

## **SCRUTINY BOARD (CENTRAL AND CORPORATE)**

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**Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 4th April, 2011 at 11.00 am**

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### **MEMBERSHIP**

#### **Councillors**

P Grahame (Chair)	-	Cross Gates and Whinmoor;
S Bentley	-	Weetwood;
D Blackburn	-	Farnley and Wortley;
B Chastney	-	Weetwood;
M Hamilton	-	Headingley;
A Lowe	-	Armley;
N Taggart	-	Bramley and Stanningley;
J Hardy	-	Farnley and Wortley;
K Groves	-	Middleton Park;
J L Carter	-	Adel and Wharfedale;
R Wood	-	Calverley and Farsley;
A Gabriel	-	Beeston and Holbeck;

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

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**Agenda compiled by:  
Andy Booth  
Governance Services  
Civic Hall  
LEEDS LS1 1UR  
Tel: 24 74325**

**Head of Scrutiny and Member  
Development:  
Peter Marrington  
Tel: 39 51151**

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2 To consider whether or not to accept the officers recommendation in respect of the above information.</li> <li>3 If so, to formally pass the following resolution:-</li> </ol> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></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><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 7 MARCH 2011</b></p> <p>To confirm as a correct record the minutes of the meeting held on 7 March 2010</p>	1 - 6
7			<p><b>SCRUTINY BOARD WORKING GROUP UPDATE</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development</p>	7 - 12
8			<p><b>ANNUAL REPORT 2010/11</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development</p>	13 - 18
9			<p><b>WORK PROGRAMME AND DISCUSSION WITH COUNCILLOR WAKEFIELD, LEADER OF THE COUNCIL</b></p> <p>To receive and consider a report from the Head of Scrutiny and Member Development outlining the Scrutiny Board's work programme for the remainder of the current municipal year.</p>	19 - 44

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## SCRUTINY BOARD (CENTRAL AND CORPORATE)

**MONDAY, 7TH MARCH, 2011**

**PRESENT:** Councillor P Grahame in the Chair

Councillors S Bentley, D Blackburn,  
B Chastney, M Hamilton, A Lowe,  
N Taggart, J Hardy, K Groves, J L Carter,  
R Wood and A Gabriel

### **75 Declarations of Interest**

There were no declarations of interest.

### **76 Minutes - 24 January and 7 February 2011**

**RESOLVED** – That the minutes of the meeting held on 24 January and 7 February 2011, be confirmed as correct records.

### **77 Scrutiny of the Budget and Performance Reports**

The report of the Head of Scrutiny and Member Development introduced the following papers:

- Financial Health Monitoring 2010/11 – Third Quarter Report. This set out the Council's financial health position for 2010/11 after nine months of the financial year and covered revenue expenditure and income projected to the year end. It also highlighted the position regarding other key financial indicators, including Council Tax collection and the payment of creditors.
- Council Business Plan Performance Report Quarter 3 2010/11. This presented performance information summarising progress against the Council Business Plan improvement priorities for the third quarter of 2010/11 which was the final year of delivery for the plan. A performance indicator report was included and of the indicators which could be reported, 43% were currently predicted to hit target, 30% were amber and 13% were red.

The Chair welcomed the following to the meeting for this item:

- Nicole Jackson, Assistant Chief Executive (Corporate Governance)
- Doug Meeson, Chief Officer (Financial Management)
- Alex Watson, HR Manager
- Dave Almond, Head of HR
- James Rogers, Assistant Chief Executive, (Planning, Policy and Improvement)
- Julie Meakin, Chief Commercial Services Officer

With regards to the 3<sup>rd</sup> quarter Financial Health Monitoring report, the Board was informed that at this stage of the year, the figures available provided a more accurate position of the Council's financial health and were also to help the formulation of the following year's budget. Members were informed of an improvement in the financial position since the last Financial Health report and the various factors that has led to this. These included savings made across directorates, the benefit of low interest rates on short term borrowings, projected savings made through the Early Leavers Initiative and changes to accounting arrangements that allowed the use of capital receipts connected with meeting credit liabilities on PFI schemes. It was noted that this accounting treatment did have implications for the funding of the capital programme, in that these capital would not be available.

It was now projected that there would be a £5.2 million underspend with reserves of £19 million for the following year.

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

- The use of agency staff and the possibility of having an 'in house' agency – it was reported that the Council was looking at reducing the use of agency staff and currently had a full time equivalent of 280 agency staff in employment. Many of these were still required due to a variety of issues and there is a question of whether any of these should be directly employed. There was also the position of staff awaiting redeployment to be considered before it could be decided whether there was a need to internalise temporary staff arrangements or create a bank of temporary staff.
- The following years budget had been projected on the latest figures that had shown savings since the six monthly financial health report.
- PFI – in response to a question of how long the Council would be able to use capital receipts linked to PFI credit liabilities , it was reported that the programme was due to run until 2034.
- Procurement savings – the Council had targeted an overall saving of £20 million through procurement, £5 million of which had already been achieved. Efforts to achieve this include improved monitoring of contracts, re-negotiation of existing contracts (aiming for a 10% reduction), joint procurement at a regional level or with other public bodies and reduced expenditure following changes to methods of ordering and spending.
- Future planning and budget challenges – Children's and Adult Services had continual pressures and challenging targets but it was felt that plans were in place or where being developed.
- Payment of bills – the council had a target of 92% payment of undisputed bills within 30 days.

The item was deferred to later in the meeting.

(Councillors M Hamilton and N Taggart joined the meeting at 10.05 a.m. and 10.40 a.m. respectively during the discussion of this item.

## 78 New Strategic Plans 2011-15

The report of the Chief Executive presented proposals for the new set of strategic planning documents for advice and consideration before they went to Executive Board and Council for approval. They included the proposals for the long term partnership strategy for the City, the Vision for Leeds 2011 to 2030 and the first set of delivery plans for the first 4 years. These proposals had been developed in light of the current financial situation which meant that priorities had to be more focussed than in previous plans. The proposals also took into account, the results of two recent public consultations on the Vision for Leeds and the Spending Challenge.

The Chair welcomed the following to the meeting for this item:

- Tom Riordan, Chief Executive
- James Rogers, Assistant Chief Executive (Planning, Policy and Improvement)
- Martin Dean, Head of Leeds Initiative and International Partnerships

Members attention was brought to the appendices in the report that outlined the new City Planning Framework and the City Priority Plans 2011-15. There was an ambition to get Leeds recognised as the best City in the United Kingdom and the new values of the organisation as highlighted in the Council Business Plan were highlighted.

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

- Staff appraisals – Members welcomed the approach to ensure that all staff had appraisals and it was reported that it was a target for all staff to have had an appraisal before the end of March 2011.
- Scrutiny of external partners – external partners had a duty to co-operate and the need to get the right relationship with partners to respond to each others concerns was stressed.
- The role of partners and turning plans into action – it was recognised that the plans would be meaningless without actions and work had to take place with all partners across the public and private sectors to achieve targets. The Board was informed of the various partners the Council was involved with and work with developers to ensure employment opportunities and apprenticeships for local people was cited as an example of how working with partners could contribute to the success of the city.
- Work with health partners and how this affected services across the Council.
- The role of Marketing Leeds – it was reported that Marketing Leeds submitted an annual report to Executive Board and had also submitted reports to Scrutiny Board (City Development)

- Transport – it was recognised that there could be improvement and that more control and influence over public transport services would be beneficial
- Population/Housing pressures – this was regarded as a major challenge and would require in depth work with planners and developers.
- Culture – it was felt that there was a lack of things to see and do in Leeds compared to other similar sized cities. It was reported that Leeds did not always promote many of its cultural achievements as well as it could such as the College of Art which had the best results in the country.
- Other issues discussed included communications, skills, foster care, use of retail space and the use of social media.

**RESOLVED** – That the report and discussion be noted.

## **79 Scrutiny of the Budget and Performance reports continued**

Members considered the performance information detailed in the report and were informed of the progress with those indicators that were currently classified amber and red.

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

- There had been a reduction in the proportion of disabled staff employed by the Council due to higher numbers of disabled staff leaving under the Early Leavers Initiative.
- There had been a high increase in the number of e-mails received by Benefits and Streetscene Services which had meant re-prioritisation of work. These areas were now back on track to meet targets.
- Recording of statistics for the call centre, criteria used to classify missed or abandoned calls and the possibility of introducing voice recognition software.

**RESOLVED** – That the report and discussion be noted.

## **80 Work Programme**

The report of the Head of Scrutiny and Member Development outlined the Board's Work Programme and also included recent Executive Board Minutes and a copy of the Council's Forward Plan of Key Decisions.

The Board was made aware of a request on behalf of the Corporate Governance & Audit Committee regarding the spend on Legal Services. Depending on resources and time available, this would be programmed into the April meeting.

**RESOLVED** –



- (1) That the report be noted and work programme be updated accordingly.
- (2) That the Forward Plan and Executive Board minutes be noted.

**81 Date and Time of Next Meeting**

Monday, 4 April 2011 at 10.00 a.m. Pre-meeting for all Board Members at 9.30 a.m.

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Central & Corporate Functions)

Date: 4<sup>th</sup> April 2011

Subject: Scrutiny Board Working Group - Update

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

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## 1.0 INTRODUCTION

- 1.1 Members will recall that a working group has been established to look at the work currently being developed on;

***“the end to end improvement work which is looking at reporting of missed bins – not only how the contact centre operates but also how streetscene deal with the report of a missed bin and how we manage the information flow from report of a missed bin by a customer, to information provided to the service, to action where necessary, to feedback to the customer”***

- 1.2 The working group, comprising of Cllr P Grahame, Cllr Hardy, Cllr Chastney, Cllr Wood and Cllr R Grahame (representing Scrutiny Board Environment and Neighbourhoods), met on 4<sup>th</sup> March 2011.
- 1.3 Members of the working group had initial discussions with officers from the Contact Centre, the Business Transformation Team and StreetScene. The discussion centered on the attached briefing paper.
- 1.4 Acknowledging that this would be a long term project which would dovetail with the StreetScene Change Programme, the Working Group agreed that it would keep a watching brief on the progress of the project and be consulted at key times of the project.

## 2.0 RECOMMENDATIONS

- 2.1 Members are asked to note this update from the working group.

Background Papers – non used

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## CCF Scrutiny Board Contact Centre Working Group Briefing Paper

### EXECUTIVE SUMMARY

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The **Customer Access Programme** is part of the wider Business Transformation agenda and it will deliver a portfolio of projects and workstreams aimed at transforming the way in which the council delivers services and interfaces with customers, to ensure they receive excellent services which are efficient and effective and meet their needs.

The aim of the programme is to make a saving on frontline activity, through designing better processes and, enhance customer experience and exceed customer expectations by meeting most needs at the first point of contact. Although the programme is predominantly customer focused, it intends to deliver financial savings on the basis that customer-led transformation will generate considerable efficiencies.

The programme will introduce new methods of working, make the best use of people, maximise the use of technology and re-engineer business processes to provide greater use of more cost-effective customer access channels for enquiry handling and assessment. It will facilitate simple and convenient access to services, designed around the needs of customers and, provide the infrastructure to enable greater personalisation and choice around the services they consume. Duplication and administration will be reduced through the empowerment of officers to respond to customer needs at the first point of contact and increased sharing of information, including a single customer record.

### BACKGROUND

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During 2009/2010, Leeds City Council was one of thirteen local authorities who agreed to participate in the Local Partnerships' Delivering Efficient Capability and Transformational Solutions (DECATS) Programme. This programme was developed on behalf of the Local Government Association to help local authorities deliver a step change in efficiency and, the primary aim, was to enable participating local authorities to develop an individual case for change using a proven sector based diagnostic methodology.

The DECATS programme utilised a diagnostic toolkit which examined the council's organisational structure and processes across the traditional boundaries of service areas and, in doing so, provided a cross-cutting analysis of the council's efficiency and effectiveness across the customer journey of initial customer contact, assess and decide, and service delivery. It also assessed the suitability and success of both support processes in front-line operations, and in strategic and support services. The result was the identification of over 500 improvement opportunities which were filtered and brought together under common themes.

These improvement opportunities were then prioritised by Corporate Leadership Team, with a focus on those expected to deliver greatest efficiency savings and improvements.

A total of seven cross-cutting themes were identified, each of which is underpinned by a high level, outline business case (OBC). This OBC was approved by Cabinet in September, 2010, and the improvement opportunities included in the wider Business Transformation portfolio.

One of the seven cross-cutting themes established by the DECATS programme, related to customer access and assessment so, the improvement opportunities identified were brought together to create an integrated **Customer Access Programme**, as part of the wider Business Transformation agenda. This programme has been designed to provide a joined up approach to delivering projects which will improve the quality, efficiency and effectiveness of service delivery and increase customer satisfaction.

Over the past few months work has been ongoing to develop a Customer Strategy 2011-2015, around improving customer access across the council. This work has involved the drafting of a document which has been discussed at Customer Strategy Board and is now in the final stages of development. This strategy establishes the vision, ethos and values which will form the foundation blocks of the council's customer relations operating model. It also includes a channel approach, a set of corporate customer service key performance standards and a set of fundamental principles, upon which, customer access and customer-focused change will be built.

Now that this work is almost complete, the focus has switched to scoping Phase 1 of the programme and producing a viable Business Case.

## OBJECTIVES

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The primary objectives of the Customer Access Programme as a whole are:

- ✦ to transform the way in which the council delivers services and interfaces with customers, to ensure that customers receive excellent services which are efficient and effective and meet their needs;
- ✦ to re-engineer processes around the needs of customers to improve the quality of service delivery and standardise ways of working in the front and back office;
- ✦ to encourage a shift to lower cost access channels and the migration of service contact management to the corporate infrastructure (Internet, Corporate Contact Centre, One Stop Centres);
- ✦ to develop all contact channels to enable greater resolution of service requests at first point of contact and maximise the ability to provide front-line services.

After further analysis of the customer access improvement opportunities, established as part of the DECATS programme, a number of service areas have been identified, where end to end transformation could reap considerable financial and customer service benefits, if the way the service is delivered was re-designed. In addition, research has identified several service request processes where re-engineering from the front end right through to the back office, supported by relevant technology changes, could deliver significant efficiency benefits as well as providing a more responsible and informed service to the public.

One of those service areas is the Health and Environmental Action Services (HEAS) and two of the processes are missed bins and bulky household waste removals, within the Environment and Neighbourhoods Directorate. In the first instance, it has been proposed that the Business Transformation team work with the services in these three areas, as part of Phase 1 of the Customer Access Programme. Preliminary discussions between senior officers have taken place and work has started on the detailed scoping of Phase 1 and the production of a viable Business Case.

Although the detailed scope has yet to be agreed and the Business Case approved, the prospective objectives of Phase 1 are:

- ✦ end to end transformation of Environment and Neighbourhoods, Health and Environmental Action Service (HEAS), where the potential improvement opportunities and both the financial and customer service benefits are the greatest, if the way the service is delivered and the enquiries handled, were to be transformed. This service transformation will involve business process re-engineering, improving enquiry handling by Customer Services, the implementation of new technology and the introduction of self service. This project will be a proof of concept, to trial the service re-design methodology, develop a template for a standardised customer relations operating model and provide a success story for the programme;
- ✦ re-engineering of the 'bulky household waste' service request process and the 'missed bins' customer contact transaction, from the front end right through to the back office. These are two of the highest volume and costliest contacts received by the council and, are currently inefficient, overly bureaucratic and complicated. This project will improve the availability of self service for customers, managers and staff and encourage channel shifting, through enhanced transactional functionality of the Leeds City Council website, making it more customer friendly, effective, improve service delivery and realise significant financial savings.

## GOVERNANCE

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A Customer Access Delivery Board has been formed to provide governance, sponsor the Business Case, ensure the programme and projects are being effectively managed and are delivering the required outcomes and benefits. The Board will monitor progress and prioritise the work of both the Customer Access Programme and the ICT Services, Electronic Service Delivery (ESD) Programme.

The board is chaired by the Assistant Chief Executive (Planning, Policy and Improvement), currently consists of the Chief ICT Officer, the Chief Business Transformation Officer, the Chief Customer Services Officer and, would also include Chief Officers from Environmental Services and Waste Management, if the programme Business Case is approved.

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Central & Corporate Functions)

Date: 4th April 2011

Subject: Annual Report 2010/2011

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**Electoral Wards Affected: All**

**Specific Implications For:**

Equality and Diversity

☐

Community Cohesion

☐

Narrowing the Gap

☐

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### 1.0 Purpose of the report

- 1.1 The purpose of this report is to present the draft of the Board's contribution to the Scrutiny Boards Annual Report.

### 2.0 Introduction

- 2.1 Members will be aware that the operating protocols for Scrutiny Boards require the publication of an Annual Report to Council.
- 2.2 This is the Board's opportunity to contribute to that Annual Report.

### 3.0 Draft Annual Report

- 3.1 Attached is a draft of this Board's proposed submission which includes an introduction from the Chair and details of the work undertaken by the Board in this municipal year.

### 4.0 Recommendation

- 4.1 Members are asked to approve the Board's contribution to the composite Annual Report for 2010/11.

#### Background papers

None used

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# Scrutiny Board (Central & Corporate Functions)



Councillor Pauleen Grahame  
Chair of Scrutiny Board  
(Central & Corporate  
Functions)

## **Membership of the Board:**

Councillor Pauleen Grahame (Chair)  
Councillor Sue Bentley  
Councillor David Blackburn  
Councillor Ben Chastney  
Councillor Martin Hamilton  
Councillor Alison Lowe  
Councillor Neil Taggart  
Councillor John Hardy  
Councillor Kim Groves  
Councillor Les Carter  
Councillor Rod Wood  
Councillor Angela Gabriel

## ***The Chair's summary***

### **Cllr Pauleen Grahame, Chair of Scrutiny Board (Central & Corporate Functions)**

I would like to take this opportunity in introducing the annual report of the Scrutiny Board (Central and Corporate Functions), to thank all Members of the Board for their support throughout the year. Particular thanks go to our newly elected Members who have hit the ground running.

The Board has worked closely with the Leader this year looking at the financial challenges facing the authority. I was also pleased that we met with Tom Riordan soon after his appointment. I would hope that this trend continues next year.

As part of our performance monitoring remit we have received update reports on a number of issues. We are particularly pleased to see that the Chief Executive shares our ambitions for 100% appraisals.

We have made a number of positive contributions on issues of corporate interest, for example on void properties and the contact centre. We have also established Value for Money training for Scrutiny. We see this as an essential tool to help ensure that our Inquiries add value.

I look forward to seeing the role of scrutiny continue to develop and contribute to delivering a better service to the citizens of Leeds.

A handwritten signature in black ink, appearing to read 'Pauleen Grahame', written over a light blue dotted grid background.

## **Work of the Board**

### **Budget and Information Management Monitoring**

On a quarterly basis the Leader of Council attended the Board to detail the Council's overall performance. This also provided Members with opportunity to quiz the Executive Board Member on other areas falling within his portfolio.

The Board has also welcomed the Chief Executive on two occasions.

### **Procurement and Scrutiny**

The Board continues to play an active role in helping procurement meet its financial targets.

The Board has continued to track recommendations made in previous inquiries.

### **Scrutiny and Value for Money Member Training**

The Board initiated and trailed member training on the subject of how to undertake Value for Money Scrutiny reviews. It is the view of the Board that Scrutiny must add value and VFM methodology helps Members do that.

### **Contact Centre – Visit and Inquiry.**

The Board recognises the pressures the Contact Centre has been under and whilst not unsympathetic to some of the criticism levelled at it, is hugely supportive of the staff who work there and the excellent service it provides. The Board has begun a piece of work monitoring the Customer Access Programme project. This objective of the project is to transform the way in which the council delivers services and interfaces with customers.

### **Budget Strategy 2010/11.**

The Board has spent considerable time looking at the financial challenges facing the authority.

Along with other Boards we discussed the Executive's Initial Budget Proposals. The Board made two observations. First, Members are of the view that the process of internal recharges should be reviewed as to whether this is the most efficient accounting mechanism for the council to use. Secondly, Members reiterated the importance of scrutiny using VFM methodology when conducting reviews.

### **Void Property Process**

The Board, at the request of North West (Inner) Area Committee, scrutinised how we manage the process of void properties and their disposal and the respective roles of Corporate Property Maintenance and Property Services. We have recommended that the two services come under one Directorate.

## **Outcome of recommendations made in 2009/10**

The Board regularly tracks the progress of recommendations made in previous inquiry reports. This municipal year the Board tracked a total of 23 recommendations made in relation to procurement. A number of these recommendations dated back to 2006 when the Board undertook an Inquiry into 'when contracts go wrong'. Others related to the Boards May 2010 report on the use of Consultants.

The Board was pleased to note that these recommendations had now been implemented and therefore no longer required tracking.

### **The Board's full work programme 2010/11**

#### **Review of existing policy**

- **Void Property Process**

#### **Development of new policy**

- **Vision for Leeds 2011 – 2030**
- **One Council Communications Project**
- **ICT**
- **Customer Access Programme**

#### **Monitoring scrutiny recommendations**

- **Various Procurement issues**

#### **Performance management**

- **Financial Performance Outturn 2009/10**
- **Questions to the Leader of Council – Financial Health Monitoring and Performance Information.**
- **Questions to the Chief Executive – New Strategic Plan 2011 -15**

#### **Briefings and Visits**

- **Contact Centre (Visit)**
- **DECATS**
- **Shared Services in West Yorkshire**
- **Approach to new Equality and Diversity Scheme 2011 – 14**
- **Impact of Housing Benefit Changes in Leeds**

#### **Call Ins**

- **Web and Internet Replacement**

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Central & Corporate Functions)

Date: 4<sup>th</sup> April 2011

Subject: Scrutiny Board (Central & Corporate Functions) – Work Programme and discussion with Councillor Wakefield, Leader of Council

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

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## 1.0 INTRODUCTION

- 1.1 This is the last meeting for this municipal year therefore a work programme has not been attached. There are attached however, Executive Board minutes and the current Forward Plan.
- 1.2 The Chair has also invited Councillor Wakefield to attend today's meeting to discuss those key and strategic issues he feels Scrutiny's involvement may assist the Executive in the next municipal year.

## 2.0 RECOMMENDATIONS

- 2.1 Members are asked to;
- (i) Note the Executive Board minutes and current Forward Plan
  - (ii) Discuss with Councillor Wakefield potential areas for Scrutiny Involvement in the next municipal year.

### Background Papers

None used

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## **FORWARD PLAN OF KEY DECISIONS**

1 April 2011 – 31 July 2011

## **What is the Forward Plan?**

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 April 2011 – 31 July 2011. The Plan is updated monthly and is available to the public 14 days before the beginning of each month.

## **What is a Key Decision?**

A Key decision, as defined in the Council's Constitution is an executive decision which is likely to:

- result in the Authority incurring expenditure or making savings over £250,000 per annum, or
- have a significant effect on communities living or working in an area comprising 2 or more wards

## **What does the Forward Plan tell me?**

The Plan gives information about:

- what key decisions are coming forward in the next four months
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to

## **Who takes key decisions?**

Under the Authority's Constitution, key decisions are taken by the Executive Board or Officers acting under delegated powers.

## **Who can I contact?**

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members.

## **How do I make contact?**

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring Leeds City Council and staff there will be able to assist you:

**Leeds City Council - Telephone: 0113 2474357**

## **How do I get copies of agenda papers?**

The agenda papers for Executive Board meetings are available five working days before the meeting from:

Governance Services, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 2474350

Fax: 0113 3951599

Email: [cxd.councilandexec@leeds.gov.uk](mailto:cxd.councilandexec@leeds.gov.uk)

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

### **Where can I get copies of the Plan?**

Copies of the Plan are available free of charge upon request to Leeds City Council. The Plan is regularly updated and for legal reasons is formally published on a monthly basis on the following dates:

#### **2010 2011**

16 <sup>th</sup> July 2010	17 <sup>th</sup> December 2010
17 <sup>th</sup> August 2010	17 <sup>th</sup> January 2011
16 <sup>th</sup> September 2010	14 <sup>th</sup> February 2011
15 <sup>th</sup> October 2010	17 <sup>th</sup> March 2011
16 <sup>th</sup> November 2010	15 <sup>th</sup> April 2011

### **About this publication**

For enquiries about the Forward Plan of Key Decisions please:

E-mail: [cxd.councilandexec@leeds.gov.uk](mailto:cxd.councilandexec@leeds.gov.uk) or telephone: 0113 247 4357

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We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali):-

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 2243462 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助解釋這份資料者，請致電 0113 22 43462 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की ज़रूरत है, तो कृपया 0113 224 3462 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटर्प्रिटर (डुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 22 43462 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ। ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂਗੇ।

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 22 43462 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹرپرائٹر) سے رابطہ کریں گے۔

**LEEDS CITY COUNCIL**

**FORWARD PLAN OF KEY DECISIONS**

For the period 1 April 2011 to 31 July 2011

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Awarding of the Framework Agreement for vehicle bodywork repair services for a period of 3 years from the 1st April 2011 with the option to extend a further 12 months To award the Framework Agreement for vehicle bodywork services	Chief Commercial Services Officer	1/4/11	Fleet services, procurement unit, chief officer affected	Tender Returns	carl.snowden@leeds.gov.uk
Purchase of vehicles on behalf of NHS Leeds For the Chief Officer Financial Development to approve the injection of £260,850 into the Capital Programme and expenditure of same for purchase of vehicles on behalf of NHS Leeds	Chief Officer (Financial Development)	1/4/11	Members Brief	Members Brief. Legal Agreement between LCC and NHS Leeds	John Lennon, Chief Officer (Access & Inclusion) john.lennon@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Leeds City Council Banking contract Delegated Executive decision (key) subject to call in for the appointment of approved supplier(s) for the provision of the councils banking and payment card service requirements from April 2011.	Director of Resources	1/4/11	Banking Project Board and Council Finance Heads.	A recommendation report to Banking Project Board to appoint a preferred supplier arising from the tender evaluation.	Director of Resources andrew.cameron@leeds.gov.uk
Lotherton Hall and Estate infrastructure and service improvements To approve an injection to the capital programme and authority to spend on infrastructure improvements to Lotherton Hall and Estate fully funded through a prudential borrowing business case.	Director of Resources	1/5/11	Ward Members	Design and Cost Report	Director of Resources ed.mylan@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Trade Union Consultations (S188) To consider the outcomes and impact of the trade union consultations. At the moment it is not known what the savings/cost will be but it is assumed that this will be a key decision.	Director of Resources	1/5/11	90 day period – Outcomes from the consultations cannot be prejudiced, therefore, costings/savings cannot be projected, however, there it is expected that there could be a significant impact.	Collective agreements with the trade unions	Director of Resources lorraine.hallam@leeds.gov.uk
Financial Health Report - Outturn In noting the financial position at the year end for the Authority a decision will be required as to the treatment of any variation identified	Executive Board (Portfolio: Resources and Corporate Functions)	22/6/11	n/a	The report to be issued to the decision maker with the agenda for the meeting	Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk
Mercury Abatement - Rawdon Crematoria Authority to spend £1.65m on replacement Cremators with mercury filtration	Executive Board (Portfolio: Leisure)	22/6/11	Executive Lead Member, Funeral Directors	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development martin.gresswell@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)
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## **NOTES**

Key decisions are those executive decisions:

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

### **Executive Board Portfolios**

### **Executive Member**

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

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

## **LEEDS CITY COUNCIL**

### **BUDGET AND POLICY FRAMEWORK DECISIONS**

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

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

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

**NOTES:**

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

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

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## EXECUTIVE BOARD

WEDNESDAY, 9TH MARCH, 2011

**PRESENT:** Councillor K Wakefield in the Chair

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

Councillors J Dowson and R Finnigan – Non-Voting Advisory Members  
Councillor J Procter – Substitute Member

**176 Substitute Member**

Under the terms of Executive Procedure Rule 2.3, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

**177 Exempt Information - Possible Exclusion of the Press and Public**

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

- (a) Appendices A and B, together with Plans 1 to 3 to the report referred to in Minute No. 181, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the documents include exempt information relating to the financial or business affairs of a private developer and the Council and the public interest in maintaining the exemption outweighs the public interest in disclosing the information because if disclosed, it may prejudice the development of the project and may adversely affect the business of the Council and the interests of the private developer.
- (b) Appendix 2 to the report referred to in Minute No. 182, under the terms of Access to Information Procedure Rule 10.4(5) and on the grounds that it contains information relating to negotiations in connection with industrial relations and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. It is considered that in these circumstances that the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information.
- (c) The Appendix to the report referred to in Minute No. 184, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that this report contains commercially sensitive information on the City Council's approach to procurement issues, and commercially

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sensitive pricing and information about the commercial risk position of the City Council's proposed Preferred Bidder, where the benefit of keeping the information confidential is considered greater than that of allowing public access to the information.

**178 Declaration of Interests**

Councillors Wakefield, Blake, Gruen, R Lewis, Murray, Ogilvie, Yeadon, Dowson, Golton and Finnigan all declared personal interests in the item entitled, 'Attendance and Exclusions Report 2009/2010' due to any positions they held in respect of school governorships. (Minute No. 190 refers).

Councillor Murray declared a personal interest in the item entitled, 'Eastgate Quarter: Amendment to Legal Documentation and Commercial Deal', due to being a Director of igen, an organisation occupying buildings within the Eastgate Quarter which were within the area covered by the related Compulsory Purchase Order. (Minute No. 181 refers).

A further declaration of interest was made at a later point in the meeting. (Minute No. 188 refers).

**179 Minutes**

**RESOLVED** – That the minutes of the meeting held on 11<sup>th</sup> February 2011 be approved as a correct record.

**DEVELOPMENT AND REGENERATION**

**180 The Cardigan Centre**

Further to Minute No. 83, 13<sup>th</sup> October 2004, the Chief Asset Management Officer submitted a report outlining proposals to grant the current occupier of the Cardigan Centre a sublease for a term equivalent to the remainder of the Council's ground lease less one day at a peppercorn rent.

The report noted that Equality, Diversity, Cohesion and Integration screening had been undertaken in respect of the proposals detailed within the submitted report, and that the outcomes from which were available upon request.

**RESOLVED** - That, being satisfied that the disposal of the land is likely to promote or improve the economic, social and/or environmental wellbeing of the area or of local residents, approval be given to the granting of a sublease of the subject property on a less than best basis for the remainder of the term held by the Council, less one day, to The Cardigan Centre.

**181 Eastgate Quarter: Amendment to Legal Documentation and Commercial Deal**

The Acting Director of City Development submitted a report providing an update on the Eastgate redevelopment scheme, whilst also seeking the necessary approvals to enter into deeds of variation in respect of the Compulsory Purchase Order Indemnity Agreement and the Development Agreement which were in place to facilitate the redevelopment project.



Following consideration of appendices A and B, together with plans 1 to 3 of the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which were considered in private at the conclusion of the meeting it was

**RESOLVED -**

- (a) That the contents of the submitted report and the current position of the project be noted.
- (b) That approval be given to the proposed changes to the existing Compulsory Purchase Order (CPO) Indemnity Agreement and that the Acting Director of City Development request the Assistant Chief Executive (Corporate Governance) to complete all necessary legal documentation to vary the existing CPO Indemnity Agreement as per the information provided within exempt appendix A to the submitted report.
- (c) That approval be given to the Heads of Terms for the changes to the existing Development Agreement containing the commercial deal, and that the Acting Director of City Development request the Assistant Chief Executive (Corporate Governance) to complete all necessary legal documentation to vary the existing Development Agreement as per the information provided within exempt appendix B to the submitted report.
- (d) That if any further alterations, within the broad terms of the documentation, as set out within the exempt appendices A and B, are necessary to enable the completion of the legal documentation, approval be given for these to be dealt with under the appropriate scheme of delegation, with the concurrence of the Executive Member for Development and Regeneration.

(The matters referred to in this minute were designated as not being eligible for Call In, as a delay in the completion of the legal documentation as soon as practically possible could result in the Council losing the ability to use the existing Compulsory Purchase Order (CPO) within its current timeframe, which would result in the redevelopment not being able to proceed)

**182 Future Options for Architectural Design Services**

The Acting Director of City Development submitted a report summarising the options available regarding the replacement of the Council's internal design service and which sought in principle approval to transfer the service into a joint venture arrangement with Norfolk Property Services, subject to detailed consideration and a further report being submitted to Executive Board in July 2011.

The report noted that an Equality Impact Assessment had been completed in respect of the proposals detailed within the submitted report, and that the outcomes from which were available upon request.

The report presented the following options, which had been considered in relation to the Council's internal design service:-

- Option 1: Proposal submitted by staff
- Option 2: Jacobs secondment proposal
- Option 3: Local Authority Joint Venture arrangement with Norfolk Property Services
- Option 4: Separate procurement of design services for individual jobs and/or use available frameworks (e.g. Office of Government Commerce)
- Option 5: Usage of existing framework available within Leeds City Council (e.g. the Local Education Partnership or Public Private Partnerships Unit's technical advisor contract)
- Option 6: Procurement of a new external design framework
- Option 7: Procurement of a new design partner
- Option 8: Establishment of a Joint Venture arrangement with a private sector company
- Option 9: Shared service or Joint Venture arrangement with another local authority

Following consideration of appendix 2 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(5), which was considered in private at the conclusion of the meeting it was

**RESOLVED -**

- (a) That the formal consultation about ceasing the service be concluded, and that the proposal to cease the in-house Architectural Design Service in its current form be agreed.
- (b) That approval be given to beginning the process of decommissioning the service in the most appropriate way in order to optimise the current and future business needs.
- (c) That the establishment of a joint venture arrangement with Norfolk Property Services (NPS) be explored as the preferred route and subject to further detailed consideration, this matter be reported back to Executive Board in July 2011.
- (d) That further to resolution (c) above, officers also explore alongside this in more detail the option to separately procure design services using existing frameworks where appropriate e.g. Office of Government Commerce (OGC).

**ENVIRONMENTAL SERVICES**

**183 2010 Domestic Energy Report**

The Director of Environment and Neighbourhoods submitted a report presenting for approval the Domestic Energy Report for the period 1<sup>st</sup> April 2009 to 31<sup>st</sup> December 2010.

The 2010 Domestic Energy report was appended to Board Members' agendas for their consideration and had also been made available to others electronically.

**RESOLVED –**

- (a) That the content of the 2010 Domestic Energy Report be noted and approved.
- (b) That a further report be submitted to the 30<sup>th</sup> March 2011 Executive Board meeting in respect of energy efficiency and carbon saving initiatives currently being developed.

**NEIGHBOURHOODS AND HOUSING**

**184 Little London and Beeston Hill and Holbeck PFI Housing Project - Final Business Case and Contract Award**

Further to Minute No. 149, 9<sup>th</sup> December 2009, the Director of Environment and Neighbourhoods submitted a report outlining the final scope of the Little London and Beeston Hill and Holbeck Housing PFI project, proposing the submission of the 'Pre-Financial Close Final Business Case' to Communities and Local Government (CLG) through the Homes and Communities Agency (HCA), detailing the anticipated affordability position for the project and detailing proposals regarding the execution of the contract documentation for this project.

The report noted that the project had been the subject of an Equality Impact Assessment, which had been completed in January 2010 and subsequently reviewed in June 2010. In addition, the report provided details of the outcomes from the assessment process.

The Chair and the Executive Member for Neighbourhoods and Housing thanked Members for the supportive comments which had been received from all political groups in relation to the development of this project.

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

**RESOLVED –**

- (a) That the contents of the submitted report be noted.
- (b) That the final scope of the Little London, Beeston Hill and Holbeck PFI Project ('Project'), as set out within the submitted report, be confirmed.
- (c) That the submission of the Pre-Financial Close Final Business Case (PFC FBC) to the Homes and Communities Agency and Department for Communities and Local Government be approved, and that the Director of Environment and Neighbourhoods be authorised to approve any necessary amendments to the PFC FBC that arise.

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- (d) That the financial implications for the City Council of entering into the project be approved and that the anticipated affordability contribution for the City Council in relation to the project in the first full year of service commencement, as set out within the exempt appendix to the submitted report, be noted.
- (e) That the financial issues covered within the exempt appendix of the submitted report, including the balance sheet treatment, be noted.
- (f) That it be noted that the proposed Preferred Bidder will be formally announced and appointed (under the terms of a preferred bidder letter) following HCA/CLG approval of the Pre-Preferred Bidder Final Business Case (PPB FBC) for the project.
- (g) That approval be given to the arrangements to Financial Close and implementation of the project, to include (but not by way of limitation) (following the appointment of the proposed Preferred Bidder) the award of contract to and entry into a PFI Project Agreement with a special purpose company, to be established under terms agreed between the City Council and the proposed Preferred Bidder, details of which are set out in the opening paragraph of the exempt appendix to the submitted report.
- (h) That the arrangements at section 7.0 of the submitted report be confirmed, and (for the avoidance of doubt) the Director of Environment and Neighbourhoods (or delegee) be authorised to exercise the delegated powers, as set out at Part 3 Section 3E of the Constitution regarding PPP/PFI and other Major Property and Infrastructure Related projects, in relation to this project.
- (i) That authority be delegated to the Director of Environment and Neighbourhoods to approve the completion of the project should the SWAP rate increase at the time of Financial Close, subject to the project remaining within the maximum affordability ceiling approved by Executive Board and as set out within the exempt appendix to the submitted report.
- (j) That should it become necessary for further decisions to be taken prior to the next scheduled meeting of Executive Board in order to progress the project, then the relevant authorities required to take such decisions be delegated to the Director of Environment and Neighbourhoods, subject to Executive Board Members being consulted upon such matters prior to the decisions being taken, and also subject to any relevant matters being reported back to the next scheduled meeting of the Board.

## **185 Government Office for Yorkshire and the Humber**

Given the imminent closure of the Government Office for Yorkshire and the Humber, with the Board's agreement, the Chief Executive on behalf of the

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Board undertook to write to Felicity Everiss, Regional Director of the Government Office, and her staff, formally thanking them for their continued support and assistance on the development of numerous initiatives throughout the city, including the current Little London and Beeston Hill and Holbeck PFI Housing Project (Minute No. 184 refers).

### **CHILDREN'S SERVICES**

#### **186 Ofsted Annual Unannounced Inspection of Contact, Referral and Assessment Arrangements in Children's Services**

The Director of Children's Services submitted a report providing details of the Ofsted Unannounced Inspection of Children's Services' Contact, Referral and Assessment Arrangements, which took place during January 2011.

On behalf of the Board, the Chair and the Executive Member for Children's Services paid tribute to and thanked all staff within Children's Services for the work they had undertaken to help achieve such a positive outcome.

#### **RESOLVED -**

- (a) That the outcomes of the Ofsted unannounced inspection be noted.
- (b) That the significant positive impact made overall since the unannounced inspection in July 2009 be acknowledged, and that the significant efforts of all those who have contributed towards this achievement be recognised.
- (c) That regular progress reports be submitted to the Board in relation to the 'Areas of Development' identified via the Unannounced Ofsted Inspection, particularly in relation to the development of a new ICT system.

#### **187 Children's Services Improvement Update**

Further to Minute No. 132, 15<sup>th</sup> December 2010, the Director of Children's Services submitted a report providing an update on the improvement and development activity in respect of children's services which had been undertaken since the consideration of the last update report in December 2010.

The report noted that an equality impact assessment was being undertaken in respect of the new Children and Young People's Plan, and that the outcomes from which would inform the final content of the plan.

#### **RESOLVED -**

- (a) That the stock take of progress made by the Improvement Board be noted.
- (b) That the significant positive impact made overall since the unannounced inspection in July 2009 be acknowledged.

- (c) That the use of outcomes based accountability as the central methodology to help drive the delivery of the priorities in the new Children and Young People's Plan be endorsed.
- (d) That the continuing progress made in respect of service design and transformation activity, to support better integrated working in children's services, be noted.

**188 Basic Need Programme for Primary Schools 2011**

Further to Minute No. 38, 21<sup>st</sup> July 2010, the Director of Children's Services submitted a report providing an update on the programme of approved expansions at Primary Schools in Leeds and proposing to consolidate into the programme, capital proposals which had been developed following the consideration of reports at previous Executive Board meetings. In addition, the report also sought the Board's approval regarding proposals in respect of the scheme's expenditure.

**RESOLVED -**

- (a) That the capital proposals outlined for the schools, as scheduled within the submitted report, be approved.
- (b) That scheme expenditure of £5,102,000 from 'Basic Need Primary Expansions 2011' capital scheme number 15821 be authorised in order to allow the Basic Need programme for 2011 to be delivered.
- (c) That the Director of Resources be authorised to give delegated approval to all of the schemes detailed within the submitted report, including those with an estimated cost of over £500,000, based on individual scheme reports which are to be submitted by the Chief Executive of Education Leeds / Director of Children's Services.

(Councillor A Blackburn declared a personal interest in this item, due to being a governor of Ryecroft Primary School, which was the subject of proposals within the submitted report).

**189 Whitkirk Primary School - Basic Need and Physical Disabilities Resource Base**

Further to Minute No. 237, 19<sup>th</sup> May 2010, the Chief Executive of Education Leeds submitted a report outlining proposals to proceed with a second phase of works at Whitkirk Primary School. In addition, the report also sought authority to incur the expenditure required to deliver the proposals.

In response to Members' comments, officers undertook to pursue enquiries regarding the inclusion of a 'pick up and drop off' point within the scheme.

**RESOLVED -**

- (a) That authority be given to proceed with Phase 2 of the capital works to provide Resource Provision status and create an additional 2 classrooms in order to allow for the increase in pupil numbers as part

of the Basic Need programme at Whitkirk Primary School, at an estimated total scheme cost of £541,895.

- (b) That authority be given to incurring expenditure of £541,895 from capital scheme number 15821/WHI/000.

**190 Attendance and Exclusions Report 2009/2010**

The Director of Children's Services submitted a report providing detailed analysis and review of data with regard to levels of attendance and persistent absence, permanent and fixed term exclusions in Leeds schools during the period September 2009 and April 2010.

As part of a wider discussion, Members highlighted the potential role of school governors and Elected Members in reducing levels of persistent absence, in addition to permanent and fixed term exclusions

**RESOLVED -**

- (a) That the contents of the submitted report be noted, and that the work of the range of partners, which include the Area Inclusion Partnerships, clusters, children's services and schools to promote inclusion and good attendance, be celebrated and endorsed.
- (b) That the conclusions and proposed and on-going actions detailed within the submitted report be endorsed.

**LEISURE**

**191 Long Term Burial Supply for North East Leeds: Whinmoor Grange Cemetery Design and Cost Report and Draft Whinmoor Grange Informal Planning Statement**

Further to Minute No. 153, 3<sup>rd</sup> December 2008, the Acting Director of City Development submitted a report providing an update on the progress made regarding the supply of burial space within north east Leeds, the preparation of a masterplan for the Whinmoor Grange site and the outcome of feasibility works undertaken to explore the potential to deliver a 5 acre cemetery on the site of the former Elmete Caravan Park. In addition, the report also sought approval of the Draft Planning Statement for Whinmoor Grange as a basis for public consultation, whilst also seeking approval to the incurring of related expenditure.

The report noted and provided details of an Equality Impact Assessment which had been undertaken in 2008 in respect of the proposed 50 year Burial Strategy, a matter which was considered by the Board at that time. However, since 2008, the report highlighted that there had been consultation with planning, legal, highways and specific faith groups, in addition to site visits with Ward Members, in relation to the proposals to develop Elmete and Whinmoor. The report also noted that the Equality Impact Assessment would be updated to reflect the ongoing consultations which were being undertaken with all faith groups in relation to the city's long term burial supply.

**RESOLVED –**

- (a) That the current position regarding the implementation of the proposals agreed at the Executive Board meeting in December 2008 be noted.
- (b) That the Draft Informal Planning Statement for Whinmoor Grange be approved for the purposes of a public consultation exercise which is to be undertaken over 4 a week period, with the findings being reported back to Executive Board.
- (c) That approval be given to the incurring of £309,579 expenditure on the construction of a 5 acre cemetery at Whinmoor (Cemetery Exts City Wide – Green Schemes, Scheme Number 1358).
- (d) That the proposal to move forward with a planning application for a cemetery at the former Elmete caravan park be noted.

**DATE OF PUBLICATION:** 11<sup>TH</sup> MARCH 2011

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 18<sup>TH</sup> MARCH 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12noon on 21<sup>st</sup> March 2011)