



SCRUTINY BOARD (CITY DEVELOPMENT)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 5th October, 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;
B Woroncow	-	Co-optee (Non-voting)

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 items or information have been identified on the 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 AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETINGS</p> <p>To confirm as a correct record the minutes of the Board meeting and the Call-In meeting held on 7th September 2010.</p>	1 - 14
7			<p>MARKETING LEEDS ANNUAL REPORT 2009 & ANNUAL REVIEW 2010</p> <p>To consider a report of the Head of Scrutiny and Member Development on progress in relation to Marketing Leeds.</p>	15 - 30
8			<p>RECOMMENDATION TRACKING - INQUIRY TO REVIEW THE METHODS BY WHICH PLANNING APPLICATIONS ARE PUBLICISED AND CONSULTATIONS UNDERTAKEN</p> <p>To consider a report of the Head of Scrutiny and Member Development on progress made in implementing the Board's recommendations.</p>	31 - 46

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>REQUEST FOR SCRUTINY OF THE STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA)</p> <p>To consider a report of the Head of Scrutiny and Member Development on a request for scrutiny of the Strategic Housing Land Availability Assessment (SHLAA).</p>	47 - 78
10			<p>CEMETERIES AND CREMATORIA HORTICULTURAL MAINTENANCE</p> <p>To consider a report of the Director of City Development on Cemeteries and Crematoria Horticultural Maintenance.</p>	79 - 84
11			<p>GRANTS TO CULTURE AND SPORT RELATED ORGANISATIONS</p> <p>To consider a report of the Head of Scrutiny and Member Development outlining the grant process to cultural and sporting organisations in Leeds, the amount granted, the benefits to the city, the governance process and the in kind support.</p>	85 - 108
12			<p>KIRKGATE MARKET</p> <p>To consider a report of the Head of Scrutiny and Member Development regarding the development of a draft market strategy for Kirkgate Market.</p>	109 - 110
13			<p>CITY DEVELOPMENT DIRECTORATE: 2010/11 BUDGET - FINANCIAL POSITION</p> <p>To consider a report of the Head of Scrutiny and Member Development providing the Board with a financial position for the City Development Directorate at period 5.</p>	111 - 118

Item No	Ward/Equal Opportunities	Item Not Open		Page No
14			<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>	119 - 148
15			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on Tuesday 2nd November 2010 at 10.00 am with a pre meeting for Board Members at 9.30 am.</p>	

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Agenda Item 6

SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 7TH SEPTEMBER, 2010

PRESENT: Councillor J Procter in the Chair

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

B Woroncow (Co-optee)

25 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the Scrutiny Board (City Development). He particularly welcomed Ms Barbara Woroncow to her first meeting in her capacity as a non-voting Co-optee on the Board and to Ms Katie Paton, a politics student at Leeds University.

26 Late Items

The Chair agreed to accept the following document as supplementary information:-

- Strategic Housing Land Availability Assessment - Briefing Note from Councillor G E Hall, Barwick-in-Elmet and Scholes Parish Council (Agenda Item 7) (Minute 29 refers)

The document in question was not available at the time of the agenda despatch, but circulated by e mail and made available to the public on the Council's web site prior today's meeting.

27 Declaration of Interests

The following personal declaration of interest was made:-

- Ms Barbara Woroncow (Co-optee) in her capacity as a Member of the Vision Steering Group (Agenda Item 10) (Minute 32 refers)

28 Minutes of the Previous Meeting

RESOLVED -That the minutes of the meeting held on 6th July 2010 be confirmed as a correct record subject to the Corporate Governance Officer checking whether Councillor Jarosz's apologies were reported to this meeting and if so amending the minute accordingly.

29 Request for Scrutiny of the Strategic Housing Land Availability Assessment

The Head of Scrutiny and Member Development submitted a report on a request for Scrutiny in relation to the Strategic Housing Land Availability Assessment.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Parish Council Representation on the Strategic Housing Land Availability Study – Report of the Head of Scrutiny and Member Development

In addition to the above appendix, a copy of the following document was circulated as supplementary information to assist the Board with their deliberations:-

- Strategic Housing Land Availability Assessment – Briefing Note from Councillor G E Hall, Barwick-in- Elmet and Scholes Parish Council

The following representatives were in attendance:-

Councillor G E Hall, Barwick-in-Elmet and Scholes Parish Council
Steve Speak, Deputy Chief Planning Officer, City Development
Robin Coghlan, Team Leader, Policy, City Development

The Chair invited the above attendees to provide relevant background information and to highlight key issues in relation to the request for scrutiny and Board Members sought clarification on the points raised.

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

- clarification of the specific request for scrutiny
- the need for the Board to understand the history and process behind the development of a Strategic Housing Land Availability Assessment (SHLAA)
- the fact that SHLAA was not a plan but a piece of evidence which informs plan making prepared according to national planning guidance to illustrate what land might be available for for housing development over the short medium and long term
- test of soundness relevant to SHLAA's preparation
- clarification as to the methodology and requirements for engaging key stakeholders, including local communities in this assessment
- discussion as to the composition of the Strategic Housing Land Availability Assessment Partnership as referred to in Section 4.8 of the report and the decision of the Executive Board and Partnership to appoint two experienced city Councillors to represent community interests
- representations being made by developers that they were under represented on the Partnership
- discussed the fact that the Council's own Statement of Community Involvement makes clear that no consultation was expected as part of the "survey of evidence gathering" stage of plan preparation and the Town and Parish Charter summarises the SCI with no specific reference to evidence gathering

- the CLG SHLAA Practice Guidance concerning public consultation on evidence preparation
- the revocation by the Government of the Regional Spatial Strategy and the implications for SHLAA

The Chair then allowed Councillor G E Hall and officers to sum up prior to making a decision on the request for scrutiny.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the request for scrutiny from Councillor G E Hall recommending that the existing Strategic Housing Land Availability Assessment process be reviewed immediately by key stakeholders be deferred.
- c) That in the interim period, the Director of City Development be requested to prepare a briefing note on the upcoming Local Development Framework programme, including the Core Strategy, with the approximate timetable and opportunities for local community engagement and to report on the process and timetable for updating the SHLAA. for consideration at the next meeting in October 2010.
- d) That Councillor G E Hall be invited to attend the meeting in October .

(Councillors S Smith and J Elliot joined the meeting at 10.05am and 10.08am respectively during discussions of the above item)

30 City Development Scrutiny Board Performance Report Quarter 1 2010/11

The Head of Policy and Performance submitted a report summarising City Development's progress against the Leeds Strategic Plan improvement priorities relevant to the City Development Scrutiny Board for the first quarter of 2010/11 which was the final year of delivery of these plans.

Paul Maney, Head of Strategic Planning, Policy and Performance, City Development was in attendance and responded to Member's queries and comments.

In his presentation, Mr Maney commented on the specific changes made since performance was reported at the last meeting, highlighted some particularly good/improved performance and then outlined those indicators which were either amber or red with a full explanation given of progress.

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

- Improvement Priority – TR-1b - improve the quality, capacity, use and accessibility of public transport services in Leeds – the need for quality bus contracts; the need to improve public transport facilities; the need to focus on enforcing short bus lanes to improve congestion at key areas within the city; the need to engage with the West Yorkshire Police and other agencies in order to achieve these objectives
(The Head of Strategic Planning, Policy and Performance responded and confirmed that there was a clear commitment to partnership working within the Leeds Strategic Plan arrangements particularly

through the Leeds Strategy Group and delivery partnerships and believed that the current review of existing partnership arrangements would further strengthen and address these areas)

- the request for the Board to be furnished with a copy of those Performance Indicators which were not required to be included in these performance reports, but which were collected by the directorate's services for management purposes
(The Head of Strategic Planning, Policy and Performance responded and agreed to circulate this information to Board Members via the Board's Principal Scrutiny Advisor)
- a request for the Board to be involved within the process of setting new targets for 2010/11
(The Head of Strategic Planning, Policy and Performance responded that he welcomed this involvement and agreed to include Board Members within the process of developing the new Leeds Strategic Plan targets for this area)

RESOLVED- That the contents of the report and appendices be noted.

31 Section 106 of the Town and Country Planning Act 1990 - Process and Procedures

The Head of Scrutiny and Member Development submitted a report providing the Scrutiny Board with a comprehensive description of the purpose, justification and management of Section 106 Agreements.

The following representatives were in attendance and responded to Member's queries and comments.

Phil Crabtree, Chief Planning Officer, City Development
Paul Gough, Team Leader, City Development

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

- the concerns expressed that there was no reference to 'locality' within Section 10.0 of the report regarding the spending of monies received from S106 Planning Applications
- that there was no mention of Councillor representation in Section 9.1 of the report in relation to the allocation of monies received from S106 Planning Obligations
- the concern by a Member that it was proposed to use Section 106 monies received from the Kirkstall Forge development to help fund improvements on the Ring Road at Horsforth roundabout and clarification as to the funding streams available for this scheme
- clarification of the use of residual monies process in relation to areas for improvement in the S106 process
- the suggestion that Elected Members be issued with a two page A4 summary guide on S106 and 278 Agreements

RESOLVED-

- a) That the contents of the report be noted.
- b) That this Board notes the arrangements that were in place to manage the S106 and S278 programmes and the reassurances given that the system was robust, up to date and in line with statutory regulations
- c) That the Board also notes that such arrangements were subject to regular review and monitoring and that continual improvements to the systems in place were sought.
- d) That the Director of City Development be requested to provide a simple guide for Elected Members on the community processes and procedures for S106 and 278 Agreements to include how Members were consulted and how funds were made available from these funding streams.

32 Vision for Leeds 2011 to 2030 - Progress with development and next steps

A report of the Leeds Initiative on the progress with the development and next steps in relation to the Vision for Leeds 2011 to 2030 was submitted for the information/comment of the meeting.

The following representatives were in attendance and responded to Members' queries and comments:-

Martin Dean, Deputy Director, Leeds Initiative
Sally Corcoran, Programme Manager, Leeds Initiative

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

- clarification as to why the consultation process had not been addressed through the Area Committee process
(The Programme Manager, Leeds Initiative responded and confirmed that they were working with Area Committees with the aim of developing local events)
- the importance of including rural groups and outside organisations within the consultation process
(Following discussions, Councillor M Robinson agreed to forward e mail details of relevant groups and organisations to the Programme Manager, Leeds Initiative via the Board's Principal Scrutiny Advisor)
- the view that more PACT meetings should be included within the consultation process and ensure that other ways of disseminating information were used as an alternative to the Internet as a significant number of the population did not have access to this provision
(The Deputy Director, Leeds Initiative responded that 8000 hard copies would be provided and distributed to various outlets across the city and that within the constraints of the resources he had available, he agreed to consider increasing the number of PACT meetings on request)
- clarification of the deadline of the consultation process
(The Deputy Director, Leeds Initiative responded and informed the meeting that the deadline for comments was 31st December 2010)

- the missed opportunity to promote the Vision for Leeds consultation document at recent festivals throughout the city
- the concerns expressed as to the short timescales for consultation and preparation of the Vision document prior to it being considered and signed off at the Executive Board meeting in the spring of 2011
(*The Deputy Director, Leeds Initiative responded and agreed to raise this issue at the next Vision Steering Group*)

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the work carried out to date to develop a new Vision for Leeds 2011 to 2030 in accordance with the report now submitted.
- c) That the consultation document 'What if Leeds' be received and noted and that this Board gives it's support to the process of consultation.

33 City Development Directorate: 2010/11 Budget

Referring to Minute 18 of the meeting held on 6th July 2010, the Director of City Development submitted a report setting out the financial position for the City Development Directorate.

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

- Financial position for City Development Directorate for 2010/11 at period 3 which had been considered by the Executive Board
- Financial position for City Development Directorate for 2010/11 at period 4 which provided a more up to date position

The following representatives were in attendance and responded to Members' queries and comments:-

Graham Fisher, Principal Finance Manager, City Development
Mohammed Afzal, Principal Finance Manager, Resources

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

- the need for Members to be provided with up to date income and expenditure against the main vote heads showing virements that have been instigated to meet shortfalls from areas of under spend
- the budget process approved by Council
- the delay in undertaking a staffing review within the department
- the need to invite the Director of City Development to the next Board meeting to discuss the financial position of the department
- the need for the Board to see the specific plans for next year's budget in order to have an input in protecting frontline services
- clarification for the shortfall in fees for crematoria services
- the need for the Board to keep under review the budget deficit and to address issues on a month by month basis

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Board's Principal Scrutiny Adviser be requested to invite the Director of City Development to the next Board meeting in October 2010 to discuss the current budget position.

(Councillor B Atha left the meeting at 12.10pm during discussions of the above item)

34 Long stay parking on vacant City Centre sites

Referring to Minute 20 of the meeting held on 6th July 2010, the Chief Planning Officer submitted a report on long stay parking on vacant City Centre sites.

Phil Crabtree, Chief Planning Officer, City Development was in attendance.

RESOLVED - That the contents of the report be noted.

35 Grants to Culture and Sport Related Organisations

(This item was withdrawn from the agenda and would be considered at the next meeting on 5th October 2010)

36 Kirkgate Market

Referring to Minute 18 of the meeting held on 6th July 2010, the Head of Scrutiny and Member Development submitted a progress report on the Board's intention to undertake an inquiry into Kirkgate Market.

Appended to the report was a copy of a note of the Board's visit to Kirkgate Market on 25th August 2010 for the information/comment of the meeting.

It was noted that that the Board would now consider the draft market strategy at its meeting on 5th October 2010, prior to it being considered by Executive Board on 3rd November 2010.

RESOLVED- That the contents of the report, together with details of the informal Scrutiny Board visit of 25th August 2010, be noted.

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

The Head of Scrutiny and Member Development submitted a report providing Members with a copy of the Board's current Work Programme. The Executive Board minutes of 21st July 2010 and 16th August 2010, together with the Forward Plan of Key Decisions for the period 1st August 2010 to 30th November 2010 were also attached to the report.

RESOLVED-

- a) That the contents of the report and appendices be noted.

- b) That the Executive Board minutes of 21st July 2010 and 16th August 2010, together with the Forward Plan of Key Decisions for the period 1st August 2010 to 30th November 2010 be noted.
- c) That the Board's Principal Scrutiny Adviser be requested to update the work programme to include the following items:-
 - Request for Scrutiny of the Strategic Housing Land Availability Assessment – A briefing paper to include an approximate timetable relating to the Leeds Development Framework Core Strategy (October 2010)
 - Section 106 – A Simple Guide for Elected Members

38 Date and Time of Next Meeting

Tuesday 5th October 2010 at 10.00am
(Pre meeting for Board Members at 9.30am)

(The meeting concluded at 12.20 pm)

SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 7TH SEPTEMBER, 2010

PRESENT: Councillor J Procter in the Chair

Councillors J Akhtar, J Elliott, G Harper,
J Jarosz, G Latty, R Pryke, M Rafique,
M Robinson and S Smith

B Woroncow (Co-optee)

39 Chair's Opening Remarks

The Chair welcomed everyone to the call-in meeting.

40 Late Items

The Chair agreed to accept the following document as supplementary information:-

- LeedsCard and BreezeCard entry into Tropical World and Home Farm – Report of the Director of City Development (Agenda Item 7) (Minute 43 refers)

The document in question was not available at the time of the agenda despatch, but circulated by e mail and made available to the public on the Council's web site prior to today's meeting.

41 Declaration of Interests

There were no declarations of interest made at the meeting.

42 Call-In of Decision - Briefing Paper

The Head of Scrutiny and Member Development submitted a report regarding the procedural aspects of the call-in process.

Members were advised that the options available to the Board in respect of this particular called-in decision were:-

Option 1 – **Release the decision for implementation.** Having reviewed the decision, the Scrutiny Board (City Development) could decide to release it for implementation. If this option was chosen, the decision would be released for immediate implementation and the decision could not be called-in again.

Option 2 – **Recommend that the decision be reconsidered.** Having reviewed the decision, the Scrutiny Board (City Development) could recommend to the Director of City Development that the decision be reconsidered. If the Scrutiny Board (City Development) chose this option, a report would be submitted to the Director of City Development within 3 working days of this meeting. The Director of City Development would reconsider the decision and would publish the outcome of their deliberations

Draft minutes to be approved at the meeting
to be held on Tuesday, 5th October, 2010

on the delegated decision system. Where the Director believes that the original decision should be confirmed, it must be referred to the next Executive Board for a decision.

Where the Director agrees with the views of Scrutiny, a new delegated decision form would be submitted indicating ineligible for Call-In.

In cases where the Director believes that the original decision should be confirmed, and in their view urgency prevents them from submitting the decision to Executive Board, the approval of the relevant Executive Board Member would be required before implementation. This Executive Member approval together with the reasons for urgency would be included in the new delegated decision form.

The Director and relevant Executive Board Member would also be required to attend and give their reasoning to the relevant Scrutiny Board.

RESOLVED – That the report outlining the call-in procedures be noted.

43 Call-In - Review of Delegated Decision No D37181- LeedsCard and BreezeCard entry to Tropical World and Home Farm

The Head of Scrutiny and Member Development submitted a report, together with background papers, relating to a review of a delegated decision of the Chief Recreation Officer of 16th August 2010 in relation to approving a recommendation that free entry for LeedsCard and BreezeCard holders be replaced by a 20% discount from 1st September 2010 at Tropical World and Temple Newsam, Home Farm.

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

- Copy of completed call-in request form
- The Delegated Decision Notification – Chief Recreation Officer – D37181 – LeedsCard and BreezeCard entry to Tropical World and Home Farm dated 16th August 2010

In addition to the above appendices, a copy of the following document was circulated as supplementary information to assist the Board in their deliberations:-

- Report of the Director of City Development – LeedsCard and BreezeCard entry into Tropical World and Home Farm

However arising from discussions, the Board decided not to take this supplementary information into account as the information was not included within the original delegation decision documentation.

The decision had been called-in for review by Councillors S Bentley, R Downes, M Hamilton, J Monaghan and A Taylor on the following grounds:-

Draft minutes to be approved at the meeting
to be held on Tuesday, 5th October, 2010

“ The decision will disproportionately adversely affect the poorer and least advantaged residents, especially younger people of Leeds”

Councillors R Downes and S Bentley attended the meeting to present evidence to the Board and respond to Members’ questions and comments.

The following officers were in attendance:-

Richard Mond, Chief Recreation Officer, City Development
Sean Flesher, Principal Area Manager (West), Parks and Countryside, City Development

The Board then questioned Councillors Downes and Bentley, together with officers at length on the evidence submitted.

In summary, the main points raised by Councillors Downes and Bentley were:-

- the need to retain free entry into Tropical World and Home Farm for LeedsCard and BreezeCard users for disadvantaged groups, in the city, especially younger people and the elderly
- the need to take into consideration rising transport costs and the lack of direct bus services to some of these venues which makes a visit expensive even with free entry
- to challenge the assumptions made in the report concerning the likely fall off of visitor numbers and the anticipated increase in income as a consequence of the proposal to stop free entry with visitors who have a LeedsCard or BreezeCard
- clarification of the consequences of reduced attendance figures and charging an entry fee on secondary spend in these venues which would have an impact on the income and running costs and whether a detailed analysis had been carried out
- clarification of how residents and visitors would be informed of the new charging policy if it went ahead

In explaining the reasons for the decision, officers made the following comments:-

- an acknowledgement made that the original delegated decision documentation did not contain the full details
- the need to implement these admission charges in the current financial climate, in order contribute to balancing his budget in 2010/11

The Chair the invited questions and comments from Board Members and, in summary, the main areas of discussion were:-

- clarification of the loss of secondary spend at these attractions if charges were introduced

- the need to undertake 'swipe card' visitor research on the post codes of card holders to identify where visitors were from to aid knowledge of the social context in the decision making process
(The Chief Recreation Officer reported that progress was being made to introduce swipe card technology, but currently visitors simply show their card to gain free entry to these attractions and therefore there was no database of LeedsCard access on which to base research)
- clarification of the usage and proportionality of the LeedsCard and BreezeCard at other attractions
- around the accuracy of the likely revenue that would be made as a result of bringing in these charges at these facilities
- clarification as to whether or not the Government's recent withdrawal of free swimming charges for older people had a direct effect on the overall budget
(The Board agreed to refer this issue to the Director of Resources and Acting Deputy Chief Executive for a written response and for the reply being circulated to Board Members)
- clarification as to whether this issue was within the budgetary framework
(The Board's Principal Scrutiny Adviser responded and confirmed that it was within the budgetary framework)
- the concerns expressed that Councillor A Ogilvie, in his capacity as Executive Member for Leisure, had decided not to attend this Call-In meeting
- clarification of the financial position of Tropical World and Home Farm
- the threat to the viability of the LeedsCard and BreezeCard if free entry was withdrawn
- the proposed introduction of a 'City Card' designed to replace the 'LeedsCard' and how this would affect the current proposals
- clarification as to whether or not specific benefactors of Tropical World in particular had been consulted on the proposed admission charges
- clarification as to whether or not consideration had been given to charging LeedsCard holders and allowing free entry for BreezeCard holders at both facilities
- the fact that information was missing from the original report when the delegated decision was taken

Following this process, the Chair allowed the Call-In signatories to sum up.

In conclusion, the Chair thanked Councillors Downes and officers for their attendance and contribution to the call-in meeting.

RESOLVED- That the report and information provided be noted.

44 Outcome of Call-In

Following consideration of evidence presented to them, the Board passed the following resolution:-

RESOLVED – That the Delegated Decision of the Chief Recreation Officer on the LeedsCard and BreezeCard entry to Tropical World and Home Farm be referred back for reconsideration in view of the additional information provided by the Chief Recreation Officer which was not included in the report when the officer delegated decision was made, inadequate consultation and the introduction of a “City Card”.

(The meeting concluded at 1.20pm)

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 5th October 2010

Subject: Marketing Leeds Annual Report 2009 & Annual Review 2010

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 The Board has requested an update on Marketing Leeds.
- 1.2 The attached report of the Assistant Chief Executive (Planning, Policy and Improvement) was presented to the Executive Board on 21st July 2010 setting out the progress of Marketing Leeds and its contribution to the city's priorities.
- 1.3 The appendix to his report also provides details of the Marketing Leeds action plan for 2010/11.
- 1.4 A copy of Marketing Leeds Annual Review 2010 has also been circulated with the papers for today's meeting.

2.0 Recommendations

- 2.1 Members are asked to comment on and note the report of the Assistant Chief Executive (Planning, Policy and Improvement) and the booklet Marketing Leeds Annual Review 2010.

Background Papers

None used

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

Executive Board

Date: 21 July 2010

Subject: Marketing Leeds - Annual Report 2009

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

EXECUTIVE SUMMARY

Marketing Leeds, the city's marketing and promotion agency, was formally established in 2005. This report provides Members with a progress report regarding the work of Marketing Leeds and its contribution to the city's priorities.

This is the second report of this nature to be prepared for Members of Executive Board and it is proposed to repeat this on an annual basis so that Members are aware of Marketing Leeds' key achievements as well as new activities that are being progressed.

The concept of Marketing Leeds was developed in 2004 in response to the outcomes of a significant piece of research on perceptions of Leeds at the local, regional, national and international levels. This research was commissioned by the then City Image Task Group, established under the auspices of the Leeds Initiative, in response to the Vision for Leeds objective "to develop a marketing strategy for Leeds to promote the city nationally and internationally".

Marketing Leeds makes an important contribution to the economic life of the city of Leeds helping to attract new investment and trade into the city. The profile of Leeds has been demonstrably enhanced as a result and the work assists the council in its key strategic aim of Going up a League.

Members of Executive Board are asked to note the contents of this report.

1.0 Purpose Of This Report

- 1.1 To provide Members with a progress report regarding the work of Marketing Leeds and its contribution to the city's priorities. This is the second report of this nature to be prepared for Members of Executive Board and it is proposed to repeat this on an annual basis so that Members are aware of Marketing Leeds' key achievements as well as new activities that are being progressed.

2.0 Background Information

- 2.1 The concept of Marketing Leeds was developed in 2004, in response to the outcomes of a significant piece of research on perceptions of Leeds at the local, regional, national and international levels. This research was commissioned by the then City Image Task Group, established under the auspices of the Leeds Initiative, in response to the Vision for Leeds objective "to develop a marketing strategy for Leeds to promote the city nationally and internationally". This research was undertaken during the Spring/Summer of 2003 by a Leeds-based communications agency. The research concluded that Leeds needed to do much more to communicate and market its image and profile, particularly at the national and international levels as it fell behind many of its UK and international comparators.
- 2.2 It was, therefore, proposed to establish Marketing Leeds to work with the full range of partners across the city to develop a collaborative approach to marketing the city and develop the city's first marketing strategy.
- 2.3 A company model was agreed by Members of Executive Board, with the two principal shareholders being the City Council and the Chamber of Commerce. The intention being to provide a vehicle that was clearly perceived to be business driven, recognising the key economic strength of Leeds being a business city. Indeed, the primary focus of Marketing Leeds is to promote Leeds as a business city and, therefore, make a significant contribution to attracting new trade and investment. Funding for the company was provided by Leeds City Council, Yorkshire Forward and through the Leeds Champions Scheme.
- 2.4 The Board of Marketing Leeds includes a number of high profile appointees covering a range of public and private sector interests. The City Council has three appointed Directors, these being Andrew Carter (Executive Member), James Rogers (Assistant Chief Executive) and Jean Dent (Director of Development).
- 2.5 Since 2004, Marketing Leeds has done much to enhance the profile of Leeds. The 'Leeds: Live It, Love It' brand has been developed and is now widely used across the city; Leeds has one of the most popular city marketing websites in the country; numerous campaigns and events have been hosted and, as an indicator of progress, the Cushman and Wakefield European Cities Monitor, identified that Leeds has again risen from 28th (in 2008) to 24th (in 2009) in the league table for 'leading cities for business'. Whilst it is impossible to identify the specific cause and effect of this improvement, it is highly likely that an increased focus on raising the city's European and international profile will have made a contribution to this improved ranking.

3.0 Main Issues

3.1 Purpose and Objectives of Marketing Leeds

3.1.1 The purpose of Marketing Leeds is “to raise the regional, national and international profile of Leeds, as a vibrant, dynamic, internationally competitive city region and as the gateway to Yorkshire and the UK”.

3.1.2 The company’s objectives, as outlined in its Business Plan, are:

- to provide a leadership role for the city’s marketing activities, acting as a catalyst for change and challenging the status quo where necessary.
- to re-energise the city’s marketing and to deliver innovative marketing and promotional campaigns and events to support the delivery of real economic impact and the creation of wealth for the region.
- to secure and co-ordinate commitment, support and create collaboration from key business sectors in the city, delivering measurable benefits to stakeholders. Working in partnership with public agencies, business and our multi-cultural society.
- to deliver tangible, commercial results maximising economic and promotional impact.

3.2 Contribution to City Priorities

3.2.1 Marketing Leeds’ creation is grounded in the Vision for Leeds 2004-2020 with the intention that the company’s activities make a marked contribution to:

- Going up a league as a city - making Leeds an internationally competitive city, the best place in the country to live, work and learn, with a high quality of life for everyone, and;
- Developing Leeds' role as the regional capital, contributing to the national economy as a competitive European city, supporting and supported by a region that is becoming increasingly prosperous.

3.2.2 Marketing Leeds also plays a key role in contributing to a number of the city’s priorities as identified in the Leeds Strategic Plan 2008-11, the key ones being:

- Increased entrepreneurship and innovation through effective support to achieve the full potential of people, business and the economy;
- Increased international competitiveness through marketing and investment in high quality infrastructure and physical assets, particularly in the city centre;
- Increase innovation and entrepreneurial activity across the city;
- Facilitate the delivery of major developments in the city centre to enhance the economy and support local employment, and;
- Increase international communications, marketing and business support activities to promote the city and attract investment.

3.3 Budget

3.3.1 Marketing Leeds receives funding from three key sources and a summary of annual income for 2009/10 is presented below:

Yorkshire Forward	£800,000
Leeds City Council	£400,000
Private / Business Sector (via the Champions scheme)	£153,00 cash (plus £387,000 in kind)
GROSS FUNDING	£1,353,000 cash (plus £387,000 in kind)

3.4 The Champions initiative works in the form of a partnership arrangement between Marketing Leeds and a champion (a company or organisation) that wishes to contribute towards the success of the city and benefit from related marketing and promotion. At the time of writing this report, 77 businesses have joined the Champions scheme, an increase of 28% (from 60).

3.5 Successes and achievement

3.5.1 At the beginning of the financial year 2009/10, Marketing Leeds received a significant increase in funding from Yorkshire Forward who pledged £2.4 million investment over the three years from 2009 -2012. This matches the investment made by Leeds City Council and the private sector through the Champions Scheme.

3.5.2 As the lead body for promoting Leeds, Marketing Leeds has brought together a number of partners and organisations with a similar remit and has been able to reduce duplication and ensure best use of resources through coordination of activity and joined-up working.

3.5.3 Through its Champions Scheme, Marketing Leeds has received strong support from the private sector across a broad range of Leeds based businesses, many of which have strong national and international brands. As well as providing a significant income stream for Marketing Leeds, champions play an active role in formulating the Marketing Leeds Business Plan and in delivering the events and campaigns therein. In working with Champions, Marketing Leeds strives to help those businesses to meet their objectives through their involvement in marketing activities. This year, following a rigorous feedback procedure the scheme was redeveloped introducing a simpler two tier approach – ‘Partner and Associate’. An Advisory Board was also introduced drawn from senior representatives in the city who help to inform strategy and act as advocates for Leeds.

3.5.4 A major re structure of the Marketing Leeds Main Board took place this year. Chris Green (Johnston Press), Duncan Mycock (KPMG), Ed Anderson (Chamber of Commerce) and Simon Lee (Leeds Metropolitan University) retired from the board and Nigel Foster (ARUP), Gary Lumby (President, L,Y&NY Chamber), Dirk Mischendahl (Logistik) joined. (Please see the Annual Review 2010 for full details of the Marketing Leeds Board).

3.5.5 Members will recall that the 3 year business plan circulated with last years report showed three core areas of activity for Marketing Leeds:-

International Activity – with a focus on the ‘Leeds In...’ model piloted in Milan in 2008 which showcased all key Leeds sectors in a week-long festival of commerce

and culture. The proposal is to develop the 'Leeds In' model to be used in a different international city every year.

National Activity – two key areas of focus being to bring national events (such as the DADI Awards) to Leeds and to deliver a series of Thought Leadership events entitled 'The Business of...'.

City Festivals – Marketing Leeds sought to enhance existing events such as Leeds Business Week, Leeds Love Food, Leeds Shopping Week and Light Night to generate additional media interest or bring a national / international dimension.

There have been notable successes in all three areas.

3.5.5(i) International Activity

- Marketing Leeds hosted the first "Leeds in London" showcase event enabling representatives from key city agencies to develop relationships with Directors of Trade and Consul Generals from 12 target countries.
- Marketing Leeds delivered Leeds in Barcelona a festival of commerce and culture in March 2010. The event was supported by 115 delegates from Leeds and comprised 30 bespoke events in 3 days. Leeds in Barcelona generated £964,422 of PR value.
- Marketing Leeds hosted 21 international journalists, resulting in £972,000 of PR value.
- Marketing Leeds further developed relationships with key international business centres by undertaking visits to Hong Kong, Germany, Italy, Ireland and Australia.
- Marketing Leeds launched an international print distribution campaign and a regular international e-newsletter.
- Marketing Leeds hosted the 28th Commonwealth Sports Awards with special guest Lennox Lewis, providing an opportunity for the city to showcase sporting venues with a view to attracting training camps for the 2012 Olympics and 2014 Commonwealth Games.
- Marketing Leeds supported the Ryder Cup Reunion pro-am competition to mark Moortown Golf Clubs Centenary Year, resulting in a specially created film promoting Leeds being aired on Sky Sports four times in summer 2009.

3.5.5 (ii) National Activity

- Marketing Leeds launched its national Thought Leadership series "The Business of ...". Two events were held, the Business of Security and Protection and The Business of Retail, resulting in a PR value of £180,000.
- National digital title The Drum, organisers of the DADI Awards, committed to bringing their national awards ceremony to Leeds for a further three years.
- Marketing Leeds extended its print reach with a total of 800,000 Marketing Leeds publications being distributed nationally creating 2.4 million opportunities to see key Leeds messages.

- Marketing Leeds provided marketing and PR support to Leeds City Council in their successful application to be a host city for the England 2018 bid.
- Working with Financial Leeds and Locate in Leeds, Marketing Leeds supported the Financial Times “Doing business in the Leeds City Region” supplement in March 2010. The publication showcased the city to a business audience and was specifically created in time to be circulated at both MIPIM and during Leeds in Barcelona. The publication has a national circulation of 155,000 and 450,000 internationally.

3.5.5 (iii) City Festivals

The City festival model was fully established in 2009 with the delivery of six festivals, including three cornerstone events in association with Leeds City Council:- Leeds Loves Food, Festival Leeds and Leeds Shopping Week. Achievements included:-

- Development of the ‘Leeds Loves’ brand.
- Application of the model to two major sporting events, extending their economic impact – the Carnegie World Club Challenge (Leeds Loves Rugby) and the Ashes Test (The Ashes Festival in Leeds).
- The Ashes Festival in Leeds generated additional spend of £3.7m in the city (source: Yorkshire Forward Headingley evaluation phase 1 economic impact report, November 2009) and won the England Cricket Boards “Best integrated marketing campaign”.
- Leeds Shopping Week was cited by the Economist as a positive way of improving footfall on the British High Street.
- The City Festivals programme generated £2.6 million PR value.

3.5.6 In 2009 Marketing Leeds launched its first social media campaigns. Key highlights included:-

- Creating the Worlds first ever restaurant review competition via Twitter resulting in coverage of Leeds Loves Food in the Times.
- Implementing a campaign around Leeds Shopping Week resulting in an inbound enquiry from Nat Mags (owners of Cosmopolitan, Glamour, Marie Claire etc) which has led to a partnership for the 2010 shopping festival.
- Hosting Spain’s foremost bloggers as part of Leeds in Barcelona resulting in extensive positive coverage and the establishment of collaborative projects between the two cities blogging communities.

3.6 Evaluation

3.6.1 It needs to be recognised that raising the profile of a city is a long-term objective which cannot be achieved in a few years, it is important to set additional success measures which can be measured, monitored and evaluated. During the course of the year it was agreed the following factors could be effectively measured monitored and evaluated:-

- Advertising Value Equivalent (AVE) of positive press coverage and resulting PR value generated.
- Circulation and resulting potential audience.
- Number of Champions supporting Marketing Leeds.
- Private sector hours contributed in support.

3.6.2 As can be seen above, this year Marketing Leeds began to measure clearly, consistently and honestly as many aspects of its work as possible with the following key measurable results being achieved:-

- Marketing Leeds generated £1.9 million AVE of positive press coverage which equates to a PR value of £5.7 million.
- Press coverage had a circulation of 165 million globally reaching a potential audience of 495 million.
- A total of 800,000 Marketing Leeds publications were distributed nationally, creating 2.4 million opportunities to see key Leeds messages.
- The number of Leeds Champions increased from 60 to 77.
- The Marketing Leeds Board and Advisory Board gave over 456 hours to Marketing Leeds in the year, equating to a combined total of 11 working weeks.

3.6.3 In addition perception research is carried out every 3 years. This research is scheduled to take place again in the current financial year and will be reported in the next annual report to the Executive Board.

3.6.4 Further detail of all of these areas of activity can be found in the Marketing Leeds Annual Review 2010. Copies will be provided to individual members of the Executive Board.

4.0 Future Activity

A copy of the Marketing Leeds Activity Plan for the current financial year is attached at Appendix 1

Marketing Leeds had anticipated a similar level of funding from all 3 sources for the current financial year, however, it should be noted that Marketing Leeds are currently in discussion with Yorkshire Forward and have agreed a proposed reduction of £100,000 in this financial year. This proposal is currently awaiting approval from central government.

Once the level of funding for this year is known the activity plan may need to be reviewed.

5.0 Implications For Council Policy And Governance

5.1 There are no specific implications for Council Policy and Governance.

6.0 Legal and Resource Implications

- 6.1 There are no specific legal or resource implications arising from the content of this report. The council currently makes an annual financial contribution of £400,000 to assist in the delivery of Marketing Leeds' activities.

7.0 Conclusions

- 7.1 Marketing Leeds makes an important contribution to the economic life of the city of Leeds and attracting investment and trade. The profile of Leeds has been demonstrably enhanced as a result and the work assists the council in its key strategic aim of Going up a League.

8.0 Recommendations

- 8.1 Members of Executive Board are asked to note the contents of this report.

Background Papers:

Marketing Leeds Activity Plan 20010/11 (Appendix 1)

Marketing Leeds Annual Review 2010

Marketing Leeds Activity Plan for 2010/11

Date	Event	Aim/Overview	Activity	Partners (unless otherwise stated ML are lead partner)
Jan 2010 and ongoing	Back the Bid - England 2018	To support England's bid to host the World Cup in 2018.	Multi-strand marketing and promotional activity to secure support for England's bid and forward planning should the bid be successful.	LCC, LUFC, ML
19th Jan 2010	Business Champions Meeting	To inform Champions, stakeholders and potential Champions of ML activity.	Agenda specific	ML Champions
27th Jan 2010	Marketing Leeds Board Meeting	Regular governance meeting	Agenda specific	
28-Jan-10	Leeds Architecture Awards	Support for key city event and property sector	Sponsorship of awards to ensure event could proceed.	Locate in Leeds, LCC
Early Feb 2010	Consumer Trade Fair, Dusseldorf	Annual consumer trade fair at Dusseldorf Airport to promote Leeds	Distribute information on Leeds to encourage inward investment, leisure and business tourism.	Jet2.com
3rd Feb 2010	Leisure Champions Meeting	To inform Champions, stakeholders and potential Champions of ML activity.	Agenda specific	ML Champions
Feb-10	E-newsletter	E-newsletter to promote and raise the profile of Leeds on the national and international stage	Regular newsletter highlighting key activity and achievements in the city.	Leeds Champions, key stakeholders
Feb-10	Marketing Leeds Newsletter	To inform Champions, stakeholders and potential Champions of ML activity.	Newsletter produced and distributed.	
Feb-10	Launch of 'Leeds Loves Food'	To raise awareness of Leeds Loves Food Festival	A launch event to raise awareness and gain support and participation in the Leeds Loves Food festival. ML to attract national media.	Lead Partner: City Centre Leeds, ML
22-28 Feb 2010	Leeds Loves Rugby	To use this key international event to promote the city of Leeds as a host of world class sporting events. To increase the economic impact sporting events offer the city and therefore support the city's going up a league objective. To support the city's objective of narrowing the gap by inspiring young people through sport. To support the city's objective of narrowing the gap by inspiring young people through sport. To build press contacts and relationships for further marketing and promotional opportunities. To celebrate Leeds Rhinos and the RFL, (both Leeds Champions) success.	A city festival incorporating the following activity:- A rugby tournament for Leeds schools, rugby taster sessions for the public, fringe events and promotions to enable local business to get involved; Stakeholder and a Champions networking breakfast and book lunch. Anticipated outcomes - Establish press contacts and relationships for future opportunities. Increase spend within the city.	RFL, Leeds Rhino's, Leeds City Council

25-Feb-10	Leeds Loves Rugby Champions Breakfast	Networking opportunity for Leeds Champions and part of Champions support programme.	Leadership seminar by Leeds Rugby Chief Executive Head Coach and Head Coach of Leeds Carnegie and networking breakfast.	Leeds Rhinos, Leeds Carnegie
11-Mar-10	Partner Champions Advisory Board	To inform the Chief Executive and ML Board on proposed activities and initiatives. To secure active support of Partner Champions.	Agenda specific	Relevant Partner Champions
15 - 19 March 2010	MIPIM	Support for Location Leeds event. Support for City Region Activity. Key objective - to raise the profile of Leeds on the International stage.	To undertake profile raising activity as part of the Location Leeds programme and the International Property Conference in Cannes. ML to send 1 staff member to coordinate activity on the Leeds City Region conference stand.	Leeds City Region representatives.
18-Mar-10	Marketing Leeds Board Meeting	Regular governance meeting	Agenda specific	
23 - 25 March 2010	Leeds in Barcelona	Marketing Leeds, in partnership with UKTI, will deliver a 3 day festival of commerce and culture designed to give Leeds businesses the opportunity to showcase their sectors, skills and expertise in Barcelona with a view to forging long term business relationships. A total of 30 events will be held during the 3 day festival	9 key delegations representing the City's sector strengths (a total of 15 delegates) will travel to Barcelona to participate in a wide range of commercial activities. In addition a strong common programme, including Civic Welcome, high profile roundtable press event and gala dinner will support and unify the programme.	UKTI, Opera North, Northern Ballet, Phoenix Dance, Leeds Legal, Financial Leeds, Leeds Property Forum, Creative Leeds, Leeds Initiative, LCC PPP Unit, Leeds Metropolitan University, University of Leeds, Leeds Hotels Association, Jet2.com, Barcelona Bar Association, British Chamber of Commerce in Spain, La Vanguardia, LCC, La Salle University, The Ajuntament, Barcelona Chamber of Commerce, Esade, 22@, Barcelona Stock Exchange, GVC Gaesco, Barcelona Convention Bureau
Apr-10	E-newsletter	E-newsletter to promote and raise the profile of Leeds on the national and international stage	Regular newsletter highlighting key activity and achievements in the city.	Leeds Champions, key stakeholders
Apr-10	Marketing Leeds Newsletter	To inform Champions, stakeholders and potential Champions of ML activity.	Newsletter produced and distributed.	
20th April 2010	Business Champions Meeting	To inform Champions, stakeholders and potential Champions of ML activity.	Agenda specific	ML Champions
5th May 2010	Sustainable Supper	To launch Leeds Loves Food festival to key regional press.	Consumer launch for Leeds Loves Food	Arup, Leeds City College and Harewood Hospitality

6 - 8 May 2010	Barcelona Bloggers Familiarisation Visit	To raise the profile of Leeds to 14 key bloggers from Barcelona	Familiarisation visit to encourage coverage on major international blogs.	Leeds Champions
8th May	Leeds Loves Food 'Taster Day'	Pre-promotion of Leeds Loves Food festival	Announce festival events calendar, Starters for Ten	City Centre Management
14 - 16 May 2010	PSL at Tate Modern	To support Project Space Leeds exhibition at Tate Modern and promote the Arts and Cultural offer in Leeds. 45,000 visitors are expected to visit the exhibition.	To promote the arts and culture in Leeds to a national and international audience	PSL
19th May 2010	Leisure Champions Meeting	To inform Champions, stakeholders and potential Champions of ML activity.	Agenda specific	ML Champions
20th May 2010	Marketing Leeds Board Meeting	Regular governance meeting	Agenda specific	
25-May-10	Leeds in London	To raise the profile of Leeds as a prime conference venue & events location. To establish new & develop existing relationships with key contacts/buyers & business tourism media. To attract new enquiries/business to the city of Leeds.	Tour of Chelsea Flower Show followed by a Gala Dinner on the River Thames for 60 key conference buyers.	LHA, Conference Leeds, LCC, WYTP, Welcome to Yorkshire, (tbc SMG)
26th May 2010	Santander Dinner	High profile networking dinner to enable Leeds Champion - Santander - to engage with targeted business guests.	Networking dinner	Santander, City Inn
Jun-10	E-newsletter	E-newsletter to promote & raise the profile of Leeds on the national & international stage	Regular newsletter highlighting key activity and achievements in the city.	Leeds Champions, key stakeholders
24th June 2010	Launch of ML Annual Review	To inform Champions and wider stakeholders of the results of ML activity in the financial year 2009/10	Breakfast briefing event	
24th June 2010	Milan Expo 2015	To inform Leeds and wider Yorkshire companies of business opportunities presented by Expo 2015.	Promote business opportunities for Leeds and Yorkshire companies	UKTI
29th June 2010	Launch of Hong Kong Business Forum	To connect with businesses in the city region currently doing business with/hoping to do business with Hong Kong and wider Asia.	Launch event with speakers from Hong Kong Trade & Development Council, chair of the Hong Kong Business Forum and Chief Executive Marketing Leeds.	DLA, HKTDC, HSBC, UKTI, Grant Thornton
1st July 2010	Partner Champions Advisory Board	To inform the Chief Executive and ML Board on proposed activities and initiatives. To secure active support of Partner Champions.	Agenda specific	Relevant Partner Champions
04-Jul-11	Run for All	To attract media interest and participation from outside of Leeds and to help the run grow.	The LILO branded event will be covered filmed for a documentary offering a fantastic opportunity to showcase the city to an international audience.	

1st-4th July	Leeds Loves Food	To attract media interest and visitors from outside the region to showcase the excellent restaurants, food and drink available in the Leeds City region.	4 day Food Festival involving city region restaurants and producers.	Lead Partners: LCC City Centre Leeds & Leeds Restaurant Association Other Partners: Leeds Champions, Leeds Hoteliers Association, others tbc
4 - 11 July 2010	Planning visit for Leeds in Asia	ML Chief Executive and UKTI Senior Project Manager to visit Hong Kong to progress plans for Leeds in Asia	Week long programme of meetings scheduled with key stakeholders and partners in Hong Kong to ensure successful delivery of event.	UKTI
9 - 11 July 2010	NBT - Hong Kong And Macau	Pre-promotional activity for Leeds in Asia to further engage Hong Kong partners.	Joint activity with NBT to entertain key stakeholders in Hong Kong and Macau. Details tbc but initial plans include supper with partner organisation followed by attendance at performance at Grand Theatre in the Hong Kong Cultural Centre. N.B This is the opening event of the Hong Kong Arts Carnival.	Northern Ballet Theatre
20th July 2010	The Business of Sport -what are the benefits a big sporting event can bring to a city?	To showcase Leeds sporting heritage. To showcase our innovative approach to major sporting events. To maximise the opportunity of hosting key journalists for Australia v Pakistan Test	A high profile question time style Thought Leadership event.	Yorkshire County Cricket, University of Leeds, Leeds Champions
20th July 2010	Business Champions Meeting	To inform Champions, stakeholders and potential Champions of ML activity.	Agenda specific	ML Champions
22-Jul-10	Marketing Leeds Board Meeting	Regular governance meeting	Agenda specific	
21 - 25 July 2010	Cricket Mela	A festival to celebrate Leeds hosting the Australia v Pakistan Test Match and to maximise the impact of this major international event in Leeds.	A series of events to celebrate this great sporting event.	Yorkshire County Cricket, LCC and City Region Partners.
21 - 25 July 2010	Australia/Pakistan in Leeds	Use Corporate hospitality at Australia v Pakistan test to attract business delegations from Australia and Pakistan to Leeds for 3 day programme of business activity.	Further links made with Australian businesses via inward business delegation. Potential inward delegation from Pakistan (subject to consular advice)	LCC, LHA, YCC, Leeds Champions, UKT&I
Aug-10	E-newsletter	E-newsletter to promote and raise the profile of Leeds on the national and international stage		Leeds Champions, key stakeholders
Aug-10	Marketing Leeds Newsletter	To inform Champions, stakeholders and potential Champions of ML activity.	Newsletter produced and distributed.	
18th August 2010	Leisure Champions Meeting	To inform Champions, stakeholders and potential Champions of ML activity.	Agenda specific	ML Champions

Sept 6th	Deadline for production of fact sheets	Promotional material for use at events	Agenda specific	Relevant Partner Champions
13th September 2010	Partner Champions Advisory Board	To inform the Chief Executive and ML Board on proposed activities and initiatives. To secure active support of Partner Champions.	Agenda specific	Relevant Partner Champions
17th Sept 2010	Marketing Leeds Board Meeting	Regular governance meeting	Agenda specific	
25 - 26 Sept 2010	NBT - Bangkok	To raise awareness of Leeds in Asia Festival of Commerce and Culture and to support NBTs participation in the Bangkok International Festival of Dance and Music.	Joint international promotional activity as part of NBT China tour.	NBT
Sep-10	The Business of Food	Thought Leadership event to support World Curry Festival and highlight Leeds' positive approach towards health and sustainability issues.	A high profile question time style Thought Leadership event.	University of Leeds, Arup, Northern Foods, Asda, Duchy Organics, Hilary Benn MP, Leeds Champions
Late Sept/Early Oct	Breakfast Seminar	Speaker as part of Pinsent breakfast seminars	Update key Leeds businesses of ML activity to encourage engagement and support	Pinsent Mason
12th October 2010	Business Champions Meeting	To inform Champions, stakeholders and potential Champions of ML activity.	Agenda specific	ML Champions
Oct-10	E-newsletter	E-newsletter to promote and raise the profile of Leeds on the national and international stage	Regular newsletter highlighting key activity and achievements in the city.	Leeds Champions, key stakeholders
12 - 24 October	Leeds Shopping Week	To raise the profile of this significant event on the national stage and promote the retail offer of the city.	A week long city festival involving retailers.	Lead Partners: LCC City Centre Leeds & ML Other partners: Leeds Retail Association, Retailers LCC
Oct-10	Light Night	Support for this annual Leeds event.	Marketing support for this LCC event.	
Oct	The Business of Climate Change	Support event to showcase outcomes of the Lighter City Region project	A high profile question time style Thought Leadership event.	University of Leeds, Leeds Metropolitan University, Arup, Pinsent Mason, LCC
10th November 2010	Leisure Champions Meeting	To inform Champions, stakeholders and potential Champions of ML activity.	Agenda specific	ML Champions
Nov-10	Marketing Leeds Newsletter	To inform Champions, stakeholders and potential Champions of ML activity.	Newsletter produced and distributed.	
Nov-10	Festive Leeds	tbc	Support marketing and PR for this annual campaign.	LCC
8 - 12 Nov 2010	Digital Week	Regional event to raise the profile of the media and creative industries in Yorkshire.	Marketing support for this YF led event.	Yorkshire Forward, Leeds Media, Holbeck Urban Village, The Drum

Nov-12	DADI Awards	To raise the profile of Leeds as the 3rd largest centre for media and creative industries in the UK.	High profile national awards ceremony for the media, creative and digital industries. Host table of key bloggers from Leeds in order to build contacts for future activity.	Lead Partner: The Drum. Other Partners: ML, Leeds Media, Holbeck Urban Village, Yorkshire Forward
15 - 20 Nov 2010	Leeds in Asia	Marketing Leeds, in partnership with UKTI, will deliver a festival of commerce and culture designed to give Leeds businesses the opportunity to showcase their sectors, skills and expertise in Hong Kong with a view to forging long term business relationships.	Planning underway	UKT&I Yorkshire & Humber, British Consulate Hong Kong, Hong Kong TDC, Invest Hong Kong
23rd Nov 2010	Marketing Leeds Board Meeting	Regular governance meeting	Agenda specific	
Nov/Dec	E-campaign	tbc	tbc	tbc
15th December 2010	Partner Champions Advisory Board	To inform the Chief Executive and ML Board on proposed activities and initiatives. To secure active support of Partner Champions.	Agenda specific	Relevant Partner Champions
Dec-10	E-newsletter	E-newsletter to promote and raise the profile of Leeds on the national and international stage	Regular newsletter highlighting key activity and achievements in the city.	Leeds Champions, key stakeholders
Early Dec-10	Festive e-card	Annual campaign	E-card distribution to ML stakeholders and contacts.	
1 - 5 January 2011	NBT - Beijing (tbc)	Profile raising activity for Leeds in key Chinese business centre.	Joint activity with NBT to raise awareness of Leeds as a business and cultural centre.	NBT
Early New Year	Research Project	Repetition of key research to establish benchmark for future activity.	Research project with a view to understanding what changes in perceptions have occurred since the last wave of research and to establish a new benchmark to evaluate the success of future communications activity.	
Jan-11	The Business of CSR - how much responsibility does business have for social regeneration?	Showcase event to coincide with Leeds Ahead annual dinner. To demonstrate ML support for Year of the Volunteer and Narrowing the Gap agenda.	A high profile question time style Thought Leadership event.	University of Leeds, Leeds Ahead, SMG
Mar-11	NBT Edinburgh	Profile raising activity for Leeds in key UK city.	Joint activity with NBT to raise awareness of Leeds as a business and cultural centre.	NBT
w/c 16 May 2011	NBT - London	Profile raising activity for Leeds in key UK city.	Joint activity with NBT to raise awareness of Leeds as a business and cultural centre.	NBT

Report of the Head of Scrutiny and Member Development

Scrutiny Board City Development

Date: 5 October 2010

Subject: Recommendation Tracking – Inquiry to review the methods by which planning applications are publicised and consultations undertaken

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 Each Scrutiny Board receives a quarterly report, coinciding with the quarterly presentation of performance information, on the progress made in implementing the Board's recommendations.
- 1.2 This tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.
- 1.3 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 1.4 To assist Members with this task, the Principal Scrutiny Adviser has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate, and to change them where they are not.
- 1.5 This quarterly report shows progress against recommendations arising from the Inquiry to review the methods by which planning applications are publicised and consultation undertaken

2.0 Recommendations

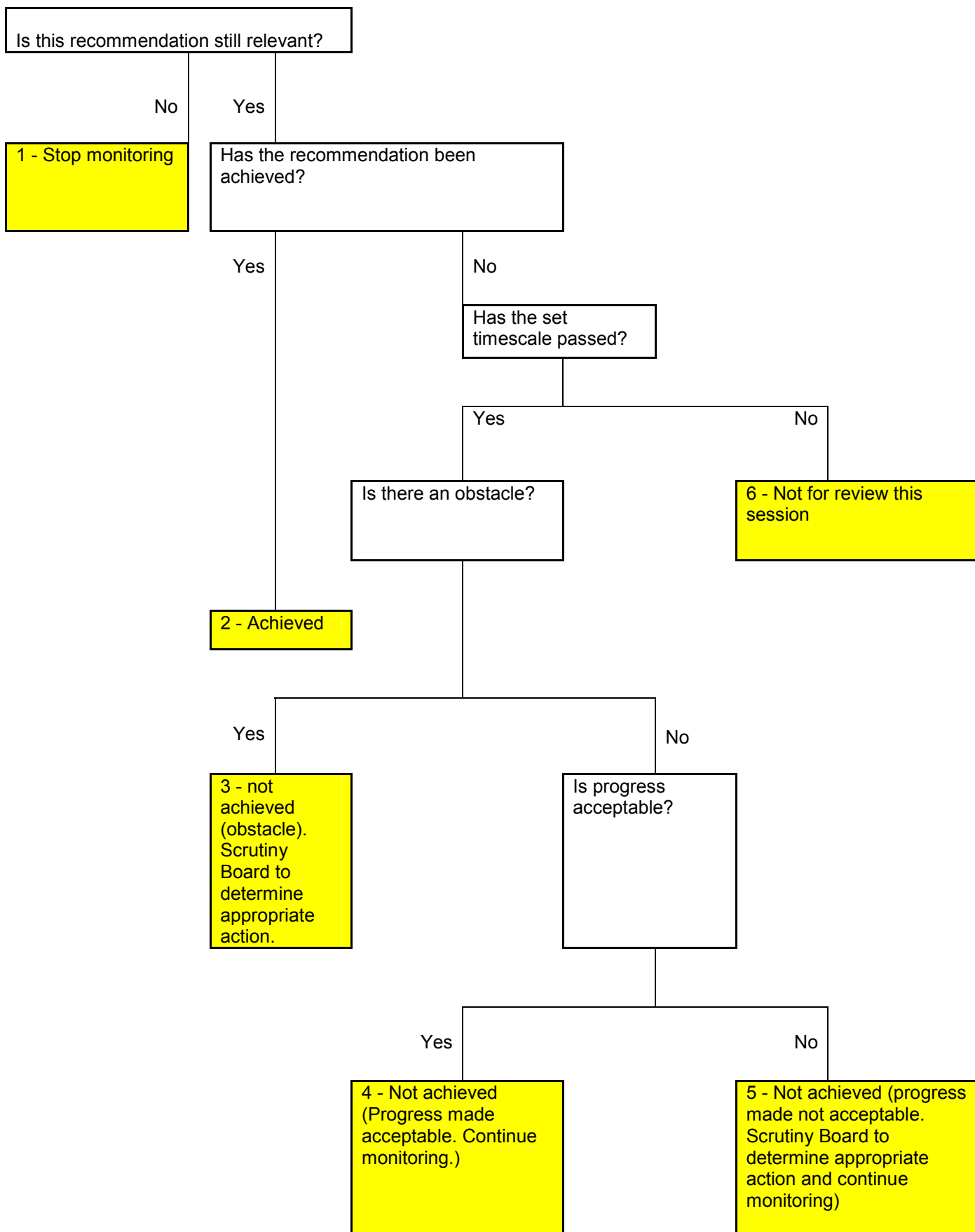
2.1 Members are asked to:

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

Background Papers

City Development Scrutiny Board Final Inquiry Report to review the methods by which planning applications are publicised and consultation undertaken April 2010

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



Recommendation Tracking – Progress Report (March 2009)

Categories

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

Inquiry to review the methods by which planning applications are publicised and consultation undertaken

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p>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.</p>	<p>Formal Response received in June 2010 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.</p> <p>Current Position: In 2010, the Conservative Party published a policy Green Paper called <i>Open Source Planning</i> which sets out an approach to planning based on localism, community involvement and local</p>	4	

¹ HM Government The Coalition: our programme for government May 2010

	<p>control. The Coalition Government 's Statement of Agreement gave commitment to the principles of <i>Open Source Planning</i> and this document will form the basis for radically reforming the planning system to give neighbourhoods far more ability to determine the shape of the places in which their inhabitants live¹.</p> <p>Much information is emerging and both the Head of Planning Services and the Chief Planning Officer are keeping a watching brief on developments so we are best placed to respond once the detail is known. More information will be available after 17 September 2010 and a verbal update will be provided at the Scrutiny Board meeting on 5 October. A formal report will be presented to Scrutiny Board when the details are available.</p>		
<p>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.</p>	<p>Formal Response received in June 2010 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.</p> <p>Current Position: The restructure is at the last stage of consultation and the new job descriptions have been written. Planning officers will be aligned to the Area Committee areas, so local contacts can more easily be developed and fostered. It is anticipated that the restructure will be implemented within the next two months.</p> <p>The essence of <i>Open Source Planning</i> is local decision making and engagement and the role of the planning officer is likely to change, requiring them to work much more closely with communities, helping to shape their locality. The government's vision is that planners will not just be planning experts but experts at working with communities and translating their visions into action.</p>	<p>4</p>	

<p>Recommendation 3</p> <p>That in order to achieve consistency of service across the city the Chief Planning Officer</p> <ul style="list-style-type: none"> • 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. <p>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</p>	<p>Formal Response received in June 2010</p> <p>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.</p> <p>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.</p> <p>Current Position:</p> <p>The future is uncertain given the scale of the potential cutbacks. The Well Being Fund or alternate finding is needed in order to continue funding community planners or expand the network of community planners.</p> <p>Through <i>Open Source Planning</i>, planning officers will be working more closely with the local community, but this still cannot replicate the unique position of that of a Community Planner.</p>	<p>4</p>	
<p>Recommendation 4</p> <p>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.</p>	<p>Formal Response received in June 2010</p> <p>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</p>		

	<p>2011.</p> <p>Current Position: A review has commenced looking at the efficacy of the methods used to inform the public about applications and will seek to discover where the public has found out about planning applications. This will require a short time limited survey, which will commence in October 2010. Additionally some work will commence in November into the methods used to post the site notices and the associated costs involved.</p> <p>This work will be concluded and implemented across the city by March 2011.</p>	4	
<p>Recommendation 5</p> <p>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.</p>	<p>Formal Response received in June 2010 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.</p> <p>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.</p> <p>Current Position: Desk research has commenced on this, reviewing the Codes of Practice from other local planning authorities. The Code of Practice will be completed by March 2011.</p>	4	
<p>Recommendation 6</p> <p>That the Chief Planning Officer</p> <ul style="list-style-type: none"> 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 	<p>Formal Response received in June 2010 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.</p> <p>Customer communications will be reviewed to ensure they are</p>		

<p>publicity bill of Leeds Planning Services whilst maintaining more than the minimum statutory requirements.</p> <ul style="list-style-type: none"> improves the guidance note and correspondence sent to neighbours affected by planning applications explaining their right of appeal. 	<p>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.</p> <p>Current Position As mentioned in recommendation 4, a review is ongoing and will be completed by November 2010 and will hopefully identify potential savings.</p> <p>Work has been completed on reducing the costs associated with newspaper advertising through changes in design and format of the advertisements and development of service level agreements with the newspaper companies. We anticipate making savings of between £10-£15K per annum. The quality of the information is not compromised and there will be no adverse effect on the public.</p> <p>As part of this, guidelines are being drawn up to ensure that there is adherence to the GDPO in terms of what needs to be advertised, so we are not unnecessarily publicising some applications.</p> <p>The successful implementation of Public Access has meant that it is much easier for the public to find out about planning applications. There have been 240,000 searches undertaken since the system went live in February to the end of August 2010. The upgrade of Public Access which now allows “saved searches” means that the public can define a geographical area and automatically receive details of applications from that area by email. It is difficult to obtain exact costs of the money saved due to electronic working, but it is estimated that we have saved approximately £40,000 - £50,000.</p>	2	
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<p>Recommendation 7</p> <p>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.</p>	<p>Formal Response received in June 2010</p> <p>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.</p> <p>Current Position:</p> <p>The group of local authorities continues to meet to identify where improvements need to be made with the system. Customer feedback on the mapping part of the Public Access system indicated that some further work was needed. Improvements will be implemented by the end of the financial year.</p>	<p>4</p>	
<p>Recommendation 8</p> <p>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.</p>	<p>Formal Response received in June 2010</p> <p>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.</p> <p>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.</p> <p>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</p>		

produced effectively and correctly, and are being submitted as part of the formal application. This will be completed by December 2010.

The Corporate Equality Hubs and Assembly are now operating and we will begin to find the most effective way of engaging with them on planning and service issues. Through the community consultation database we are proactively contacting community, amenity and faith groups to inform them of applications which may affect them

Current Position:

The Corporate Equality Hubs and Assembly are now operating and following their establishment we are seeking to engage with them on planning and service issues to find the most effective way moving forwards.

There are over 100 groups registered to receive the automatic e-mail planning alerts. We hope that working with the Equality Hubs will be helpful in finding the best way of engaging with the hard to reach groups.

The downturn in the economy has meant that there has not been the number of pre-application discussions and engagement opportunities as we have seen in the past. However, the IT system is now set up to automatically provide planning officers with contact details of appropriate groups within an area with whom developers can consult.

A sample of statements of community consultation will be reviewed to assess their quality and to see if there is good practice that can be replicated. This will be completed by the end of 2010.

<p>Recommendation 9</p> <p>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.</p>	<p>Formal Response received in June 2010</p> <p>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.</p> <p>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.</p> <p>The Charter will be reviewed in Summer 2010.</p> <p>Current Position:</p> <p>The Charter was reviewed in July 2010 and there are some revisions required to the sections on the LDF and enforcement. The Charter was deemed fit for purpose and will be reviewed in July 2011.</p> <p>Training in the Public Access system has been offered to all the Town and Parish Council's with limited take up, although we know that many of the Town and Parish Councils are using the system effectively. We are moving to electronic consultation by the end of the financial year and the training will be offered again to tie in with this new process.</p>	2	
<p>Recommendation 10</p> <p>That the Chief Planning Officer</p> <ul style="list-style-type: none"> 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 	<p>Formal Response received in June 2010</p> <p>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.</p> <p>The new Public Access system makes it possible for people register</p>		

<p>consistently and fairly across the city.</p> <ul style="list-style-type: none"> • 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. 	<p>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.</p> <p>Current Position: Re-notification is part of the review process mentioned in recommendation 4. A section setting out guidelines on when re-notification should be carried out will be included in the Code of Practice. This will be completed by Spring 2011.</p> <p>Through the tracking applications facility on Public Access, people who have requested to be kept informed on specific applications will automatically receive emails notifying them if there have been any revisions or amendments to plans and if there is going to be any re-notification. The new date to submit comments is also included in the email.</p>	4	
<p>Recommendation 11</p> <p>That the Chief Planning Officer</p> <ul style="list-style-type: none"> • 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 	<p>Formal Response received in June 2010</p> <p>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.</p> <p>There are a number of officers trained in Plain English and a review will take place of customer communications to ensure all letters,</p>		

<p>this from being applied.</p>	<p>leaflets and other literature are clear and customer focused. This will be achieved by December 2010.</p> <p>Current Position: Given the focus of <i>Open Source Planning</i> on community engagement, we are expecting significant changes to the way pre-application consultation is carried out. Again, we are awaiting the detail to be announced. In the interim we have a pre-application protocol which sets out the role of the developer, Members and the planning authority.</p> <p>Some groups have already indicated their willingness to be involved in pre-application consultations and will be provided with guidance about how the process works, how their comments may influence the scheme and the likely parameters of their influence.</p> <p>Two forms of customer communications have initially been looked at: site notices and neighbour notification letters. Both have been rewritten to make them clearer to read and understand and now includes some information about Planning Aid, an organisation which provides free, independent planning advice to people who cannot afford professional fees.</p> <p>A simple guide on the process and procedures for S106 and 278 Agreements will be produced by November 2010.</p> <p>Appeal letters will be reviewed by the end of the year.</p>	4	
<p>Recommendation 12</p> <p>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</p>	<p>Formal Response received in June 2010 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 focusing 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.</p>		

<p>application stage, rules of engagement, champion role and the importance of the Community Planner.</p>	<p>Current Position: Two development sessions have been organised for Ward Members and Parish and Town Councillors in September and November. The course will cover national changes and current issues.</p> <p>Training on local and national issues will be covered at the annual Town and Parish Council Conference in Spring 2011. Some additional sessions will be set up for Ward Members on local issues before the end of the financial year.</p> <p>A planning conference is being organised in the Outer North East Area Committee area in March 2011 for Ward Members and Parish Councillors in that area. Ward Members will have an input on the content of the conference to ensure that all issues of local concern and interest are covered.</p>	4	
<p>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.</p>	<p>Formal Response received in June 2010 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.</p> <p>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.</p> <p>Current Position: Some proposals from <i>Open Source Planning</i> have already been announced- statutory pre-application consultation on major</p>	4	

	<p>schemes, community right to build and “collaborative design” where local projects above a certain threshold must be designed through a collaborative process which includes the local community.</p> <p>Again, the detail has not emerged and we are waiting for further information but it is likely that the changes will provide a great opportunity for involving the local community in how their locality should look.</p> <p>The community consultation database facilitates inclusive and representative consultation with local communities by providing developers with the details of a wide range of interest groups, rather than just to “the usual suspects” or those who “shout the loudest”. The challenge will be to find ways to engage with those hard to reach groups that aren't able to make their voices heard and involve them in a way that is meaningful to them. The equality Hubs may help in this regard.</p>		
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Originator: Richard Mills

Tel: 2474557

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 5th October 2010

Subject: Request for Scrutiny of the Strategic Housing Land Availability Assessment

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 The Scrutiny Board at its last meeting considered a request for scrutiny from Councillor George E Hall who is an elected member for Barwick-in-Elmet & Scholes Parish Council. The Board also considered the attached report of the Director of City Development in response to his request which contains as an appendix the full text off Councillor Hall's request and Councillor Hall's response to the department's report.
- 1.2 At the September meeting the Board resolved that:
- a) The contents of the report and appendices be noted.
 - b) The request for scrutiny from Councillor G E Hall recommending that the existing Strategic Housing Land Availability Assessment process be reviewed immediately by key stakeholders be deferred.
 - c) In the interim period, the Director of City Development be requested to prepare a briefing note on the upcoming Local Development Framework programme, including the Core Strategy, with the approximate timetable and opportunities for local community engagement and to report on the process and timetable for updating the SHLAA. for consideration at the next meeting in October 2010.

d) Councillor G E Hall be invited to attend the meeting in October.

2.0 Report of the Director of City Development

2.1 The Director of City Development has consequently submitted the attached report which provides a briefing on community engagement in the upcoming Local Development Framework programme, in particular the Core Strategy, and proposals for updating the SHLAA.

3.0 Options for Investigations and Inquiries

- 3.1 When considering the request for Scrutiny, the Scrutiny Board (City Development) shall determine:
- what further information the Board needs before considering whether an inquiry should be undertaken
 - how the proposed inquiry meets criteria approved from time to time by the Scrutiny Advisory Group
 - whether the Inquiry can be adequately resource
 - whether an Inquiry should be undertaken

4.0 Invitation to the Board Meeting

4.1 Parish Councillor George E Hall has been invited to attend today's meeting.

5.0 Recommendations

- 5.1 The Scrutiny Board is asked to:
- (i) Consider the briefing paper of the Director of City Development requested by the Board on community engagement in the upcoming Local Development Framework programme, in particular the Core Strategy, and proposals for updating the SHLAA.
 - (ii) Refer to the report of the Director of City Development considered at the last meeting and the request for scrutiny from Councillor G Hall.
 - (iii) Determine what further information, if any, the Board requires in order to determine whether it wishes to undertake further scrutiny of this matter.

Background Papers

None referred to



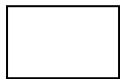
Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 7th September 2010

Subject: Parish Council Representation on the Strategic Housing Land Availability Study

Electoral Wards Affected:



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1. Purpose

- 1.1. This report considers a request by Parish Councillor George Hall of Barwick and Scholes Parish Council for a scrutiny board inquiry to be held into the way the Strategic Housing Land Availability Assessment (SHLAA) 2009 was conducted. It also recommends that the SHLAA be reviewed immediately by key stakeholders including local community representatives. The full text of the request is set out in Appendix 1.

2. Background

- 2.1. The SHLAA 2009 was prepared by the Director of Development to provide evidence to inform the Council's statutory plan making function known as the Local Development Framework (LDF). Work on Leeds' SHLAA 2009 lasted from June 2008 to February 2010. SHLAAs are a requirement of national planning guidance for every local authority. They are to be prepared according to national practice guidance to illustrate what land might be available for housing development over short, medium and long periods. The practice guidance expects SHLAA conclusions to be drawn up in participation with and agreed by a partnership of local housing interests.
- 2.2. When the SHLAA 2009 was agreed by Executive Board in February 2010 and published, Parish Councillor Hall realized from reading the background papers that consideration had been given in 2008 to how the community might be represented on Leeds' SHLAA Partnership and that representation by parish councillors was considered as an option. He sought an explanation by email from the planning officer responsible for the SHLAA preparation (Appendix 2) and is now pursuing

involvement of parish councils in the SHLAA through the scrutiny mechanism of the city council.

2.3. It should be noted that in Parish Councillor Hall's original email (Appendix 2) he refers to an anticipated number of dwellings from all sites in the parish of Barwick and Scholes as though this is what is being proposed. This is to misunderstand the SHLAA. It is background evidence and choices about which if any sites in the parish should come forward as allocations is a matter to decide through the LDF.

3. Parish Councillor Hall's Case

3.1. Mr Hall says he believes that the SHLAA element of the Local Development Framework will not pass a test for soundness at the forthcoming inquiry in public, by reason that the SHLAA was prepared without having regard to the following (bullet points):

- **The methodology contained in the CLG Practise Guidance dated July 2007**

3.2. Parish Councillor Hall is not specific about which parts of the Practice Guidance the city council failed to comply with. The CLG Practice Guidance sets out the ground rules to help local authorities undertake SHLAAs. It expects SHLAAs to be prepared in partnership with a range of key stakeholders and that the spatial coverage should not be constrained by artificial constructs such as green belt designations. It advises what type of information should be sought and methods for surveying sites stressing that choices need to be made on the basis of resources available. The end product should be sites assessed for their "suitability" (in terms of physical characteristics and planning policy), "availability" (when will the site be ready for development) and "achievability" (how strong is the market for housing in that locality) with a prediction of how many dwellings will be completed in short, medium and long term periods. It is assumed that Parish Councillor Hall believes that the advice on putting together a partnership of stakeholders was not followed.

- **Guidance contained in Chapter 3 & 4 of Planning Policy Statement 12**

3.3. Parish Councillor Hall is not specific about the parts of national planning guidance PPS12 chapters 3 and 4 that he believes the city council failed to comply with in preparing the SHLAA. Amongst other things, Chapter 4 deals with ensuring that plans (core strategies) are "sound" (4.48-52) and founded on a robust evidence base (4.37). Chapter 5 expects the same of "other" development plan documents.

- **Planning Policy Statement 1 Paragraph 13 (v1) also Paragraphs 41& 43**

3.4. Parish Councillor Hall refers to particular paragraphs which are repeated in full below.

"13. Key principles

The following key principles should be applied to ensure that development plans and decisions taken on planning applications contribute to the delivery of sustainable development:

(vi) Community involvement is an essential element in delivering sustainable development and creating sustainable and safe communities. In developing the vision for their areas, planning authorities should ensure that communities are able to contribute to ideas about how that vision can be achieved, have the opportunity to participate in the process of drawing up the vision, strategy and

specific plan policies, and to be involved in development proposals. (See also paragraphs 40 - 44 below).

41. One of the principles of sustainable development is to involve the community in developing the vision for its area. Communities should be asked to offer ideas about what that vision should be, and how it can be achieved. Where there are external constraints that may impact on the vision and future development of the area (for example, those that may arise from planning policies set at the regional or national level) these should be made clear from the outset. Local communities should be given the opportunity to participate fully in the process for drawing up specific plans or policies and to be consulted on proposals for development. Local authorities, through their community strategies and local development documents, and town and parish councils, through parish plans, should play a key role in developing full and active community involvement in their areas.

43. Community involvement in planning should not be a reactive, tick-box, process. It should enable the local community to say what sort of place they want to live in at a stage when this can make a difference. Effective community involvement requires an approach which:

- tells communities about emerging policies and proposals in good time;
- enables communities to put forward ideas and suggestions and participate in developing proposals and options. It is not sufficient to invite them to simply comment once these have been worked-up;
- consults on formal proposals;
- ensures that consultation takes place in locations that are widely accessible;
- provides and seeks feedback”

- **Section 8 of the Planning Charter between Leeds City Council and Parish & Town Councils within the administrative area of Leeds City Council (Operational from 4 January 2010)**

3.5. Section 8 of the Parish and Town Council Planning Charter deals with the local development framework (LDF) and states the following:

“8.1 Parish and Town Councils are recognised in the SCI as “Specific Consultation Bodies” who will be consulted in the production of the LDF and in particular Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). It is recognised that Parish and Town Councils have an important role to play in their local areas and therefore the City Council will seek to consult prior to the production of relevant documents. Parish and Town Councils will respond with comments within any specified timescales in this process.

8.2 The City Council will consult Parish and Town Council at an early stage when drawing up planning development briefs for sites in their areas. Parish and Town Councils will respond with comments within any specified timescales in this process.”

- **Revised Unitary Development Plan Policy GP 9 - The Statement of Community Involvement (The 2004 Planning and Compulsory Purchase Act 2004 has a**

requirement that Local Development Frameworks contain a SCI which sets out how the community will be involved in the development planning process).

3.6. Policy GP9 of the Revised Unitary Development Plan no longer exists. It was deleted as part of the saved policy review 2009 because it has been superseded by the Statement of Community Involvement (SCI) adopted in 2007. As stated in paragraph 1.2 the role of the SCI is to "...set out how and by what means the "community" will be involved in planning applications and the preparation of planning policies." The SCI helps to define what is meant by "community" and "community engagement" and sets out a set of principles which will be adhered to in order to ensure that the community is properly involved.

3.7. Parish Councillor Hall is unspecific as to which part of the SCI he believes the city council has failed to adhere to. It is likely to be section 4 which considers the local development framework. Also, Appendix 4 shows how the city council expects to consult the community during preparation of development plan documents such as the Core Strategy and forthcoming Allocations Plan Document.

4. LCC Response

What are the tests of soundness relevant to SHLAA preparation?

4.1. Parish Councillor Hall alleges that the SHLAA fails a test of soundness. The tests of soundness concerning public consultation relate principally to ensuring that the public are given the opportunity to comment on the content of *plans*. It is expected that the consultation undertaken for plans complies with a local authority's Statement of Community Involvement. The SHLAA is not a plan; it is one piece of evidence which will help inform plan making.

4.2. Other relevant tests of soundness are that a plan can be "justified" (ie founded on a robust and credible evidence base) and that a plan is consistent with national planning policy. In this context one would expect the SHLAA to be credible as a piece of evidence and follow national guidance in the way it was prepared. On this basis, it should be expected that the preparation of Leeds' SHLAA complied with national guidance and with Leeds' Statement of Community Involvement.

4.3. Virtually all of the national and local policy and guidance referred to by Parish Councillor Hall is concerned with ensuring that *plans* are properly consulted on. In fact public consultation on the preparation of *evidence* (such as a SHLAA) is not mentioned by PPS1, PPS12, nor the Council's own Statement of Community Involvement (SCI). In fact, Appendix 4 of the SCI makes clear that no consultation is expected as part of the "survey and evidence gathering" stage of plan preparation. Similarly the Town and Parish Council Charter summarises the SCI with no specific reference to evidence gathering.

4.4. Nevertheless, the city council is wholly committed to consulting the Leeds community on plan preparation. It is plan preparation which will throw up the difficult policy choices which really need to be consulted on. For example, the Core Strategy needs to determine the broad spatial approach for accommodating new housing growth and has already consulted on spatial options. The Allocations Plan Document will decide which pieces of land should be allocated for housing development and will have to consult on the choices available.

Soundness of SHLAA Preparation including public involvement

- 4.5. The city council believes that the SHLAA was drawn up in an appropriate way and is a robust piece of evidence which will help satisfy the test for the LDF of “justification”. The most important aspect of this is that it complies with national guidance and with the SCI. As stated above, most of the national policy/guidance and the Council’s own SCI referred to by Parish Councillor Hall has no relevance for public consultation on evidence preparation. The main exception is CLG’s SHLAA Practice Guidance.
- 4.6. The Practice Guidance includes a section on partnership.

“The Importance of a Partnership Approach

11. This guidance advocates that regional planning bodies and local planning authorities work together, and with key stakeholders, to undertake assessments to ensure a joined-up and robust approach. Assessments should preferably be carried out at the sub-regional level, for separate housing market areas, by housing market partnerships (where established). Housing market partnerships should include key stakeholders such as house builders, social landlords, local property agents, local communities and other agencies, such as English Partnerships where they have a recognised interest in an area. For further information on these partnerships and their benefits, refer to the Department’s *Strategic Housing Market Assessments Practice Guidance*.

12. Key stakeholders should be involved at the outset of the Assessment, so that they can help shape the approach to be taken. In particular, house builders and local property agents should provide expertise and knowledge to help the partnership to take a view on the deliverability and developability of sites, and how market conditions may affect economic viability. Key stakeholders should also be involved in updating the Assessment from time to time.”

13. There may be particular reasons why an assessment cannot be prepared for the whole housing market area, for example, where a local planning authority needs to urgently update its five year supply of specific deliverable sites. Where this is the case the Assessment should be capable of aggregation at a housing market area level at a later date.”

- 4.7. The key lines are in paragraph 11. which say that local councils need to undertake assessments *with stakeholders*, and that partnerships should include such stakeholders as house builders, social landlords, local property agents, *local communities* and other agencies. Although Parish Councillor Hall is not specific about what part of the Practice Guidance he believes the City Council failed to address, his concern focuses on the adequacy of representation of local communities.
- 4.8. The City Council believes it achieved an adequate breadth and scale of representation on its SHLAA Partnership. The following representation was agreed through the terms of reference:

City Councillor	Chair person
City Councillor	x 1
Planning Officers	x 3
Campaign for Preservation of Rural England	x 1
Housebuilder	x 3
Property Forum	x 1
Renew (Housing Associations)	x 1
Homes and Communities Agency	x 1
Local Government Yorkshire and Humber	x 1

4.9. Leeds' SCI regards "community" as a broad fully embracing concept taking account of the diverse population, the range of places, Leeds as a business, employment and retail centre and Leeds as a place for learning. When originally putting together the Partnership, planning officers considered how local communities might best be represented. Appendix 2 SHLAA Project Plan set out initial officer thoughts on how Leeds' SHLAA should be conducted. Paras 7-15 considered how the SHLAA Partnership might be formed. Paragraph 11 is particularly relevant:

11. Representation of local communities is less straightforward because Leeds is such a large area. It will be difficult to find individuals who are able to represent the whole of Leeds. Potential options include city councillors, resident association representatives, civic societies & parish/town council representatives. Leeds Civic Trust, local academics, local representatives of the Campaign for Preservation of Rural England and Town/Parish Councils are possibilities to be explored (Leeds Strategic Housing Land Availability Assessment 2009 Appendices)

4.10. It is difficult to see how parish or town councillors could naturally provide the broad representation of Leeds' communities. As it happened, two city councillors joined the Partnership and played the part of representing the communities of Leeds. It is arguable that city councillors (particularly as both had roles on the Development Plan Panel of Leeds City Council and had many years of local government experience) would take a broader view than representing their personal wards on the Partnership.

4.11. In any case, the proposals for the make up of the Partnership were discussed with the Executive Member for Development and Regeneration leading to the appointment of one of his Lead Members, Councillor Anderson, as chair of the Partnership. These arrangements were then endorsed by the Partnership itself when it first met. Whilst there may have been different choices preferred by Parish Councillor Hall, the choice on membership that the City Council made accords fully with the practice guidance. Therefore, it cannot be said that the SHLAA is unsound for not having regard to the policy and guidance referred to by Parish Councillor Hall.

4.12. Another endorsement of Leeds City Council's choice of representation comes from the fact that of all the nearby districts contacted (Bradford, Calderdale, Kirklees, Wakefield, Selby and Sheffield) none chose to invite parish or town councillors to sit on their SHLAA partnerships; the main reason given is that a SHLAA is an evidence gathering study not a policy document (Appendix 3).

4.13. Finally, there are questions of practicalities; if one parish councillor is involved, how will other parish areas be represented? how will non-parish council areas be represented? Would additional representatives be required? How would existing Partnership members respond? Would house builder representatives expect their number to be increased to redress the balance? Would planning consultants and agents have a stronger case to say that they need representation too? How will the aim to keep the partnership focused and effective be affected? It should also be remembered that Leeds' SHLAA Partnership is a partnership with key stakeholders that has already been established; it is not a construct entirely under the control of Leeds City Council and membership cannot be dictated.

5. Conclusion

5.1. Most of the national and local policy requirements for public consultation on the local development framework concern plan making as opposed to evidence gathering.

The SHLAA is a piece of evidence so is not expected to be prepared with the same degree of public consultation as for plans. In any case, the SHLAA was undertaken with a partnership of people representing a full range of stakeholder interests, including local communities. Hence there is no case to order a scrutiny inquiry into the way the SHLAA 2009 was conducted. The choice of representation for the SHLAA update 2010 will remain a matter for the SHLAA Partnership, bearing in mind the need for balanced representation of stakeholder interests.

6. Recommendation

- 6.1. Scrutiny Board is requested to note the contents of this report in determining whether or not to hold an inquiry into the SHLAA process.

Background Papers

Planning Policy Statements in particular PPS1, PPS12 and the Council's own Statement of Community Involvement (SCI)
Parish and Town Council Planning Charter
Local development framework (LDF)
Strategic Housing Land Availability Assessment (SHLAA) 2009
CLG's SHLAA Practice Guidance

Appendix 1: Full Text of Scrutiny Board Request

From: george hall [mailto:gehall.arthursdale@virgin.net]
Sent: 20 July 2010 21:03
To: Mills, Richard; Procter, Cllr John; Crabtree, Philip
Cc: Castle, Cllr Ann; Procter, Rachael; Robinson, Cllr Matthew
Subject: Fw: SHLAA (Strategic Housing Land Availability Assessment)
Importance: High

Dear Mr Mills,

In accordance with the suggestion made by Cllr John Procter late this afternoon and whose email is shown below; I formally ask that the City Development Scrutiny Board respond to my request to hold an inquiry which will consider and report on the following:-

"That the Board considers whether the Strategic Housing Land Availability Assessment was prepared in a robust and transparent way".

"That the Board recommend the existing SHLAA is reviewed immediately by key stakeholders which will include local community representatives"

I believe that the SHLAA element of the Local Development Framework will not be deemed as satisfactory to pass a test for soundness at the forthcoming inquiry in public, by reason that the Shlaa was prepared without having regard to:-

- The methodology contained in the CLG Practise Guidance dated July 2007
- Guidance contained in Chapter 3 & 4 of Planning Policy Statement 12
- Planning Policy Statement 1 Paragraph 13 (v1) also Paragraphs 41& 43
- Section 8 of the Planning Charter between Leeds City Council and Parish & Town Councils within the administrative area of Leeds City Council (Operational from 4 January 2010)
- Revised Unitary Development Plan Policy GP 9 - The Statement of Community Involvement (The 2004 Planning and Compulsory Purchase Act 2004 has a requirement that Local Development Frameworks contain a SCI which sets out how the community will be involved in the development planning process).

Would you kindly confirm that you are in receipt of this request for scrutiny and advise me in due course if the Chair and members are of a mind to include the matter in their work programme

Yours sincerely

George.E. Hall
Elected Member
Barwick-in-Elmet & Scholes Parish Council

----- Original Message -----

From: Procter, Cllr John
To: george hall
Cc: Procter, Cllr John ; Mills, Richard
Sent: Tuesday, July 20, 2010 4:06 PM
Subject: SHLAA (Strategic Housing Land Availability Assessment)

Dear George

As discussed. If you would like this issue referring to Scrutiny for investigation you need to submit a formal request to the council with the reasons behind this request.

I suggest you contact Richard Mills, my Scrutiny Advisor with the relevant information. I have copied Richard into this email for ease of reference.

Kind regards

JOHN
Cllr John Procter
Chairman City Development Scrutiny Board

Appendix 2: Exchange of Emails regarding Parish Council representation on the SHLAA Partnership

Coghlan, Robin

From: Coghlan, Robin

Sent: 04 March 2010 12:31

To: 'george hall'

Cc: Anderson, Cllr Barry; Castle, Cllr Ann

Subject: RE: Leeds Shlaa 2009

Page 1 of 2

26/07/2010

George,

Thanks for your email and glad to see that you've given the report a thorough read already, including the appendices. In terms of the Full Report, this is now available on our website:

[http://www.leeds.gov.uk/Business/Planning/Planning_policy/Strategic_housing_land_availability_assessment_\(SHLAA\).aspx](http://www.leeds.gov.uk/Business/Planning/Planning_policy/Strategic_housing_land_availability_assessment_(SHLAA).aspx)

As regards involvement of Parish Councils in the 2009 SHLAA exercise, you have referred to para 11 of the project report which says that this was considered. As you will have noted from reading paras 7-14, officers had a responsibility to put together a Partnership Group that was representative of various interests in housing land development. Para 11 considered how the community interests could be represented well for the whole of Leeds. The officer steering group concluded that Parish Councils would not be able to represent all communities as they are parochial in nature. It was also agreed that the Partnership needed to be limited in numbers in order to be effective. When the Partnership was formed, one of the first matters it considered and agreed was whether it was composed of the right number and mix of representatives. You will be aware that Cllr Clive Fox sat on the Partnership representing the Council's Development Plan Panel and Cllr Barry Anderson chaired the Partnership.

The vast majority of SHLAA sites that Parish Councils are likely to be concerned about into a particular category of SHLAA conclusion on the suitability of housing development. This is the "LDF to Determine" category. As you'll see, the SHLAA concludes availability of land for nearly 150,000 dwellings in Leeds. About 40,000 would be on land considered suitable in policy terms of housing development. In terms of the requirement of 73,900 dwellings to 2026, further land would be needed for another 33,900 dwellings which would be drawn from the "LDF to Determine" category. Hence, most land in the LDF to determine category will not be required.

The arena for making the judgements on which SHLAA sites are needed is the LDF. The strategic choices of how much housing growth would be provided in different broad areas of Leeds will be made in the Core Strategy. Following the overall pattern set by the Core Strategy, the detailed decisions about sites will be taken by the Allocations Plan which we expect to start work on later this year. All Parish Councils will continue to be invited to be involved in the LDF preparation, including Core Strategy and Allocations Plan.

Robin Coghlan

Forward Planning & Implementation

City Development

Leeds City Council

Tel 0113 247 8131

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From: george hall [mailto:gehall.arthursdale@virgin.net]

Sent: 03 March 2010 16:05

To: Coghlan, Robin

Cc: Anderson, Barry; Castle, Ann

Subject: Leeds Shlaa 2009

Importance: High

Robin,

I have very briefly read through the report which you prepared for the Executive Board , Agenda Item 21 , on the 12 February 2010. I note at Paragraph 2.2 that a full report is available. Can this be provided on a disc for me or could you loan me a paper copy please. Meanwhile I will read the executive summary again.

In Appendix 2, Paragraph 11 ; **Project Plan:** I note that the possibilities of involving Town/Parish Councils was to be explored. How and/or when did this take place ?

I see in Paragraph 1 that you state " Conclusions reached were based on genuine partnership and the **final report** provides a fair and robust outcome of the exercise". Of course it may be that this exercise is to be continued and we may become involved so the final report may not be as final as it could be construed.

As I turn to through "Site Conclusions" the number of identified sites within our Parish is considerable.if all sites were to be developed complete with the associated infrastructure the villages would lose their identity and I hasten to add the historical kingdom of Elmet which has already marginalised would disappear.

The anticipated "numbers" of dwellings projected would more than double the existing residential capacity .

My personal view is that it would be arguable whether the status of this Parish Council could survive.

If the current assumptions are taken forward , the participation of our Parish Council in any discussions is vital and I believe consistent with national policy guidance. I look forward to receiving your response on this matter

You will note that I am copying this email to Cllr Barry Anderson for his consideration

Kind regards

George Hall

Elected Member

Barwick-in-Elmet & Scholes Parish Council

Appendix 3: A summary of the approach of neighbouring local authorities to involvement of parish and town councils in SHLAAs

Bradford Simon Latimer (01274 434606)

A firm view expressed that the SHLAA is a technical study to inform policy, not produce policy. No parish councils or environmental bodies are involved in Bradford's SHLAA partnership.

Calderdale Paul Copeland (01422 392380)

No parish council representation on the SHLAA Partnership; the partnership is viewed as a working group undertaking a technical study, not policy. However, Calderdale did visit Parish Council's to explain the final SHLAA report.

Selby Caroline Simpson Parker (01757 292115)

Parish Councils not involved. The SHLAA is not a public document for consultation. It is a technical exercise.

Sheffield Simon Vincent (0114 2735897)

The SHLAA Partnership was conceived as a working task group so only those with technical knowledge were involved

Wakefield Alex Roberts (01924 306417)

Parish Councils not involved in the SHLAA assessment as it's not an expectation of the practice guidance. A civic society was involved in the Wakefield's SHLAA update.

Kirklees Thomas Fish (01484 221618)

Parish Councils were not included on the SHLAA working group.

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**Parish Councillor G E Hall
Barwick-in-Elmet & Scholes Parish Council**

Scrutiny Board (City Development)

Subject: Strategic Housing Land Availability Assessment

Chairman and Board members, thank you for agreeing to my request to consider if the Strategic Housing Land Availability Assessment has been prepared following national and local guidance. You are invited to consider whether or not it has been prepared transparently and robustly enough to satisfy the inspector at a public inquiry, it is for you to decide if the current SHLAA is “flawed” on the basis of the evidence which is provided below. If you have any doubt whatsoever then you will undoubtedly make appropriate recommendations to the Chief Planning Officer and the Director of Development so that the error can be corrected prior to the Enquiry in Public of the local development framework.

In a report to the Executive Board on 12 February 2010, the Director of City Development, the EB was informed, Para 3.1 *“All local authorities are required to produce a SHLAA according to national planning policy guidance.”* Paragraph 3.2 advises *“National Good Practise guidance sets out how the SHLAA’s should be undertaken and what they should include.”* In part 2 of the final report, paragraph 3.1, the writer states *“The preparation of the Leeds SHLAA has followed the advice of practice guidance issued by Communities and local government dated July 2007.”*

I respectfully suggest that the statements contained in the above report are not sustainable and provide the authority for making this assertion. The CLD guidance advises on the importance of a partnership approach, *“Housing market partnerships should include key stakeholders such as housbuilders, social landlords, local property agents, **local communities** (my emphasis) and other agencies, such as English Partnerships where they have recognised interest in the area.”* Attention is drawn to Figure 2.1, which relates to the core requirements of the assessment and points to the fact that the assessment should be robust and credible in order to meet the tests for soundness contained in Planning Policy Statement 12 local development frameworks (ODPM 2004)*. The **minimum** guidance adds that the core outputs in Figure 1 and process requirements in Figure 2 shown below are followed.

Figure 1: Strategic Housing Land availability Assessment – Core Outputs

1. A list of sites, cross referenced to maps showing locations and boundaries of specific sites (and showing broad locations, where necessary);
2. Assessment of the deliverability/developability of each identified site (in terms of suitability, availability and achievability);
3. Potential quantity of housing that could be delivered on each identified site or within the identified broad location (where necessary) or on windfall sites (where justified);
4. Constraints on the delivery of identified sites;
5. Recommendations on how these constraints could be overcome and when.

Figure 2: Strategic Housing Land Availability Assessment - Process Checklist

1. The survey and Assessment should involve key stakeholders including house builders, social landlords, local property agents **and local communities**. Other relevant parties may include the Housing Corporation and English Partnerships (a requirement where they are particularly active).
2. The methods and assumptions and findings should be discussed and agreed upon throughout the process in an open and transparent way, and explained in the Assessment report. The report should include an explanation as to why particular sites or areas have been excluded from the Assessment.

It is clear from Paragraph 3.5 of the report to the EB that neither local communities nor democratically elected Parish Councils were contacted to ascertain their interest. Consequently their exclusion did not accord with the National advice which the report writer acknowledges in paragraph 3.4 was modified from the CLG guidance

Planning Policy Statement 12 (ODPM 2004) referred to above * advises:

- Paragraph 2.7: “All development plan documents must be subject to rigorous procedures of community involvement, consultation and independent examination to test the soundness of the document and ensure the necessary legal requirements for its preparation have been undertaken. Development plan documents must be adopted after the receipt of an inspectors binding report.”
- Chapter 4, Paragraph 4.1 informs on Early Involvement, *“It is essential that anyone who has an interest in the planning of an area actively seeks to assist the local planning authority to shape the future of that area from the earliest possible stage, both at the core strategy level as well as the detailed area action level. Those*

*interested including National organisations, government agencies, regional organisations, developers local organisations, local community groups and communities must not wait for the authority to finalise their document before getting involved. **To do so would be contrary to the aim of the new system to produce plans which deliver sustainable communities and have been prepared taking all interests into account.***

- Paragraph 4.3: *“Front loading is particularly important when the development plan is dealing with site allocations. All those who wish land to be allocated should ensure that their sites are brought forward early in the process so that they can be considered by the local planning authority and subjected to a sustainability appraisal. Local authorities should consult with bodies set out in their “Statement of Community Involvement” or the minimum requirements set out in Regulations. This will ensure that the community and stakeholders have a real say in the evolution of the development plan documents and on the suitability of any sites put forward, before the local planning authority prepares the development plan for submission. Where community involvement or sustainability appraisal cannot be demonstrated ... the inspector, in a binding report would not be able to recommend inclusion in a development plan document.”*
- Paragraph 4.39 requirement: *“Local planning authorities should prepare supplementary planning documents taking into consideration the process of continuous community involvement. Whilst it is recognised that the SHLAA is not a development plan document in itself it is clearly a call for evidence which will be the basis of consideration for specific site allocations. When the DPD is prepared presumably there will be a “preferred options” stage which will encompass the SHLAA evidence and will become a part of the Local Development Framework (ie the Adopted development plan for Leeds and its environs).”*
- Annex A states, *“**The preparation of local plans gives local communities the opportunity to participate in planning choices about where development should be accommodated in their area. Particularly in areas of development pressure, it is not sufficient for local authorities to seek to rely on national and regional guidance and the provisions of the structure plan.**”*

The main issue which I hope will be addressed at this inquiry is that of “Community Involvement” and whether the correct amount of emphasis has been placed on the preparation of the SHLAA. It is clear from the Planning and Compulsory Purchase Act which received Royal assent on the 13 May 2004 that intention of the legislation was to encourage local communities to play a more active roll in creating better places to live and work. This was reinforced in Planning Policy Statement.1. (Key Principle v1, paragraph 13), Community Involvement is an essential element in delivering sustainable development and creating sustainable and safe communities. In developing the vision for their areas planning authorities should ensure that communities are able to contribute ideas on how that vision can be achieved; have the opportunity to participate in the process of drawing up the vision, strategy and specific plan policies; and be involved in development proposals. Paragraphs 40 to 44 of PPS.1. provide further guidance for local planning authorities noting that Town & Parish Councils should play a key role in developing full and active community involvement in their areas.

It is of considerable importance that the LPA acknowledges paragraph 43; Community involvement in planning should not be a reactive, tick box, process. It should enable the local community to say what sort of place they want to live in **at a stage when this can make a difference**, confirming ***“it is not sufficient to invite them (inter alios - local communities) to simply comment once these have been worked up.”***

The SHLAA is now a public document which has been presented to Leeds City Council, the GOYH and before the inquiry inspector at the Church Fields, Boston Spa and Grimes Dyke planning appeals. It is therefore questionable as to whether the procedures outlined in appendices 4&5 have been followed in a way or manner which satisfies the SCI and in that regard RUDP policy GP9 *“The Council will involve the community fully in the development plan process.”*

A supplementary planning Charter between Leeds City Council and the Town and Parish Councils within the administrative area of Leeds City council was adopted on the 4 January 2010.

This protocol was reviewed on the 20 July 2010, with Section Eight of the charter applying to the local development framework. Town and Parish Council representatives considered that

this section was not being implemented to the standard set out in the code. Attention should be drawn, to paragraph 8.1 which states “*It is recognised that Parish & Town councils have an important role to play in their local areas and therefore the city council will consult prior to the production of relevant documents.*” At the suggestion of the Chairman of the ‘Planning Working Party’ the Head of Planning services was requested to refer the matter back to the Chief Planning Officer, whose response is awaited.

The Suitability of Elected Parish Councillors or Parish Council Representatives to be Members of the SHLAA Partnership

A senior officer of the forward planning team advised the writer of this report that Parish Councils were not included into the group-partnership determining Land Availability, as Parishes would be “too parochial.” This statement suggests parish councillors do not approach important issues with an open mind. Even if accurate in some instances, the conclusion carries little weight or merit, for a vested interest can only be said for the proportion of the SHLAA partnership who are representatives of the construction industry.

I was personally told that I “*dipped into and out of planning matters*” inferring that any expertise I might have would be unhelpful. This comment was personally offensive, and that is putting it politely. I rebut such a statement for the following reasons and trust a formal apology will be provided in due course:

1. I am an elected member of Barwick-in-Elmet & Scholes Parish Council and lead colleagues who form the planning committee;
2. I was elected to represent the councils of the Harewood & Wetherby wards in the preparation of the Town & Parish Council Planning Charter;
3. I believe that the Head of Planning Services would agree that in the preparation and writing of the draft charter I had significant involvement;
4. I have been a witness at four scrutiny board inquiries, the last two being on planning matters;
5. I have represented and given evidence on behalf of my Parish Council and Community at five planning appeals, the most recent being Grimes Dyke;
6. I have prepared and drafted the Barwick-in-Elmet & Scholes Parish Council responses to The LCC Core Strategy and Supplementary Planning Document consultations, also to the RSS and ‘Housing Challenge’ call for evidence.

These responses were carefully prepared having regard to the whole of Leeds Metropolitan area and in no way could they be sited as being “parochial”;

7. In times past I have given evidence at the Garforth Local Plan inquiry, Unitary Development Plan inquiry (2001) and at the review of the Development Plan (RUDP) in 2006.

The Executive Board received a report on 20 June 2010 which related to the Scrutiny Inquiry report, ‘To review the method by which Planning Applications are publicised and consultation undertaken’, the Director of City Development advised (paragraph 3.10), *“the service will continue to work with the Major Development forum, which includes representatives from Parish Councils, to find ways to continuously improve the Service.”* Having made enquiries it is now understood that there was one appointed representative, no longer a parish councillor, who was not known as having been appointed. No minutes or information have been circulated to Parish Council Clerks. This only adds to the discontent which arises from our exclusion from the SHLAA process.

It would appear that to some degree it is recognised that the SHLAA, which the HBF contended was flawed at the two most recent Grimes Dyke and Boston Spa planning appeals, has earned sympathy from the Director of City Development. In the report dated 21 July 2010 entitled ‘Housing Appeals – issues arising from the proposed abolition of the Regional Spatial strategy and regional housing targets’ the following is noted:

Looking Forward

Although the Council has already completed the SHMA and the SHLAA it would clearly take some time for local planning authorities, including Leeds, to undertake the “professional assessment of the housing needed for their locality’ **with a need for calculations to be robust**” (my emphasis) as the OSP suggests. Furthermore, in arriving at a target it is clear that such an assessment is only the starting point, with considerable emphasis given to the views of local communities so that:

“Local people in each neighbourhood – a term we use to include villages, towns, estates, wards or other local areas will be able to specify what kind of development and use of land they want to see in their area and in drawing up the local (district) plan.”

“The evolution of the plan starting at ‘ground level’ in neighbourhoods with every single resident of a neighbourhood taking part.”

In Summary

- The SHLAA has not been prepared following guidance and has been prepared in a less than robust or transparent manner.
- The standard of community involvement has been substandard and failed to meet national and local guidance.
- A review of the SHLAA is immediately requested with the active participation of Parish Council members and local community representatives.

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Report of the Director of City Development

Scrutiny Board (City Development)

Date: 5th October 2010

Subject: Consultation on the Local Development Framework and the Strategic Housing Land Availability Study Update

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1. Purpose

- 1.1. This report provides a briefing on community engagement in the upcoming Local Development Framework programme, in particular the Core Strategy, and proposals for updating the SHLAA.

2. Background

- 2.1. The Local Development Framework (LDF) is being prepared as the statutory plan for Leeds. The LDF will eventually replace the current development plan for Leeds – the Unitary Development Plan (UDP). The main difference is that the UDP is a single plan whereas the LDF will comprise of a number of separate documents. These include the Core Strategy, the Natural Resources and Waste Development Plan Document, the Aire Valley Leeds Area Action Plan and the forthcoming Site Allocations Development Plan Document.
- 2.2. Evidence is expected to inform preparation of LDFs. National planning guidance expects evidence to be prepared on a number of key topics which have to be prepared according to national practice guidance:
- Housing need – Strategic Housing Market Assessment
 - Housing supply – Strategic Housing Land Availability Assessment
 - Employment need and supply – Employment Land Review
 - Retail and leisure need – City, Town and Local Centres Study
 - Flood risk – Strategic Flood Risk Assessment
 - Greenspace – PPG17 Audit
 - Affordable Housing Viability – Economic Viability Assessment

- Need for Gypsy and Traveller Sites – Gypsy and Traveller Accommodation Assessment

Studies may also be necessary to understand transport, landscape and green belt and other miscellaneous issues.

2.3. Leeds' SHLAA 2009 was prepared by the Director of City Development to provide evidence of what land might be available for housing development over short, medium and long periods. The practice guidance expected SHLAA conclusions to be drawn up with participation from and agreed by a partnership of key stakeholders that involves house builders, social landlords, local property agents and local communities. At its meeting of 7th September 2010 City Development Scrutiny Board, deferred a decision on the request for a Scrutiny Review of the SHLAA process. The Board requested further information on the opportunities for community engagement in the LDF and for further guidance on the SHLAA update process. It was noted that Mr Hall was not seeking a re-opening of the 2009 SHLAA exercise.

3. LDF Work Programme

3.1. The Core Strategy provides the overarching strategy and policy for the LDF. Leeds' Core Strategy has already undergone considerable public consultation on preparatory stages. These included the following consultation and engagement stages:

- | | |
|----------------------------------|-----------------------|
| • Early issues | Summer-Autumn 2006 |
| • Issues and Alternative Options | April-May 2007 |
| • Preferred Approach | October-December 2009 |

3.2. The next stage is known as "Publication" when the City Council publishes a complete and fully justified plan for a minimum of 6 weeks public consultation. The City Council will then make any final adjustments to the plan in response to consultation feedback before "submitting" the plan for examination. The plan is then finally adopted in a form that takes on board the recommendations of the Inquiry Inspector. The anticipated programme is as follows:

Publication	Early Spring 2011
Submission	Early Summer 2011
Examination	Autumn 2011
Adoption	Late 2011

3.3. The City Council is also nearing publication stage with two further LDF documents; the Natural Resources and Waste Development Plan Document will come slightly before the Core Strategy with publication anticipated later in 2010; the Aire Valley Area Action Plan is running slightly behind the Core Strategy with publication expected in the middle of 2011.

3.4. Preparation of the "Site Allocations Development Plan Document" is anticipated to commence some time in 2011 as staff resources are freed up by the completion of current LDF documents. No timetable has been agreed, but it is hoped that the document could be completed by the end of 2013.

3.5. Public consultation at publication stage will aim to make the documents widely available for viewing particularly to those who were involved earlier and those who are likely to be affected by the policy and proposals. According to the Council's adopted Statement of Community Involvement (SCI), consultation methods will include letters and emails to notify interested parties, publication on Leeds' website and availability of documents at libraries and other public venues. The more "hands-

on” techniques such as focus groups, exhibitions, stakeholder meetings, road-shows and planning for real exercises are designed to be used earlier on in document preparation and are less valuable for publication stage.

- 3.6. Currently, it is too early to be drawing up the programme of consultation for the publication of the Core Strategy. However, details will be widely distributed giving notification to Parish and Town Councils and other community organisations advising how to access the document and make comments. This approach will be supplemented by briefing meetings to provide further explanation as necessary.

4. **SHLAA update and options for greater local community involvement**

- 4.1. The updating of SHLAAs on at least an annual basis is a requirement of national practice guidance (Appendix 1). The update is expected to undertake a number of technical adjustments such as accounting for new planning application information; it is not expected that the update would need to be subject to stakeholder views, indeed it may not be necessary to hold a Partnership meeting.

- 4.2. As part of the methodology for Leeds’ SHLAA 2009 agreed with the SHLAA Partnership, there is commitment to update the SHLAA on an annual basis. This is published as Appendix 13 to the SHLAA and is reproduced here as Appendix 2. Also, commitment was given at the final meeting of the SHLAA Partnership held 4th January 2010 to sign-off the 2009 SHLAA to update the SHLAA on an annual basis. The minute of the meeting stated:

Robin Coghlan suggested the SHLAA be updated at the end of each financial year to adjust dwelling density and the delivery dates each site according to new information and to assess new sites. From 1st April, two months would be needed for council officers to undertake the update and to distribute proposals to Partnership Members; then a meeting would be scheduled for June to agree the update.

Agreed to update annually with documents being issued at the end of May for a meeting in June.

- 4.3. The update is essentially a technical exercise that involves adjustment to the timescale for sites already in the system plus the addition of new sites mainly derived from planning applications and pre-application discussions. There is no new “Call for Sites”.
- 4.4. Whilst there has been slippage in issuing update documents, these are expected to be ready for dispatch shortly.
- 4.5. Options for involvement of the local community in the SHLAA update are as follows:
- i. Offer no further involvement; the exercise is of an entirely technical nature leaving issues of policy choice for the LDF; public involvement is not expected by national practice guidance
 - ii. Offer to brief Parish and Town Councils on the update
 - iii. Offer to request that the SHLAA Partnership extends membership to include Parish Council representation, or some other local community representation
- 4.6. With regard to option iii it should be noted that, at the time of writing, advice is awaited from the Executive Member for Development on Member participation in the update. It should also be noted that the City Council cannot prescribe membership; as a partnership, the City Council has to rely upon voluntary unpaid representation and a spirit of fairness of approach.

- 4.7. For information the following representation was agreed and used for the 2009 SHLAA Partnership:

City Councillor	Chair person
City Councillor	x 1
Planning Officers	x 3
Campaign for Preservation of Rural England	x 1
Housebuilder	x 3
Property Forum	x 1
Renew (Housing Associations)	x 1
Homes and Communities Agency	x 1
Local Government Yorkshire and Humber	x 1

5. **Recommendation**

- 5.1. Members of Scrutiny Board are invited to consider and comment on the contents of this report.

Appendix 1: CLG SHLAA Practice Guidance Extract

Keeping the Assessment up-to-date

17. The Assessment, once completed, should be regularly kept up-to-date (at least annually) as part of the Annual Monitoring Report exercise, to support the updating of the housing trajectory and the five-year supply of specific deliverable sites. The main information to record is whether:

- sites under-construction have now been developed, or individual stages have been developed;
- sites with planning permission are now under-construction and what progress has been made;
- planning applications have been submitted or approved on sites and broad locations identified by the Assessment;
- progress has been made in removing constraints on development and whether a site is now considered to be deliverable or developable;
- unforeseen constraints have emerged which now mean a site is no longer deliverable or developable, and how these could be addressed; and
- the windfall allowance (where justified) is coming forward as expected, or may need to be adjusted.

Appendix 2: Leeds SHLAA 2009 Update Methodology

METHODOLOGY FOR THE ANNUAL UPDATE OF THE LEEDS SHLAA: AMENDING DWELLING DELIVERY DATES

Background

The agreed methodology for the ongoing Leeds SHLAA has a base date of 1st April 2008. The SHLAA will not be completed until well into the financial year 2009/10. At this time actual data will soon be available for dwellings completions during the year 2008/09 and there will no longer be a need to provide an estimated figure. In addition, the five year housing supply requirements and calculations will have moved on a further year to cover the period up to the end of 2014/15 rather than 2013/14.

This will be repeated in future years and therefore it would seem sensible to update the SHLAA on an annual basis.

This paper seeks to establish a simple methodology for an annual update to the delivery dates for dwelling completions in the SHLAA, taking into account the following considerations and practicalities:

- New data will be available annually, including dwelling completions and starts, new and amended planning permissions and updated housing programmes;
- The short, medium and long term delivery periods are pushed back by one year;
- The medium and long term periods include a dwelling completion allowance for the whole of that period rather than for individual years;
- It would be too onerous and time consuming for the SHLAA Partnership to review completion dates for all sites on an individual basis annually;
- The decisions undertaken by the Partnership on the delivery of SHLAA sites should be reflected as far as possible in updates.

This approach will be applied to future annual updates until a comprehensive review is undertaken in the future.

Recommended approach

There are two main reasons why the SHLAA will need to be updated annually:

- 1. A 'reality check'** - incorporating the latest housing monitoring data on completions, starts and planning permissions and updated programmes for delivery of public sector schemes.
- 2. The 'passage of time'** - the effect of the base date advancing one year on the allocation of dwelling completions to the short, medium and long term i.e. the earliest year of the medium term becomes the last year of the short term etc.

Partnership agreed dates will generally represent the earliest date a site can come forward unless there is new evidence, indicated by a recent change in planning status (or a delivery programme), that developers are progressing a site faster than anticipated. The delivery period for completed dwellings can be moved back if there has been no progress on a site and the dates agreed are no longer consistent with the rules of thumb above. Otherwise the delivery period is unaltered.

Update procedures

All SHLAA sites identified in the current exercise (and potential new sites) will fall into one of the following categories. The proposed action in the update will depend on which of the specific criteria the site meets under that category.

1. SITES WHERE UPDATED HOUSING MONITORING DATA IS AVAILABLE

The delivery periods for these sites need to be re-assessed as the new information was not available to the Partnership at the time they reach their conclusion. These sites fall into three broad categories:

A. SITES FULLY COMPLETED AT THE NEW BASE DATE

Action: The completions box should be updated under the dwellings tab of the database. The capacity of the site should be amended to 0. The site will no longer form part of the future supply.

B. EXISTING SHLAA SITES WHICH HAVE UPDATED PLANNING DELIVERY INFORMATION

Applies to sites where in the last year:

- dwellings have been completed and/or new starts made;
- a new or amended planning permission has been approved;
- a planning permission has lapsed; or
- a public sector delivery programme has been revised.

Action: The new planning delivery information should be compared against the assumptions table below and an assessment made whether the dwelling completions apportioned against the site should be brought forward to an earlier year/s, moved back to a later year/s or be kept the same. The assessment needs to bear in mind achievability and availability factors. Annual assumed delivery rates (i.e. the number of dwellings coming forward each year) should remain the same.

C. NEW PLANNING PERMISSIONS FOR SITES NOT PREVIOUSLY CONSIDERED IN THE SHLAA

Action: Dwellings should be apportioned to the relevant time periods in accordance with the assumption table below but also bearing in mind availability and achievability factors.

Assumptions

The table below provides some rules of thumb derived from the emerging consensus / decision making trends of the Partnership. It should be used to indicate when completions might start to come forward on a site based on its current planning delivery status. It should only be used where new information has become available subsequent to the Partnership's decision and in conjunction with availability and achievability factors as per the Partnership's views on these matters.

ASSUMPTIONS TABLE			
PLANNING DELIVERY STATUS	YEAR	YEAR @ APR 09	DELIVERY PERIOD
SITES UNDER CONSTRUCTION @ SHLAA BASE DATE	1	2009/10	SHORT TERM (5 YEAR SUPPLY)
EARLIEST COMPLETIONS FOR SITES WITH FULL PP ¹ AND FOR SITES INCLUDED WITHIN PUBLIC SECTOR PROGRAMMES WHICH HAVE CLEARLY IDENTIFIED DELIVERY TARGETS	2	2010/11	
EARLIEST COMPLETIONS FOR SITES WITH OUTLINE PP	3	2011/12	
EARLIEST COMPLETIONS DATE FOR OTHER SUITABLE SITES	4	2012/13	
	5	2013/14	
	6	2014/15	
EARLIEST START FOR LDF TO DETERMINE SITES: PHASE 2 & PHASE 3 HOUSING ALLOCATIONS (?); PAS SITES; OTHER GF SITES IN URBAN AREA.	7 – 11	2015/20	MEDIUM TERM
EARLIEST START FOR LDF TO DETERMINE SITES: GREEN BELT	12+	2020+	LONG TERM

2. OTHER SHLAA SITES - NO UPDATED HOUSING MONITORING DATA

In this case the delivery period for the site, as agreed by the Partnership, should not normally be brought forward. Due to the base date of the assessment rolling forward a year there will be a need to reapportion some medium term dwellings to the last year of the short term and some long term dwellings to the medium term. This will only apply when the assessment has considered the site to be suitable. Where the suitability factor is 'LDF to determine' the apportionment of the dwellings to the medium and/or long term should only be amended if a site is subsequently assessed to be suitable in planning policy terms (where this is the main factor holding back the site).

A. SITES WHERE SUITABILITY IS ASSESSED AS 'YES' OR 'YES PHYSICAL'

This will include:

- existing sites with planning permission where circumstances have not changed in the previous year
- other sites considered to be suitable in principle under current policy policies but where planning permission has yet to be granted.

Action: The Partnership decision on delivery dates will represent the earliest date completions can occur but the following adjustments should be made to the apportionment of dwellings over the short, medium and long term periods.

Short term dwellings

An appraisal should be undertaken of sites with dwellings apportioned to the short term where nothing has changed in term of planning delivery status.

¹ Only where a planning application has been submitted and granted since the last SHLAA Partnership assessment i.e. it is assumed that developers will implement a permission submitted and granted under current market condition unlike permissions granted in more buoyant conditions.

- (i) If dwelling completions are no longer consistent with the assumptions table above they should be moved back to the appropriate starting year.

Medium term dwellings:

A proportion of dwelling completions should be moved into the last year of the short term. The number of dwellings moved will reflect the following:

- (ii) If previously there were some dwellings apportioned to the short term period and some to the medium term, the number of dwellings move forward from the medium term should be based on agreed short term delivery rates (per annum).

For example, if the agreed delivery rates for a 220 dwelling capacity site in the 2008 base date SHLAA were as follows:

2012/13 – 50 dwellings; 2013/14 – 50 dwellings; 2014-19 – 120 dwellings

The revised delivery rates in the 2009 base date SHLAA would be:

2012/13 – 50 dwellings; 2013/14 – 50 dwellings; 2014/15 – 50 dwellings; 2015-20 – 70 dwellings.

- (iii) If no dwellings were previously apportioned to the short term period, 20% of the medium term dwellings (10% for the initial SHLAA exercise²) should be moved into the last year of the short term.

Long term dwellings:

A proportion of dwellings should be moved into the medium term, the number of dwellings should reflect either:

- (iv) If previously there were some dwellings apportioned to the medium term period and some to the long term, the need to replace any previous medium term dwellings moved to the short term (and per (ii) above); or
- (v) If all dwellings were previously apportioned to the long term period, 20% (10% for the initial SHLAA exercise²) of the long term dwellings should be moved into the medium term.

B. SITES WHERE SUITABILITY HAS BEEN ASSESSED AS ‘LDF TO DETERMINE’

Dwelling completions on these sites should remain apportioned to medium/long term period as previously agreed.

The suitability of a site could change in accordance with updated planning policy or practice, for example phased release of UDP housing allocations or adoption of an LDF document.

C. ADDITIONAL SITES – NO PLANNING PERMISSION

Additional housing sites may be put forward through the LDF process and these will need to be added to the SHLAA database and assessed accordingly.

Database changes

Most changes can be made on the existing database although the earliest year of dwelling completions year will no longer be required after each annual update, a new year field will be required at the end of short term period and the medium and long term dates will need to be pushed forward by a year.

² 20% is makes a logical representation of a year from a 5 year period but the initial SHLAA exercise (whose preparation spanned two financial years) uses 10% because of the shorter period between initial conclusion and update.

Suggest an annual update field is added so that the sites can be categorised according to the above methodology e.g. 1A-C and 2A-C so it is evident where and why changes have been made (or not).



Originator: Sean Flesher
Tel: 3957451

Report of the Director of City Development

Scrutiny Board (City Development)

Date: 5th October 2010

Subject: Cemeteries and Crematoria Horticultural Maintenance

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. Parks and Countryside is responsible for the management of 3 crematoria, 23 cemeteries and 22 closed churchyards. Horticulture maintenance activities include grass cutting (including ornamental lawns), hedges, formal beds and weed control.
2. The average overall spend on parks and open spaces for Leeds is nearly £2,200 per hectare less than the average of the other core cities and 7th lowest out of 8, whilst in terms of satisfaction Leeds is second highest.
3. The budget for maintenance of cemeteries in 2010/11 is £514,760. There are 16 site based gardeners in place at Cottingley, Harehills, Holbeck, Hunslet, Garforth, Lawnswood and Rothwell.
4. In relation to the Leeds Quality Parks standard, overall improvements have been noted in 15 out of the 21 sites assessed, representing 71%, however there is an estimated investment requirement of £550k to bring all sites up to standard in addition to building works.
5. There is an impact on maintenance when amenity grass in existing cemeteries is converted to grave plots. Around 2.3 hectares (approximately 6,000 additional plots) was added over a 10 year period which now requires more resource intensive maintenance.
6. It is estimated that 25% of grave areas do not conform to Grave Conditions which causes particular maintenance problems.
7. Members are requested to note the contents of the report.

1.0 Purpose Of This Report

1.1 This report outlines the context and arrangements for horticultural maintenance of cemeteries and crematoria in Leeds.

2.0 Background Information

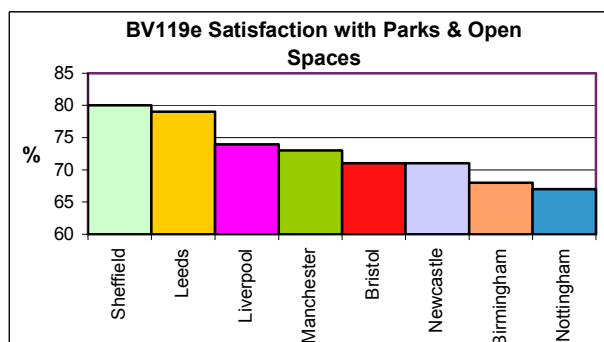
2.1 Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space. This includes 7 major parks, 167 community parks and recreation grounds, and 383 acres of local green space, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. We also manage 96 allotment sites, almost 800km of PROW, and 156 nature conservation sites, as well as 22 cemeteries and 3 crematoria.

2.2 Staff in Parks and Countryside are predominately front line. Analysis undertaken for the 'DECATS' project (Delivering Efficient Corporate and Transactional Services) undertaken in early 2010 identified 611 FTE in the service, of which over 90% are consider front line service delivery staff.

2.3 On a per hectare basis, the average spend for Leeds is nearly £2,200 per hectare less than the average of the other core cities as can be observed from the following table¹:

Core City	£ / hectare
Manchester	10,159
Newcastle	7,484
Birmingham	6,383
Sheffield	5,441
Liverpool	5,398
Bristol	4,775
Leeds	3,784
Nottingham	2,302

2.4 Whilst the average spend per hectare is considerably less than the other core cities, in terms of satisfaction, Leeds compares well. This is illustrated below using the same data source as in 2.3.



2.5 The Leeds Quality Parks scheme is based on the Green Flag Award Scheme which represents the national standard for parks and green spaces. The relevant criteria assessed are as follows:

¹ Source: Value for Money Profiles 2009 produced by the Audit Commission
Page 80

- A welcoming place
- Healthy, safe & secure
- Clean & well maintained
- Sustainability
- Conservation & heritage
- Community involvement

2.6 In Leeds, the standard is used to assess a representative sample of 146 parks and green spaces over a 3 year period, which includes all city, country and community parks along with cemeteries and crematoria sites. It should be noted that the award is a measure of a well managed site, not excellence in every respect.

2.7 This data is used to assess performance against a local indicator for Parks and Countryside based on 'the percentage of parks and countryside sites assessed that meet the Green Flag standard'. The result in 2009/10 was 23.4% against a target of 21%; the target in 2010/11 is 23% rising to 27% in 2012/13.

3.0 Main Issues

3.1 Leeds is a statutory burial and cremation authority, and the Parks and Countryside service is responsible for the management of 3 crematoria, 23 cemeteries and 22 closed churchyards.

3.2 The horticultural features maintained at these sites can be summarised below:

Asset Type	Hectares
Graveyard Grass	79.9
Amenity Grass	8.4
Design Grass	8.1
Formal Beds	4.6
Total	101.0

3.3 There is also approx. 6km of hedges maintained, along with flower beds, hard surface areas, and litter bins.

3.4 Horticulture maintenance activities include grass cutting (including ornamental lawns), hedges, formal beds and weed control. General grass is cut approximately every 3 weeks and shrubs are pruned annually during winter. Design grass areas are given more intensive maintenance. A summary of the main operations are indicated below.

Asset Type	Operation
Graveyard Grass	Delitter Area
	Cut Grass
	Strim Perimeter and Obstacles
Amenity Grass	Cut Grass
	Design Grass
Design Grass	Cut and Scarify Grass
	Apply Fungicide, Mosskiller and Wormkiller
	Apply Selective Herbicide
	Apply Fine Turf Fertiliser
Formal Beds	Weed / Delitter Bed
	Apply Residual Herbicide
	Prune Bed
	Fork Bed

- 3.5 Tree maintenance activities are carried out on a reactive basis and prioritised according to available budget. The budget for 2010/11 is £20,160 for which work is reactive and only represents reported problems with individual trees.
- 3.6 The budget for maintenance of cemeteries in 2010/11 is £514,760. A summary of costs in relation to the budget is indicated below.

	£
Labour	390,369
Machinery and Equipment	46,858
Materials and overheads (including vehicles, waste disposal, small tools, protective clothing, administration and support)	77,533
Total	514,760

- 3.7 The decision in 2008 to increase charges for burials included an allocation of additional resources for horticultural maintenance. This enabled the recruitment of 3 site based gardeners at Cottingley, Holbeck and Rothwell in addition to 13 site based gardeners already in place at Harehills, Hunslet, Garforth, Lawnswood and Rawdon. Other sites are maintained by area parks based staff who also carry out maintenance on parks, recreation grounds and open spaces on a route basis. This staffing input represents an additional 4.3 FTE.
- 3.8 The Leeds Quality Parks assessment commenced in 2004, and 21 cemeteries and crematoria sites have been assessed on two occasions allowing comparisons to be made. Overall improvements have been noted in 15 out of the 21 sites assessed, representing 71%. It should be noted however that as at the end of the 2009 assessments there were no cemeteries and crematoria sites that met the Leeds Quality Parks standard. It is estimated that the cost, excluding building works, to bring cemeteries and crematoria sites up to the Leeds Quality Park standard is around £550k.
- 3.9 Comparative data for horticultural maintenance of cemeteries and crematoria is not currently available, but an exercise was conducted regionally and presented to scrutiny in April 2003, which illustrates the comparative cost of maintenance.

Local Authority	Total Area of Cemetery Grounds	Cost of Grounds Maintenance per Hectare
	Hectares	£ ²
Bradford	74	5,594
Hull	55.4	7,249
Sheffield	85	4,007
Wakefield	53	8,819
Average Cost		6,417
Leeds	98.5	4,322

- 3.10 Further information was also presented that illustrated the impact on maintenance converting amenity grass in existing cemeteries to grave plots. An area of around 2.3 hectares (approximately 6,000 additional plots) was added which now requires

² Based on 2001 rates

more resource intensive maintenance. An assessment of the impact of this was undertaken, based on industry standard rates using "PSA Schedule of Rates for Landscape Management". Based on these rates for "general grave maintenance" (not including headstone), the increased maintenance cost over this 10 year period represented £49,800 per annum. Assuming 600 grave plots are allocated each year, there is therefore an ongoing additional budget pressure of £4,980 plus inflation year on year.

- 3.11 A further issue more difficult to quantify relates to grave conditions that clearly state "railings, footstones, kerb and border stones, chains or other structures enclosing graves or parts of graves, flags or chippings are not allowed". A policy of enforcement used to be undertaken, but following a number of cases in the media, enforcement action does not tend to happen where the grave area is maintained by the family concerned.
- 3.12 Enclosing graves in the manner outlined above causes particular maintenance problems as it can prevent access to machines on adjoining graves as well as increase in complaints relating to adjoining plots and damage to maintenance equipment. This results in staff having to use hand tools (such as strimmers) to carry out the necessary maintenance which is clearly more labour intensive and therefore more costly than using large machinery. It is estimated that 25% of grave areas do not conform to Grave Conditions.
- 3.13 Grave centres also pose additional maintenance burdens on grave areas no longer maintained by families. This can include overgrown shrubs that require additional attention by parks staff.

4.0 Recommendations

- 4.1 That members note the contents of the above report.

5.0 Background Papers

- 5.1 Report of Director of Leisure Services to Scrutiny Board (Leisure and Enterprise) April 2003

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 5th October 2010

Subject: Grants to Culture and Sport Related Organisations

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 The attached report of the Chief Libraries, Arts and Heritage Officer on grants to culture and sport related organisations was deferred at the last Scrutiny Board meeting due to pressure of business.
- 1.2 The report outlines the grant process to cultural and sporting organisations in Leeds, the amount granted, the benefits to the city, the governance process and the in kind support.

2.0 Recommendation

- 2.1 Members are asked to comment on and note the report of the Chief Libraries, Arts and Heritage Officer.

Background Papers

None used

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Report of the Chief Libraries, Arts and Heritage Officer

Scrutiny Board (City Development)

Date: 7.9.10

Subject: Grants to Culture and Sport Related Organisations

<p>Electoral Wards Affected:</p> <p>All</p>	<p>Specific Implications For:</p> <p>Ethnic minorities <input checked="" type="checkbox"/></p> <p>Women <input checked="" type="checkbox"/></p> <p>Disabled people <input checked="" type="checkbox"/></p> <p>Narrowing the Gap <input checked="" type="checkbox"/></p>
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1.0 Purpose of this Report

1.1 To outline the grant process to cultural and sporting organisations in Leeds, the amount granted, the benefits to the city, the governance process and the in kind support.

2.0 Background Information

2.1 Leeds gives a variety of grants to a variety of organisations. Originally grants may have been given for a variety of reasons, however, today grants are aligned to the four core principles of the vision set by the Cultural Partnership:

- to spot, nurture and retain cultural talent
- to enable all to engage in a wide mix of cultural opportunities
- to break down boundaries
- to show Leeds as a significant city with a vibrant distinctive cultural offer

3.0 Application Process

3.1 All but two organisations fill in an annual application form and attach their memorandum and articles of association, their constitution, minutes of meetings appointing trustees, full list of trustees and their accounts. Major and Key Organisations are also asked to provide a range of policies including recruitment, health and safety, grievance and disciplinary, equal opportunities, safeguarding and green policies. What they include depends on the size of the grant. Appendix 1 – Example – Parks and Countryside

3.2 *Recommendation:- All organizations seeking grant funding must conform to the application process, submitting an application and required documentation and meeting the criteria.*

4.0 Assessment Criteria

4.1 All bids received are scored against a set of criteria relevant to the activity and the grant size. All bids have to contribute to the City’s cultural offer and larger grant recipients are asked to target under-represented groups.

This process was audited recently to ensure probity.

4.2 Appendix 2 – scoring criteria for small and key grants.

5.0 Grants given

5.1 Grants are given to a wide range of organisations.

5.2 Major grants are those over £100K and include Opera North, West Yorkshire Playhouse and Middleton Equestrian Centre.

5.3 Key list are grants between £5K and £100K and include Phoenix Dance, Meanwood Urban Valley Farm and Yorkshire Dance.

5.4 The Council also has a small grant scheme to engage, support and encourage culture in the community, work with people who have specific needs or who have challenging life circumstances. These grants support activity in line with the city’s cultural priorities.

5.5 For a list of grants over £9,000 see Appendix 3

5.6 A summary of the grants by activity shows

	Opera	Music	Theatre/ Dance	Dance	Visual Arts	Creative Industries	Sport	Environs	Comm	Festivals
Major	878,810	10,000	1,024,958	427,190	141,082	0	284,260	85,480	67,831	56,771
Small	0	15,900	15,250	5,500	28,570	8,850	0	13,100	0	17,660
Total	878,810	25,900	1,040,208	432,690	169,652	8,850	284,260	98,550	67,831	74,431

6.0 Benefit to the City of grant support

6.1 The grants to cultural and sporting organisations are fundamental to their sustainability. The grants earn significant benefit for the city.

6.2 In 2008/09 arts@leeds assessed this. They funded 83 organisations who:

- Offered 26,863 sessions – workshops, talks, exhibitions attended by 105,034 residents with something happening in every Ward.
- Attracted 331,346 audiences to cultural performances and events
- Employed almost 1,500 freelance Leeds based artists

- Brought in £35m income into the City
- Worked with some of the City's most vulnerable groups

6.3 The environmental grants can demonstrate similar impact.

The British Trust for Conservation Project Skelton hold 237 education sessions for 7,035 people. Training 186 adult volunteers between 20 – 25 years of age who put in 1,007 work dates.

RSPB ran learning sessions for 2,376 young people and ran around 35 events with 2,345 people involved.

Meanwood Valley Urban Farm ran sessions with 12,134 children and teachers and a Reconnect project 48 for 13 – 16 year olds struggling in mainstream schooling.

6.4 The major arts organisations run significant programmes in the community.

Some examples are:

- Opera North**
- **Aspergers Project** working with 10 – 14 year olds with the syndrome over ten weeks.
 - **Little London voices** building a family choir involving children, parents, teachers and other adults. The choir performed 3 pieces commissioned for them in the Howard Assembly Rooms in June.
- West Yorkshire Playhouse** - **Relaxed performances** – a special type of performance for young people with learning disabilities which means more staff around, more lighting in the theatre during the performance, noise not an issue and the ability to leave the auditorium at any time. The next show is Aladdin in January 2011.
- Northern Ballet**
- **Wheelchair dance** project in partnership with YAMSEN and the Wharfedale Festival of Performing Arts.
- Grand Theatre**
- **Grand Jury** working in partnership with Leeds Town Hall and White Rose Learning Centre with some of the most challenging young people to create a dramatic performance around the court process.
 - **Footsteps** – a photographic project with Looked After Children and their carers.

7.0 Governance Arrangements

- 7.1 All the major and key list organisations are governed by Boards of differing levels of sophistication. Both Leeds City Council and the Arts Council work with the companies to develop the effectiveness of the Board recommending that they work in line with the Charities Commission best practice. The best companies have

clearly laid out the role for the Board and its individual members, a skills matrix to appoint them against and clear boundaries around the Board's role and that of the Chief Executive Officer. The Charities Commission website and the NCVO Manual 'The Good Trustee Guide' are invaluable guides.

Best practice has been implemented at Leeds Grand Theatre and Opera House Ltd. West Yorkshire Playhouse have completely reformed its Board to be smaller and more focused on the strategic direction of the company.

7.2 Officers of the relevant services attend as observers of Board meetings and receive all Board papers. Monitoring is carried out twice yearly of any grant over £5K against the grant application and criteria to ensure the organization is delivering as agreed.

7.3 Many of the organisations have Elected Members on their Board as can be seen in Appendix 3. Some have Elected members in a personal capacity, eg., Northern Ballet. Red Ladder, South Leeds Community Radio

7.4 The Council representation on Opera North Board used to be linked to Leeds Grand Theatre. As the latter has worked, with Council support, to become more independent this arrangement is possibly no longer appropriate. The seat has neither been offered or taken up in recent years.

7.5 The Council therefore is making significant grant support to some organisations but has no formal influence on the strategic direction. The only sanction it can take is to withhold the grant. In recognition of the strong recommendation from the Charities Commission for small effective Boards, if Elected Members feel there should be representation on Boards where the city has provided grant aid, then careful consideration should be given to the Board's size to ensure they remain streamlined.

7.6 ***Proposal for Council involvement in governance of grant funded organisations:***

7.6.1 *Organisations which are arms length companies of the Council – Leeds Grand Theatre and Middleton Equestrian Centre – should have a minimum of 3 Councillors on their Board*

7.6.2 *Organisations receiving grants over £500,000 should have 2 Councillors on the Board*

7.6.3 *Organisations receiving grants between £100,000 and £499,000 should have 1 Councillor on the Board*

7.6.4 *Organisations receiving grants between £50,000 and £100,000 should have an officer attend the Board meetings*

7.7 **Role of Councillors on the Board**

It is vital that the company's skills matrix is applied when deciding the Elected Members eligible for the role to ensure they can serve a valuable purpose and have a relevant experience to offer the Board. This will ensure Boards do not have to grow to absorb their attendance. The fundamental role the Elected Member should play however is to act as an advocate for the organisation within the City and ensure that the company understands the City's overall priorities and the cultural vision priorities within that.

8.0 The context of Leeds City Council Grants

8.1 Leeds is not the only grant funding organisation in the City. There are a number of other funding bodies

8.2 West Yorkshire Grants

West Yorkshire Grants was established in 1986. It awards grants to voluntary, ie., not-for-profit organisations in the area. Funding is available for all types of voluntary activity – arts, sport, recreation, environment, etc. Grants are only available to organisations and not to individuals. Funds are awarded by the Grants to Voluntary Bodies Sub Committee which is a sub-committee of the West Yorkshire Joint Services Committee. Appendix 3 identifies the organisations in receipt of grants.

West Yorkshire grants made a 4% cut for 2010/11 across all funded organisations and are being asked to model cuts of 25% - 40% over the next 4 years.

8.3 Arts Council

The Arts Council are a significant funder of the Arts in Leeds which it sees as the cultural centre of the region. Appendix 3 identifies organisations in receipt of grants.

It is facing significant funding reductions and has recently met the City's funded organisations to advise of a possible 10% cut next year while a more fundamental review is undertaken of who it will continue funding in the future.

8.4 Sports and Green Space

Grant funders of sport in the community are:

- the National Governing Bodies of Sport supporting performance sport and development.
- Sports Aid Foundation grant aiding talented individuals.
- Sport England Small Grants Programme helping local community sports project who want to increase or sustain participation
- Sport England themed funding, eg., Women's Sport
- National Lottery Awards for All Programme helping to improve local communities and the lives of people most in need.

8.5 In Kind Support from Leeds City Council

A few companies or events also receive significant in kind support from Leeds City Council.

8.5.i Arms Length Organisations

These, eg., Middleton Equestrian Centre, Middleton Urban Farm and Leeds Grand Theatre receive financial, legal and/or HR advice free from Leeds City Council officers.

8.5.ii Funded Support

To ensure the safe running of the Carnival and related events of Reggae and Carnival Queen, Leeds City Council funds the infrastructure, eg., security, event management and clear up. In the main the work is carried out by Parks and Countryside and the Events Team. £30K Carnival Queen, £105,980 Reggae and £102,440 Carnival is allocated and this included the rent and maintenance of the store. This is in addition to the £50,000 'grant' the organizers are given. There has been a history of overspend, but this will no longer be funded by the council. It is a volatile event with significant challenges.

8.5.iii Unfunded Support

The Irish Festival is held at John Charles Centre for Sport each year and in addition to their grant over the last few years, Sport have funded the direct operational costs of hosting the event, stewarding, security, barriers, etc., to a cost of £38,897 plus indirect costs. Approximately 1,000 people attended the event in 2010. This additional funding will not be available next year.

The Asian Festival (previously known as the Mela) also results in unrecovered support from Parks estimated at £6,569 for labour, plant and materials. Parks also provide management time to Reggae and Carnival of £12,379 which they do not recover from the organizers.

9.0 Background Papers

9.1 The Good Trustee Guide and Peter Dyer NCVO Publications

Delegated Decision reports on grants

10.0 Recommendations

Scrutiny Board is asked to note the information provided on grants to cultural and sporting organisations in Leeds and to comment accordingly.



MAJOR PROVIDER - APPLICATION FOR KEY LIST STATUS

1 Name of organisation:

2 Name and address of correspondent

(please note that all correspondence will be sent to this address unless you specify otherwise)

NAME:

POSITION IN GROUP:

ADDRESS:

POSTCODE:
COUNCIL WARD:

E – MAIL:

TELEPHONE NO:

Section A AIMS AND OBJECTIVES

1. Please outline the aims and objectives of your organisation.

2. The primary purpose of the Leeds Leisure Services Department is to provide dynamic, enriching, learning and leisure experiences and environments, which are accessible to all. Key objectives are:
- To encourage and extend access for individuals, groups and communities to experience, enjoy, participate in and learn from cultural, recreational, sporting and entertainment activities
 - To provide access to information, create opportunities for self-development and to be a vehicle for Lifelong Learning through a range of life choices
 - To protect, develop and promote the heritage of Leeds and its people including buildings, collections, natural assets held in trust for present and future generations.
 - To offer recreational opportunities by creating, maintaining and managing an enhanced and sustainable natural environment.
 - To consolidate the reputation of the City for its cultural, recreational, sporting, greenspace and natural heritage assets and activities.
 - To support local business infrastructure and inward investment by promoting Leeds as an attractive place to live and work
 - To act as a catalyst for developing services and improving effectiveness through partnership working with other Council Departments and external agencies

The Parks and Countryside Division has declared its intention to focus on the following priorities:

- To promote interest, understanding, learning and participation by citizens in issues relating to horticulture, nature conservation, countryside and the environment.
- A community planning approach to ensure that Departmental services meet the needs of local communities
- The development of partnerships with a range of internal and external agencies to deliver Departmental Objectives

3. Outline briefly how your organisation's work and objectives fit in with our own:

4. Parks and Countryside funding is for activities which are:

- Increasing local peoples' access to, and participation in, parks, green spaces and natural environment
- Creating, sustaining and enhancing the diversity within parks, green space and natural environment
- Striving to achieve high environmental quality and sustainability
- Providing opportunity for educational activities
- Culturally diverse and reflecting the interests of the different ethnic communities resident in Leeds
- Taking place in areas with few greenspaces
- Linking professional environmental workers with local community groups
- Supporting local environmental training opportunities
- Targeted at identified disadvantaged groups
- Responding to expressed local needs, maximising the enjoyment of the local community

5. Organisations must be able to demonstrate that they work with three or more of the areas in 4 above. Please give examples of the priorities, which match your organisation's work.

Section B DETAILS ABOUT THE ORGANISATION

The City Council must satisfy itself that the organisation is both competent and suitable, and that it has the appropriate management and accountability procedures to achieve its aims and objectives. This section will assist the City Council in making this assessment. Please complete as appropriate.

LEGAL STATUS

6. What is the status of your organisation? Please tick as appropriate

Registered Charity Registration Number _____

Co-operative

Limited Company Registration Number _____

Other (Please specify)

7. If the organisation is a company please provide:

- a) a copy of the memorandum and articles of association
- b) details of authorised signatories
- c) address of company's registered office

8. If the organisation is a charity please provide:

- a) a copy of the constitution
- b) a copy of the minute of the appropriate committee meeting appointing trustees
- c) full names and addresses of trustees

9. If the organisation is not incorporated and not represented by trustees please provide:

- a) a copy of the constitution

MANAGEMENT ARRANGEMENTS

10. How is your organisation managed?

--

11. Please name the post-holders of the following positions (or their equivalent) in your organisation

Chair _____

Secretary _____

Treasurer _____

What financial qualifications or experiences does your treasurer have? _____

12. Please give the name and address of your auditors:

--

POLICIES AND PROCEDURES

13. From your previous application the Department has on file copies of the following policy documents relating to your organisation:

- Recruitment and Selection Policy
- Health and Safety Policy
- Grievance and Disciplinary Procedure
- Equal Opportunities Policy
- Green Policy

Please provide copies of any policies that have not previously been submitted, and details of any changes that have been introduced over the last three years

14. If your organisation caters for children and young people under the age of 16 please provide details of the child protection procedures which are in place, including details of any checks that are carried out on the suitability of the workers and volunteers who have unsupervised access to them.

15. Please provide a copy of your organisations

- Latest annual report
- Latest audited accounts

DETAILS OF TENURE

16. Do you own, rent or lease your premises? _____

If your premises are RENTED please answer the following questions.

- a) Who is your landlord? _____

- b) What is the nature of your rent agreement? (Please tick)

Lease

Licence

Contractual letter

No formal written agreement

- c) What is the length of your rent agreement? _____

- d) When does it expire? _____

- e) When is the next review date, if different from above? _____

- f) Are you responsible for the management and maintenance of the property? _____

If your premises are LEASEHOLD please answer the following questions:

- a) Who are the premises leased from? _____

- b) What is the length of your lease? _____

- c) When does it expire? _____

- d) Are you responsible for the management and maintenance of the property? _____

Section C THE SERVICE

17. Please provide a typical weekly programme of your activities with this application, and list any monthly/occasional/yearly events. Please indicate the numbers of people who normally attend each meeting or event.

18. Please explain how you encourage community participation in your activities, and how you promote your organisation within the local community.

19. Does your programme of activities complement or extend existing projects or programmes in the area?

20. Please describe how your organisation identifies local needs and how it is able to respond to changes in those needs.

21. Please give details of any links that your organisation has with other programmes e.g. Leeds City Council Main Programmes (Social Services, Community Planning & Regeneration, Education etc), Central Government Programmes (SRB, Urban), other public sector (police, probation etc) private sector, other voluntary/charitable organisations (Princes Trust, Church Urban Fund etc) or Lottery funded projects.

22. Please describe the monitoring, evaluation and review procedures used by your organisation.

23. Please give details of other grant/support over the last two years - applied for/approved/refused by whom, and the amount.

Source	Purpose	Approved/Rejected	£

24. Please indicate what systems are in place to ensure the continued use of the Local Authority logo in all publicity and marketing materials and to ensure that the organisation is strongly identified with Leeds.

FUTURE PLANS

25. Please provide details of the longer term aims of the organisation:

26. Please provide details of the anticipated sources of longer term funding.

DECLARATION

I declare that the information I have given on this form is accurate to the best of my knowledge and that I am authorised to act on behalf of the organisation in making this application.

Signed: _____

Date: _____

Name (Block Capitals) _____

On behalf of (Organisation) _____

Position in Organisation _____

Please remember to include a copy of the following:-

Copies of policies as appropriate

Latest annual report

Latest audited accounts

Programme of your weekly activities

PLEASE RETURN THIS FORM TO

**DOUGLAS LOUIS
TECHNICAL MANAGER
PARKS & COUNTRYSIDE
FARNLEY HALL
FARNLEY PARK
HALL LANE
LEEDS LS12 5HA**

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APPLICANT:

SECTION A CRITERIA: Score 0-10	SCORE
1. Increasing access to the arts for people with special needs	
2. Developing new audiences	
3. Promoting quality/innovation	
4. Promoting cultural diversity	
5. Responding to an expressed local need	
6. Supporting Leeds artists	
7. Working with local people in areas of social and economic deprivation	
8. Increasing participatory opportunities in areas lacking arts infrastructure	
9. Building partnerships with other arts organisations or community groups	
10. Increasing the capacity of local people to run arts activities or projects	
11. Promoting Community Cohesion	
12. Contributing to other strategic programmes within City Development	
13. Good value for money	
A Total	
SECTION B CRITERIA: Score 0-4	
Is the activity:	
1. Clearly described, realistic and well planned.	
2. Achievable within the given budget	
Does the activity:	
3. Involve a broad range of people as participants	
4. Increase public engagement in the arts	
5. Involve under-represented art forms or artists	
6. Make a positive contribution to the profile of the city	
7. Increase employment opportunities for the people of Leeds	
Has the organisation:	
8. Sought or obtained appropriate additional funding (at least 10%)	
9. Have the capacity to complete the activity successfully – that the workload, staff implications and running costs have been taken into account.	
Does the organisation:	
10. Have a good track record of delivering similar activity	
11. Have a track record of funding through arts@leeds	
12. Show evidence of consultation or local demand for the activity	
13. Have appropriate targeted plans to attract the people the activity intends to serve	
B Total	
TOTAL SCORE	

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Appendix 3

Organisation	Grant allocated 2010/11	Number of Elected Members on Board	Issues	Receipt of West Yorkshire Grant	Arts Council
Opera North	878,810	1	No Elected Members Cllr Judith Blake in personal capacity	253,955	9,654,778
West Yorkshire Playhouse	774,920	2	Significant financial challenges	84,672	1,574,542
Northern Ballet Theatre	248,950	2	No Elected Members Cllr J. Procter & Cllr B. Atha as personal members	143,631	2,765,183
Leeds Grand Theatre and Opera House Ltd	204,160	5			
Middleton Equestrian Centre	173,760	3	No paperwork completed		
Yorkshire County Cricket Club	100,000	3	Last year of grant		
Phoenix Dance	85,310	0		9,600	486,025
Meanwood Valley Urban Farm	73,920	1			
Yorkshire Dance Company	65,000	0		9,691	195,130
Project Space Leeds	50,000	0			
Reggae and Carnival	50,000		This has not been treated as a grant in the past and has not fallen under the grant regime		
Leeds Asian Festival (Mela)	33,428	0			
Interplay Theatre	22,675	0		6,566	
East Street Arts	20,163	0		8,640	
Irish Festival	17,831	0			
Blah Blah Blah Theatre Company	16,703	0		6,048	
Arts Link West Yorkshire	16,024			7,344	
Pavilion	15,123	0	Cllr J. Black Chair In process of stepping down	8,640	

Appendix 3

Organisation	Grant allocated 2010/11	Number of Elected Members on Board	Issues	Receipt of West Yorkshire Grant	Arts Council
SAA UK	14,971	0			87,295
RJC Dance	12,750	0			82,160
Leeds Animation workshops	11,465	0			
British Trust for Conservation Volunteers, Skelton	11,530				
Leeds Sports Federation	10,500	3			
Piano Competition	10,000	0			
Northern School of Contemporary Dance	9,180				
Axis	0				373,923
Red Ladder Theatre Company	2,500				248,020
Audiences Yorkshire	0				171,773
Cape UK	0				127,337
Jabadao	2,500			9,600	110,768
Tutti Fruitti Production	0				89,092
Unlimited Theatre Co	3,500				89,092
Peepal Tree Press	0				80,574
National Ass. for Literature Development	0				72,386
Jazz Yorkshire	0				57,567
The Culture Company	0				49,614
LMU Gallery & Theatre	2,750				44,541
Alchemy Anew	0				43,349
Skipkko Arts	6,836				29,174
Lumen Arts Ltd	2,200				22,276
Pyramid of Arts	6,000				21,095
Ascendance Rep	1,000			9,600	



Originator: R L Mills

Tel: 2474557

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 5th October 2010

Subject: Kirkgate Market

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 At the last meeting it was reported that the Head of City Centre and Markets would bring to this meeting a report on the draft market strategy for Kirkgate Market.

2.0 Current Position

2.1 The Head of City Centre and Markets has advised that the development of a draft market strategy has not been completed in time for today's meeting.

2.2 The Director of City Development and the Head of City Centre and Markets have been invited to attend today's meeting to advise the Board as to the reasons for the delay and to reassure the Scrutiny Board that it will have an opportunity to comment on this strategy before it is put to the Executive Board for consideration..

3.0 Recommendation

3.1 Members are asked to hear from the Director of City Development and the Head of City Centre and Markets and comment accordingly.

Background Papers

None used

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 5th October 2010

Subject: City Development Directorate: 2010/11 Budget - Financial Position

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 The Board has asked to receive regular budget updates on the 2010/11 budget position for the City Development department.
- 1.2 A report of the Director of City Development is attached which gives the financial position for City Development Directorate at period 5.
- 1.3 This report includes the Corporate Leadership Team report by service showing the difference between the current budget and the projected year end spend together with a further breakdown and explanation of the figures.

2.0 Recommendations

- 2.1 Members are asked to comment and note the reports of the Director of City Development.

Background Papers

None used

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CITY DEVELOPMENT DIRECTORATE: 2010/11 BUDGET – PERIOD 5 REPORT

1.0 Introduction

This report sets out the financial position for City Development Directorate for Period 5.

2.0 Overall Summary

The Period 5 position for City Development Directorate is a projected overspend of £978k. This is an increase of £254k on the position reported for Period 4 and is mainly due to a reduction in the income projection for planning fees. The directorate will also continue to identify other saving options and is actively progressing actions to reduce staffing levels and staffing costs across services.

3.0 Explanation of the Projected Overspend

The main reasons for the projected overspend continue to be a shortfall in income from building fees, shortfalls in income in Recreation Services and reduced workloads in Architectural Design Services. At Period 5 the projection for the shortfall in planning fees has been increased to allow for the continuing deterioration in income from this source.

In addition, an overspend on staffing is forecast in some areas where not all the assumed savings have been fully realised and some overspends on running costs where budget actions have yet to be achieved. The projected outturn position also reflects the fact that the Housing and Planning Delivery Grant and Free Swimming grants have both been abolished with a net impact of approximately £1m.

The major budget variations can be summarised as follows:

	£000s
<u>Major Budget Pressures:</u>	
Building Fees shortfall	502
Planning Fees shortfall	665
ADS net income shortfall	616
Recreation income	715
Net Staffing	982
Loss of HPDG	<u>900</u>
	4,380
Offset by:	
Contingency release requests	(1,016)
'Pot Hole' additional grant	(774)
LEGI underspend (Legacy programme)	(842)
Net other variations	(769)
Total	978

Income

Despite 2010/11 income budgets being adjusted to take account of the general downward trend experienced in 2009/10, shortfalls are projected in a number of areas. Planning fee income was in line with the budget up to Period 3 but there has been a shortfall at Period 4 and Period 5. The actual shortfall at Period 5 is £445k with the year end projected shortfall increased to £665k. The service has recently experienced an increase in minor and major planning applications and based on this the projection assumes that the current deterioration in income will not get significantly worse. The actual shortfall on building fees has reduced slightly at Period 5 and this is reflected in the reduced projected shortfall of £502k for the year. There is provision in central contingency of £400k for shortfalls in planning and building fee income.

Workloads are still an issue for Architectural Design Services and this problem is exacerbated by the recent reductions to various capital grants and the review of the current capital programme. There is a projected shortfall in income of £616k after allowing for reduced staffing costs and other savings. The service is actively working on a budget action plan to deal with this situation; this will include managing staffing downwards to an appropriate level. A further recent request for staff to submit expressions of interest through the Early Leavers Initiative in this service has now resulted in a number of business cases being approved. There has also recently been approval as to the future makeup of the service but until this is fully implemented Architectural Design Services will continue to not achieve budget targets.

Whilst it is still early in the financial year, it is apparent that a number of income targets across Recreation Services are unlikely to be met. Some of the shortfall in income will be offset by reduced expenditure.

The recent announcement of cuts to various grants included the abolition of the Housing and Planning Delivery Grant. The directorate had budgeted to receive £900k in 2010/11. The loss of this grant has increased significantly the forecast overspend for Planning and Sustainable Development services. The government grant for the Free Swimming scheme has also been withdrawn from 31.7.10. Although charges will be re-instated there will still be a net shortfall in income in 2010/11.

It is now apparent that income trends are generally not improving at the rate anticipated when the 2010/11 budget was set and this remains an area of risk for the rest of the financial year.

Staffing

The 2010/11 budget includes challenging saving targets for staffing. Over 70 Early Leaver Initiative cases were approved during 2009/10 and planned restructures are being progressed in a number of services. Most services are forecast to achieve these targets although in some areas such as Planning and Sustainable Development, Parks and Countryside and Sport and Active Recreation the targets will need to be reviewed and an overspend on staffing is likely.

Restructures are currently in progress in Parks and Countryside, Building Control and Sport and Active Recreation.

Measures to actively manage staffing will continue to be pursued, and all requests for post releases are presented to the City Development Directorate management team, and then approved individually by the Chief Officer Resources and Strategy, and mostly on a temporary basis, and then only front line posts, where they are required to keep the service open, generate income, or health and safety. The Early Leaver Initiative has been advertised again in areas continuing to experience reduced workloads such as Building Control and Architectural Design Services.

Operational Budgets

Some operational budget overspends are due to delays in the implementation of actions assumed in the 2010/11 such as a delay in the planned closure of South Leeds Sport Centre estimated at an additional cost of £130k. There will be an overspend of £40k on the Business Support Scheme managed by Economic Development due to additional commitments against the scheme.

Within the Local Enterprise Growth Initiative programme some schemes have been delayed and it is proposed to utilise the unspent revenue balance of £842k to offset in year directorate pressures although the approval of the Legacy programme means that this underspend will be required in 2011/12 and 2012/13.

The projection now includes a number of savings proposals including a reduction in the library book fund of £300k.

The Period 5 projection also incorporates other proposed actions including savings on highway maintenance spend and a number of other savings in running costs across all services.

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Financial Management System (FMS Leeds)

Corporate Leadership Team (CLT) Report by Service

Reporting Period	August	2010					
Financial Year	2010/11						
Directorate	City Development						
Traffic Light	Service	Chief Officer	(Under) / Over Spend for the current period		Previous Month		
			Staffing	Other Expenditure	Income	Total (Under) Overspend	(Under)/Over Spend
			£000	£000	£000	£000	£000
G	Economic Development	Chief Economic Development Officer	(124)	(464)	(236)	(824)	(1,002)
R	Asset Management	Chief Officer Asset Management	133	(196)	642	579	532
G	Highways and Transportation	Chief Officer Highways and Transportation	(478)	(1,895)	188	(2,185)	(2,014)
G	Libraries, Arts and Heritage	Chief Libraries, Arts and Heritage Officer	(67)	(210)	135	(142)	(138)
R	Recreation	Chief Recreation Officer	803	(340)	716	1,179	1,150
G	Resources and Strategy	Chief Officer Resources and Strategy	1	(229)	115	(113)	(68)
R	Planning and Sustainable Development	Chief Planning and Sustainable Development Officer	714	102	1,668	2,484	2,264
R	Total		982	(3,232)	3,228	978	724

R Where the difference between the current budget and the projected year end spend figures is greater than 10% (and above £250) or £50000

A Where the difference between the current budget and the projected year end spend figures is greater than 5% (and above £100) or £25000

G Where the difference is below the threshold set for an amber traffic light so below 5% and £25000

City Development

Period 5 Report - Further breakdown and explanation

Traffic Service Light	Period 5 Projection	Explanation	Period 4 Projection
	Total (under) overspend £000s		Total (under) overspend £000s
G	(824)	underspend on LEG1 £842k, to be spent in 2011/12 and 2012/13 as part of the Legacy programme. £40k overspend on the Small traders business support scheme. £65k shortfall on Markets income offset by running cost savings across services.	(1,002)
R	580	The main budget pressure is a shortfall in income in Architectural Design Services	532
G	(2,185)	includes additional 'pot hole' grant £774k, net saving on highway maintenance £476k, savings on employees £478k and savings against the Street Lighting contract £84.1k	(2,014)
G	(142)		(138)
G	(278)	The main saving is the reduction in spend on the book fund £300k	(239)
R	172	The major budget pressure is a shortfall on income, including room hire and other charges	134
G	(8)	no significant variations	(2)
G	(28)	The main saving is on employee costs	(31)
R	1,178		1,150
R	693	The variation includes an overspend on staffing £336k, a shortfall on income of £183k and a small overspend on running costs.	666
R	485	The variation includes an overspend on staffing £466k pending completion of the restructure and other actions, a shortfall in income from cemeteries and crematoria £149k and from other services £383k. These are offset by some running cost savings such as energy costs and materials	484
G	(114)	savings on directorate running costs	(68)
R	2,485	loss of Housing, Planning Delivery Grant £900k, delay in achieving all staffing savings £714k, shortfall in planning and building fees £767k (net of contingency provision)	2,264
R	978		724

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 5th October 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: 5th October 2010		Reports required by 17th September 2010	
Request for Scrutiny	The Director of City Development to provide a briefing note on the Local Development Framework including the Core Strategy and proposals for reviewing and updating SHLAA	At the last meeting the Board deferred a request for scrutiny from Parish Cllr George Hall on SHLAA . In the interim period, the Director of City Development was requested to prepare a briefing note as to the position with regard to the Local Development Framework including the Core Strategy and proposals for reviewing and updating SHLAA to include the process for engagement with Key Stakeholders including local communities.	RP
Grants to Voluntary Organisations	To consider a report from the Acting Director of City Development on grants to voluntary organisations.	This report was requested in July 2010 and the Chief Officer Libraries, Arts and Heritage will attend the Board meeting. <u><i>This item was deferred at the Board meeting in September due to pressure of business.</i></u>	B
Open Source Planning	To receive a report from the Acting Director of City Development on open source planning.	This report is not available because the Chief Planning Officer is waiting for Government guidance to be issued on this matter. <u><i>The Chief Planning Officer hoped to report on this at this meeting but is still waiting the announcement from the Government which was due on 17th September 2010. He has now deferred this to the November meeting.</i></u>	B

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 20.09.2010)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Kirkgate Market	To consider and comment on a draft market strategy for Kirkgate Market	The Board considered undertaking an inquiry on this issue in July but were advised that Executive Board had asked to consider a report on this in October 2010 and this Board was invited to comment on the draft strategy in September 2010. The report was delayed and Executive Board were to consider this in November . <u><i>The Head of City Centre and Markets has advised that further surveying work is being undertaken and until this work is completed the report will be delayed further.</i></u> The Director of City Development and the Head of City Centre and Markets have been invited to attend the Board today to give a verbal update.	RP
Marketing Leeds Update	To receive an update on Marketing Leeds	Update report from Marketing Leeds and the role it plays in marketing Leeds 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.	This final inquiry report was approved in April 2010.	MSR
Strategic Plan and Business Plan Documents	All Scrutiny Boards to receive the Strategic and Business Plans priorities.	This is to review the proposals and priorities. <u><i>This has been deferred until further notice pending the outcome of the Government's spending review due to be announced on 20th October 2010</i></u>	RP

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 20.09.2010)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Variances against Departmental Budget	To receive a monthly report on variances against departmental budget for 2010/11.	The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.	PM
Initial Report on Cemetery Maintenance	To receive a report from the Acting Director of City Development	To consider a report on this matter to determine whether to undertake a formal inquiry	B/RP
Meeting date: 2nd November 2010		Reports required by 15th October 2010	
West Yorkshire Local Transport Plan 2011 - 2026	To consider with Metro and the City Development department the West Yorkshire Local Transport Plan for 2011 - 2026.	The plan will set a 15 year strategy supported by a 3 year implementation plans for transport investment and improvement across West Yorkshire's 5 districts. It will form part of the local delivery of the Leeds City Region Transport Strategy.	RP
Variances against Departmental Budget	To receive a monthly report on variances against departmental budget for 2010/11.	The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.	PM
Guidance Booklet on Section 106 and 278 Agreements	To receive a guidance booklet from the Director of City Development	The Director of City Development was requested in September 2010 to provide a simple guide on the process and procedures for S106 and 278 Agreements operate to include how members are consulted and how funds are made available from these funding streams	B

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 20.09.2010)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 7th December 2010		Reports required by 19th November 2010	
Quarterly Accountability Reports	To receive quarter 2 performance reports including questions to the Executive Board Member.	Regular quarterly performance reports.	PM
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
Variances against Departmental Budget	To receive a monthly report on variances against departmental budget for 2010/11.	The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.	PM
Welcome to Yorkshire	To hear a short presentation by Mr Gary Verity, Chief Executive of Welcome to Yorkshire on the work of his organisation And for Members to ask questions.	The Board in June 2010 agreed that the Chief Executive of Welcome to Yorkshire be invited to address the Board.	B
Meeting date: 11th January 2011		Reports required by 17th December 2010	
Vision, LSP and Business Plan priorities	Agree composite response to go to Executive Board.	This could be moved to the February Board meeting	RP

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 20.09.2010)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Variances against Departmental Budget	To receive a monthly report on variances against departmental budget for 2010/11.	The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.	PM
Meeting date: 8th February 2011		Reports required by 21st January 2011	
Variances against Departmental Budget	To receive a monthly report on variances against departmental budget for 2010/11.	The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.	PM
Meeting date: 8th March 2011		Reports required by 18th February 2011	
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
Variances against Departmental Budget	To receive a monthly report on variances against departmental budget for 2010/11.	The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.	PM

SCRUTINY BOARD (CITY DEVELOPMENT) – WORK PROGRAMME 2010/11 (LAST REVISED 20.09.2010)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 5th April 2011		Reports required by 18th March 2011	
Draft Preliminary Flood Risk Assessment (PFRA)	<p>To consider a draft of the PFRA which is being developed in collaboration with the Environment Agency and Yorkshire Water</p> <p>The timescales to develop this draft are short and it may be necessary to take this draft to an additional Scrutiny Board meeting in May 2011.</p>	<p>The Environment Agency national guidance states “that Overview and Scrutiny Committees should be encouraged to carry out a review of the PFRA to ensure it meets the required quality and consistency standards prior to submission to the Environment Agency by 22nd June 2011”.</p>	DP/RP
Annual Report	<p>To consider the Board’s contributions to the annual report.</p>	<p>Required under the Council’s Constitution.</p>	
Variances against Departmental Budget	<p>To receive a monthly report on variances against departmental budget for 2010/11.</p>	<p>The Board agreed in July 2010 to receive a monthly report on variances against the departmental budget for the main vote heads.</p>	PM

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

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

1. Transport Plan C in the event that funding for the trolley bus and other schemes for the city are scrapped
2. Report on Vision for Leeds /Bradford Airport – Public Transport including taxis / road/ rail links. Want to hear from Chief Executive of the Airport & Metro

Issues Identified by Previous Board but not Considered

- Leisure Centres and Vision for Sport /sport centre closures
- Suggested report updating members on work to improve signage in the station area and city centre and the Civic Trust proposals.
- Suggested report on review of libraries - new technology, opening hours, greater use of mobile libraries, building maintenance.
- 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.
- Review of the Environmental Policy and EMAS.

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EXECUTIVE BOARD

WEDNESDAY, 25TH AUGUST, 2010

PRESENT: Councillor K Wakefield in the Chair

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

Councillor J Dowson – Non-Voting Advisory Member

57 Substitute Member

Under the terms of Executive Procedure Rule 2.3, Councillor Mulherin was invited to attend the meeting on behalf of Councillor Ogilvie.

58 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 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 public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report referred to in Minute No. 62, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information contained therein relates to the commercial position of the City Council in respect of the proposed procurement. Therefore, the public interest in maintaining the confidentiality outweighs the public interest in disclosing such information.

Appendix 4 to the report referred to in Minute No. 62, which has been placed in the Members' Library for inspection, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information about the commercial position of the City Council. Therefore the public interest in maintaining confidentiality outweighs the public interest in disclosing such information.

- (b) Appendix 2 to the report referred to in Minute No. 71(b), under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial or business affairs of third parties and also contains information which is subject to ongoing negotiations. As such, the release of this information would be likely to prejudice the interest of all the parties concerned. Whilst there may be a public interest in disclosure, in all the circumstances of the case maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time.

- (c) Appendix 2 to the report referred to in Minute No. 74, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption in relation to this information outweighs the public interest in disclosure, by reason of the fact that it contains information and financial details which, if disclosed, would adversely affect the business of the Council and may also adversely affect the business affairs of the other parties concerned.

59 Late Items

There were no late items as such, however it was noted that supplementary information had been circulated to Board Members prior to the meeting which provided details of the equality impact assessment undertaken in respect of the proposals within the report on grant reductions (Minute No. 71(b) refers).

60 Declaration of Interests

Councillor Yeadon declared a personal interest in the item relating to grant reductions (Minute No. 71(b) refers), due to being a former employee of an organisation referred to in exempt appendix 2 of the submitted report and having close personal connections with employees of that organisation.

Councillor Murray declared a personal interest in the item relating to the lease of the St. Aidan's Trust Land to the RSPB (Minute No. 76 refers), as a Council representative on the St. Aidan's Trust Fund and Trust Land Advisory Committee. Councillor Murray also declared a personal interest in the item relating to grant reductions (Minute No. 71(b) refers), due to being a Director of an organisation referred to in exempt appendix 2 of the submitted report and a personal and prejudicial interest in this item as the Chief Executive of a separate organisation detailed within the same appendix.

Councillor Blake declared a personal interest in the item relating to grant reductions (Minute No. 71(b) refers), due to being vice chair of the trustees of an organisation referred to in exempt appendix 2 of the submitted report.

Councillor Wakefield declared a personal and prejudicial interest in the item relating to grant reductions (Minute No. 71(b) refers), due to being a member of and having close personal connections with an organisation referred to in exempt appendix 2 of the submitted report.

Councillor Golton declared a personal interest in the item relating to the Primary Capital Programme (Minute No. 66 refers), due to his position of governor of Oulton Primary School.

A further declaration of interest was made at a later point in the meeting. (Minute No. 66 refers).

61 Minutes

Having taken in to consideration comments made in respect of Minute No. 34, entitled, 'Neighbourhood Network Services', it was

RESOLVED – That the minutes of the meeting held on 21st July 2010 be approved as a correct record, subject to the addition of the following words at the end of resolution (c) to Minute No. 34 for the purposes of clarification: “failing which, a further report be brought back to this Board.”

62 Introduction of the New Chief Executive

On behalf of the Board, the Chair introduced Tom Riordan, as this marked the first ordinary meeting of Executive Board since he began his tenure as Chief Executive.

NEIGHBOURHOODS AND HOUSING

63 Round 6 PFI Outline Business Case: Lifetime Neighbourhoods for Leeds

Further to Minute No. 188, 12th February 2010, the Director of Environment and Neighbourhoods submitted a report proposing the submission of the Lifetime Neighbourhoods for Leeds Outline Business Case (OBC) to the Homes and Communities Agency under the national Round 6 PFI Housing programme. In addition, the report also sought approval of the proposed revisions to the project’s scope, sites and affordability position.

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, and appendix 4 to the report, which was also designated as exempt under Access to Information Procedure Rule 10.4(3) and made available for Board Members’ inspection via the Members’ Library, it was

RESOLVED –

- (a) That the submission of the Lifetime Neighbourhoods for Leeds Outline Business Case under the national Round 6 PFI Housing programme, as detailed at exempt Appendix 4 to the submitted report, which had been placed within the Members’ Library for Board Members’ inspection, be approved.
- (b) That the revised scope of the project, as set out in paragraph 4.3 of the submitted report, be approved.
- (c) That the inclusion of seven of the sites in the project, as approved by Executive Board on 12th February 2010 be confirmed as follows:

- (1) Brooklands Avenue, Central Seacroft, (part of) Killingbeck & Seacroft Ward
- (2) Primrose High School, Burmantofts, (part of) Burmantofts & Richmond Hill Ward
- (3) Beckhill Approach/Garth, Meanwood, Chapel Allerton Ward
- (4) Farrar Lane, Holt Park – sheltered housing, Adel & Wharfedale Ward
- (5) Haworth Court, Yeadon, Otley & Yeadon Ward
- (6) Mistress Lane, Armley, Armley Ward
- (7) Acre Mount, Middleton, Middleton Park Ward

Draft minutes to be approved at the meeting to be held on Wednesday, 13th October, 2010

- (d) That the inclusion of the four additional sites in the OBC, as set out below and as detailed in appendix 2 to the submitted report be approved subject to consultation:
- (1) Cranmer Gardens, Moor Allerton, Alwoodley Ward
 - (2) Rocheford Court, Hunslet, City & Hunslet Ward
 - (3) Parkway Close, South Parkway, Seacroft, Killingbeck & Seacroft Ward
 - (4) Wykebeck Mount, Osmondthorpe, Temple Newsam Ward
- (e) That the affordability position, as set out in the financial appraisal in exempt Appendix 1 to the submitted report, be approved.
- (f) That the service charge assumptions for the extra care accommodation, as included in paragraph 9.2 of the submitted report, be approved.
- (g) That the City Council's anticipated financial contribution to the project, as agreed by Executive Board on 12th February 2010, be noted.

64 Regional Housing Board Programme 2008-2011: Acquisition and Demolition Schemes Update

The Regional Housing Programme Board submitted a report outlining proposals to rescind approvals previously approved in respect of the Holbeck Phase 4 acquisition and demolition scheme for the purposes of transferring funding to other acquisition and demolition schemes as detailed within the submitted report, in order to enable the remaining demolitions to take place before March 2011.

RESOLVED -

- (a) That £580,000 be rescinded from the Holbeck Phase 4 acquisition and demolition scheme and that the revised cash flow position be agreed.
- (b) That scheme expenditure, as set out in appendix B to the submitted report be authorised in order to complete the demolitions and clearance of the 5 sites in the Beverleys, Holbeck Phases 1, 2 and 3 and Cross Green Phase 2.

CHILDREN'S SERVICES

65 Children's Services Improvement Update Report

The Interim Director of Children's Services submitted a report providing an update on the implementation of Leeds' Improvement Plan for Children's Services and the work of the Improvement Board, the transformation programme aimed at providing an integrated delivery model for children's services and the development of a new Children and Young People's Plan for the city.

On behalf of the Board, the Chair paid tribute to and thanked the Interim Director of Children's Services, Eleanor Brazil, as this was potentially the final Board meeting in which she would be in attendance.

Following the high levels of attainment achieved in the recent GCSE and Alevel results, in addition to the positive fostering inspection report which had been received, the Board paid tribute to and thanked all of those involved.

RESOLVED -

- (a) That the progress made against the Improvement Plan for Children's Services in Leeds and the work of the Improvement Board undertaken to support this be noted.
- (b) That the intention to consult on, and then develop a new Children and Young People's Plan for Leeds, intended to be ready by spring 2011, be noted.
- (c) That the progress made to date on the transformation programme and the next steps designed to develop and propose a revised leadership structure and model for integrated service delivery and integrated business support functions, which will be brought back to Executive Board in autumn 2010, be noted and endorsed.

66 Primary Capital Programme: Works at Richmond Hill, Swillington, Saints Peter and Paul, Gildersome, Greenhill and Oulton Primary Schools

The Chief Executive of Education Leeds submitted a report on the proposed building of three new school buildings for Richmond Hill Primary School, Swillington Primary School and Saints Peter and Paul Catholic Primary School, Yeadon, and on the extension and refurbishment of buildings at Gildersome Primary School, Greenhill Primary School and Oulton Primary School.

RESOLVED –

- (a) That the design proposals in respect of the schemes to new build schools at Richmond Hill, Swillington and Saints Peter and Paul, and extension and refurbishment works at Gildersome, Greenhill and Oulton be approved.
- (b) That the injection of Governors' contribution to scheme number 15178/PET of £393,700 be approved.
- (c) That authority be given to incur expenditure of £33,125,500 from capital scheme numbers 15178/RIC, SWI, PET, GIL, GRE and OUL.

(Councillor Golton declared a personal interest in this item, having attended Richmond Hill Primary School)

67 Design and Cost Report and Final Business Case: Building Schools for the Future Phase 3: Corpus Christi Catholic College

The Chief Executive of Education Leeds submitted a report which sought approval of the Final Business Case in respect of the Corpus Christi Catholic College project for submission to the Partnerships for Schools organisation. The Final Business Case had been placed within the Members' Library for inspection.

RESOLVED – That the Final Business Case for the Corpus Christi Catholic College project be approved, and the submission of the Final Business Case to Partnerships for Schools be authorised.

LEISURE

68 Crematoria Mercury Abatement

The Acting Director of City Development submitted a report outlining proposals on how the Council intended to meet Government legislation targets in respect of mercury emissions abatement during the cremation process and providing details of how the Council proposed to renew its cremation facilities on a phased basis.

Members received assurances that cremations would be undertaken at a specified crematorium, that bodies would not be transferred between crematoria for the purposes of cremation and that such matters would be dealt with as sensitively as possible when accommodating service users' preferences.

RESOLVED –

- (a) That the legislative requirements relating to mercury abatement and the need to implement a solution by 2012 be noted.
- (b) That the preferred approach to replace cremators and abate mercury at Rawdon by December 2012, as detailed within the submitted report, be approved.
- (c) That the longer-term strategy to replace cremators at Cottingley in 2016 and to replace cremators and consider future abatement for mercury at Lawnswood in 2018 be agreed, subject to further detailed business cases and funding plans being brought forward.
- (d) That in order to ensure this strategy meets the target of 50% mercury abatement by the end of 2012, the Board notes that it will be necessary to increase the proportion of cremations at Rawdon until abatement is fitted at Lawnswood.
- (e) That the initiation of the design and development of the specification for Rawdon, which will be funded from Prudential Borrowing and a continuing surcharge on cremations, be approved.

- (f) That a fully funded injection of £2,900,000 into the Capital Programme be agreed in order to finance Mercury Abatement works, financed through the Council exercising its prudential borrowing powers using the fees generated by the environmental surcharge introduced for this purpose in 2008.
- (g) That a Design and Cost Report be submitted to Executive Board once a more detailed cost estimate for the Rawdon works has been developed, and that further information on the proposals relating to the future provision of the service be submitted to the Board for consideration at that time.

(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)

69 Design and Cost Report: The Development of Middleton Park through a Heritage Lottery Fund Parks for People Grant

Further to Minute No. 132, 9th December 2009, the Acting Director of City Development submitted a report detailing proposals to spend the £1,797,929 which had previously been injected into the capital programme, outlining the proposed capital development works and cost profile of the scheme, and regarding the processes for the acceptance of the £1,465,000 Heritage Lottery Fund grant and the delegation of relevant approvals.

RESOLVED -

- (a) That expenditure against the injection of £1,797,929 made into the 2010/11 Capital Programme by Executive Board in December 2009 be approved.
- (b) That the proposed capital development works and the cost profile of the scheme be noted.
- (c) That acceptance of the £1,465,000 grant be authorised and related approvals be delegated to the Chief Recreation Officer.

ADULT HEALTH AND SOCIAL CARE

70 Response to the Deputation to Council - The Access Committee for Leeds Regarding "Please Help us to Save Woodlands Respite Care Centre, York"

The Director of Adult Social Services submitted a report in response to the deputation to Council, entitled, 'Please help us to save Woodlands Respite Care Centre, York', from members of the Access Committee for Leeds on 14th July 2010.

It was suggested that further work was undertaken with other local authorities in a bid to identify an alternative service provider.

RESOLVED –

- (a) That the response to the deputation and the proposed actions of Adult Social Services officers, as outlined within the submitted report, be noted.
- (b) That should an alternative service provider not be found, a report be submitted to a future meeting of the Board providing an update on the work undertaken to support the affected service users.

RESOURCES AND CORPORATE FUNCTIONS

71 Financial Health Monitoring 2010/2011

(a) Financial Health Monitoring 2010/2011: First Quarter Report

The Director of Resources submitted a report providing an update on the financial health of the authority for 2010/2011 after three months of the financial year. The report provided details of the revenue budget, the housing revenue account and Council Tax collection rates. The report also identified a number of pressures, particularly in relation to income and demand led budgets and the actions being taken by directorates to address such pressures.

RESOLVED –

- (a) That the projected financial position of the authority after three months of the new financial year be noted, and that directorates be requested to continue to develop and implement action plans which are robust and which will deliver a balanced budget by the year end.
 - (b) That a virement of £500,000 from the training budget into the domiciliary care budget, as detailed within the submitted Adult Social Care report, be approved.
 - (c) That the reallocation of budgets within Adult Social Care to reflect revised management arrangements, as detailed within the submitted Adult Social Care report, be noted.
- (b) Reductions In Grants: Implications for Services
Further to Minute No. 16, 22nd June 2010, the Director of Resources submitted a report providing details of the implications for Leeds arising from the grant reductions to Local Authorities announced by Government as part of its accelerated deficit reduction plan and outlining proposals to deal with such reductions.

Supplementary information had been circulated to Board Members prior to the meeting which provided details of the equality impact assessment undertaken in respect of the proposals detailed within this report.

Officers undertook to provide the relevant Board Members with information in response to issues raised during the consideration of this item in respect of specific organisations detailed in exempt appendix 2.

The Chief Executive invited Members to submit any views they had in respect of how potential impacts could be effectively assessed as part of the overall budgetary process.

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

RESOLVED –

- (a) That the following virements in respect of the in year reductions in grants, as detailed at paragraph 2.1 of the submitted report be approved:
- a virement from the Strategic budget to services to reflect the reductions in Area Based Grant and the LPSA2 Reward grant which are held centrally;
 - a virement within City Development directorate to reflect the loss of Housing and Planning Delivery Grant and Free Swimming grant;
 - a virement within Children's Services in respect of Nursery Education Pathfinder Grant, Buddying, Playbuilder, Training and Development Agency, Contact Point, Harnessing technology and Local Delivery Support grants.
- (b) That the reductions in expenditure/additional income, as detailed in Appendix 1 to the submitted report, be approved.
- (c) That the proposed reductions in payments to external providers, as detailed at exempt appendix 2 to the submitted report be noted, with the relevant decisions being taken by officers under delegated powers in consultation with the appropriate Executive Members when negotiations have been concluded.

(Having declared a personal and prejudicial interest in relation to the matter considered at Minute No. 71(b), due to being a member of and having close personal connections with an organisation referred to in exempt appendix 2 of the submitted report, Councillor Wakefield vacated the Chair in favour of Councillor R Lewis and withdrew from the meeting room for the duration of this item)

(Having declared a personal and prejudicial interest in relation to the matter considered at Minute No. 71(b), as the Chief Executive of an organisation referred to in exempt appendix 2 of the submitted report, Councillor Murray withdrew from the meeting room for the duration of this item)

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton required it to be recorded that they had abstained

from voting on the matters referred to within Minute Nos. 71(a) and 71(b))

72 Capital Programme Update 2010-2014

The Director of Resources submitted a report providing an updated financial position on the 2010-2014 Capital Programme, detailing the implications of the recent reductions in capital grants announced by Government, reporting on a review of uncommitted schemes which had taken place and detailing a small number of capital projects for which specific approvals were sought.

RESOLVED –

- (a) That approval to spend of £3,051,000 on the vehicle replacement programme be confirmed.
- (b) That authority be given to spend £3,138,000 on the equipment replacement programme.
- (c) That the capital review process currently underway, which will be reported back to Executive Board at a later date, be noted.
- (d) That an injection of £300,000 to the capital programme, funded through unsupported borrowing be approved, and authority to spend be given in respect of the relocation of services from Blenheim and Elmete to Adams Court.
- (e) That the removal of the remaining funding of £1,300,000 for the City Card scheme be approved.
- (f) That an injection into the capital programme of £1,300,000 be approved in order to implement the first phase of the Home Insulation scheme, with all relevant details being presented to a future meeting of Executive Board for approval.
- (g) That approval be given to the use of the balance of Adult Social Care fire safety funding to address identified fire safety risks across all operational buildings within the Corporate Property Management portfolio.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton required it to be recorded that they had abstained from voting on this matter)

73 Shared Business Rates Service

The Director of Resources submitted a report on the proposed establishment of a shared service for the billing and collection of Business Rates for Leeds and Calderdale businesses which would be delivered by Leeds City Council. The report provided information on the work undertaken to date and detailed the timescales in which a shared service could be delivered.

RESOLVED –

- (a) That authority be delegated to the Director of Resources to enable him to make the necessary decisions and approvals to allow the scheme to proceed.
- (b) That the Board be provided with updates regarding the development of further partnership arrangements being established with other local authorities as and when appropriate.

74 Transforming Leeds: Phase 1 Changing the Workplace

The Director of Resources submitted a report which provided an update on the Changing the Workplace programme, particularly focussing upon proposals to rationalise and modernise the Council's city centre office portfolio, in order to support the delivery of further long term efficiencies. The report sought approval to move forward with negotiations and related work on a preferred accommodation option in the city centre and highlighted areas where the programme could deliver short term benefits within the context of the wider business transformation programme.

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

RESOLVED –

- (a) That the overarching business transformation context, as outlined within the submitted report, be noted.
- (b) That the recommendations for progressing phase 1 of the Changing the Workplace programme, as detailed at paragraph 7 of exempt appendix 2 to the submitted report, be approved.

75 Regulation of Investigatory Powers Act 2000 - Adoption of a New Council Policy

The Chief Officer (Legal, Licensing and Registration Services) and the Director of Environment and Neighbourhoods submitted a joint report outlining the Council's proposed policy on covert surveillance conducted under the Regulation of Investigatory Powers Act (RIPA) 2000.

RESOLVED – That the proposed policy in respect of the Regulation of Investigatory Powers Act 2000, as set out in Appendix 1 to the submitted report, be approved.

DEVELOPMENT AND REGENERATION

76 Lease of the St. Aidan's Trust Land to the Royal Society for the protection of Birds

Further to Minute No. 38, 6th July 2005, the Acting Director of City Development submitted a report regarding the proposed completion of a lease to the Royal Society for the Protection of Birds (RSPB) in respect of former opencast coal and coal mining land between Methley and Swillington.

Officers undertook to provide the relevant Board Members with briefings on matters which were raised during the consideration of this item, specifically in relation to visitor numbers and access issues.

The Board gave particular thanks to Max Rathmell for his efforts throughout the development of this long running project.

RESOLVED –

- (a) That the completion of the lease to the RSPB, based on the Heads of Terms outlined within Appendix 1 to the submitted report, be agreed as soon as practically possible after the transfer of the Trust Land to the St. Aidan's Trust, and that this matter be delegated to the Acting Director of City Development on completion of any outstanding documentation.
- (b) That officers continue to explore the opportunities for the wider involvement of the RSPB in the development of the Lower Aire Valley as a major recreational and wildlife resource.

DATE OF PUBLICATION: 27th August 2010
LAST DATE FOR CALL IN: 6th September 2010 (5.00 p.m.)

(Scrutiny Support will notify Directors of any items called in by 12.00noon on 7th September 2010)

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

Extract relating to Scrutiny Board (City Development)

For the period 1 October 2010 to 31 January 2011

Appendix 3

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)
Beeston Hill and West Hunslet Regeneration Plan To approve the adoption of the regeneration plan as informal planning guidance	Chief Planning Officer	1/10/10	Extensive consultation already taken place	Report	Chief Planning Officer ian.mackay@leeds.gov.uk
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	1/10/10	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)
Architectural Design Service To determine the future provision of in-house architectural design services to the Council	Director of City Development	11/10/10	ADS Staff, Trade Unions, Executive Member for Development and Regeneration, LMT, LCC Client functions	Delegated Decision Report	Director of City Development christine.addison@leeds.gov.uk
West Leeds Gateway Supplementary Planning Document (SPD) Approval and formal adoption of the SPD by Executive Board on 13 th October 2010	Director of City Development (Portfolio: Development and Regeneration)	13/10/10	Detail of consultation on the SPD is presented in the covering report	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development paul.gough@leeds.gov.uk
South Leeds Sports Centre To consider a Community Asset Transfer	Executive Board (Portfolio: Leisure)	13/10/10	n/a	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</p> <p>To consult on proposals to make Leeds Libraries and Information Service more relevant to peoples' needs in response to their changing use.</p>	Executive Board (Portfolio: Leisure)	13/10/10	To commence after Executive Board call in period for 6 weeks to be followed by further report to future Executive Board meeting.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development catherine.blanshard@leeds.gov.uk
Woodhouse Lane Multi Storey Car Park Authority to spend	Executive Board (Portfolio: Development and Regeneration)	13/10/10	n/a	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development david.evans@leeds.gov.uk
<p>Former Royal Park School</p> <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)	3/11/10	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

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>Leeds Kirkgate Market - Capital Requirements To note the work required and the options detailed in the report following the building condition surveys undertaken at Kirkgate Market.</p> <p>To support the Markets service's preferred option of addressing the imminent and essential work identified to ensure the indoor market complies with legislation.</p> <p>To support the Market service's recommendation that a holistic view needs to be taken, consistent with the final overall strategy for the future of the Market, when deciding whether the other work identified as desirable and long term will be undertaken in the future.</p>	Executive Board (portfolio: Development and Regeneration)	3/11/10	n/a	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development chris.ashby@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)
Leeds Arena - Design and Cost Report Authorise design freeze at RIBA Stage D and subject to the tender sum being within the project budget, authority to spend and to let the contract for the arena building works	Executive Board (Portfolio: Development and Regeneration)	3/11/10	The Leader, Executive Member for Development and Regeneration, Opposition Leaders, Ward Members, Arena Project Board, Civic Trust, Site Neighbour and public	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development martin.farrington@leeds.gov.uk
Eastgate Redevelopment Project Alteration to existing legal documentation relating to the CPO and Development Agreement. Project update to be noted.	Executive Board (Portfolio: Development and Regeneration)	3/11/10	Exec Member, Legal Services, Corporate Finance	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development rowena.hall@leeds.gov.uk
Asset Management Plan and Capital Strategy Approval of the Capital Strategy and Asset Management Plan	Executive Board (Portfolio: Development and Regeneration)	5/1/11		The report to be issued to the decision maker with the agenda for the meeting	Director of City Development john.ramsden@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)
Community Asset Strategy Approval requested	Executive Board (Portfolio: Development and Reperation)	5/1/11	Asset Management Board 24 th July	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development john.ramsden@leeds.gov.uk
Sustainable Buildings Strategy Approval requested	Executive Board (Portfolio: Development and Regeneration)	5/1/11	September Strategic Investment Board	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development john.ramsden@leeds.gov.uk

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