



SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

Meeting to be held in Civic Hall, Leeds on
Monday, 10th October, 2011 at 10.00 am

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

MEMBERSHIP

Councillors

- B Anderson (Chair) - Adel and Wharfedale;
R Grahame - Burmantofts and Richmond Hill;
K Groves - Middleton Park;
M Hamilton - Headingley;
J Hardy - Farnley and Wortley;
P Harrand - Alwoodley;
G Hyde - Killingbeck and Seacroft;
J Jarosz - Pudsey;
J Marjoram - Calverley and Farsley;
C Townsley - Horsforth;
N Walshaw - Headingley;

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

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Chief Democratic Services Officer at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:- No exempt items on this agenda.</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 - 12 SEPTEMBER 2011

To confirm as a correct record, the minutes of the meeting held on 12 September 2011 – **to follow**

7

RECOMMENDATION TRACKING

To consider the report of the Head of Scrutiny and Member Development presenting progress made in responding to the recommendations arising from the previous Scrutiny Inquiry into Integrated Offender Management

1 - 16

8

FINANCIAL HEALTH MONITORING 2011/12 - ENVIRONMENT AND NEIGHBOURHOODS DIRECTORATE

To consider the financial position of the Environment and Neighbourhoods Directorate after five months of the 2011/12 financial year – **to follow**

9

SCRUTINY REVIEW OF HEALTH AND SAFETY AND FOOD SAFETY REGULATORY SERVICES WITHIN ENVIRONMENTAL HEALTH - DRAFT TERMS OF REFERENCE

17 -
26

To consider the report of the Head of Scrutiny and Member Development presenting draft terms of reference for the Board's forthcoming review of Health and Safety and Food Safety Regulatory Services within Environmental Health

10

WORK SCHEDULE

27 -
66

To consider the Board's work schedule for the forthcoming municipal year.

11

DATE AND TIME OF NEXT MEETING

Monday, 14 November 2011 at 10.00 a.m. (Pre-meeting at 9.30 a.m.)

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Safer and Stronger Communities)

Date: 10th October 2011

Subject: Recommendation Tracking

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:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny Inquiry into Integrated Offender Management.
2. The Scrutiny recommendation tracking system allows the Scrutiny Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

Recommendations

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

1 Purpose of this report

- 1.1 This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny Inquiry into Integrated Offender Management.

2 Background information

- 2.1 Following its Inquiry into Integrated Offender Management, the former Environment and Neighbourhoods Scrutiny Board published its final report and recommendations in October 2010. A formal response to the recommendations was then considered by the Scrutiny Board in January 2011.
- 2.2 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

3 Main issues

- 3.1 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 3.2 To assist Members with this task, the Principal Scrutiny Adviser has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate and to change them where they are not. Details of progress against each recommendation is set out within the table at Appendix 2.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Where internal or external consultation processes have been undertaken with regard to responding to the Scrutiny Board's recommendations, details of any such consultation will be referenced against the relevant recommendation within the table at Appendix 2.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced against the relevant recommendation within the table at Appendix 2.

4.3 Council Policies and City Priorities

- 4.3.1 This section is not relevant to this report.

4.4 Resources and Value for Money

- 4.4.1 Details of any significant resource and financial implications linked to the Scrutiny recommendations will be referenced against the relevant recommendation within the table at Appendix 2.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report does not contain any exempt or confidential information.

4.6 Risk Management

4.6.1 This section is not relevant to this report.

5 Conclusions

5.1 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations. Progress in responding to those recommendations arising from the Scrutiny Inquiry into Integrated Offender Management is detailed within the table at Appendix 2 for Members' consideration.

6 Recommendations

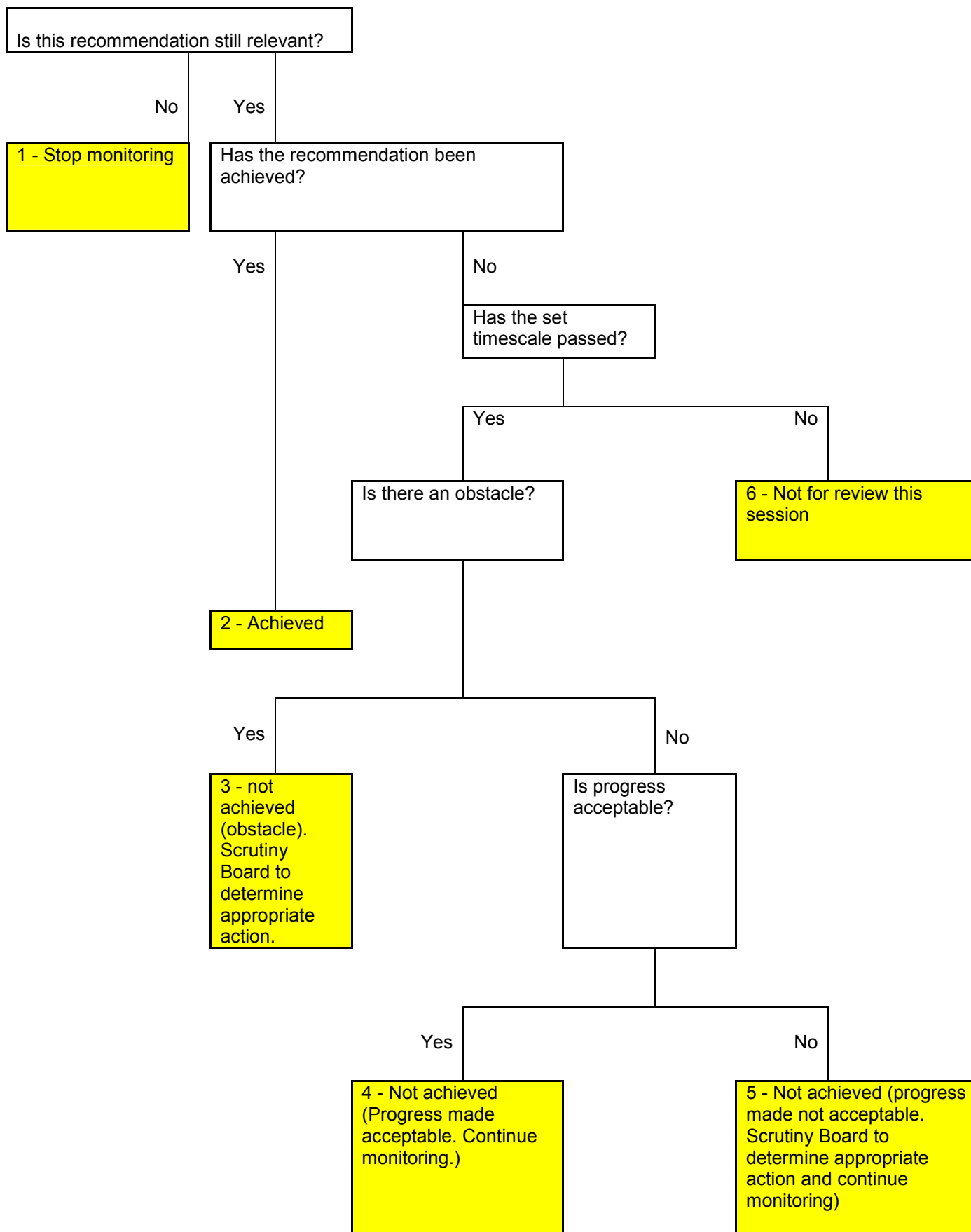
6.1 Members are asked to:

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

7 Background documents

7.1 Integrated Offender Management – Scrutiny Inquiry Report. October 2010.

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



Inquiry into Integrated Offender Management

Categories

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

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p>Recommendation 1 That the Safer Leeds Partnership Executive ensures that the Leeds IOM Operational Guidelines for the Rehabilitation and Resettlement strand of IOM provides sufficient clarity about the structures and lines of accountability within the Leeds IOM Hub and are widely disseminated amongst all partners</p>	<p>Formal Response (received January 2011)</p> <p>Operational guidelines for IOM will be managed and monitored by the newly formed Reducing Re-offending Board that reports direct to safer Leeds Executive . The Board integrates the previous IOM Strategic Group and the Intensive Alternatives to Custody Group.</p> <p>Current position:</p> <p>The operational management of the Rehabilitation and Resettlement strand of IOM is the direct responsibility of the Leeds Reducing Reoffending Operational Group which meets monthly and is formed from a multi-agency partnership. Membership is represented by all statutory bodies engaging in IOM including</p>		

	<p>Police, Probation, Prison Service, Youth Offending Service, Local Authority and, more recently, NHS Leeds since the merging of the Leeds Offender Health Board with Leeds Reducing Reoffending Board. In addition to the statutory agencies, representation is also provided by voluntary sector commissioned services delivering through care and aftercare and cell based drug testing.</p> <p>Strategy and Commissioning within the Local Authority's Environment and Neighbourhoods Department is currently undertaking a review of working practices and procedures within DIP & Integrated Offender Management to ensure that the programme is properly aligned to other initiatives such as the 6th Hub currently operating from Leeds Prison.</p> <p>Once the Review is completed and presented to Safer Leeds Partnership Executive for approval, Operational Guidelines will be updated and subsequently approved by the Leeds Reducing Reoffending Board and disseminated via the Operational Group.</p> <p>Any current operational concerns in relation to policy or procedure affecting the delivery of IOM are directed at the Leeds Reducing Reoffending Board which meets monthly.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p>Recommendation 2 That the Director of Environment and Neighbourhoods leads on ensuring that particular attention is given to improving the connectivity of employability support services for offenders as part of the Leeds Works and Skills Plan</p>	<p>Formal Response (received January 2011)</p> <p>Works and Skills is a key section of the Leeds Reducing Re-offending delivery Plan 2011 – 2014 which is to be presented to the Safer Leeds Executive at the January 2011 meeting . The links between Education, Training and Employment are clearly made and work is underway to further strengthen these ties.</p>		

Current position:

Leeds Job Centre Plus, through the Department of Work and Skills has designed a work programme to cater for a broad base of customers offering flexible support thereby acknowledging the range of customers needs. The referral process gives harder to help groups access to personalized, individual support at the appropriate stage of their claim. Those in most needs of support, for example ex-offenders will be offered early access to the work programme to ensure they receive it within a timescale that is most appropriate to them.

An additional customer group, Incapacity Benefit and Income Support customers was added in January this year as a result of funding obtained from the European Social Fund. Those individuals who are approaching fitness to work as a result of training will receive more intensive support offered by the work programme to help them more actively prepare for Jobseekers Allowance or into work.

The Probation Service has re-modelled its service provided to NEET offenders who are subject to statutory supervision. Funding for the Work and Skills Platform (WASP) been secured from the European Social Fund to improve employment and training outcomes for this group. The building phase of this development is now complete and the second floor at Waterloo House has been adapted to provide group rooms, an IT suite and a welcoming reception area. Some interventions are going to be provided 'in house' and negotiations are in progress to use external partners, Job Centre Plus, Touchstone, and other outreach services to ensure continuity during and after statutory involvement with the probation service. Further developments are in progress to expand the provision for offenders who are not currently supervised by the probation service.

4 - Not achieved
(Progress made acceptable.
Continue monitoring.)

<p>Recommendation 3 That the West Yorkshire Crown Prosecution Service :</p> <p>(i) Incorporates procedures within the West Yorkshire Charging Scheme which ensures that Duty Prosecutors double check whether an individual is a Prolific or Priority Offender and part of an Integrated Offender Management cohort at the point of providing pre-charge advice</p> <p>(ii) Liases with CPS Direct to consider the feasibility of adopting similar procedures as part of the out-of-hours charging service</p>	<p>Formal Response (received January 2011)</p> <p>Neil Moloney, Head of Leeds Probation, will liaise with Neil Franklin, Chief Crown Prosecutor, to progress this and will report back in 6 months time</p> <p>Current position:</p> <p>The current position is that ‘Daytime’ advice is given by lawyers based throughout West, North, South Yorkshire and Humberside for all these Police Areas. ‘Night-time’ advice is given by lawyers nationally. It would not be possible to have all these lawyers with a specific list of West Yorkshire Prolific Burglary Offenders.</p> <p>However, CPS has offered a straightforward solution where the officer is able to indicate on the initial paperwork submitted to CPS whether or not the suspect is a PPO. In addition the officer should make it clear at the start of his/her text about the offending allegedly committed by the individual when speaking to the pre charge lawyer on the telephone and emphasise at the outset the status of the suspect</p>	2 - Achieved	
<p>Recommendation 4</p> <p>(i) That the Leeds Strategic IOM Board and the West Yorkshire Crown Prosecution Service work together to explore and develop appropriate mechanisms for ensuring that a consistent approach towards PPO cases is being adopted by the regional charging team, with particular focus on how evidence and advice</p>	<p>Formal Response (received January 2011)</p> <p>Interim reports in relation to the Scrutiny Board’s recommendations have been included in the Safer Leeds Executive programme of work for 2011-12.</p> <p>Current position:</p> <p>Recent changes within West Yorkshire Crown Prosecution Service have opened new lines of dialogue between Yorkshire and Humberside CPS and West Yorkshire IOM. For Leeds it is clear that the Chief Crown Prosecutor is very keen for CPS to play a more active and constructive role in the IOM agenda.</p>		

<p>provided by the Police, Probation Service and Offender Managers/Case Workers is used in the public interest.</p> <p>(ii) That the Safer Leeds Partnership conducts a progress review over the next 12 months and shares its findings with the Scrutiny Board</p>	<p>The discussions have led to a firm commitment from CPS to provide regular representation at Leeds Reducing Reoffending Board meetings resulting in a clearer understanding of the important role that can be played by CPS in the prosecution of active offenders within the local community.</p> <p>Further to the representation at Leeds Reducing Reoffending Board meetings it has been agreed that as a result of additional resources being found within budgets to prioritise cross border offenders a dedicated prosecutor has been identified for Leeds to take lead responsibility for all PPO and IOM cases ensuring a clearer understanding of key cases and a smoother progress through the criminal justice system.</p> <p>Whilst these discussions have only recently been undertaken, they offer a real opportunity to progress these issues and a further report in twelve months to gauge the value of this initiative will be provided to the Scrutiny Board</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p>Recommendation 5</p> <p>That the Leeds Strategic IOM Board and the West Yorkshire Criminal Justice Board give consideration to the development of having a local dedicated IOM Court in order to best utilise partnership resources.</p>	<p>Formal Response (received January 2011)</p> <p>A scoping review will be commenced to look at the viability of a dedicated IOM Court in Leeds similar to the currently established Domestic Violence and Drugs Courts. The resource and training implications for magistrates will be closely assessed when compared with the current volume of work experienced by the Leeds Courts.</p> <p>Current position:</p> <p>Research has been undertaken across major cities within England to attempt to identify similar models of dedicated IOM Courts and the usefulness that they may provide to enhancing the criminal justice process. To date no similar examples have been found.</p>		

	<p>Discussions with Leeds Courts have not been able to identify the specific added value that dedicated courts could offer having regard to the number of persons across the city that could qualify for appearance at such courts. Dedicated courts are in operation for both drug and domestic violence offenders where magistrates require additional training to understand the key issues involved in these particular offending patterns whereas the range of offences committed by PPO and IOM offenders is both broad and of the type dealt with by magistrates on a regular basis.</p> <p>On reflection , having had the opportunity to research and assess the additional value such a dedicated Court would offer, the authors of the report have agreed not to pursue any further lines of enquiry into this option.</p>	1 - Stop monitoring	
<p>Recommendation 6 That the Chief Crown Prosecutor for the West Yorkshire Crown Prosecution Service considers how they can be more proactively involved in the development of policy and process for integrated management in Leeds.</p>	<p>Formal Response (received January 2011)</p> <p>Neil Moloney, Head of Leeds Probation, will liaise with Neil Franklin, Chief Crown Prosecutor, to progress this and will report back in 6 months time</p> <p>Current position: Much of the proposed future activity proposed by the West Yorkshire Crown Prosecution Service is contained within the response to Recommendation Four above with the representation of a senior CPS manager at the Leeds Reducing Reoffending Board and the appointment of a dedicated CPS lawyer to focus on PPO and IOM cases passing through the criminal justice process.</p> <p>With the additional resources now available as a result of the funding provided to the Leeds Burglary initiative, CPS are now in a better position to involve a dedicated member of staff in policy and procedural issues and offer a regular attendance at the Leeds Reducing Reoffending Board.</p>	2 - Achieved	

<p>Recommendation 7</p> <p>That the Director of Environment and Neighbourhoods seeks to ensure that the Deter Young Offenders Scheme within the Leeds Youth Offending Service remains a priority in terms of local authority funding and continues to champion the scheme amongst the criminal justice and other partner agencies in his capacity as Chair of the Safer Leeds Partnership Executive</p>	<p>Formal Response (received January 2011)</p> <p>The Leeds DYO Scheme is currently funded through Police and other direct grants. The local authority has not been required to contribute to this scheme. The importance of the scheme is seen as a priority and the Director of Environment and Neighbourhoods will continue to champion it across the city.</p> <p>Current position:</p> <p>Funding for the Deter Young Offenders (DYO) scheme has been sustained for the current fiscal year through Environment and Neighbourhoods budget. DYOs who have attained the age of 16 years are eligible for interventions through the IOM programme in conjunction with YOS partner services. In addition to E&N funding, YOS have been successful in obtaining additional finance through national incentives to expand and create new initiatives with young offenders. Tackling young offenders before they reach adulthood remains a key priority for all engaged in the DIP/IOM programme.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p>Recommendation 8</p> <p>That the Leeds Offender Health and Social Care Partnership Board effectively feeds into the work of the new Alcohol Management Board in reviewing progress on the 2008 – 2020 Leeds Alcohol Harm Strategy and agreeing a revised action plan for 2010 – 2013</p>	<p>Formal Response (received January 2011)</p> <p>The issues raised by the Scrutiny Board will be included in the January agenda of the Leeds Offender Health and Social Care Partnership Board to ensure progress is made in reviewing progress on alcohol treatment services for the city.</p> <p>Current position:</p> <p>The Leeds Offender Health Board has recently merged with the Leeds Reducing Reoffending Board and a Delivery Plan will be presented to the Reducing Reoffending Board at the September meeting combining key aspects of offender health care with an updated delivery plan focusing on the components of Rehabilitation</p>		

	<p>and Resettlement. Central to both aspects of Health and Reducing Reoffending will be work on alcohol including the cell based Alcohol Arrest Referral scheme originally funded through the European Union project and the ongoing development of an Alcohol Treatment Requirement (a Community Court order). Funding has been obtained from the Leeds Primary Care Trust to enhance the treatment element of the Alcohol Treatment Requirement and the Reducing Reoffending Board will ensure that the Alcohol Management Board is appraised of all development issues.</p> <p>The combined Reducing Reoffending Board is represented on the Alcohol Management Board and will ensure that key priorities of the Board's plan are included in the Alcohol Management Board's activities.</p>	4 - Not achieved (Progress made acceptable. Continue monitoring.)	
<p>Recommendation 9</p> <p>That the Safer Leeds Partnership Executive ensures that the performance framework linked to the Partnership's future plans/strategies for reducing re-offending includes clear measurements on the effectiveness of offender management</p>	<p>Formal Response (received January 2011)</p> <p>A major piece of work is currently underway to evaluate the economic viability of DIP/IOM procedures . The Home Office together with Hallam University and Manchester Metropolitan University are engaging with Leeds to develop a up to date break even analysis of the scheme's cost effectiveness.</p> <p>Current position:</p> <p>Environment and Neighbourhoods Strategy and Commissioning Team are undertaking a scoping study to review opportunities to improve the commissioning and effectiveness of the Leeds IOM model to ensure that existing resources are used to optimum effect. This will include a review of performance outcomes together with recommendations for improving both diagnostic indicators and local outcome measures for all service providers.</p>	4 - Not achieved (Progress made acceptable. Continue monitoring.)	

Existing performance measures include reconviction rates on static IOM and PPO cohorts.

The current performance of the Leeds PPO Static Cohort is recorded as:

BCU	Cohort size	Baseline April 09 - 10	Target Conv April 10 - 11	Qtr 1% reduc	Qtr 2 % reduc	Qtr 3 % reduc	Total Conv for year	%end of year change to baseline
NW Leeds	43	86	73	16%	-2%	-10%	73	-15%
NE Leeds	31	53	45	-17%	-6%	-14%	35	-34%
City& Holbeck	25	54	46	19%	0%	-28%	40	-26%
LEEDS	99	193	164	8%	-3%	-43%	148	-23%

Although we are no longer required by Government to collate and provide this data, local agreements are in place with West Yorkshire Police to carry on with these outcome measurements. In addition it has been agreed to develop a reoffending measure for Drug Intervention Programme clients and further outcome measurements will be identified through the IOM Review.

In addition, the National Treatment Agency are currently circulating draft performance outcomes measures for discussion by partners across England and Wales in relation to Offending and Health outcomes for clients in the Drug Intervention Programme.

Leeds Community Safety retains its existing performance unit which reports monthly on all DIP activity whilst West Yorkshire Police Drugs and Offender Management Unit provides detailed IOM performance data on offender activity.

<p>Recommendation 10</p> <p>That the Safer Leeds Partnership Executive leads on developing existing communication frameworks to help further raise the profile of offender management amongst local communities. In particular, attention should be given to better publicising how the IOM approach has helped to benefit local communities.</p> <p>That a progress report is brought back to Scrutiny within 6 months</p>	<p>Formal Response (received January 2011)</p> <p>It was agreed by the Board in January that an update report would be submitted to Scrutiny during 2011/12.</p> <p>Current position:</p> <p>Work to improve communication with communities in relation to Integrated Offender Management has begun in three key areas. The dedicated West Yorkshire Police dedicated IOM Inspectors who attend the monthly IOM Tasking meetings at Mabgate are prioritizing IOM activity as key agenda items for the Police & Community Together (PACT) meetings that are held regularly with community groups across the three police divisions. The Inspectors brief the Neighbourhood Policing Team Inspectors who, in turn, engage with the community which raises the profile of IOM and is often rewarded with feedback from residents in relation to criminal activity occurring within their own localities.</p> <p>Similarly, the Area Committees are currently developing the role of Community Safety Champions to lead on key aspects of Community Safety work and IOM is seen as a priority area for a 'champion' to raise the awareness of both communities and Area Committees on all aspects of offender management across the 10 Area Committee areas. Whilst the development of this role is at an early stage it offers an excellent opportunity to ensure that communities are benefiting from the work being undertaken by the offender management units.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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<p>Recommendation 11 That the Safer Leeds Partnership Executive ensures that appropriate information sharing mechanisms are put in place to enable local intelligence about prolific and other priority offenders to be shared effectively with Ward Councillors</p>	<p>Formal Response (received January 2011)</p> <p>West Yorkshire Police Superintendent of Community Safety will discuss the implications of information sharing arrangements in relation to criminal intelligence with the Director of Environments and Neighbourhoods to agree a way forward in relation to this recommendation.</p> <p>Current position:</p> <p>The recent introduction of the Local Leadership Teams across Leeds chaired by ward councillors has enabled Neighbourhood Policing Teams and Divisional Community Safety Coordinators to work with elected members and communities to ensure those recent trends and current concerns in relation to house burglaries and other related criminal activity is disseminated across the local areas.</p> <p>The rules in relation to data protection do not permit details of an individual's criminal convictions or bail conditions to be shared openly with the public unless in exceptional circumstances a specific individual is seen as a risk to the public at large.</p> <p>Notwithstanding the above, it is recognised that further work could be developed in relation to providing sanitised information on policing activity to the community in relation to local crime and criminal activity.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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<p>Recommendation 12 That the Chair of Safer Leeds Partnership Executive reports back to Scrutiny with details of the evaluation conducted by the Ministry of Justice and Home Office on the six IOM pioneer areas and includes the response of the Safer Leeds Partnership Executive to this evaluation.</p>	<p>Formal Response (received January 2011)</p> <p>The Ministry of Justice and the Home Office have withdrawn the Sheffield Hallam review into the IOM pioneer areas from the public domain and as a consequence it will not be available for dissemination by the partners. It will, however, be seen from the response contained in Recommendation 9 above that Leeds is benefiting from some of the work undertaken in that review.</p> <p>Current position:</p> <p>The Ministry of Justice (MoJ) and Home Office published the overdue 'Process Evaluation of Five Integrated Offender Management Pioneer Areas' in May 2011. The report looked at the IOM establishment and development of Lancashire, West Yorkshire, West Midlands, Nottingham and Bristol and compared a range of issues including investment, implementation, governance, opportunities, barriers and initial outcomes. Overall, West Yorkshire compares very favourably with the other four sites with particular emphasis given to partnership activity by both statutory and voluntary sectors. Special mention is also given to the advantages gained by Leeds in co-location of partner agencies on one site and the Report's final recommendations identify this as a particular strength of the Leeds project.</p> <p>The Report was presented and discussed at the Leeds Reducing Reoffending Board earlier this year and the recommendations contained within were noted. No responses are sought by central government and to date none has been submitted.</p> <p>The full report is also available on the Ministry of Justice website: www.justice.gov.uk/publications/research.htm</p>	<p>1 - Stop monitoring</p>	
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Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Safer and Stronger Communities)

Date: 10th October 2011

Subject: Scrutiny review of Health and Safety and Food Safety Regulatory Services within Environmental Health - Draft Terms of Reference

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. The Safer and Stronger Communities Scrutiny Board agreed to undertake a review this year of the Health and Safety and Food Safety Regulatory Services provided by the Council to businesses across the city. This report presents the draft terms of reference for this review.
2. The Scrutiny Board Procedure Rules Guidance Notes 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 for this inquiry.

Recommendations

3. Members are asked to agree the terms of reference for its forthcoming Scrutiny review of Health and Safety and Food Safety Regulatory Services within Environmental Health.

1 Purpose of this report

- 1.1 This report presents the draft terms of reference in relation to the Scrutiny Board's forthcoming review of Health and Safety and Food Safety Regulatory Services within Environmental Health.

2 Background information

- 2.1 In July 2011, the Director of Environment and Neighbourhoods and Head of Environmental Action made a referral to the Safer and Stronger Communities Scrutiny Board to undertake a review of the Health and Safety and Food Safety regulatory services provided by the Council to businesses across the city.

3 Main issues

- 3.1 Draft terms of reference for the Board's forthcoming review of Health and Safety and Food Safety Regulatory Services within Environmental Health are attached for Members' consideration and approval.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Scrutiny Board Procedure Rules Guidance Notes 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 for both Inquiries.
- 4.1.2 Any comments received on the draft terms of reference will be reported to the Board at the meeting.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced within the draft terms of reference.

4.3 Council Policies and City Priorities

- 4.3.1 Relevance to Council Policies and City Priorities will be detailed within the draft terms of reference.

4.4 Resources and Value for Money

- 4.4.1 Details of any significant resource and financial implications will be referenced within the draft terms of reference.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report does not contain any exempt or confidential information.

4.6 Risk Management

- 4.6.1 This section is not relevant to this report.

5 Conclusions

- 5.1 Terms of reference for the Scrutiny Board's forthcoming review of Health and Safety and Food Safety Regulatory Services within Environmental Health have been drafted and are attached for Members' consideration and approval.

6 Recommendations

- 6.1 Members are asked to agree the terms of reference for its forthcoming Scrutiny review of Health and Safety and Food Safety Regulatory Services within Environmental Health.

7 Background documents

- 7.1 None used.

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SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

REVIEW OF HEALTH AND SAFETY AND FOOD SAFETY REGULATORY SERVICES WITHIN ENVIRONMENTAL HEALTH

DRAFT TERMS OF REFERENCE

1.0 Introduction

- 1.1 In July 2011, the Director of Environment and Neighbourhoods and Head of Environmental Action made a referral to the Safer and Stronger Communities Scrutiny Board to undertake a review of the health and safety and food safety regulatory services provided by the Council to businesses across the city.
- 1.2 The Council is responsible for health and safety enforcement on more than 16,500 commercial premises in Leeds. The Health and Safety Team within Environmental Action Services deals with most non-industrial workplaces such as catering, wholesale and retail premises, consumer services, leisure and cultural sites, offices, religious premises, cosmetic treatment businesses and various other types of workplace. The Health and Safety Executive is responsible for health and safety enforcement at larger industries, such as factories, farms, hospitals and the railways.
- 1.3 The Government recognises that the Health and Safety Executive (HSE) and local authorities, as joint co-regulators for health and safety legislation, have a vital role to play in ensuring that the regulatory system:
- is focused on better health and safety outcomes and not purely technical breaches of the law;
 - makes it straightforward as possible for business, and in particular, small businesses, to deliver a healthy and safe working environment;
 - is enforced in a manner which is proportionate to risk;
 - avoids placing unnecessary burdens on businesses which manage health and safety effectively; and
 - maintains a strong deterrent against those who fail to meet their health and safety obligations and put their employees at material risk thereby also deriving an unfair competitive advantage.
- 1.4 As part of the Government's wider deregulatory agenda, it believes that the burden of health and safety red tape has become too great, with too many inspections of relatively low risk and good performing workplaces, frequently poor health and safety advice to businesses from badly qualified consultants, and a complex structure for regulation.

- 1.5 Under Government reforms announced in its publication 'Good Health and Safety, Good for Everyone' (March 2011), protecting people in the workplace and wider society still remains a key priority. However, the Government's aims for health and safety reform include reducing the inspection burden on businesses alongside focusing on better health and safety outcomes whilst still complying with statutory expectations.
- 1.6 In line with the Government's aims for health and safety reform, this Scrutiny review will evaluate how health and safety regulatory services are currently undertaken by the Council with a view to identifying where improvements can be made to achieve a better value for money service and avoid placing unnecessary burdens on small and medium businesses within the city.
- 1.7 As part of this review, consideration will also be given to the regulation of food safety. The Food Standards Agency (FSA) works closely with local authority food law enforcement officers to make sure that food law is applied throughout the food chain, In particular, the FSA ensures that local authority enforcement activity is carried out effectively.
- 1.8 The FSA has an expectation that new food establishments will be inspected within 28 days of registration. FSA also expects existing premises to be inspected within 28 days of the programmed date. Within Leeds it is the policy to reduce the number of unrated premises by inspection and through cleaning of the food premises data base. Particular attention is given to those premises which are likely to be high risk and those which have remained uninspected on the data base for the longest period of time.
- 1.9 The Council also supports the 'Scores on the Doors' scheme for advising the public of food hygiene standards at inspected premises. This scheme is dependent on scores resulting from inspection/audit. Its continuing viability requires that as far as practicable risk rating is carried out during interventions which support the scheme.
- 1.10 This Scrutiny review will be considering where improvements can be made to achieve a better value for money service in relation to the Council's food safety regulatory service.

2.0 Scope of the inquiry

- 2.1 The purpose of the review is to make an assessment of and, where appropriate, make recommendations on the following areas:
 - Current position of the Government in relation to health and safety and food safety regulation.
 - The quality and accuracy of information used by the Health and Safety Team to identify and regulate new and existing businesses;
 - The quality and accuracy of information used by the Food Safety Team to identify and regulate new and existing businesses;

- The approach used by the Council in delivering health and safety and food safety regulatory services and where potential improvements could be made;
- The principles surrounding the Council's current policy for health and safety and food safety inspections;
- The resources available for health and safety and food safety inspections.
- The extent to which the Council provides health and safety and food safety advice to small and medium businesses and the value of this service;
- Exploring other best practices used across local authorities and feedback received from local businesses.

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 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 over a number of sessions. These sessions will also involve smaller working group meetings or visits with stakeholders, which will provide flexibility for the Board to gather and consider evidence that will aid the discussions during the public Board meetings.
- 4.2 The length of the Inquiry is subject to change. However it is anticipated that a final report will be produced in April 2012.

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.

5.2 Session one – November/December 2011

To consider evidence in relation to the following:

- Current position of the Government in relation to health and safety and food safety regulation.
- The quality and accuracy of information used by the Health and Safety Team to identify and regulate new and existing businesses;
- The quality and accuracy of information used by the Food Safety Team to identify and regulate new and existing businesses;
- The approach used by the Council in delivering health and safety and food safety regulatory services

- The principles surrounding the Council's current policy for health and safety and food safety inspections.
- The resources available for health and safety and food safety inspections.

5.3 **Session two – November/December/January**

For nominated Members of the Board to accompany officers within the Health and Safety Team and Food Safety Team to gain an insight into the inspection regime.

5.4 **Session three – February 2012**

To consider evidence in relation to the following:

- The extent to which the Council provides health and safety and food safety advice to small and medium businesses and the value of this service;
- Exploring other best practices used across local authorities and feedback received from local businesses.

5.5 **Session four - April 2012**

To agree the Board's final report.

6.0 Witnesses

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

- Director of Environment and Neighbourhoods
- Executive Member for Environmental Services
- Head of Environmental Action
- Environmental Health Manager
- Health Protection Manager, Health and Environmental Action Services
- Representative from the Leeds Chamber of Commerce

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 Post inquiry report 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 how the implementation of recommendations will be monitored.

9.0 Measures of success

- 9.1 It is important to consider how the Scrutiny Board will deem if their 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.

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Report author: Angela Brogden
Tel: 24 74553

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Safer and Stronger Communities)

Date: 10th October 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 minutes of Executive Board on 7th September 2011 and the Council's current Forward Plan relating to this Board's portfolio.

Recommendations

3. 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

4. None used

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Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2011/2012 Municipal Year

Area of review	Schedule of meetings/visits during 2011/12		
	June	July	August
Reducing Burglary	Consider potential scope of review SB 12/06/11 @ 10am		
Anti-Social Behaviour	Consider potential scope of review SB 12/06/11 @ 10am		
Streetscene Services	Consider potential scope of review SB 12/06/11 @ 10am – (deferred to July)	Consider potential scope of review SB 18/07/11 @ 10am	
Role of the third sector and Council in mitigating the negative effects of the recession upon communities.	Consider potential scope of review SB 12/06/11 @ 10am		
Board initiated piece of Scrutiny work. 29	To consider potential areas of review.	Report on the 2010/11 Financial Outturn for Environment and Neighbourhoods. SB 18/07/11 @ 10 am	Review of Private Rented Sector Housing – scoping the review WG 15/08/11 @ 10 am Reform of Council Housing Finance (development of new HRA Business Plan) - WG session 1 - 08/08/11 @ 10 am Dog Control Orders – Phase 2 WG 18/08/11 @ 11 am Fuel Poverty – scoping the review WG 17/08/11 @ 11 am
Crime and Disorder Committee work.	To consider potential areas of review.		
Budget & Policy Framework			
Recommendation Tracking			
Performance Monitoring			

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

WG – Working Group Meeting

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2011/2012 Municipal Year

Area of review	Schedule of meetings/visits during 2011/12		
	September	October	November
Reducing Burglary	Presentation on the Leeds Burglary Reduction Strategy - SB 12/09/11		
Anti-Social Behaviour			
Streetscene Services			
Role of the third sector and Council in mitigating the negative effects of the recession upon communities.			Strategic Planning and Policy Board Third Sector Review – Progress Report SB 14/11/11 @ 10 am
Board initiated piece of Scrutiny work.	Reform of Council Housing Finance (development of new HRA Business Plan) WG session 2 - 05/09/11 @ 10 am Agree terms of reference for the Board's forthcoming inquiries on Private Rented Sector Housing and Fuel Poverty SB 12/09/11 @ 10 am Financial Health Monitoring Report SB 12/09/11 @ 10 am	Dog Control Orders – Phase 2 WG session 2 – 21/10/11 @ 10 am Fuel Poverty Inquiry – Session 1 WG 27/10/11 @ 10 am Financial Health Monitoring Report SB 10/10/11 @ 10 am Review of Health and Safety and Food Safety Regulatory Services within Environmental Health – agree terms of reference - SB 10/10/11 @ 10 am	Dog Control Orders – Phase 2 WG session 3 – 07/11/11 @ 10 am SB 14/11/11 @ 10 am Financial Health Monitoring Report SB 14/11/11 @ 10 am PRS Housing Inquiry -Session 1 WG 08/11/11 @ 10 am Fuel Poverty Inquiry – Session 2 WG 21/11/11 @ 10 am Reform of Council Housing Finance (development of new HRA Business Plan) Session 3 WG - to be confirmed. SB 14/11/11 @ 10 am Car Parking Update SB 14/11/11 @ 10 am
Crime and Disorder work			
Budget & Policy Framework			
Recommendation Tracking	Gypsy and Travellers Site Provision in Leeds - SB 12/09/11 @ 10 am	Offender Management - SB 10/10/11	ALMO Shared Service Centre SB 14/11/11
Performance Monitoring			

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

WG – Working Group Meeting

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2011/2012 Municipal Year

Area of review	Schedule of meetings/visits during 2011/12		
	December	January	February
Reducing Burglary			
Anti-Social Behaviour			
Streetscene Services			
Role of the third sector and Council in mitigating the negative effects of the recession upon communities.			
Board initiated piece of Scrutiny work.	Financial Health Monitoring Report SB 12/12/11 @ 10 am PRS Housing Inquiry -Session 2 (part 1) WG 06/12/11 @ 10 am Fuel Poverty Inquiry – Session 3 WG 15/12/11 @ 10 am Grounds Maintenance Contract Update SB 12/12/11 @ 10 am	Financial Health Monitoring Report SB 16/01/12 @ 10 am PRS Housing Inquiry -Session 2 (part 2) WG 05/01/12 @ 10 am PRS Housing Inquiry -Session 3 WG 09/01/12 @ 10 am	Financial Health Monitoring Report SB 13/02/12 @ 10 am Fuel Poverty Inquiry – Session 4 WG 07/02/12 @ 10 am
Crime and Disorder Committee work.	Reviewing the implications of the Police Reform and Social Responsibility Bill/Act 2010-11 – scoping the review WG to be arranged.		
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 2 performance report SB 12/12/11 @ 10 am		

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2011/2012 Municipal Year

Area of review	Schedule of meetings/visits during 2011/12		
	March	April	May (TBC)
Reducing Burglary			
Anti-Social Behaviour	Update report following the Leeds Anti-Social Behaviour Review 'Operation Quest' SB 12/03/12 @ 10 am		
Streetscene Services	Update report following the delegation of specified environmental services to Area Committees - SB 12/03/12 @ 10 am		
Role of the third sector and Council in mitigating the negative effects of the recession upon communities.			
Board initiated piece of Scrutiny work.	Financial Health Monitoring Report SB 12/03/12 @ 10 am Fuel Poverty Inquiry – Final session WG 06/03/12 @ 10 am	Financial Health Monitoring Report SB 03/04/12 @ 10 am	
Crime and Disorder Committee work.			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring			

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

WG – Working Group Meeting

EXECUTIVE BOARD

WEDNESDAY, 7TH SEPTEMBER, 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

60 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 Annex 1 to the report referred to in Minute No. 66 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the publication of the documentation could prejudice the City Council's commercial interests as, Appendix 1, and the Final Business Case include matters where final negotiations on the contract are not yet complete, and these negotiations are confidential between the City Council, the LEP and the E4L Consortium. In addition, both the Appendix and the Final Business Case contain sensitive commercial information supplied to the City Council by E4L. In such circumstances it is considered that the public interest in not disclosing this commercial information outweighs the interests of disclosure.
- (b) Appendix 2 to the report referred to in Minute No. 68 under the terms of Access to Information Procedure Rule 10.4(5) on the grounds that it contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. In addition, Appendix 3 to the report referred to in the same minute is designated as exempt under Access to Information Procedure Rule 10.4 (3) on the grounds that it contains financial information relating to individual homes. The information in both appendices is exempt if, and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- (c) Appendix 1 to the report referred to in Minute No. 73 under the terms of Access to Information Procedure Rule 10.4 (3) on the grounds that it contains information relating to the financial or business affairs of any person or company (including the authority holding that information) which may result in prejudicial trading of that company. It is considered not to be in the public interest to release such

Draft minutes to be approved at the meeting
to be held on Wednesday, 12th October, 2011

information at this time, as this would compromise the Council's position.

- (d) Appendix 1 to the report referred to in Minute No. 79 under the terms of Access to Information Procedure Rule 10.4(2) and 10.4(3), as it contains information, which if disclosed to the public would, or would be likely to lead to the identification of an individual or individuals. In addition to the fact that the terms of the disposals are subject to further negotiation and publication may prejudice those negotiations and the commercial confidentiality of financial information held by the Council and Unipol. In addition, Appendix 2 to the report referred to in the same minute is designated as exempt under Access to Information Procedure Rule 10.4 (3) on the grounds that it contains information relating to the financial or business affairs of the Council and of Unipol, which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of the Council and Unipol.
- (e) Supplementary information tabled at the meeting in relation to Minute No. 83, under the terms of Access to Information Procedure Rule 10.4(1) and (2) on the grounds that it contains details of personal correspondence between a member of the public and Council officers and it is not considered to be in the public interest to share such personal details.

61 Late Items

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

- (a) A Statement by the Scrutiny Board (Health and Wellbeing and Adult Social Care) which accompanied the report entitled, 'Better Lives for Older People: Future Options for Long Term Residential and Day Care Services' (Minute No. 67 refers).
- (b) Additional correspondence which was designated as exempt under the terms of Access to Information Procedure Rule 10.4(1) and (2), accompanying the report entitled, 'Public Reports of the Local Government Ombudsman regarding Complaints' (Minute No. 83 refers).

62 Declaration of Interests

Councillors Gruen and Finnigan both declared personal interests in the item entitled, 'E-ACT Leeds East Academy Final Business Case', due to being members of Plans Panel (East), as the Panel was scheduled to formally consider the matter of full planning approval for the development later in the year (Minute No. 84 refers).

The Chief Executive declared a personal interest in the item entitled, 'Building Intelligence Capacity for the City and the City Region', due to being a former employee of Yorkshire Forward (Minute No. 70 refers).

63 Minutes

RESOLVED – That the minutes of the meeting held on 27th July 2011 be approved as a correct record.

ADULT HEALTH AND SOCIAL CARE

64 Deputation to Council: TENFOLD, The Leeds Learning Disability Forum regarding People with Learning Disabilities who live in Leeds

The Director of Adult Social Services submitted a report responding to the deputation to Council on the 13th July 2011 from Tenfold, the Leeds Voluntary Sector Learning Disabilities Forum, regarding people with learning disabilities living in Leeds and also in respect of the ‘Council Takeover Day’ which the group undertook in January 2011. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED -

- (a) That the positive impact that the ‘Council Takeover Day’ had on people with learning disabilities living in Leeds be noted.
- (b) That agreement be given to support a similar event to be held in the autumn of 2011 and thereafter on an annual basis.

65 Transforming day opportunities for adults with learning disabilities

Further to Minute No. 113, 3rd November 2010, the Director of Adult Social Services submitted a report outlining the progress made to date in respect of the day services transformation and changing places programme, whilst also seeking approval to implement the next phase of activity. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Having received reassurances in response to the enquiries which had been raised during the course of the discussion, Members emphasised their support for the proposals detailed within the report.

RESOLVED -

- (a) That the contents of the submitted report, together with the progress which has been made to date in the day services transformation and changing places programme, be noted.
- (b) That in relation to West North West Leeds, approval be given to the proposals which will by June 2012 lead to Horsforth Fulfilling Lives Centre becoming surplus to requirements through the creation of new community fulfilling lives service bases and the refurbishment of Bramley Fulfilling Lives centre, as detailed within the submitted report.
- (c) That in relation to Wetherby, the Board’s endorsement be given to further work being undertaken in Wetherby in order to develop a proposal in consultation with stakeholders, with this proposal forming the basis of a further report to Executive Board in due course.

- (d) That in relation to South South East Leeds, the proposed investment into the Rothwell Fulfilling Lives West building be noted, which will allow Adult Social Care to complete the transformation of services in the South and by April 2013 lead to West Ardsley Fulfilling Lives Centre and Rothwell Fulfilling Lives East building becoming surplus to requirements.
- (e) That an injection of £1,332,000 into the capital programme be approved to facilitate the delivery of the remaining asset requirements within the strategy, funded by the ring-fencing of future capital receipts, as identified within the submitted report.

66 Leeds Holt Park Wellbeing Centre Project - Submission of the Final Business Case and Execution of the Contract for the new Holt Park Wellbeing Centre

Further to Minute No. 15, 22nd June 2010, the Director of City Development and the Director of Adult Social Services submitted a joint report providing an update on the progress of the procurement via the Local Education Partnership (LEP) of the Holt Park Wellbeing Centre. In addition, the report sought confirmation and approval of the final scope of the project, the maximum affordability position for the City Council and the process which would facilitate the project's Commercial and Financial Close. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members received reassurance in respect of the provision of dedicated accommodation for young people as part of the proposed development.

The Director of Adult Social Services highlighted that there were several minor drafting errors within the report's recommendations which would be corrected via the formal minutes of the meeting.

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

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the final scope of the Holt Park Wellbeing Centre Project (Project), as set out within the submitted report be confirmed and noted.
- (c) That the financial implications for the Council of entering into the Project be approved, and that agreement be given to the maximum affordability ceiling for the Leeds City Council contribution in relation to the PFI of £484,000 in the first full year of service commencement (2014/15), as set out within exempt Appendix 1 of the submitted report, but subject to resolution (e) below, should the SWAP rate exceed 5.00%.

- (d) (Noting that financial close cannot take place until and unless the Government confirms the availability of PFI Credits and the FBC approval), that approval be given to the arrangements to Financial Close and the implementation of the Project to include (but not by way of limitation) the award/entry into a PFI Project Agreement to a special purpose company to be established under terms agreed between the City Council and the Leeds Local Education Partnership (LEP), and
- in connection therewith, confirmation be given to the arrangements at paragraph 4.8.5 of the submitted report, and that (for the avoidance of doubt) the necessary authority be delegated for the functions, as set out at Part 3 section 3E of the Constitution (Officer Delegation Scheme (Executive Functions)) in relation to Public Private Partnerships/Private Finance Initiative and other Major Property and Infrastructure Related projects, to be exercised in relation to this Project by the Director of City Development (or delegee) in consultation with the Director of Adult Social Services (or delegee).
- (e) That the necessary authority be delegated to the Director of City Development or his nominee to approve the completion of the project should the SWAP rate exceed 5.00% but be less than 5.50% at the time of Financial Close to a maximum affordability ceiling of £484,000 for the Leeds City Council contribution in 2014/15 terms.
- (f) That the existing Holt Park Leisure Centre site be injected into the capital receipts programme for disposal.

67 Better Lives for Older People: Future Options for Long Term Residential and Day Care Services

The Director of Adult Social Services submitted a report on the extensive consultation exercise that had been undertaken in relation to proposals regarding a number of residential care homes and day centres for older people. The report advised of the outcomes from the consultation exercise and detailed a number of recommendations for either closure or retention of each unit. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Following the introduction of the report, a detailed discussion ensued, with several specific enquiries and suggestions being made regarding a number of homes affected by the proposals. In summary, the main points of discussion were as follows:-

- Concerns were raised in respect of the caveats which accompanied some of the proposals, specifically with regard to NHS funding arrangements, with a request that Board Members were kept informed of any developments which occurred in respect of such NHS funding arrangements.
- Clarification was sought on the provision of independent sector beds in respect of specific homes and the criteria used to generate the data, as detailed within the report

- Emphasis was placed upon the need for residents to be allocated accommodation of their choice, prior to their movement and upon the need for residential and day care services provision to be based upon a mixed economy model and not solely via the private sector.
- Members discussed the proposed Community Asset Transfer of one of the homes in question and highlighted the role of Ward Members in this process, acknowledged the varying standard of provision which currently existed in the city and emphasised the need to ensure that the level of care for all was raised throughout Leeds.

Responses and assurances were provided to those representations which had been received following the publication of the agenda papers and also to those concerns which had been raised by Members during the discussion. It was emphasised that residents would be allocated accommodation of their choice prior to their movement, that the standards of care for all needed to be raised across the city and that all actions taken in respect of the proposals would be in line with the 'Care Guarantee', as appended to the report.

Copies of the documents accompanying the submitted report, namely, the Consultation Report and the Equality Impact Assessment, which framed the recommendations within the report, had been included within the agenda papers, whilst a statement of the Scrutiny Board (Health and Wellbeing and Adult Social Care) responding to the proposals contained within the report was tabled at the meeting for Members' consideration.

RESOLVED -

- (a) That the very extensive and wide ranging consultation exercise undertaken be noted, and that all contributors be thanked for their thoughtful and helpful comments which have informed the recommended outcomes.
- (b) That the commitment and process which will be followed to ensure all people affected by the adoption of the recommendations are provided with comprehensive care planning and support in identifying appropriate alternative provision, be noted.
- (c) That the proposals in respect of day care services be agreed, namely:
 - To retain as specialist services Middlecross, Apna, Springfield, Calverlands, Laurel Bank, The Green, Frederick Hurdle and Wykebeck
 - To decommission Spring Gardens, Firthfields, Rose Farm and Lincolnfields.
- (d) That the proposals in respect of specialist residential care homes be agreed, namely:
 - To retain as specialist dementia units, Middlecross, Siegen Manor and The Green
 - To recommission Richmond House as a specialist residential intermediate care home (in partnership with the NHS)

- To recommission Harry Booth House as a specialist nursing/residential intermediate care home commencing operation in April 2012 (in partnership with the NHS)
 - To set aside consideration of Amberton Court as a specialist care unit pending further work with the NHS and consideration of its long term future alongside other Local Authority residential care facilities not specifically covered in this report
- (e) That the implementation of proposals for the long term residential care homes be agreed, namely:
- To decommission Westholme, Kirkland House and Grange Court
 - To agree the decommissioning of Spring Gardens and Knowle Manor at a future date and on completion of new build Residential Care facilities in Otley and Morley respectively
 - To agree the decommissioning of Dolphin Manor at a future date through either the transfer of ownership to a community interest company (subject to satisfactory business evaluation and due diligence test) or on completion of new build residential care facilities in Rothwell
- (f) That discussions be commenced immediately with the company planning to build residential home facilities in Otley to bring forward the development at the earliest opportunity.
- (g) That approval be given to the proposals to identify land in Morley and Rothwell and that approval also be given to work with officers in City Development to advertise for residential/nursing care development at the earliest opportunity.
- (h) That approval be given to the immediate commencement of dialogue with interested community groups and stakeholders with regard to future building use.
- (i) That approval be given to proposals to bring forward further options in relation to the remaining six day centres and eight residential homes.
- (j) That approval be given to the ongoing review of remaining facilities, with such a review being undertaken with City Development and Environment and Neighbourhoods colleagues, in order to ensure that the choice of local housing, care and support options for older people are expanded.
- (k) That as part of this process, officers be authorised to take appropriate steps to secure appropriate partners to exploit development opportunities for the remaining facilities.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on decisions taken above, whilst Councillor A Carter emphasised that he was in agreement with

the resolutions, subject to the caveats he raised during the course of the discussion)

68 Adult Social Services Procurement Efficiencies 2011/12 Care Home Fees

The Director of Adult Social Services submitted a report providing information on the current position in achieving procurement efficiency targets in respect of fees paid to Leeds independent sector residential and nursing care homes, detailing issues that had arisen since the original budget setting process for 2011/12 was concluded, and recommending ways forward in seeking to progress efficiency, service modernisation and quality in the sector. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members received information regarding the circumstances which had led to the current position.

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

RESOLVED -

- (a) That the difficulties in achieving the targeted procurement efficiencies in fees paid to independent sector providers to support publicly funded residents of residential and nursing care homes for older people in Leeds be noted.
- (b) That the immediate commencement of a negotiated implementation of a revised temporary fee structure for publicly funded residents taking up placements in Leeds homes from October 1st this year be approved.
- (c) That the content of exempt Appendix 3 to the submitted report be noted, which sets out the indicative level of temporary fees that will be negotiated with Independent sector providers following the adoption of resolution (b) above.
- (d) That the inflationary payment standstill, initiated in April 2010, be confirmed.
- (e) That the establishment by the Director of Adult Social Services of an advisory board to include representatives of all groups with a direct interest in commissioning, providing and receiving sustainable high quality care for older people, be approved.
- (f) That the advisory board membership, as referred to in resolution (e) above, be agreed with the Executive Lead Member for Adult Social Services.

- (g) That approval be given to the negotiation of the terms of reference for the board established at resolutions (e) and (f) above, which will include:-
- (i) that the Board be given the primary remit of bringing forward a long term sustainable fee settlement framework which incorporates the development of a quality framework linked to the fee settlement;
 - (ii) whilst also including proposals to deal with the issue of sector inflation against a background of reducing Council funding in the medium term, to ensure that any equality issues arising out of its work are assessed and addressed; and
 - (iii) to examine, with reference to best practice examples elsewhere in the country, the means by which quality standards could be embedded within the overall fee settlement framework.

69 **Shadow Health and Wellbeing Board for Leeds**

The Director of Adult Social Services submitted a report providing an update on the changes to the NHS following the publication of *Equity and Excellence: Liberating the NHS* and, in particular, outlining the progress made to establish a shadow Health and Wellbeing Board for Leeds. In addition, the report also highlighted the development of the Joint Strategic Needs Assessment (JSNA) since 2010 and the emerging themes, whilst outlining the future central role of the JSNA within the new Health and Wellbeing Boards and Joint Health and Wellbeing Strategy. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Executive Member for Adult Health and Social Care clarified that in respect of the proposed membership for the Shadow Board, this would include the opposition group Leaders, or their representatives.

RESOLVED -

- (a) That the progress which has been made in developing a shadow Health and Wellbeing Board for Leeds be noted.
- (b) That the recent clarification of public health functions to be transferred to the Local Authority be noted along with the intention to submit further reports on issues and implications once further information is known.
- (c) That the progress which has been made in delivering the work programme identified in the first JSNA report in April 2009 be noted along with the implications of the new role of the JSNA as central to the new commissioning structures.
- (d) That it be noted that a further update on the JSNA will be published in the autumn as part of the State of the City report.
- (e) That the ongoing refinement of the priorities and indicators within the City Priority Plan, following NHS Leeds Board, partnership and scrutiny contributions, be agreed.

RESOURCES AND CORPORATE FUNCTIONS

70 Building intelligence capacity for the city and city region

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report outlining the rationale underpinning the proposal to transfer Yorkshire Forward's Chief Economists Unit to the Council, detailing the actions being taken to secure an appropriate operating and funding model, whilst seeking formal agreement to transfer the Chief Economists Unit to the Council from 1st November 2011. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Emphasis was placed both upon the importance of possessing high quality intelligence in order to inform the Council's strategic and operational planning and also upon the opportunities that this initiative would offer the Council and others.

In response to Members' comments that this initiative needed to be self financing, assurances were received that it was anticipated that this would be the case and that a further report would be submitted to the Board in March 2012, in respect of such matters.

RESOLVED -

- (a) That the rationale underpinning the proposal to transfer Yorkshire Forward's Chief Economists Unit to the Council be noted.
- (b) That the actions being taken to secure an appropriate operating and funding model which will fully mitigate the financial impact on the Council be noted.
- (c) That the transfer of the Chief Economists Unit to the Council, subject to satisfactory consultation with the trade unions, effective from 1st November 2011, be formally agreed.
- (d) That a further report be submitted to the Board in March 2012 in respect of the initiative.

71 Financial Health Monitoring 2011/12 - Month 4

The Director of Resources submitted a report setting out the authority's projected financial health position, after four months of the 2011/2012 financial year. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Board received an update in respect of income generation from events and in response to a specific enquiry, officers undertook to provide the Member in question with a breakdown of the financial details regarding the projected shortfall in respect of car parking income.

Enquiries were made regarding the Council's attempts to recruit greater numbers of foster carers in Leeds and it was proposed that a further report was submitted to the Board on this matter in due course.

RESOLVED –

- (a) That the projected financial position of the authority after four months of the 2011/12 financial year be noted.
- (b) That the release of £800,000 from Housing Revenue Account reserves be approved in order to fund the remaining acquisition and demolition costs as outlined in paragraph 3.4 of the submitted report.
- (c) That approval be given to the budget adjustments, as detailed within paragraph 3.5 of the submitted report.
- (d) That a report be submitted to the Board in due course, regarding the Council's attempts to recruit greater numbers of foster carers in Leeds.

72 Sex Establishment Statement of Licensing Policy

The Director of Resources submitted a report presenting the Sex Establishment Statement of Licensing Policy for the purposes of formal adoption, ready for the start of the transitional period on 1st October 2011, whilst also presenting the related Working Group report for approval as the Council's response to the public consultation on the draft Statement of Licensing Policy. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Copies of the Sex Establishment Statement of Licensing Policy, together with the report of the Working Group had been circulated to Board Members for their consideration.

RESOLVED –

- (a) That the report of the Working Group be endorsed as the Council's response to the public consultation on the draft Statement of Licensing Policy.
- (b) That the Sex Establishment Statement of Licensing Policy be approved.

DEVELOPMENT AND THE ECONOMY

73 Design & Cost Report for Re-location of the UTMC (Urban Traffic Management Control) Service and the Provision of Upgraded and New UTMC Infrastructure

The Director of Resources and the Director of City Development submitted a joint report seeking approval of a funded injection into the Capital Programme and the related authority to spend, in respect of the move and upgrade of the Urban Traffic Management Control (UTMC) Unit. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

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 an injection into the capital programme of £2,321,000 be approved, of which £716,000 is allocated from the Changing the Workplace Programme, £244,200 is contributed by Calderdale Council, with the balance of £1,360,800 being the subject of a prudential borrowing business case, and funded by annual revenue savings accruing from the project.
- (b) That authority to spend the amount of £2,480,000 on the relocation of UTMC and provision of upgraded and new UTMC infrastructure be approved.
- (c) That by giving the authority to spend as detailed at resolution (b) above, it be noted that the Board are committing £716,000 to complete the UTMC relocation, in advance of the formal consideration of the Changing the Workplace business case later in the year.

74 Deputation to Council: Carr Manor Road Safety Group regarding Road Safety Issues in the Carr Manor Area

The Director of City Development submitted a report in response to the deputation to Council on 13th July 2011 from Carr Manor Road Safety Group regarding road safety issues in the Carr Manor area. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED –

- (a) That the concerns of the local residents, as raised within the deputation to Council on the 13th July 2011 be acknowledged and recognised.
- (b) That it be noted that the approval of the proposal for additional primary provision does not presuppose the outcome of the planning application.
- (c) That as part of any planning application submission for new primary provision, road safety issues of concern be addressed as part of the transport statement

75 Approval to the Submission of a Best and Final Bid for Funding of the A58M Inner Ring Road Highway Structures Essential Maintenance Scheme

The Director of City Development submitted a report seeking approval for the submission of the Best and Final Bid for the A58M Leeds Inner Ring Road Highways Structures Essential Maintenance Scheme to the Department for Transport by 9th September 2011, whilst also seeking agreement on the level of local contributions needed to ensure that the scheme had the best possible chance of securing government funding. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Draft minutes to be approved at the meeting to be held on Wednesday, 12th October, 2011

RESOLVED –

- (a) That the submission of the Best and Final Bid for the A58M Inner Ring Road Highways Structures Essential Maintenance Scheme to the Department for Transport by 9th September 2011 be approved.
- (b) That the local contribution to the scheme of £3,000,000 be agreed and that approval be given to the injection of this funding into the Inner Ring Road scheme within the approved capital programme.

(The matters referred to in this minute, were not eligible for Call In due to the external deadline set by the Department for Transport for the submission of Best and Final Bids, which if not met, would have negative implications upon the funding of the scheme)

76 Informal City Centre Commuter Car Parking Policy

The Director of City Development submitted a report seeking approval to introduce an informal interim policy to deal with commuter car parking sites in the city centre. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members discussed the process and the timescales by which the informal interim policy had been developed, in addition to the level of cap on spaces which had been proposed.

RESOLVED -

- (a) That the City Centre Commuter Car Parking Policy, as set out within Appendix A to the submitted report be approved as a material consideration in planning decisions.
- (b) That as a temporary policy, officers be requested to monitor the impact of the policy in the context of public transport improvements and development in the city centre.

NEIGHBOURHOODS, HOUSING AND REGENERATION

77 Deputation to Council: Lingfields and Fir Trees Residents Group regarding Resources in the Moor Allerton Area with Particular Reference to the Open House Community Centre

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report in response to the deputation to Council on 13th July 2011 from the Lingfields and Fir Trees Residents Group regarding resources in the Moor Allerton area with particular reference to the Open House Community Centre. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

It was noted that local Ward Members had been involved in the drafting of the report and that further consultation would be had with them in due course.

RESOLVED -

- (a) That the Area Leader, East North East Leeds, in consultation with the relevant Ward Members, develop an interim package to ensure the continued operation of the Open House community centre until end of March 2012.
- (b) That the options for the future, long term management arrangements for the Open House community centre be explored, involving and including a consultation with local residents.

78 Developing a Locality Approach between Leeds City Council Services and Police Community Safety Officers (PCSOs)

The Director of Environment and Neighbourhoods submitted a report providing an overview of the progress which was being made to develop more joined-up working arrangements between locality based City Council services and Police Community Safety Officers (PCSOs). In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Superintendent Simon Whitehead, Chief Officer Leeds Community Safety, was in attendance at the meeting to respond to Members' enquiries.

Members highlighted the vital role played by PCSOs in respect of combating crime of all levels and regarding information gathering, whilst also emphasising the role played by PCSOs in other areas such as the children's agenda. In addition, the superintendent stressed the vital nature of the cross partnership approach which was needed to effectively combat crime in the city.

In response to Members' enquiries, the Executive Member for Neighbourhoods, Housing and Regeneration undertook to progress the formalisation of the joint protocols between the Council and West Yorkshire Police in respect of PCSOs.

RESOLVED -

- (a) That the progress which has been made to develop more joined up working within localities between Leeds City Council services and Police Community Safety Officers be noted.
- (b) That a report be tailored for each Area Committee on Police Community Safety Officers and the proposed areas of closer working for local environmental priorities.

79 Proposal to lease and sell miscellaneous Council properties to Unipol Student Homes

The Director of Environment and Neighbourhoods submitted a report presenting a proposal for Unipol Student Homes to lease 73 Council properties and purchase 15 of such properties from the Council over a 4 year period. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

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

RESOLVED -

- (a) That the granting of a 21 year lease at less than best consideration for 73 properties to Unipol be approved.
- (b) That the sale of 15 of the properties referred to in resolution (a) to Unipol Student Homes on an individual market value basis over the next 4 years be approved, the first of such properties has been declared surplus by the Director of Environments & Neighbourhoods.
- (c) That approval be given for the Director of Environments and Neighbourhoods to authorise future surplus declarations for those properties identified to be sold, through the Delegated Decision process.

80 Employment and Skills

The Director of Environment and Neighbourhoods submitted a report providing an update on current claimant rates for out of work benefits, detailing the progress achieved under current programmes to support priority groups back into employment, summarising the Government's revised delivery framework of employment support activity and the resultant changes required in local provision. In addition, the report also identified key initiatives proposed to be taken forward by the Council in partnership with others in response to business needs, whilst also supporting recovery and growth and maximising opportunities for local people to secure employment. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members emphasised the need for a partnership approach to be taken between participating companies, agencies and the Council, in order to ensure that the apprenticeship opportunities provided were in line with demand.

RESOLVED -

- (a) That the activity undertaken to date to support local people to improve their skills and secure employment be noted.
- (b) That in principle support be given to the proposals to develop an Apprenticeship Training Agency and further develop the Retail Academy in order to provide a national centre of excellence, subject to the consideration of further detailed feasibility and delivery plans.

CHILDREN'S SERVICES

81 Recent Examination Results

Following the high levels of attainment which had been achieved in the examination results over the summer, the Executive Member for Children's Services paid tribute to and congratulated all of the students and staff involved.

82 Primary Basic Need Programme - Outcome of statutory notices for the expansion of primary provision in 2012

Further to Minute No.226, 18th May 2011, the Director of Children's Services submitted a report detailing the outcomes arising from the publication of the statutory notices regarding the expansion of primary provision in 2012 and sought a final decision on the proposal in respect of Roundhay School Technology and Language College. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED - That the age range of Roundhay School Technology and Language College be changed from 11-18 to 4-18 years, with a reception admission limit of 60, and with the expansion of the school's capacity using land off Elmete Lane for the primary provision.

83 Public reports of the local government ombudsman regarding complaints

The Director of Children's Services submitted a report providing details of a recent finding of maladministration with injustice in three reports issued by the Local Government Ombudsman. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In presenting the report, the Chair and the Board conveyed their unreserved apologies for the service which the children involved and their families had received. In addition, tribute was paid to the families for their resilience and determination throughout the process. The Director of Children's Services also took the opportunity to outline the actions which had been and continued to be taken to ensure that such instances of maladministration did not occur again.

Following consideration of the supplementary information tabled at the meeting, designated as exempt under Access to Information Procedure Rule 10.4(1) and (2), which was considered in private at the conclusion of the meeting it was

RESOLVED –

- (a) That the contents of the covering report along with the three Ombudsman reports be noted.
- (b) That the actions taken by the Council to remedy the issues raised be noted.

84 E-ACT Leeds East Academy Final Business Case

Further to Minute No. 12, 22nd June 2011, the Director of Children's Services submitted a report presenting the Final Business Case for the E-ACT Leeds East Academy for the purposes of approval and submission to the Partnerships for Schools. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED - That the submission of the Final Business Case to the Partnerships for Schools (PfS) for E-ACT Leeds East Academy (BSF Wave 1, Phase 5) be approved.

LEISURE

85 Scrutiny Board Recommendations - Cemeteries & Crematoria Horticultural Maintenance

Further to Minute No. 232, 18th May 2011, the Director of City Development submitted a report further considering the recommendations arising from the former Scrutiny Board (City Development) inquiry into 'Cemeteries and Crematoria Horticultural Maintenance' and detailing proposals in response to the recommendations made, with particular reference to recommendation 2 of the inquiry report. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED - That the report be withdrawn from the agenda, with a further report being submitted for consideration in due course.

DATE OF PUBLICATION: 9TH SEPTEMBER 2011

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 16TH SEPTEMBER 2011 (5.00 P.M.)

(Scrutiny support will notify Directors of any items called in by 12.00 p.m. on 19th September 2011)

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FORWARD PLAN OF KEY DECISIONS
(relating to Safer and Stronger Communities Scrutiny Board)

1 October 2011 – 31 January 2012

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Request to invoke 1 year extension to contract with DISC for the Drug Rehabilitation Requirement Care Co-ordination Service (Contract 4) from 1st November 2011 - 31st October 2012</p> <p>Request to invoke 1 year extension to contract with DISC for the Drug Rehabilitation Requirement Care Co-ordination Service (Contract 4) from 1st November 2011 – 31st October 2012</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/11</p>	<p>None</p>	<p>Delegated Decision Report</p>	<p>Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Request to invoke 1 year extension to contract with DISC for the Community Drug Treatment Services (Contract 3 Advice, Information, Triage and Support) from 1st November 2011 - 31st October 2012</p> <p>Request to invoke 1 year extension to contract with DISC for the Community Drug Treatment Services (Contract 3 Advice, Information, Triage and Support) from 1st November 2011 – 31st October 2012</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/11</p>	<p>None</p>	<p>Delegated Decision Report</p>	<p>Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Request to invoke 1 year extension to contract with DISC for the Community Drug Treatment Services (Contract 2 Care Co-ordination & PSI) from 1st November 2011 - 31st October 2012</p> <p>Request to invoke 1 year extension to contract with DISC for the Community Drug Treatment Services (Contract 2 Care Co-ordination & PSI) from 1st November 2011 – 31st October 2012</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/11</p>	<p>None</p>	<p>Delegated Decision Report</p>	<p>Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Restructure of Household Waste Sites within Waste Management Group of Environmental Services</p> <p>To approve the proposed restructure of Household Waster Sorting Sites and to undertake a Collective Agreement with the Trade Unions to formalise the changes</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/11</p>	<ul style="list-style-type: none"> • Continuous dialogue with Trade Unions and Staff • Scrutiny Board • Planning Authority • Communication activities with residents guided by a project Communication s Plan 	<p>Delegated Decision Panel Report</p>	<p>susan.upton@leeds.gov.uk</p>
<p>Sheltered Housing</p> <p>Request to change the funding for the warden service in sheltered housing from Supporting People to Housing Benefit</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/11</p>	<p>N/a</p>	<p>Report to be presented to E and N Delegated Decision Panel</p>	<p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Seek permission to award up to two contracts for the Domestic Violence Refuge and IDVA/Outreach Services following identification of successful organisation(s) through the completion of a competitive tendering exercise</p> <p>Authorisation to award up to two contracts for the Domestic Violence Refuge and IDVA/Outreach Services, to the successful organisation(s) following completion of the competitive tender exercise.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/11</p>	<p>n/a</p>	<p>Report to be presented to E&N Delegated Decision Panel</p>	<p>Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Seek permission to award a framework contract for the provision of furnished temporary accommodation for homeless households, young people leaving care and unaccompanied asylum seeking young people following the completion of a competitive tendering</p> <p>Authorisation to award a framework contract for the provision of furnished temporary accommodation for homeless households, young people leaving care and unaccompanied asylum seeking young people following the completion of a competitive tendering exercise</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/11</p>	<p>n/a</p>	<p>Report to be presented to Environment and Neighbourhoods Delegated Decision Panel</p>	<p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Recommendations and outcomes arising from the Strategic Sector Review for the future provision of housing related support services for Homeless People.</p> <p>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 Homeless People.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/11</p>	<p>n/a</p>	<p>Report to be presented to the Commissioning Body</p>	<p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Seek approval to allow the Riverside ECHG Ladybeck House service to terminate at the point when the existing contract ends on 4th March 2012.</p> <p>Seek approval to allow the Riverside ECHG Ladybeck House service to terminate at the point when the existing contract ends on 4th March 2012.</p>	Director of Environment and Neighbourhoods	1/10/11	n/a	Report to be presented to E&N Delegated Decision Panel	neil.evans@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>: Request to enter into a further 6(+6) month contract with CRI for the DIP and Integrated Offender Management Services at a cost of £979,129.00 (annualised amount)</p> <p>Authorisation to enter into a further 6(+6) month contract with CRI for the DIP and Integrated Offender Management Services at a cost of £979,129.00 (annualised amount)</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/11/11</p>	<p>n/a</p>	<p>Report to be presented to the Environments and Neighbourhoods Delegated Decision Panel</p>	<p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Request to enter into a further 6(+6) month contract with DISC for the DIP and Integrated Offender Management Services at a cost of £707,688.58 (annualised amount)</p> <p>Authorisation to enter into a further 6(+6) month contract with DISC for the DIP and Integrated Offender Management Services at a cost of £707,688.58 (annualised amount)</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/11/11</p>	<p>N/a</p>	<p>Report to be presented to the Environment and Neighbourhoods Delegated Decision Panel</p>	<p>neil.evans@leeds.gov.uk</p>
<p>HRA Self Financing and Business Plan To agree the HRA Business Plan</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/11/11</p>	<p>Strategic Governance Board, ALMO Boards</p>	<p>Government's HRA Self Financing proposals</p>	<p>John Statham john.statham@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>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</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/11/11</p>	<p>None at this stage</p>	<p>ALMO Service Improvement Plans</p>	<p>John Statham john.statham@leeds.gov.uk</p>
<p>Formal approval for the making of Dog Control Orders under the provisions of the Clean Neighbourhoods and Environment Act 2005 Formal approval for the making of Dog Control Orders under the provisions of the Clean Neighbourhoods and Environment Act 2005</p>	<p>Executive Board (Portfolio: Neighbourhoods, Housing and the Environment)</p>	<p>14/12/11</p>	<p>Extensive public consultation between 15th August and 14th October 2011 inclusive</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>tom.smith@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Tender of Asbestos Removals Contract Approval of the Tender for Asbestos Removal in properties managed by Aire Valley Homes Leeds and West North West Homes Leeds	Director of Environment and Neighbourhoods	1/1/12	Tenant Consultation Employment and Skills – Employment Leeds LCC Corporate H&S/ABCL representation	Asbestos Removal Tender Documentation	emma.roach@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

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Safer and Stronger Communities Plan (includes Safer and Stronger Communities City Priority Plan)	Council	July 2013	Via Executive Board, Scrutiny Board (Safer and Stronger Communities)	Report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

NOTES:

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

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

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