



---

## SCRUTINY BOARD (REGENERATION)

---

Meeting to be held in the Civic Hall, Leeds on  
Monday, 19th December, 2011 at 10.00 am

A pre-meeting will take place for ALL Members of the Board  
in a Committee Room at 9.30 am

---

### MEMBERSHIP

#### Councillors

- B Atha - Kirkstall;
- D Collins - Horsforth;
- P Ewens - Hyde Park and  
Woodhouse;
- J Harper - Armley;
- G Hussain - Roundhay;
- M Iqbal - City and Hunslet;
- K Mitchell - Temple Newsam;
- T Murray - Garforth and  
Swillington;
- J Procter (Chair) - Wetherby;
- R Pryke - Burmantofts and  
Richmond Hill;
- G Wilkinson - Wetherby;
- Mr G Hall - Co-optee (Non-voting)

---

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

---

**Agenda compiled by:**  
**Stuart Robinson**  
**Governance Services**  
**Civic Hall**  
**LEEDS LS1 1UR**  
**Tel: 24 74360**

**Principal Scrutiny Adviser:**  
**Richard Mills**  
**Tel: 24 74557**

# 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 Head of Governance Services Officer at least 24 hours before the meeting).</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><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> <p><b>No exempt items or information have been identified on the agenda</b></p>	

3

### **LATE ITEMS**

To identify items which have been admitted to the agenda by the Chair for consideration.

(The special circumstances shall be specified in the minutes.)

4

### **DECLARATIONS OF INTEREST**

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.

5

### **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

To receive any apologies for absence and notification of substitutes

6

### **MINUTES OF THE PREVIOUS MEETING**

1 - 8

To confirm as a correct record, the minutes of the meeting held on 29<sup>th</sup> November 2011.

7

### **EAST LEEDS REGENERATION BOARD**

9 - 10

To consider a progress report of the Head of Scrutiny and Member Development on the East Leeds Regeneration Board.

8

### **2011/12 QUARTER 2 PERFORMANCE REPORT**

11 - 28

To consider a report of the Assistance Chief Executive (Customer Access and Performance) on a summary of the quarter two performance data for 2011-12 which provides an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

9		<p><b>REVIEW OF STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA)</b></p> <p>To consider a report of the Director of City Development seeking the Board's response to recommendation 6 of the Housing Growth Scrutiny Inquiry Report of October 2011.</p>	29 - 44
10		<p><b>TAXI ACCESS - WHITEHOUSE LANE</b></p> <p>To consider a report of the Head of Scrutiny and Member Development on progress in relation to taxi access on Whitehouse Lane.</p>	45 - 46
11		<p><b>WORK SCHEDULE</b></p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's work schedule for the remainder of the year.</p>	47 - 80
12		<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Tuesday 17<sup>th</sup> January 2012 at 10.00am in the Civic Hall, Leeds (Pre meeting for Board Members at 9.30am)</p>	

**Please note that there will be a meeting of the Scrutiny Board (Regeneration) Working Group's Inquiry on Affordable Housing and Private Developers at the conclusion of this scheduled meeting today**

# Agenda Item 6

## SCRUTINY BOARD (REGENERATION)

TUESDAY, 29TH NOVEMBER, 2011

**PRESENT:** Councillor J Procter in the Chair

Councillors B Atha, D Collins, P Ewens,  
P Grahame, J Harper, M Iqbal, K Mitchell,  
T Murray, R Pryke and G Wilkinson

Mr G Hall – Co-opted Member

### 37 Chair's Opening Remarks

The Chair welcomed everyone to the November meeting of the Scrutiny Board (Regeneration).

### 38 Exempt Information - Possible Exclusion of the Press and Public

**RESOLVED** – That this Board resolves not to accept the officers recommendation of possible exclusion of the press and public in respect of Appendix 5 to the report referred to in Minute 46 under the terms of Access to Information Procedure Rule 10.4 (3) on the grounds that it contained information relating to the financial or business affairs of any person or company and therefore requests that this document be released within the public domain with immediate effect.

### 39 Late Items

There were no formal late items of business to consider, however, the Chair agreed to accept the following supplementary item which was circulated at the meeting:-

- Formal comments of the Directors of City Development to the proposed interim recommendation of the Scrutiny Board (Agenda Item 10) (Minute 48 refers)

The document was not available at the time of the agenda despatch, but was made available on the Council's website immediately after the meeting.

### 40 Declarations of Interest

The following personal declaration of interests were made:-

- Councillor R Pryke in his capacity as a Board Member on East North East Homes ALMO (Agenda Item 7) (Minute 44 refers)
- Councillor G Wilkinson in his capacity as a Board Member on East North East Homes ALMO (Agenda Item 7) (Minute 44 refers)
- Councillor J Procter in his capacity as a Member of the Aire Valley Leeds Regeneration Board (Agenda Item 7) (Minute 44 refers)
- Councillor T Murray in his capacity as a Member of the Aire Valley Leeds Regeneration Board; Board Member on East North East Homes

Draft minutes to be approved at the meeting  
to be held on Monday, 19th December, 2011

ALMO and as Chief Executive of Learning Partnerships who were Members of the Chamber of Commerce (Agenda Item 7) (Minute 44 refers)

**41 Apologies for Absence and Notification of Substitutes**

An apology for absence was received on behalf of Councillor G Hussain.

Notification had been received for Councillor P Grahame to substitute for Councillor G Hussain.

**42 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the meeting held on 31<sup>st</sup> October 2011 be confirmed as a correct record.

**43 Matters Arising from the Minutes**

Proposals to reform the process for the registration of land as town and village greens and to introduce Local Green Space Developments (Minute 34 refers)

The Chair informed the meeting that the Chief Executive on the advice of the Director of City Development had decided not to submit a late response to the consultation on the above issue based on the Open Space Society submission. Board Members had been provided with detailed reasons for this decision by the Director of City Development at their Pre-meeting.

Following a brief discussion, the Board requested the Principal Scrutiny Adviser to refer this issue to the Executive Board for consideration on the grounds that the original response/proposals made by officers was inadequate, ineffective and unreasonable.

**44 East Leeds Regeneration Board**

Referring to Minute 31 of the meeting held on 31<sup>st</sup> October 2011, the Head of Scrutiny and Member Development submitted a report on progress made since the last meeting in relation to the East Leeds Regeneration Board.

Apologies for absence were received on behalf of Mr G Mudie MP; Gary Williamson, Chief Executive, Leeds, York and North Yorkshire Chamber and Councillor A Carter, Leader of the Conservative Group.

The Chair informed the meeting that Mr Williamson had stated that there was no benefit in the Chamber attending the Scrutiny Board meeting as they had no further information or knowledge on the issue and could not shed any further light on the commissioning of the papers.

The Board expressed it's concern towards this statement and reiterated that attendance at Scrutiny Board meetings was necessary. It was noted that the Chamber had been provided with a copy of forthcoming Scrutiny Board dates.

The Board was of the opinion that the scope and remit of the of the East Leeds Regeneration Board was too wide because of the number of projects being undertaken which includes Easel, Thorpe Park Business Park, East

Leeds Orbital Road, Vickers site etc. Members thought that many of these schemes were large enough in themselves to warrant separate reporting mechanisms rather than all reporting through the East Leeds Regeneration Board. It was therefore the view of the Board that the Head of Leeds Initiative and International Partnerships should be asked for a report on this issue for consideration by the Scrutiny Board.

**RESOLVED –**

- a) That the contents of the report be noted.
- b) That the Board's Principal Scrutiny Adviser be requested to liaise with the Head of Leeds Initiative and International Partnerships with a view to a further report been considered on this issue at a future meeting of the Board.

**45 Directors Response to Executive Board on the Recommendations of Scrutiny Board following its Inquiry on Housing Growth and on the Outcome of the Informal Consultation on this Issue**

The Head of Scrutiny and Member Development submitted a report on the Directors response to Executive Board on the Recommendations of Scrutiny Board following its Inquiry on Housing Growth and on the Outcome of the Informal Consultation on this issue.

Appended to the report was a copy of the report of the Director of City Development entitled ' Director's Response to Report by Scrutiny Board Regeneration on Housing Growth – Executive Board – 2<sup>nd</sup> November 2011' for the information/comment of the meeting.

Specific discussion ensued on Recommendation 10 contained within the Executive Board report i.e. the proposal that 80% of the income raised through the Community Infrastructure Levy (CIL) be ring fenced for the benefit of the local communities.

It was noted that the Government's consultation paper deadline in relation to the CIL issue was the end of December 2011.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That the Board's Principal Scrutiny Adviser be requested to write to the Leader of Council, on behalf of the Board, recommending that the Director of Resources submit a response to the Government's consultation paper on CIL before consultation expires on 31<sup>st</sup> December 2011 supporting the view that a "meaningful" proportion of the levy to go to local communities should be 80% of the CIL income.

**46 Leeds Bradford International Airport - Taxi Access**

Referring to Minute 32 of the meeting held on 31<sup>st</sup> October 2011, the Director of City Development submitted a report on outstanding issues in relation to the taxi access at Leeds Bradford International Airport.

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

- Whitehouse Lane at Leeds Bradford International Airport – General Arrangement of Initial Option of a taxi rank (Appendix 1 refers)
- Initial Option (2010) for taxi rank on Whitehouse Lane adjacent to Leeds Bradford International Airport (Appendix 2 refers)
- Whitehouse Lane at Leeds Bradford International Airport – General Arrangement of Detailed Option for a taxi rank (Appendix 3 refers)
- Detailed Option for a taxi rank on Whitehouse Lane Adjacent to Leeds Bradford International Airport (Appendix 4 refers)
- Correspondence with Leeds Bradford International Airport (Appendix 5 refers)

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

- Gary Bartlett, Chief Officer, Highways and Transportation, City Development
- Andrew Hall, Acting Head of Transport Policy, City Development
- Oliver Priestley, Principal Engineer, City Development Department

The Chair invited the Chief Officer, Highways and Transportation and the Acting Head of Transport Policy to provide a background and detailed breakdown of the cost estimate and the design principles used, together with an explanation of the differences with the originally quoted estimate.

In addition to the above representation, the Principal Engineer also provided the meeting with a full explanation of the design principles in relation to both options (Appendix 2 and 3 refers).

Detailed discussion ensued on the contents of the report and appendices.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That the Chief Officer, Highways and Transportation, City Development be requested to prepare a further report for consideration at the next meeting of the Scrutiny Board providing details of the advice and guidance that was received by the new Engineering Support team for the revised scheme proposed for Whitehouse Lane which justified the higher standard of road proposed for a taxi rank when the road itself was unclassified (Appendix 3 refers)
- c) That officers be asked to confirm that there was no relevant correspondence with the LBIA between the period 8<sup>th</sup> April 2011- 25<sup>th</sup> July 2011.
- d) That the Board's Principal Scrutiny Adviser be requested to update the work schedule accordingly.

(Councillor M Iqbal joined the meeting at 10.45am during discussions of the above item)

Draft minutes to be approved at the meeting  
to be held on Monday, 19th December, 2011



#### 47 **Kirkgate Market - Additional Information**

Referring to Minute 33 of the meeting held on 31<sup>st</sup> October 2011, the Head of Scrutiny and Member Development on additional information provided in relation to Kirkgate Market.

Appended to the report was a copy of a report prepared by the Director of City Development on the provision of additional information on lettings, Leeds Kirkgate Market for the information/comment of the meeting.

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

- Cath Follin, Head of City Centre and Markets, City Development
- Parveen Ahmad, Commercial Development Manager, City Development
- Liz Laughton, Chair of National Markets Traders' Federation (NMTF) Leeds (Kirkgate Branch)
- Jo Williams, Consultant, Leeds Markets (Kirkgate Branch)
- Michele Hocken, National Market Traders' Federation (NMTF) (Kirkgate Branch)
- Lacky Singh, National Market Traders' Federation (NMTF) (Kirkgate Branch)

Prior to discussing the report, the Chair informed the meeting that following a recent briefing with the Head of City Centre and Markets and the Markets Manager with regards to rents of different stalls, he was satisfied that there was a rationale being applied at the market. However he was of the opinion that the system was very complex and that there was now merit in making the process much simpler.

The Head of City Centre and Markets responded and gave the Board the assurances that this issue would be addressed through any future changes in the ownership and management of the market.

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

- a request for the Board to receive a copy of Kirkgate Markets Forum minutes on a regular basis  
*(The Head of City Centre and Markets responded that there had only been one meeting of the Forum recently. A note of these meetings in the future would be circulated to all Members of the Scrutiny Board via the Board's Principal Scrutiny Adviser)*
- a proposal that the Board, including new Members visit the market  
*(The Board's Principal Scrutiny Adviser responded and agreed to arrange a visit in due course)*
- clarification of whether vacant stalls increase the service charges to tenants at the market and the loss of income from vacant stalls for the years specified in the schedule.  
*(The Head of City Centre and Markets agreed to supply this information to a future meeting)*

- the need for clarification in relation to a list of vacant stalls which had been released to the market traders which differed from the list provided to the Board.  
*(The Head of City Centre and Markets responded and agreed to confirm that the list submitted to the Board was correct or provide Members with an amended copy)*
- clarification of when the consultants report would be available for the Scrutiny Board to see prior to consideration by the Executive Board  
*(The Head of City Centre and Markets responded and informed the meeting that it was on the Forward Plan to go to Executive Board in February 2012)*

In addition to Board Members comments, the Chair also gave the Market trader representatives an opportunity of asking specific questions or seeking clarification of the points raised which were duly noted by the Board.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That the Head of City Centre and Markets be requested to submit a further report to the Board setting out the affect vacant stalls have on the service charges applied to stallholders and on the total estimated loss of income from vacant units listed in the appendix submitted to the Board for the years specified.  
*(At the request of the Board, the Board's Principal Scrutiny Adviser agreed to consult with the Chief Officer the report author, with a view to it being considered at the Board meeting on 17<sup>th</sup> January 2012)*
- c) That a draft copy of the Consultant's report be submitted to this Board on 17<sup>th</sup> January 2012 and that the Chief Officer Public Private Partnership Unit who was leading on this project be invited to this meeting.
- d) That the Board's Principal Scrutiny Adviser be requested to update the Board's work schedule.

(Councillor B Atha left the meeting at 12.45pm during discussions of the above item)

(Councillor K Mitchell left the meeting at 12.50pm during discussions of the above item)

(Councillor M Iqbal left the meeting at 12.55pm during discussions of the above item)

**48 Inquiry to Consider Affordable Housing by Private Developers - Interim Recommendation to Executive Board**

The Head of Scrutiny and Member Development submitted a report in relation to Board's Inquiry on the provision of affordable housing by private developers in the city.

A copy of the formal comments of the Directors of City Development to the Board's proposed recommendation were tabled as supplementary information at the meeting.

The Board was asked having regard to the Director's formal comments whether it wished to agree an interim recommendation to the Executive Board in that it reconsiders this interim housing policy as a matter of urgency with a view to reinstating the 2008 affordable housing targets in relation to Greenfield sites.

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

- Martin Sellens, Head of Planning Services, City Development
- Robin Coghlan, City Development
- Maggie Gjessing, Housing Investment Manager, Environment and Neighbourhoods

Prior to discussing this issue, the Board raised their concerns of the non attendance of the Chief Planning Officer and the Deputy Chief Officer Planning Officer at today's meeting. Martin Sellens, Head of Planning Services responded and agreed to convey the Board's comments to Mr Crabtree and Mr Speak.

Detailed discussion ensued on the contents of the report and appendices.

It was the general consensus of the meeting that despite the formal comments received from officers, the Board's recommendations should stand and be presented to Executive Board for consideration.

**RESOLVED –**

- a) That the contents of the report and comments of the Director of City Development to the proposed interim recommendation be noted.
- b) That approval be given to an interim recommendation to the Executive Board in that it reconsiders the interim housing policy as a matter of urgency with a view to reinstating the 2008 affordable housing targets in relation to Greenfield sites.

(Councillor J Harper left the meeting at 1.15pm during discussions of the above item)

**49 Work Schedule**

The Head of Scrutiny and Member Development submitted a report providing Members with a copy of the Board's current draft work schedule. The Executive Board minutes of 2<sup>nd</sup> November 2011, together with the Forward Plan of Key Decisions for the period 1<sup>st</sup> November 2011 to 29<sup>th</sup> February 2012 were also attached to the report.

**RESOLVED-**

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

Draft minutes to be approved at the meeting  
to be held on Monday, 19th December, 2011

- b) That the Executive Board minutes of 2<sup>nd</sup> November 2011, together with the Forward Plan of Key Decisions for the period 1<sup>st</sup> November 2011 to 29<sup>th</sup> February 2012 be noted.
- c) That the Board's Principal Scrutiny Adviser be requested to revise the work schedule to incorporate the recommendations made at today's Board meeting.

**50 Date and Time of Next Meeting**

Monday 19<sup>th</sup> December 2011 at 10.00am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30am)

(The meeting concluded at 1.20pm)

## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Regeneration)

**Date: 19<sup>th</sup> December 2011**

Subject: East Leeds Regeneration Board

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## 1.0 Introduction

- 1.1 Mr Gary Williamson, Chief Executive of the Leeds, York and North Yorkshire Chamber was unable to attend the last Scrutiny Board meeting to respond to further questions following information which had come to light concerning the commissioning of reports for the new East Leeds Regeneration Board.
- 1.2 Also invited to that meeting were Councillor A Carter, the Leader of the Conservative Group and Mr G Mudie MP, Leeds East Constituency. Unfortunately these witnesses were also unavailable to attend the meeting on 29<sup>th</sup> November 2011.
- 1.3 During the discussion which ensued at the last meeting the Board widened its interest and took the view that the scope and remit of the East Leeds Regeneration Board was too wide. This was because of the number of projects being undertaken which includes Easel, Thorpe Park Business Park, East Leeds Orbital Road, Vickers site etc. Members thought that many of these schemes were large enough in themselves to warrant separate reporting mechanisms rather than all reporting through the East Leeds Regeneration Board. It was therefore the view of the Board

that Mr Martin Dean, Head of Leeds Initiative and International Partnerships should be asked for a report on this issue for consideration by the Scrutiny Board.

## **2.0 Witnesses Attending**

- 2.1 Mr Martin Dean, Head of Leeds Initiative and International Partnerships has been unable in the timescale available to submit a report on this issue but will attend today's meeting to talk about the remit of the East Leeds Regeneration Board and respond to Members questions.
- 2.2 Mr G Williamson, Chief Executive of Leeds, York and North Yorkshire Chamber will also attend today's meeting.
- 2.3 Councillor A Carter, Leader of the Conservative Group and Mr G Mudie PM have also been invited to attend this session.

## **3.0 Recommendation**

- 3.1 Members are asked to hear from and ask question of the witnesses attending the meeting today and determine what, if any, further scrutiny the Board wishes to take on this issue.

## **Background documents**

None referred to

**Report of Assistant Chief Executive (Customer Access and Performance)**

**Report to Regeneration Scrutiny Board**

**Date: 19<sup>th</sup> Dec 2011**

**Subject: 2011/12 Quarter 2 Performance Report**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: N/A	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. This report presents to Scrutiny a summary of the quarter 2 performance data relevant to the Housing and Regeneration Scrutiny Board. Three key issues have been highlighted for Members attention: Budget, Transport and Planning Performance.

**Recommendations**

2. Members are recommended to:
  - Note the three issues which have been highlighted: Budget, Transport and Planning Performance and consider if they are satisfied with the work underway to address these issues.
  - Note the overall progress in relation to the delivery of the Housing and Regeneration City Priorities and consider if they wish to undertake further scrutiny work in any of these areas. In particular, Members may wish to focus their attention on the Council's contribution to the delivery of the city priorities as set out in the Directorate Priorities and Indicators.
  - Identify any further reports or information that they may require to fulfil their scrutiny role in relation to the delivery of the outcomes for Housing and Regeneration.

## **1 Purpose of this report**

- 1.1 This report presents to Scrutiny a summary of the quarter two performance data for 2011-12 which provides an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

## **2 Background information**

- 2.1 A new set of delivery plans for the Council and the city were adopted by Council in July 2011 and this report is the first performance update setting out the progress in delivery of these plans. The plans and performance management arrangements that form the basis of this report have been developed alongside the revised partnership boards for the city in a whole system approach. Members will note that the delivery of City Priority Plan priorities are shared with partners across the city while the Council Business Plan sets out the Council's contribution to these shared priorities. This report whilst providing an overview of the performance relating to the City Priority Plan deliberately focuses more on the council's contribution which will best enable Scrutiny to challenge the organisation.
- 2.2 The new performance management arrangement include a number of new reports including:
- Performance Reports – these are produced for the each of the City Priority Plan priorities and for the 5 Cross-Council Priorities in the Council Business Plan. They are a one page summary of progress in delivering the priority including a RAG rating of overall progress. Where possible the headline indicator is shown in a graph to clearly indicate progress and the reports include a look forward to the actions due over the next 3-6 months. We have adopted the principles of outcomes based accountability in these reports.
  - Directorate Priorities and Indicators – a directorate scorecard has been produced for each directorate which sets out the high level progress against each of the directorates priorities and indicators in the Council Business Plan. These are all available on the intranet and published on the Council's website. It also includes the directorates contribution to the cross council priorities and indicators. For Scrutiny purposes these scorecards have been divided up so that each Scrutiny Board receives an update on the priorities within the remit of their Board recognising that these do not necessarily align directly to the Council's directorates in all case. Members will note that this does mean that some priorities will go to two or more Scrutiny Boards and Boards are asked to consider working jointly on any follow up inquiries or nominate a lead Board.
  - Self Assessment – each directorate has the opportunity in this section to raise any other performance issues that might not be directly represented within the directorate priorities and indicators.
- 2.3 These reports are designed to provide a high level overview of performance issues related to the City Priority and Council Business Plans only. Members will need to use this information and the discussion in their boards to identify what further reports and more detailed information they might require in order to fulfil their scrutiny role. Therefore, these reports are designed to be a starting point for the work of the board.
- 2.4 This report includes three appendices:
- Appendix 1a – Performance Reports for the Housing and Regeneration City Priorities.
  - Appendix 1b – City Development Directorate Priorities and Indicators relevant to the Board
  - Appendix 1c – Environment and Neighbourhoods Directorate Priorities and Indicators relevant to the Board

## **3 Main issues**

### **Performance Overview**

#### City Priority Plan (CPP)

- 3.1 There are 3 priorities in the Housing and Regeneration City Priority Plan and none are red, 1 is amber and 2 are green. The amber priority is:
- Improving housing conditions and energy efficiency.



## Council Business Plan

### *Directorate Priorities and Indicators*

3.2 There are 9 Directorate Priorities which support the delivery of the Housing and Regeneration priorities drawn from Environment and Neighbourhoods and City Development directorates. Of these none are red, 3 are amber and 6 are green. These are supported by 5 performance indicators that can be reported at quarter two of these 1 indicator is rated as red (this is listed below), 1 is amber, 3 are green. The red rated indicators is:

- Percentage of major planning applications completed on time (City Development)

## **Key performance issues for Housing and Regeneration Board**

### ***i) Budget***

3.3 The overall budget position for the council remains an area for continued focus. At the end of quarter 2 £80m of the budgeted savings required are on target and the projected year-end overspend for the council continues to reduce (£7.2m at Month 6). However, it is an area where we must not be complacent and all Scrutiny Boards need to be aware of the overall financial context when scrutinising the areas of work within the remit of their Board.

### ***ii) Transport***

3.4 The risk of not achieving an improved transport infrastructure for the city over the next few years remains high. This is due to funding uncertainties and delays around some of our planned major transport schemes (e.g. New Generation Transport, Rail Growth Package, Inner Ring Road, High Speed Rail etc.)

3.5 While a “green” rating has been provided at this stage, to recognise the achievements to date, the situation will be reviewed at quarter three in light of anticipated decisions relating to major funding bids. The failure of some or all of these bids would lead to a rating of “amber” or “red”.

3.6 The responsibility for this area sits within the Sustainable Economy and Culture Scrutiny Board, and terms of reference for an Inquiry in this area have just been agreed. It is referenced in this report for information, due to its potential impact on the broader regeneration work in the city.

### ***iii) Planning Performance***

3.6 Efficient and effective planning processes are a key contribution on behalf of the council for the delivery of a range of City Priority Plan priorities around economic development, creation of jobs, housing growth and the marketing/profile of the city; as well as having a direct impact on the income targets for the City Development Directorate. It is understood that the main reason for the red indicator around the completion of major planning applications on time is due to difficulties in signing off the section 106 agreements with developers. In the current economic climate, some developers may be reluctant to complete these agreements. The Council has a difficult role to play in ensuring the viability of development and obtaining appropriate contributions to developing infrastructure and providing community facilities. The new Community Infrastructure Levy (CIL) and draft regulations are currently subject to consultation (due to close on 30<sup>th</sup> Dec 2011). This new system is more flexible and provides an opportunity for the Council to re-assess its policy in this area in light of the strategic plans. However, it should be noted that CIL is intended to provide gap funding for infrastructure and there are likely to be far greater demands for funding than CIL can deliver. Work is underway in this area and a report on CIL is being taken to Executive Board in December.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 All performance information is normally reviewed by Directorate Leadership Teams, Partnership Boards (for City Priorities) and the Best Council Board (Cross-Council Priorities). However timings of some Boards did mean that this was not possible in all cases for quarter two, but in the future meetings will be scheduled to align better with the quarterly reporting

cycle. All performance information has been reviewed by CLT and the Council's Performance Board.

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 Whilst some of the performance reports do include an update on the significant issues for the delivery of the priority from an equality perspective some do not. This is the first time that these reports have been prepared and, therefore, Scrutiny Boards may wish to consider whether this issue is sufficiently covered in the performance reports in their area. This feedback can then be used to strengthen the reporting arrangements going forward.
- 4.2.2 This is also an issue that will be given further consideration through a piece of work that has been commissioned by the Leeds Initiative Board. This work is looking at what reporting arrangements are needed to track the cross cutting issues that run across several of the Strategic Partnership Boards like poverty and inequality (including child poverty and health inequalities). The aim is to be able to capture and understand the various contributions from across the Boards to these areas without necessarily creating separate and potentially bureaucratic processes. Proposals are scheduled to be brought back to the Leeds Initiative Board in February.

## **4.3 Council Policies and City Priorities**

- 4.3.1 This report provides an update on progress in delivering the council and city priorities in line with the council's performance management framework.

## **4.4 Resources and Value for Money**

- 4.4.1 There are no specific resource implications from this report; however, it includes a high level update of the Council's financial position as this is a cross council priority within the Business Plan.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 All performance information is publically available and will be published on the council and Leeds Initiative websites.

## **4.6 Risk Management**

- 4.6.1 The Performance Reports include an update of the key risks and challenges for each of the priorities. This is supported by a comprehensive risk management process in the Council to monitor and manage key risks. From this quarter CLT have also reviewed the corporate risk register alongside the performance information which will further ensure that the Council's most significant risks are effectively identified and managed.

## **5 Conclusions**

- 5.1 This is the first time that the performance reports and scorecards have been produced and there is still some work to do to ensure that they are high quality information updates, written in plain English with jargon kept to a minimum. In terms of City Priority Plan performance reports these also need to be owned and debated by the five Strategic Partnership Boards and include more information from across the partnership. Timing issues meant that this did not happen in all cases at quarter two although they were signed off by key stakeholders as appropriate. Outcomes Based Accountability support will be offered to all Boards to help them to develop and refine their action plans for the delivery of the priorities for their boards and to help them to use the data to shape their performance discussions. Some of the performance information was also incomplete and will be chased for quarter three.
- 5.2 However, overall the performance reports and directorate scorecards are a clear and simple summary of performance that Members can use to understand the current performance in relation to the priorities from our strategic plans which are relevant to the Board.

## **6 Recommendations**

6.1 Members are requested to:

- Note the three issues which have been highlighted: Budget, Transport and Planning Performance and consider if they are satisfied with the work underway to address these issues.
- Note the progress in relation to the delivery of the Housing and Regeneration City Priorities Plans and consider if they wish to undertake further scrutiny work in any of these areas. In particular, Members may wish to focus their attention on the Council's contribution to the delivery of the city priorities as set out in the Directorate Priorities and Indicators.
- Identify any further reports or information that they may require to fulfil their scrutiny role in relation to the delivery of the outcomes for Housing and Regeneration.

## **7 Background documents**

- City Priority Plan 2011-15
- Council Business Plan 2011-15
- Council and City Performance Management Framework (Draft)

This page is intentionally left blank

**Meeting:** Housing and Regeneration Board

**Population:** All people in Leeds

**Outcome:** Local people benefit from regeneration investment

**Priority:** Maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods.

### Why and where is this a priority

Leeds is a growing city. The current population of approx. 787,700 (as of mid-2009) is expected to increase to approximately 880,000 by 2018 and by 2033 to just over 1 million (ONS)<sup>1</sup>. The implications of the projected rise in population brings to the forefront a continued requirement for housing growth, affordable housing and for improvements to existing public and private sector stock.

**Overall Progress:**  
**GREEN**

### Story behind the baseline

- Leeds Strategic Housing Market Assessment (May 11) has established the City's housing requirements at 4,680 units. The challenge over the next 4 years is to ensure a steady rate of growth is achieved that will enable the city to move closer towards meeting its housing needs. Update on activities that impact on this priority are as follows:

- Central Government is seeking to **reform the planning system** through the recent consultations on the National Planning Policy Framework and through the Localism Bill. In this context, the Council continues to take forward priorities under the LDF: Core Strategy; Site Allocations Development Plan Document (SADPD); Natural Resources and Waste Development Plan Document (NRWDPD); Aire Valley Leeds Area Action Plan (AVLAAP); and Neighbourhood Plans.

At Q2, the result for processing major planning applications is 56.76% against a target of 70%. This result is largely due to the economic climate which has led to delays by applicants to sign legal agreements in relation to Section 106's resulting in applications going 'out of time'. The Council has a difficult role to play in ensuring the viability of development and obtaining appropriate contributions to developing infrastructure and providing community facilities however, we are working with Developers to positively progress this. The new Community Infrastructure Levy (CIL) and draft regulations are currently subject to consultation. This new system is more flexible and provides an opportunity for the Council to re-assess its policy in this area .

- In Q1 and Q2 there were 11 housing reserve matter planning applications submitted, constituting in total 389 houses and 213 flats.
- Interim Affordable Housing Targets was adopted by Executive Board in order to stimulate delivery of housing in the city.
- In terms of long-term **empty properties** (private sector units empty for 6 mths+) brought back into use, the strategy for the City has established an annual target of 3,200 pa. Actual properties returned to occupation in Q1 (630), and in Q2 (364) against a quarterly target of 800. The Council is confident that the annual target is still achievable.

**Headline Indicators:** Increase the number of new homes built per year.  
Increase the number of new affordable homes built each year.  
Increase the number of long-term empty properties brought back into use.

The methodology for the headline indicators is currently under development.

<sup>1</sup> The University of Leeds estimate that the population of Leeds will be 828,650 by 2018 and 951,500 by 2033. The main factor behind the University's more conservative figures is the impact of migration which the University believes the ONS has over-estimated. As at June 2011, the Business Transformation Team have not yet agreed on whether the City Council will be using ONS or Leeds University's figures.

### What do key stakeholders think

- The new Housing & Regeneration Board has been set up, and held its first meeting on Thursday 13<sup>th</sup> September 2011. In addition to any formal/informal consultation data that is collated in future quarters, this forum will provide a platform to determine the thinking and views of key stakeholders in respect of this priority.

### What we did (Qtr 2)

- Continued preparation of draft Core Strategy for publication.
- Housing & Regeneration Board established.
- Housing & Regeneration City Priority Plan drafted for consideration by members
- LL/BHH PFI - Final Business Case approved by DCLG & Treasury.
- Leeds Housing Strategy - Project Mandate for development of a comprehensive strategy (inc Empty Properties) agreed.
- Strategic Housing Market Assessment (SHMA) 2010 report published in Jun 2011, considered impact of population and economic trends on development requirements across Leeds and for specific groups and equality strands.
- Pre-consultation Housing Growth debate completed in Sept 2011.
- Strategic Housing and Land Availability Assessment (SHLAA) updated with new sites and housing delivery conclusions.

### New Actions (Qtr 3)

- Publication of draft Core Strategy by the end of 2011.
- New Housing Forum established.
- HCA Affordable Housing Programme – final confirmation of approved bids.
- LL/BHH PFI – Communication strategy to be implemented including formal announcement of Preferred Bidder
- Leeds Housing Strategy – Project Group established and action plan developed.
- Local housing Market Assessments to be finalised by re’new and circulated to ward members.
- SHMA housing growth debate and ‘Inquiry to Review the Population and Household projection Information and the Core Strategy including the Land Banking Practices of Developers Scrutiny Report’ to be used to influence and inform policies/strategies for the delivery of housing and the specific housing requirement for Leeds.
- Housing Growth Executive Board report to be produced in Nov 2011 with recommendations on housing development as proposed by the consultation participants.

### Equality Impact Assessment

Equality 1 – Increase the number and quality of older people’s housing:

- Analysis by priority groups in relation to the equality targets agreed is not possible for private sector developments. For this period, no new affordable homes for older people were completed.
- Work continues between ASC registered providers and developers to identify opportunities for older people’s accommodation.
- Progress is being made to scope out the range of future older people’s housing required in the city.

### Data Development

- Work to develop and agree the exact methodology for the headline indicators will continue.
- Office of National Statistics Leeds’ population figures were challenged as part of the SHMA process.
- To ensure housing investment maximises housing choice and affordability across priority neighbourhoods, a number of local housing market assessments have been completed, by re’new on behalf of the Council, as follows: Chapeltown; Harehills; Seacroft; Gipton; Halton Moor; Beckhills; Burmantofts; Richmond Hill; Cross Green/East End Park; Middleton; New Wortley/West Leeds Gateway; Leeds Bradford Corridor; Aire Valley

### Risks and Challenges

Risk of Core Strategy not being in place in order to provide an up to date strategic planning context for decision making.

### **What worked locally /Case study of impact**

Case Study – Long term empty property - FA, Leeds 9

The property in question is a privately owned long term empty property located within Cross Green, Leeds 9. This is an area which has been subject to considerable regeneration activity for many years. Investment has occurred in relation to acquisition and demolition of old obsolete properties with a view to building new homes on the existing site. Additionally, there has been renovation of existing stock as part of block improvement programmes. There has also been other non physical regeneration activity such as selective licensing of the private rented sector and multi agency actions to address environmental and anti-social behaviour issues.

As part of actions to support the long term regeneration of the area, an Empty Property Team was set up by the Council in 2006 to target long term empty properties in the area, including this property in Cross Green.

The property had been empty since 1996, with the owner living in France. The property had been the subject of repeated break-ins and vandalism which resulted in enforcement action by the Council. The property was targeted by the team and the owner was contacted to determine their intentions and to subsequently decide on the best course of action for returning the property to occupation. Despite promises the owner failed to achieve this and as a result, in 2007, compulsory purchase action was instigated by the Council. The decision to issue a Compulsory Purchase Order (CPO) resulted in the owner lodging an appeal resulting in a Public Enquiry in October 2009. The day before the Enquiry the owner withdrew their appeal and the Council was able to make the CPO.

Funding for the acquisition was secured via the West Yorkshire Recycling Empties Partnership. This is a partnership between the 5 local authorities in West Yorkshire sharing a pot of money to allow CPO's to occur and once properties are sold the money is returned to this pot to allow further actions to occur.

7 Since vested in the ownership of the Council it was possible to dispose of the property to an owner who would renovate it and bring it back to occupation. To ensure that this 2 occurred, a clause was inserted into the sale giving the new owner 12 months to refurbish the property or the Council would buy it back.

9 In June 2011, the property was sold at auction for £20k. The owner has already commenced the renovation of the property and the empty property team are monitoring the 1 situation, offering help and advice to ensure that a long term empty private property is brought back into occupation and will no longer blight the Cross Green area.

If the owner decides to rent the property the Empty Property Team is able to refer the owner to the Private Sector Letting team may be able to assist with prospective tenants.



**Meeting:** Housing and Regeneration Board

**Population:** All people in Leeds

**Outcome:** The housing growth of the city is sustainable

**Priority:** Enable growth of the city whilst protecting the distinctive green character of the city.

**Why and where is this a priority**

Improving the public realm, linking local people to the employment opportunities created by new investment, and improving the vitality and vibrancy of the City's town and district centres is critical to ensure the long term sustainability of priority neighbourhoods and the City Centre.

**Overall Progress:  
GREEN**

**Story behind the baseline**

- As part of the council's place-making agenda, **physical improvement works** were undertaken to 17 town, district and village centres. This resulted in £17m worth of investment for affordable housing, public realm, DDA access and highway improvements. In addition, the council secured £2m from the Heritage Lottery Fund to develop a £4m fund to repair and restore the historic building fabric of some 60 commercial and residential properties in Chapeltown, north east Leeds and Armley, in west Leeds. Leeds has also been awarded further £1m by the HLF to repair and renovate a series of properties on Lower Kirkgate Leeds' first street.
- Green Space improvements have been successfully undertaken or are planned to be undertaken during 2011/12 on various sites across Leeds using S106 funding.

**Headline Indicator:** Improve the percentage of people satisfied with the quality of the environment.

Baseline position for 2010/11 is yet to be confirmed.



<p><b>What do key stakeholders think</b></p> <ul style="list-style-type: none"> <li>• Aire Valley Leeds Area Action Plan (AVLAAP) workshop held with landowners and developers in Hunslet Riverside and Masterplan to be produced from workshop discussions.</li> <li>• As part of wider greenspace improvements, residents in Armley welcome the Moor improvement proposals and are keen for the project to commence. Representatives from the Health Sector are supportive of the Green Outdoor Gym element of the work and will engage with local residents, through the new Armley Leisure centre, to deliver fitness classes on the moor.</li> </ul>	<p><b>New Actions (Qtr 3)</b></p> <ul style="list-style-type: none"> <li>• Completion of AVLAAP Social Infrastructure and green Infrastructure Studies and completion of South Bank Planning Framework, further workshop with draft Hunslet Riverside Plan, consideration of ideas for Richmond Hill and Hunslet Communities and opportunities for environmental initiatives for Urban Eco Settlement. The AVLAAP is to be published in April 2012.</li> <li>• Armley Moor – Key stakeholders to be informed of the project timescales following final approval for the S106 funding allocation from planning colleagues.</li> </ul> <p><b>Data Development</b></p> <ul style="list-style-type: none"> <li>• No data development requests have been identified</li> </ul>
<p><b>What we did (Qtr 2)</b></p> <ul style="list-style-type: none"> <li>• Continued work on the Aire valley Leeds Area Action Plan (AVLAAP) Social Infrastructure Study and Green Infrastructure Audit Armley Moor Improvement Project S106 allocation agreed by Project Board.</li> <li>• East Leeds greenspace improvements: <ul style="list-style-type: none"> <li>• Harehills Park - improvements to footpath surfaces, relocated playground, installed cricket pitch and stumps and improved access to the site.</li> <li>• Gipton Square - new playground has been installed using Playbuilders funding</li> <li>• Oak Tree Drive - S106 monies used for footpath resurfacing, new planting, new benches and improvements to the playing pitch.</li> </ul> </li> </ul>	<p><b>What worked locally /Case study of impact</b></p> <ul style="list-style-type: none"> <li>• Wyke Beck Valley Pride: A successful bid for £319,000 Access To Nature funding for the Wyke Beck Valley has kick-started a programme of community-led environmental improvements, environmental education work with schools, community and corporate volunteering and family activities in some of the most disadvantaged communities in East Leeds.</li> </ul>
<p><b>Risks and Challenges</b></p> <ul style="list-style-type: none"> <li>• Armley Moor Improvement Project: Further increase in costs beyond that for which a contingency has been allowed once work commences on site and a lack of community buy-in or support for green gym from health agencies.</li> <li>• Ward members need to approve the revised East Leeds greenspace improvements which may delay the spending of s106 monies.</li> </ul>	

**Meeting:** Housing and Regeneration Board

**Population:** All people in Leeds

**Outcome:** Houses of all tenancies are able to meet the needs of citizens of Leeds at different stages of their lives

**Priority:** Improve housing conditions and energy efficiency.

**Why and where is this a priority**

The most recent Private Stock Condition Survey (2007) found that a third of private sector housing in Leeds (or 81,800 units) was non-decent, with the main issue being thermal comfort. Ongoing investment into Council stock is critical in maintaining its function as a provider of decent, affordable housing for a large proportion of the City's growing population.

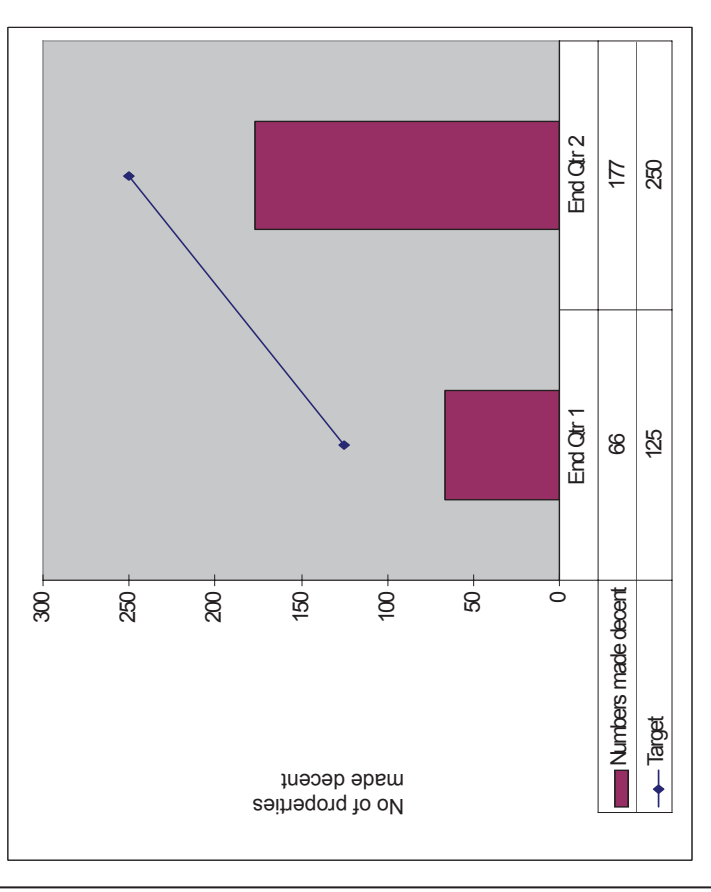
**Overall Progress:**  
**AMBER**

**Story behind the baseline**

- Decency across council stock has been maintained (slight increase from 96.28% at end Mar 2011 to 96.4% end Qtr2)
- The number of individuals benefiting from the removal of **Cat 1 hazards**/reduction of Cat 2 hazards reached 872 in Qtr2. Although this is lower than the projected qtrly target of 1,125 some figures are calculated on an annual basis and overall the City is on track to achieve the annual target of 4,500.
- A total of 66 properties were made **decent** by the end of Qtr 1 which increased in Qtr 2 to 177. Recording procedures for decency mean that the total number of properties will not become evident until Qtr 4. The City is on track to make 500 private sector properties decent within the year.
- The **Home Insulation Scheme** is on track to insulate 2,000 homes by March 2012. Leeds due to release 'mini-bid' to the Framework in October to secure partner to deliver the scheme.
- 2,900 properties confirmed as suitable (Council Stock only) for **PV systems** to date. Legal agreements being negotiated.
- Initiatives with both Leeds Credit Union and CES to promote PV systems to the private sector are also underway, however, the initial target of c1,000 systems by March 2012 is unlikely to be met due to inability to market alongside the Council stock scheme due to Distribution Network Operators restrictions.
- Commencement of **refurbishment/conversion** of properties included in the Little London, Beeston Hill and Holbeck PFI programme has been delayed due to slow progress with the Pre Preferred Bidder FBC, leading to contract slippage. Service commencement of works now unlikely before April201.
- New homes in East Leeds are currently being built to older part L building regulations standard (equivalent to **Code for Sustainable Homes level 3**) which meets the original target however, there is less scope for CSH level 4 to be achieved due to the HCA rolling back its expectations to CHS3 on viability grounds.

**Headline Indicator:** Increase the number of properties improved with energy efficiency measures.  
Increase the number of properties which achieved the decency standard

**Indicator:** Increase the number of private properties which achieve the decency standard



<p><b>What do key stakeholders think</b> A number of PV information events were held which tenants were invited to. A high majority of the respondents supported the proposals.</p>	<p><b>New Actions</b></p> <ul style="list-style-type: none"> <li>• HRA Business Plan drafted to include investment needed to sustain decent Council homes standard in the long term. To Exec Board in Dec 11</li> <li>• Continue to closely monitor Council Stock decency and project impact of decency fall outs</li> <li>• Home Insulation Scheme – Exec Board report due 12th October recommending an approach that maintains the intention of the scheme but is deliverable with changing policy/finance environment.</li> <li>• Evaluate Green Deal consultation when available and develop a CLT report recommending a partnership with Kirklees and other LCR authorities to develop scheme.</li> <li>• Work to be undertaken with the Stockholm Institute on the behavioural change study as part of the ongoing Energy Efficiency research project in cross green.</li> <li>• Solar Panel Schemes report due for December Executive Board</li> </ul>
<p><b>What we did</b></p> <ul style="list-style-type: none"> <li>• Home Insulation Scheme - Procurement as part of Leeds City Region DEEP Phase 1 has selected a Framework of 5 suppliers.</li> <li>• PV scheme (Council Stock) – Negotiations are being finalised on the Roof Access Agreement.</li> <li>• Re: Promote PV systems to Private Sector – Business Case completed</li> <li>• Re: schemes for energy efficiency improvement - Discussions with Leeds City Region (LCR) and Kirklees about forming a LCR partnership for the Green Deal making good progress, full time officer from LCR to work on this from November. Bid submitted to National Energy Action (NEA) for help integrating affordable warmth with GD.</li> <li>• Combined Heat and Power scheme completed at Yarn Street and ready to be turned on when first buyers move in.</li> </ul>	<p><b>Data Development</b></p> <ul style="list-style-type: none"> <li>• Detailed whole house surveys to be undertaken on each property participating in the Home Insulation Scheme in order to develop the councils private sector energy database.</li> </ul>
<p><b>Equality Impact Assessment</b></p> <p>Equality 3 – Implementation of energy efficiency measures in target areas of high fuel poverty will also impact on specific vulnerable groups:</p> <p>EIA screening undertaken for home insulation scheme and PV scheme identified that neither would have a negative impact on equality groups.</p>	<p><b>What worked locally /Case study of impact</b></p> <p>Not applicable</p>
<p><b>Risks and Challenges</b></p> <ul style="list-style-type: none"> <li>• Issues of reduced funding has the potential to affect the number of properties that can be made decent in the current financial year.</li> <li>• Insufficient funding available to deliver Home Insulation Scheme programme across whole city; CERT very unlikely to extend beyond end 2012.</li> <li>• Adverse weather could affect delivery of PV installation scheme.</li> <li>• Government delaying release of Green Deal consultation which will delay progress.</li> <li>• Full amount of funding allocated to the Energy Efficiency research project in Cross Green could not be used and some (£70k) will be returned.</li> <li>• It is likely that viability pressures will result in private sector homes being developed to CSH level 3 rather than 4 as discovered on new social housing developments in East Leeds.</li> </ul>	

This page is intentionally left blank

2011/12 City Development Directorate Scorecard

Reporting Period :

Quarter 2 20011/12

Directorate Priorities	Progress Summary	Overall Progress	Supporting Measures	Q1	Q2	Q3	Q4	
Produce a new Local Development Framework that identifies targets for new housing and supports their delivery	There has been substantial progress on the Local Development Framework, which will lead to completion of the Draft Core Strategy in December 2011. Release of Phase 2 and 3 sites and review of the affordability criteria has also resulted in extra housing applications being submitted. However, the processing of major planning applications has not met the target this quarter, mainly because of developers' reluctance to sign S106 agreements due to the financial implications arising from them. The Planning Service is continuing to work closely with developers including establishing early dialogue and confirming S106 expectations and timescales.	Amber	Increase percentage of major and minor planning applications that are completed on time	Majors*	60.53%	56.76%		
				Minors*	78.95%	78.27%		
Improve the quality of Leeds' parks	Parks and Countryside have developed an investment plan for parks and green space that seeks to deliver improvement to provision (particularly in fixed play and playing pitches) and meet the Parks and Green Space Strategy target of having all community parks to Green Flag standard by 2020.	Green	Increase percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	Annually Reported at Q4				
Provide, manage and maintain a safe and efficient transport network for the city	Work on funded safety schemes and planned maintenance is progressing well, with Highways & Transportation staff working hard to reduce costs and obtain efficiencies at every opportunity. However, the uncertainty over funding of major schemes including; New Generation Transport and the Leeds Inner Ring Road continues to be a cause for concern, and the lack of certainty over Leeds Capital Funding continues to hinder our ability to plan works for the future.	Green	Reduce percentage of non-main roads where maintenance may be needed	Annually Reported at Q4				
			Reduce number of people killed or seriously injured on the roads (Based on a 5 year rolling average)*	74	157			
Deliver major projects and make sure these help to deliver the city's priorities; – Arena; Eastgate/Harewood; Trinity; City Park & South Bank; New Generation Transport; Flood Alleviation Scheme; Aire Valley; South Leeds; Leeds /Bradford corridor/Kirkgate Market	Major projects are progressing well. Both Leeds Arena and Trinity Leeds projects have started work onsite and are on-track to complete in spring 2013. The Eastgate scheme is progressing well with developers obtaining revised planning consent in Sept 2011. Executive board formally adopted the South Bank planning statement on 12th October and Tower Works phase 1 was successfully delivered as part of the Holbeck Urban Village (HUV) project.	Green	Increase the number of new jobs*	Annually Reported at Q4				

Self Assessment
No performance related issues

This page is intentionally left blank

2011/12 Environment & Neighbourhoods Directorate Scorecard

Reporting Period : Quarter 2 20011/12

Directorate Priorities	Progress Summary	Overall Progress	Supporting Measures	Q1	Q2	Q3	Q4
Deliver the Housing and Regeneration Board City Priority Plan, with a focus on delivering Affordable Housing and improving domestic energy efficiency	The Amber rating is cautionary whilst steps are taken to agree a robust action plan with the Board and embed a partnership approach to delivery.	Amber	N/A	N/A	N/A		
Create the environment for effective partnership working	Both Boards have been established and TOR and membership agreed	Green	N/A	N/A	N/A		
Support people to improve skills and move into jobs	The apprenticeships employer engagement rate in Leeds has continued to increase in the last 12 months and a wide range of promotional work is being undertaken by partners across the city. This should result in further improvement to achieve the target of 7.2% by April 2012 (from a baseline of 6.1% at April 2011).	Green	Increase the number of employers offering apprenticeships	NA	NA		
Increase number of new affordable homes built	Based on completions for Q1 (133) and Q2 (227) the city remains on track to achieve/exceed the indicative target (500)	Green	Number of new affordable homes	125	227 (YTD 352)		
Increase number of houses with improved energy efficiency (both public and privately owned housing)	Home Insulation scheme on track to insulate 2000 homes by March 2012. Solar PV scheme - 2900 properties confirmed as suitable to for PV systems although issues around marketing due to Distribution Network Operator restrictions. Discussions with Leeds City Region and Kirklees about forming a partnership arrangement for a Green Deal partnership is making good progress.	Amber	Number of houses enhanced with energy efficiency measures (public and private)	0	0		

Self Assessment
No performance related issues

This page is intentionally left blank



## Report of the Director of City Development

## Report to Scrutiny Board (Regeneration)

**Date: 19 December 2011**

## Subject: Review of SHLAA Partnership

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### 1 Purpose of this report

- 1.1 To respond to recommendation 6 of the Housing Growth Scrutiny Inquiry Report of October 2011.

### 2 Background information

- 2.1 During August – September this year, Scrutiny Regeneration conducted an inquiry into Housing Growth. One of the sessions examined Leeds' Strategic Housing Land Availability Assessment (SHLAA) which was originally completed to a 2009 base date.

- 2.2 Recommendation 6 of the Housing Growth Report of October 2011 states:

**That the Director of City Development undertake a fundamental review of the SHLAA partnership by 31 December 2011 and before the preparation of the site allocation plan and that a report be submitted to Scrutiny Board (Regeneration) on the outcome.**

- 2.3 This report provides a fundamental review of the partnership.

### **3 Main issues**

#### **Scope and focus of the Review**

- 3.1 Recommendation 6 of the Housing Growth Scrutiny report calls for a “fundamental” review of the SHLAA Partnership. This report examines the background to the SHLAA Partnership and the arrangements that are in place in other Yorkshire Districts, the other core cities and in Tunbridge Wells.

#### **SHLAA Terms of Reference**

- 3.2 The SHLAA Terms of Reference were agreed at the 1<sup>st</sup> meeting of the SHLAA Partnership, and are reproduced in Appendix 2 for information. Three important points are clear from the Terms of Reference. Firstly that the balance of representation was agreed, including 3 housebuilder representatives out of a total group of twelve. Secondly that the role would be to agree the methodology, to assess the Council’s conclusions on market deliverability of sites and to be involved in annual review. Thirdly the means of arriving at conclusions was clarified; the partnership would aim for consensus but record diverging views where consensus was not possible.
- 3.3 The modus operandi of the SHLAA Partnership was structured to be balanced without giving housebuilders undue influence. Compared with other local authorities surveyed (see Appendix 3), Leeds’ SHLAA Partnership has a lower proportion of housebuilders represented than most authorities. The majority of decisions reached by Leeds’ SHLAA Partnership have been by consensus. As far as possible, officers provided evidence to back up the reason for the SHLAA methodology and to back up individual site conclusions. Where matters of judgement were involved, for example on future deliverability of dwellings on brownfield sites which are not yet subject to formal development interest, discussions were robust from both housebuilders and city council/aligned representatives, but consensus was usually reached involving compromises on both sides. It is important to recognise that the views of the SHLAA Partnership do not represent a decision to identify a particular site for development. These are matters for the Core Strategy, the Site Allocations document and the Neighbourhood Planning Process.

#### **Political Chairperson**

- 3.4 Leeds took the decision to have its SHLAA Partnership Meetings chaired by a City Councillor. Originally, this was Cllr Barry Anderson who was superseded by Cllr Neil Taggart. Cllr Clive Fox also sat on the SHLAA Partnership to represent the Development Plans Panel. The presence of local politicians on the Partnership has helped to marshal the interests of the City Council in SHLAA discussions. It has also helped maintain a political overview of what would otherwise be an esoteric officer led process.

#### **SHLAA national practice guidance**

- 3.5 The first reference point for considering whether it would be better to do without a SHLAA Partnership altogether is national guidance. It is important that evidence used to underpin LDF policy documents is considered “sound”. That means that the

planning inspector charged with assessing an LDF document needs to be convinced that its evidence base – including the SHLAA – is robust and has been prepared in accordance with national guidance.

- 3.6 An extract of the SHLAA national practice guidance concerning *Partnership* is provided in Appendix 4. Of particular relevance, paragraph 12 of the guidance expects involvement of key interests, including housebuilders in shaping the methodology of a SHLAA and contributing to conclusions about deliverability of particular sites. This involvement is expected to continue into subsequent SHLAA updates:

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

- 3.7 The guidance is unequivocal; housebuilders are expected to be involved, and in particular to give opinion on the deliverability of sites, taking account of market conditions and viability.

#### **Practice in other local authorities**

- 3.8 A survey of other planning authorities was undertaken to ascertain their approach to involving housebuilders in their SHLAA Partnerships. This included all the core cities (Manchester, Liverpool, Sheffield, Newcastle, Birmingham, Nottingham and Bristol) and neighbouring authorities to Leeds (Harrogate, York, Selby, Wakefield, Barnsley, Kirklees, Calderdale, Bradford and Craven). The questionnaire and the results of those that responded are provided in Appendix 3.
- 3.9 Most authorities, like Leeds, have a SHLAA partnership with housebuilders involved that are involved with setting the methodology for the SHLAA and provide opinion on the site conclusions reached initially by council officers. However, it is worth focussing on the authorities that do not operate this way: Liverpool, Bristol and York.
- 3.10 Liverpool started with a SHLAA partnership/steering group involving housebuilders but opted to have individual sites assessed by a planning consultant recruited for the purpose. In assessing deliverability of individual sites, the consultant was referred on to the housebuilder steering group members for input on market conditions. In this way, Liverpool's approach achieves the requirement of national guidance in ensuring that housebuilders are able to have their opinions on deliverability of individual sites taken into account.
- 3.11 Bristol's SHLAA fed into a West of England Housing Partnership which considered the methodology but not individual sites. To ascertain the deliverability of sites, Bristol contacts agents and developers connected with individual sites on an annual basis requesting information about anticipated future dwelling delivery.
- 3.12 York's SHLAA is on an altogether different scale to that of Leeds. York's SHLAA concludes 5900 dwellings are deliverable on 43 sites. This has enabled contact with

agents and owners of individual sites about deliverability and detailed viability assessment. Speculative sites (ie those not in the development process) are not included in York's SHLAA.

3.13 A further authority of interest brought to the attention of Leeds' planning officers is Tunbridge Wells. It set out to involve housebuilders in a Panel in 2008 as documented in its SHLAA methodology (Appendix 5). However, as stated in its SHLAA Report, the Panel was never set up. According to a planning officer at Tunbridge Wells, this was because the housebuilders were unable to commit to join the Panel because of other work pressures.

3.14 Whatever the reason for not undertaking its SHLAA with housebuilder involvement, this choice of Tunbridge Wells did not fare well at the Examination into Tunbridge Wells' Core Strategy. The Inspector noted the absence of market testing of the deliverability of its housing sites. He concludes that too many favourable assumptions were made about deliverability of sites. He takes note of Tunbridge Wells' use of a regeneration company to provide delivery information for certain areas, but he says:

“... it does not alter my overall conclusion about the undue optimism portrayed in the CS about the timeframe for developing so many of the identified PDL sites.”

3.15 Tunbridge Wells' Inspector goes on to surmise that it is fortuitous that enough greenfield sites had been identified in the plan so that the uncertainty in PDL delivery would not undermine Tunbridge's ability to meet its housing requirement.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Not applicable.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 Not applicable

### **4.3 Council Policies and City Priorities**

4.3.1 Not applicable

### **4.4 Resources and Value for Money**

4.4.1 Not applicable

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 Not applicable

### **4.6 Risk Management**

4.6.1 Not applicable

## **5 Conclusions**

- 5.1 Compared with other authorities, it would not appear that Leeds' SHLAA Partnership has been structured to give undue influence to housebuilders. It is also apparent that the majority of other authorities surveyed have set up a very similar partnership approach to Leeds which involves housebuilders in the consideration of deliverability of sites.
- 5.2 In terms of the exceptions, it is clear that authorities are not able to avoid housebuilder involvement; otherwise they face the consequences of being found "unsound" at public examination. The approach of Liverpool, to appoint a consultant to undertake site assessment is not considered appropriate for Leeds because it would be expensive and may well offer housebuilders more influence than the existing partnership arrangement. Similarly, the approaches of Bristol and York would not be appropriate for Leeds because a large number of Leeds' SHLAA sites do not have any developer interest expressed yet. In other words, there would be no agent or developer to contact to ask about deliverability of a large number of Leeds sites.
- 5.3 Neither should the advantages of Leeds SHLAA Partnership be underestimated. By having a Partnership with housebuilders accounting for only 25% of total membership and having a City Councillor as the chairperson, the City Council has been able to exert its own influence over conclusions. If this approach were replaced by one relying upon exchange of written comments and officer led desk-top assessment, the process would become less transparent and more open to challenge at other stages of the Planning Process.
- 5.4 In the case of Tunbridge Wells, their lack of a SHLAA Partnership was identified as an inadequacy by the Core Strategy Inspector. It meant that he considered Tunbridge's brownfield land supply unreliable because it had not been market tested. Fortunately, Tunbridge had enough land identified overall, that the SHLAA weakness did not render the Plan unsound. The experience is illustrative for Leeds that abandonment of the SHLAA Partnership would be a high risk strategy.

## **6 Recommendations**

- 6.1 To retain the existing Leeds' SHLAA Partnership arrangements

## **7 Background documents**

- 7.1 See appendices below.

## **Appendix 1: Extract of Scrutiny Report into Housing Growth, October 2011 (nb sub-headings have been added to aid navigation)**

### **Strategic Housing Land Availability Assessment (SHLAA)**

51. We spent a considerable amount of time examining the development and preparation of SHLAA which was based on National Practice Guidance and aimed to be robust enough to be used as evidence in planning appeals on development proposals and examinations of Local Development Framework documents. We considered a range of documents which had been provided to us to give us some understanding of the nature of the exercise, the methodology and the way the SHLAA Partnership was being expected to operate.

52. We received a briefing paper on the reporting mechanisms that monitor housing development and steps to identify future housing land supply. It was noted that PPS3 requires the Council to look forward and identify where future housing units are to be delivered and this is done by developing a 5 year supply (FYS).

53. We noted that in order for a housing unit to contribute to FYS there must be reasonable certainty that the unit will be completed in the FYS. A housing unit cannot be included in the 5 year FYS solely because it's got planning permission. Therefore an assessment of sites/units beyond planning permission alone is required and this is done through the Strategic Housing Land Availability Assessment.

#### **Rigor of assessment of housing delivery**

54. We had concerns as to whether members of the SHLAA Partnership applied rigor to the process and challenged developers when agreeing the sites to be developed and the number of affordable homes to be included. We suggested that SHLAA accepts whatever the developers tell us. We were told this was not the case and that there was an agreed process and methodology in the approach which is based on trends as to what has been achieved in Leeds to date. Members suggested that it was all about what can be achieved in 5 years time and on past performance only delivering half of what is required. The housing target of 4,300 units per annum has never been met.

55. We asked who the onus was on to complete these planning consents. It was confirmed to us that it was up to the developer to complete the permissions. However in determining the expected number of housing units that will complete in five years, it is supposed to be collaborative between the Council and developers through the SHLAA. It was pointed out that at the recent planning appeals developers were saying that they could not deliver on many of these sites (with planning permission) because of the current economic climate. We suggested the Council should be taking a more robust approach with developers to start on sites where planning approvals already exist. However, we accept that the situation is a challenging one. The Council is very much dependent upon house builders delivering the homes which are needed. It will require the house building industry to work proactively and responsibly in partnership with the Council and other agencies to achieve the targets which are set.

### **Methodology up-to-date**

56. Reference was made to the fact that the methodology used in developing the SHLAA partnership was agreed in 2008 at a time before the housing crunch and developers and mortgage lenders had now become much more risk averse. The 2011 update to the SHLAA should address some of these issues

### **Mortgage availability**

57. We referred to the inquiry at Churchfield Boston Spa where Taylor Wimpey were on record as saying that mortgage lending was not a problem but clearly the Homes and Community Agency (HCA) on the evidence presented to us think this is a significant problem. We asked what evidence was available on this issue? It was suggested that it was first time buyers who were struggling to secure mortgages and as a consequence developers want to build high value properties aimed at those who already have equity in a property and can meet the deposit required by a lender.

### **Progress building on UDP Phase II & III allocated sites**

58. We asked how many sites that went to appeal have now started. Officers stated to us that in a number of cases detailed plans have come forward, so progress is being made, but no onsite building has begun on any of the sites appealed against. Developers later in this report put their case forward as to why this is a slow process (see paragraph 86 onwards).

### **Questions on SHLAA totals**

59. We asked what is the total number of sites identified in the SHLAA which fall into the category of "Ldf to determine" and what is the total number of dwellings within this category? We also asked which sites have policy constraints or sustainability issues. The details of the officers responses are set out in Appendix 5.

60. We were informed that SHLAA has now included smaller sites in its deliberations but developers seem to be opposed to this change.

### **Efficacy of the SHLAA Process**

61. We heard that since adjustments had been made to the process members of the SHLAA Partnership consider that the process is working as well as it can but the partnership can only take it so far and cannot deliver irrespective of market conditions.

### **Inspectors opinion of the SHLAA**

62. We noted that inspectors have accepted the robustness of the SHLAA process.

### **Conclusion that builders choosing not to build**

63. We were concerned that developers are telling the Homes and Community Agency (HCA) that they are not building houses because they cannot sell them. Yet they told inspectors at all the recent housing appeals that it was the lack of land supply that was holding things up and they could sell everything they built. The fact is house builders have potential to build 21,000 dwellings tied up in outstanding planning permissions, which would be almost equivalent to a five year housing supply. We took the view that developers have no intention of building on many of the available sites with planning approval in the short and medium term.

### **NPPF and subsidising building**

64. We recognised that the new Planning Framework and the Government's desire to build new homes will make things more difficult for the local authority. It will be difficult to develop some sites unless incentives by way of subsidy can be offered to developers. It is particularly challenging for the Council to deliver many of its objectives for the regeneration of sites and employment when it does not build its own houses

### **Opinion of mistrust between LCC & developers**

65. We feel that there is considerable mistrust between the Council and developers and question whether SHLAA is robust enough to press developers to deliver on sites where planning approvals are already in place.

### **Recommendation 6**

**That the Director of City Development undertake a fundamental review of the SHLAA partnership by 31 December 2011 and before the preparation of the site allocation plan and that a report be submitted to Scrutiny Board (Regeneration) on the outcome.**



## Appendix 2

### LEEDS STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT DRAFT TERMS OF REFERENCE FOR THE PARTNERSHIP GROUP

#### Governance Arrangements

- Membership –
  - o Membership to include those listed on membership of Partnership list (attached). Continuity is important; members should endeavour to attend all meetings and are discouraged from sending substitutes.
  - o Membership means the representative will be actively involved in the role and functions of the Partnership as listed below.
  - o Members can call on additional people to assist them in Partnership work outside of meetings, eg checking site information etc
  - o Observers at the meetings will not be allowed
- Validation of conclusions – Conclusions on sites listed in the SHLAA will be established via an order of preference which is:
  - o Consensus – agreement of all members of the Partnership on conclusions relating to a particular site is preferred.
  - o Clear majority (allowing for possible weighting to minority views?)
  - o Where there is no clear majority conclusion on a site, the Council will list the varying views and conclude on its preferred approach.
- Servicing the meetings –
  - o note taking – minutes to be taken by admin staff of LCC
  - o all papers to be sent to members in advance of meetings. Where views on sites are sought sufficient time has to be allowed for adequate consideration of information supplied
  - o Members to correspond and submit information electronically where possible to SHLAA@leeds.gov.uk.

#### Role and Functions of the Partnership

- to agree and endorse the methodology for the work needed to undertake a SHLAA in Leeds
- to agree a work programme and timetable for production of the SHLAA
- to provide expertise and knowledge to come to a view on the deliverability and developability of sites, and how market viability may be affected by market conditions
- to agree an annual review process and be involved in the reviews

Membership of Leeds SHLAA Partnership group list.

Councillor Barry Anderson (Chair)  
Steve Speak (Chief Policy & Strategy Officer, LCC)  
David Feeney (Planning & Economic Policy Manager, LCC)  
Robin Coghlan, (Policy Team Leader, LCC)  
Tim Pegg, HBF nominee – [tim.pegg@persimmon.com](mailto:tim.pegg@persimmon.com)  
Rebecca Wasse, HBF nominee – [Rebecca.j.wasse@barratthomes.co.uk](mailto:Rebecca.j.wasse@barratthomes.co.uk)  
Vicky Cole, HBF nominee – [Victoria.cole@miller.co.uk](mailto:Victoria.cole@miller.co.uk)  
David Cooke, CPRE – [cookedl@tiscali.co.uk](mailto:cookedl@tiscali.co.uk)  
Steve Williamson or Huw Jones, Social Housing Sector nominee  
Stephen Fielding, nominee of the Property Forum – [sfielding@shulmans.co.uk](mailto:sfielding@shulmans.co.uk)  
Harriet Fisher, Yorkshire & Humber Assembly – (first meeting only with no site specific input) – [harriet.fisher@yhassembly.gov.uk](mailto:harriet.fisher@yhassembly.gov.uk)  
Rob Pearson, English Partnerships. [robpearson@englishpartnerships.co.uk](mailto:robpearson@englishpartnerships.co.uk)

Appendix 3:

Local Authority	Partnership	House-builders	Percent	Market Deliverability by Other Means	Further explanations
Birmingham	Y	2	20	n/a	Our SHLAA Panel comprises: 3 City Council Planners, 1 City Council Housing Officer, 2 Housebuilders (Miller Homes & Cala Homes), 1 Agent (RPS), The chair of the City Housing Partnership (representing the social sector), The Homes and Communities Agency, An estate agent. We approached the HBF at the beginning of the process and asked them to nominate the house builders.
Sheffield	Y	4	75	n/a	three representatives from the House Builders Federation, as well as one planning agent. The other active rep is from CPRE, and then we have less active reps from adjoining local planning authorities
Bradford	Y	4	66	n/a	12 members (2 Bradford Planning reps, 2 Bradford Housing Service reps / 4 market house builders / 2 RSL's / 1 Neighbouring Authority Planning rep / 1 Planning & Estate Agent)
Bristol	N	n/a	n/a	Our 5-year deliverable housing supply comprises of sites with planning permission or agreed subject to s106. To ascertain the deliverability of these sites we send out an annual questionnaire to applicants and agents of sites of 10 or more dwellings seeking feedback on the likely delivery dates of their sites. Further details can be found here: <a href="http://www.bristol.gov.uk/page/land-use-development-and-planning-policy-research">http://www.bristol.gov.uk/page/land-use-development-and-planning-policy-research</a>	We have a West of England Housing Market Partnership who ratify the approach to SHLAAs in the West of England. It does not tend to look at individual sites. The HBF are invited to the Partnership but do not usually attend.
Harrogate	Y	2	20	n/a	Two housebuilders out of a group of 10

Liverpool	N	n/a	n/a	Commissioned consultants (Roger Tym & Partners) whose primary task was to appraise deliverability, but referred the consultants to those Steering Group members for input about wider market conditions. We are currently undertaking an Update of our SHLAA. We are proposing to carry out the Update on the same basis.	We did have a Steering Group for the SHLAA (since re-badged as a Housing Market Partnership) which included housebuilders and RSLs, and we did consider the possibility of using them to assist in the deliverability assessment side. However, we went down the route of commissioning consultants, as indicated
Wakefield	Y	2	10	n/a	Working Group established drawn from Housing Market Partnership – includes registered social landlords; adjoining local authorities; Home Builders federation agents (Planning Consultants); house builders (Miller Homes & Redrow)
Selby	Y	Y	80	n/a	The SHLAA working group includes land agents, planning agents and house builders. The SWG agrees the method. Officers undertake the analysis of the sites. SWG members review the site summaries/conclusions and results. So they do get input into the sites but we do all the work. We don't individually assess the market deliverability of each site. As agreed with the SWG we assume 'normal' market conditions and that because there are insufficient variances overall across the District, that they are all treated the same.
Manchester	Y	Y	30	n/a	We set up a SHLAA partnership when we produced our first SHLAA in 2009. The panel comprised developers, Registered Providers, Housing Associations, landlords, letting agents and utilities providers and we received advice from the Home Builder's Federation on membership of the partnership. In addition consultants carried out a viability assessment of SHLAA sites.
Kirklees	Y	Y	45	n/a	Housebuilders = 5 members (45% approx), Agents = 3 members (27% approx), Housing Trust = 1 member (9% approx), Environment Groups = 2 members (18% approx). The SHLAA working group included house builders, planning agents, housing trust and environment groups (although the latter withdrew in October 2011).

Calderdale	Y	Y	40	n/a	Averaged around 25% but 2 more joined for 2011 review pushing it up to 40%. However, this needs putting in context - group relatively small with a total of 8 Members (recently gone to 10) if include 2 from Spatial Planning Team. housebuilders come and gone over course of original SHLAA and first review but generally averaged 2 representatives. Other members include Calderdale MBC Housing Services, an RSL, an adjacent LA and CPRE. Some difficulties in obtaining members were encountered when the first SHLAA was undertaken with no estate agents eg willing to participate.
York	N	n/a	n/a	SHLAA site deliverability conclusions are achieved through consultation with SHLAA stakeholders (including site submitters) who are asked to complete questionnaires on availability and deliverability. Site viability is tested through a standard methodology. The draft SHLAA report is subject to further consultation with stakeholders and the public.	Housebuilders are only involved in terms of sites that they are promoting. Sites outside of the development process – ie without agents/developers – are not included in York's SHLAA.  Viability assessment assumes normal market conditions. It cannot therefore be used to predict <i>when</i> sites will be achievable.
Craven	N	n/a	n/a		Not to date but the intention is to do so following publication of updated information on all sites in the Council's land bank database (including all sites included in a previous 2008 SHELAA). Involvement of housebuilders is to be determined but expect to involve them and to contact individual housebuilders identified as having an interest in particular sites though a current land availability questionnaire survey (part of the Shelaar / land bank update process).

### **The importance of a partnership approach**

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

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

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

## **Appendix 5: Extracts from Tunbridge Wells' SHLAA Methodology, SHLAA Report and Core Strategy Inspector's report**

Tunbridge Wells SHLAA Methodology April 2008

Para 2.5 final bullet point:

To progress the SHLAA, it is the intention to use a SHLAA Panel, which will include representatives from the Council and which may include house builders, social landlords, local property agents, local communities and other agencies. The Panel will provide expertise and local knowledge to inform the approach to assess the suitability, availability and deliverability of sites and how market conditions may affect economic viability.

SHLAA Report April 2009

Para 3.4 In the absence of a formal partnership approach to the SHLAA, a robust and coordinated approach has been undertaken by ensuring that infrastructure and service providers and key stakeholders have been involved with the development of the Methodology. For example, about 400 stakeholders were invited to the workshop to help inform the Borough Council's SHLAA Methodology.

Inspector's Report into the Tunbridge Wells Core Strategy April 2010

Para 3.50 I accept that TWBC undertook consultation on the methodology of the SHLAA. However, it was unclear that much consultation with landowners occurred at the stage of assessing and making judgements about the availability and achievability of individual sites (stage 7 of the SHLAA Practice Guidance, July 2007). In my view figure 3 presents an over-optimistic view of site deliverability/developability, founded on too many favourable assumptions and best-case-scenarios.

Para 3.51 ....It is therefore difficult to have confidence in the SHLAA's identification of so many car parks as an early source of housing development of this quantity, nor in its overall conclusion that development of the great majority of the sites identified in appendix 4g of the SHLAA will be able to commence by 2013, and the greater part of the remainder by 2018.

Para 3.52 I have taken account of the formation of the Tunbridge Wells Regeneration Company, a John Laing/TWBC joint venture working to promote development projects on 38 PDL sites in RTW/Southborough, Paddock Wood and Cranbrook. This may import greater property development experience into the process and generate increased impetus behind some of the sites in the SHLAA, but it does not alter my overall conclusion about the undue optimism portrayed in the CS about the timeframe for developing so many of the identified PDL sites.

Para 3.53 Despite the above, appendix 4g includes sites [all greenfield urban extensions] with a broad potential residual capacity of 6117 dwellings (7151 minus 1034 completions). This is comfortably greater than the required residual Borough total of 4966 (6000 minus 1034 completions). It is also noteworthy that the site-by-site housing yields of these sites, as quoted in the SHLAA, often assume modest densities well below the national indicative minimum despite the current absence of a locally-defined density policy in accordance with paragraphs 46-47 of PPS3. The above factors provide confidence that this body of sites, supplemented by any others identified during the preparation of the ADPD/TCAAP, will enable those DPDs to identify a sufficient supply of rigorously assessed housing land to

meet the Borough requirement. Consequently, the shortcomings of the SHLAA are not fatal to the soundness of the CS.

Para 3.54 On the other hand, I do not consider the SHLAA sufficiently robust and credible to validate the present detailed content of the submitted form of the housing trajectory at figure 3. In this form the trajectory would be potentially misleading in the degree of detail which it purports to show about the types and timing of PDL/non-PDL sites, and it would therefore provide an unsatisfactory information brief for the ADPD and TCAAP. It is therefore necessary to substitute the Council's redrawn trajectory. This is a simplified version containing considerably less detail. However, taken in conjunction with the new tables referred to above, these two sources of information provide an effective position statement for the guidance of future DPDs.



**Report of Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Regeneration)**

**Date: 19<sup>th</sup> December 2011**

**Subject: Taxi Access - Whitehouse Lane**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Otley and Yeadon	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**1. Introduction**

- 1.1 The Scrutiny Board at its last meeting considered a report of the Director of City Development on the basis for the estimated costs for the provision of taxi facilities on Whitehouse Lane. The report gave a breakdown of the cost estimate and the design principles used together with an explanation of the differences with the originally quoted estimate for this scheme.
- 1.2 The Board requested a further report at today's meeting on the advice and guidance that was received by the new engineering support team for the revised scheme proposed for Whitehouse Lane which justifies the higher standard of road proposed for a taxi rank when the road itself is unclassified.

**2. Report of the Director of City Development**

- 2.1 A report of the Director of City Development is currently being prepared for consideration at today's meeting and will be circulated to all Members of the Board and placed on the Council's internet site on receipt.
- 2.2 Members at the last meeting asked the Directorate to check whether there was any missing relevant correspondence with the Leeds Bradford International Airport that had been provided to the Board between the period 8<sup>th</sup> April and 25<sup>th</sup> July 2011. The Director of City Development has confirmed that there is no further relevant correspondence in the "gap" highlighted by the Board.

### **3. Recommendation**

- 3.1 Members are asked to consider the report of the Director of City Development on receipt and determine what, if any, further action, information or scrutiny the Board wishes to undertake on this matter.

### **Background documents**

5. None used



Report author: Richard Mills  
Tel: 24 74557

**Report of Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Regeneration)**

**Date: 19<sup>th</sup> December 2011**

**Subject: Work Schedule**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

1. A draft work schedule is attached as appendix 1. The work schedule has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.
2. Also attached as appendix 2 and 3 respectively are the latest minutes of Executive Board and the Council's current Forward Plan relating to this Board's portfolio.

**Recommendations**

4. Members are asked to:
  - a) Consider the draft work schedule and make amendments as appropriate.
  - b) Note the Executive Board minutes and Forward Plan

**Background documents**

5. None used

This page is intentionally left blank

**Scrutiny Board (Regeneration) Work Schedule for 2011/2012 Municipal Year Appendix 1**

	<b>Schedule of meetings/visits during 2011/12</b>		
<b>Area of review</b>	<b>June</b>	<b>August</b>	<b>September</b>
<b>Green space – promotion, protection, management</b>			Consider potential scope of review SB 28/06/11 @ 10am
<b>Housing growth challenge both in terms of brownfield &amp; Greenfield development, private and affordable</b>	Consider potential scope of review  SB 28/06/11 @ 10am	Agreed terms of reference for an Inquiry on Housing Growth  Working Groups met 6 <sup>th</sup> and 13 <sup>th</sup> July, 11 <sup>th</sup> and 17 <sup>th</sup> August and 15 <sup>th</sup> September 2011	Consider draft final report and recommendations Housing Growth
<b>Provision of Affordable Housing by Developers</b>			Consider draft Terms of Reference on affordable Housing by developers
<b>Board initiated piece of Scrutiny work (if applicable)</b>			
<b>Budget &amp; Policy Framework</b>	To consider any areas for scrutiny	To consider any areas for scrutiny	
<b>Recommendation Tracking</b>	None this session	Not this session	To consider progress in implementing Scrutiny Board recommendations following publication of its report on Kirkgate Market in May 2011
<b>Performance Monitoring</b>	None this session	None this session	None this session

Page 49

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

WG – Working Group Meeting

**Scrutiny Board (Regeneration) Work Schedule for 2011/2012 Municipal Year Appendix 1**

Area of review	Schedule of meetings/visits during 2011/12		
	October	November	December
<b>Green space – promotion, protection, management</b>	Town and Village Greens and Green Space Designations Initial Report		
<b>Housing growth challenge both in terms of brownfield and Greenfield development, private and affordable</b>	Final Report on Housing Growth approved by Board on 10 <sup>th</sup> October 2011		
<b>Condition of private sector housing</b>		First meeting held on 9 <sup>th</sup> November 2011 re Boards Inquiry on Affordable Housing and Private Developers	Inquiry on Affordable Housing and Private Developers Meeting of the Working Group 19 <sup>th</sup> December 2011
<b>Board initiated piece of Scrutiny work (if applicable)</b>	Leeds Bradford Airport Taxis access Town and Village Greens and Green Space designations Kirkgate Market	Breakdown of Costs re provision of a taxi rank on Whitehouse Lane  Details on Vacant Stalls Kirkgate Market  East Leeds Regeneration Board Commissioning of Reports 3/10	East Leeds Regeneration Board Invite Mr M Dean, Head of Leeds Initiative to talk on the remit of the new ELRB Taxi Rank Whitehouse Lane Details of advice and guidance re standard of road
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>		Report back on Depts response to Executive Board on Housing Growth inquiry	
<b>Performance Monitoring</b>	None	None	Quarter 2 performance report SB 19/12/11 @ 10 am

**Scrutiny Board (Regeneration) Work Schedule for 2011/2012 Municipal Year Appendix 1**

Area of review	Schedule of meetings/visits during 2011/12		
	January 2012	February 2012	March 2012
<b>Green space – promotion, protection, management</b>			
<b>Housing growth challenge both in terms of brownfield and Greenfield development, private and affordable</b>			
<b>Condition of private sector housing</b>	Affordable Housing and private developers Inquiry Working Group		
<b>Board initiated piece of Scrutiny work (if applicable)</b>	Kirkgate Market report on affect vacant stalls have on service charge and estimated loss of income as a consequence of vacant stalls and Consultants Report on Future of the Market Report on process of dealing with applications for Town and Village Green Status		
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	None this session	None this session	Quarter 3 performance report SB 27/03/12 @ 10 am

Page 51

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

WG – Working Group Meeting

**Scrutiny Board (Regeneration) Work Schedule for 2011/2012 Municipal Year Appendix 1**

**Schedule of meetings/visits during 2011/12**

<b>Area of review</b>	<b>April 2012</b>	<b>May 2012</b>
<b>Green space – promotion, protection, management</b>		
<b>Housing growth challenge both in terms of brownfield and Greenfield development, private and affordable</b>		
<b>Condition of private sector housing</b>		
<b>Board initiated piece of Scrutiny work (if applicable)</b>		
<b>Budget &amp; Policy Framework Plans</b>		
<b>Recommendation Tracking</b>		
<b>Performance Monitoring</b>	None this session	None this session

Page 52



## EXECUTIVE BOARD

WEDNESDAY, 2ND NOVEMBER, 2011

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

Councillors J Blake, A Carter, M Dobson,  
R Finnigan, S Golton, P Gruen, R Lewis,  
A Ogilvie and L Yeadon

### 111 Exempt Information - Possible Exclusion of the Press and Public

**RESOLVED** – That the public be excluded from the meeting during the 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 1 and Plan 2 to the report referred to in Minute No. 119 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial or business affairs of a particular person and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through one to one negotiations with the Developer, it is not in the public interest to disclose this information at this point in time.
- (b) Appendices B and C to the report referred to in Minute No. 123 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that they contain commercially sensitive information on the City Council's approach towards procurement issues, and commercially sensitive pricing and information about the commercial risk position of bidders, where the benefit of keeping the information confidential is considered greater than that of allowing public access to the information.

### 112 Late Items

There were no late items as such, however, it was noted that supplementary information had been circulated to Board Members following the despatch of the agenda as follows:-

- (a) An addendum to the report entitled, 'Informal Consultation on Housing Growth' (Minute No. 118 refers).
- (b) Correspondence received on 31<sup>st</sup> October 2011 regarding the report entitled, 'Response to Leeds Owl Trail Deputation' (Minute No. 127 refers).

- (c) Correspondence received on 1<sup>st</sup> November 2011 regarding the report entitled, 'Residual Waste Treatment PFI Project – Response to Leeds Friends of the Earth Deputation' (Minute No. 122 refers).

**113 Declaration of Interests**

Councillors Wakefield, R Lewis, Golton, Gruen, Ogilvie, Blake, Dobson and Yeadon all declared personal interests in the agenda item entitled, 'Leeds Initiative Sub Board Arrangements', due to their respective memberships of Leeds Initiative Boards and Partnerships (Minute No. 138 referred).

Councillors R Lewis, Finnigan and Ogilvie all declared personal interests in the agenda item entitled, 'ALMO Review Update', due to their respective memberships of ALMO Boards and Panels (Minute No. 124 referred).

Councillors Finnigan and Gruen both declared personal interests in the agenda items entitled, 'Land at Thorpe Park, Colton', 'Residual Waste Treatment PFI Project – Response to Leeds Friends of the Earth Deputation' and 'Waste Solution for Leeds – Residual Waste Treatment PFI Project', due to respective memberships of Plans Panel (East) (Minute Nos. 119, 122 and 123 referred).

A further declaration of interest was made at a later point in the meeting (Minute No. 124 referred).

**114 Minutes**

**RESOLVED** – That the minutes of the meeting held on 12<sup>th</sup> October 2011 be approved as a correct record.

**115 Matters Arising from the Minutes**

Minute No. 101 – Leeds Home Insulation Scheme

Responding to Members' enquiries, the Executive Member for Environmental Services provided the Board with an update in respect of the ongoing work being undertaken on the Home Insulation Scheme.

**DEVELOPMENT AND THE ECONOMY**

**116 Deputation to Council 14th September 2011 - Residents of Farnley and Wortley opposing the supermarket development at Stonebridge Mills, Stonebridge Lane, Leeds 12**

The Director of City Development submitted a report responding to the issues and concerns raised by the deputation to Council on 14<sup>th</sup> September 2011 from residents of Farnley and Wortley opposing the supermarket development at Stonebridge Mills, Stonebridge Lane, Leeds. In addition, the report provided an update on further planning applications received in respect of the site which were to be considered by Plans Panel in due course. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED** – That the contents of the submitted report be noted.

**117 Director's Response to Report by Scrutiny Board (Regeneration) on Housing Growth**

Further to Minute No. 22, 22<sup>nd</sup> June 2011, the Director of City Development submitted a report setting out the response to the recommendations arising from the recent Scrutiny Board (Regeneration) inquiry undertaken into issues associated with housing growth. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Councillor J Procter, the Chair of the Scrutiny Board (Regeneration) attended the meeting to present the Board's findings, and highlighted several of the Board's recommendations. With regard to recommendation 4, emphasis was placed upon the fact that this recommendation was intended to refer to the production of monitoring data.

Members thanked the Scrutiny Board and officers involved for the detailed Inquiry report.

Consideration was given to recommendation 10 of the Scrutiny Board Inquiry report that 80% of the income raised through the Community Infrastructure Levy (CIL) be ring fenced for the benefit of local communities, and whether this level was appropriate.

In responding to enquiries regarding recommendation 6, it was acknowledged that a review would be undertaken in respect of this matter and the outcome reported back to the Scrutiny Board (Regeneration).

Further to Members' queries regarding the preparation of the Core Strategy and the associated resource implications, assurance was provided that good progress had been made on the Core Strategy, and a draft would be available in the new year.

**RESOLVED –**

- (a) That the Scrutiny Board's report be welcomed as a valuable contribution to the housing growth debate.
- (b) That the recommendations of the Scrutiny Board arising from the inquiry (including recommendation 4 on the basis that it relates to the production of monitoring data) be agreed, with the exception of recommendation 10, with a further report being submitted to the Board in December 2011 in respect of issues arising from recommendation 10.
- (c) That the conclusions arising from the Scrutiny Board inquiry and the Housing Growth Consultation, as detailed at paragraph 4.1 of the submitted report, be endorsed.

**118 Informal Consultation on Housing Growth**

Further to Minute No. 22, 22<sup>nd</sup> June 2011, the Director of City Development submitted a report outlining proposals regarding a set of draft housing growth principles for incorporation into the Core Strategy. In determining this matter,

the Board took into consideration all matters contained within the accompanying report.

Supplementary information in the form of an addendum detailing comments received on the draft housing principles had been circulated to Board Members for their consideration at the meeting.

Members raised concerns in relation to land banking and regeneration issues, which they felt were not fully addressed in the report. It was agreed that land banking issues should continue to be highlighted with central Government.

**RESOLVED –**

- (a) That the outcome of the informal consultation undertaken on housing growth be noted.
- (b) That the inclusion of appropriate principles within the Council's Core Strategy be supported.
- (c) That a further report be submitted to Executive Board in July/August 2012 in order to review the progress made.

**119 Land at Thorpe Park, Colton, Leeds**

The Director of City Development submitted a report detailing a number of development opportunities in East Leeds which would provide major commercial and housing economic growth opportunities for the City. In addition, the report sought approval to enter into an agreement with the Developer, as detailed within the submitted report, in order to facilitate part of this future development. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Following consideration of Appendix 1 and Plan 2 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 –** That approval be given to the Council entering into a land agreement with the Developer, as detailed within the submitted report, on the terms set out within the exempt appendix to the report, with the necessary authority being delegated to the Director of City Development and City Solicitor to approve any amendment to these terms.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he voted against the decisions taken above.)

**120 Economic Growth Strategy**

The Director of City Development submitted a report presenting for approval a new Economic Growth Strategy for the City, which was appended to the submitted report. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED –**

- (a) That the Economic Growth Strategy for the City, as appended to the submitted report, be approved.
- (b) That further reports be submitted to Executive Board regarding progress on the delivery of the Economic Growth Strategy.

**121 Developing a Response to Neighbourhood Planning in Leeds**

The Assistant Chief Executive (Customer Access and Performance) and the Director of City Development submitted a joint report providing an overview in respect of neighbourhood planning provision, and highlighting the significant level of political interest and local debate which was currently occurring on this matter in many parts of the city. In addition, the report acknowledged the need to begin the development of a corporate response in line with the city's aspirations in order to help achieve the Council's strategic objectives in this area. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members considered the areas chosen for the pilot bids and the criteria which had been used, as well as the lessons that could be learned from the pilot process. Concerns were raised regarding the potential resource implications arising from such neighbourhood planning initiatives in the future.

**RESOLVED –**

- (a) That the submission of four pilots bids for Kippax, Otley, Boston Spa and Holbeck by the 4<sup>th</sup> November 2011 deadline be endorsed.
- (b) That the proposal to support on a pro-active basis, work within other parish and town councils and neighbourhood forums in order to help build capacity at a local level and help inform the site allocation process, be endorsed.
- (c) That Central Government be lobbied about the funding and resource implications arising from the neighbourhood planning process and associated referenda.
- (d) That the need for the Council to further consider the required arrangements for supporting the preparation of neighbourhood plans be noted.

(The matters referred to in this minute were not eligible for Call In, due to the 4<sup>th</sup> November 2011 submission deadline for the bids regarding neighbourhood planning frontrunner funding.)

**ENVIRONMENTAL SERVICES**

**122 Residual Waste Treatment PFI Project - Response to Leeds Friends of the Earth Deputation**

The Director of Environment and Neighbourhoods submitted a report providing a response to the issues raised by Leeds Friends of the Earth (FoE)

as part of the deputation presented to the Council meeting of 14<sup>th</sup> September 2011 entitled, "Why Leeds should not be chained to Waste Incineration?". In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Supplementary information in the form of correspondence received from the deputation had been circulated to Board Members for their consideration at the meeting.

**RESOLVED** – That the contents of the submitted report and its appendices, be noted.

**123 Waste Solution for Leeds - Residual Waste Treatment PFI Project**

Further to Minute No. 194, 12<sup>th</sup> February 2010, the Director of Environment and Neighbourhoods submitted a report providing Members with an update on the progress of the Residual Waste Treatment PFI Project since the last Executive Board update at the Detailed Solution Stage in February 2010, and advised on the outcome of evaluation of tenders received in respect of the Project. The report also identified the proposed, preferred bidder and requested authority to proceed to the Preferred Bidder stage, and described the programme and issues going forward into the preferred bidder and post contract signature stages. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Further to comments received regarding the possibility of increasing recycling targets, it was agreed that a report would be submitted to the Executive Board meeting in December 2011 regarding the Council's recycling strategy.

Both appendices B and C to the submitted report were designated as exempt under Access to Information Procedure Rule 10.4(3). Due to its confidential nature, appendix C was tabled and retrieved at the meeting. Following the consideration in private of both exempt appendices at the conclusion of the meeting, it was

**RESOLVED –**

- (a) That the contents of the submitted report, including its appendices, be noted.
- (b) That the revised price ceiling be noted.
- (c) That the outcome of the evaluation of tenders be noted.
- (d) That authority be given to proceeding to the Preferred Bidder Stage, including the formal appointment of the preferred bidder.
- (e) That a report be submitted to the December 2011 meeting of Executive Board regarding the Council's recycling strategy.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions taken above.)

## **NEIGHBOURHOODS, HOUSING AND REGENERATION**

### **124 ALMO Review Update**

Further to Minute No. 111 of the Executive Board meeting held on 3<sup>rd</sup> November 2010, the Director of Environment and Neighbourhoods submitted a report providing an update on the progress made regarding the implementation of the key reforms to the 3 ALMO model in Leeds. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Further to queries raised, assurance was provided that should there be a change in the decision making status of the Strategic Governance Board, this matter would be referred to Executive Board for approval. A response was also provided to a query regarding the progress made in delivering efficiencies of 2.5% through the creation of a shared service centre.

**RESOLVED** – That the progress made regarding the implementation of the key reforms to the ALMO model in Leeds be noted.

(Councillor Blake declared a personal interest in this item as a Board member of BITMO.)

## **CHILDREN'S SERVICES**

### **125 Children's Services Improvement Update Report (November 2011)**

The Director of Children's Services submitted a report providing an update on the improvement activity that was continuing across Children's Services in Leeds. The report particularly focussed upon improvement and inspection activity, together with a summary on the ongoing work to transform Children's Services. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members emphasised the importance of achieving consistency between the Cluster Partnerships, and in support of this it was proposed that a forum be set up for elected Members appointed to Cluster Partnerships.

On behalf of the Board, the Chair paid tribute to the Executive Member for Children's Services and the officers who had contributed to the improvements in partnership and locality working.

**RESOLVED** –

- (a) That the contents of the submitted report be noted, in light of the Ofsted inspection report considered at the Board's October 2011 meeting.

- (b) That the continuing direction of travel across Children's Services in Leeds be supported, as it comes to the end of the period of the government Improvement Notice.

**126 Progress Report on the Leeds Education Challenge**

The Director of Children's Services submitted a report summarising the progress made in establishing the Leeds Education Challenge (LEC). In addition, the report also provided a summary of the progress made and outlined the proposals for the next steps in developing and implementing the challenge, particularly in respect of the establishment of a Leeds Education Challenge Board and the proposed strategy to implement the LEC. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED** – That the progress made to date on the Leeds Education Challenge be noted, whilst support be given to the proposals for future developments and the direction of such developments.

**LEISURE**

**127 Response to Leeds Owl Trail Deputation**

The Director of City Development submitted a report responding to the Deputation to Council made by the Leeds Owl Trail on 14<sup>th</sup> September 2011. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Supplementary information in the form of correspondence received from the deputation had been circulated to Board Members for their consideration prior to the meeting.

In responding to Members' comments regarding the supplementary information submitted by the deputation, the Director of City Development advised that a response had been prepared. It was agreed that the response would be shared with Executive Board Members in order to determine whether further consideration should be given to this issue.

**RESOLVED** – That the response to the deputation, as detailed within the submitted report, be noted.

**128 Design & Cost Report for the development of new changing rooms and associated facilities at Middleton Leisure Centre**

The Director of City Development submitted a report which sought to bring together funding from the Sharpe Lane 106 scheme, Transforming Day Opportunities for Adults with Learning Disabilities programme and various revenue contributions, in order to deliver improvements to the facilities at Middleton Leisure Centre, as referred to within the 2011/12 revenue budget report. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members highlighted the positive effect of joint working on this initiative.



**RESOLVED –**

- (a) That approval be given to the utilisation of £455,300 from the Sharpe Lane Section 106 scheme and authority to spend £125,000 from the Transforming Day Opportunities for Adults with Learning Disabilities Programme (both of which already had Executive Board approval for injection into the capital schemes, with the authority to spend already being agreed for the section 106 funding).
- (b) That approval be given to an injection into the capital programme together with the authority to spend £158,000, comprising prudential borrowing of £115,000 and revenue contributions of £43,000.
- (c) That it be noted an additional funding bid has been submitted to the Sport England Inspired Facilities Fund for a further £145,000, in order to fund entrance, reception and studio works, together with additional sports equipment provision, making a proposed total scheme of £883,300 on the development of changing facilities, an Adult Social care area, improved heating system, car park and the demolition of the disused swimming pool.

**129 Lotherton Estate Consultation Update**

Further to Minute No. 35, 27<sup>th</sup> July 2011, the Director of City Development submitted a report advising of the outcomes arising from the public consultation exercise undertaken in respect of Lotherton Hall Estate and how such consultation had been used to refine the proposals for the Estate as previously considered by the Board. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In responding to comments made on the high number of price points in place at the Lotherton Estate, Members noted that a review of pricing structures was being undertaken in relation to such facilities across Leeds.

**RESOLVED –** That the new pricing structure, as detailed within the submitted report, be approved.

**ADULT HEALTH AND SOCIAL CARE**

**130 The Government's Blue Badge reform programme - introduction of an administration charge for the issue of a blue badge**

The Assistant Chief Executive (Customer Access and Performance) and the Director of Adult Social Care submitted a joint report informing of the main changes brought about by the Government's National Reform Programme to the Blue Badge disabled parking scheme, advising of the forthcoming changes to legislation in respect of the issuing of Blue Badge Disabled Parking Permits and recommending several proposals in light of such changes. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Further to queries raised, confirmation was received that the Council would not profit from the revised arrangements.

Regarding the new systems, concerns were raised in relation to their readiness, the associated implementation timescales, and the limited opportunity for testing.

**RESOLVED –**

- (a) That the changes to the Blue Badge Disabled Parking Permits Scheme be noted.
- (b) That approval be given to the introduction of an administration charge of £10 from 1<sup>st</sup> January 2012 for the issuing of each Blue Badge permit, as a result of the additional costs being incurred by the Council, with a £5 concessionary charge for lost/stolen badges, and no charge for children up to the age of 16, terminally ill people, war pensioners or armed forces personnel.
- (c) That a report be submitted to a future meeting of the Board regarding the revised process and its resource implications.

**RESOURCES AND CORPORATE FUNCTIONS**

**131 Response to the Deputation to Council by the Leeds Fairtrade Steering Group**

The Director of Resources submitted a report providing a response to the deputation made to full Council on 14<sup>th</sup> September 2011 by the Leeds Fairtrade Steering Group. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED –**

- (a) That the good work already undertaken by the Council in support of fairtrade be noted.
- (b) That the city's application to retain its status as a 'Fairtrade City' be supported.
- (c) That appropriate officers, including representation from the communications and marketing team, engage with the steering group to develop promotional activities further.

**132 Financial Health Monitoring 2011/12 - Month 6**

The Director of Resources submitted a report setting out the Council's projected financial health position for 2011/12 at the half year stage of the financial year. The report included a section on the financial performance of other key financial indicators, including Council tax collection and the payment of creditors. The report also reviewed the position of the budget after six months and commented upon the key issues impacting on the overall achievement of the budget for the current year. In determining this matter, the

Board took into consideration all matters contained within the accompanying report.

Members received an update on the position relating to the fees paid to Leeds independent sector residential and nursing care homes.

The Director of Resources also provided an update on matters relating to ongoing claims with HMRC.

**RESOLVED** – That the projected financial position of the authority after six months of the financial year be noted.

### **133 Capital Programme Update 2011-2014**

The Director of Resources submitted a report providing an update on the capital programme position for 2011/12 as at September 2011. The report included an update of capital resources, a summary of schemes which had been upgraded from 'Amber' status to 'Green' since the first quarter report, and provided a summary of progress made on some major schemes. In addition, the report sought specific approvals to allow some schemes to progress. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED** –

- (a) That the latest position on the general fund and Housing Revenue Account (HRA) capital programmes be noted.
- (b) That the transfer of schemes from the Amber to the Green programmes, as set out within section 3.4 of the submitted report, be noted.
- (c) That the promotion of £400,000 from the reserved programme to the funded capital programme for works at Kirkgate Market, funded by a release from the capital contingency scheme, be approved.
- (d) That the injection into the capital programme of £738,700, funded by unsupported borrowing, for the demolition of surplus properties be approved.
- (e) That the reallocation of £3,510,000 from the Building Schools for the Future (BSF) programme to the capital contingency scheme, earmarked for Primary Basic Need and Children's Homes, be approved.
- (f) That the extension in the use of the existing capital programme provision for fire risk works to include asbestos removal works, be approved.
- (g) That the use of resources to develop the Assistive Technology Hub, as outlined within paragraph 3.5.5 of the submitted report, be approved.

- (h) That a release from the capital contingency scheme of £290,000 to re-provide the Millennium Square screen be approved.

**134 Treasury Management Strategy Update 2011/12**

The Director of Resources submitted a report providing a review and update of the Treasury Management Strategy for 2011/12, which was approved by the Board in February 2011. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members were provided with details on the potential effect of the proposed changes to the Housing Subsidy system, further to queries raised.

**RESOLVED** – That the update on the Treasury Management borrowing and investment strategy for 2011/2012 be noted.

**135 Local Government Resource Review Consultation**

The Director of Resources submitted a report advising of the progress made in respect of the Local Government Resource Review and providing details of the consultation response submitted by the Council on 24<sup>th</sup> October 2011. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members considered the potential impact of the changing arrangements for Leeds and the other West Yorkshire authorities. Concerns were raised in relation to the timescales relating to the implementation of the review, and the need to introduce safeguards to take account of global economic uncertainty.

**RESOLVED** –

- (a) That the details of the response submitted to Department for Communities and Local Government (DCLG) be noted.
- (b) That officers be authorised to continue dialogue with DCLG and others in order to improve and refine the proposals.

**136 Large Casino - Approval of revised Gambling Act 2005 Statement of Licensing Policy 2010-2012**

The Director of Resources submitted a report presenting the revised Gambling Act 2005 Statement of Licensing Policy which contained a statement of the principles the Council would apply when making the determination of the large casino licence. In addition, the report also presented the Consultation Report which was the proposed Council response to the public consultation on the large casino section in the Policy, and the draft application pack. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Copies of the revised Gambling Act 2005 Statement of Licensing Policy and the related Consultation Report had been provided to Board Members for their information, prior to the meeting.

**RESOLVED** - That having considered the revised Gambling Act 2005 Statement of Licensing Policy 2010-2012, together with the consultation report as the Council's response to the public consultation exercise, both documents be referred to Scrutiny Board (Resources and Council Services) for consideration.

(The matters referred to in this minute were not eligible for Call In, as the development of a Policy under the Gambling Act 2005 is a matter reserved to Council.)

**137 Changing the Workplace - Development of the City Centre One Stop Design and Cost Report**

Further to Minute No. 40, 27<sup>th</sup> July 2011, the Director of Resources and the Assistant Chief Executive (Customer Access and Performance) submitted a joint report providing an update on proposals to improve and modernise customer services delivered by Leeds City Council through the delivery of a single integrated one stop in the city centre. In addition, the report sought approval to spend £1,027,000 for delivery of the project. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members emphasised the importance of maintaining a face to face provision in respect of such services.

**RESOLVED** – That expenditure of £1,027,000 to deliver phase 1 of the integrated city centre one stop at 2 Great George Street, as detailed within the submitted report, be approved.

**138 Leeds Initiative Sub-Board Arrangements**

The Assistant Chief Executive (Customer Access and Performance) submitted a report which sought to establish a framework for the creation of sub-boards to support the work of the five Leeds Initiative Strategic Partnership Boards. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members raised several concerns in respect of matters regarding regeneration governance arrangements for East Leeds, and in response a detailed discussion ensued. In conclusion, it was recommended that a report be submitted to a future Executive Board meeting in order to provide clarity on such matters.

**RESOLVED** –

- (a) That the arrangements for the creation and cessation of Leeds Initiative sub board arrangements be endorsed.
- (b) That a further report be submitted to Executive Board in order to provide clarity in respect of the governance arrangements for South, East and West Leeds.

**DATE OF PUBLICATION:** 4<sup>TH</sup> NOVEMBER 2011

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 11<sup>TH</sup> NOVEMBER 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 14<sup>th</sup> November 2011)

Appendix 3



**FORWARD PLAN OF KEY DECISIONS**  
Relating to Regeneration Scrutiny Board

1 December 2011 – 31 March 2012

(Urdu):-



**LEEDS CITY COUNCIL**

**FORWARD PLAN OF KEY DECISIONS**

For the period 1 December 2011 to 31 March 2012

<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)
The structure of the new Regeneration Programmes Division in the Environment and Neighbourhoods Directorate. Approval of the proposed new structure, as contained in the report of the Chief Regeneration Officer.	Director of Environment and Neighbourhoods	1/12/11	October 2011 (preliminary); November 2011 (formal)	Report of the Chief Regeneration Programmes Officer to the Delegated Decision Report & Appendices	christine.addison@leeds.gov.uk
Request to invoke the first 12 month extension for the existing 3(+1+1) Service Level Agreement with Adult Social Care Learning Disabilities for the Independent Living Project (ILP) Services.	Director of Environment and Neighbourhoods	1/12/11		Report to be presented to the Delegated Decision Panel in November 2011	neil.evans@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)
Headingley Hill, Hyde Park and Woodhouse Moor Conservation Area To approve the Headingley Hill, Hyde Park and Woodhouse Moor Conservation Area and Management Plan as non-statutory planning guidance	Chief Planning Officer	1/12/11	Ongoing consultation with local community, Ward Members and other bodies	DDN Report	philip.ward@leeds.gov.uk
Morley Conservation Area To amalgamate and extend the Morley Town Centre and Morley Dartmouth Park Conservation Area into the Morley Conservation Area and adopt the Morley Conservation Area Appraisal and Management Plan as non-statutory planning guidance	Chief Planning Officer	1/12/11	Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and Other bodies	Report and Morley Conservation Area Appraisal and Management Plan	Director of City Development phil.ward@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)
Yeadon Conservation Area To approve the Yeadon Conservation Area and Management Plan as non-statutory planning guidance.	Chief Planning Officer	1/12/11	Ongoing consultation with local community, Ward Members, and other bodies	DDN Report	Chief Planning Officer phil.ward@leeds.gov.uk
UTMC - Outstation Tender Award of tender to allow works on UTMC move to Middleton to commence in January 2012 (designated capital B)	Chief Officer (Highways and Transportation)	1/12/11	Joint Highways Board	Executive Board report of 7th September 2011	gordon.robertson@leeds.gov.uk
Refurbishment of Street Lighting in High Street Boston Spa To consider the proposal to install a minimal lighting scheme on the High Street, Boston Spa	Executive Board (Portfolio: Development and the Economy)	14/12/11	Internal Officers, Ward Members and Boston Spa Parish Council have already been consulted.	The report to be issued to the decision maker with the agenda for the meeting	andrew.molyneux@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)
Gypsy and Travellers site options selection criteria Approve the use of the proposed site selection criteria for identifying potential accommodation sites for Gypsies and Travellers	Executive Board (Portfolio: Neighbourhoods, Housing and Regeneration)	14/12/11	Already carried out	The report to be issued to the decision maker with the agenda for the meeting	rob.mccartney@leeds.gov.uk
ALMO and BITMO Service Delivery and Tenant Perception To note the direction of service delivery of the ALMO's and the current tenant perception of the quality of that service	Executive Board (Portfolio: Neighbourhoods, Housing and Regeneration)	14/12/11	None at this stage	ALMO Service Improvement Plans	John Statham john.statham@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)
ALMO solar photovoltaic initiative To provide Members with the latest information regarding the project.	Executive Board (Portfolio: Environmental Services)	14/12/11	Environment and Climate Change Working Group (complete); Area Committees (complete); ALMO Chief Officers (complete); tenants (complete).	The report to be added to the decision maker with the agenda for the meeting	george.munson@leeds.gov.uk
Local Development Framework Annual Monitoring Report 2011 That the Leeds Local Development Framework Annual Monitoring Report 2011 is approved for submission to the Secretary of State pursuant to Regulation 48 of the Town and Country Planning (Local Development) (England) Regulations 2004.	Executive Board (Portfolio: Development and the Economy)	14/12/11	n/a	The report to be issued to the decision maker with the agenda for the meeting	David Feeney, Head of Forward Planning and Implementation david.feeney@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)
Recommendations and outcomes arising from the Strategic Sector Review for the future provision of housing related support services for Young People. Authorisation from the Director of Environment and Neighbourhoods to implement the recommendations and outcomes of the Strategic Sector Review for the future provision housing related support services for Young People.	Director of Environment and Neighbourhoods	1/1/12	n/a	Report to be presented to the Commissioning Body and the Director	neil.evans@leeds.gov.uk
HRA Self Financing and Business Plan To agree the HRA Business Plan	Executive Board (Portfolio: Neighbourhoods, Housing and Regeneration)	4/1/12	Strategic Governance Board, ALMO Boards	Government's HRA Self Financing proposals	John Statham john.statham@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)
Option to Purchase Agreement- Land at Freely Lane, Bramham, Leeds Approval to a capital injection and authority to incur expenditure in connection with the acquisition of land at Freely Lane, Bramham	Executive Board (Portfolio: Development and the Economy)	4/1/12	Executive Member of Development and Executive Member of Regeneration	The report to be issued to the decision maker with the agenda for the meeting	martin.blackett@leeds.gov.uk
Core Strategy Publication Draft Authority to go out to public consultation	Executive Board (Portfolio: Development and the Economy)	4/1/12	CLT/LMT/relevant Executive Members	The report to be issued to the decision maker with the agenda for the meeting	David Feeney, Head of Forward Planning and Implementation david.feeney@leeds.gov.uk
Hydro Project - Options Appraisal Authority to spend approval	Executive Board (Portfolio: Development and the Economy)	4/1/12	Environment Agency, British Waterways, Recreational Users (canoeists, anglers etc)	The report to be issued to the decision maker with the agenda for the meeting	david.outram@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)
Asset Management Plan (including Community Asset Strategy and Carbon and Water Management Plan) Approval Required	Executive Board (Portfolio :Development and the Economy)	10/2/12	Equality Impact Assessment	The report to be issued to the decision maker with the agenda for the meeting	colin.mawhinney@leeds.gov.uk



## **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 the Economy	Councillor Richard Lewis
Environmental Services	Councillor Mark Dobson
Neighbourhoods Housing and Regeneration	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 Morley Borough Indep	Councillor Robert 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>
Vision for Leeds	Council	To be confirmed	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Planning, Policy and Improvement)
Council Business Plan	Council	July 2013	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Development Plan documents	Council		Via Executive Board, Scrutiny Board (Regeneration)	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, Scrutiny Board (Regeneration)	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Housing and Regeneration City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Regeneration), Leeds Initiative	Report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
			Board, Housing and Regeneration Partnership Board		

**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.

This page is intentionally left blank