.6. Proposed is the demolition of the school and replace with a new school which forms part of Phase IV of the Leeds BSF (Building Schools for the future) Programme. Phase IV involves replacing the former Intake High school with a purpose-built Academy. The surrounding area around the site is predominantly residential in character.

3.7. The applicant (Education Leeds) commenced pre-application discussions in 2008 and carried out a community consultation exercise. Public meetings and exhibitions took place during the course of the outline application. At pre-application, a presentation was made to Plans Panel (26th November 2009). Members were generally supportive of the emerging scheme. A further public meeting and an exhibition was held on 13th January 2010. A position statement was presented to West Plans Panel on the 21st January 2010. Members were generally supportive, raising a number of issues in relation to the design. Following this a further design review meeting was held to consider concerns raised by Members and the concerns were addressed.

3.8. At outline stage it was agreed that the school will need to make a number of financial contributions towards traffic improvement measures. These were secured by "Grampian" Conditions being attached to the planning approval.

- 3.9. Application number 08/04049/FU, Leeds University Tetley Hall, 40-42 Moor Road, Headingley
- 3.10. This proposal involved the redevelopment of former halls of residence site (previously providing accommodation for 200 students) , comprising conversion of 6 buildings to 29 flats and 2 houses, 3 blocks totalling 70 flats,17 townhouses, one block of 51 retirement flats with landscaping and public open space.
- 3.11. The site, spread over 6 acres, is located in the Far Headingley Conservation Area. It is currently accessed from the south side from Burton Crescent which links to Otley Road (A660) and Meanwood Village. A large stand of mature trees in the centre of the site are protected under the designated Conservation Area status.
- 3.12. The same applicants were previously refused planning permission on the 28th April 2008 which consisted of converting 6 buildings to 29 flats and two houses, 3 blocks totalling 75 flats,17 townhouses, one detached dwelling and a part 4/part 5 storey block of 53 retirement flats with landscaping and public open space. The only differences on resubmission were the 3 blocks totalling 75 flats previously are now 70 flats in total, a reduction of five flats in the 3 blocks, no detached dwelling and 51 retirement flats reduced from 53. The application had a real mix of viability. Whilst lengthy discussions had taken place to negotiate and overcome the reasons for refusal, the applicant resubmitted without addressing them. The applicant also submitted a duplicate student application (08/04024/FU) to be considered alongside this application. This proposal was for the provision of student accommodation of 3 new blocks (4 and 5 storeys in height)comprising 45 cluster flats with 259 bedrooms and 17 student town houses (3 storeys in height), with 102 bedrooms with car parking (107 spaces) and public open space. Both schemes did not overcome the previous reasons for refusal.
- 3.13. The applicant resubmitted the residential scheme prematurely with a view to beat the Deadline for the Affordable Housing contribution which was being increased. The resubmitted viability reports did not address the reasons for refusal. Delays in the determination of the application related to the value of the S.106 contributions, the viability reports and the redesigning of the scheme.
- 3.14. The applications were presented to the Plans Panel for determination because of their significance and impact on the local area. Members upheld the officer recommendation and the applications were refused at Plans Panel on 18th February 2010.
- 3.15. 09/04481/FU, St. Margaret's RC Church, Naburn Approach, Whinmoor
- 3.16. This involves the demolition of the church and its replacement by the proposed 14 x 3 bedroomed semi detached houses and two x 2 bedroom semi detached houses. The site is L-shaped with approximately 0.4ha of overgrown land. The site is located within a predominantly residential area, with a selection of community buildings including a public house and a small parade of shops. Located directly to the north of the site. A public footpath runs along the western boundary of the site.
- 3.17. The application previously had outline consent (07/07380/OT). Since this consent there has been a material change in the Supplementary Planning Document "Street Design Guide". Consequently the site could no longer accommodate 14 houses. The rear gardens for 14 houses were also sub standard.

Lengthy discussions around negotiating the reduction of units and securing a “Greenspace “ contribution through a S.106 Agreement have also contributed towards the delay of this application.

- 3.18. In reviewing the four applications it is suggested that Members look at the pre-application discussions, the community involvement , the involvement of local Council and what worked and didn’t work in the process. The role of the Plans Panel and the Planning Performance Agreements. What lesson can we learn that provides a better outcome for the local community and members and enhances the reputation of the city where people want to live.

4.0 Conclusion

- 4.1. The detailed applications are presented to members to help in focussing on the reasons relating to the performance of major planning applications. Members have also identified S.106 Agreements as a further topic for Scrutiny review and some issues may overlap and there will be a report presented to Scrutiny Board members shortly which overlaps with some of the issues in this report.

5.0 Recommendation

- 5.1 That the report be received and the content noted.

Background Papers

None

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Report of the Director of Development

Scrutiny Board (City Development)

Date: 6th July

Subject: Current Position on City Centre Sites

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

At the last meeting of Scrutiny Board (City Development), Members requested a report on key postponed developments and the status of vacant sites in the City Centre.

This report contains a brief summary of the current state of the City Centre property market and a summary of initiatives designed to improve the appearance of sites during the period before development commences.

Introduction

In the last 2 years, development in the City Centre property market, like many others around the country, has stalled. In 2 cases, this led to vacant sites where development commenced and was subsequently passed and where there are now hoardings around them. In other major schemes, development has not commenced and in some cases they have been left in an untidy state. In other cases, the City Council, in conjunction with developers, has been successful in achieving short term improvements to the appearance of the sites with considerable and widespread positive publicity both for the developer and for the City. This report summarises the position in respect of the major development sites across the City Centre.

Summary of Individual Development Schemes

1) Leeds Trinity. Development of this retail scheme commenced, but ceased in 2009. There are hoardings around the site and in the interim the developer (Land Securities) has worked closely with the City Council to revise and improve the scheme. Planning consent for a number of alterations to the scheme has been granted and it is understood that a number of pre-development lettings have been successfully completed. It is hoped that redevelopment of this site will recommence in the near future.

- 2) Eastgate. Planning consent, subject to the completion of a legal agreement, has been renewed by the developer (Hammersons) in recent weeks. In addition, the scheme is being revised and should be the subject of a new planning application later in 2010. In the meantime, Hammersons have sought to re-let vacant units, particularly on Eastgate, to help ensure the viability and vitality of that part of the City Centre.
- 3) Criterion Place. Development commenced with the excavation of the basement area and the erection of hoardings, particularly along the street frontage at Wellington Street. Following numerous complaints, the Council has used money from the bond to secure the repair and reinstatement of the pavement and has placed planters in the footpath opposite the existing shops in phase one of the development. The former Leader of the Council (Councillor Andrew Carter) also held meetings with the developers to try and secure further improvements, but to no avail. The Council has given careful consideration as to whether it has any further legal powers it can use to secure the improvement of this site, but has, regrettably, concluded that it is not in a position to do so.
- 4) Sovereign Street. The scheme for the redevelopment of Sovereign Street has not gone ahead. It continues to be used as a temporary car park, providing fee income for the City Council. It is understood that a report on future development proposals for the Sovereign Street site will be presented for consideration at the City Council's Executive Board in the near future.
- 5) Wellington Street. In Wellington Street a consortium of developers has been involved in preparing major development proposals for a new office quarter. I am pleased to say that at least one application for the development of a new office block has recently been submitted. In addition, a substantial area of land (owned by MEPC) has been subject to temporary grassing and the construction of 5-a-side football pitches, allotments and the provision of bee hives. This initiative has gained very favourable publicity both within Leeds and nationally.
- 6) City Square. This site, which is at the beginning of the West End initiative and opposite City Station, has been vacant for some considerable time. Planning permission has been granted for temporary short term car parking and the improvement in the appearance of the site.
- 7) Holbeck Urban Village. Last year, a new initiative aimed at improving land adjoining the Round Foundry at Holbeck (Wonderwood), was supported by a combination of Yorkshire Forward, the City Council and private developers. This was initially for a temporary period of 6 weeks, but proved so popular in attracting office and other workers during lunchtime periods and saw improvement on trading of nearby restaurants that the initiative was continued.

Current State of the Property Market

Although activity in the Leeds property market remains at lower levels than for some considerable time, there is evidence of an upturn in pre-application enquiries, particularly in the hotel and, to a limited extent, the office sector. Interest in new apartment buildings is extremely limited at the moment.

Incentives to Improve Sites

The City Council takes a pro-active role in liaising with developers to try and secure the improvement of vacant sites both within the City Centre and elsewhere. On occasion, it has used its powers under S.215 of the Planning Act to improve the appearance of sites and derelict buildings.

Last year, the Leeds Design Awards included a new category of an award for the treatment of temporarily vacant sites. This was won by MEPC for its West End initiative (described above).

Illegal Use of Land

A number of vacant sites have been unlawfully used for long stay car parking. The Council is taking enforcement action against the parties involved. A hearing relating to an appeal against the Enforcement Notices is to be held in the Autumn. The Enforcement Notice requires the use to cease.

Recommendations

It is recommended that the report be received and its contents noted.

Background Papers

None

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Report of the Head of Policy and Performance

Meeting: City Development Scrutiny Board

Date: 6th July 2010

Subject: Performance Report Year End 2009/10

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1 Executive Summary

- 1.1 This report presents the Quarter 4 action trackers summarising our progress against the Leeds Strategic Plan improvement priorities relevant to the City Development Scrutiny Board for 2009/10 at the end of the 2nd year of delivery of this plan. The action trackers are provided by exception only ie all trackers with an overall progress rating of red regardless of the direction of travel arrow are provided along with amber trackers with a static or deteriorating direction of travel. A complete set of action trackers are published on the intranet for information. In addition a full performance indicator report is also provided. Overall, Members should note that for the improvement priorities relevant to the City Development Scrutiny Board 80% (12 out of 15) of **improvement priorities** are currently assessed as green and on track.

2 Purpose of the Report

- 2.1 The purpose of this report is to present an overview of performance against the priority outcomes relevant to the City Development Scrutiny Board including an analysis of performance indicator results at the end of 2009/10 so that the Board may understand and challenge current performance.

3 Background Information

- 3.1 Accountable Officers were asked to provide a high level summary of performance both qualitative and quantitative within their trackers and were requested to limit their action trackers to one A4 page (ie 2 sides). However, many accountable officers were unable to do this without missing essential information and therefore the limit was not rigidly applied so that the trackers provided a complete picture of performance.

- 3.2 A number of appendices of information are provided with this report and these are summarised below:

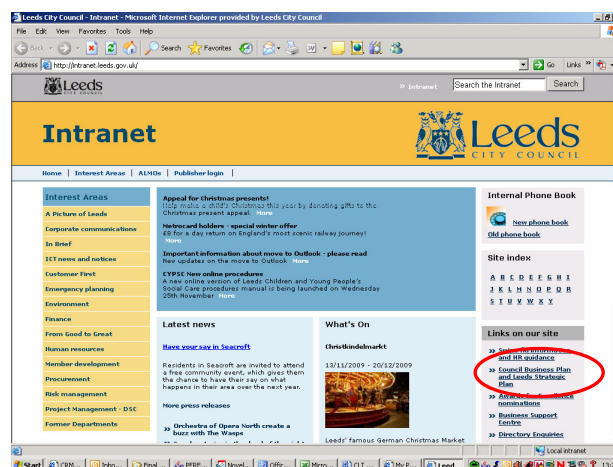
- **Appendix 1** – summary sheet showing the overall progress rating against the improvement priorities relevant to the City Development Scrutiny Board.

- **Appendix 2** – selected amber and red rated action trackers from the Leeds Strategic Plan priorities relevant to the City Development Scrutiny Board. These trackers include a contextual update as well as key performance indicator results.
- **Appendix 3** – Performance Indicator report containing year end results for all performance indicators from the National Indicator set and any key local indicator which are relevant.

This information is supported by a guidance document to aid the reader in interpreting the action trackers.

4 Main Issues

- 4.1 As part of the performance management process each strategic improvement priority is given a overall traffic light rating which denotes the progress based on all the information provided in the Action Tracker including progress against targets for all aligned performance indicators, progress in the delivery of key actions/activities and taking into account all relevant challenges and risks. This traffic light rating is assigned by the Accountable Officer and agreed with the Accountable Director. This is supplemented by a direction of travel arrow that indicates whether progress is improving, static or deteriorating.
- 4.2 The action trackers provided in this report (see appendix 2) are by exception only in order to focus attention on those areas where the overall progress is not currently on track. At Q4 a slightly more nuanced approach has been taken ie:
- **Red Trackers** – these are defined as having significant delays or issues to address and unlikely to meet targets for key performance indicators. For this reason, all red trackers are provided with this report.
 - **Amber Trackers** – these are defined as minor delays/issues which are having an impact on delivery but remedial action is underway/planned and the key performance indicator(s) results are likely to be on, or close to, target. In this case the direction of travel arrow is crucial and therefore in this report the amber trackers with a **deteriorating** or **static** direction of travel have been provided.
- 4.3 This exception reporting is to enable senior officer, partners and members to focus their attention on those areas where progress is not on track. However, all action trackers for the year end are published on the intranet so that all the green action trackers are also available for information. These can be found on the intranet by following the link to the Council Business Plan / Leeds Strategic Plan from the front page.



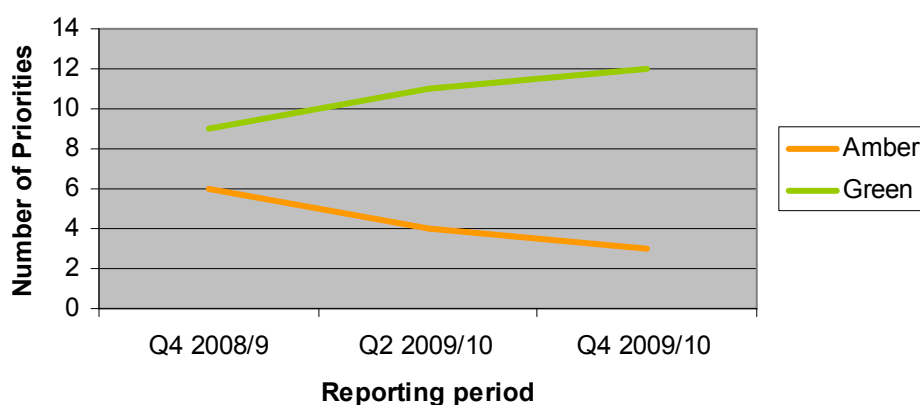
- 4.4 The action trackers provide a high level summary of performance against each of our strategic improvement priority areas and as such include relevant aligned performance indicator results. However, a full performance indicator report is provided in appendix 3 and a high level analysis of the City Development key performance indicators is provided below.

Analysis of Overall Performance in 2009/10
Improvement Priorities

4.5 There are 15 improvement priorities from the Leeds Strategic Plan which are relevant to the City Development Board and of these 3 are assessed as amber, 12 as green and none are assessed as red. This represents an improved overall position compared to quarter 2 2009/10 and a further improvement on the position at the end of 2008/9 – as illustrated in the table and graph below.

	Q4 2008/9		Q2 2009/10		Q4 2009/10	
	Number	%	Number	%	Number	%
Red	0	0	0	0	0	0
Amber	6	40	4	27	3	20
Green	9	60	11	73	12	80

Change in Improvement Priority RAG Ratings



4.6 Further analysis shows that the change between quarters 2 and 4 is because a number of improvement priorities have been assigned a different RAG rating over the last 6 months, some improving and some deteriorating, which has resulted in an net improvement. The key changes are highlighted in the table below:

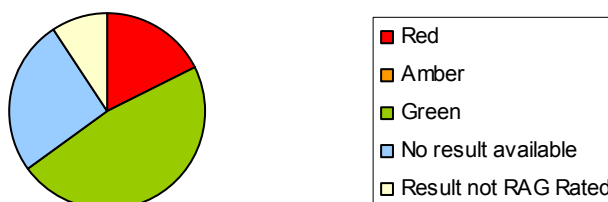
Improvement Priority	Q2 2009/10	Q4 2009/10
CU-1a Enable more people to become involved in sport by providing better quality and wider ranging activities and facilities.	↔	↔
ENV-1a Improve the quality and sustainability of the built and natural environment	↔	↔
EE-1b Facilitate the delivery of major developments in the city centre to enhance the economy and support local employment	↔	↔
TR-1b Improve the quality, capacity, use and accessibility of public transport services in Leeds.	↔	↑
LN-1a Enhance the skill level of the workforce to fulfil individual and economic potential.	↔	↔
ENV-1c Undertake Actions to improve our resilience to current and future climate change	↑	↔
TP-1e Increase financial inclusion in deprived areas.	↔	↔

Performance Indicators

- 4.7 The overall breakdown of all the indicators relevant to City Development Scrutiny is shown in the chart below with 48% meeting their year end target – this includes all Leeds Strategic Plan indicators, National Indicators and local key indicators. At the year end we should have a complete set of performance indicators including those that are only available annually, however, members will note that there are still a significant number of indicators where no result is available. The majority of these are due to be provided by central government.

	Number	%
Red	11	17
Amber	0	0
Green	30	48
No result available	16	25
Result not RAG Rated	6	10

Overall Performance of City Development PIs at Q4 2009/10



- 4.8 It is not possible to accurately compare this position with that from Q4 last year as a significant proportion of PIs were new and 2008/09 was the baseline year so traffic lights could not be allocated.

Data Quality

- 4.9 In previous quarters Members have received an update on the on-going work to develop a more robust, consistent and over-arching approach to data quality for our key performance indicators – which will give a wider based data quality judgement. The implementation of the new data quality checklists across all national and local indicators has resulted in a number of anomalies - despite a successful pilot exercise - and more work is required to ensure that this revised approach is fit for purpose and that the scoring criteria are effective across a broad range of measures. Therefore, the new scoring mechanism will not now be adopted until Q1 2010/11 and Members should note that in these Q4 reports the previous system has continued to be used to provide the data quality traffic light.

4 Implications for Council Policy and Governance

- 4.1 The Leeds Strategic Plan and Council Business Plan is part of the council's Budget and Policy Framework. 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.

5 Legal and Resource Implications

- 5.1 The Leeds Strategic Plan fulfils the Council's statutory requirement to prepare a Local Area Agreement for its area and these government agreed targets are subject to performance reward grant.

6 Conclusions

- 6.1 This report provides the Board with a high level overview of the city's performance against the key priorities relevant to the Board from the Leeds Strategic Plan as at the end of 2009/10 ie the end of the 2nd year of delivery. This report highlights those areas where progress is not on track and Members need to satisfy themselves that these areas are being addressed appropriately and where necessary involving partners in any improvement activity.

7 Recommendation

- 7.1 Members are asked to consider the overall performance against the strategic priorities and where appropriate, recommend action to address the specific performance concerns raised.

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

Key

●	Significant delays or issues to address
●	Minor delays or issues to address
●	Progressing as expected – on schedule to complete actions & targets

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Improvement Priority – ENV-1c. Undertake Actions to improve our resilience to current and future climate change

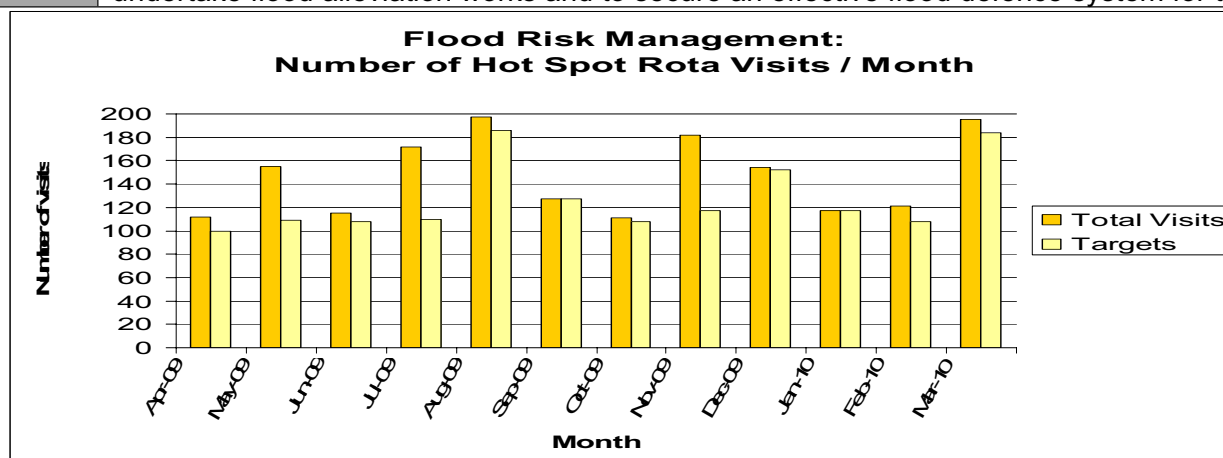
Accountable Officer – Jean Dent, Director City Development

Overall progress



Why is this a priority?

The impact of climate change can clearly be seen in Leeds and will be an increasingly critical issue for the city. Most significantly, parts of the city have been flooded in separate incidents between August 04 and January 08. Consequently, we are working with our partners to undertake flood alleviation works and to secure an effective flood defence system for the city



Overall Progress to date and outcomes achieved - 1st October 2009 - 31st March 2010

Overall Summary - Although good progress has been achieved in a number of areas listed below, failure to achieve the NI 188 target is a concern and a priority, and is expected to be achieved by Oct 2010.

Work on the Leeds Flood Alleviation Scheme (FAS) is progressing, however further significant external funding is required to progress to approvals.

(Due to close association between this improvement priority and ENV1a, the two sets of information should be read together and regarded as mutually supportive)

Achievements since the last report

- LCC Climate Change Action Plan approved by Executive Board in Dec 2009
- Successfully acquired Regional Improvement and Efficiency Partnership funding of £12.5k, this funding is being used to produce a West Yorkshire Adaptation Action Plan. Currently working in partnership with Kirklees, the action plan should be finalised by Sept 2010
- Successfully tested revised sustainability appraisal methodology on New Generation Transport (NGT) objectives
- 100% performance on beck inspections and 'hot spot' grid clearances in 2009/10
- Completed internal consultation on Building Tomorrow Today, the Sustainable Design and Construction Supplementary Planning Document (SPD)
- Opened Garforth Library which includes a number of ground breaking green elements for a public building and which engaged the public in discussion on such issues
- The LCC Environment Programme Board has been established and governance arrangements formalised
- The Climate Change Partnership discussed adaptation in detail and conducted a workshop to highlight areas of weakness, opportunity and collaboration
- The Highways Agency has applied their Climate Change Adaptation Strategy to high priority areas of business and assigned actions to those key climate change risks, thereby ensuring all areas of business have considered the possible risks of a changing climate. HA have used the latest scenarios from the UK climate impacts programme to further inform their work on adaptation, as well as contribute to internal guidance ensuring that changes in climate is factored into any new advice, technical standards and specifications
- An Environment Agency engagement officer is working with the community in Wortley to raise awareness and to make preparations for potential future flooding
- Natural England is working with Leeds planners to influence green infrastructure in Urban Eco settlement in the Lower Aire Valley.

Flood Alleviation Scheme (FAS)

- The Environment Agency's National Review Group approved the business case for the FAS on 25th Jan 2010. EA Board approval is expected in Spring 2010
- The External Funding Sub group has met a number of times to discuss the way forward for the External Funding Strategy and proposals to obtain contributions through the planning system and other mechanisms
- The Design Vision and Guide Working Group met on the 12th Feb 2010 to discuss updates to the outline

Improvement Priority – ENV-1c. Undertake Actions to improve our resilience to current and future climate change

Accountable Officer – Jean Dent, Director City Development

design. These are currently with Directors for final approval before submission to the Agency’s Board in early Summer 2010

Wyke beck - Preparation work has been done for the next phase of works to widen and deepen the channel, in conjunction with property owners. Designs have also been produced for potential upstream flood storage at Killingbeck Fields.

Challenges/Risks

- Climate Change is currently rated as a very high risk on the corporate risk register (prob = 4, impact = 5). This is due to be reviewed at the Environment Programme Board in June 2010
- Work on national indicator 188 has not progressed as expected and we have not achieved our target of level 2 this year. A successful restructure of the Environment Policy team has released a vacancy for internal recruitment and work will continue to secure the release of appropriately qualified staff to take forward NI 188 tasks.

Flood Alleviation Scheme:

- Significant external funding will be required to enable the FAS to progress to construction, currently estimated at £50 – 60 million. Gaining further approvals from the EA Board, Defra and Treasury
- Leeds remains vulnerable to major flooding
- Wyke Beck – planning permission would be required for flood storage option.

Council / Partnership Groups	Environment Agency, Highways Agency, Environment Programme Board		
Approved by (Accountable Officer)	Jean Dent	Date	19.05.10
Approved by (Accountable Director)	Jean Dent	Date	19.05.10

Improvement Priority – ENV-1c. Undertake Actions to improve our resilience to current and future climate change

Accountable Officer – Jean Dent, Director City Development

Key actions for the next 6 months				
	Action (Desired Achievements)	Contributory Officer / Partner	Milestone / Actions	Timescale
1	Recruit Adaptation Officer and complete remaining four NI 188 Level 2 tasks	Tom Knowland	Adaptation Officer recruited Level 2 tasks completed	Jun 2010 Oct 2010
2	Ongoing development and completion of West Yorkshire Adaptation Action Plan in collaboration with Kirklees	Dave Cherry / George Munson	Completed Adaptation Action Plan	Sept 2010
3	Eco-settlement/Growth Points - continue to support and guide LCR in development of Water Cycle Study	PL/AEP (EA)	On-going	Ongoing
4	Remain active in the development of LDF policy	PL/DFR (EA)	Formal Consultation LCC Preferred Option – ensure published policies reflect discussions to date and influence where necessary	Ongoing
5	The network is a dynamic and resilient asset: <ul style="list-style-type: none"> Deliver the Highways Agency weather information service Publish the winter 2009/10 lessons learnt review 	Peter Godfrey Highways Agency	Service provided Lessons learnt review published	Mar 2011 Aug 2010
6	Leeds FAS – submit business case to EA board, DEFRA and Treasury	Environment Agency (EA)	Flood Alleviation Scheme approved	Summer 2010
7	Leeds FAS – canvass interested parties for external contributions. A meeting of the External Funding Group planned post submission to the EA Board to plan how this is taken forward	EA/LCC in partnership with others	Meeting of External Funding Group held	Summer 2010
8	Wyke Beck	Environment Agency	Planning permission secured Pre-construction planning Flood storage pool construction	Apr 2010 May 2010 Oct 2010

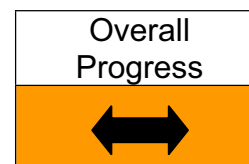
Performance Indicators aligned to the Improvement Priority									
Reference	Title	Owner	Frequency & Measure	Rise or Fall	Baseline	2008/09 Result	2009/10 Target	Full Year Result	Data Quality
NI 188	Planning to adapt to climate change	Sustainable Development	Quarterly Level	Rise	Level 0 (2007/08)	Level 1	Level 2	Level 1	No concerns

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Improvement Priority – LN-1a. Enhance the skills level of the workforce to fulfil individual and economic potential.

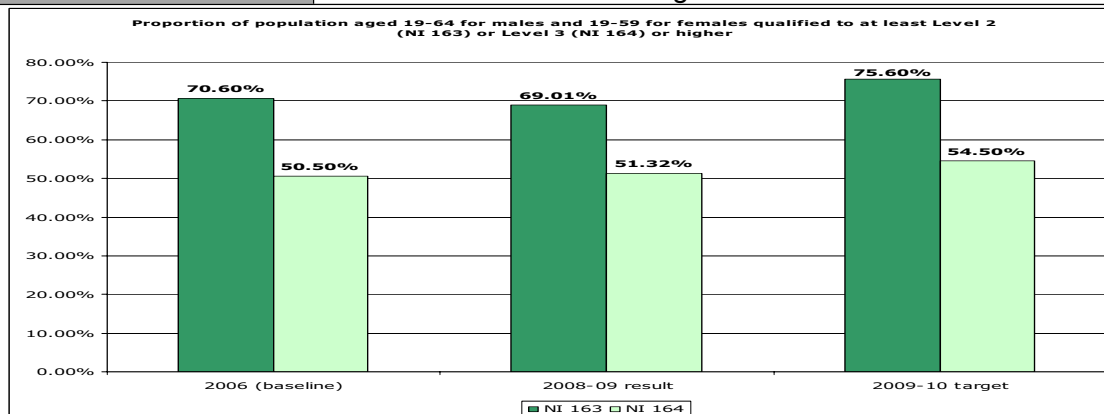
Accountable Officer – Paul Stephens and Helen Stafford, Skills Funding Agency

Accountable Director – Jean Dent



Why is this a priority

Skills are essential both for ensuring the competitiveness of Leeds Businesses and enabling Leeds Residents to maximise their employment potential. Skills are important to achieve all Leeds Strategic Outcomes



The data for NI 163 and NI 164 is collected Annually (calendar year) from the Office for National Statistics (ONS) Annual Population Survey (APS), the results of which are available the following August. The 2009/10 data is not available until September 2010.

Overall Progress to date and outcomes achieved October 2009 – March 2010

Overall Summary

There have been changes to the skills infrastructure with the move from the Learning and Skills Council to the Skills Funding Agency, Young Peoples Learning Agency and the National Apprenticeships service and partners are working together to ensure appropriate and timely data is produced. Unfortunately new data regarding the proportion of the population with level 2 and 3 skills will not be available until September. Against the backdrop of the global economic recession we are still making progress. Business Link is the main gateway for publicity training support for business through the Train to Gain Programme. The Leeds Economy and Skills Partnership has established a new skills sub-group, and this group will take responsibility in the future for considering progress against the skills of the workforce improvement priority, further information will be available for the Q2 2010-11 action tracker.

Achievements since the last report

- The employer led Leeds Skills Board has continued to meet on a monthly basis to consider skills issues and learn from best practice elsewhere.
- There were 254 apprentices within the Council/Education Leeds as of 31 March 2010.
- Business Link Advisors carried out 535 face to face meetings with organisations in Leeds 1st April 2009 – 31st March 2010, which resulted in 3,196 potential learner opportunities (referred to as indicative learners). Of these 2,239 (70.1%) were referred to bespoke and non accredited training, 681 (21.3%) referred to Level 2/3, 81 (2.5%) were referred to higher education and 195 (6.1%) referred to Skills for Life
- The total indicative learner investment within the Leeds region was £1,280,368 with £762,514 of this public funding and £517,854 employer funding
- In West Yorkshire demand for Train to Gain is dominated by the followings sectors: Engineering and Manufacturing (19%), Health and Social Care (13%), Construction (16%) and Retail (13%)
- At City Region level the Employment and Skills Board established and work is underway to further develop the strategic approach.

Challenges/Risks

- Following the closure of the Learning and Skills Council (LSC) (31 March 2010), relationships with the new organisations will need to be established.
- LSC funding for the Leeds Skills Board ceased 31 March 2010. It is unclear whether there will be further seedcorn funding to facilitate/test new initiatives emanating from the business-led group.
- Pressures on public sector budgets may limit the ability to support apprenticeships.

Council / Partnership Groups

Approved by (Accountable Officer)	Paul Stephens	Date	07.05.10
Approved by (Accountable Director)	Jean Dent	Date	19.05.10

Improvement Priority – LN-1a. Enhance the skills level of the workforce to fulfil individual and economic potential.

Accountable Officer – Paul Stephens and Helen Stafford, Skills Funding Agency

Accountable Director – Jean Dent

Key actions for the next 6 months				
Action (Desired Achievements)	Contributory Officer / Partner	Milestone / Actions	Timescale	
1 Develop and maintain relationships between Leeds City Council, Skills Funding Agency, Business Link and Leeds Colleges to encourage closer working and timely reporting of data.	Paul Stephens, Leeds City Council/ Skills Funding Agency/ Business Link/Leeds Colleges	Processes developed and established	June 2010	
2 LCC Apprenticeships to support Looked after Children and NEETs	Keri Evans, Regeneration, Jobs and Skills	Secure interview guarantee for Looked After Children	October 2010	
3 Establish an Apprenticeship Steering Group	Keri Evans, Regeneration, Jobs and Skills	Develop an action plan to increase the number of apprentices within Leeds	October 2010	
4 Ensure the places contracted through the adult responsive budget are delivered and monitored	Helen Stafford, Skills Funding Agency	LSC contract performance review (November 2009)* Monitoring of the LSC Annex B – mid year estimates (February 2010)*	July 2010	
5 Ensure the places contracted through the employer responsive budget are delivered and monitored		Remedial action taken in response to under / over performance Targets agreed: Employer and Learner Starts published (December 2009)*	July 2010	
6 Continue to develop effective progress routes including for example: <ul style="list-style-type: none"> • Pre employment through skills for jobs • Sector Routeway Programmes • Work with offenders at Leeds building Colleges 		Leeds City College pilot up and running Achievement of level 1 and level 2 qualifications Progression of learners to further education or training	December 2010 October 2010 January 2010	
* The Skills Funding Agency was set up in April 2010 and currently has been unable to obtain the data from the former Learning and Skills Council. Work is ongoing to resolve this and an update will be reported in the Q2 2010/11 action tracker.				

Improvement Priority – LN-1a. Enhance the skills level of the workforce to fulfil individual and economic potential.

Accountable Officer – Paul Stephens and Helen Stafford, Skills Funding Agency

Accountable Director – Jean Dent

Performance Indicators

Performance indicators aligned to the Improvement Priority

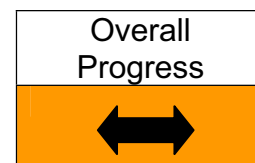
Reference	Title	Owner	Frequency & Measure	Rise or Fall	Baseline	2008/09 Result	2009/10 Target	Full Year Result	Data Quality
NI 163	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher.	Planning and Economic Policy	Annually %	Rise	70.6% (2006)	69.01%	75.6%	Result expected September 2010	No concerns with data
NI 164	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 3 or higher	Planning and Economic Policy	Annually %	Rise	50.5% (2006)	51.32%	54.5%	Result expected September 2010	No concerns with data

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Improvement Priority – TP-1e. Increase financial inclusion in deprived areas.

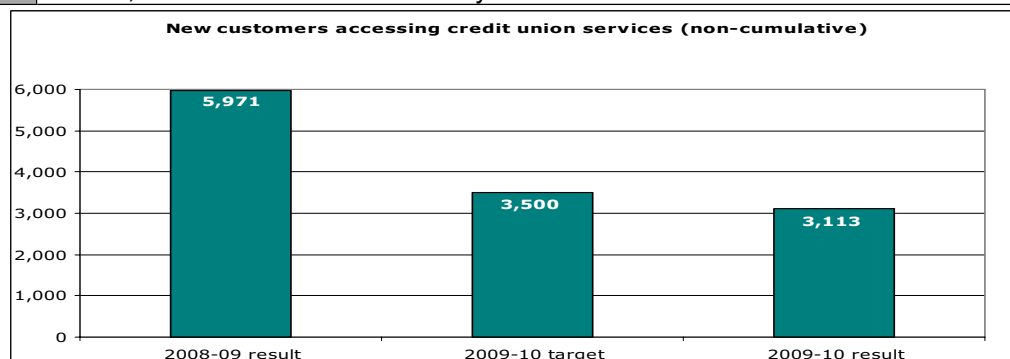
Accountable Officer – Paul Stephens

Accountable Director - Neil Evans



Why is this a priority

Helping people manage their finance and reduce debt levels is a key part of addressing Leeds Strategic Outcomes and in particular those relating to Thriving Places. The financial inclusion partnership has three main aims, to improve access to affordable credit, access to free debt advice, and levels of financial literacy.



Overall Progress to date and outcomes achieved (October 2009- March 2010)

Overall Summary. The financial inclusion partnership has three main aims, to improve access to affordable credit, access to free debt advice, and levels of financial literacy. Progress continues to be made towards achieving these aims. Over the last six months it is evident that the recession has increased the number of people with financial difficulties. However whilst those needing advice/support has increased, the recession has also had the effect of reducing the numbers accessing Credit Union services. The main challenges for partners are to meet the increased demands within existing resources.

Achievements since the last report

- Internally Leeds City Credit Union (LCCU), have made further strides in improving the management and governance of the organisation.
- Leeds Money Advice Partnership: 10 of 11 Financial Inclusion Fund (FIF) debt adviser posts currently filled. Waiting lists for appointments 2-3 weeks – down from 3 months.
- Leeds CAB: Number of clients has increased by 15% in 2009/10 compared to equivalent period in 2008/09 (i.e. April 09 to Dec 10) . Debt enquiries increased 7% compared to same period in 2008/09; benefits and employment enquiries appear to have plateaued at 2008/09 levels (having increased 61% and 37% respectively compared to 2007/08). Funding from central government has enabled the bureau to increase drop-in hours at City Centre from 9 to 18 per week and at Crossgates from 6 to 9 per week. This funding has been extended to November 2010.
- Count me in: 916 financial literacy bags have been issued in libraries over the last six months making a grand total for the year of 1720. 122 events and promotions have taken place with over 1,830 people attending

Challenges/Risks

- Sustainability of the Credit Union in the current economic climate. Actions are being taken to promote lending including greater scrutiny of high risk lending. The recovery of “new” loan arrears has improved considerably in the past 10 months and much is being done to recover older “legacy” debts.
- The FIF contracts end in March 2011 and if not continued will mean the loss of 11 debt adviser posts in Leeds. That means approx. 2,200 clients a year will not be able to access debt advice and a return to waiting lists of 3 months and more, as was the case before FIF funding. Education Leeds financial literacy projects are also at risk when funding ceases in March 2011.
- Demand for advice services continues to exceed the level of existing provision, agencies are working to meet increasing demand by; training more volunteer advisers, working in partnership, applying for new funding, increasing open hours and telephone advise provision.
- Bidding process for Legal Services Commission (LSC) contracts is now in progress with results expected in June 2010. LSC has reduced the amount of Debt, Benefits and Housing work they are funding in many areas and in Leeds they are funding only 640 Debt and 520 Benefits cases. Together with the potential loss of FIF funding in 2011 this will significantly reduce the advice available to those in need.

Council / Partnership Groups

Approved by (Accountable Officer)	Paul Stephens	Date	27.04.2010
Approved by (Accountable Director)		Date	


Improvement Priority – TP-1e. Increase financial inclusion in deprived areas.

Accountable Officer – Paul Stephens

Accountable Director - Neil Evans

Key actions for the next 6 months									
Action (Desired Achievements)	Contributory Officer / Partner	Milestone / Actions	Timescale						
1	Chris Smythe Leeds City Credit Union	To stabilise the position of the branch network and seek resources for their continued operation in 2010/2011.	Ongoing						
	David Roberts, Leeds City Council	Recovery plan approved by CLT	End June 2010						
2	Dianne Lyons Leeds Citizens Advice Bureau	Sustain City Centre Bureau drop in hours 18 per week and at Crossgates Bureau at 9 per week. Respond to 190 telephone enquiries per week. Prepare as far as possible for significant reductions in debt advice provision from April 2011.	Next 6 months						
		Produce an evaluation report of the debt advice pilot.	Report due June 2010						
3	Count me in: Ann Day Education Leeds: Christine Marsden	Count me in: Increase the number of bags lent out, and to ensure Count me in web is easily accessible. Education Leads: To embed financial literacy into the curriculum	Count me in: April to October Education Leads: Until March 2011						
4	Dave Levitt	Corporate Debt Policy Revise and agree update of the policy and reinstate regular liaison group meetings.	October 2010						
Performance Indicators									
Performance indicators aligned to the Improvement Priority									
Reference	Title	Owner	Frequency & Measure	Rise or Fall	Baseline	2008/09 Result	2009/10 Target	Full Year Result	Data Quality
LSP-TP1e	Increase the number of new customers on low incomes accessing credit union services (savings, loans and current accounts).	Economic Development	Quarterly Number	Rise	6,700 (2007)	5,971	3,500 new members	3113	No concerns with data

City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
1 Leeds Strategic Plan Government Agreed	NI 185	CO2 reduction from local authority operations	Sustainable Development	Quarterly %	Rise	143,500 tonnes CO2*	N/A	2.1%	3.7%	N/A	No Concerns with data
	<p>Excellent progress has been made and emissions reduced by 3.7% between 2008/09 and 2009/10, an overachievement of almost 50% against the target reduction of 2.1%. Reductions were achieved in 3 of the 4 quarters and most sectors achieved reductions over the year, with the exception of Street Lighting. Considering the performance in the 5 key areas, the reduction in carbon emissions consisted of a 4.7% reduction from Buildings; 6.2% from Business Travel; 5.6% from Fleet; and 2.3% from Outsourced Fleet. Street Lighting emissions increased by 2.3% due to the PFI programme, which focussed initially in the more rural areas resulting in additional lighting columns being installed to achieve prescribed light standards. This trend will be reversed as more urban areas are reached.</p> <p>Fleet vehicles and business travel achieved significant reductions due to excellent energy efficiency and staff engagement initiatives. The consistent trend in reducing building emissions is encouraging as this forms over 60% of total emissions and is due to a combination of building disposal, more efficient new buildings, energy efficiency improvements and staff awareness. The NI185 Action Plan will continue to focus on cost-effective carbon reductions.</p> <p>* The baseline quoted above is the estimated baseline agreed with Government Office, Yorkshire and Humberside. The true baseline for 2008/09 is 136,989 tonnes of CO2.</p>										
2 Leeds Strategic Plan Government Agreed	NI 169	Non-principal classified roads where maintenance should be considered	Highways Services	Annually %	Fall	12%	9%	10%	7%		No Concerns with data
	<p>The data used to calculate this indicator is collected by an independent contractor accredited by the DfT, who performs surveys for authorities across the country. Additionally, the survey is carried out on a sampling basis, which can mean that results fluctuate year on year, despite the work which has been carried out by the authority. The targets for this indicator are set as part of the LSP and therefore cannot be changed, hence the apparent disparity between last year's result and this year's target.</p> <p>The drive in improvement, by targeting repairs on this network is borne out by the trend in the improving results for this performance indicator. It was anticipated that the work carried out on this network over the last two years would lead to a 1% improvement year on year. The 2% measured improvement is consistent with this target when the confidence limits are applied to the figures. The confidence interval for the 7% result is +/- 1.7% (5.3% to 8.7%) and for the 9% result is +/- 1.9% (7.1% to 10.9%). Future planned works for this network should help maintain the momentum of improvement.</p>										
3 Leeds Strategic Plan Government Agreed	NI 163	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher	Economic Development	Annually %	Rise	70.6%	69.0%	75.6%	Data due Sept 2010	N/A	No Concerns with data
	<p>The data is collected annually (calendar year) from the Office for National Statistics (ONS) Annual Population Survey (APS), the results of which will be available in September 2010.</p>										
4 Leeds Strategic Plan Government Agreed	NI 164	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 3 or higher.	Economic Development	Annually %	Rise	50.5%	51.3%	54.5%	Data due Sept 2010	N/A	No Concerns with data
	<p>The data is collected annually (calendar year) from the Office for National Statistics (ONS) Annual Population Survey (APS), the results of which will be available in September 2010.</p>										

City Development Performance Indicators 2009/10

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PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
5 Leeds Strategic Plan Government Agreed	NI 154	Net Additional homes provided	Forward Planning & Implementation	Annually Numerical	Rise	0	3,828	Cumulative Target of 8,428 for LSP	6,067 cumulative	N/A	No Concerns with data
	<p>The Council is required to monitor its housing delivery each financial year by tracking housing starts and completions as well as any losses. The net additional homes provided in 2009/10 is 2239. The gross housing build totalled 2517 units this year. However, bulk demolition was higher than in previous years due to large scale clearance and regeneration plans. The extremely low level of completions recorded in January 2010 and lower than expected completion levels in February 2010 may be due to the weather, which has delayed some developments. Low start levels for the past few months are expected to translate into low completion levels over the coming year.</p> <p>It is anticipated that 2010/11 will continue to deliver lower levels of housing due to the economic conditions, which are restricting financing for development. The Council is actively engaging with Communities and Local Government and the Homes and Communities Agency to secure funding for various housing projects to ensure housing developments are on track. However the current low level of starts will mean a low level of completions in the coming months.</p>										
6 Leeds Strategic Plan Government Agreed	NI 188	Planning to adapt to climate change	Sustainable Development	Quarterly Level	Rise	Level 0	Level 1	Level 2	Level 1		No Concerns with data
	<p>The target of Level 2 for 2009/10 for NI 188 has not been achieved this year. Of the 6 tasks for 2009/10, only 1 has been completed (encouraging the Local Strategic Partnership to identify major weather and climate vulnerabilities and opportunities that affect the delivery of the Partnership's objectives), 4 have made significant progress and 1 has been started but minimal progress has been made. The Service is actively pursuing a dedicated resource for NI 188. Whilst Level 2 has not been achieved, progress has been made in Levels 3 and 4. Progress in these higher levels has provided the foundation to achieve the 2010/11 target of Level 3.</p>										
7 Leeds Strategic Plan Government Agreed	NI 167	Congestion - average person journey time per mile during the morning peak (07:30-09:30)	Transport Policy	Annually Minutes and seconds	Fall	4 Minutes 4 seconds	3 Minutes 56 Seconds	4 Minutes 19 Seconds	Data due November 2010	N/A	No Concerns with data
	<p>This indicator is calculated by DfT and will not be available until November 2010.</p>										
8 Leeds Strategic Plan Government Agreed	NI 47	Percentage change in the number of people killed or seriously injured in road traffic accidents	Transport Policy	Annually %	Rise	374 (2007 Actual Result)	-1.7%	2.5%	4.0%		No Concerns with data
	<p>This indicator is measured in a calendar year and based on a percentage change from 1 year to the next, using a 3 year rolling average. After showing no real sign of change since 2006, the number of casualties killed or seriously injured (KSI) fell significantly during 2009 and the total is now below the target trajectory. The 2009 total of 321 KSI is, in fact, lower than the target figure of 332. In view of the flat trend during the period 2006 to 2008 however, the drop in 2009 may, in part, be due to random fluctuation and so efforts aimed at reducing KSI casualties will be maintained. Compared with the average of the previous 5 years, the 2009 KSI figures fell by 26% amongst car occupants (driver plus passenger) and 18% for pedestrians. There was no real change for KSI pedal cyclists, whilst there was a small increase in motor cycle KSI casualties. Please note that good performance is typified by a positive percentage change.</p>										
9 Leeds Strategic Plan Partnership Agreed	NI 11	Engagement in the Arts	Arts and Events	Annually %	Rise	37.1%	37.1%	38.1%	46.3%		No Concerns with data
	<p>The Active People Survey is a national survey, funded by Sport England which runs annually from October. Questions relating to NI 11 were introduced in April 2008 and the baseline figure (for 2008/09) was provided by the Department for Culture, Media and Sport in December 2008. Results do not solely relate to cultural events organised by the Council, or events within the Leeds' boundary. The target for the next 2 years reflects the service's commitment to improvement, but sets a realistic level in light of concerns that it is difficult to influence awareness beyond their services. The results have been contributed to by the success of the programme of events and activities held by the Council.</p>										





City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
10 Leeds Strategic Plan Partnership Agreed	LSP-EE1a	Support the establishment of 550 new businesses in deprived communities in Leeds by 2011.	Economic Development	Quarterly Number	Rise	12,397	13,016	12,809	12,883	↓	Some Concerns with data
	<p>This indicator tracks the total number of businesses in the LEGI sphere of influence as reported by the BETA model (an economic modelling tool), which draws on the yell.com and Experian business databases. In the final quarter of 2009/10 alone the business stock in our target area declined by 141, a reduction of slightly more than 1%. Despite this, the indicator remains ahead of overall target (to increase to 12947 by March 2011). While still well ahead of target the recession is having an effect on the Leeds economy, and the reduction over the last 2 quarters is a sign that the full effects of the recession have yet to be seen in the local economy.</p>										
11 Leeds Strategic Plan Partnership Agreed	LSP-CU1a(i)	Number of physical visits to libraries	Libraries and Information	Quarterly Number	Rise	4,181,923	3,998,358	3,850,000	3,823,562	↓	No Concerns with data
	<p>Physical visits to libraries missed their target by only 0.7%. This was caused partially by the cold weather in January and also by the impact of the closures of both Compton Road and Garforth Libraries for refurbishment, as less borrowers switched to other libraries than anticipated. This was almost counterbalanced by the earlier than anticipated reopening of Garforth Library.</p>										
12 Leeds Strategic Plan Partnership Agreed	NI 10	Visits to museums and galleries	Museums and Galleries	Annually %	Rise	48.1%	48.1%	49.1%	57.0%	↑	No Concerns with data
	<p>The Active People Survey is a national survey, funded by Sport England which runs annually from October. Questions relating to NI 10 were introduced in April 2008 and baseline figure was provided directly from the Department for Culture, Media and Sport in December 2008. The results do not relate solely to visits to Leeds' museums and galleries, but to museums and galleries in other locations/in private ownership. The results have been contributed to by the success of the programme of events and exhibitions held by the Council.</p>										
13 Leeds Strategic Plan Partnership Agreed	LSP-CU1a(ii)	The total number of visits to Museums and Galleries.	Museums and Galleries	Quarterly Number	Rise	384,346	995,883	1,000,500	1,007,923	↑	No Concerns with data
	<p>Admissions are counted at point of sale except in the City Museum (which has a manual count using a clicker) and both City Art Gallery and Kirkstall Abbey have magic eye sensors. This indicator is 7423 above target and 12040 above last year's actual, an increase of 1.21%. The improvement on last year's record figures shows the increase achieved from previous years is sustainable (average 2003-2007 was 381,000). The increase was achieved despite introducing shorter opening hours at the Art Gallery, a number of unplanned closures caused by staff vacancies, and a faster than expected fall off in visits to the new City Museum.</p>										
14 Leeds Strategic Plan Partnership Agreed	NI 9	Use of public libraries	Libraries and Information	Annually %	Rise	42.0%	42.0%	43.0%	41.7%	↓	No Concerns with data
	<p>The Active People Survey is a national survey, funded by Sport England which runs annually from October. Questions relating to NI 9 were introduced in April 2008 and the baseline figure was provided directly from the Department for Culture, Media and Sport in December 2008. Whilst the result shows a downwards direction of travel, the score of 41.7% is within the range of statistical variation for the sample size i.e. +/- 4.3%. However, the service continues to seek improvements which have included the refurbishment of Garforth Library (opened February 2010), and continued work on Compton Road Library (opening Summer 2010) and Chapeltown Library (opening Autumn 2010), which will attract more users of the service.</p>										

City Development Performance Indicators 2009/10





PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
15 Leeds Strategic Plan Partnership Agreed	LSP-CU2a(i)	Restore, refurbish and increase the cultural infrastructure of the city: a) Amount spent on developing facilities of national and international significance.	Museums and Galleries	Annually £	Rise	£0	£12,433,400	£46,557,000	£23,546,400	↑	No Concerns with data
	<p>Whilst CU2a (ii) (below) has achieved its target, this indicator has fallen below target due to a lower spending than anticipated in the phasing of the capital schemes. Specifically, the City Varieties start was held up by heritage investigations and delays with grant funding, in addition the complexity of legal agreements with neighbours slowed the project initiation. There were issues with the initial tender process for the Arena and inability to find a suitable partner for the build, which resulted in the Council taking on the project and a revised timeframe. These early delays with the Arena project had a knock on effect on the programme's 2009/10 in-year spend, although work is now back on track. The result for 2008/09 has both been amended to exclude investment in the refurbished/extended Garforth Library as this project has limited significance nationally.</p>										
16 Leeds Strategic Plan Partnership Agreed	LSP-CU2a(ii)	Restore, refurbish and increase the cultural infrastructure of the city: b) Number of physical infrastructure capital build projects of national or international significance that will increase and/or improve culture provision.	Museums and Galleries	Annually Number	Rise	0	3	3	3	↔	No Concerns with data
	<p>Whilst schemes are currently underway, no schemes were expected to be completed in 2009/10. The City Varieties start was delayed due to heritage investigations and also delays with grant funding, as well as the complexity of legal agreements with neighbours.</p>										
17 Leeds Strategic Plan Partnership Agreed	LSP-ENV2b	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	Parks and Countryside	Annually %	Rise	10.80%	19.56%	21%	23.4%	↑	No Concerns with data
	<p>Each year a selection of parks and greenspaces are assessed internally according to the national Green Flag standard. The selection of parks assessed is on a 3 year rolling basis by trained Green Flag judges, with those attaining a pass reported as a percentage of all sites assessed. The performance is in line with expectations and supports the Parks and Greenspace Strategy for Leeds' target, i.e. to have all community parks to Green Flag standard by 2020.</p>										
18 Leeds Strategic Plan Partnership Agreed	NI 157 - MAJORS	Processing of planning applications as measured against targets for Major application types	Planning Services	Quarterly %	Rise	63.49%	65.33%	70.00%	60.49%	↓	No Concerns with data
	<p>Although the service met the national target of 60%, performance is below the LSP target for this indicator due to the effects of the recession both in reducing the number of new Major planning applications received (down 19% on last year) and the service proactively managing a backlog of old applications which had built up, particularly where developers are reluctant to sign s106 agreements. The number of 'out of time' applications has successfully been reduced from 88 at the beginning of the year to 54. The removal of some Major applications, to be dealt with separately under Planning Performance Agreements, has also affected performance by causing a further reduction in the overall number of new applications in the Major category. The service continues to concentrate on keeping all new applications 'in time' and, together with the reduced backlog of 'out of time' applications, this should help deliver targets next year. However, it is unlikely that the service will be able to meet the stretch target of 75% for 2010/11, which was agreed before the recession started.</p>										
19 Leeds Strategic Plan Partnership Agreed	NI 8	Adult Participation in sport and active recreation	Sport and Active Recreation	Annually %	Rise	20.6%	28.4%	22.6%	26.25%	↓	No Concerns with data
	<p>The figure above was gathered by Ipsos MORI who were commissioned by Sport England to undertake an annual sport and active recreation participation survey. The original survey was undertaken from October 2005 - October 2006 and this collected 1,000 surveys from most local authorities across England. The latest figures represent a dramatic improvement over the 2005/06 baseline of 20.6% and represents an improving underlying trend, despite the slight fall in performance since last year.</p>										

City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
20 Leeds Strategic Plan Partnership Agreed	LSP-TP1e	Increase the number of new customers on low incomes accessing credit union services (savings, loans and current accounts)	Economic Development	Quarterly Number	Rise	6,700	5,971	3,500	3,113		No Concerns with data
	<p>The results for this indicator are calculated through Leeds City Credit Union's (LCCU) records of the number of new customers to their services who are on low incomes. The annual target for this indicator is 3500 new customers and the target has not been achieved.</p> <p>Over the past 18 months LCCU has experienced significant changes which have impacted upon the accessibility of credit union services and therefore reduced exposure and the ability to recruit. The reasons for the drop off in performance are twofold. Firstly, as a result of a confidential review of the business a rationalisation of the LCCU branch network, including reduced hours of opening, has been implemented. Secondly, LCCU are reporting that as a result of the recession people are less willing to borrow money, and as a significant amount of the new members on low incomes are made up of borrowers, this has had an impact on the overall numbers achieved.</p>										
21 Leeds Strategic Plan Partnership Agreed	LSP-TR1a	Cycle trips to the City Centre in the morning peak period (7:30-9:30)	Transport Policy	Annually Number	Rise	728	967	840	1,064		No Concerns with data
	<p>Please note that this indicator is calculated based on surveys performed over a 3 day period and the targets are set as part of the Leeds Strategic Plan and cannot be altered. The promotion of existing cycle lanes, cycle promotion and new cycling infrastructure have all contributed to achieving the target set, not only for 2009/10 but also 2010/11. External factors such as the recession, increased fuel costs and the increase in the cost of short distance bus journeys may also have encouraged individuals who use these modes of transport to switch to cycling.</p>										
22 Leeds Strategic Plan Partnership Agreed	LSP-TR1b(i)	Percentage of non-car journeys into central Leeds in the morning peak period	Transport Policy	Annually %	Rise	42.3%	44.7%	44.7%	44.3%		No Concerns with data
	<p>Data for this indicator are obtained from both the Leeds Central Cordon Modal Split Roadside Survey and rail passenger counts undertaken by Metro. There are concerns over the robustness of this indicator as the survey methodology for rail passenger counts has recently been changed by Metro, and any change in the number of rail passengers directly affects the percentage mode share of other modes. Metro are in the process of commissioning a review of their data requirements and have been requested by Leeds City Council to include the collection of bus and rail passenger numbers in this process.</p> <p>Please note that the confidence intervals on this indicator are +/-2%. As such, the indicator is still within the target levels set and performance remains on track.</p>										
23 Leeds Strategic Plan Partnership Agreed	LSP-TR1b(ii)	Local bus passenger journeys originating in the authority area	Transport Policy	Annually Number	Rise	78,800,000	N/A	Not Set	See Comments	N/A	N/A
	<p>Data is not available from Metro for this indicator. Metro are in the process of commissioning a review of their data requirements and have been requested by Leeds City Council to include the collection of local bus passenger journeys in this process.</p>										
24 National Indicator	NI 168	Principal roads where maintenance should be considered	Highways Services	Annually %	Fall	9%	5%	5%	5%		No Concerns with data
	<p>The data used to calculate this indicator is collected by an independent contractor accredited by the DfT, who performs surveys for authorities across the country.</p> <p>Repair work was targeted on this network last year at a level to maintain the condition at a steady state. It was argued last year that the 5% result should be treated with caution due to statistical confidence limits on results. Hence a second year at this level provides reassurance that the amount of work being done is in keeping with our strategy. Resurfacing and repair works continue to be programmed on principal roads with the target of ensuring that there is no overall deterioration and performance continues at around the core city median of 6%. This allows resources to be focused on more local roads where there is still significant scope for improvement.</p>										

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City Development Performance Indicators 2009/10

	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
25	National Indicator	NI 197	Improved Local Biodiversity - proportion of Local Sites where positive conservation management has been or is being implemented	Parks and Countryside	Annually %	Rise	45%	45%	45%	58%		No Concerns with data
26	National Indicator	NI 198	Children travelling to school - mode of transport usually used	Transport Policy	Annually %	Fall	30.4%	28.4%	Not Set	Not Available until mid July 2010.		Some Concerns with data
27	National Indicator	NI 151	Overall Employment rate (working age)	Economic Development	Quarterly %	Rise	75.1%	73.0%	Not Set	71.4%		No Concerns with data
28	National Indicator	NI 159	Supply of ready to develop housing sites	Forward Planning & Implementation	Annually %	Rise	102.0%	102.0%	100.0%	Not Reported	N/A	No Concerns with data
29	National Indicator	NI 165	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least level 4 or higher.	Economic Development	Annually %	Rise	29.3%	29.3%	Not Set	Data not available until September 2010	N/A	No Concerns with data
30	National Indicator	NI 166	Median earnings of employees in the area	Economic Development	Annually £	Rise	£433.10	£461.40	Not Set	£479.10		No Concerns with data


City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
		<p>The source of this information is the Annual Survey of Hours and Earnings (ASHE), which is available on NOMIS, the Official Labour Market Statistics website. ASHE is based on a sample of employee jobs taken from HM Revenue & Customs PAYE records. It does not cover the self employed. Data relates to a specific pay period in April of each year.</p> <p>In 2009 the median earnings for employees in the area was £479.10, which is an improvement on the 2008 figure of £461.40. The 2009 Leeds' results are higher than the regional average of £450.80 but below the national earnings figure of £495.20. However, it should be noted that the figures are derived from sample surveys, and therefore we can be 95% confident that the true Leeds figure in both cases is +/- 2.2 percentage points of the quoted figures.</p>									



City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
31 National Indicator	NI 170	Previously developed land that has been vacant or derelict for more than 5 years	Forward Planning & Implementation	Annually %	Fall	3.05%	3.05%	Not Set	3.13%		No Concerns with data
	<p>The result shows a rise from last year, equivalent to a net increase of about 15 hectares of long-term vacant or derelict land and buildings. This can be explained by reference to low development activity levels, improved methodology, drawing on our Strategic Housing Land Availability project, plus the ageing of sites that came within the scope of the indicator during the period 2004 - 2005. With very little development activity during 2009/10 in the housing and commercial sectors generally, new sites reaching the 5 year threshold for inclusion within the indicator has exceeded the number of sites developed and therefore no longer counted in the indicator.</p> <p>This was a newly introduced national indicator last year and no targets were set, as there was no past history to enable assessment of the likely year-to-year variation in this indicator.</p>										
32 National Indicator	NI 171	New business registration rate	Economic Development	Annually Number	Rise	49	44	Not Set	Data due December 2010	N/A	No Concerns with data
	<p>The data reported above is the result relating to 2008/09 which was published in December 2009. The data for 2009/10 will not be available until December 2010 when it will be published by the Department for Business Enterprise and Regulatory Reform. It measures the proportion of business registrations per 10,000 resident population aged 16 and above in the calendar year. In Leeds in 2008 there were 44 business registrations for every 10,000 residents. The rate for Leeds in 2008 is lower than the regional (48.5) and national (57.2) averages.</p>										
33 National Indicator	NI 172	Percentage of small businesses in an area showing employment growth	Economic Development	Annually %	Rise	Not Set	14.70%	Not Set	Data due December 2010	N/A	No Concerns with data
	<p>The data reported above is the result relating to 2008-09. The data for 2009-10 will be released by the Department for Business Enterprise and Regulatory Reform in December 2010. In 2008, 14.7% of VAT registered businesses in Leeds were showing employment growth, this is lower than the regional rate of 15% but higher than the national figure of 14.2%.</p>										
34 National Indicator	NI 174	Skills gaps in the current workforce reported by employers	Economic Development	Annually %	Fall	13.00%	N/A	Not Set	19.00%	N/A	No Concerns with data
	<p>The performance data is compiled from the National Employers Skills Survey that is conducted on a two-year cycle. The result above relates to the survey undertaken in 2009. In 2009 a total of 79,100 surveys were undertaken across England; in Leeds 1,109 surveys were completed. The 2009 result of 19% of employers reporting a skills gap amongst their workforce is a significant increase on the 2007 result of 13%, however it is important to consider that the survey has a 95% confidence level. The result for Leeds in 2009 is the same as the result for England.</p>										
35 National Indicator	NI 157 - MINORS	Processing of planning applications as measured against targets for Minor application types	Planning Services	Quarterly %	Rise	69.94%	76.17%	65.00%	77.92%		No Concerns with data
	<p>Leeds City Council targets have been set to match and maintain the Government's published target of 65.00%, although the service is performing well against this.</p>										
36 National Indicator	NI 157 - OTHERS	Processing of planning applications as measured against targets for Other application types	Planning Services	Quarterly %	Rise	83.63%	86.41%	80.00%	86.03%		No Concerns with data
	<p>Targets have been set to match and maintain the Government's published target of 80%, and the service is performing well against this.</p>										
37 National Indicator	NI 157 - COUNTY MATTERS	Processing of planning applications as measured against targets for County Matter application types	Planning Services	Quarterly %	Rise	64.71%	64.71%	Not Set	56.00%		No Concerns with data
	<p>This is a new indicator which commenced in April 2008 as part of the new NI 157 national indicator suite. Unlike the other parts of NI 157 (Major, Minor and Other planning applications), the government has not set national targets. Because of the highly complex nature of these applications (minerals and waste applications) and the small number submitted (17 in 2008/09 and 25 in 2009/10), it would be difficult to set meaningful targets. Performance has fallen slightly, however this is due to the broad variation in complexity of the applications submitted.</p>										

City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality	
38	National Indicator	NI 186	Per capita reduction in CO2 emissions in the LA area	Sustainable Development	Annually %	Rise	6.701 tonnes per capita	1.3%	3.6%	5.7%		No Concerns with data
<p>Figures for per capita emissions in 2005 and 2007 were obtained from Defra and used to generate the percentage reduction between the baseline year of 2005 and 2007 against a cumulative target which commenced in 2008/09. The emissions for the city reduced over the period as compared to the 2008-09 result of 1.31%, however the population rose by approx 10,000, resulting in a lower per capita emission figure. There is a significant time lag (circa 2.5 years) before data becomes available for this indicator. Therefore, the reductions reported above actually occurred before the start of 2009/10 and any actions taken after 2007 are not reflected in this result.</p>												
39	National Indicator	NI 189	Flood and coastal erosion risk management	Engineering Services	Annually %	Rise	N/A	N/A	Not Set	100%	N/A	No Concerns with data
<p>Leeds City Council has made substantial progress in implementing recommendations of the Pitt Report on the flooding of June 2007, in advance of them becoming a statutory requirement. 100% of the actions for year 2 have been implemented. This includes giving increased emphasis to controlling flood risk arising from developments, improving our drainage records, building partnerships with the Environment Agency and Yorkshire Water, and helping householders with individual property flood protection measures.</p>												
40	National Indicator	NI 194a	Level of Air Quality - reduction in NOx emissions through local authority's estate and operations.	Sustainable Development	Annually %	Rise	283 tonnes	N/A	2.1%	6.3%	N/A	No Concerns with data
<p>The results indicate that our buildings and street lights are responsible for about two thirds of emissions. Detailed breakdowns show that transport is responsible for 51.3 tonnes (19.3%) of NOx emissions; and stationary sources are responsible for 214 tonnes (80.7%) of NOx. Emissions from transport have decreased as a percentage of our total emissions. The reduction is closely linked to actions arising from the National Indicator 185, Reduction of CO2 Emissions, Action Plan.</p>												
41	National Indicator	NI 194b	Level Air Quality - Percentage reduction in primary PM10 emissions through local authority's estate and operation.	Sustainable Development	Annually %	Rise	8.58 tonnes	N/A	2.1%	7.0%	N/A	No Concerns with data
<p>The results indicate that our buildings and street lights are responsible for about two thirds of emissions. Detailed breakdowns show that transport is responsible for 2.57 tonnes (32.2%) of PM10 emissions; stationary sources are responsible for 5.41 tonnes (67.8%) PM10. Emissions from transport have decreased as a percentage of our total emissions. The reduction is closely linked to actions arising from the National Indicator 185, Reduction of CO2 Emissions, Action Plan.</p>												
42	National Indicator	NI 175	Access to services and facilities by non-private modes, public transport, walking and cycling	Transport Policy	Annually %	Rise	89.5%	70.2%	Not Set	Data due mid July 2010	N/A	No Concerns with data
<p>The figure reported is for the West Yorkshire region. The information is not available at a Leeds level, and therefore no targets were set for this indicator. The result will not be available from the DfT until mid July.</p>												
43	National Indicator	NI 176	Working age people with access to employment by public transport (and other specified modes)	Transport Policy	Annually %	Rise	83.0%	84.0%	Not Set	Data due mid July 2010	N/A	No Concerns with data
<p>Figures reported previously have changed due to changes in the methodology used by Communities and Local Government, and targets will be amended accordingly by the DfT. The figures will be provided by the DfT in mid July 2010.</p>												
44	National Indicator	NI 177	Local bus and light rail passenger journeys originating in the authority area in a given year	Transport Policy	Annually Number	Rise	196,900,000	195,037,811	198,500,000	Data due mid July 2010	N/A	No Concerns with data
<p>Data for this indicator is supplied by METRO and will not be available until mid July.</p>												

City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
45 National Indicator	NI 178 - Non-Frequent	Bus services running on time: Non-frequent services running on time	Transport Policy	Annually %	Rise	87%	86%	92%	Data due mid July 2010	N/A	Some Concerns with data
46 National Indicator	NI 178 - Scheduled	Bus services running on time: Excess waiting time for frequent scheduled services (6 or more buses per hour)	Transport Policy	Annually Minutes and sec	Fall	1m 36 sec	1m 13 sec	1m 9 sec	Data due mid July 2010	N/A	Some Concerns with data
47 National Indicator	NI 48	Percentage change in the number of children killed or seriously injured in road traffic accidents	Transport Policy	Annually %	Rise	43 (2007 actual)	2.9%	6.0%	6.2%		No Concerns with data
48 National Indicator	NI 199	Children and young people's satisfaction with parks and play areas (introduced in 2009/10)	Parks and Countryside	Survey %	Rise	40.00%	41.20%	41.20%	57.30%		No Concerns with data
49 Local Indicator	LEGI 1	Support the establishment of 550 new businesses in deprived communities in Leeds by 2011, with two thirds started by local residents.	Economic Development	Quarterly Number	Rise	0	127	300	244	N/A	Some Concerns with data
50 Local Indicator	LEGI 2	To assist 650 existing businesses in deprived communities in Leeds to survive and grow by 2011.	Economic Development	Quarterly Number	Rise	0	799	433	743	N/A	Some Concerns with data

City Development Performance Indicators 2009/10

	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
51	Local Indicator	LEGI 3	To attract 75 existing businesses to relocate to deprived communities in Leeds by 2011.	Economic Development	Quarterly Number	Rise	0	18	50	37	N/A	Some Concerns with data
52	Local Indicator	LEGI 4i	To create 1,100 jobs and move 800 people from deprived communities in Leeds into employment or self-employment by 2011. Part i: To create 1,100 jobs.	Economic Development	Quarterly Number	Rise	0	200	580	484	N/A	Some Concerns with data
53	Local Indicator	LEGI 4ii	To create 1,100 jobs and move 800 people from deprived communities in Leeds into employment or self-employment by 2011. Part ii: Move 800 people from deprived communities in Leeds into employment or self-employment	Economic Development	Quarterly Number	Rise	0	156	490	391	N/A	Some Concerns with data
54	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	6.04 Days	4.57 Days	5.00 Days	4.83 Days	↓	No Concerns with data
55	Local Indicator	LKI 224a	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	26.15 Days	43.00 Days	20.00 Days	14.36 Days	↑	No Concerns with data

City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality	
56	Local Indicator	LKI 224b	Percentage of the unclassified road network where structural maintenance should be considered in that year.	Highways Maintenance	Annually %	Fall	18%	12%	8%	Data due mid July 2010	N/A	No Concerns with data
The result for this indicator will not be available until mid July 2010.												
57	Local Indicator	LKI CD HW02	Category 1, 1a or 2 footways where maintenance should be considered.	Highways Services	Annually %	Fall	19%	17%	15%	Data due mid July 2010	N/A	No Concerns with data
The result for this indicator will not be available until mid July 2010.												
58	Local Indicator	LKI CD HW04	The percentage of lighting points across the city in light.	Highways Services	Monthly %	Rise	98.50%	99.50%	98.75%	99.06%	↓	No Concerns with data
Southern Electrical Contracting have met their performance target for this indicator. This may be attributed to the improvements detailed within performance indicator LKI-215a, and also the Core Investment Programme, which so far has resulted in the replacement of approximately 54,300 street lights across the city. The minor fall in performance compared with last year is not significant.												
59	Local Indicator	BV-170c	The number of pupils visiting museums and galleries in organised school groups	Museums and Galleries	Quarterly Numerical	Rise	23,939	35,890	36,608	38,628	↑	No Concerns with data
The indicator is based on a physical count of children taken at the time the school group visits. The result was 2020 above target and 2738 above last year's actual, an increase of 7.6% when compared to last year's record figures. The service is now approaching capacity based on numbers of learning staff and teaching spaces available.												
60	Local Indicator	CP-CU50b	Visits to the City Council's cultural facilities - Sport & Active Recreation	Sport and Active Recreation	Quarterly Numerical	Rise	4,552,263	4,552,263	4,293,463	4,497,638	↓	Some Concerns with data
Some issues with data quality across 3 sites resulted in a lower 2009-10 result. Measures have been put in place to ensure correct and accurate data reporting for future quarters. However, performance rose 4.8% above the target despite contributory factors such as the temporary site closures at Armley, Morley and Kippax for refurbishment.												
61	Local Indicator	LKI-SC19	Number of sports facilities with a specified quality assurance standard.	Sport and Active Recreation	Annually Number	Rise	12	12	13	11	↓	No Concerns with data
A total of 11 sites were accredited in 2009/10 which is slightly below target. This was due to the temporary site closure of Kippax for refurbishment as well as difficulties with staffing at East Leeds Leisure Centre, which prevented the sites been put through Quest.												
62	Local Indicator	LKI-SP9b	Net cost per visit	Sport and Active Recreation	Annually £	Fall	£2.36	£2.31	£2.55	£2.31	↔	No Concerns with data
The subsidy (or net cost) per visit held steady in 2009/10. The effect of fewer visits was overcome by costs being held unchanged and better income. The 2008/09 figure was revised up from £2.24 because of the revision of the visit numbers following our own audit of group estimates. The costs would have fallen had it not been for an increase in payroll due to Job Evaluation corrections costing around £800,000 (19p per visit).												
63	Local Indicator	LKI-PCP 22	Overall user satisfaction with Parks and Countryside (from the user survey).	Parks and Countryside	3 yearly survey	Rise	6.8	N/A	7.00	7.37	↑	No Concerns with data

City Development Performance Indicators 2009/10

PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
		<p>The result is drawn from analysis of responses from local residents to a 3 yearly postal survey using a national questionnaire called Greenstat, sent to 30,000 adults, 2400 young people and 2000 children with a representative distribution both city wide and across wards. The questions are varied around the use of parks and include equality and demographics data, and data is analysed by age, gender and by site to inform management activity and investment planning.</p> <p>The score of 7.37 is out of a total of 10 and represents good performance on those questions to the public that relate to user satisfaction. As the use of the Greenstat survey in this way is unique to Leeds there are no direct peer benchmarking opportunities available and therefore performance of the indicator is compared to previous scores for Leeds. This performance is broadly in line with expectations given that several years of Parks Renaissance funding has been invested in the physical assets.</p>									










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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 an **Accountable 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 Accountable Officer who has provided an overall evaluation of progress to date and an assessment of the direction of travel. 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 Traffic Light and Direction of Travel Ratings Explained

	<p>Progressing as expected – on schedule to complete key actions and meet the targets for key performance indicators.</p> <p>Overall the direction of travel is improving.</p>		<p>Minor delays/issues are having an impact on delivery but remedial action is underway/planned and the key performance indicators results are likely to be on, or close to, target.</p> <p>Overall the direction of travel is improving.</p>		<p>Significant delays or issues to address and unlikely to meet targets for key performance indicators.</p> <p>Overall the direction of travel is improving.</p>
	<p>Progressing as expected – on schedule to complete key actions and meet the targets for key performance indicators.</p> <p>Overall the direction of travel is static.</p>		<p>Minor delays/issues are having an impact on delivery but remedial action is underway/planned and the key performance indicators results are likely to be on, or close to, target.</p> <p>Overall the direction of travel is static.</p>		<p>Significant delays or issues to address and unlikely to meet targets for key performance indicators.</p> <p>Overall the direction of travel is static.</p>
	<p>Progressing as expected – on schedule to complete key actions and meet the targets for key performance indicators.</p> <p>Overall the performance is deteriorating.</p>		<p>Minor delays/issues are having an impact on delivery but remedial action is underway/planned and the key performance indicators results are likely to be on, or close to, target.</p> <p>Overall the performance is deteriorating.</p>		<p>Significant delays or issues to address and unlikely to meet targets for key performance indicators.</p> <p>Overall the performance is deteriorating.</p>

Why is this a Priority?	This section provides a brief comment on why this improvement area is a priority. For example it may be to address poor performance particularly in comparison to other similar cities, be a Government priority or it may address a specific local need / inequality etc.
Graphs	This section presents one or two of the aligned performance indicators as a graph. The graph will include information such as past and present performance and future targets
Overall Summary	This section provides an overall summary analysis of the progress to date - taking a view based on all the information provided in the action tracker including the results for the aligned performance indicators. This section should provide a clear explanation for the overall traffic light and direction of travel ratings.
Achievements since the last report	This section provides details of the key achievements/outcomes delivered in the last 6 months. For many improvement priorities there will be a large number of actions and activities but this section will only include the most important high level achievements.
Challenges/Risks	This section sets out any key risks or challenges that may prevent the delivery of the improvement priority.
Council/Partnership Groups	This outlines at which key council or partnership group the Action Tracker has been discussed and/or approved.
Key Actions for the next 6 months	This section provides a summary of next steps/key actions which are due to be carried out over the coming 6 months. Again these are limited to the most important and high level activities and where possible focus on what the impact/outcome will be. For each action/activity the contributory officer/partner responsible for leading this work, any milestones and timescales are included.
Performance Indicator Information	In this section the results for the aligned performance indicators for this improvement priority are presented including the target and are traffic lighted both for the result itself and for data quality. NB Additional performance information is presented in appendix 4.

Accountability Reporting Guidance

Column Title	Description
PI Type	<p>The PI Type column describes which basket each indicator belongs to. A basket is a set of indicators which we use to report on progress relating to different plans or frameworks, such as the Leeds Strategic Plan.</p> <p>Leeds Strategic Plan Government Agreed - These indicators show progress against the Leeds Strategic Plan and also form our Local Area Agreement.</p> <p>Leeds Strategic Plan Partnership Agreed - These indicators are the locally agreed priorities included in the Leeds Strategic Plan.</p> <p>Business Plan - These are indicators that form part of the Council Business Plan.</p> <p>National Indicator - These indicators are part of the set that are used to measure local government performance.</p> <p>Local Indicator - These are local key indicators for Leeds set by specific service areas.</p>
Reference	Each indicator has a unique reference number.
Title	This is the title given to the indicator.
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).</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 good performance 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	The baseline column provides a base result for the indicator against which progress can be measured. This is usually based on performance at a specific time in the past. E.g. a previous year.
Last Year Result	This column displays the result at the end of the previous financial year (31 March 2009).
Target	This column shows the target we have agreed for this financial year.
Full Year Result	This column shows the full year result for 2009/10.

	The green light shows that t this indicator has met its target.	
	An amber traffic light shows that this indicator has not met its target. However, the performance for this indicator is still acceptable and will not result in significant problems.	
	The red lights shows that this indicator has not met its target.	
Direction of Travel	An upwards arrow indicates that the 2009/10 result is an improvement in performance compared to the 2008/09 result	↑
	A sideways arrow indicates that the 2009/10 result is at the same level of performance compared to the 2008/09 result.	↔
	A downwards arrow indicates that the 2009/10 result is a decline in performance compared to the 2008/09 result	↓
Data Quality	To know we can rely on the information in these reports, it has to be of good quality. Directorates use this column to identify indicators where they have concerns about the quality of the information or data in the report. If a Directorate has Some or Significant concerns regarding Data Quality there will be an explanation in the comments field.	
	No Concerns indicates that the Directorate has signed off the data as accurate.	No Concerns
	If Some Concerns has been chosen, the Directorate has concerns about the data and are working to ensure it is accurate and reliable.	Some Concerns
	If Significant Concerns has been chosen, the Directorate thinks that the quality of the data may not be good or that maybe they have not got the correct data.	Significant Concerns
Comments	The comments for each indicator should explain why performance varies. They should also highlight if there are any problems with the quality of the data and what steps the Directorate is taking to improve it. This section will also focus on what will be done to improve the actions and state what outcomes they have achieved.	

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 6th July 2010

Subject: Work Programme, Executive Board Minutes and Forward Plan of Key Decisions

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 Attached as Appendix 1 is the current work programme for this Scrutiny Board. This has been amended to take into account discussions held at the last meeting.

1.2 Also attached as Appendix 2 and 3 respectively are the latest Executive Board minutes and the Council's current Forward Plan relating to this Board's portfolio.

2.0 Recommendations

2.1 Members are asked to;

- (i) Note the Executive Board minutes and Forward Plan
- (ii) Agree the Board's work programme

Background Papers

None used

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ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 6th July 2009			
Quarterly Accountability Reports	To receive quarter 4 performance reports for 2009/2010 including questions to the Executive Board Member		PM
Performance Indicator NI 157 – Major planning applications Plus an update on major developments in the city centre Update on Section 106 monies	To consider a report of the Director of City Development on this national indicator in detail and other matters specified	Scrutiny Board on 1st September 2009 requested a detailed report (including case studies) on major planning applications. The Board in June 2010 agreed that a report be presented to this Board on the 8 th July. It also requested an update on major developments in the city centre and on section 106 monies.	RP/B
Executive Board’s response to Inquiry to review the method by which planning applications are publicised and consultation undertaken	To report the decision of the Executive Board of 22nd June 2010 on the Director’s formal response to the Board’s final inquiry report and recommendations.		MSR

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 16th June 2010)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 7th September 2009			
Quarterly Accountability Reports	To receive quarter 1 performance reports for 2010/11 including questions to the Executive Board Member		PM
Scrutiny of the Budget	To receive 1 st quarter report 2010/11	Subject to the Board agreeing in June 2010 whether it wants quarterly reports on the budget	PM
Vision, LSP and Business Plan priorities	All Scrutiny Boards to receive a formal consultation report which will provide details of proposed Vision aims, Leeds Strategic Plan (LSP) and Business Plan priorities.	Scrutiny Chairs Advisory Group will then meet to determine how best to manage the target setting phase scheduled for October 2010	RP
Open Space Planning	To receive a report from the Chief Planning Officer	This was requested at the Board meeting on 8 th June 2010	B
Meeting date: 5th October 2009			
Marketing Leads Update	To receive an update on Marketing Leads	Update report from Marketing Leads and the role it plays in marketing Leads nationally and internationally.	B
Recommendation Tracking	To monitor progress on meeting the recommendations agreed following an Inquiry into how planning applications are publicised & consultation undertaken		MSR

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 16th June 2010)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 2nd November 2009			
Vision, LSP and Business Plan priorities	All Scrutiny Boards to be engaged in the target setting process, linked to the LSP and Business Plan priorities	Subject to new government LAA requirements not yet known	RP
Meeting date: 7th December 2009			
Quarterly Accountability Reports	To receive quarter 2 performance reports including questions to the Executive Board Member		PM
Meeting date: 11th January 2011			
Vision, LSP and Business Plan priorities -	Agree composite response to go to Executive Board		RP
Meeting date: 8th February 2010			
Meeting date: 8th March 2010			
Recommendation Tracking	To monitor progress on meeting the recommendations agreed following an Inquiry into how planning applications are publicised and consultation takes place		MSR
Quarterly Accountability Reports	To receive quarter 3 performance reports including questions to the Executive Board Member		PM

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 16th June 2010)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 5 th April 2010			
Annual Report			

Issues Identified by Previous Board but not yet included in Work Programme

1. Leisure Centres and Vision for Sport /sport centre closures
2. Suggested report updating members on work to improve signage in the station area and city centre and the Civic Trust proposals.
3. Suggested report on review of libraries - new technology, opening hours, greater use of mobile libraries, building maintenance.
4. Concerns expressed by Members as to the lack of publicity and promotion of "gems" in the city some privately owned (Wetherby racecourse, Harewood House) and the many events like concerts, Chapeltown Carnival, St George's Day.
5. The Board in December 2008 asked that further scrutiny be undertaken of the work being carried out to the City Varieties during 2009.
6. Review of the Environmental Policy and EMAS.

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

EXECUTIVE BOARD

TUESDAY, 22ND JUNE, 2010

PRESENT: Councillor K Wakefield in the Chair

Councillors A Blackburn, J Blake, A Carter,
S Golton, P Gruen, R Lewis, T Murray,
A Ogilvie and L Yeadon

Councillor J Dowson – Non-voting advisory member

1 Chair's Opening Remarks

The Chair welcomed all in attendance to the meeting and thanked his predecessors, Councillors A Carter and Brett, for the equitable way in which they had conducted previous Board meetings.

2 Exempt Information - Possible Exclusion of the Press and Public

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

- (a) Appendix 2 to the report referred to in Minute No. 14 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix contains information relating to the business and financial affairs of the Council, and disclosure of such information would, or would be likely to, prejudice the commercial interest of the Council in securing best value for money solutions in the future.
- (b) The appendices and the Final Business Case (FBC) document referred to in Minute No. 15 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that publication could prejudice the Council's commercial interests, as both the appendices and the FBC (lodged with the clerk to this Executive Board and available for inspection by Members of Executive Board) include matters where final negotiations on the Contract are not yet complete, and these negotiations are confidential between the City Council, the Local Education Partnership (LEP) and the Environments for Learning (E4L) Consortium. In addition, both the appendices and the FBC contain sensitive commercial information supplied to the City Council by E4L. In these circumstances it is considered that the public interest in not disclosing this commercial information outweighs the interests of disclosure.
- (c) Appendix 1 to the report referred to in Minute No. 21 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that

Draft minutes to be approved at the meeting
to be held on Wednesday, 21st July, 2010

the information contained within the appendix relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the disposal of the property/land then it is not in the public interest to disclose this information at this point in time. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

3 Declaration of Interests

Councillor Blake declared a personal interest in the item referred to in Minute No. 20, as a trustee of the Health For All organisation.

Councillor Murray declared a personal interest in the item referred to in Minute No. 16, as a Director of Learning Partnerships.

Councillor Murray declared a personal and prejudicial interest in the item referred to in Minute No. 5, due to his involvement in a charitable organisation involved in the running of a Kirkgate Market stall.

Councillor Wakefield declared a personal interest in the item referred to in Minute No. 10, as a stakeholder in Tiger 11.

Further declarations of interest were made at later points in the meeting (Minute Nos. 19 and 24 refer).

4 Minutes

RESOLVED – That the minutes of the meeting held on 19th May 2010 be approved as a correct record.

DEVELOPMENT AND REGENERATION

5 Deputation to Council - The National Federation of Market Traders on behalf of Kirkgate Market Traders regarding the Strategy for Leeds Market

The Director of City Development submitted a report in response to the deputation to Council from the National Federation of Market Traders on behalf of Kirkgate Market Traders on the 21st April 2010.

RESOLVED -

- (a) That the contents of the submitted report and the actions being taken to support the market be noted.
- (b) That endorsement be given to the proposal that following a review of markets management and consultation with Trades Unions, a permanent Markets Manager post is created and that the Council's normal recruitment policies are followed for a post of this grade.
- (c) That there be no immediate rent reduction, but that an independent rent review be undertaken and that the charges for extending produce beyond stalls into the 'Yellow Line' area be reduced and that administrative charges for a change in use etc. be reviewed and that notice periods be reduced from six to three months in line with notice periods of other commercial Council leases.
- (d) That there be no reduction in car parking charges.
- (e) That a fully costed report on the condition of the whole of the market be submitted to a future meeting of Executive Board.
- (f) That tenants continue to be encouraged to take advantage of the Business Support Scheme.

(Having declared a personal and prejudicial interest in this item, Councillor Murray left the meeting for the duration of this item).

RESOURCES AND CORPORATE FUNCTIONS

6 Final Statement and Recommendations of the Scrutiny Board (City and Regional Partnerships) on the Kirkstall Joint Service Centre

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report in response to the recommendations detailed within the Scrutiny Board (City and Regional Partnerships) statement regarding Kirkstall Joint Service Centre.

The Chair of the Scrutiny Board at the time the inquiry was undertaken attended the meeting to present the Board's findings.

RESOLVED - That the proposed responses to the recommendations of the Scrutiny Board (City and Regional Partnerships) be approved.

DEVELOPMENT AND REGENERATION

7 Response to Scrutiny Board (City Development) Inquiry into the Method by which Planning Applications are Publicised and Consultation Undertaken

The Director of City Development submitted a report in response to the recommendations arising from the Scrutiny Board (City Development) inquiry into the method by which planning applications were publicised and consultation was undertaken.

The Chair of the Scrutiny Board at the time the inquiry was undertaken attended the meeting to present the Board's findings.

RESOLVED - That the proposed responses to the Scrutiny Board (City Development) recommendations be approved.

8 Response to Scrutiny Board (City and Regional Partnerships) Inquiry into Integrated Transport Strategies for Leeds and the Wider Region

The Director of City Development submitted a report in response to the recommendations arising from the Scrutiny Board (City and Regional Partnerships) inquiry into integrated transport strategies for Leeds and the wider region.

The Chair of the Scrutiny Board at the time the inquiry was undertaken attended the meeting to present the Board's findings.

RESOLVED - That the Director of City Development's responses to the recommendations of the Scrutiny Board (City and Regional Partnerships) inquiry into "Integrated Transport Strategy for Leeds and the Wider Region", be approved.

NEIGHBOURHOODS AND HOUSING

9 Response to Scrutiny Board (Environment and Neighbourhoods) Statement regarding the Procurement of Housing Contracts

The Director of Environment and Neighbourhoods submitted a report in response to the recommendations detailed within the Scrutiny Board (Environment and Neighbourhoods) statement regarding the procurement of housing contracts.

The Chair of the Scrutiny Board at the time the inquiry was undertaken attended the meeting to present the Board's findings.

RESOLVED – That the proposed responses to the recommendations of the Scrutiny Board (Environment and Neighbourhoods) be approved.

LEISURE

10 South Leeds Sports Centre

Further to Minute No. 79, 26th August 2009, the Chief Recreation Officer submitted a report outlining proposals to extend the Council's management of South Leeds Sports Centre for up to four months, in order to allow continuity of service pending a decision in relation to a possible community asset transfer.

RESOLVED –

- (a) That the postponement of the closure of South Leeds Sports Centre for up to four months from the current approved date of 21st June 2010 be

approved, and a further report regarding the proposed community asset transfer be submitted to the Board within that period of time.

- (b) That the financial implications of continued opening, which will be met by the reprioritising of resources in the City Development Directorate, be noted.

11 Woodhouse Moor Park Barbecue Use

Further to Minute No. 66, 26th August 2009, the Director of City Development submitted a report providing an update on the actions taken following a previous Executive Board decision regarding barbecue usage on Woodhouse Moor, detailing a summary of the research and consultation undertaken in respect to this issue and outlining proposals to address future barbecue usage on the site.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the enforcement of existing byelaws outlawing barbecue usage at Woodhouse Moor Park continue as an alternative to trialling a designated barbecue area on the site.

ADULT HEALTH AND SOCIAL CARE

12 Deputation to Council - The Access Committee for Leeds regarding 'Adult Social Care: The Real Deal'

The Director of Adult Social Services submitted a report in response to the deputation to Council from the Access Committee for Leeds on 21st April 2010.

RESOLVED –

- (a) That the concerns raised by the deputation be noted and members of the Leeds Access Committee be thanked for bringing this matter to the attention of the Council.
- (b) That Adult Social Care's approach to tackling the issues raised by the deputation be noted, all of which form part of the Council's commitment to 'Putting People First' and its four key principles of early intervention and prevention, empowering people through choice and control, universal services and developing social capital.
- (c) That Adult Social Care's commitment to developing good practice by issuing additional professional guidance notes to all staff when conducting assessments for vulnerable adults, particularly where support is required to access signposted services, be noted.
- (d) That Adult Social Care's commitment to developing good practice by taking steps to ensure all service users are aware of their right to make representations regarding the outcome of their assessment, be noted.

13 Leeds Safeguarding Adult Partnership Board Report 2009/2010

The Director of Adult Social Services submitted a report presenting for approval the Leeds Safeguarding Adults Partnership Board annual report for 2009/10, in addition to the Board's work plan for 2010/11.

RESOLVED – That the content of the 2009/2010 annual report be noted, and that the 2010/2011 work programme for the Adult Safeguarding Partnership Board be endorsed.

14 Social Care Systems Review

The Director of Adult Social Services, the Interim Director of Children's Services and the Director of Resources submitted a joint report outlining proposals for the implementation of new social care business solutions, which were aimed at radically improving the access, assessment, commissioning, provision, management and monitoring of Social Care in Leeds.

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

RESOLVED –

- (a) That approval be given to incur expenditure as detailed within exempt appendix 2, in order to develop the existing information systems (ESCR) and implement the associated business changes required to support the service improvement and transformational plans in Social Care, as outlined within the submitted report.
- (b) That the staffing resource costs to produce further reports and associated business cases for Executive Board approval in respect of the development and implementation of replacement business solutions to meet ongoing and future demands be approved.
- (c) That Board Members' views be sought in relation to the areas that those future reports referred to in recommendation (b) above should focus upon.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on this matter).

15 Leeds Holt Park Wellbeing Centre Project: Submission of the Final Business Case and Execution of the Contract for the new Holt Park Wellbeing Centre

Further to Minute No. 189, 12th February 2010, the Directors of Resources, City Development and Adult Social Services submitted a joint report providing an update on the Holt Park Wellbeing Centre project, and which sought the necessary approvals to facilitate the submission of the Final Business Case (FBC) to the Department of Health and the execution of the project's contract documentation.

With the Chair's agreement, an updated set of recommendations for this item were circulated at the commencement of the meeting. The recommendations had been revised in response to the recent announcement by the Government that the Holt Park Wellbeing Centre was one of a number of projects to be suspended pending the Government's Comprehensive Spending Review.

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

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the final scope of the Holt Park Wellbeing Centre Project (Project), as set out in the submitted report, be noted and confirmed.
- (c) That the submission of the FBC to the Department of Health be approved and that the Director of City Development be authorised to make any necessary amendments to the FBC. (The Final Business Case covers the Holt Park Wellbeing Centre Project financed through the Government's Private Finance Initiative).
- (d) That the demolition of the existing leisure centre in advance of opening the new Wellbeing Centre, subject to further consultation once the outcome of the spending review is known, be approved in principle.
- (e) That approval be given to the financial implications for the Council of entering into the Project, and agreement be given to the maximum affordability ceiling for the Council in relation to the PFI of £2,428,000 in the first full year of service commencement (2012/13), as set out in exempt Appendix 1 to the submitted report, but subject to resolution (i) (below), should the SWAP rate exceed 5.00%.
- (f) That the balance sheet treatment for the Project be noted.
- (g) That it be noted that the project is one of a number suspended as part of the Government's Comprehensive Spending Review, but that the Department of Health review of, and the Council input into the FBC continue (together with the progress with the Leeds Local Education Partnership (LEP) of any significant outstanding matters on the new project approval process which impact upon the process for the approval of the FBC).
- (h) That, whilst noting the financial close cannot take place until and unless the Government confirms the availability of PFI Credits and the FBC approval, approval be given to the arrangements for Financial Close and the implementation of the Project to include (but not by way

of limitation) the award/entry into a PFI Project Agreement to a special purpose company to be established under terms agreed between the City Council and the LEP, and

in connection therewith, the arrangements at paragraph 5.4 of the submitted report be confirmed, and (for the avoidance of doubt) authorisation be given to the exercising of delegated powers (as set out at Part 3 Section 3E of the Constitution in relation to PPP/PFI and other Major Property and Infrastructure Related projects), in relation to this Project, by the Director of City Development (or delegee) in consultation with the Director of Adult Social Care (or delegee).

- (i) That authority be delegated to the Director of City Development, or her nominee, to approve the completion of the project should the SWAP rate exceed 5.00% but be less than 5.50% at the time of Financial Close up to a maximum affordability ceiling of £2,500,000 in 2012/13 terms.

RESOURCES AND CORPORATE FUNCTIONS

16 Reductions in Grants to Local Authorities 2010/2011

The Director of Resources submitted a report providing details of the reductions in grants to local authorities as part of the Government's accelerated deficit reduction plan at a national level, and detailing information, in so far as it was available, as to the impact of the grant reductions on this Council.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That a detailed report be submitted to the July meeting of Executive Board on the implications for Leeds and the options available to meet the funding gap.

17 Financial Performance - Outturn 2009/2010

The Director of Resources submitted a report presenting the Council's financial outturn position for 2009/2010, including both revenue and capital and the Housing Revenue Account. The report also detailed revenue expenditure and income compared to the approved budget and reported on the outturn for Education Leeds and the Arms Length Management Organisations (ALMOs).

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the contributions to, and the use of, Housing Revenue Account reserves, as outlined within the report, be agreed.

18 Corporate Performance Report 2009/2010 Year End

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting an overview of the Council's performance against the priority outcomes at the 2009/2010 year end.

RESOLVED - That the overall performance position at quarter 4 of 2009/2010 against the strategic priorities and the action planned to further improve or address the performance concerns be noted.

DEVELOPMENT AND REGENERATION

19 Deputation to Council - Wetherby Business Association seeking reinstatement of the Wetherby Historic Market Town Signage on the A1

The Director of City Development submitted a report in response to the deputation to Council from Wetherby Business Association on 21st April 2010.

RESOLVED -

- (a) That the contents of the submitted report be noted.
- (b) That the application for appropriate brown tourist signing for Wetherby from the A1(M), from a third party, for example either the business community in Wetherby or the Wetherby Town Council, be supported.
- (c) That the applicant should fund all associated costs.

(During the course of the discussion on this matter, Councillor Gruen declared a personal interest in this item, due to his employment by the Department for Transport)

20 Granting a New 20 Year Lease at a Peppercorn Rent in respect of the New Middleton Enterprise Centre

Further to Minute No. 170, 6th January 2010, the Director of City Development submitted a report outlining proposals to grant a new 20 year lease to the Health for All (HFA) organisation, at a peppercorn rent in respect of the new Middleton Enterprise Centre.

RESOLVED - That the proposal to grant a 20 year lease to Health for All for the new Middleton Enterprise Centre at a peppercorn rent be approved.

NEIGHBOURHOODS AND HOUSING

21 Disposal of 60, Sholebroke Avenue, LS7 3HB

The Director of Environment and Neighbourhoods submitted a report outlining the options available to the Council with respect to the future of 60, Sholebroke Avenue, LS7 3HB.

Following the conclusion of an options appraisal exercise, the report presented the following four alternatives:

1. An open market sale of the property
2. The refurbishment and letting of the property as a Council house, managed by the relevant Arms Length Management Organisation (ALMO)
3. The Council entering into negotiations with a partner Registered Social Landlord currently managing other stock in the immediate neighbourhood, with a view to them purchasing the property, investing in it and creating a new affordable home.
4. The Council entering into negotiations with a local supported housing provider, with a view to them leasing the property from the Council at a peppercorn rent for a 21 year period.

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

RESOLVED –

- (a) That approval be given to progress with Option 3, as detailed above and within the submitted report.
- (b) That the property be declared surplus to the Council's operational requirements
- (c) That approval be given to enter into negotiations with a partner Registered Social Landlord, with the aim of concluding a sale to them which represents the value of the property and which recognises the level of refurbishment needed to bring the property to a decent homes standard.
- (d) That approval be given to covenant the sale, in order that the property is retained in perpetuity as a socially rented family home and that the Council retains nomination rights in respect of lettings.

- 22 Government Review of Council Housing Finance: The Council's Response to the Consultation Paper: "Council Housing: A Real Future"**
The Director of Environment and Neighbourhoods and the Director of Resources submitted a joint report providing a proposed response to the Government's consultation paper entitled, "Council Housing: A Real Future".

RESOLVED -

- (a) That the proposed response to the Government's consultation paper "Council Housing: A Real Future" be agreed.
- (b) That this decision be exempt from Call In, as there is insufficient time for the Call In process to be concluded prior to the closing date for responses to the consultation exercise.

ENVIRONMENTAL SERVICES

23 Grounds Maintenance Contract

The Director of Environment and Neighbourhoods submitted a report outlining the progress made to date in relation to the procurement of a new grounds maintenance contract for the Council, recommending a proposed approach to the contract's packaging and procurement, whilst also informing of a proposed revision to the contract start date.

RESOLVED –

- (a) That the progress made to date regarding the procurement of a new grounds maintenance contract be noted.
- (b) That the contract administration and monitoring arrangements, as set out in the submitted report, be approved.
- (c) That approval be given to the contract being advertised on the basis of one, single city-wide contract, with the option to require a variant bid to allow interested Parish or Town Councils to tender for work within their areas.
- (d) That approval be given to a contract being advertised for five years with the option to extend for up to a further five years.
- (e) That the contract with Glendale and ATM be extended until 31st December 2011, subject to the issue of a transparency notice.
- (f) That a contingency sum of £60,000 in year 1 (financial year 2012/2013) and £20,000 in year 2 onwards, be allocated to enable any future orphan sites identified to be properly maintained.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on this matter).

24 Strategic Review of Household Waste Sorting Sites and Bring Sites

The Director of Environment and Neighbourhoods submitted a report providing an update on the current provision and performance of Household Waste Sorting Sites (HWSS) and Bring Sites in Leeds, outlining issues which influence their usage and effectiveness and recommending options in relation to spatial policy and joint working with neighbouring authorities.

RESOLVED -

- (a) That the permanent closure of the Calverley Bridge zero waste site be approved.
- (b) That approval be given to maintaining the current free access of border HWSS by residents from neighbouring authorities, on the proviso that protocols and procedures to account for the shared cost of the provision of facilities, on a site by site basis, are developed and subject to continuous review.

- (c) That the development of joint working with neighbouring authorities North Yorkshire and Wakefield in parallel with the undertaking of a revised replacement site search, to be carried out during the interim period before Gamblethorpe closes upon completion of East Leeds redevelopment, be commended.
- (d) That approval be given to the redevelopment of the HWSS at Kirkstall Road and modernisation of the existing transfer station by means of an injection of £3,800,000 into the Capital Programme, with a full design and cost report (DCR) and business case being prepared and submitted to Executive Board for approval when the detailed plans have been fully worked up and costed. At this stage it is proposed to fund the redevelopment of the site using a DEFRA grant (£500,000) and unsupported borrowing, with the borrowing repayments being funded from savings made as part of the overall HWSS review. The scale of the revenue repayment will be dependant upon the use of the £1,050,000 currently identified for a replacement site for Gamblethorpe, as set out in paragraph 5.5.4 of the submitted report.
- (e) That approval be given to the further review of operational practices, in order to deliver a consistently high performance across all sites, with a further report being submitted to a future meeting of Executive Board.
- (f) That approval be given to the maintenance and development of the current complementary bring site infrastructure, whilst continuing to evaluate the effectiveness of bring site provision.

(Under the provisions of Council Procedure Rule 16.5 Councillor A Carter required it to be recorded that he abstained from voting on this matter).

(During the course of the discussion on this matter, Councillor Golton declared a personal interest in this item, as a user of the Gamblethorpe site)

CHILDREN'S SERVICES

25 Updated Statements of Purpose for the Fostering and Adoption Services of Leeds City Council

The Interim Director of Children's Services submitted a report presenting for approval the revised statements of purpose for Leeds City Council's Fostering and Adoption Services.

RESOLVED – That the Statements of Purpose for both the Fostering and Adoption services of Leeds City Council be approved.

26 Building Schools for the Future Phase 2 - Farnley Park Maths and Computing College

Further to Minute No. 151, 9th December 2009, the Chief Executive of Education Leeds submitted a report presenting for approval and submission

to Partnerships for Schools (Pfs) the Final Business Case (FBC) for the Farnley Park Maths and Computing College project.

RESOLVED – That the submission of the Final Business Case for the Farnley Park Maths and Computing College Project to Partnerships for Schools be approved.

27 Outcomes of the Consultation on the Proposals for the West Leeds Specialist Inclusive Learning Centre (SILC)

Further to Minute No. 154, 9th December 2009, the Chief Executive of Education Leeds submitted a report providing the outcomes from the public consultation exercise undertaken with respect to the proposed relocation of the West Leeds Specialist Inclusive Learning Centre (SILC) modular building at Farnley Park Maths and Computing College to Bruntcliffe High School. The report also outlined an alternative proposal formulated in response to the feedback received.

RESOLVED –

- (a) That the outcome of the formal public consultation exercise on the relocation of the West SILC modular building at Farnley Park Maths and Computing College to Bruntcliffe High School be noted.
- (b) That the alternative proposal formulated in response to the public consultation, to make provision for the pupils currently educated on the Farnley Park site at the West SILC Milestone site, be noted.

28 Response to Scrutiny Board (Children's Services) Inquiry Statement regarding School Attendance

The Chief Executive of Education Leeds submitted a report in response to the recommendations detailed within the Scrutiny Board (Children's Services) statement regarding school attendance.

RESOLVED – That the proposed responses to the recommendations of the Scrutiny Board (Children's Services) be approved.

DATE OF PUBLICATION: 24th June 2010
LAST DATE FOR CALL IN: 1st July 2010 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00noon on 2nd July 2010)

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APPENDIX 3



FORWARD PLAN OF KEY DECISIONS

Scrutiny Board City Development

1 July 2010 – 31 October 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 Scrutiny Board City Development

For the period 1 July 2010 to 31 October 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)
Morley Conservation Area To amalgamate and extend the Morley Town Centre and Morley Dartmouth Park Conservation Area into the Morley Conservation Area and adopt the Morley Conservation Area Appraisal and Management Plan as non-statutory planning guidance	Chief Planning Officer	1/7/10	Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and other bodies	Report and Morley Conservation Area Appraisal and Management Plan	Chief Planning Officer phil.ward@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)
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	1/7/10	Initial member consultation, Stage 1 Safety Audit and internal consultation has taken place	None	Director of City Development dave.wilson@leeds.gov.uk
New Generation Transport(NGT):Proposed Highway Design Approval for the NGT highway design.	Chief Officer (Highways and Transportation)	1/7/10	Extensive consultation carried out on the NGT proposals	Highways and Transportation Board Report	Chief Officer (Highways and Transportation) andrew.wheeler@leeds.gov.uk
Parks Service Review To approve the implementation of a new management structure for the Parks and Countryside Service in City Development	Chief Recreation Officer	1/7/10	Staff concerned, Trades Union	Review Report	Chief Recreation Officer richard.mond@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>Update report on Aire Valley Leeds and Accelerated Development Zone (ADZ)</p> <p>Executive Board to support the principle of an urban-eco settlement and the approach outlined in the report</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>21/7/10</p>	<p>CLT, LMT, and Development Plan Panel</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Development richard.askham@leeds.gov.uk</p>
<p>Leeds South Bank Planning Statement and City Centre Park</p> <p>Note the outcome to data of feasibility undertaken and agreement to commence consultation on the draft planning statement for Leeds South Bank and further feasibility work on the delivery of the city centre park</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>21/7/10</p>	<p>Executive Member for Development and Regeneration Full consultation on Draft Planning Statement post Executive Board</p>	<p>The report to be added to the decision maker with the agenda for the meeting</p>	<p>Director of City Development jane.cash@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)
Sovereign Street Agree proposals for bringing Sovereign Street forward for redevelopment with associated high quality greenspace	Executive Board (Portfolio: Development and Regeneration)	21/7/10	Executive Member for Development and Regeneration	The report to be issued to the decision maker with the agenda for the meeting	Chief Asset Management Officer jane.cash@leeds.gov.uk
Leeds LDF - Local Development Scheme Executive Board Approval of Resubmission LDS (following consideration by Secretary of State)	Executive Board (Portfolio: Development and Regeneration)	21/7/10	Development Plan Panel and Government Office for Yorkshire and the Humber (GOYH) have previously been considered	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development david.feeney@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 Leeds Regeneration Framework, 2010 to 2030 Approval of the Leeds Regeneration Framework. This includes :-</p> <ol style="list-style-type: none"> 1. The strategy element, which consists of the Vision, the new objectives and the mechanism for determining where, when and how regeneration should take place across Leeds over the next 20 years. 2. The programme element, which sets out the headline milestones to be achieved within each of our current and planned major regeneration programmes. 	Executive Board (Portfolio: Neighbourhoods and Housing)	21/7/10	A wide-ranging consultation process has been ongoing since Sept 2009. This has been led by the Chief Regeneration Officer, and has involved a large number of internal and external stakeholders. Papers on the proposed framework have been taken to, and supported by, a number of key groups, including Strategic Leadership Team, Worklessness Strategic Outcomes Group and Narrowing the Gap Board. In addition, consultation has taken place with senior management teams across the Council, and with Members and Chief Officers. Further consultation is planned for early next year, including with the Youth Parliament.	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods stephen.boyle@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)
Former Royal Park School <ul style="list-style-type: none"> • Consideration of offers for disposal of property • Consideration of request to waive payment of Court costs 	Executive Board (Portfolio: Development and Regeneration)	21/7/10	Hyde Park and Woodhouse and Headingley Ward Members	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development john.ramsden@leeds.gov.uk
Agreement to enter into a lease of the St Aidan's (former) Opencast Coal Site at Swillington to the Royal Society for the Protection of Birds A. Are the Heads of Terms for the lease acceptable? B. Is the RSPB's forward plan acceptable?	Executive Board (Portfolio: Development and Regeneration)	21/7/10	Extensive consultations are being carried out on the RSPB's forward plan.	The report will be issued to the decision maker with the agenda for the meeting	Director of City Development max.rathmell@leeds.gov.uk
Mercury emissions abatement from crematoria To approve a strategy for abating at least 50% of mercury emissions from the Council's crematoria, with funding arrangements	Executive Board (Portfolio: Leisure)	21/7/10	Finance, Procurement, Leeds' undertakers, Federation of Burial and Cremation Authorities	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development richard.mond@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>New Chapter for Leeds Libraries To consult on proposals to make Leeds Libraries and Information Service more relevant to peoples' needs in response to their changing use.</p>	<p>Executive Board (Portfolio: Leisure)</p>	<p>25/8/10</p>	<p>To commence after Executive Board call in period for 6 weeks to be followed by further report to future Executive Board meeting.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Development catherine.blanshard@leeds.gov.uk</p>

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

Resources and Corporate Functions	Councillor Keith Wakefield
Development and Regeneration	Councillor Richard Lewis
Environmental Services	Councillor Thomas Murray
Neighbourhoods and Housing	Councillor Peter Gruen
Children's Services	Councillor Judith Blake
Leisure	Councillor Adam Ogilvie
Adult Health and Social Care	Councillor Lucinda Yeadon
Leader of the Conservative Group	Councillor Andrew Carter
Leader of the Liberal Democrat Group	Councillor Stewart Golton
Leader of the Green Group	Councillor Ann Blackburn
Advisory Member	Councillor Jane Dowson

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

LEEDS CITY COUNCIL

BUDGET AND POLICY FRAMEWORK DECISIONS

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Budget	Council	23 rd February 2011	Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Resources
Council Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Children & Young People's Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Community Strategy	Council	2011	Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Council Business Plan	Council	July 2011	Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Crime and Disorder Reduction Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environments and Neighbourhoods

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Development Plan documents	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Local Transport Plan	Council	2011	Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Plans and alterations which together comprise the Development plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Youth Justice Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Licensing Authority Policy Statement	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Corporate Governance)
Leeds Strategic Plan	Council	July 2011	Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Safer Leeds Partnership Plan 2008	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environments and Neighbourhoods
Health and Wellbeing Partnership Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Care

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Economic Development Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Climate Change Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Leeds Housing Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Neighbourhoods and Environment

NOTES:

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

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



Originator: Richard Mills

Tel: 2474557

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 6th July 2010

Subject: Executive Board Response to the City Development Scrutiny Board Inquiry which Reviewed the Method by which Planning Applications are Publicised and Community Involvement takes place

Electoral Wards Affected: All

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 advise Members of the decision of the Executive Board to this Board's recommendations following its report which reviewed the method by which planning applications are publicised and community involvement takes place.

2.0 Executive Board

2.1 The Executive Board on the 22nd June 2010 considered the attached report of the Director of City Development in response to the recommendations of the Scrutiny Board (City Development) inquiry which reviewed the method by which planning applications are publicised and community involvement takes place.

2.2 The Executive Board resolved to approve the proposed responses from the Director of City Development to the recommendations of the Scrutiny Board (City Development) with regard to this inquiry

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 October meeting.

3.0 Recommendations

3.1 Members are requested to note the

- (i) response of the Executive Board to the Board's report in 2009/2010.
- (ii) arrangements for monitoring progress on the implementation of the recommendations.

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Report of the Director of City Development

Executive Board

Date: 22 June 2010

Subject: Response to the City Development Scrutiny Board's Inquiry to Review the Method by which Planning Applications are Publicised and Community Involvement takes place

<p>Electoral Wards Affected:</p> <p>All</p> <p><input 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>
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Eligible for Call In

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

1.0 Purpose Of This Report

1.1 This report provides the Executive Board with details of the recommendations from the recent City Development Scrutiny Board Inquiry into the ways planning applications are publicised and in which community involvement takes place and details how the Director proposes to respond to each recommendation. The report asks the Board to approve the proposed response.

2.0 Background

2.1 In early 2010 the City Development Scrutiny Board conducted an inquiry into the way Planning Services publicises applications and the ways in which community involvement takes place.

2.2 Three sessions took place between January and March, including evidence from a number of witness who provided their experiences, both good and bad about the way Planning Services notifies and involves the local community.

2.3 Statutory requirements for consultation and notification are set out in the Town and Country Planning (General Development Procedure) Order 1995 (GDPO) and so by law planning operates within timescales and legal parameters. The Board acknowledged that these constraints have an effect on the type and scope of the notification and consultation that can normally be carried out. The Board also recognised that a balance is always needed between consideration of the cost and speed of decision making and providing a reasonable opportunity for the public to comment and influence the scheme.

2.4 The Scrutiny Board's final report makes 13 recommendations for action and work is underway or planned to address them. The actions will be monitored by the Board as part of its regular recommendation monitoring activity.

3.0 Main Issues

3.1 Each of the 13 Scrutiny Board recommendations are described below, along with a response from the Director of City Development, with actions, timescales and where appropriate, resource implications.

3.2 Recommendation 1

That the Chief Planning Officer monitors Core Cities and other West Yorkshire Authorities and the performance of the new arrangements that are changing the Leeds Planning Service from one of development control to development management, in order to identify and adopt best practice.

The Chief Planning Services Officer attends the Core Cities group and the Head of Planning Services attends the Heads of West Yorkshire Planning Management, which meets to share good practice, discuss changes in planning and offers benchmarking opportunities. There will be the opportunity for monitoring of the new development management arrangements through these forums in order to adopt best practice.

3.3 Recommendation 2

That Leeds Planning Service redefine the role of its Planning Officers by aligning the geographical areas of work to the area committees so they can act more proactively in fostering liaison with developers, Members and the local community.

The restructure of planning officers aligning them to the area committees will facilitate proactive working, better knowledge of the locality and of the issues which are important to local communities. The restructure will be in place by Summer 2010.

3.4 Recommendation 3

That in order to achieve consistency of service across the city the Chief Planning Officer

- *seeks funding opportunities to extend the network of Community Planners with priority given to disadvantaged areas and hard to reach groups.*
- *if satisfactory progress is not made by 2012 consideration be given in the budget review to consider how these posts could be funded.*
- *in the interim and as part of the restructure of the area teams consider the appointment of nominated officers to cover specific areas as an option.*

The restructure will bring Officers and Area Committees into closer contact and build a strengthened relationship, but their role cannot duplicate that of the dedicated Community Planner.

The role of Community Planner is key in the liaison between local communities and Planning Services. Community Planners advise the Area Committee, Ward Members, Parish and Town Councils and other groups on the implications of planning proposals, applications and appeals submitted within the area and/or affecting the locality. The posts are funded by the Area Committees and the service will be contacting all Area Committees about the availability of funding for the Community Planners in their areas.

Work will also be undertaken with the Equality Hubs and the continued building up of a community consultation database will go some way into reaching the hard to reach groups.

3.5 Recommendation 4

That the Chief Planning Officer look for opportunities for cost savings and reviews when site notices are issued whilst maintaining a consistent approach across the city by 31st March 2011.

The service is engaged in a continuous review of the methods used for public engagement, including use of site notices to determine on which types of developments and in which circumstances site notices should be used. An assessment of costs will be made in relation to other available methods of notification to ensure value for money, balancing the effectiveness of the methods with the costs. A consistent approach will be adopted across the city by March 2011.

3.6 Recommendation 5

That the Chief Planning Officer introduces by 31st May 2011 a suitable Code of Practice for Publicity to be used across Planning Services to ensure consistency of approach and transparency and reassurance of process.

A Code of Practice for Publicity on planning applications will be completed by Spring 2011 and will be available for the public on the Council's web pages.

It is hoped that Planning Aid will be able to assist in the production of this Code, taking on board their advice and best practice.

3.7 Recommendation 6

That the Chief Planning Officer

- *continues to review the most cost effective ways for notifying the public about planning applications including the current neighbourhood notification process, which reduces the overall publicity bill of Leeds Planning Services whilst maintaining more than the minimum statutory requirements.*
- *improves the guidance note and correspondence sent to neighbours affected by planning applications explaining their right of appeal.*

As mentioned in recommendation 4, a review will take place to look at the current methods used for notifying the public, including site notices, newspapers and neighbour notification letters. The review will be completed by November 2010 and will aim to reduce the costs, whilst maintaining the statutory minimum.

Customer communications will be reviewed to ensure they are written in Plain English and are easily understandable, including the appeals letters and notification letters. Guidance notes, which are sent with the neighbour notification letters, will be updated and will explain the process and their rights clearly with contact details of where to go for help and assistance. This will be produced by January 2011.

3.8 Recommendation 7

That the Chief Planning Officer undertakes to build in public engagement for future developments of the Public Access System and continue to improve the design and content of the Public Access Service within the resources available.

A small group of local authorities is working with a software supplier to improve Public Access. Feedback from service users will be used to inform future changes.

3.9 Recommendation 8

That the Chief Planning Officer continues to resource and develop with our partners, the community, amenity groups and associations database by using the range of communication channels available to the service and that greater emphasis be placed on pre-application engagement with communities to try to involve those who are hardest to reach.

The service places great importance on the creation of a community consultation database and is a continuous process with new groups being added and contacted on a regular basis. A publicity campaign to encourage individuals and groups to register to receive the automatic planning alerts will be run in 2010. The Equality Hubs will also be able to provide details of other hard to reach groups.

Whilst pre-application engagement is primarily the responsibility of the developers, the service will provide more advice to encourage more effective community engagement. The groups registered with Public Access have indicated their willingness to be involved in pre-application discussions and will be easily identified by the Officer when pre-application enquiries are received. The role of the Planning Officer is to help signpost developers to the local groups and Ward Members to achieve effective representation from the community. The restructure will aid in this as Planning Officers will have a greater depth of knowledge about localities, being aligned to area wedges.

A review will take place to ensure that the statement of community consultation (a document that sums up what consultation has taken place and what changes, if any, were made to the proposal as a result) will take place to ensure that the statements are being produced effectively and are being submitted as part of the formal application. This will be completed by December 2010

3.10 Recommendation 9

That when the Town and Parish Council Charter is reviewed in mid 2010 the Chief Planning Officer considers whether any further action could be taken to strengthen the process in relation to Town and Parish Councils whilst establishing the take up they have made of the facilities now available on the Public Access System.

The service will continue to work with the Major Developers Forum, which includes representatives from the Parish Councils, to find ways to continuously improve the service.

All the Parish and Town Councils have been contacted and invited to register on Public Access. This is being followed up with additional information and training to ensure they are aware of how to use the system to meet requirements identified in the Charter such as additional application types, revised plans, discharge of conditions and non material amendments.

The Charter will be reviewed in Summer 2010.

3.11 Recommendation 10

That the Chief Planning Officer reviews the issue of re-notification of planning applications to ascertain if the judgements being made by case officers as to whether changes are material or not are being applied consistently and fairly across the city.

- *determines whether a definition of a material change should be included in planning guidance notes.*
- *determines whether re-notification of planning applications could be developed and highlighted in the Public Access System.*

Where the amendment is considered to be material, re-notification will take place, this involves a degree of judgement by the Case Officer. In order to gain clarity and consistency of approach by all officers, the circumstances of when to renotify will be detailed in the Code of Practice for Publicity on planning applications.

The new Public Access system makes it possible for people register and track applications they are interested in. All revised plans and amendments are added to Public Access when they are received. This means that anyone tracking the application will receive an email informing them that the application has been updated or revised. The focus will be in publicising and encouraging people to use the Public Access facilities to the full so they have the most up to date information on an application at all times.

3.12 Recommendation 11

That the Chief Planning Officer

- *considers including in the appropriate guidance notes and protocols a standard wording for communicating with third parties in pre application consultations.*
- *undertakes a review of all methods of communication in Leeds Planning Service which has not already got a crystal charter mark for Plain English and apply plain English unless there is a statutory requirement that prevent this from being applied.*

The responsibility for pre-application engagement is the developer and the local planning authority can only suggest, sign post and recommend groups with whom to consult and how to go about efficient consultation. However, guidance material will be provided by March 2011 for third parties describing the pre-application process, what issues can be taken into consideration, the likely parameters of any pre-application engagement, that is, the scale of their influence on the scheme, so there is greater transparency, managed expectations and all parties have a greater understanding of the whole process.

There are a number of officers trained in Plain English and a review will take place of customer communications to ensure all letters, leaflets and other literature are clear and customer focused. This will be achieved by December 2010.

3.13 Recommendation 12

That the Chief Planning Officer introduces by September 2010 a number of development sessions for Ward Members and Parish Councillors on the changes that have been made in the Leeds Planning Service with particular emphasis on the pre application stage, rules of engagement, champion role and the importance of the Community Planner.

A number of learning and development days have been scheduled throughout the year and within these days will be the compulsory planning training, but also

sessions focussing on the Leeds planning perspective, including the local arrangements in place for the pre-application stage and role of the Community Planner. The sessions will be open to Ward and Town and Parish Councillors.

3.14 Recommendation 13

That the Chief Planning Officer reviews how it manages the pre application meetings between developers, public and other interested parties to ensure that they are less formal and encourages everyone to participate in the discussion.

Although it is the responsibility of the developer for pre-application engagement with local communities, a review of the methods which could be employed for consultation will be take place. Some developers are well versed in the techniques, whilst others need some support and Planning Services will provide advice as to the best methods depending on the development and the potential audience to be addressed.

There will be a brief record of any pre-application discussions included as part of the formal submission of an application, along with details of how the discussions have influenced the content of the scheme.

4.0 Implications for Council Policy and Governance

4.1 There are no specific implications for council policy and governance.

5.0 Legal and resource implications

5.1 There are no specific implications legal and resource implications and any improvements will be managed within existing resources.

6.0 Conclusions

6.1 The City Development Scrutiny Board's Inquiry into the ways planning applications are publicised and in which community involvement takes place has identified some important service improvements. The recommendations provide a framework to review and consider some changes in practices and improve the way the service communicates with the public about planning applications, at both the pre-application and formal application stages. The actions proposed in response to the Board's recommendations will ensure that best practice is adopted, that customer communications and community involvement remains a priority.

7.0 Recommendations

7.1 Executive Board are recommended to:
Approve the proposed responses to the Scrutiny Board's recommendations

Background Papers

- Department for Communities and Local Government Development management: Proactive planning from pre-application to delivery Consultation on a draft new planning policy statement on development management, and on draft policy December 2009
- HMSO Town and Country Planning (General Development Procedure) Order 1995 (GDPO)
- Leeds City Council Statement of Community Involvement February 2007
- Leeds City Council Charter Between Leeds City Council and the Parish and Town Councils within the administrative area of Leeds City Council, December 2009

Scrutiny Inquiry Report

To Review the Method by which Planning Applications are Publicised and Consultation Undertaken

April 2010



Introduction and Scope

Introduction

1. We agreed terms of reference on 13th October 2009 for an inquiry to review the method by which planning applications are publicised and community involvement takes place.
 2. We thought this scrutiny review to be timely as it provided an opportunity to look at the ways in which planning applications are publicised and consulted on in the context of a period of considerable change.
 3. The review would also facilitate an assessment of value for money for consultation and notification practices. It would also highlight and assess the changes, which have already been made by Planning Services in the way consultation is carried out in recent times.
 4. The context of and drivers for the inquiry were that:
 - There are strict limits and timescales within which planning authorities operate.
 - The legal framework within which the planning system operates which prescribes how the process should work and how applications are dealt with. The government is committed to an ambitious planning reform agenda, which aims to speed up the planning system and increase the predictability of planning decisions. Changes include 'Planning for a Sustainable Future: White Paper', the 'Planning and Compulsory Purchase Act', changes to secondary legislation, reviews of planning policy guidance and a change in culture for the whole of the planning system.
- The Department of Communities and Local Government (CLG) have consulted on possible changes to planning regulations regarding publicising of planning applications with the aim of giving local authorities a more proportionate, effective and local approach to publicity.
 - The Local Government Association recent publication "Probity in Planning."
 - The Charter for involving Parish and Town Councils in the planning process was agreed and adopted by the Council and operational since January 2010.
 - The way in which consultation responses are weighed against other planning considerations in making decisions.
 - Members have their own experiences of the strengths and weaknesses of the current methods by which planning applications are publicised and consultation undertaken and the potential areas for improvement.
 - There is a Central Government agenda promoting greater levels of engagement, including the recent publication of the Community Empowerment White Paper, 'Communities in Control', which will increase requirements for Councils to promote, facilitate and deliver a



Introduction and Scope

wider range of engagement activity, with demonstrable impacts on services and other decisions.

- The Leeds Strategic Plan 2008-2011 includes an improvement priority and a national indicator for increasing the number of people who feel they can influence decisions in their locality.
 - The Council has legal obligations it must meet in respect of equality legislation. It is required to evidence appropriate arrangements for engaging with all communities.
 - The Council is a signatory to the Compact for Leeds, where community participation and equal partnerships are key areas of focus.
 - The Area Committees are about to significantly strengthen their community engagement responsibilities, including a brief to agree Area Community Engagement Plans with the goal of delivering better outcomes from local services.
- consultation and notification obligations in terms of timescale, resources and legal parameters. under which the planning process operates.
 - What good practice exists in other planning authorities that can be used and developed?
 - What is currently being developed in house to further engage with local communities?
 - What resources and other support would be required to implement any improvements identified?

Scope of the Inquiry

5. The scope of this inquiry was to identify:
 - The methods by which planning applications are advertised and consultation undertaken and the opportunities and barriers for making improvements to that process. This will need to be in the context of balancing local views whilst meeting statutory



Conclusions and Recommendations

6. We received information at our first session on how the planning system works and in particular about the time and legal parameters in which the service operates. These constraints have an effect on the type and scope of the notification and consultation that can normally be carried out.
7. We were informed that the Department for Communities and Local Government commissioned a review in 2008, known as the Killian Pretty Review, which looked at the planning system. The review identified ways the planning process could be improved further by reducing bureaucracy and making the system more responsive and customer focused, but in ways that were consistent with the principles and objectives of the planning system.
8. A number of proposed changes were made by the Review but in the context of our Scrutiny report, recommendations 9 to 12 of the Killian Pretty Review made proposals to help improve the effectiveness of engagement.
9. Recommendation 9 of the Review sets out a number of measures to improve the involvement of consultees so that it is clearer which organisations need to be consulted, when they must be consulted, why and what response is required. This would eradicate unnecessary contact, reduce the demands placed on local planning authorities' resources, reduce the delays due to consultation and free up resources of consultees to focus on the quality of response on the applications where comments would add real value. These measures would make the planning process far more efficient.
- CLG issued a consultation document on this on 21st December 2009 and the department responded with their comments by the 19th March 2010 deadline.
10. Recommendation 10 of the Review set out measures to improve the engagement of Members, helping Members to focus their resources on the more significant developments. This will be achieved through appropriate training, clarity of the role of Members and better officer management of their relationship with Members.
11. Recommendation 11 of the Killian Pretty Review specifically sets out to improve the engagement of the local community:
 - Applicants for major developments should discuss with the council at an early point in pre-application discussions how best to engage with the local community;
 - Applicants should report the outcomes from the engagement, so that the community and the authority can easily understand what has been undertaken and how it has influenced the scheme;
 - Government should ensure that the additional resources for community engagement in planning identified in the recent Empowerment White Paper are used, in part, to help improve community engagement in the planning application process.
 - Local authorities should be given greater autonomy and flexibility to determine the best approaches to use in order to notify the public about planning applications, thus allowing them to decide whether to use local newspapers.



Conclusions and Recommendations

12. The Government's national policy is therefore moving Local Planning Authorities (LPAs) from development control to a development management approach. The Department for Communities and Local Governments (CLGs) definition of development management is:

"a positive and proactive approach to shaping, considering, determining and delivering development proposals. It is led by the LPA, working closely with those proposing developers and other stakeholders. It is undertaken in the spirit of partnership and inclusiveness and supports the delivery of key priorities and outcomes".

13. It is reassuring to see that much of the work already undertaken by Leeds Planning Services is now proactive rather than reactive in accordance with the government's proposals with the introduction in 2008 of the pre-application protocol and the protocol for pre-application discussions with local communities and Ward Members. This states the responsibilities of developers in relation to community engagement. This approach of a proactive Leeds Planning Service was supported by all the witnesses we saw. They acknowledged the improvements that are being made in Leeds Planning Service whilst suggesting further improvements that could be made.

14. We were informed that the largest and most sensitive planning applications are often subject to pre-application consultation and then further notification and engagement when the application is submitted. This is usually as part of a Planning Performance Agreement.

15. The purposes of pre-application consultation with local communities is to help communities shape proposals, which meet strategic and local needs, flag up issues at an early stage that developers need to address and to increase the predictability of the outcome.

16. We know that the Planning Case Officer has a major role in pointing developers to key contacts who should be involved in the process such as Ward Councillors, Town and Parish Councils and community organisations.

17. We noted that the Council cannot refuse to accept an application if the applicant has not consulted sufficiently or not made reasonable attempts to consult before application submission. Insufficient community involvement, however, is likely to be reported to the Plans Panel who will take this into account in deciding the proposal and can request that further engagement with the local community takes place before a decision is made.

18. Developers are requested to submit a "Statement of Community Consultation" on major applications and sensitive schemes where there is likely to be significant level of public interest. They are asked to provide a statement of what consultations have been carried out and how this has informed the progress of the scheme.

19. We noted the excellent examples of pre-application community involvement including the Kirkstall Forge site, Leeds Arena, Beeston Hill and Holbeck and Little London PFI scheme where there have been public meetings, exhibitions, direct communications with residents, and Ward Member involvement.



Conclusions and Recommendations

20. These pre application protocols mean that we have a more structured and robust approach to pre-application discussions and which importantly recognises the critical role of engagement with Ward Members and local communities in helping to shape proposals at an early stage.

Recommendation 1

That the Chief Planning Officer monitors Core Cities and other West Yorkshire Authorities and the performance of the new arrangements that are changing the Leeds Planning Service from one of development control to development management, in order to identify and adopt best practice.

21. However, we heard from officers and a number of witnesses that in reality not all developers and their advisors are as effective in community engagement as others and community involvement is not mandatory. Whilst some developers engage with a wide range of people and organisations over the life of an application, for example in the case of Kirkstall Forge, other developers do the minimum. Whilst the responsibility for pre-application engagement lies with the developer, there is still a resource implication for Planning Services in terms of officer time and input. The developers' role in positive engagement is crucial to the success of the pre-application phase, but some need more support and direction than others.

22. We support the Leeds Planning Services aim of redefining the role of Planning Officers to give more help to developers to form their approach to

public engagement and the involvement of Members and local communities.

23. The challenge is to develop an approach, which is proportionate to the scale of the application and getting developers to take ownership of community involvement which is their responsibility.

24. Planners clearly need to encourage developers to engage, communicate and involve effectively and to the highest possible standard. They need to ensure that developers agree a Statement of Community Consultation which sets out the type, scope and breadth of engagement. They also need to ask developers to submit with the planning application a summary of consultation responses and how these have been taken into account in amending the proposal. These all have resource implications for the department.

25. We want to ensure that all ward members receive early alerts of pre-application discussions on schemes within their Ward.

Recommendation 2

That Leeds Planning Service redefine the role of its Planning Officers by aligning the geographical areas of work to the area committees so they can act more proactively in fostering liaison with developers, Members and the local community.

26. We learned that Leeds is fairly unique in having Community Planners who work in two Area Committee areas - North East area Committee and the Inner



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North West Area Committee. These posts are funded by the Area Committees and their roles are to advise the Area Committee, Ward Members, Parish and Town Councils and other groups on the implications of planning proposals, applications and appeals submitted within the area and/or affecting the locality.

27. The Community Planners have a much more proactive and key role working with the local community, acting as the interface between Planning Services and the community.
28. Witness after witness stated how successful this initiative had been and that the two Community Planners are a real strength to the current arrangements.
29. It is clear from what officers and witnesses told us that the weakness is that there are just two Community Planners covering two Area Committee areas.
30. In view of the important role that the Community Planners play in supporting the move from a development control to a development management approach we would like to see Community Planning Officers employed in each of the Area Committee but particularly in disadvantaged areas. We also liked the suggestion of a number of witnesses to at least having nominated officers for specific areas if Community Planners cannot be introduced quickly enough.
31. We recognised that the current economic climate makes this difficult to achieve but necessary in order to ensure consistency of service across the city. We consider this to be paramount and that it should not be dependent

upon Area Committees funding these key posts

Recommendation 3

That in order to achieve consistency of service across the city the Chief Planning Officer

- **seeks funding opportunities to extend the network of Community Planners with priority given to disadvantaged areas and hard to reach groups.**
- **if satisfactory progress is not made by 2012 consideration be given in the budget review to consider how these posts could be funded.**
- **in the interim and as part of the restructure of the area teams consider the appointment of nominated officers to cover specific areas as an option.**

32. We then moved on to consider the methods by which planning applications are publicised. We were advised that the purpose of notifying the public is to provide them with prior notification of development, which may affect them, so that the decision makers can take their views into account.
33. Notification is a statutory requirement as set put in Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 (GDPO). There are different requirements for publicity depending on the type of application.
34. The GDPO states that in cases where the application involves the submission of an environmental statement, is a departure from the Development Plan,



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affects a public right of way or affect the character or appearance of a listed building or Conservation, the applications shall be publicised by site display in at least one place on or near the land to which the application relates for not less than 21 days, and by local advertisement..

35. We understand in the case of a major development, the application is publicised by site display in at least one place on or near the land to which the application relates for not less than 21 days, or by serving the notice on any adjoining owner or occupier, and by local advertisement.

36. Other types of applications, we learned are not covered above, are publicised by site display in at least one place on or near the land to which the application relates for not less than 21 days, or by serving the notice on any adjoining owner or occupier.

37. Exceptionally, for major or very controversial applications, the authority may decide to hold a public meeting exhibition to explain the nature of the proposal and to facilitate public response. On exceptionally large schemes, e.g. Kirkstall Forge, a regular forum (Chaired by a local councillor and involving community groups) may be established for the lifetime of the development.

38. We were advised that Leeds Planning Services often exceeds the legal minimum as site notices and notification letters are both used and often more than one site notice is posted. The aim is to exceed the statutory minimum in an attempt to engage Members and the community. There are three main options for publicity in Leeds:

- ◇ Notifying neighbours by letter

- ◇ Site Notice

- ◇ Newspaper advertisements in five newspapers: Pudsey Times, Morley Advertiser, Leeds Weekly News, Wharfe Valley Times, Wetherby and Boston Spa News.

39. The statutory requirements as described in the GDPO which are applied to Leeds are set out in Appendix 1 of this report:

40. We were advised that the GDPO states that letters notifying owners or the occupier of new developments should be sent to adjoining properties. This definition of where to send letters has not been adopted. Instead, properties that are considered to be directly affected by the proposal are notified and this is determined on a case-by-case basis. We strongly support this approach as indeed did many of the witnesses we heard from.

41. In 2008-09 we learned that 33,040 neighbour notification letters were sent out relating to 5,368 applications. These were mostly household applications but also included some minor applications. This equates to an average of 6 letters per application.

42. Based on 2008-09 figures, the cost of providing this part of the service (postage and staff time) is about £58,600.

43. With regard to site notices the GDPO states that site notices should be placed on or near to the proposed development. Where there are no near neighbours or for large-scale developments a site notice is displayed.

44. In Leeds in 2008-09, 1,673 applications had a site notice posted. The total number of notices was 2,615. We were informed that the number of site notices



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is higher due to some applications having a site notice and letters i.e. statutory notice, Conservation Area, Listed Building, Right of Way etc or in addition to letters a site notice which may also be required.

45. Currently site notices are posted by a full time member of the administrative staff, who posts the notices and delivers the plans to libraries. The post is Scale 1/2 and with mileage expenses and other sundries the cost of providing this element of the service is approximately £20,000.
46. We were reassured that all the witnesses supported a combination of neighbourhood notification by letter and site notices. We consider this to be the right approach but wonder if the number of site notices could be reduced wherever possible to reduce costs.

Recommendation 4

That the Chief Planning Officer look for opportunities for cost savings and reviews when site notices are issued whilst maintaining a consistent approach across the city by 31st March 2011.

47. We thought that the development of a Code of Practice for publicity for officers organising publicity and consultation on planning applications would help to ensure consistency of approach across the city. The placing of these Codes in the public domain would also ensure transparency and reassurance of the process.

Recommendation 5

That the Chief Planning Officer introduces by 31st May 2011 a suitable Code of Practice for Publicity to be used across Planning Services to ensure consistency of approach and transparency and reassurance of process.

48. We were advised that the GDPO states that local planning authorities have to advertise in the press for major applications, but also all applications for listed building consent (except those where alterations are internal only) and all planning applications for development that affects the character or appearance of a conservation area or the setting of a listed building.
49. We learned that Planning Services uses the Leeds Weekly News and other free papers. In Leeds 2008-09 £59,000 was spent on advertising applications. In December 2009, £37,863 has been spent in this financial year, against a budget of £37,000. Approximately one day per week at an average pay scale of Scale 4 is spent organizing the advertisements for the newspapers. Based on the 2008-09 expenditure, it costs a total of approximately £62,400 per year to provide this part of the service.
50. In addition a number of other websites and publications display applications on a voluntary basis such as the Yorkshire Evening Post and the Yorkshire Evening Post's community websites. Leeds Planning Services also employs other tools in order to facilitate community and individual engagement with the planning process. The total cost for providing



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these standard methods of publicity is almost £141,000 a year.

51. Members of the public are also informed about all planning applications by a combination of:

- Weekly lists of applications on the Councils Internet site
- Weekly lists of applications and the actual applications are available in hard copy at 24 local public libraries. Leeds Planning services again exceeds the minimum requirements for publicising applications by providing copies to libraries. The libraries selected are those which are open for a significant number of hours per week. It is not practical to distribute plans to all libraries as many of the smaller libraries have limited opening hours which restricts public access.
- Public Access- database of current and past applications from 1st April 1974. Full details of plans, decision notice, officer report etc are available for applications received on or after 2nd January 2009.
- Weekly lists and the actual planning applications available for inspection at the Development Enquiry Centre
- Weekly lists to Ward Members
- Town and Parish Council Charter- Weekly lists to Parish and Town Councils and on major and sensitive proposals at pre-application stage Planning Services will advise developers to consult with the community and will specifically request liaison with the relevant Town or Parish Council. The Town and Parish Council is encouraged to be as

involved as possible at this stage where real influence over the content and layout of a scheme and the bringing forward of possible Section 106 benefits can be achieved.

- Public Exhibitions, meeting and presentations
- Weekly Lists on the Council website

52. We recognised that newspaper advertising costs the authority a great deal with little evidence to suggest its impact or value for money. One authority we noted stated that the percentage of people who made comments on a planning application as a result of it being displayed in a press notice was only 2.1%⁶. Major applications, listed building consent (except those where alterations are internal only) and all planning applications for development that affects the character or appearance of a conservation area or the setting of a listed building need to be advertised in the press.

53. We noted that the Department for Communities and Local Government published their response to the Killian Pretty Review in March 2009 and carried out a consultation in Autumn 2009 on local authority practices in relation to notifying the public about planning applications and the use of local newspapers. We noted that Leeds Planning Services responded to the consultation and supported the move away from newspaper advertising as a statutory requirement. Unfortunately CLG decided not to take forward the amendment, which means the statutory requirement to publish certain applications in newspapers remains.

⁶ CLG Publicity for Planning Applications Consultation July 2009



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CLG state that some members of the public and community groups rely on the newspaper advertisements to learn about applications in their area and that the Government was not convinced that good alternative arrangements can be readily rolled out.

54. Other authorities have investigated alternative methods and publications and whilst there is still the statutory need to advertise in the press, there is a need to consider the most cost-effective way of achieving this.
55. We acknowledge that in publicising applications, it is necessary for the Council to strike a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment.

Recommendation 6

That the Chief Planning Officer

- **continues to review the most cost effective ways for notifying the public about planning applications including the current neighbourhood notification process, which reduces the overall publicity bill of Leeds Planning Services whilst maintaining more than the minimum statutory requirements.**
- **improves the guidance note and correspondence sent to neighbours affected by planning applications explaining their right of appeal.**

56. We congratulated Leeds Planning Service for developing the Leeds Planning Service Public Access system which one Member described as now being one of the best in the country.

57. The Public Access system has provided details of applications back to 1974 for sometime and more recent applications have plan drawings, officer reports and other information available online.

58. The new service which has recently been introduced provides details of applications in a pre-specified area and is proactively emailed out each week to people who register for the alerting system. The email contains details of applications made that week and by clicking on the application number, the customer will be taken directly into the details of the application and be able to look at online plans, application forms and so on. Members and witnesses who had used the system found it to be straight forward to use and very intuitive.

59. We were delighted to hear that a project is underway to encourage community and interest groups to sign up for the planning alert system so they will get the details of the applications that matter to them in a timely and effortless way. Groups can be more informed than ever before as their list will be more focussed on the things they have said they are interested in.

60. We noted that so far over 80 groups have signed up to this database and are receiving weekly alerts. However this number we were advised masks the true number of people who will be alerted as some groups signed up to the service operate as an umbrella organisation, such as the Houses in Multiple Occupation lobby. The work of contacting groups is on going to try to encourage them to join the service so they can be as informed as possible.

61. We also recognised the importance of this “database” of community, amenity groups and associations as it will also



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be helpful at the pre-application stage, allowing the Case Officer to signpost the developer in the direction of the community groups with whom they can consult. The community groups themselves have indicated their wish to be contacted by developers at the pre-application stage to engage in discussions about proposed developments in their locality, so they have the potential to help shape developments. This will hopefully go some way to avoid over consulting with some groups, or always consulting with the same active individuals and groups. The benefits for developers are numerous, but importantly by engaging with communities there is the potential for positively working through any issues at an early stage, which may have turned into an objection at the application stage.

62. Clearly, ICT is being used in the process of consultation to free up resources and make the whole process more efficient and effective. However, we noted that the use of electronic consultation is not mandatory and there can be costs to consultees for electronic services.
63. We welcomed the fact that citizens without internet access at home are able to go to any of Leeds Public Libraries and go onto Public Access through their computer network. Library staff have received training on Public Access so they will be able to help and support customers who need assistance to find the information they need. We note with concern that 21% of the population has never accessed the Internet and research has shown that the non-users are predominately those who are already socially disadvantaged²

Recommendation 7

That the Chief Planning Officer undertakes to build in public engagement for future developments of the Public Access System and continue to improve the design and content of the Public Access Service within the resources available.

Recommendation 8

That the Chief Planning Officer continues to resource and develop with our partners, the community, amenity groups and associations database by using the range of communication channels available to the service and that greater emphasis be placed on pre-application engagement with communities to try to involve those who are hardest to reach.

64. We heard from Town and Parish Councillors and whilst there was general and positive support for the improvements carried out by the Leeds Planning Service there were two specific concerns.
65. The first was the fact that the comments made by a Parish Councils on planning applications hold only the same weight as that of an individual comment. Parish Councillors felt that this was unacceptable as they considered all applications in a professional way and spent a considerable amount of time and energy commenting on the merits or otherwise of each application. They also felt that more could be done to include them in the process and that many Parish Councillors felt undervalued.

² CLG Understanding Digital Exclusion Research Report. October 2008



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66. We noted that the Town and Parish Council Charter clearly define the operational links and relationships.

67. We thought that the newly established Community Consultation database would help to address their concerns and improve the level of information provided to them so the Parish Councillors and local people feel much more involved in this regard.

Recommendation 9

That when the Town and Parish Council Charter is reviewed in mid 2010 the Chief Planning Officer considers whether any further action could be taken to strengthen the process in relation to Town and Parish Councils whilst establishing the take up they have made of the facilities now available on the Public Access System.

68. The second issue which was also raised by other witnesses was the concern that often amendments are made to a planning application during the course of the planning process and interested parties are often not advised of such changes as they are not considered to be material. This judgment by the Case Officer as to whether a change is material or not causes concern.

Recommendation 10

That the Chief Planning Officer

- **reviews the issue of re-notification of planning applications to ascertain if the judgements being made by case officers as to whether changes are material or not are being applied consistently and fairly across the city.**
- **determines whether a definition of a material change should be included in planning guidance notes.**
- **determines whether re-notification of planning applications could be developed and highlighted in the Public Access System.**

69. It was suggested by a witness that the quality and amount of pre-application procedures varies significantly across authorities. Clients have expressed concern about the status of such consultation and whether it would prejudice their representations to an application. Others have been concerned that they have not been consulted at this stage.

70. Issues were also raised with us about the fact that that some documents and communications continued to contain unclear and complicated language that was difficult to understand.



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Recommendation 11

That the Chief Planning Officer

- **considers including in the appropriate guidance notes and protocols a standard wording for communicating with third parties in pre application consultations.**
- **undertakes a review of all methods of communication in Leeds Planning Service which has not already got a crystal charter mark for Plain English and apply plain English unless there is a statutory requirement that prevent this from being applied.**

71. We recognise that Leeds Planning Service have already undertaken a significant officer and member development training programme for those involved in the planning process.

72. In view of the importance of the changes being made by Leeds Planning Service we would like some development sessions to be organised for all Ward Members and Town and Parish Councillors with special reference to the importance of the pre application stage and *rules of engagement* at the pre-application stage, the community champion role and the importance of the Community Planner.

Recommendation 12

That the Chief Planning Officer introduces by September 2010 a number of development sessions for Ward Members and Parish Councillors on the changes that have been made in the Leeds Planning Service with particular emphasis on the pre application stage, rules of engagement, champion role and the importance of the Community Planner.

73. A witness suggested that the pre application meetings the department needs to be developing techniques that present a more level playing field between developer, Planning Officers and public that is much less formal with informal round tables, question and answer sessions and feedback. We also advised that this technique needs to be varied according to the potential audience to be addressed.

Recommendation 13

That the Chief Planning Officer reviews how it manages the pre application meetings between developers, public and other interested parties to ensure that they are less formal and encourages everyone to participate in the discussion.



Evidence

Monitoring arrangements

Standard arrangements for monitoring the outcome of the Board's recommendations will apply.

The decision-makers to whom the recommendations are addressed will be asked to submit a formal response to the recommendations, including an action plan and timetable, normally within two months.

Following this the Scrutiny Board will determine any further detailed monitoring, over and above the standard quarterly monitoring of all scrutiny recommendations.

Reports and Publications Submitted

- Reports of the Chief Planning Officer including
 - Leaflet on a protocol for pre application discussions with local communities and ward members
 - Leaflet on planning pre-application advice charter
 - Statutory Instrument 1995 No 419 The Town and Country Planning (General Development Procedure) Order 1995.
- Written evidence from Parish Councillor George Hall.
- Written evidence from Yorkshire Planning Aid.



Evidence

Witnesses Heard

- Councillor Colin Campbell, Chair of Plans Panel (West)
- Mr Phil Crabtree, Chief Planning Officer, City Development
- Mr Martin Sellens, Head of Planning Services, City Development
- Ms Helen Cerroti, Development Project Manager, City Development
- Mr Keith Collridge, Kirkstall resident and involved with Kirkstall Forge redevelopment
- Councillor George Hall, Barwick-in Elmet and Scholes Parish Councillor
- Ms Freda Matthews, resident and Chair of Little Woodhouse Community Association
- Councillor Janet Thornton, East Keswick Parish Council
- Mr Tony Ray, planning consultant
- Ms Jacqui Baines and Mr Jim Rogers Planning Aid

Dates of Scrutiny

13th October 2009

12th January 2010

9th February 2010

9th March 2010

6th April 2010



Appendix 1

Nature of development	GDPO Publicity required	Leeds Practice
Development where application: <ul style="list-style-type: none"> • is accompanied by an environmental statement • Is a departure from the Development Plan • Affects a public right of way 	Advertisement in newspaper Site notice	Advertisement in newspaper and site notices- maybe more than one, depending on the site
Major development	Advertisement in newspaper and either a site notice or neighbour notification	Advertisement in newspaper and site notices- maybe more than one, depending on the site
Minor development	Site notice or neighbour notification	Site notice and neighbour notification letters
Development affecting the setting of a listed building	Advertisement in newspaper and site notice	Advertisement in newspaper and site notices- maybe more than one, depending on the site notice and newspaper advertisement in the Leeds Weekly news
Development affecting the character or appearance of a conservation area	Advertisement in newspaper and site notice	Advertisement in newspaper and site notices- maybe more than one, depending on the site. Discretion can be used for applications which affect the character of a conservation area and the setting of a listed building
Application for listed building consent and conservation area consent	Advertisement in newspaper and site notice	Advertisement in newspaper for all applications whether internal or external alterations.

Scrutiny Board (City Development)
**Inquiry to Review the Method by which Planning Applications are
Publicised and Consultation Undertaken**

Date 7th April 2010

Report author: Richard Mills
www.scrutiny.unit@leeds.gov.uk