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## SCRUTINY BOARD (CHILDREN AND FAMILIES)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Thursday, 8th September, 2011 at 9.45 am

*(A pre-meeting will take place for ALL Members of the Board at 9.15 a.m.)*

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### MEMBERSHIP

#### **Councillors**

- J Chapman (Chair) - Weetwood;
- R Charlwood - Moortown;
- G Driver - Middleton Park;
- P Ewens - Hyde Park and Woodhouse;
- B Gettings - Morley North;
- A Khan - Burmantofts and Richmond Hill;
- A Lamb - Wetherby;
- P Latty - Guiseley and Rawdon;
- K Maqsood - Gipton and Harehills;
- M Rafique - Chapel Allerton;
- K Renshaw - Ardsley and Robin Hood;

#### **Co-opted Members (Voting)**

- Mr E A Britten - Church Representative (Catholic)
- Vacancy - Church Representative (Church of England)
- Ms A Craven - Parent Governor Representative (Primary)
- Ms J Ward - Parent Governor Representative (Secondary)
- Ms N Cox - Parent Governor Representative (Special)

#### **Co-opted Members (Non-Voting)**

- Ms C Foote - Teacher Representative
- Ms C Johnson - Teacher Representative
- Mrs S Hutchinson - Early Years Representative
- Ms T Kayani - Leeds Youth Work Partnership Representative
- Ms A Choudhry - Leeds VOICE Children and Young People Services Forum Representative

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# 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 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 this 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 - 21ST JULY 2011**

1 - 6

To confirm as a correct record, the minutes of the meeting held on 21<sup>st</sup> July 2011.

7

### **APPOINTMENT OF CO-OPTED MEMBERS**

7 - 8

To receive and consider a report from the Head of Scrutiny and Member Development seeking formal confirmation of the appointment of co-opted members to the Board.

8

### **SCRUTINY INQUIRY - EXTERNAL PLACEMENTS**

9 - 14

To receive and consider a report from the Head of Scrutiny and Member Development presenting evidence in line with Session 1 of the Board's Inquiry into external placements.

**(report from Children's Services to follow)**

|    |  |      |
|----|--|------|
| 9  | <b>DRAFT TERMS OF REFERENCE</b>  | 15 - |
|    | To receive and consider a report from the Head of Scrutiny and Member Development inviting Members to agree terms of reference for the Board's inquiry into school attendance.   | 20   |
| 10 | <b>WORK PROGRAMME</b>  | 21 - |
|    | To receive and consider a report from the Head of Scrutiny and Member Development outlining the Scrutiny Board's work programme for the remainder of the current municipal year. | 50   |
| 11 | <b>DATE AND TIME OF NEXT MEETING</b>   |      |
|    | To note that the next meeting of the Board will be held on Thursday, 6 <sup>th</sup> October 2011 at 9.45 am with a pre meeting for Board Members at 9.15 am.                    |      |

# Agenda Item 6

## SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 21ST JULY, 2011

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

Councillors D Collins, G Driver, P Ewens,  
B Gettings, P Grahame, A Khan, P Latty,  
K Maqsood, M Rafique and K Renshaw

### CO-OPTED MEMBERS (VOTING):

Mr E A Britten – Church Representative (Catholic)  
Professor P H J H Gosden – Church Representative (Church of England)  
Ms J Ward – Parent Governor Representative (Secondary)  
Ms N Cox – Parent Governor Representative (Special)

### CO-OPTED MEMBERS (NON-VOTING):

Ms C Foote – Teacher Representative  
Ms C Johnson – Teacher Representative  
Mrs S Hutchinson – Early Years Representative  
Ms T Kayani – Leeds Youth Work Partnership Representative  
Ms A Choudhry – Leeds VOICE Children and Young Peoples Services Forum Representative

## 11 Chair's Opening Remarks

The Chair welcomed all in attendance to the July meeting of the Scrutiny Board (Children and Families).

## 12 Late Items

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept a late report, agenda item 7, Children's Services Update, which was not available at the time of agenda despatch. (Minute No. 16 refers)

The Chair also admitted to the agenda the following supplementary information:

- Agenda item 9 – outstanding recommendation tracking response in relation to Entering the Education System (Minute No. 18 refers)
- Agenda item 10 – draft terms of reference in relation to External Placements. (Minute No. 19 refers)

### **13 Declarations of Interest**

Councillor Ewens declared an interest in agenda item 7, Children's Services Update, as a governor at City of Leeds High School and member of the Open XS cluster. (Minute No. 16 refers)

A further declaration of interest was made at a later stage in the meeting. (Minute No. 16 refers)

### **14 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillors Charlwood and Lamb. Notification had been received that Councillor Collins was to substitute for Councillor Lamb and Councillor P Grahame for Councillor Charlwood.

### **15 Minutes - 23rd June 2011**

**RESOLVED** – That the minutes of the meeting held on 23<sup>rd</sup> June 2011 be confirmed as a correct record.

### **16 Children's Services Update**

The Director of Children's Services submitted a report which provided an overview of key national policy and local developments.

The following information was appended to the report:

- Outcome notes of the Department for Education review meeting with Leeds City Council held on 20<sup>th</sup> May 2011
- Leeds Children's Trust Board – cluster partnerships standard terms of reference.

The Chair welcomed to the meeting, the following officers to present the report and respond to Members' questions and comments:

- Nigel Richardson, Director of Children's Services
- Ken Morton, Children's Services.

A PowerPoint presentation was provided on the 'Changing Shape of Children's Services in Leeds' focusing on the following key areas:

- The changing context – shifting national policy direction around schools and learning
- Our improvement journey – Leeds still under an improvement notice and reporting to Improvement Board, but evidence of clear improvement
- Key areas of activity with particular emphasis on the Children and Young People's Plan and developing new ways of working
- Improved locality working: A key role for 'clusters' – now an integral part of taking the new structure forward

- Rising to the Education Challenge – a response to government, but also a statement of direction for Leeds.

In brief summary, the key areas of discussion were:

- Information sharing with partners, including the voluntary sector – a summary of the self assessment for the announced inspection would be made available to all partners in September.
- Development of new children's services structure to deliver an integrated children's service. Appointments to senior directorate positions confirmed and next tier commencing in the near future.
- Equipping staff with the skills to use restorative practice approaches in their work, building on existing examples of good practice such as the Youth Offending Service and Family Group Conferences.
- Acknowledgement of complexities around how clusters were linked to Area Committees and Wards and development of area based priorities as part of the 'education challenge'.
- Support for frontline teachers and their working environment.
- Challenges around making best use of resources, particularly development of extended services and partnership arrangements.
- Concern about what additional capacity could be provided at local level to support head teachers to develop effective cluster arrangements.
- The role of governing bodies in contributing to the development of the new cluster arrangements
- The need for Area Committees to have a clear understanding of the changes.

**RESOLVED** – That the report and information appended to the report be noted.

(Councillor Renshaw declared a personal interest in this item in her capacity as a Member of Ardsley and Tingley Extended Services Cluster and Rothwell Extended Services Cluster.)

## **17 Formal Response to Scrutiny Recommendations - School Balances**

The Head of Scrutiny and Member Development submitted a report which presented the formal response to the Board's recommendations arising from its inquiry on School Balances.

The Scrutiny Board agreed the status of recommendations as follows:

- Recommendation 1 – check situation with regard to the Panel's future role in 6 months
- Recommendation 2 – sign off
- Recommendation 3 – sign off
- Recommendation 4 – sign off
- Recommendation 5 – sign off.

**RESOLVED** – That progress continues to be monitored in the quarterly recommendation tracking report.

## **18 Recommendation Tracking**

The Head of Scrutiny and Member Development submitted a report which requested Members to confirm the status of recommendations from previous inquiries.

Appended to the report was the recommendation tracking flowchart and draft recommendation status.

The status of recommendations were agreed as follows:

- Entering the Education System (recommendation 8) – monitor again in 12 months
- Safeguarding Interim Report (recommendation 1) – continue monitoring as transformation programme is implemented
- Attendance Strategy (recommendation 2) – sign off
- Youth Service User Surveys (recommendation 2) – monitor again in 3 months; (recommendation 3) – sign off
- Outdoor Education Centres (recommendation 1) – sign off; (recommendation 2) – monitor again in 3 months; (recommendation 3) – sign off; (recommendation 7) – sign off.

During the discussion Members raised the issue of the future direction of the youth service. It was agreed that the Chair and the Principal Scrutiny Adviser would follow up this matter and report back to the September meeting with a proposal as to how the Board should deal with this matter.

**RESOLVED** –

- (a) That the report and information appended to the report be noted
- (b) That the Scrutiny Board approves the status of recommendations as set out above.

## **19 Draft Terms of Reference**

The Head of Scrutiny and Member Development submitted a report which invited Members to agree terms of reference for the Scrutiny Board's inquiry into reducing the number of looked after children.

The Scrutiny Board was advised of some suggested amendments to the terms of reference as follows:

- Minor grammatical amendments to paragraph 1.3 of the introduction and paragraph 5.2, submission of evidence.
- Further submission of evidence to be considered as follows:
  - Evidence of impact of the early adopter programmes for the cluster based model



- Evidence of the ongoing research by Professor David Thorpe into referral and assessment arrangements.
- The following witnesses to be added under paragraph 6.1:
  - Professor David Thorpe
  - Children and young people (via the children in care council).

Councillors Chapman, Pat Latty and Renshaw and Co-opted Members; Mr Britten, Ms Cox and Ms Ward, volunteered to serve on the working group to undertake visits and activities to support this inquiry.

**RESOLVED** – That subject to the above amendments, the terms of reference for the Scrutiny Board’s inquiry into reducing the number of looked after children, be approved.

## **20 Work Programme**

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board’s work programme for the current municipal year.

Appended to the report for Members’ information was the current version of the Board’s work programme, minutes of the Executive Board meeting held on 22<sup>nd</sup> June 2011, an extract from the Forward Plan of Key Decisions for the period 1<sup>st</sup> July 2011 to 31<sup>st</sup> October 2011, together with a copy of the comments on the Green Paper ‘Support and aspiration: a new approach to special educational needs and disability’ that were submitted by the Scrutiny Board to Children’s Services for incorporation into the corporate response following discussion at the June meeting of the Scrutiny Board.

**RESOLVED** – That the work programme be approved.

## **21 Professor P Gosden**

On behalf of the Scrutiny Board, the Chair thanked Co-opted Member, Professor Gosden, for his hard work and positive contribution to the work of the Scrutiny Board as Church Representative (Church of England) over the previous 11 years.

## **22 Date and Time of Next Meeting**

Thursday, 8<sup>th</sup> September 2011 at 9.45 am with a pre-meeting for Board Members at 9.15 am.

(The meeting concluded at 11.25 pm.)

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## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Children and Families)

**Date: 8<sup>th</sup> September 2011**

### **Subject: Appointment of Co-opted Members**

|  |                              |  |
|--|------------------------------|--|
| Are specific electoral Wards affected?<br>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?<br>If relevant, Access to Information Procedure Rule number:<br>Appendix number: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

### Summary of main issues

1. The purpose of this report is to seek the Scrutiny Board's formal confirmation of the appointment of a new co-opted member to the Board.
2. In addition to elected Members appointed by Council, the relevant Scrutiny Board dealing with education matters shall include in its membership the following voting representatives, in accordance in accordance with statutory requirements set out in the Local Government Act 2000:
  - One Church of England diocese representative<sup>1</sup>
  - One Roman Catholic diocese representative<sup>1</sup>
  - Three parent governor representatives<sup>2</sup>

Where the Scrutiny Board deals with other non-educational matters the co-opted members may participate in any discussion but shall not be entitled to vote on those matters.
3. Professor Peter Gosden stepped down as the Church of England diocese representative at the July meeting of the Scrutiny Board. The diocese is expected to nominate his replacement shortly.

<sup>1</sup> Article 6 states this appointment shall be for a term of office that does not go beyond the next Annual Meeting of Council

<sup>2</sup> Article 6 states these appointments shall be for a four-year term of office

4. The current parent governor representatives are
  - Ms Natalie Cox (special) - term of office expires 11<sup>th</sup> January 2014
  - Ms Jacqueline Ward (secondary) term of office expires 20 April 2015

Ms Amanda Craven has been elected to the vacancy for a parent governor representative (primary) following the resignation of Mr James Granger earlier this year.

### **Recommendations**

5. Members are asked to confirm the appointment of Ms Amanda Craven as the parent governor representative (primary) for a four year term of office from 8 September 2011.

### **Background documents**

6. Council constitution

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

**Report to Scrutiny Board (Children and Families)**

**Date: 8<sup>th</sup> September 2011**

**Subject: Scrutiny Inquiry - External Placements**

|  |   |
|--|---|
| Are specific electoral Wards affected?<br>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?<br>If relevant, Access to Information Procedure Rule number:<br>Appendix number: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

**Summary of main issues**

1. This year the Scrutiny Board's terms of reference identify three pieces of work for the Board to undertake related to the three obsessions in the Children and Young People's Plan.
2. At the board's meeting in June, members agreed that their first major piece of work this year would be an inquiry on the first of these areas - reducing the number of looked after children – and that their inquiry would focus on the issue of external placements. A copy of the agreed terms of reference is attached as Appendix 1.
3. The first formal session of the inquiry was scheduled for September. A report from Children's Services will be circulated to Board Members prior to the meeting. This will cover issues identified in the terms of reference for the inquiry. Relevant officers from Children's Services will be at the meeting to respond to members' questions and comments.
4. The next session of the inquiry is scheduled for the Board's next meeting on 6 October 2010, as set out in the terms of reference. A number of visits and working group activities will take place between these two sessions.

**Recommendations**

5. The board is requested to consider the issues raised by this session of the inquiry.

**Background documents**

6. None.

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## **Scrutiny Board (Children and Families)**

### **External Placements**

#### **Terms of reference**

#### **1.0 Introduction**

- 1.1 The Scrutiny Board has been tasked with carrying out a piece of work this year on each of the three Children and Young People's Plan (CYPP) obsessions. The first of these relates to reducing the number of looked after children.
- 1.2 The council has adopted an Outcome Based Accountability approach to addressing the obsessions, drawing up plans to 'turn the curve' and improve performance. In relation to this particular obsession, earlier intervention is seen as key to achieving the Children and Young People's Plan priority to help children and young people to live in safe and supportive families.
- 1.3 The Board is also aware that the key budget challenge for Children's Services is managing expenditure on external placements for looked after children. This includes both the use of independent fostering agencies in addition to council foster carers and also residential placements for children and young people outside of the council's own residential provision, in some cases outside of the Leeds area.
- 1.4 The current trend of both an increasing dependence on external placements and rising costs is not unique to Leeds, but it is an area that we must address if we are to be able to manage our budgets effectively at a time of diminishing resources, and also be able to reinvest in early intervention to meet our aspirations for 'turning the curve'. We have therefore decided to focus our scrutiny inquiry for this obsession on the issue of external placements.
- 1.5 We also want to emphasise at the outset that we are clear as a Scrutiny Board that safeguarding our children and young people cannot be compromised, as reflected in the CYPP outcome that our children and young people should be safe from harm. Any recommendations we make will take account of the need to ensure that our children and young people are safely provided for.

#### **2.0 Scope of the inquiry**

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on:
  - Opportunities to safely reduce reliance on external placements; and
  - Scope to reduce the costs of external placements that continue to be needed.

- 2.2 The Board hopes that its findings will provide a timely and positive contribution to tackling this particular obsession within the Children and Young People's Plan.

### **3.0 Comments of the relevant director and executive member**

- 3.1 This inquiry is included in the Scrutiny Board's terms of reference, reflecting one of the three obsessions in the Children and Young People's Plan, which is the multi-agency city priority plan.
- 3.2 Specific suggestions regarding additional evidence and potential witnesses have been incorporated into the final terms of reference.

### **4.0 Timetable for the inquiry**

- 4.1 The inquiry will take place in September and October 2011, with a view to issuing a final report by the end of 2011 in order to inform the budget process.
- 4.2 The inquiry will conclude with the publication of a formal report setting out the board's conclusions and recommendations.

### **5.0 Submission of evidence**

- 5.1 The Board will receive evidence through a combination of formal Board meetings and smaller working group meetings or visits with stakeholders and relevant service providers.

#### **5.2 Scrutiny Board meetings – 8 September and 6 October 2011**

The following evidence will be required for the Board meetings:

- The CYPP action plan relating to the Looked After Children obsession, as background and context to the inquiry
- Data on the numbers of external placements, trends and costs
- Comparative information regarding internal placements
- Information on the actions being taken to manage demand for and costs of independent foster care placements
- Information on the actions being taken to manage demand for and costs of external residential placements
- Information on joint funding of placements and information on commissioning activity including regional and joint working
- Information on activity to increase internal capacity
- Information on activity to review options for exit from care
- Evidence of impact of the early adopter programmes for the cluster based model
- Evidence of the ongoing research by Prof David Thorpe into referral and assessment arrangements.
- Information on best practice from other local authorities

The October session will also include consideration of the findings from working group meetings and visits.



The board will then consider emerging conclusions and recommendations to inform the production of the final inquiry report.

### 5.3 Working Group meetings and visits

These will be scheduled as far as possible between the two formal Board meeting inquiry sessions.

### 5.4 The following potential working group meetings and visits have been identified:

Local authority residential care provision

External care provision

Independent fostering agency

Group of foster carers

Attendance as observer at Head of Service Decision and Review Panel and/or Placement Panel

Attendance as observer at Joint Funding Panel

## 6.0 **Witnesses**

### 6.1 The following witnesses have been identified as potential contributors to the Inquiry:

Children's Services officers – Children and Young People's Social Care, finance and commissioning

Partner agencies – joint and regional funding

Prof David Thorpe

Other local authorities/C4EO (Centre for Excellent Outcomes) – re good practice

Children and young people (via the children in care council)

### 6.2 The Board will always seek to include the views of children and young people and their parents and carers as evidence to its inquiries wherever possible and practicable.

## 7.0 **Equality, Diversity and Cohesion and Integration Issues**

### 7.1 Where appropriate, all terms of reference for work undertaken by the Scrutiny Boards will include

To review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the council's Equality and Diversity scheme, and on the council's Cohesion and Integration Priorities and Delivery Plan.

### 7.2 The objectives of this inquiry particularly reflect the following theme from the council's Equality and Diversity scheme:

Service Delivery – Leeds City Council provides fair access to services which meet the needs of our diverse communities and individuals.

## **8.0 Monitoring Arrangements**

- 8.1 Following the completion of the scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.
- 8.2 The final inquiry report will include information on the detailed arrangements for monitoring the implementation of recommendations.

## **9.0 Measures of success**

- 9.1 It is important to consider how the Board will deem whether its inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.
- 9.2 The Board will look to publish practical recommendations.

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

**Report to Scrutiny Board (Children and Families)**

**Date: 8<sup>th</sup> September 2011**

**Subject: Draft Terms of Reference**

|  |   |
|--|---|
| Are specific electoral Wards affected?<br>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?<br>If relevant, Access to Information Procedure Rule number:<br>Appendix number: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

**Summary of main issues**

1. This year the Scrutiny Board's terms of reference identify three pieces of work for the Board to undertake related to the three obsessions in the Children and Young People's Plan.
2. At the board's meeting in June, members agreed that their second major piece of work this year would be an inquiry focused on the second of these areas – school attendance.
3. Draft terms of reference for the inquiry are attached.
4. The Scrutiny Board Procedure Rules Guidance Notes also require that, before embarking on an inquiry, the board seeks and considers the views of the relevant director and executive member. These views will need to be taken into account in finalising the terms of reference.
5. Any comments received on the draft terms of reference will be reported to the board at the meeting.

**Recommendations**

6. The board is requested to agree the terms of reference for the inquiry.

**Background documents**

7. None.

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## **Scrutiny Board (Children and Families)**

### **Attendance**

#### **Draft terms of reference**

#### **1.0 Introduction**

- 1.1 The Scrutiny Board has been tasked with carrying out a piece of work this year on each of the three Children and Young People's Plan (CYPP) obsessions. The second of these relates to school attendance.
- 1.2 The council has adopted an Outcome Based Accountability (OBA) approach to addressing the obsessions, drawing up plans to 'turn the curve' and improve performance. Each 'cluster' (local groups of schools and services that work closely together to meet the needs of children and young people through an integrated approach) has undertaken or committed to undertake an OBA exercise in relation to attendance, leading to a multi-agency action plan.
- 1.3 In relation to this inquiry, the Board agreed to follow a similar approach to that successfully adopted for its inquiry last year on combating child poverty and raising aspiration. We identified 2 'case study' areas of the city and instead of our formal Scrutiny Board meeting, half of the members went to each area for the morning. In both areas, Members had the opportunity to talk to local practitioners and to undertake some additional visits in smaller groups, including meeting local people, before reconvening for a round table discussion with senior officers about their findings. We found this to be a very effective way of working.
- 1.4 For this inquiry we will visit 2 clusters with higher than average levels of persistent absence: Inner East and Rothwell.

#### **2.0 Scope of the inquiry**

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on:
  - Multi-agency efforts to address persistent absence from school.
- 2.2 The Board hopes that its findings will provide a timely and positive contribution to tackling this particular obsession within the Children and Young People's Plan.

#### **3.0 Comments of the relevant director and executive member**

- 3.1 This inquiry is included in the Scrutiny Board's terms of reference, reflecting one of the three obsessions in the Children and Young People's Plan, which is the multi-agency city priority plan.
- 3.2 Any additional comments from the Director and Executive Member will be reflected in the final terms of reference.

#### **4.0 Timetable for the inquiry**

- 4.1 The inquiry will take place in November and December 2011, with a view to issuing a final report in the spring of 2012.
- 4.2 The inquiry will conclude with the publication of a formal report setting out the board's conclusions and recommendations.

#### **5.0 Submission of evidence**

##### **5.1 Scrutiny Board meeting – 10 November 2011**

The following evidence will be required for the Board meeting:

- The CYPP action plan relating to the Attendance obsession, as background and context to the inquiry
- Obsession progress report to the Children's Trust Board
- Information on progress against the CYPP action plan
- Data on Leeds levels of school attendance and persistent absence
- Information on the reasons for absence
- Information on local initiatives and activity to address attendance, including cluster OBA activity plans and cluster level funding
- Information on the latest changes in government requirements in relation to the definition of persistent absence
- Information on best practice from other local authorities
- The report of previous work on school attendance carried out by the Scrutiny Board in 2009/10
- Research on persistent absence commissioned by Education Leeds

##### **5.2 Scrutiny Board meeting - 8 December 2011**

The Board will split into two groups, who will each visit one of the two identified clusters to carry out more detailed field work.

Members will receive information about the local context and data in relation to attendance, including information about local OBA activity.

In each area, members will visit relevant local services in smaller groups (including meeting service users where appropriate).

This will be followed by a round table meeting in the chosen locality to discuss issues arising from the visits and consider the overall impact of work in the locality.

The Board will then consider emerging conclusions and recommendations to inform the production of the final inquiry report.

##### **5.3 Visits**

In addition it is planned that, between the two Board meeting dates, some members will have the opportunity to accompany front-line Attendance Improvement Officers and staff who work with Children

Missing Education in the course of their duties, in the two identified clusters.

## **6.0 Witnesses**

6.1 The following witnesses have been identified as potential contributors to the Inquiry:

Children's Services officers

Cluster Chairs and Cluster Managers

Representatives of multi-agency partners at local level, for example Schools, Early Years providers, Police, Extended Services Clusters, Area Inclusion Partnerships

Other local authorities/C4EO (Centre for Excellent Outcomes) – re good practice

6.2 The Board will always seek to include the views of children and young people and their parents and carers as evidence to its inquiries wherever possible and practicable.

## **7.0 Equality, Diversity and Cohesion and Integration Issues**

7.1 Where appropriate, all terms of reference for work undertaken by the Scrutiny Boards will include

To review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the council's Equality and Diversity scheme, and on the council's Cohesion and Integration Priorities and Delivery Plan.

7.2 The objectives of this inquiry particularly reflect the following theme from the council's Equality and Diversity scheme:

Service Delivery – Leeds City Council provides fair access to services which meet the needs of our diverse communities and individuals.

## **8.0 Monitoring Arrangements**

8.1 Following the completion of the scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

8.2 The final inquiry report will include information on the detailed arrangements for monitoring the implementation of recommendations.

## **9.0 Measures of success**

9.1 It is important to consider how the Board will deem whether its inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

9.2 The Board will look to publish practical recommendations.

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

**Report to Scrutiny Board (Children and Families)**

**Date: 8<sup>th</sup> September 2011**

**Subject: Work Programme**

|  |   |
|--|---|
| Are specific electoral Wards affected?<br>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?<br>If relevant, Access to Information Procedure Rule number:<br>Appendix number: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

**Summary of main issues**

1. A copy of the board's work programme is attached for members' consideration (appendix 1). The attached chart reflects the discussions at the board's July meeting.
2. The minutes of the July meeting of Executive Board (appendix 2) and the current Forward Plan of Key Decisions (appendix 3) will give members an overview of current activity within the board's portfolio area.
3. A draft note of the meeting of the children's social care system review working group which took place on 10 August is also attached (appendix 4).
4. At the July Board meeting, members asked about the future direction of the youth service. They asked the Chair and Principal Scrutiny Adviser to report back to this meeting with a proposal as to the best way for the Board to deal with this issue.
5. It is suggested that a working group is established. The working group would receive an initial briefing during September or October, before reporting back to the full Board with recommendations as to whether any further work is required. All members of the Board would be invited to attend the initial working group meeting.

## **Recommendations**

6. The board is requested to agree the attached work programme subject to any decisions made at today's meeting.

## **Background documents**

7. None.

## Scrutiny Board (Children and Families) Work Schedule for 2011/2012 Municipal Year

| Area of review   | Schedule of meetings/visits during 2011/12                 |  |                       |
|--|--|--|-----------------------|
|  | June   | July   | August                |
| <b>reducing the numbers of looked after children</b>                               | Consider potential scope of review<br>SB 23/06/11 @ 9.45am | Agree scope of review<br>SB 21/07/11@ 9.45am   |                       |
| <b>improving attendance</b>  | Consider potential scope of review<br>SB 23/06/11 @ 9.45am |  |                       |
| <b>increasing the number of young people in employment, education and training</b> | Consider potential scope of review<br>SB 23/06/11 @ 9.45am |  |                       |
| <b>Children's Social Care System Review</b>  | Consider potential areas of review                         |  | WG 10/08/11 @ 10.00am |
| <b>Board initiated piece of Scrutiny work (if applicable)</b>                      | Consider potential areas of review                         |  |                       |
| <b>Recommendation Tracking</b>   |  | Formal response to the Scrutiny Inquiry into School Balances<br>Quarterly recommendation tracking report<br>SB 21/07/11 @ 9.45am |                       |
| <b>Performance Monitoring</b>  |  |  |                       |

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## Scrutiny Board (Children and Families) Work Schedule for 2011/2012 Municipal Year

| Area of review   | Schedule of meetings/visits during 2011/12                                |   |   |
|--|---|---|---|
|  | September   | October   | November                                  |
| <b>reducing the numbers of looked after children</b>                               | Evidence gathering<br>SB 8/09/11 @9.45am<br><br>Working groups and visits | Evidence gathering<br>SB 6/10/11 @9.45am<br><br>Working groups and visits |   |
| <b>improving attendance</b>  | Agree scope of review<br>SB 8/09/11 @9.45am                               |   | Evidence gathering<br>SB 10/11/11 @9.45am |
| <b>increasing the number of young people in employment, education and training</b> |   |   |   |
| <b>Children's Social Care System Review</b>  |   | WG 24/10/11 @ 2.00pm  |   |
| <b>Board initiated piece of Scrutiny work (if applicable)</b>                      |   |   |   |
| <b>Recommendation Tracking</b>   |   | Quarterly recommendation tracking report<br>SB 6/10/11 @ 9.45am           |   |
| <b>Performance Monitoring</b>  |   |   |   |

## Scrutiny Board (Children and Families) Work Schedule for 2011/2012 Municipal Year

| Area of review  | Schedule of meetings/visits during 2011/12 |  |                          |
|---|--|--|--------------------------|
|   | December                                   | January  | February                 |
| reducing the numbers of looked after children                               |  |  |                          |
| improving attendance  | Evidence gathering<br>SB 8/12/11 @9.45am   |  |                          |
| increasing the number of young people in employment, education and training |  | Evidence gathering (TBC)   | Evidence gathering (TBC) |
| Children's Social Care System Review  |  |  |                          |
| Board initiated piece of Scrutiny work (if applicable)                      |  |  |                          |
| Recommendation Tracking   |  | Quarterly recommendation tracking report<br>SB 12/01/12 @ 9.45am |                          |
| Performance Monitoring  |  | Quarter 2 performance report<br>SB 12/01/12 @ 9.45am             |                          |

## Scrutiny Board (Children and Families) Work Schedule for 2011/2012 Municipal Year

| Area of review  | Schedule of meetings/visits during 2011/12                       |       |     |
|---|--|-------|-----|
|   | March  | April | May |
| reducing the numbers of looked after children                               |  |       |     |
| improving attendance  |  |       |     |
| increasing the number of young people in employment, education and training |  |       |     |
| Children's Social Care System Review  |  |       |     |
| Board initiated piece of Scrutiny work (if applicable)                      |  |       |     |
| Recommendation Tracking   | Quarterly recommendation tracking report<br>SB 13/03/11 @ 9.45am |       |     |
| Performance Monitoring  | Quarter 3 performance report<br>SB 15/03/12 @9.45 am             |       |     |

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## EXECUTIVE BOARD

WEDNESDAY, 27TH JULY, 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

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

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

- (a) Appendix 1 to the report referred to in Minute No. 47 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it relates to the financial or business affairs of the Council and it is therefore considered not to be in the public interest to disclose this information, as it would be likely to prejudice the Council's current negotiations.
- (b) Appendix 1 to the report referred to in Minute No. 48, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that this information relates to the financial or business affairs of a particular person and of the Council. It is therefore considered that since this information was obtained through one to one negotiations for the disposal of the property/land, then it is not in the public interest to disclose this information at this point in time. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (c) The appendix to the report referred to in Minute No. 53, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the disposal of the property/land then it is not in the public interest to disclose this information at this point in time. Also it is considered that the release of such information would or would be likely to

Draft minutes to be approved at the meeting  
to be held on Wednesday, 7th September, 2011

prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (d) Appendix 2 to the report referred to in Minute No. 54, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the condition of the exemption is that in all of the circumstances the public interest in exempting should outweigh the public interest in disclosing. In the Council's judgment, the commercial information relating to this proposal should not be disclosed as the interests of potential bidders could be prejudiced if these financial terms became available to them.
- (e) Appendices 1 and 2 to the report referred to in Minute No. 55, under the terms of Access to Information Procedure Rule 10.4(3) and appendix 3 to the report referred to in the same minute, under the terms of Access to Information Procedure Rules 10.4 (3) and (5). This is due to the fact that the appendices contain commercially sensitive information on the City Council's approach to procurement issues, and commercially sensitive pricing and information about the commercial risk position of the City Council's proposed Preferred Bidder, where the benefit of keeping the information confidential is considered greater than that of allowing public access to the information.

### **31 Declaration of Interests**

Councillors Wakefield, Dobson and Ogilvie all declared personal interests in the item entitled, 'Design and Cost Report: Lotherton Estate Improvements', due to being Leeds Card holders (Minute No. 35 refers).

Councillors Finnigan, Blake and R Lewis all declared personal interests in the item entitled, 'Investment Partnership for South Leeds', due to being members of the Investment Partnership for South Leeds. (Minute No. 44 refers).

Councillors Ogilvie and Dobson both declared personal interests in the item entitled, 'Three Year Grant Funding for Culture', due to being members of the Leeds Initiative – Sustainable Economy and Culture Board. (Minute No. 34 refers).

Councillor R Lewis declared a personal interest in the item entitled, 'Arms Length Management Organisations (ALMO) and Tenant Management Organisations Annual Reports for 2010/11', due to being a member of the Outer West ALMO Area Panel. (Minute No. 56 refers).



Councillors Golton and Finnigan both declared personal interests in the items respectively entitled, 'Primary Basic Need 2012 – Outcome of Statutory Notices for the Expansion of Primary Provision in 2012' and 'Primary Basic Need Programme – Permission to Consult on Proposals for Expansion of Primary Provision in 2013 and 2014', due to their respective positions as governors of Primary Schools. (Minute Nos. 58 and 59 refer respectively).

Further declarations of interest were made at a later point in the meeting (Minute Nos. 55 and 56 refer respectively).

### **32 Minutes**

**RESOLVED** – That the minutes of the meeting held on 22<sup>nd</sup> June 2011 be approved as a correct record, subject to the inclusion of the comments made by Councillor A Carter in respect of Minute No. 22 entitled, 'Housing Appeals – Implications of the Secretary of State's Decision relating to Land at Grimes Dyke, East Leeds', in which he emphasised the need to postpone the immediate release of all the Phase 2 and 3 housing allocations within the UDP, as recommended within the report, until after the outcomes from the related Inquiry undertaken by the Scrutiny Board (Regeneration) had been considered.

### **33 Matters Arising from the Minutes**

In respect of Minute No. 22(g), "Housing Appeals – Implications of the Secretary of State's Decision relating to Land at Grimes Dyke, East Leeds", the Chair suggested that a forthcoming visit to be made by Greg Clarke MP, Minister for Cities, would provide an opportunity for an all party lobbying exercise to be undertaken in respect of issues such as the land banking practices of developers.

## **LEISURE**

### **34 3 Year Grant Funding for Culture**

The Chief Libraries, Arts and Heritage Officer submitted a report responding to requests from the large arts organisations to provide longer term funding arrangements. In addition, the report reviewed current approaches and looked to reflect the new strategic priority plan and impact of other agencies' decisions on future funding arrangements, whilst also proposing the introduction of a new, more robust and transparent process.

Members suggested that a report was submitted to a future meeting of the Board outlining the actions being taken to work with young people in order to identify, nurture and retain the sporting and musical talent within the city, in conjunction with the Leeds Arena development.

The report provided details of the equality impact assessment which had been undertaken in respect of the proposals.

**RESOLVED –**

- (a) That the introduction of 3 year grant funding to cultural organisations be approved.
- (b) That the introduction of Culture Leeds grants be approved.

**35 Design and Cost Report: Lotherton Estate Improvements**

The Director of City Development submitted a report seeking an injection into the capital programme for various improvement works at Lotherton Estate, which would be funded by prudential borrowing from additional income raised via changes to the current charging policy.

Members made several comments on the proposals regarding the site improvements and charging policy and suggested that a further report was submitted to the Board, which enabled the outcomes arising from the consultation exercise to be fully considered.

The report provided details of the equality impact assessment which was being undertaken in respect of the proposals.

**RESOLVED –**

- (a) That an injection of £160,000 in to the capital programme for improvements at Lotherton be approved, which will be funded by prudential borrowing from additional income raised from changes to the current charges for Lotherton.
- (b) That the authority to incur expenditure of £160,000 on improvements to Lotherton be approved.
- (c) That the charges for entry to all facilities on the Estate be approved.
- (d) That, following the conclusion of the consultation, any change to the Phase 1 improvements be delegated to the Director of City Development with concurrence of the Executive Board Member (Leisure).
- (e) That a further report be submitted to the Board, which enabled the outcomes arising from the consultation exercise undertaken to be fully considered.

**ADULT HEALTH AND SOCIAL CARE**

**36 Charges for Non-Residential Adult Social Care Services**

Further to Minute No. 141, 15<sup>th</sup> December 2010, the Director of Adult Social Services submitted a report regarding the outcome of the consultation exercise undertaken in respect of charges for non-residential services, whilst making recommendations for changes to such charges.

Members highlighted the need to ensure that consideration was given to the frequency of reviews undertaken on this matter and suggested that details

were provided to Board Members of those Local Authorities which had also altered their charges, in addition to information on the potential impact for Leeds arising from the Dilnot Commission's report.

In noting the cross party support for this matter, the Chair proposed that cross party discussions continued, so that the proposals could be progressed effectively.

The report provided details of the equality impact assessment which had been undertaken in respect of the proposals.

**RESOLVED –**

- a) That the outcomes of the consultation and the way in which they have been addressed, as set out within sections 4.6 to 5.7 of the submitted report, be noted.
- b) That the outcomes of the equality impact assessment and the way in which they have been addressed, as set out within sections 7.1 to 7.4 of the submitted report, be noted.
- c) That the changes to charges for non-residential services, as set out in sections 5.4 to 5.7 of the submitted report, effective from 1<sup>st</sup> October 2011, be approved.
- d) That the revised Adult Social Care Charging and Contributions Policy Framework, as set out within Appendix 6 of the submitted report be approved.
- e) That the further review of charges and the financial assessment methodology, together with the associated consultation process, as set out within sections 5.15 and 5.16 of the submitted report, be approved.
- f) That a further report on the outcomes of the further consultation process and proposals regarding charges and the financial assessment methodology be submitted to a future meeting of the Board.

**37 Leeds Safeguarding Adults Partnership Annual Report 2010/2011**

The Director of Adult Social Services submitted a report introducing the fourth annual report of the Leeds Safeguarding Adults Partnership Board and providing an update on the work of the Leeds Safeguarding Adults Partnership.

Copies of the Leeds Safeguarding Adults Partnership Board Annual Report for 2010/2011 had been circulated to Board Members for their consideration.

Professor Paul Kingston, Independent Chair of the Safeguarding Adults Partnership Board, was in attendance at the meeting and provided an introduction to the report.

In responding to enquiries, officers undertook to provide Board Members with a breakdown of the statistics regarding the locations of alleged abuse in respect of private and public service providers.

**RESOLVED** – That the content of the attached 2010/11 annual report be noted and that the work programme of the Adult Safeguarding Partnership Board for 2011/12 be endorsed.

## **RESOURCES AND CORPORATE FUNCTIONS**

### **38 Financial Health Monitoring 2011/12 - First Quarter Report**

The Director of Resources submitted a report presenting the Council's financial health position after three months of the 2011/12 financial year.

Enquiries were made into the current position of the Children's Services and Adult Social Care budgets. In response, Members were provided with information where available, with the undertaking that further detail regarding Children's Services would be provided in due course. In general, it was noted that more detailed information relating to those areas facing particular budgetary pressures would be made available at future meetings. Emphasis was then placed upon the Council's current financial pressures and assurances were given that the management of such budgetary pressures remained a priority.

**RESOLVED** –

- (a) That the projected financial position of the authority after three months of the financial year be noted.
- (b) That directorates continue to develop and implement action plans which are robust and which will deliver a balanced budget by the year end.

### **39 Treasury Management Annual Report 2010/11**

The Director of Resources submitted a report providing a final update on Treasury Management Strategy and operations in 2010/11.

On behalf of the Board, the Chair thanked all of those officers who had been involved in the work of the Treasury Management Strategy and operations over the past year.

**RESOLVED** – That the treasury management outturn position for 2010/11 be noted.

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

The Director of Resources submitted a report providing an update on the financial position for 2011/12 as at June 2011, which included details of capital resources, a summary of schemes which had been upgraded from 'Amber' status to 'Green' since February and which provided a summary of progress made on some major schemes. In addition, the report sought specific approvals to enable some schemes to progress.

Responses were received to Members' enquiries regarding the ICT related projects which were detailed within the submitted report.

**RESOLVED –**

- a) That the latest position on the general fund and HRA capital programmes be noted.
- b) That the transfer of schemes from the Amber to the Green programmes as set out in section 3.3 of the submitted report be noted.
- c) That the bringing together of a number of ICT schemes within the approved capital programme to form the ICT Essential Services Programme(ESP), with a total value of £5,800,000, as set out in Appendix C of the submitted report, be noted.
- d) That authority be given to incur expenditure of £2,130,000 on the migration to Microsoft technologies from Novell, as included in Appendix C to the submitted report.
- e) That authority be given to incur expenditure of £950,000 on the Storage Consolidation element of the ESP as included in Appendix C to the submitted report.
- f) That an injection into the capital programme of £4,389,500 to progress phase 1 of the Changing the Workplace programme be approved.
- g) That approval be given to the promotion of £168,900 from the reserved to the funded capital programme, in order to allow the demolition of the former Parklees (ASC) building to proceed.
- h) That an injection into the capital programme of £50,000 be approved in order to provide a grant to Clifford Parish Council.

**41 Annual Risk Management Report**

The Director of Resources submitted a report which providing an overview of the Council's corporate risks and the risk management work which had been undertaken by the Risk Management Unit (RMU) in the last year in support of the Council's Risk Management Framework. In addition, the report highlighted future areas of work to improve the management of risk and provided assurances on the strength of the risk management arrangements currently in place.

**RESOLVED –**

- (a) That the contents of the report, the risks on the corporate risk register and the progress made on enhancing the Council's risk management arrangements be noted.
- (b) That Executive Board Members continue to review and challenge the arrangements, particularly in relation to strategic decision-making and the delivery of the authority's new City and Council strategic priorities.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 7th September, 2011

## **DEVELOPMENT AND THE ECONOMY**

### **42 The Strategy for Kirkgate Markets**

Further to Minute No. 123, 15<sup>th</sup> December 2010, the Director of City Development submitted a report providing an update on the findings from a public consultation exercise undertaken earlier in the year, on the petition organised by the Friends of Kirkgate Market Group and outlining the measures taken by the Council to address the issues raised. In addition, the report set out the strategy for Kirkgate Market in order to ensure the market was sustainable.

Having received responses to Members' enquiries regarding rental levels and the potential input of independent retailers into the running of the market, the Chair highlighted the levels of support for the long term future of the market which had been received.

The report noted that full equality impact assessments would be carried out on the different forms of arms-length companies and in determining the optimum size of the market.

#### **RESOLVED –**

- (a) That the Board restates its commitment to the long term future and success of Kirkgate Market.
- (b) That the vision and objectives for Kirkgate Market, as set out within Section 4 of the submitted report, be endorsed.
- (c) That the strategy for Kirkgate Market, as set out within Appendix II of the submitted report be endorsed, specifically in respect of the proposals to:-
  - i) move the management and ownership of Kirkgate Market to an arms length company and establish a Project Board and engage expert opinion to consider and recommend the form this should take;
  - ii) start consultation with staff and the Trades Unions to inform the recommendations to Executive Board;
  - iii) determine the optimum size for the indoor and open markets, after taking expert advice, and determine the necessary steps to reach that size.

### **43 Response to the Scrutiny Inquiry Report on the Future of Kirkgate Market**

The Head of Scrutiny and Member Development submitted a report summarising the responses to the recommendations of the former Scrutiny Board (City Development) arising from its inquiry entitled 'Review of the Future of Kirkgate Market'.

**RESOLVED** – That the directorate responses to the recommendations of the former Scrutiny Board (City Development) arising from its inquiry into the future of Kirkgate Market be noted.

**44 Investment Partnership for South Leeds**

Further to Minute No. 9, 17th June 2009, the Director of City Development submitted a report presenting an update on the work undertaken to date, providing an overview of the Investment Strategy, whilst providing details of the consultation which had been undertaken and the forthcoming launch event for the strategy.

**RESOLVED** –

- (a) That the contents of the submitted report, together with the production of the Investment Strategy for South Leeds be welcomed, subject to the issues raised in paragraph 3.6 of the submitted report.
- (b) That the continuation of more detailed work to support the preparation of the Core Strategy and subsequent Site Allocations Development Plan Document be agreed.
- (c) That a review of the governance arrangements, as the work referred to in paragraph 7.2 of the submitted report progresses, be agreed.

**45 Consolidation of Enterprise Assets in Chapeltown**

The Director of City Development submitted a report on the proposed transfer of the Chapeltown Enterprise Centre, on a 99 year peppercorn lease basis to Unity Enterprise, and the extension of the management agreement for Leeds Media Centre to Unity Enterprise, as part of the Chapeltown Enterprise Network project.

The report provided details of the equality impact assessment which had been undertaken in respect of the proposals.

**RESOLVED** –

- (a) That the proposal from Unity Enterprise be noted.
- (b) That a 99 year full repairing and insuring lease be provided for the Chapeltown Enterprise Centre to Unity Enterprise on a peppercorn basis, subject to:-
  - i) no revenue grant support being payable;
  - ii) that the agreed refurbishment works are successfully completed.
- (c) That a 10 year service level agreement be provided to Unity Enterprise to manage Leeds Media Centre, subject to:-
  - i) no revenue grant support being payable;
  - ii) that the rent payable by Unity Enterprise is nil;

- iii) that the targets and outputs as part of the service level agreement are in line with those contained within the existing service level agreement for 2011/12.

**46 Permit Scheme for Road and Street Works**

The Director of City Development submitted a report on the proposed permit scheme and detailing the expected benefits of the initiative. In addition, the report also sought approval for the submission of an application to the Secretary of State regarding the operation of the permit scheme.

In response to Members' enquiries regarding the remit of the scheme, it was stated that such matters would be kept under review.

The report provided details of the equality impact assessment which had been undertaken in respect of the proposals.

**RESOLVED** – That officers be authorised to make an application to the Secretary of State to implement the permit scheme, as outlined within the submitted report.

**47 Future Options for Design Services**

Further to Minute No. 182, 9th March 2011, the Director of City Development submitted a report presenting a recommendation about the future provision of Architectural Design Services (ADS) following the extensive investigation of two options previously identified by the Board.

The report presented the following two options, which Executive Board had previously instructed officers to explore further:-

Option 1 - to explore to the establishment of a joint venture arrangement with Norfolk Property Services (NPS) as the preferred route.

Option 2 - to explore alongside this in more detail, the option to separately procure design services using existing frameworks where appropriate e.g. Office of Government Commerce (OGC).

Members highlighted the need for this matter to be progressed without delay.

The report provided details of the equality impact assessment which had been undertaken in respect of the proposals.

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

**RESOLVED** –

- (a) That Option 1 be pursued and that the establishment of a Joint Venture Company with Norfolk Property Services (NPS) be supported in principle.



- (b) That, subject to the agreement of detailed terms, the Director of City Development be given delegated authority to finalise contractual terms with NPS and to establish appropriate interim arrangements.
- (c) That, should negotiations with NPS not be satisfactorily concluded, Option 2 be pursued, with a further report being brought back to Executive Board should this situation arise.

**48 Development Proposals for the Sovereign Street Site**

The Director of City Development submitted a report informing of the outcomes from the consultation on the Draft Planning Statement for the Sovereign Street site and providing an update on the progress made to date on the potential to create a new city centre greenspace, in conjunction with a mixed use development on the site.

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

**RESOLVED –**

- (a) That the progress made in relation to the development proposals for the Sovereign Street site be noted.
- (b) That the revised Sovereign Street Planning Statement be approved as a guide to future development proposals for the Sovereign Street site.
- (c) That the draft Heads of Terms agreed with KPMG and Sovereign Leeds Ltd, as detailed within exempt appendix 1 for site A be approved, and that authority be delegated to the Director of City Development in order to negotiate the detailed terms.
- (d) That a further six month exclusivity period be granted, for KPMG to complete their due diligence on the site and to complete the Agreement for lease.
- (e) That the marketing of the two remaining development sites be commenced upon completion of the Development Agreement with KPMG, expected in September 2011.
- (f) That the principle of using part of the KPMG receipt to deliver the proposed greenspace be approved.
- (g) That approval is given to appropriate land from highways to planning purposes to allow easements and other rights be overridden pursuant to S237 of the Town and Country Planning Act 1990 on the proposed KPMG (Site A).
- (h) That an injection into the Capital Programme and the authority to spend up to £100,000 of feasibility funding be approved, for the design

brief and scheme development which will enable the procurement of the new greenspace.

**49 Low Emission Zones - Council Resolution 6 April 2011**

The Director of City Development submitted a report addressing the request of Full Council for a feasibility study to be undertaken into the establishment of a Low Emission Zone in Leeds.

**RESOLVED –**

- (a) That the content of this response to Full Council's resolution requesting a study into the feasibility of establishing a Low Emission Zone in Leeds be noted.
- (b) That the bid which has been made to DEFRA in respect of funding be noted and endorsed.
- (c) That, subject to the DEFRA funding bid being successful, the further development of proposals for an initial feasibility study be approved, with a further progress report being received in due course.

**50 National High Speed Rail Strategy Consultation**

The Director of City Development submitted a report detailing the proposed response to the Government's consultation on a National High Speed Rail Strategy.

Members emphasised the need for the lobbying process in respect of this matter to continue.

**RESOLVED –**

- (a) That the contents of the submitted report be noted.
- (b) That support for the Government's high speed rail strategy and network proposals be confirmed.
- (c) That the proposed response to the national high speed rail consultation, as appended to the submitted report, be approved.

**51 Proposal to confirm an Article 4 Direction to require planning permission for a change of use from Use Class C3 to C4 in selected areas of Leeds**

The Director of City Development submitted a report summarising the responses from the recent public consultation exercise in relation to the proposed Article 4 Direction in Leeds, and sought approval to confirm the Article 4 Direction.

In response to Members' enquiries, officers undertook to look into those geographical areas highlighted which were not referenced within the report.

**RESOLVED –**

- (a) That the contents of the submitted report and the responses received in relation to the Article 4 Direction public consultation exercise be noted.
- (b) That the principle of confirming the Article 4 Direction to cover the area proposed be approved and that the Chief Planning Officer be delegated the necessary authority to confirm the Direction.

**52 Planning Applications Highways Issues (White Paper 16)**

The Director of City Development submitted a report responding to full Council's resolution of 6<sup>th</sup> April 2011 requesting that Executive Board instructed the Council's Highways Department to ensure that consultation with Ward Members took place with regard to planning applications' highways matters prior to the Highways Department passing formal comment to planning officers.

The Chief Executive stated that correspondence had been received from Councillor Cleasby in respect of this matter, who had requested that the recommendations detailed within the submitted report be replaced by the resolution which had been formally agreed by Council on the 6<sup>th</sup> April 2011.

**RESOLVED –** That in light of the representations received in respect of this matter, the report be withdrawn from the agenda, with a further report being submitted for consideration in due course.

**53 Site of the Former Wyther Park Primary School Victoria Park Avenue Armley Leeds LS5**

The Director of City Development and the Director of Environments and Neighbourhoods submitted a joint report which sought approval to sell the subject site on the provisionally agreed terms, contained within the exempt appendix to the submitted report, which included deferring payment of part of the receipt until completion of the development.

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

**RESOLVED –**

- (a) That the site of the former Wyther Park Primary School be sold on a deferred payment basis, on the terms outlined within the submitted report.
- (b) That approval be given to the use of the deferred payment received in a Local Investment Plan priority scheme.

## **ENVIRONMENTAL SERVICES**

### **54 Solar Photovoltaic Panels Initiative - Corporate Buildings**

The Director of City Development submitted a report regarding proposals to develop a scheme to install a maximum of £3,010,000 of investment in solar photovoltaic systems on Council buildings, including schools, which would generate an income over 25 years.

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

#### **RESOLVED –**

- (a) That the project proposal for installing photovoltaic in corporate buildings, including schools, be approved.
- (b) That the injection of £3,010,000 into the Capital Programme to be fully funded by Unsupported Borrowing be approved.
- (c) That delegated authority be given to the Director of Resources to authorise expenditure of up to any value on a scheme by scheme basis, up to a total of £3,010,000, which will be subject to a prior approval of a Business Case for each site by the Director of Resources.
- (d) That the Director of City Development be given delegated authority to approve the award of the contract and building selection.

## **NEIGHBOURHOODS, HOUSING AND REGENERATION**

### **55 Little London, Beeston Hill and Holbeck PFI Housing Project: Confirmation of Amended Project Scope and Affordability**

The Director of Environment and Neighbourhoods submitted a report providing an update on the outcome of the Government Value for Money Review of the national housing PFI programme and its impact upon the Little London, Beeston Hill and Holbeck PFI project, the resultant changes required to the project scope, the affordability of the project following such changes and on the recent Key Decision taken by the Director of Environment & Neighbourhoods.

Members received an update on the current position of the project.

The report provided details of the equality impact assessment which had been undertaken in respect of this matter.

Following consideration of the appendices 1 and 2 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), and appendix 3 to the same report, designated as exempt under Access to Information Procedure Rules 10.4 (3) and (5), which were considered in private at the conclusion of the meeting, it was

**RESOLVED –**

- (a) That the outcome of the government value for money review be noted.
- (b) That the overall changes and cost variations to the project be noted.
- (c) That the re-submission of an amended Pre-Preferred Bidder Final Business Case under the Director Delegation Scheme as detailed in paragraph 7.1 of the submitted report, be noted.
- (d) That the revised overall affordability position, as detailed in exempt appendix 2 of the submitted report, be noted.
- (e) That it be noted (without affecting the resolutions of the meeting of this Board on 9th March 2011 including those granting authority to enable the Project to reach financial close) that it is anticipated that a further report be brought to a future Board meeting in due course with details of the Pre-Financial Close affordability.

(Councillors Finnigan and Dobson both declared personal interests in relation to this matter, due to their respective positions as Aire Valley Homes ALMO Board Members).

**56 Arms Length Management Organisations and Tenant Management Organisations Annual Reports for 2010/2011**

The Director of Environment and Neighbourhoods submitted a report presenting the in 2010/11 Annual Reports for the Arms Length Management Organisations (ALMOs) and Belle Isle Tenant Management Organisation (BITMO) which highlighted the achievements and performance results for the previous year.

The Board welcomed the four Chief Executives of the ALMOs and BITMO, who were in attendance to provide additional detail and answer any questions.

Following Members' enquiries regarding tenants' perception of the ALMOs and BITMO, it was proposed that a report was submitted to a future meeting of the Board in respect of such matters and the work being undertaken to improve tenants' satisfaction levels.

**RESOLVED –**

- (a) That the contents of the 2010/11 ALMO and BITMO annual reports and supporting papers be noted.
- (b) That a report be submitted to a future meeting of the Board regarding tenants' satisfaction levels, and the work being undertaken to improve such levels.

(Councillors Finnigan, Dobson and Blake all declared personal interests in relation to this matter, due to their respective positions as either Aire Valley

Homes ALMO Board Members or Belle Isle Tenant Management Organisation Board Members).

**57 Gypsies and Travellers - Progress on Scrutiny Board Inquiry Recommendations**

Further to Minute No. 168, 11<sup>th</sup> February 2011, the Director of Environment and Neighbourhoods submitted a report providing an update on the work undertaken following the Board's consideration of the response to the inquiry undertaken by the former Scrutiny Board (Environment and Neighbourhoods) Inquiry into site provision for Gypsies and Travellers in Leeds.

Members made enquiries into the content of the report, when compared to the current governmental guidance relating to site development for Gypsies and Travellers and due to the fact that the government was currently consulting on new planning policy for such sites. In response, Members received assurances in respect of their enquiries, including those in respect of external funding proposals, whilst officers undertook to circulate the relevant governmental guidance on this matter as appropriate. In addition, it was proposed that a further report was submitted to the Board in due course when the new governmental planning policy for Gypsy and Traveller sites had been released.

**RESOLVED –**

- (a) That the contents of the submitted report be noted.
- (b) That the instigation of a search for a new site or sites, in accordance with the principles set out at paragraph 3.9 and 3.10 of the submitted report, be approved.
- (c) That a further report be submitted to the Board in due course when the new governmental planning policy for Gypsy and Traveller sites had been released.

(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, whilst Councillor Golton required it to be recorded that he abstained from voting on these matters).

**CHILDREN'S SERVICES**

**58 Primary Basic Need 2012 - Outcome of statutory notices for the expansion of primary provision in 2012**

Further to Minute No. 203, 30<sup>th</sup> March 2011, the Director of Children's Services submitted a report outlining the representations received as part of the consultation exercise on the proposals for expansion of primary provision from September 2012 and seeking a final decision on the proposals.

**RESOLVED –**

- (a) That the capacity of Wykebeck Primary School be expanded from 315 places to 420 places on its existing site.

Draft minutes to be approved at the meeting to be held on Wednesday, 7th September, 2011

- (b) That the former South Gipton Community centre site be earmarked for the expansion of Wykebeck Primary School.
- (c) That the capacity of Bracken Edge Primary School be expanded from 315 places to 420 places on its existing site.
- (d) That the age range of Carr Manor High School be changed from 11-18 to 4-18 years, with a reception admission limit of 30, with land next to the school being used for the primary provision.

**59 Primary Basic Need Programme - Permission to consult on proposals for expansion of primary provision in 2013 and 2014**

The Director of Children's Services submitted a report detailing the requirement for primary school places in the academic year 2013/14 and beyond, presenting a range of proposals to address the identified need and seeking permission to consult on some specific options and identifying further work required on others, prior to any statutory consultation.

Members received responses to their specific enquiries regarding particular school sites or geographical areas of Leeds.

**RESOLVED –**

- (a) That it be noted that Bramley St Peter's will be expanded from 315 to 420 places, with no requirement for a statutory process.
- (b) That formal consultation to expand existing schools be approved, as follows:-
  - i) Rawdon St Peter's Primary School from 315 to 420 places,
  - ii) Morley Newlands Primary School from 420 to 630 places;
- (c) That approval be given to the undertaking of formal consultation on two new 420 place primary schools, to be established on the site of the former South Leeds Sports Centre and on land at Florence Street, with the sites being earmarked for this purpose.
- (d) That further reports detailing the outcomes of these consultation exercises, and any further proposals to cover any remaining shortfall, be submitted to the Board at a later date.

**DATE OF PUBLICATION:** 29<sup>TH</sup> JULY 2011

**LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS:** 5<sup>TH</sup> AUGUST 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 8<sup>th</sup> August 2011)

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**Leeds**  
CITY COUNCIL

**FORWARD PLAN OF KEY DECISIONS**  
relating to Children's Services Scrutiny Board

1 August 2011 – 30 November 2011

**LEEDS CITY COUNCIL**

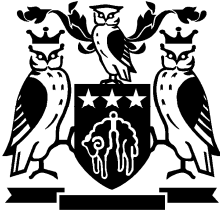
**FORWARD PLAN OF KEY DECISIONS**

For the period 1 August 2011 to 30 November 2011

| <b>Key Decisions</b>   | <b>Decision Maker</b>                               | <b>Expected Date of Decision</b> | <b>Proposed Consultation</b>  | <b>Documents to be Considered by Decision Maker</b>                           | <b>Lead Officer</b><br>(To whom representations should be made and email address to send representations to) |
|--|---|----------------------------------|---|---|--|
| Primary Basic Need 2012 - Outcome of statutory notices for the expansion of primary provision in 2012 (Roundhay School)<br>Final Decision regarding the proposal | Executive Board<br>(Portfolio: Children's Services) | 7/9/11                           | 5 <sup>th</sup> Jan – 18 <sup>th</sup> Feb, stat notice 27 <sup>th</sup> May – 8 <sup>th</sup> July | The report to be issued to the decision maker with the agenda for the meeting | lesley.savage@leeds.gov.uk   |
| Basic Need Programme 2013 - Proposals for expansion of Primary Provision in 2013<br>Permission to consult on proposals   | Executive Board<br>(Portfolio: Children's Services) | 12/10/11                         | 31 <sup>st</sup> Oct – 16 <sup>th</sup> Dec 2011  | The report to be issued to the decision maker with the agenda for the meeting | lesley.savage@leeds.gov.uk   |

|  |   |          |               |   |                        |
|--|---|----------|---------------|---|------------------------|
| Review of City Learning Centres<br>Future of provision | Executive Board<br>(Portfolio: Children's Services) | 12/10/11 | Schools Forum | The report to be issued to the decision maker with the agenda for the meeting | pat.toner@leeds.gov.uk |
|--|---|----------|---------------|---|------------------------|

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## **Scrutiny Board (Children's Services) – Review of Children's Social Care System Working Group**

**DRAFT Notes of meeting on 10 August 2011**

**Councillor Judith Chapman (Chair), Councillor Bob Gettings and Councillor Karen Renshaw  
John Malone**

### **Introduction**

- 1 The Scrutiny Board (Children and Families) agreed in June 2011 to maintain this working group which had met during the second half of 2010/11. The remit of the group is to track implementation of the new children's social care record system. Since the working group last met Councillor Renshaw had replaced Councillor James Lewis as a member.
- 2 John Malone presented an update on progress with procurement of the new system. In summary, the pre-qualification questionnaire returns were currently being evaluated to create a shortlist of 5-7 suppliers who would be invited to tender in September.
- 3 In addition, he outlined work under way to explore whether the Single View requirements could be met with existing technology. If it proved feasible, this would enable the Single View element of the programme to be brought forward.
- 4 John explained that the extent of staff consultation and input to the development of the system had meant some further slight delays to the procurement process. It had originally been planned to issue tender documents in June. However, staff involvement was felt to be an essential part of the development process, learning the lessons from the ESCR system.
- 5 The working group agreed that, whilst the delay was regrettable, it was the right decision in the circumstances as staff engagement was crucial to the future success of the system.
- 6 Members learned that over 120 staff took part in the initial scoping workshops. Further team visits were taking place to further influence development of the system. The Director of Children's Services had stressed that child safety is paramount, and therefore meetings have been arranged around the caseloads of social work staff.
- 7 Members asked for confirmation that the option for adult social care to procure the same system remained viable. This was an issue that had been discussed in detail in previous working group meetings.
- 8 It was explained that many of the suppliers being considered to be invited to tender provided systems that covered both adults' and children's social care. However, the tender specification for children's services would not cover any specific adult services

requirements. In addition, it was likely to be early 2012 before adult social care were ready to specify their requirements; it was still possible that their future needs would be more closely aligned with the existing health recording systems.

- 9 It was confirmed that adult social care was represented on the project board, particularly with regard to the transition of young people from children's to adult social care services. John reiterated that relevant staff would have access to both systems and that information would be transferable between the systems.
- 10 In addition the Single View would flag the existence of records relating to other family members. This would help to address councillors' ongoing concern about ensuring that the family approach to service delivery is supported by the technology.
- 11 Members were also reminded that professional practice and procedures would outline standard checks to be made regarding other family members in receipt of services. The regular supervision and audit of social work staff would be tracking that they have asked the relevant routine questions.
- 12 Members asked whether the IT system could be configured to force such checks to be made. They were told that this would not be recommended, but that an audit trail could be set up to log whether such checks were undertaken.
- 13 The working group was reminded that at the end of the day the system is there to support staff to carry out their professional roles. A key element of the Munro review's conclusions was to emphasise the importance of social workers exercising their professional judgement on a case by case basis. The IT system will provide appropriate information to support them in performing this aspect of their role.
- 14 John confirmed that the work was also underway to prepare data for the new system as well as standard forms, reports and templates. It may be possible to claw back some of the delays if this work progresses well.
- 15 The working group discussed the tender evaluation process. This would include visits to other local authorities to see the systems in action and would take into consideration the scale of authorities involved as well as the success of the systems, for example as reflected in Ofsted assessments of safeguarding arrangements. The support available for the system and ongoing development would also be important. Members asked if there would be penalty clauses in the contract and it was confirmed that this was being considered.
- 16 It was noted that the final decision on procurement was likely to be taken at Executive Board in late 2011 or early 2012.

## **Next Steps**

- 1 It was agreed that the next meeting of the working group would take place during half term week in October. The meeting would include a presentation on the design of the new system and lessons learned from the ESCR system. There would also be a demonstration of the existing ESCR system.
- 2 It was also agreed that this meeting would be opened up to all members of the Scrutiny Board to attend if they wished to, with prior notification.