



SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

Meeting to be held in the Civic Hall, Leeds on
Wednesday, 9th November, 2011 at 10.00 am

MEMBERSHIP

Councillors

BentleyS	-	Weetwood;
BlackburnA	-	Farnley and Wortley;
J L Carter	-	Adel and Wharfedale;
B Chastney	-	Weetwood;
N Dawson	-	Morley South;
P Grahame (Chair)	-	Cross Gates and Whinmoor;
R Grahame	-	Burmantofts and Richmond Hill;
J Hardy	-	Farnley and Wortley;
A Lowe	-	Armley;
C Macniven	-	Roundhay;
R Wood	-	Calverley and Farsley;

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

Agenda compiled by:
John Grieve
Governance Services
Civic Hall
LEEDS LS1 1UR
Tel: 22 43836

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

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>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 notifications of substitutes.

6

CALL - IN DECISION - BRIEFING PAPER

1 - 6

To consider a report of the Head of Scrutiny and Member Development setting out the procedural aspects of Calling In a decision.

(Report attached)

7

CALL IN - BECKETT PARK BUILDING, FOXCROFT CLOSE, LEEDS, LS6 3NT - INTERNAL REFURBISHMENT WORKS

7 - 20

In accordance with Scrutiny Board Procedure Rules, to review a Delegated Decision Notification in respect of internal refurbishment works at Beckett Park Building, Fox Close, Leeds, LS6 3NT

(Report attached)

OUTCOME OF CALL IN

In accordance with Scrutiny Board Procedure Rules, to consider the Board's formal conclusions and recommendation(s) arising from the consideration of the called in decision

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Resources and Council Services)

Date: 9th November 2011

Subject: Call In Briefing Paper

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. In accordance with the Council's Constitution, an officer decision has been Called In. The background papers to this particular decision are set out as a separate agenda item and appropriate witnesses have been invited to give supporting evidence.
2. This report advises the Scrutiny Board on the procedural aspects of Calling In the decision.
3. The Board is advised that the Call In is specific to the report considered under the officer delegation decision scheme and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

Recommendations

4. The Scrutiny Board is asked to note the contents of this report and to adopt the procedure as detailed within it.

1 Purpose of this report

- 1.1 In accordance with the Council's Constitution, an officer decision has been Called In.¹ The background papers to this particular decision are set out as a separate agenda item and appropriate witnesses have been invited to give supporting evidence.
- 1.2 This report advises the Scrutiny Board on the procedural aspects of Calling In the decision.

2 Background information

- 2.1 The Call In process provides the facility for Scrutiny Board Members to require a decision taker to reconsider a decision within a specified time period. This is a separate function from the Scrutiny Board's ability to review decisions already taken and implemented.
- 2.2 The eligibility of an Executive Board decision for Call In is indicated in the minutes; the eligibility of an officer decision for Call In is indicated by the Director on the Delegated Decision Form; and the eligibility of an Area Committee decision for Call In is indicated by the publication of a decision notification form.

3 Main issues

- 3.1 The Board is advised that the Call In is specific to the report considered under the officer delegation decision scheme and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

Reviewing the decision

- 3.2 The process of reviewing the decision is as follows:
 - Members who have requested the Call In invited to explain their concern/reason for Call In request.
 - Relevant Officer(s) asked to explain decision.
 - Further questioning from the Board as appropriate.
- 3.3 Members are reminded that it is only the decision Called In that the Board can make any recommendation on.

Options available to the Board

- 3.4 Having reviewed the decision, the Scrutiny Board will need to agree what action it wishes to take. In doing so, it may pursue one of three courses of action as set out below:

Option 1- Release the decision for implementation

¹ Scrutiny Board Procedure Rules Paragraph 20

- 3.5 Having reviewed this decision, the Scrutiny Board may decide to release it for implementation. If the Scrutiny Board chooses this option, the decision will be immediately released for implementation and the decision may not be Called In again.

Option 2 - Recommend that the decision be reconsidered.

- 3.6 The Scrutiny Board may decide to recommend to the decision maker that the decision be reconsidered. If the Scrutiny Board chooses this option a report will be submitted to the decision maker.
- 3.7 In the case of a delegated decision, the report of the Scrutiny Board will be submitted to the appropriate Officer within three working days of this meeting. The Officer will reconsider his/her decision. Where the Director believes that the original decision should be confirmed, they will refer the matter to the next Executive Board for a decision.
- 3.8 Where the Director agrees with the views of Scrutiny a new delegated decision form will be submitted indicating ineligible for call In.
- 3.9 In cases where the Director believes that the original decision should be confirmed, and in their view urgency prevents them from submitting the decision to Executive Board, the approval of the relevant Executive Board Member will be required before implementation. This Executive Member approval together with the reasons for urgency will be included in the new delegated decision form.
- 3.10 The Director and relevant Executive Board Member will also be required to attend and give their reasoning to the relevant Scrutiny Board.

Option 3 - Recommend that the decision be reconsidered and refer the matter to full Council if recommendation not accepted.

- 3.11 This course of action would only apply if the Scrutiny Board determined that a decision **fell outside the Council's Budget and Policy Framework** and this determination were confirmed by the Council's Section 151 Officer (in relation to the budget) or Monitoring Officer (in relation to other policies).
- 3.12 If, at the conclusion of this meeting, the Scrutiny Board forms an initial determination that the decision in question should be challenged on the basis of contravening the Budget and Policy Framework, then confirmation will subsequently be sought from the appropriate statutory officer.
- 3.13 Should the statutory officer support the Scrutiny Board's determination, then the report of the Scrutiny Board will be presented in the same manner as for Option 2. If the decision maker accepts the recommendation of the Scrutiny Board in these circumstances, then the revised decision will be published in the same manner as for Option 2 and the decision may not be Called In again. If, however, the decision maker does not accept the recommendation of the Scrutiny Board, then the matter will be referred to full Council for final decision. Decisions of full Council may not be Called In.
- 3.14 Should the appropriate statutory officer not confirm that the decision contravenes the Budget and Policy Framework, then the report of the Scrutiny Board would normally be progressed as for Option 2 (i.e. presented as a recommendation to the decision

taker) but with no recourse to full Council in the event that the decision is not varied. As with Option 2, no further Call In of the decision would be possible.

- 3.15 However, the Scrutiny Board may resolve that, if the statutory officer does not confirm contravention of the Budget and Policy Framework, then it should be released for implementation in accordance with Option 1.

Failure to agree one of the above options

- 3.16 If the Scrutiny Board, for any reason, does not agree one of the above courses of action at this meeting, then Option 1 will be adopted by default, i.e. the decision will be released for implementation with no further recourse to Call In.

Formulating the Board's report

- 3.17 If the Scrutiny Board decides to release the decision for implementation (i.e. Option 1), then the Scrutiny Support Unit will process the necessary notifications and no further action is required by the Board.
- 3.18 If the Scrutiny Board wishes to recommend that the decision be reconsidered (i.e. Options 2 or 3), then it will be necessary for the Scrutiny Board to agree a report setting out its recommendation together with any supporting commentary.
- 3.19 Because of the tight timescales within which a decision Call In must operate, it is important that the Scrutiny Board's report be agreed at the meeting.
- 3.20 If the Scrutiny Board decides to pursue either of Options 2 or 3, it is proposed that there be a short adjournment during which the Chair, in conjunction with the Scrutiny Support Unit, should prepare a brief statement proposing the Scrutiny Board's draft recommendations and supporting commentary. Upon reconvening, the Scrutiny Board will be invited to amend/ agree this statement as appropriate (a separate item has been included in the agenda for this purpose).
- 3.21 This statement will then form the basis of the Scrutiny Board's report (together with factual information as to details of the Called In decision, lists of evidence/witnesses considered, Members involved in the Call In process etc).
- 3.22 The Scrutiny Board is advised that there is no provision within the Call In procedure for the submission of a Minority Report.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Prior to submitting a Call In, a nominated signatory must first contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In. The details of this discussion should be referenced within the Call In Request Form.
- 4.1.2 The background papers to this particular decision will make reference to any internal or external consultation processes that have been undertaken in relation to the decision.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The background papers to this particular decision will make reference to any impact on equality areas, as defined in the Council's Equality and Diversity Scheme.

4.3 Council Policies and City Priorities

4.3.1 The background papers to this particular decision will make reference to any Council Policies and City Priorities relevant to the decision.

4.4 Resources and Value for Money

4.4.1 The background papers to this particular decision will make reference to any significant resource and financial implications linked to the decision.

4.5 Legal Implications, Access to Information and Call In

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

4.5.2 The background papers to this particular decision will make reference to any legal implications linked to the decision.

4.6 Risk Management

4.6.1 The background papers to this particular decision will make reference to any risk management issues linked to the decision.

5 Conclusions

5.1 In accordance with the Council's Constitution, an officer decision has been Called In. This report advises the Scrutiny Board on the procedural aspects of Calling In the decision. In particular, the Board is advised that the Call In is specific to the report considered under the officer delegation decision scheme and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the Call In.

6 Recommendations

6.1 The Scrutiny Board is asked to note the contents of this report and to adopt the procedure as detailed within it.

7 Background documents

7.1 Council Constitution – Scrutiny Board Procedure Rules

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Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Resources and Council Services)

Date: 9th November 2011

Subject: Beckett Park Building, Foxcroft Close LS6 3NT – Internal Refurbishment Works

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

Summary of main issues

1. This paper presents the background papers to a decision which has been Called In in accordance with the Council's Constitution.¹
2. Papers are attached as follows:
 - Copy of completed Call In request form
 - The Delegated Decision Notification.
3. Appropriate Members and/or officers have been invited to attend the meeting in order to explain the decision and respond to questions.

Recommendations

4. The Scrutiny Board (Resources and Council Services) is asked to review this decision and to determine what further action it wishes to take.

Background documents

5. None

¹ Scrutiny Board Procedure Rules Paragraph 20

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CALL IN REQUEST – Option (b)

A Call In request may be made by:

Two non-executive Members of council if they are not from the same political group¹

Date of decision publication:.....24/10/2011.....

Delegated decision ref:20919 D38499.....or

Executive Board Minute no:or

Area Committee Name and decision ref:

Decision description: ...Beckett Park Building - Internal refurbishment works.....

.....

.....

Discussion with Decision Maker:
Prior to submitting a Call In, a nominated signatory must first contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In.

Please identify contact and provide detail.

Director/author of delegated decision report.

Executive Board Member

Detail of discussion (to include financial implications)

I rang Maureen Taylor who is on leave today (Friday 28th October), I then spoke with Graham Newby who referred me to Anne Chambers who said she would contact Graham as I need to ascertain the financial implications of requesting this Call In. Anne came back to me and said that Glenheim needed to be vacated by

¹ In the case of decisions made by Area Committees, a Member cannot count as one of the two/five signatures if they are a member of that Area Committee.

1.4.12 because of the requirements of that site, contacted Denise Finch but no response

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Reasons for Call In:

All requests for Call In must detail why, in the opinion of the signatories, the decision was not taken in accordance with the principles set out in Article 13 of the Council constitution (decision making) (principles of decision making) or where relevant issues do not appear to be taken into consideration. *Please tick the relevant box(es) and give an explanation.*

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Proportionality (ie the action must be proportionate to the desired outcome) |
| <input type="checkbox"/> | Due consultation and the taking of professional advice from officers |
| <input type="checkbox"/> | Respect for human rights |
| <input checked="" type="checkbox"/> | A presumption in favour of openness |
| <input checked="" type="checkbox"/> | Clarity of aims and desired outcomes |
| <input checked="" type="checkbox"/> | An explanation of the options considered and details of the reasons for the decision |
| <input type="checkbox"/> | Positive promotion of equal opportunities |
| <input type="checkbox"/> | Natural justice |

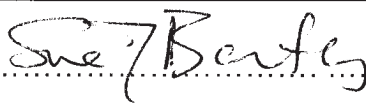
Explanation

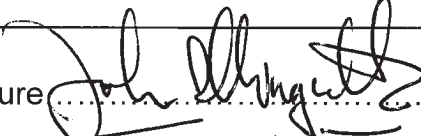
No evidence is provided as to what other alternative locations have been considered. There is a statement in para 5, page 2; that the Beckett Park site "has been identified as the ideal location". There is no supporting evidence in the paper to justify this statement.

Therefore, in the interests of openness, desired outcomes (to ensure the most suitable site is identified) and the failure to provide an explanation of the options considered and details for the reason behind the recommendation to relocate VINE at the Becketts Park building; this delegated decision should be called in to the relevant Scrutiny Board.

Leeds City Council Scrutiny Support Unit

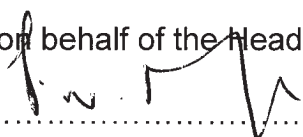
The following signatories request that the above decision be called in:

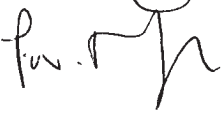
1) Signature		Political group	LIBERAL DEMOCRATS
Print name	SUE M BENTLEY		

2) Signature		Political group	LABOUR
Print name	JOHN ILLINGWORTH		

This form should be submitted to the Head of Scrutiny and Member Development (Scrutiny Support Unit, 1st Floor West, Civic Hall) by **5.00pm on the fifth working day after the decision publication date**. The office is open from 9.00am to 5.00pm.

(For further information on the Call In procedure please refer to the Scrutiny Support Unit intranet site, or contact the Unit on 39 51151).

For office use only: (box A)			
Received on behalf of the Head of Scrutiny and Member Development by:			
			(signature)
Date:	27 28.10.11	Time:	14:00
		SSU ref:	2011-12 DSS499-53

For office use only: (box B)			
Exemption status checked:	<input checked="" type="checkbox"/>	Call In authorised:	Yes/No
Date checked:	<input checked="" type="checkbox"/>	Signed:	
Signatures checked:	<input checked="" type="checkbox"/>	Date:	28.10.11
Receipts given:	<input type="checkbox"/>		
Validity re article 13	<input checked="" type="checkbox"/>		
Receipt details:			

DELEGATED DECISION NOTIFICATION

REF NO ¹ 20919 D38499
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DECISION MAKER	Director of Resources	AUTHORITY BY REFERENCE TO SCHEME OF DELEGATION: ²	Officer Delegation Scheme (Executive Functions) – General Delegations to Officers Para 2a.
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SUBJECT ³	Beckett Park Building, Foxcroft Close LS6 3NT – Internal Refurbishment Works - 16458-000-000
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DECISION ⁴	COUNCIL FUNCTION <input type="checkbox"/>	EXECUTIVE DECISION (KEY) <input checked="" type="checkbox"/>	EXECUTIVE DECISION (MAJOR) <input type="checkbox"/>	EXECUTIVE DECISION (OTHER) <input type="checkbox"/>
	NOT SUBJECT TO CALL IN	⁵ EXEMPT FROM CALL IN: NO	⁵ EXEMPT FROM CALL IN: NO	NOT SUBJECT TO CALL IN

The Chief Officer Financial Development authorised the following :-

1. The injection of £340,000 into the Capital Programme of which £300,000 will be a Revenue Contribution and £40,000 will be SALIX grant funding.
2. The use of a further £127,110 of Corporate Property Management funding from capital scheme 14268/000/000 within the existing approved Capital Programme.
3. Approval to proceed with the scheme to carry out refurbishment works at the Beckett Park site and authorised the necessary total expenditure of £467,110.

AFFECTED WARDS	Kirkstall
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ADVICE SOUGHT	YES	NO	
	Legal <input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Finance <input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Personnel <input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Equal Opportunities <input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Other Please Specify <input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

DECLARED OFFICER / MEMBER INTERESTS ⁶	None
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DISPENSATION BY STANDARDS COMMITTEE	DATE: _____
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¹ This reference number will be assigned by Governance Services and notified to you

² The relevant paragraph within the decision makers delegated powers should be identified.

³ A brief heading should be inserted

⁴ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding upon the chosen option, although care must be taken not to disclose any confidential or commercially sensitive information. Guidance on the substance of the note is available from Governance Services

⁵ For Key and Major decisions only. If exempt from Call In details to be provided in the report. The Call In period expires at 5.00 pm on the **5th** working day after publication. Scrutiny Support will notify decision makers of matters called in by no later than 12.00 noon on the **6th** day.

⁶ No officer having a pecuniary interest in any matter should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here.

BACKGROUND PAPERS⁷

NONE

EXEMPT/ CONFIDENTIAL APPENDIX

YES NO RULE NO 10.4⁸ ()

DETAILS OF CONSULTATION UNDERTAKEN (OTHER REASONS/ ORGANISATIONS CONSULTED)

	Yes	No	Date
Executive Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Ward Councillors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Chief Officers Affected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Others (Specify) _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____


CONTACT PERSON

Denise Finch

CONTACT NO:

07891270546

AUTHORISED SIGNATORY⁹



(Name: Maureen Taylor)

DATE:
12th October 2011

	KEY	MAJOR	OTHER
¹⁰ *First publication (5 day notice)	14/10/2011		
Commencement for Call In	24/10/2011		
Last date for Call In	31/10/2011		
Implementation Date	01/11/2011		

* If key decision not on Forward Plan, the reason and need that the decision be taken are that:-

⁷ A separate Index should be prepared if necessary. ALL DOCUMENTATION UPON WHICH THE DECISION WAS BASED MUST BE RETAINED AND BE READILY ACCESSIBLE SO IT CAN BE PRODUCED SHOULD THE DECISION BE CHALLENGED

⁸ Relevant Access to Information Procedure Rules to be quoted if there is an exempt appendix

⁹ The signatory must be duly authorised by the Director to make the decision in accordance with the Department's scheme. It is not acceptable for the signature to be 'pp' for an authorised signatory. For Key Decisions only, the date of the authorised signature signifies that, at the time, the Officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have upon the final decision.

¹⁰ Governance Services will enter these dates

Report of the Interim Chief Officer Early Years Service & Youth Support Service and the Head of 14-19 Strategy and Service, Children's Services,

Report to the Director of Resources

Date: 5 October 2011

Design & Cost Report

Subject: Beckett Park Building, Foxcroft Close LS6 3NT: Internal Refurbishment Works

Capital Scheme Number: 16458 / 000 / 000

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	Kirkstall	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?		<input checked="" type="checkbox"/> Yes	<input 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. Vine is a discrete Council run service that caters for young people, aged between 19 and 25, with multiple, severe, complex or profound learning difficulties and/or disabilities.
2. The service is currently based at Blenheim Centre. The former service provided at West Leeds Family Learning Centre has been relocated over the summer period from West Leeds to Blenheim due to vandal damage caused which was judged to be uneconomic to repair.
3. The Blenheim Centre is in very poor repair and refurbishment is not an option due to the prohibitive cost. Also the Blenheim Centre site has been identified as one of a number of potential options being considered for the provision of additional primary places that are expected to be required in the Woodhouse area.

4. Previous issues around needing a sustainable source of funding for Vine have been resolved through negotiations with the Young Peoples Learning Agency (YPLA) and Leeds City College.
5. The site of the former Beckett Park Primary School has been identified as the ideal location for Vine. As it is no longer used as a school this building is currently the responsibility of Corporate Property Management.
6. Funds have been identified from a specific Earmarked Reserve held within the Children's Services budget specifically for the purpose of financing these scheme proposals. Additional funds have been identified from the 'Salix' loan scheme, and from capital resources held within the Corporate Property Management capital programme

Recommendations

1. That the Director of Resources approves the design proposals and financial recommendations contained in this report to progress the proposed schedule of works required, and to enable the Vine team to relocate service provision to the former Beckett Park Primary School building.

1 Purpose of this report

- 1.1 Identify the budget for the proposed works to the former Beckett Park Primary School to enable the Vine service to relocate from its current base at the Blenheim Centre by end of the 2011/12 academic year, and to seek approval to incur capital expenditure for the estimated scheme cost in the sum of £467,110.
- 1.2 Describe the works required to the Beckett Park building to enable Vine to relocate to this site and provide the service in the long term. These works will be undertaken through Leeds City Council's Corporate Property Management service.

2 Background information

- 2.1 The Vine service was previously provided at West Leeds FLC and Blenheim Centre, Crowther Place, LS6 2ST. The West Leeds FLC building has been vandalised beyond economic repair. That building was in poor condition and has been handed to Corporate Property Management as a void property. The Blenheim Centre is also in poor condition and is unfit for long term use.
- 2.2 Funding for Vine through YPLA has been agreed by Leeds City College. Vine will be sub-contracted to Leeds City Council for the academic year 2011-12. Provided that Vine is relocated to appropriate premises Leeds City College will continue as a partner in the provision and move to provide the learning offered by Vine in the long term.

3 Main issues

Design Proposals and Full Scheme Description.

- 3.1 The project is to convert the former Beckett Park Primary School building (no longer used as a school and currently void) to a facility for the education and advancement of young people with mental & physical disabilities.
- 3.2 The building requires modification to provide access into the building and into the classrooms and facilities provided within. In addition, new care suites and toilet facilities are required along with widening of existing and provision of new doors, plus modifications to the kitchens to provide catering and teaching space. Improvements or replacement of existing mechanical and electrical services will be required including full replacement of the building's heating boiler. The building also requires decoration and new floor coverings. Asbestos removal works will also be required, and it is also intended to provide a new external entry ramp to the building. Other external works will include ramps to the upper car park, and works to external areas now overgrown and unkempt.
- 3.3 The building, since becoming void, has suffered from vandalism & theft and thus requires extensive repair where services, copper and electrical installations have been stolen or damaged.
- 3.4 The estimated cost of construction works is £424,645. CPM are to design new facilities and in partnership with Property Maintenance, the Councils in-house builder, refurbish the property for use by 'Vine'. Fees will be charged at a rate of 10% of the

budget estimate, in the sum of £42,465, which includes the cost of Building Control, M & E engineers, site surveys, and CDM fees.

3.5 Prior Approvals

3.5.1 The decision to approve the scheme and to incur the associated expenditure is included on the Council's Forward Plan, which notes the expected date of the decision as being October 2011. This is a new capital scheme, and all appropriate support is in place for the scheme to progress.

3.6 **Programme** – The strategic programme for this scheme is as follows:

Design Start	26/09/11
Design Complete	24/10/11
Out to Tender	28/10/11 (to in-house service provider)
Tender Return	30/11/11
Report to client by	07/12/11
Client approval required by	16/12/11
Start on site	09/01/12
Completion	30/03/12

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Consultation has been undertaken with Children's Services Property section to ascertain the need for Blenheim Centre site in relation to the potential future need for additional school places in the Woodhouse area of the city. Public consultation on this will be undertaken by Children's Services where necessary.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Vine service users are aged 19-25 years with multiple, severe, complex or profound learning difficulties and/or disabilities. The Vine services provide learning for life skills and other progressive schemes of learning and qualification.

4.3 Council policies and City Priorities The council has a duty to ensure there is sufficient high quality learning provision available to meet the need of all young people up to the age of 19 and young people up to the age of 25 where they have Special Educational Needs or Disabilities (SEND). The need to develop high quality SEND provision is a key priority in the cities 11-19 (25) Learning and Support Plan and finding a solution to the inadequate accommodation that Vine currently occupy is a priority within the Children's Services Asset Management Plan. The relocation of Vine also supports the one/best council objective of Sending Money Wisely by enabling the city to draw down over £600k per annum of revenue funding through the

Young People's Learning Agency. It will also provide the opportunity to reduce the £1.3 million currently spent on out of authority provision for young people with SEND. Failure to undertake this work would result in the Council not receiving the £600k per annum of learning funding and having to fund the provision through its own budget and also lead to increased spending on out of authority provision in the future.

4.3.1 With regard to potential revenue savings, the relocation of the service from two sites to one is anticipated save in the region of £147,000 per annum. The potential to provide dedicated high quality provision on the Beckett Park site is also estimated to produce long term savings to the Children's Services Special Education Needs or Disabilities budget in the region of £930,000 by being less dependent on the use of 'Independent Specialist Providers'. These potential savings were reported to the council's Asset Management Board in June 2011.

4.4 Resources and value for money

4.4.1 **Full scheme estimate** The design and construction of these works is estimated to comprise construction costs in the sum of £424,645, and professional fees and survey costs of £42,465.

4.4.2 Capital Funding and Cash Flow.

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2011 £000's	FORECAST				
			2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2011 £000's	FORECAST				
			2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	424.6		314.0	100.0	10.6		
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	42.5		30.5	10.0	2.0		
OTHER COSTS (7)	0.0						
TOTALS	467.1	0.0	344.5	110.0	12.6	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2011 £000's	FORECAST				
			2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's	2015 on £000's
RCCO (03)	300		300.0				
SALIX (22)	40.0		40.0				
Corp Propty Management (01)	127.1		4.5	110.0	12.6		
Total Funding	467.1	0.0	344.5	110.0	12.6	0.0	0.0
Balance =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Children's Services will contribute a £300,000 RCCO Earmarked Reserve revenue contribution to support the refurbishment of the Beckett Park site. A contribution from SALIX funding of £40,000 towards the cost of the boiler replacement will be

included in the overall budget. Corporate Property Management will provide the balance of funding from Capital Scheme Number 14268/000/000.

4.4.3 **Revenue Effects** - There are no additional revenue cost implications arising from this scheme. All revenue costs will be contained within existing budgets, and may produce significant revenue cost savings by the relocation of services from two separate sites into one building.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This approval of the recommendations contained within this report will be a Key Decision, as defined within the Council's Constitution, and will be subject to call-in.

4.5.2 The Director of Resources has the authority to make this decision under powers granted under Part 3 of the Council's Constitution.

4.6 Risk Management

4.6.1 Operational risk will be addressed by effective use of CDM Regulations, and close supervision of the contractor on site.

5 Recommendations

5.1 The Director of Resources is requested to:

- a) Approve the injection of £ 340,000 into the Capital Programme of which £300,000 will be a Revenue Contribution and £40,000 will be SALIX grant funding.
- b) Approve the use of a further £127,110 of Corporate Property Management funding from capital scheme 14268/000/000 within the existing approved Capital Programme.
- c) Give approval to proceed with the scheme to carry out refurbishment works at the Beckett Park site and authorise the necessary total expenditure of £467,110.

6 Background documents

6.1 None