

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Friday, 17th June, 2011 at 10.00 am

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

MEMBERSHIP

Councillors

S Bentley	-	Weetwood;
A Blackburn	-	Farnley and Wortley;
J L Carter	-	Adel and Wharfedale;
B Chastney	-	Weetwood;
N Dawson	-	Morley South;
A Gabriel	-	Beeston and Holbeck;
P Grahame (Chair)	-	Cross Gates and Whinmoor;
J Hardy	-	Farnley and Wortley;
A Lowe	-	Armley;
C Macniven	-	Roundhay;
R Wood	-	Calverley and Farsley;

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

Agenda compiled by:
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Tel: 395 1151

A G E N D A

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

3		<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4		<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5		<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notifications of substitutes.</p>	
6		<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record, the minutes of the meeting of Scrutiny Board (Central and Corporate) held on 4th April 2011</p> <p>(Copy attached)</p>	1 - 4
7		<p>CHANGES TO THE COUNCIL'S CONSTITUTION IN RELATION TO SCRUTINY</p> <p>To consider a report by the Head of Scrutiny and Member Development which provides recent amendments to the Council's Constitution, as agreed by Council at it's meeting on 26th May 2011, which directly relates to and /or impact on the work of Scrutiny Boards.</p> <p>(Report attached)</p>	5 - 6

8		<p>SOURCES OF WORK AND AREAS OF PRIORITY FOR THE SCRUTINY BOARD</p> <p>To consider a report by the Head of Scrutiny and Member Development which provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference</p> <p>(Report attached)</p>	7 - 28
9		<p>WORK SCHEDULE</p> <p>To consider a report by the Head of Scrutiny and Member Development which sets out the Boards Work Schedule for the forthcoming municipal year</p> <p>(Report attached)</p>	29 - 34
10		<p>CO-OPTED MEMBERS</p> <p>To consider a report by the Head of Scrutiny and Member Development seeking the Scrutiny Boards formal consideration for the appointment of Co-opted Members to the Board</p> <p>(Report attached)</p>	35 - 38
11		<p>DATE AND TIME OF MEETINGS FOR THE 2011/12 MUNICIPAL YEAR</p> <p>To note the arrangement for future meetings of the Board:</p> <p>Monday 11th July 2011 Monday 5th September 2011 Monday 3rd October 2011 Monday 7th November 2011 Monday 5th December 2011 Monday 9th January 2012 Monday 6th February 2012 Monday 5th March 2012 Monday 2nd April 2012</p> <p>(All meetings to take place in the Civic Hall, Leeds commencing at 10.00am)</p>	

SCRUTINY BOARD (CENTRAL AND CORPORATE)

MONDAY, 4TH APRIL, 2011

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, D Blackburn,
B Chastney, J Hardy, K Groves, R Wood
and A Gabriel

82 Chair's Opening Remarks

The Chair welcomed everyone to the final meeting of the 2010/11 Municipal Year. She thanked Members for their contributions over the previous year and for their excellent contributions to the successful recommendations that had been implemented following the Board's work.

83 Declarations of Interest

There were no declarations of interest.

84 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors L Carter, A Lowe and M Hamilton.

85 Minutes - 7 March 2011

RESOLVED – That the minutes of the meeting held on 7 March 2011 be confirmed as a correct record.

86 Matters arising from the minutes

Minute No. 77 Scrutiny of the Budget and Performance Reports

Information on Staff Appraisals would be circulated to the Board.

87 Scrutiny Board Working Group Update

The report of the Head of Scrutiny and Member Development reminded the Board of the working group that had been established to look at the reporting of missed bin collection and how this was dealt with through the contact centre and Streetscene and reported back to the customer.

The following were in attendance for this item:

- Paul Broughton, Chief Customer Services Officer
- Sue Upton, Head of Waste Management

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- Julie Snowdon, Customer Services Development Manager

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

- Use of tasking sheets and links to performance related pay.
- Use of tracking systems on refuse collection vehicles – not all systems had real time available information to be able to provide immediate responses.
- Concern regarding the length of time sometimes taken to register complaints. This was an issue that was currently under consideration and it was reported that the system needed to be simplified and a single point of contact be provided.
- As part of the project to investigate current problems and improve service provision, a working group would be established with representatives from Customer Services and front line service operators.
- Information between the Contact Centre and Streetscene was continually monitored. The Executive Member was provided with quarterly updates.
- Contact Centre opening times and use of the out of hours service.
- Micro-chipped bins – the Council did purchase micro-chipped bins but information was not currently collected from these. They could be used to provide collection records.

RESOLVED –

- (1) That the report and discussion be noted.
- (2) That the Project Group report back to Scrutiny on possible solutions to the known customer services problems in order for these solutions to be discussed by Members

88 Work Programme and Discussion with Councillor Wakefield, Leader of the Council

The report of the Head of Scrutiny and Member Development issued Members with a copy of the Council's Forward Plan and Executive Board minutes. As this was the last meeting of the Municipal Year, the Work Programme was not attached. Councillor Keith Wakefield, Leader of the Council had been invited to the meeting to discuss potential areas for scrutiny involvement.

The Chair welcomed Councillor Wakefield to the meeting. He reported that the Council would have to find further savings over the forthcoming year and that this could prove to be more difficult than in the previous year. Constructive ideas had been received from Scrutiny and scrutiny of the budget was particularly welcomed. Further issues highlighted included the following:

- Challenges faced following the loss of experienced staff through the Early Leavers Initiative.
- How to maintain levels of service across the City.
- Work with partners including the Police, Health Partners and Voluntary Sector.
- The role of Scrutiny in ensuring we became a better and more efficient council.

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

- The need to identify areas where waste could be avoided and how to spend more efficiently. The purchase and re-use of office furniture and equipment was discussed along with improved ways of procuring goods and services.
- Staff appraisals.
- Possibility of sharing back office functions with partners such as the Police and Health Service.
- Purchase of vehicles – joint arrangements across council departments and with external partners.
- Improvement and replacement of IT systems.
- The introduction of a 'One Council' approach and seamless working across all departments and with external partners with all taking responsibility for delivery of public services.

RESOLVED –

- (1) That the report and discussion be noted.
- (2) That the Forward Plan and Executive Board minutes be noted.

89 Annual Report 2010/11

The report of the Head of Scrutiny and Member Development presented a draft of the Board's contribution to the composite Scrutiny Boards' Annual Report. The draft contained an introduction from the Chair and details of the work carried out by the Board during the 2010/11 Municipal Year.

RESOLVED – That the Board's contribution to the composite Annual report for 2010/11 be approved.

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Originator: Peter Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Resources and Council Services)

Date: 17th June 2011

Subject: Changes to the Council's Constitution in relation to Scrutiny

Electoral Wards Affected: All

☐ Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

1 Purpose of this report

- 1.1 This report provides the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 26th May 2011, which directly relate to and/or impact on the work of Scrutiny Boards.

2 Background information

- 2.1 The annual review of Scrutiny more often than not identifies a number of areas for amendment within Article 6 of the Constitution, the Scrutiny Boards' Terms of Reference and the Scrutiny Board Procedure Rules. These are either to ensure consistency in wording, to reflect legislative changes or to provide procedural clarity.

3 Main issues

- 3.1 The more significant amendments made to the Council's Constitution in relation to the Overview and Scrutiny function are summarised below.

Article 6

- 3.2 The inclusion of specific reference to the appointment of Scrutiny Chairs. To demonstrate and reinforce the importance of a non-political group approach to Scrutiny, Group spokespersons shall not be appointed to Chair a Scrutiny Board which corresponds to the same portfolio.

Scrutiny Board Terms of Reference

- 3.3 Five themed Scrutiny Boards have been established to mirror the current Strategic Partnership Boards. This approach promotes a more strategic and outward looking

Scrutiny function and focuses on the City Priorities. The terms of reference for the five Scrutiny Boards now determine a number of areas of review to be undertaken by the Boards as part of their workload during a municipal year.

- 3.4 A sixth Scrutiny Board has also been established and called Scrutiny Board (Resources and Council Services). Decisions made, or actions taken, in connection with the discharge of any functions which are the responsibility of the executive, which do not fall within the terms of reference of the five themed Scrutiny Boards, will be considered by the Scrutiny Board (Resources and Council Services).

Scrutiny Board Procedure Rules

- 3.5 Procedures in relation to Call In, which previously resided in the Scrutiny Board Guidance Notes, are now incorporated into the Scrutiny Board Procedure Rules to provide clarity.
- 3.6 Call-Ins will continue to be considered by the relevant Scrutiny Board. However, those requesting a Call In are now required to consider the financial consequences of Calling In the decision. The financial implications will be detailed to those Calling In the decision as part of the required pre Call In discussion with the relevant Director or Executive Board Member.
- 3.7 Previously, a Scrutiny Board Member could not be a signatory to a Call In if they were a member of the Scrutiny Board considering the Call In. This restriction has now been removed. A decision can be Called In by two non executive elected Members (who are not from the same political group) or any five non executive elected Members. Those Scrutiny Board Members not in a political group would be eligible but not co-opted Board members.
- 3.8 Added to the list of decisions exempt from Call In are decisions made during the development and approval of documents forming part of the Budget and Policy Framework. This amendment is in accordance with existing practice and procedure as the decision rests with full Council and not the Executive.
- 3.9 With regard to petitions, where a Scrutiny Board Chair receives in their capacity as a Scrutiny Chair a petition, the Chair will respond to the petition organiser only. Thereafter the Scrutiny Officer will be responsible for notifying the petition organiser of the date on which the petition will be considered and of the outcome of that meeting. The Scrutiny Officer will ensure the appropriate Executive Board Member receives a copy of the petition.
- 3.10 A minor amendment is made in relation to education co-optees on the relevant Scrutiny Board. This amendment clarifies the process of nomination and confirmation of education representatives to the Scrutiny Board.

4 Recommendations

- 4.1 In fulfilling the role and function of the Scrutiny Board, Members are requested to note the amendments to the Council's Constitution outlined in this report.

Background Papers

- Report of the Head of Scrutiny and Member Development on Overview and Scrutiny – Proposed Changes and Amendments to the Constitution. General Purposes Committee, 17th May 2011.
- Council's Constitution - Scrutiny Board Procedure Rules.

Originator: Peter Marrington

Tel: 39 51151

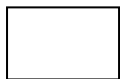
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Resources and Council Services)

Date: 17th June 2011

Subject: SOURCES OF WORK AND AREAS OF PRIORITY FOR THE SCRUTINY BOARD

Electoral Wards Affected:



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

☐

Community Cohesion

☐

Narrowing the Gap

☐

1.0 Purpose of Report

- 1.1 This report provides information and guidance to assist the Board develop its work programme for 2011/12.

2.0 Background Information

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

- Terms of Reference for the Scrutiny Board
- List of work undertaken in the past two years
- The relevant extract from the latest forward plan
- Latest Executive Board minutes

- 2.2 The Council Business Plan and Priorities relevant to this Board will be made available prior to the meeting for the Board's information.

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

- 2.4 At the July meeting the Leader of Council will be in attendance to discuss his portfolio. This discussion may identify other areas for Scrutiny.

3.0 Work programming guidance

- 3.1 Over the last few years of Scrutiny Board work, experience has shown that the

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

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

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

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

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

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

- 3.4 In deciding areas for Scrutiny the Board shall determine how the proposed inquiry meets criteria approved from time to time by the Scrutiny Advisor Group (Attached as Appendix 2) and whether the programme can be adequately resourced and timetabled.

4.0 Recommendations

- 4.1 Members are requested to confirm areas for Scrutiny and authorise the Chair, in conjunction with officers, to draw up Inquiry Terms of Reference for subsequent approval by the Scrutiny Board.

Background Papers

KPMG Report 2007

Scrutiny Board (Resources and Council Services)

The Scrutiny Board (Resources and Council Services) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter²;
2. to make reports or recommendations to Council or the Executive in connection with the exercise of any functions of the Council or the Executive, including proposals for changes to policies and practices;
3. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
4. to receive and review external audit and inspection reports;
5. to act as the appropriate Scrutiny Board³ in relation to the Executive's initial proposals for a plan or strategy⁴ within the Budget and Policy Framework⁵;
6. to undertake value for money reviews;
7. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
8. to review or scrutinise executive decisions⁶ made that have been Called In ⁷ and
9. to receive requests for scrutiny and councillor calls for action and undertake any subsequent work
10. to receive and monitor formal responses to any reports or recommendations made by the Board.

¹ In relation to functions not within the terms of reference of any other Scrutiny Board.

² Including matters pertaining to outside bodies and partnerships to which appointments have been made by the authority

³ Under the Budget and Policy Framework Procedure Rules

⁴ Namely the Licensing Authority Policy Statement, the Vision for Leeds, the Council Business Plan and the Budget, and any other plan or policy which shall be added to the Policy Framework and is not included within the Terms of Reference of any other Scrutiny Board.

⁵ Including in relation to the Budget

⁶ Other than those within the Terms of Reference of any other Scrutiny Board

⁷ In accordance with of the Scrutiny Board Procedure Rules.

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The Board's full work programme 2009/10

Requests for scrutiny

- **Woodhouse Moor – Park Byelaws**

Review of existing policy

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

Development of new policy

- **Procurement and Scrutiny**

Monitoring scrutiny recommendations

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

Performance management

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

Briefings

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

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**



**FORWARD PLAN OF KEY DECISIONS
(Relevant to Resources and Council Services
Scrutiny Board)**

1 July 2011 – 31 October 2011

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>Provision of Outplacement Services to Various Local Authorities throughout the Yorkshire and Humber Region</p> <p>To award a 2 year call-off framework contract for outplacement services to the successful suppliers, following a competitive tender exercise.</p>	Chief Officer (HR) ()	1/7/11	Consultation has taken place at the LGYH Regional HR Director's Forum and then within each individual local authority. Consultation with CLT has taken place	Evaluation of Pre Qualification Questionnaires and tender evaluation documents	karen.fentem@leeds.gov.uk
<p>Lotherton Hall and Estate infrastructure and service improvements</p> <p>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.</p>	Director of Resources ()	1/7/11	Ward Members	Design and Cost Report	Director of Resources ed.mylan@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)
Monthly Financial Health Report 2011/12 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified	Executive Board (Portfolio: Resources and Corporate Functions)	27/7/11	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
Treasury Management Year End Report 2010/11 To approve the treasury management year end report 2010/11	Executive Board (Portfolio: Resources and Corporate Functions)	27/7/11	N/a	The report to be issued to the decision maker with the agenda for the meeting	Alan Gay, Director of Resources alan.gay@leeds.gov.uk
Capital Programme Quarter 1 update for 2011 - 2015 To provide a quarter 1 update on the capital programme over the period 2011-2015	Executive Board (Portfolio: Resources and Corporate Functions)	27/7/11	N/a	Report	Alan Gay, Director of Resources alan.gay@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)
Fruit and Vegetable Contract Decision to appoint fruit and vegetable supplier to the Yorkshire Purchasing Organisation Framework Arrangement	Chief Commercial Services Officer ()	31/7/11	None	Report	mandy.snaith@leeds.gov.uk
Supply and Maintenance of Vehicle Tyres To agree the award of tender for the Supply and Maintenance of Vehicle Tyres	Chief Commercial Services Officer ()	1/7/11	Fleet Services, Procurement Unit, Chief Officer concerned	Tender Submissions	Carl Snowden carl.snowden@leeds.gov.uk
The design and build of a new electrical infrastructure for the Apex Data Centre To award a contract to an appropriate contractor following a regulated tender process	Chief ICT Officer ()	30/10/11	N/A	Delegated Decision Report	andrew.byrom@leeds.gov.uk

EXECUTIVE BOARD

WEDNESDAY, 18TH MAY, 2011

PRESENT: Councillor K Wakefield in the Chair

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

Councillors J Dowson and R Finnigan – Non-Voting Advisory Members

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

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

- (a) Appendix 2 to the report referred to in Minute No. 225, under the terms of Access to Information Procedure Rule 10.4(1) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the fact that the information contained within the appendix relates to individuals who are current tenants of the properties leased by Leeds Federated Housing Association from the Council.
- (b) Appendix 1 to the report referred to in Minute No. 220, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information contained within the appendix relates to the financial or business affairs of the Council. It is considered that it is not in the public interest to disclose this information at this point in time as it could undermine the Council's bid to the Department for Transport (DfT), particularly as the New Generation Transport bid will be submitted earlier than competing bids from other promoters. It is therefore considered that whilst there may be a public interest in disclosure, this information will be publicly available from the DfT after all bids from promoters have been received.

215 **Declaration of Interests**

Councillors Wakefield, Ogilvie, Murray, Yeadon, R Lewis, Dowson, Gruen and Blake all declared personal interests in the item entitled, 'Primrose High School', due to their respective memberships of the Co-operative Group (Minute No. 223 refers).

Councillors Murray and Golton both declared personal interests in the item entitled, 'Property Exchange with Leeds Federated Housing Association', due

to their respective positions as an Area Panel Member and a Board Director of Aire Valley Homes ALMO (Minute No. 225 refers).

Councillor Gruen declared a personal interest in the item entitled, 'John Smeaton Academy', due to his position as a Governor of John Smeaton High School (Minute No. 222 refers).

Councillor A Carter declared a personal interest in the item entitled, 'Submission of the Best and Final Bid for the NGT Scheme' due to being a member of the West Yorkshire Integrated Transport Authority (Minute No. 220 refers).

216 Minutes

RESOLVED – That the minutes of the meeting held on 30th March 2011 be approved as a correct record.

DEVELOPMENT AND REGENERATION

217 Scrutiny Board Recommendations - Leeds Bradford International Airport - Provision for Public Hire Taxis

The Head of Scrutiny and Member Development submitted a report providing a summary of the responses to the recommendations arising from Scrutiny Board (City Development) inquiry into 'Leeds Bradford International Airport: Provision for Public Hire Taxis' and inviting the Board to pronounce on the recommendation presented.

Councillor J Procter, the Chair of the Scrutiny Board (City Development) attended the meeting to present the Board's findings.

RESOLVED –

- (a) That the response to the Scrutiny Board (City Development) recommendation be noted.
- (b) That more detailed plans be drawn up for the provision of a hackney carriage stand at Whitehouse Lane adjacent to Leeds Bradford International Airport, with a further report being submitted to the September 2011 Board meeting, detailing the progress which has been made in respect of this matter and outlining a proposed way forward, with further negotiations being undertaken with all relevant parties in the meantime.

218 Natural Resources and Waste Development Plan Document: Formal Submission

Further to Minute No. 108, 3rd November 2010, the Acting Director of City Development submitted a report detailing the outcomes from the consultation exercise undertaken in respect of the Natural Resources and Waste Development Plan Document (DPD) and presenting the DPD to the Board, with the request that it was recommended to Council for the purposes of formal submission to the Secretary of State for Independent Examination.

RESOLVED - That Council be recommended to approve the Natural Resources and Waste Development Plan Document (together with the proposed changes, as detailed within Appendix 2 to the submitted report) for the purposes of submission to the Secretary of State for independent examination, pursuant to Section 20 of the Planning & Compulsory Purchase Act 2004.

(The matters referred to in this minute, being matters reserved to Council, were not eligible for Call In)

219 Proposal to Invest in Additional Energy Saving Measures for Street Lighting

The Acting Director of City Development submitted a report providing an overview of the current energy saving initiatives embedded within the current street lighting service and outlining the possible opportunities for further reductions in energy consumption with recommendations as to how they may be achieved.

The Board emphasised the importance of Ward Members' views being sought from the outset of the associated consultation exercise.

The report provided details of the Equality, Diversity, Cohesion and Integration Impact Assessment which had been undertaken in respect of the proposals on the 16th March 2011.

RESOLVED -

- (a) That the content of the submitted report and the efficiency measures already undertaken as part of the street lighting PFI be noted.
- (b) That the potential annual savings of the proposed programme of implementation, as outlined within paragraph 3.30 of the submitted report be noted.
- (c) That approval be given to officers beginning a process of consultation on the proposed programme of implementation, with a view to an injection into the capital programme of £334,700 for 2011 to 2014, resulting in an estimated net saving from a reduction in energy consumption of £940,860 by 2021.

220 Submission of the Best and Final Bid for the New Generation Transport (NGT) Scheme

The Acting Director of City Development submitted a report providing an update on proposals regarding the development of a high quality public transport system in Leeds, outlining details of the next key stage of the project, namely, a 'Best and Final Bid' to the Secretary of State for Transport, whilst also seeking approval for this application to be made at the most appropriate time, following consultation being undertaken with the Department for Transport (DfT).

Following consideration of appendix 1 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 approval be given to the submission of the Best and Final Bid to the Department for Transport at the most appropriate time for the New Generation Transport scheme.
- (b) That the local contribution towards the scheme, as detailed within exempt appendix 1 to the submitted report, be agreed.
- (c) That agreement be given to the Council and Metro underwriting the risk of overspend on the project, as previously, any overspends have been reported as being shared 50/50 with the DfT.
- (d) That the development and undertaking of a lobbying campaign be agreed, which will support the Best And Final Bid from the wider Leeds community.

221 Interim Affordable Housing Policy

Further to Minute No. 166, 11th February 2011, the Acting Director of City Development submitted a report providing details of the public consultation exercise undertaken in respect of the Draft Interim Affordable Housing Policy and seeking agreement of the proposed amendments to the policy and its immediate implementation.

The Board emphasised the importance of the policy being kept under review, and that it remained flexible enough to adapt to changes within the housing market.

The report provided details of the equality, diversity, cohesion and integration screening process which had been undertaken on the proposed policy.

RESOLVED - That the proposed amendments to the draft Interim Affordable Housing Policy as set out within appendix A to the submitted report be agreed, and that approval be given to the draft Interim Affordable Housing Policy (as amended) being implemented with effect from 1st June 2011 (the policy would therefore apply to all relevant decisions made on or after 1st June 2011 – this allows for the call-in period after the Executive Board meeting on 18th May).

222 John Smeaton Academy

The Acting Director of City Development submitted a report seeking approval to the Heads of Terms for the leasehold disposal at nil consideration of John Smeaton Community College for the Academy scheme to John Smeaton Academy, who were the Council's selected operator for an Academy at this school.

RESOLVED - That the disposal of John Smeaton Community College for the proposed Academy on a 125 year lease at nil consideration be agreed, and

Draft minutes to be approved at the meeting
to be held on Wednesday, 22nd June, 2011

that the Acting Director of City Development be authorised to agree the final terms, as detailed within paragraph 3 of the submitted report.

223 Primrose High School

The Acting Director of City Development submitted a report seeking approval to the Heads of Terms for the leasehold disposal at nil consideration of Primrose High School to the Co-operative Academy scheme, who were the Council's selected operator for an Academy at this school.

In response to enquiries raised regarding the legal costs associated with the proposals detailed within Minute Nos. 222 and 223, officers undertook to provide details to the Member in question.

RESOLVED - That the disposal of Primrose High School for the proposed Academy on a 125 year lease at nil consideration be agreed, and that the Acting Director of City Development be authorised to agree the final terms as detailed within paragraph 3 of the submitted report.

NEIGHBOURHOODS AND HOUSING

224 Land at West Grange Road, Belle Isle, Leeds, LS10

The Director of Environment and Neighbourhoods submitted a report regarding the proposed disposal of land at West Grange Road, Belle Isle, to Leeds Federated Housing Association at less than best consideration.

RESOLVED - That the disposal of the land at West Grange Road, Belle Isle, at less than best consideration be approved.

225 Property Exchange with Leeds Federated Housing Association

The Director of Environment and Neighbourhoods submitted a report outlining proposals in relation to the transfer of 14 Council owned miscellaneous properties to Leeds Federated Housing Association (LFHA) in exchange for 15 properties, which would contribute towards the wider regeneration of the area.

The submitted report presented the following three options:

Option A: Do nothing

Option B: The purchase of LFHA properties within the Garnets demolition area

Option C: The exchange of LFHA properties within the Garnets demolition area for other council owned miscellaneous properties.

Following consideration of appendix 2 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(1), which was circulated, considered in private and subsequently retrieved at the conclusion of the meeting, it was

RESOLVED -

- (a) That the transfer of 15 LFHA properties in the Garnets clearance area to LCC in exchange for 14 Council owned miscellaneous properties to

LFHA be authorised, with the difference in value being contributed by LFHA towards the costs of demolition on the scheme.

- (b) That all properties detailed within exempt appendix 2 to the submitted report be declared as surplus for disposal to LFHA.
- (c) That the Acting Director of City Development be authorised to approve the detailed terms of the transaction.

CHILDREN'S SERVICES

226 Basic Need Programme 2012 - Outcome of Consultation on Proposals for Primary Provision for 2012

Further to Minute No. 203, 30th March 2011, the Director of Children's Services submitted a report presenting the outcome of work which had been undertaken following the conclusion of the consultation exercise on proposals to expand primary provision at three schools in Leeds from September 2012. In addition, the report also sought permission to publish a statutory notice for one of those schools concerned.

RESOLVED -

- (a) That individual approval be given to the publication of a statutory notice for the following:-
 - **Proposal two:** Change the age range of Roundhay School Technology and Language College to 4-18, with a reception admission limit of 60, and use land off Elmete Lane for the primary provision.
- (b) That it be noted that further work will be completed by officers prior to bringing forward a recommendation on the following:-
 - **Proposal three:** Change the age range of Allerton Grange School to 4-18, with a reception admission limit of 60, and use land next to the school for the primary provision.
 - **Proposal six:** Expand the capacity of Little London Primary School from 210 to 630 using land off Cambridge Road.

227 Outcome of Feasibility on Providing Girls Only Education at a Central Location in Leeds

Further to Minute No. 220, 7th April 2010, the Director of Children's Services submitted a report providing an update on the feasibility work undertaken in respect of single sex education provision for girls at a central location in the city.

RESOLVED -

- (a) That the Local Authority does not move to establish girls-only education in Leeds at this time.
- (b) That the Local Authority continues to undertake a choice and diversity survey each year during its admissions process in order to inform its statutory duty.

- (c) That the Local Authority continues to take account of parental responses around choice and diversity, and effectively integrates emerging academies and free schools into strategic planning.

228 Scrutiny Board Recommendations - Outdoor Education Centres

The Head of Scrutiny and Member Development submitted a report providing a summary of the responses to the recommendations arising from the Scrutiny Board (Children's Services) inquiry into Outdoor Education Centres.

RESOLVED - That the responses to the recommendations of the Scrutiny Board (Children's Services) arising from its inquiry into Outdoor Education Centres be noted.

LEISURE

229 Leeds Libraries and Information Service: Proposals for the Future

Further to Minute No. 135, 15th December 2010, the Acting Director of City Development submitted a report providing the outcomes of the consultation exercise undertaken in relation to the proposals outlined within, 'A New Chapter for Leeds Libraries' and seeking the Board's agreement to the resultant proposals for future library provision in the city.

Further to the recommendations detailed within the submitted report, Members were asked to consider some updated proposals, specifically that Cow Close library remained open for a year whilst further consideration was given to its future, and that Rawdon library remained open for a year whilst further discussions were undertaken with interested parties regarding community asset transfer opportunities.

Members highlighted the importance of the mobile provision and the need to ensure that those users affected by the proposals were able to access such provision.

The report provided details of the reviews which had been undertaken in respect of the impact that the proposals would potentially have on various communities.

RESOLVED -

- (a) That the recommendations, as defined within Section 7 of the submitted report, including the changes to the opening hours as identified within paragraph 7.2, modified by the impact of the inclusion of the updated proposals detailed above, be supported.
- (b) That the change in the method of delivering the library service for 20 libraries, as outlined within paragraph 7.3.1 of the submitted report be approved, with the inclusion of the updated proposals detailed above and as reported at the meeting.

- (c) That mobile provision be developed across the City as outlined within paragraph 7.4 of the submitted report.
- (d) That, for a limited period, a consultation exercise be offered to the community on the asset transfer opportunities for the vacated libraries, and that after this designated period, the asset management team find the best solutions for the buildings.

230 Call In of Decision on Garforth Squash and Leisure Centre

Further to Minute No. 205, 30th March 2011, the Acting Director of City Development submitted a report advising that following the original decision taken by the Board, this matter was called in and subsequently considered by Scrutiny Board (City Development) on 20th April 2011, who resolved to refer the decision back to Executive Board for further consideration. The report recommended that the original decision taken on 30th March 2011 by Executive Board was reaffirmed.

RESOLVED – That the decision taken by the Executive Board at its meeting on 30th March 2011 regarding Garforth Squash and Leisure Centre (Minute No. 205 refers) be reaffirmed.

(The matters referred to in this minute, having been the subject of a previous Call In process, were not eligible for Call In)

231 Long Term Supply of Burial Space

The Acting Director of City Development submitted a report advising that as a result of a call in meeting, Scrutiny Board (City Development) had referred back to Executive Board for further consideration, its decision concerning proposals to consult on the Draft Informal Planning Statement for Whinmoor Grange, including plans for a cemetery on the site. In addition, the report considered the issues which had been raised by the Scrutiny Board during the Call In process and detailed proposals in respect of how such issues could be progressed.

The Board was informed that the duration of the consultation period had been extended from 4 weeks to 6 weeks, in order to ensure that all potential stakeholders had a greater opportunity to engage in the process.

RESOLVED –

- (a) 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 a six week period, with the findings being reported back to Executive Board in due course.
- (b) That the expenditure on Capital Scheme Number 1358 be held in abeyance pending the outcome of the consultation exercise referred to in resolution (a).

(The matters referred to in this minute, having been the subject of a previous Call In process, were not eligible for Call In)

232 Scrutiny Board Recommendations: Cemeteries and Crematoria Horticultural Maintenance

The Head of Scrutiny and Member Development submitted a report providing a summary of the responses to the recommendations arising from Scrutiny Board (City Development) inquiry into 'Cemeteries and Crematoria Horticultural Maintenance' and inviting the Board to pronounce on the recommendation where there had been a difference of opinion between the Scrutiny Board and Director/Executive Member.

Councillor J Procter, the Chair of the Scrutiny Board (City Development) attended the meeting to present the Board's findings.

Having discussed the process by which responses to Scrutiny Board inquiry reports were considered by the Executive, it was suggested that the Chair of the Scrutiny Board which had conducted the inquiry approved the summary covering report prior to its submission. In addition, responding to concerns raised, it was also suggested that further consideration was given to the extent and nature of the information provided to Executive Board Members when considering Scrutiny Board inquiries, in order to ensure that they had access to all relevant details.

RESOLVED –

- (a) That the responses to the Scrutiny Board (City Development) recommendations arising from its inquiry into Cemeteries and Crematoria Horticultural Maintenance be noted.
- (b) That in respect of recommendation two of the Scrutiny Board Inquiry Report, further work on this matter be undertaken with a report being submitted to a future meeting of the Executive Board outlining proposals for a way forward.

ADULT HEALTH AND SOCIAL CARE

233 Review of Consultation Process for Building Based Services

The Director of Adult Social Services submitted a report advising that following the resolutions made by Executive Board at its meeting on 11th February 2011 (Minute No. 163 referred) regarding mental health day service provision, representations on such matters had been made to the Scrutiny Board (Adult Social Care) and therefore, the report invited Executive Board to review the decisions taken in February 2011.

In response to enquiries, Members were provided with reassurance regarding the nature and extent of the consultation process which was proposed.

RESOLVED -

- (a) That in view of the issues highlighted within the submitted report, the decision of the February 2011 Executive Board regarding the consolidation of buildings based services to one site not be implemented.

- (b) That the Board's support for the other recommendations, as outlined in paragraph 2.4 of the submitted report, regarding the direction of travel for the modernisation of Mental Health Day Services in Leeds be noted and confirmed.
- (c) That it be noted that the consultation process regarding the decision to consolidate the day service buildings base will be specific and will focus upon an interim model of provision for in house service, and that the findings from the consultation process will be joined with the consultation on the future commissioning of all community based mental health services
- (d) That a further report be submitted to the Executive Board detailing the outcomes from the consultation process.

234 Councillors Murray, Dowson and A Blackburn

On behalf of the Board, the Chair paid tribute to and thanked Councillors Murray, Dowson and A Blackburn for their services to the Board, as this marked their final meeting as Executive Board Members.

DATE OF PUBLICATION: 20TH MAY 2011

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 27TH MAY 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12noon on 31st May 2011)

INQUIRY SELECTION CRITERIA

Scrutiny Board:

Inquiry Title:

Anticipated Start Date:

Anticipated Finish Date:

The Inquiry meets the following criteria

- It addresses the Council's agreed Strategic outcomes by reviewing the effectiveness of policy to achieve strategic outcomes as defined by the City Priority Plans and Council Business Plan ☐
- Shaping and developing policy through influencing pre-policy discussion ☐
- It fulfils a performance management function by
 - Reviewing performance of significant parts of service ☐
 - Addressing a poor performing service ☐
 - Addressing a high level of user dissatisfaction with the service ☐
 - Addressing a pattern of budgetary overspends ☐
 - Addressing matters raised by external auditors and inspectors ☐
- Addresses an issue of high public interest ☐
- Reviews a Major or Key Officer decision ☐
- Reviews an Executive Board decision ☐
- Reviews a series of decisions which have a significant impact ☐
- Has been requested by the Executive Board/Full Council ☐
- Looks at innovative change ☐

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

Date

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Leeds
CITY COUNCIL

Originator: Peter Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Resources and Council Services)

Date: 17th June 2011

Subject: Work Schedule

Electoral Wards Affected: All

☐

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

☐

Community Cohesion

☐

Narrowing the Gap

☐

1 Purpose of this report

- 1.1 The purpose of this report is to consider the Scrutiny Board's work schedule for the forthcoming municipal year.

2 Main Issues

- 2.1 Further to the discussions held during the previous item, Members are now requested to translate the decisions made around the chosen topics for Scrutiny into a work schedule for the forthcoming municipal year.

Draft Work Schedule

- 2.2 A draft work schedule is attached. As the scope of each review is yet to be considered and agreed by the Board, the draft work schedule only seeks to prioritise the timing of the Board's reviews at this stage.
- 2.3 Already included within the draft work schedule are the traditional items of Scrutiny work. These involve performance monitoring, recommendation tracking and Budget and Policy Framework Plans.
- 2.4 The draft work schedule is subject to change pending the Board's decision to conduct any further pieces of work in accordance with its terms of reference.

3. Recommendations

3.1 Members are asked to:

- a) Prioritise the topics identified for Scrutiny

Background papers

None used

Scrutiny Board (Resources and Council Services) Work Schedule for 2011/2012 Municipal Year

First meeting
template

	Schedule of meetings/visits during 2011/12		
	June	July	August
Board initiated piece of Scrutiny work (if applicable)	Consider potential scope of review	Agree scope of review	
Board initiated piece of Scrutiny work (if applicable)	Consider potential scope of review	Agree scope of review	
Board initiated piece of Scrutiny work (if applicable)	Consider potential scope of review	Agree scope of review	
Board initiated piece of Scrutiny work (if applicable)	Consider potential scope of review	Agree scope of review	
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring			

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Scrutiny Board (Resources and Council Services) Work Schedule for 2011/2012 Municipal Year

**First meeting
template**

	Schedule of meetings/visits during 2011/12		
	September	October	November
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring			

Scrutiny Board (Resources and Council Services) Work Schedule for 2011/2012 Municipal Year

First meeting
template

	Schedule of meetings/visits during 2011/12		
	December	January	February
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring			

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Resources and Council Services) Work Schedule for 2011/2012 Municipal Year

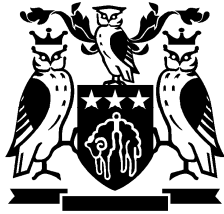
First meeting
template

	Schedule of meetings/visits during 2011/12		
	March	April	May
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Board initiated piece of Scrutiny work (if applicable)			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring			

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Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting



Leeds
CITY COUNCIL

Originator: Peter Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Resources and Council Services)

Date: 17th June 2011

Subject: Co-opted Members

Electoral Wards Affected: All

☐ Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

1 Purpose of this report

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

2 Background information

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

3 Main issues

General arrangements for appointing co-opted members

- 3.1 It is widely recognised that in some circumstances, co-opted members can significantly aid the work of Scrutiny Boards. This is currently reflected in Article 6 (Scrutiny Boards) of the Council's Constitution, which outlines the options available to Scrutiny Boards in relation to appointing co-opted members.

3.2 In general terms, Scrutiny Boards can appoint:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council ; and/or,
- Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

3.3 In the majority of cases the appointment of co-opted members is optional and is determined by the relevant Scrutiny Board. However, Article 6 makes it clear that co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board. Particular issues to consider when seeking to appoint a co-opted member are set out later in the report.

3.4 There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are also set out in Article 6 (Scrutiny Boards) of the Council's Constitution and relate to Education representatives and the Crime and Disorder Committee (Scrutiny Board (Safer and Stronger Communities)).

Issues to consider when seeking to appoint co-opted members

- 3.5 Currently, there is no overarching national guidance or criteria that should be considered when seeking to appoint co-opted members. As a result, there is a plethora of methods employed within Councils for the appointment of co-optees to Overview and Scrutiny Committees (Scrutiny Boards). For example, some Councils use "job descriptions", some carry out formal interviews and some advertise for co-optees in the local press, with individuals completing a simple application form which is then considered by Members.
- 3.6 The Constitution makes it clear that 'co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board'. In considering the appointment of co-opted members, Scrutiny Boards should be satisfied that a co-opted member can use their specialist skill or knowledge to add value to the work of the Scrutiny Board. However, co-opted members should not be seen as a replacement to professional advice from officers.
- 3.7 Co-opted members should be considered as representatives of wider groups of people. However, when seeking external input into the Scrutiny Board's work, consideration should always be given to other alternative approaches, such as the role of expert witnesses or use of external research studies, to help achieve a balanced evidence base.
- 3.8 When considering the appointment of a standing co-opted member for a term of office, Scrutiny Boards should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference. To help overcome this, Scrutiny Boards may wish to focus on the provision available to appoint up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.9 Despite the lack of any national guidance, what is clear is that any process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of Scrutiny Boards.

4 Recommendations

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

Background Papers

- The Council's Constitution
- KPMG Scrutiny Review May 2009

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