

SCRUTINY BOARD (HOUSING AND REGENERATION)

**Meeting to be held in the Civic Hall, Leeds on
Tuesday, 30th October, 2012 at 10.00 am**

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

MEMBERSHIP

Councillors

| | | |
|-------------------|---|------------------------------|
| B Atha | - | Kirkstall; |
| D Collins | - | Horsforth; |
| J Cummins | - | Temple Newsam; |
| P Grahame | - | Cross Gates and Whinmoor; |
| M Iqbal | - | City and Hunslet; |
| S Lay | - | Otley and Yeadon; |
| V Morgan | - | Killingbeck and Seacroft; |
| D Nagle | - | Rothwell; |
| J Procter (Chair) | - | Wetherby; |
| C Towler | - | Hyde Park and Woodhouse; |
| G Wilkinson | - | Wetherby; |
| Mr G Hall | - | Co-optee (Non-voting) |

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

**Agenda compiled by:
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**Principal Scrutiny Adviser:
Richard Mills
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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 Head of Governance Services Officer at least 24 hours before the meeting).</p> | |
| 2 | | | <p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If so, to formally pass the following resolution:- <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items or information have been identified on the agenda</p> | |

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| 3 | | <p>LATE ITEM</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p> | |
| 4 | | <p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p> | |
| 5 | | <p>APOLOGIES FOR ABSENCE</p> | |
| 6 | | <p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm, as a correct record the minutes of the meeting held on 25th September 2012.</p> | 1 - 12 |
| 7 | | <p>SHLAA 2012 (LEEDS' STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT)</p> <p>To consider a report of the Head of Scrutiny and Member Development on Leeds' Strategic Housing Land Availability Assessment (SHLAA).</p> | 13 - 22 |
| 8 | | <p>UPDATE ON LOCALITY APPROACH TO PRIVATE SECTOR HOUSING REGULATION AND EMPTY HOMES</p> <p>To consider a report of the Director of Environment and Neighbourhoods on an update on the Locality Approach to Private Sector Housing Regulation and Empty Homes.</p> | 23 - 26 |

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| 9 | | NON-COUNCIL OWNED BROWNFIELD SITES To consider a report of the Director of City Development on progress in relation to Non-Council Owned Brownfield Sites. | 27 - 42 |
| 10 | | GOOD PRACTICE GUIDE TO PRE-APPLICATION ENGAGEMENT To consider a report of the Director of City Development on the development of a good practice guide to pre-application engagement. | 43 - 54 |
| 11 | | RECOMMENDATION TRACKING ON HOUSING GROWTH To consider a report of the Head of Scrutiny and Member Development on recommendation tracking on Housing Growth. | 55 - 66 |
| 12 | | COMMUNITY INFRASTRUCTURE LEVY - ESTABLISHMENT OF A WORKING GROUP To consider a report of the Head of Scrutiny and Member Development on the establishment of a Community Infrastructure Levy Working Group. | 67 - 68 |
| 13 | | POPULATION PROJECTIONS To consider a report of the Head of Scrutiny and Member Development which includes an update on the latest Census releases from ONS, the 2011 Mid-Year Estimates of Population, the Interim 2011-based Sub national Population Projections (SNPPs) and Conclusions and next steps. | 69 - 78 |

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WORK SCHEDULE

79 -
154

To consider a report of the Head of Scrutiny and Member Development on the Board's work schedule.

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DATE AND TIME OF NEXT MEETING

Tuesday 27th November 2012 at 10.00am in the Civic Hall, Leeds
(Pre-meeting for Board Members at 9.30am)

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SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 25TH SEPTEMBER, 2012

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, J Cummins,
P Grahame, S Lay, V Morgan, D Nagle,
C Towler and G Wilkinson

Mr G Hall – Co-opted Member

29 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the Scrutiny Board (Housing and Regeneration).

30 Late Item

The Chair agreed to accept the following late item of business:-

- Leeds' Strategic Housing Land Availability Assessment (SHLAA) – Report of the Head of Scrutiny and Member Development (Minute 36 refers)

The report was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

The Principal Scrutiny Adviser informed the meeting that the report was late due to the fact that information had only become available following a meeting of the Leeds SHLAA Partnership held on 18th September 2012 which had identified a number of concerns and after this agenda was published on 17th September 2012.

31 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

32 Apologies for Absence

There were no apologies reported at the meeting.

33 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 20th July 2012 be approved as a correct record.

34 Community Infrastructure Levy (CIL) - Progress on the Leeds Economic Viability Study

Referring to Minute 23 of the meeting held on 20th July 2012, the Head of Scrutiny and Member Development submitted a report and the Board received a short presentation from GVA Consultants on the methodology that

was being applied to their feasibility study on determining viability of sites for development in the city.

Appended to the report was a copy of a document entitled 'Leeds Community Infrastructure Levy – Update on progress and the commissioning of the Leeds Economic Viability Study – Report of the Director of City Development' for the attention of the Scrutiny Board.

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

- Mr Dale Robinson, GVA Consultants
- Mr Steve Speak, Deputy Planning Officer, City Development
- Ms Lora Hughes, Principal Planning Officer, City Development

At the request of the Chair, Mr S Speak introduced the report of the Director of City Development. He explained the background of CIL and referred to the procurement process which had led to the appointment of GVA consultants who were carrying out a feasibility study to determine the viability of sites for development in the city. This study was required as part of the process for the introduction of the Community Infrastructure Levy in 2014. He confirmed the consultant's fee for this work in response to a question from a Member of the Board.

A copy of GVA's presentation slides were circulated at the meeting.

In his presentation, Mr D Robinson covered the following three specific issues:-

- Providing a brief overview of the Community Infrastructure Levy (CIL)
- Outlining the purpose of the Economic Viability Study (EVS)
- Outlining Emerging Results

In summary, specific reference was made to a number of issues including:

- Clarification of the membership of the LCC Steering Group and their remit
(The Deputy Chief Planning Officer responded that this was an officer group and would provide information to various groups on the Council including this Scrutiny Board)
- Concern that affordable housing was currently outside CIL and the Government was still deliberating on this issue
- The definition of "meaningful" in the proportion of CIL that must be passed back to the neighbourhood in which the development took place
- The overall approach in testing representative samples of development typologies across a range of use classes
(The consultant advised the Board that this approach was based on guidance issued by the Royal Institute of Chartered Surveyors)

- The consultant's range of assumptions based on their development scenarios that would determine a site value would in some circumstances be less than a developer had paid for that site
(The consultant responded that clearly in these circumstances the developer had paid too much for the land and this was not their concern in terms of testing current market value)
- It was recognised that future planning obligations would have an impact in reducing land values, but the RICS guidance was that these costs should not be set at a level which stops land coming forward for development
- The fact that landowners still have in their mind land values at 2007 prices and that it would take time for perceptions to change in the light of the current economic climate
- Clarification as to whether developers would be able to challenge the Community Infrastructure Levy charging schedule once it had been established
(The consultant responded that it would be a fixed cost per metre and could not be changed once adopted, although the Council could choose to undertake the whole process again if monitoring showed it was necessary, e.g. an improvement or decline in the economy. The Deputy Planning Officer stated that clearly the report that would come forward to the Council for consideration of a proposed CIL charging schedule would offer a range of options and it would be for Members to determine the rates to be set which balances the income to be achieved against ensuring that land continued to come forward for development. He also commented that before the final rates were adopted there were a further two rounds of consultation with developers and the public and an independent examination)
- The need for sensitivity testing to be undertaken in relation to anything which reduced site values by more than 25% which could render sites not being released for development, especially for green belt sites and where sites were already owned by developers
(The Deputy Planning Officer responded and informed the meeting that sensitivity testing would be undertaken on this 25% figure)
- The need for Board Members to be provided with an A3 coloured copy of the map showing boundaries of housing characteristic areas
(The Board's Principal Scrutiny Adviser agreed to circulate this to Members of the Board)
- Clarification as to whether the CIL zones boundaries for residential have to be the same as those of the housing characteristic areas
(The Deputy Planning Officer responded that broadly they would be the same but there would be the opportunity to modify boundary anomalies and in particular to base them on physical attributes)
- Reference to the fact that the Council could opt for differential rates based on uses and geographical location rather than single rates but all differential rates would have to be based on viability evidence not policy objectives
- Clarification of the impact of Section 278 in relation to highway issues
(The Deputy Planning Officer responded and informed the meeting that under the new arrangements the Community Infrastructure Levy would

work alongside the current mechanisms of S278s and S106s for necessary mitigation measures directly relating to a specific site)

- The Board noted that it was important to keep spending local to benefit local communities
- Setting the CIL rates had to consider the impact on affordable housing as the CIL would be fixed which would leave S106 amounts of affordable housing open to negotiation
- Clarification regarding the residual valuation approach and how land values differ across Leeds based on differing sales prices
- It was noted that the Council would have to publish a list (known as the Regulation 123 list) outlining the infrastructure projects or types that it intends to fund through CIL. It was made clear that Section 106 funds cannot then be charged for the same infrastructure projects. It was reported that the LCC Steering Group was working on this issue and was a separate workstream to the current process of setting the CIL rates
- Clarification regarding the provision of schools and it was explained that if school provision in general terms was included on the Regulation 123 list you cannot then seek Section 106 funding. Schools may be required to be provided on site as part of the essential infrastructure of larger sites

RESOLVED –

- a) To note the report of the Director of City Development on the Leeds Infrastructure Levy and the commissioning of the Leeds Economic Viability Study.
- b) To note the presentation from GVA Consultants who were carrying out the Leeds Economic Viability Study which would determine the viability of sites for development in the city.
- c) That further progress reports be submitted to this Board in order to monitor the development of the Community Infrastructure Levy.

35 Section 106 consultation with Ward Members

Referring to Minute 24 of the meeting held on 20th July 2012, the Chief Planning Officer submitted a report which confirmed the arrangements for engaging and reporting the views of ward Councillors on the proposed heads of terms for Section 106 agreements.

Mr Martin Sellens, Head of Planning Services, City Development was in attendance and responded to Members' queries and comments.

Members sought clarification of the meaning of 'major' applications regarding consultation with communities and Ward Members

The Head of Planning Services responded and informed the meeting that major developments were defined as 10 or more properties for residential schemes and 1.000 sq m or more floorspace for commercial developments.

RESOLVED –

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

Draft minutes to be approved at the meeting
to be held on Tuesday, 30th October, 2012

- b) That the proposed approach to formalise the process of informing ward members about S106 agreements be endorsed in accordance with the report now submitted.

36 Leeds' Strategic Housing Land Availability Assessment (SHLAA)

The Head of Scrutiny and Member Development submitted a report with regards to the Leeds' Strategic Housing Land Availability Assessment (SHLAA).

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

- Mr David Feeney, Head of Forward Planning and Implementation, City Development
- Mr Robin Coghlan, Team Leader, City Development

At the request of the Chair, the Team Leader briefly outlined the outcome of the SHLAA Partnership meeting held on 18th September 2012. It was reported that the 2012 update was still to be finalised and that the maps/lists of sites and the charges to be made would be available at the end of October 2012.

Detailed discussions ensued on the contents of the report.

A number of issues were identified as areas of concern following the meeting of the Leeds SHLAA Partnership meeting held on 18th September 2012 including:

- The fact that sites where planning approval had been granted were in the main not being developed
- That developers were now starting a lower annual build out rate of houses on approved sites than previously expected. The East Leeds extension which would provide 3375 SHLAA dwellings would have a current build out rate of only 200 houses per annum which would take 16 years to complete. Reference was also made to a new settlement proposal near Bramham which was also of concern
- The view that some developers have an unfair advantage in being a member of the SHLAA and that membership of the SHLAA should be reviewed as a matter of urgency. The Chair referred to Royal Tunbridge Wells which did not include developers in its land availability assessment meetings. It was pointed out that the planning inspector had been critical of their process in this regard
- The concern that the Council was being too lenient with developers in meeting their development obligations

RESOLVED –

- a) That the contents of the report be noted.
- b) That a further report be prepared on the SHLAA process and membership for consideration at the next Scrutiny Board meeting in October 2012 which responded to the concerns expressed at today's meeting.

- c) That Councillor N Taggart, Chair of the SHLAA Partnership be invited to attend the next meeting and that a copy of the SHLAA Partnership agenda, reports and minutes of the meeting held on 18th September 2012 be appended to the above report.

37 Bringing Forward Brownfield Sites - Information Requested

Referring to Minute 26 of the meeting held on 20th July 2012, the Head of Scrutiny and Member and Development submitted a report on information requested with regards to bringing forward brownfield sites which included the general approach to the disposal of property.

Appended to the report Were copies of the following document for the information/comment of the meeting:

- Bringing Forward Brownfield Development Sites - Report of the Director of City Development (Appendix 1 refers)
- Development of Council-Owned Brownfield Development Sites – Report of the Director of City Development (Appendix 2 refers)

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

- Ms Christine Addison, Acting Chief Asset Management Officer, City Development
- Mr Adam Brannen, Programme Manager, City Development
- Mr Chris Gomersall, Head of Property Services, City Development
- Mr Ben Middleton, Senior Surveyor, City Development

At the request of the Chair, the Acting Chief Asset Management Officer updated the meeting on the number of Council owned brownfield sites and progress in marketing these sites for development..

In summary, specific reference was made to a number of issues including:

- Clarification if the information relating to the bringing forward of brownfield sites which included the general approach to the disposal of property was shared with Ward Members or Area Committees
(The Head of Property Services, City Development responded and stated that the disposal process could be widened as required)
- Clarification if there was another 'exempt' list of Council owned sites for disposal e.g. West Park Centre
(The Head of Property Services, City Development stated that the current list was up to date and included all properties currently allocated for disposal)
- Clarification of the range of potential options in Section 3.23 of the report that had been considered in bringing these sites forward for redevelopment
- Clarification of the current progress in relation to EASEL sites where 2 of the 8 sites had been built out. Members asked whether consideration had been given to offering these remaining sites at nil

value or minimum consideration in order to progress these sites and whether this option had been discussed with Bellway Homes
(The Programme Manager, City Development stated that the Council and Bellway have an ongoing dialogue about the EASEL sites, two of which were completed and two currently under construction - the consideration for those remaining would be subject to an agreed approach that would demonstrate viability of development and the land value resulting. A report would be presented to a future Executive Board meeting on how other sites could be packaged for disposal and where appropriate at nil or minimum consideration)

- Clarification if the West Yorkshire Fire and Rescue Service had consulted the Council regarding three identified sites which may be surplus to requirements
(The Senior Surveyor, City Development informed the meeting that there was an ongoing dialogue with the West Yorkshire Fire and Rescue Service)
- Clarification of how closely Asset Management were working with Children's Services regarding Primary School accommodation on Council owned sites
(The Senior Surveyor, City Development informed the meeting that they were conscious of the pressures and as a result they were working very closely with Children's Services in this regard)
- Clarification of how many houses could be built on the brownfield sites listed and the view was expressed by the Board that all 76 brownfield sites should be included in the SHLAA process and count against the 5 year land supply and not be classified as windfall sites

RESOLVED –

- a) That the contents of the report and appendices be noted and welcomed.
- b) That this Board recommends to the Director of City Development that all brownfield sites should be included in the SHLAA process and count in the 5 year land supply and housing target set for the Council and not be classified as windfall sites.
- c) That the list of Council owned brownfield sites submitted to this Board be circulated to all Members of Council for their information and attention.
- d) That regular updates to this list be provided by the Director of City Development and circulated to all Members of Council.
- e) That a further progress report on the disposal of Council owned Brownfield sites listed at today's meeting be submitted to this Board in 6 months time.
- f) That the Board will consider a report on non Council owned brownfield sites at its meeting in October 2012.

38 Former residential properties utilised for non residential/community/office purposes

The Chief Officer, Statutory Housing submitted a report on the work undertaken to date by the Asset and Development Team, in assessing the 49

residential properties (which form part of the ALMO Management agreement) being used for non residential, community or office or office purposes.

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

- List of properties being used for non residential, community or office purposes (Appendix 1 refers)
- Action Plan for properties being used for non residential, community or office purposes (Appendix 2 refers)

Ms Laura Kripp, Investment and Asset Manager, Environment and Neighbourhoods was in attendance and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:

- Clarification of the sheltered flat arrangements in relation to Queensview and the local circumstances involved
- Clarification of the Queenswood Court arrangements and the ALMO assessment criteria
- Clarification why Glendales, Leeds 9 was not on the list for non residential, community or office purposes
(The Investment and Asset Manager responded and informed the meeting that it was work in progress. She agreed to check on what the building was being used for locally)
- Clarification if Queensview had their own furniture
(The Investment and Asset Manager responded that she would check the facilities at the complex)
- Whilst Members wanted as many former residential properties as possible to be placed back in to residential use it recognised that this process needed to be done sensitively and in circumstances where there was community use consultation and a rationalisation of resources where possible

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Board notes and welcomes the action plan (Appendix 2 refers) which sets out the approach to deal with former residential properties utilised for non residential, community and office purposes.
- c) That a progress report on implementing the Action Plan be submitted to a future meeting of this Board.

(Councillor D Nagle left the meeting at 12.45pm during discussions of the above item)

39 Initial Findings following Completion of the Consultation on Proposed Major Changes to Housing Policy

The Head of Scrutiny and Member Development submitted a report on initial findings following completion of the consultation on proposed major changes to Housing Policy.

Appended to the report was a copy of the following document for the information/comment of the meeting:

- Scrutiny Board (Housing and Regeneration) Working Group's submission to the Consultation on Proposed Major Changes in Housing Policy – Minutes of a meeting held on 3rd September 2012

The Board noted that Councillor P Grahame was in attendance at the Working Group meeting held on 3rd September 2012. The Board's Principal Scrutiny Adviser apologised for this omission and agreed to amend his records accordingly.

In addition to the above documents, a summary of the results received to date was circulated at the meeting.

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

- Mr Robert McCartney, Head of Housing Support, Environment and Neighbourhoods
- Ms Kathryn Bramall, Leeds Homes Policy Manager, Environment and Neighbourhoods
- Ms Megan Godsell, Housing Policy Manager, Environment and Neighbourhoods

In summary, specific reference was made to the following issues:

- Clarification of how the survey was undertaken
(The Leeds Homes Policy Manager responded and outlined who had been consulted and the method by which this had been done)
- Clarification of the other representatives and organisations who had been consulted and on the number of tenants who had been interviewed face to face
(The Leeds Homes Policy Manager responded and outlined the consultation arrangements. It was reported that no face to face consultation had been undertaken with tenants)
- The Board expressed concern that a response rate of 200 replies to the consultation survey when there were approximately 57,000 Council tenants was too low to be of any value. Members were surprised that there was no alternative to the online survey referred to when it had been previously acknowledged by the Council that online surveys did not work, especially for elderly tenants
(The Head of Housing Support responded and stated that the three ALMOs had been asked to undertake consultation of its tenants and

were due to report back this week, but Members wondered if this should have been left to the ALMOs)

- The Board confirmed that its comments on the proposed changes to housing policy and set out in the minutes of the Working Group held on 3rd September 2012 were its formal response to the consultation. It was noted that these had been forwarded to the Director of Environment and Neighbourhoods. The Board asked that the Head of Housing Support highlight the Scrutiny Board's submission in its report to the Executive Board on the outcome of its consultation
(The Head of Housing Support confirmed that he would highlight the Scrutiny Board's submission to the consultation in his report to the Executive Board and point out the concerns the Board had on the validity of the consultation undertaken)

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) To approve the minutes of the Working Group held on 3rd September 2012 as the Board's formal submission to the consultation on major changes to the Council's housing policy which had been submitted to the Director of Environment and Neighbourhoods prior to this meeting.

40 2012/13 Q1 Performance Report

The Assistant Chief Executive (Customer Access and Performance)/ Directors of Environment and Neighbourhoods and City Development submitted a report summarising the performance against the strategic priorities for the council and city related to Housing and Regeneration Scrutiny Board.

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

- Appendix 1– Performance Reports for 2012/13 Quarter 1 City Priority Plan
- Appendix 2 – Directorate Priorities and Indicators

RESOLVED –That the contents of the report and appendices be noted.

41 Work Schedule

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

Appended to the report was a copy of the following documents for the information/comment of the meeting:

- Revised Scrutiny Board (Housing and Regeneration) Work Schedule for 2012/2013 Municipal Year (Appendix 1 refers)
- Executive Board – Minutes of a Meeting held on 5th September 2012 June 2012 (Appendix 2 refers)
- Forward Plan of Key Decisions – 1st October 2012-31st January 2013 (Appendix 3 refers)

Draft minutes to be approved at the meeting
to be held on Tuesday, 30th October, 2012

The Principal Scrutiny Adviser, Scrutiny Support presented the report and responded to Members' queries and comments.

RESOLVED -

- a) That the contents of the report and appendices be noted.
- b) That the Executive Board minutes and Forward Plan be noted.
- c) That the work schedule be approved as now outlined.

42 Date and Time of Next Meeting

Tuesday 30th October 2012 at 10.00am in the Civic Hall, Leeds
(Pre-meeting for Board Members at 9.30am)

(The meeting concluded at 1.35pm)

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 30th October 2012

Subject: SHLAA 2012 (Leeds' Strategic Housing Land Availability Assessment)

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|--|------------------------------|--|
| 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 |

Introduction

1. At the last Scrutiny Board meeting Members identified a number of areas of concern regarding the SHLAA process. This followed a meeting of the Leeds SHLAA Partnership on 18th September 2012.
2. Members requested that the Director of City Development submit a further report to today's meeting on the SHLAA process and on the membership of that body. Members requested that a copy of the SHLAA Partnership agenda, reports and minutes of the meeting held on 18th September 2012 be appended to his report.
3. Members also asked that Councillor N Taggart, Chair of the SHLAA Partnership be invited to attend today's meeting to participate in the discussion. Councillor N Taggart has accepted the invitation and will attend the Board meeting for this item.

Directorate's Report

4. A report of the Director of City Development is attached for the consideration of the Board.

Recommendations

5. Members are asked to
 - (i) consider and comment on the report of the Director of City Development concerning the Leeds' Strategic Housing Land Availability Assessment (SHLAA).

(ii) determine what further action, if any, the Board wished to undertake on this matter.

Background documents¹

6. Scrutiny Report into Housing Growth, October 2011.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Report of the Director of City Development

Report to: Scrutiny Board (Housing and Regeneration)

Date: 30 October 2012

Subject: SHLAA 2012

| | | |
|--|------------------------------|--|
| 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. This report describes the preparation of the SHLAA 2012 Update and considers issues raised by the Chair of Scrutiny (Housing and Regeneration), Cllr Procter including whether house builders have undue influence in the process and the build-out-rates suggested for the SHLAA new settlement site, Spen Common Lane, near Bramham.

Recommendations

Scrutiny Board (Regeneration) is recommended to:

- i). note and comment on the contents of the report.

1. Purpose of this Report

- 1.1. The Principal Scrutiny advisor emailed the following to Cllr Taggart as the basis for the inquiry into the SHLAA 2012:
- The fact that sites where planning approval has been granted are in the main not being developed.
 - That developers are now stating a lower annual build out rate of houses on approved sites than previously expected. The East Leeds extension which will provide 9,000 houses will have a current build out rate of only 200 houses per annum which will take 40 years to complete. Reference was also made to a site in Bramham which was also of concern.
 - The view that some developers have an unfair advantage in being a member of the SHLAA and that membership of the SHLAA should be reviewed as a matter of urgency. The Chair referred to Royal Tunbridge Wells which did not include developers in its land availability assessment. It was pointed out that the planning inspector had been critical of this fact.
 - The concern that the Council is being too lenient with developers in meeting their development obligations.

2. Background Information

- 2.1. Essentially, the Strategic Housing Land Availability Assessment (SHLAA) seeks to identify and assess all land that could be used for housing development with estimates of how many dwellings could be delivered and when. It is evidence designed to inform the preparation of plans, including Leeds' Core Strategy and Site Allocations Plan and inform the 5 year supply. SHLAAs became a requirement of all local authorities in England from the mid 2000s. National practice guidance was issued in July 2007.
- 2.2. Preparation of Leeds' SHLAA commenced in 2008 with the setting up of a Partnership of external housing interests, agreement of a methodology and assessment of over 700 sites. The exercise completed in 2009 and the final reports were published early 2010. The SHLAA is updated annually to adjust delivery prospects of sites against new information and to consider new sites. The first update was in 2011 and published in December of that year. The 2012 Update is the subject of this report.
- 2.3. The SHLAA was called in for Scrutiny in 2011 and a substantial review was carried out. In particular the scrutiny exercise examined the role of the Partnership and whether housebuilders have an undue influence on the outcome of the SHLAA. As a result, officers reviewed the approach of all neighbouring local authorities and all of the Core Cities in England. On request of the Chair, the approach of Royal Tunbridge Wells was also examined because they had not set up a SHLAA partnership. The conclusion was that most authorities allowed the housebuilding industry as much if not more influence on their SHLAAs than Leeds. Tunbridge's planning inspector found their SHLAA flawed for not having input from housebuilders.

3. Main Issues

Leeds' SHLAA 2012 Update

- 3.1. As an overview, the update divides into two parts. One involves updating details of existing sites where new information is available. The other involves consideration of new sites. The process starts with officers undertaking the update and reaching conclusions. The new information is then circulated to members of the SHLAA Partnership for comment, with a meeting held to discuss points of disagreement and seek to agree revised conclusions.

Updates of Existing Sites

- 3.2. Each SHLAA Update has a base-date of 1st April. This is to ensure that all sites are updated to a consistent point in time. The main source of new information is the progress made with planning applications and with construction on site. Where full planning permission had previously been granted, checks are made through Building Control records to ascertain the number of dwellings commenced construction and the number of dwellings completed. Where outline permissions had previously been granted, checks are made to see whether reserved matters applications have been received and whether they have been granted. This information provides the basis for updating the future annual delivery predictions of individual sites.
- 3.3. It is also necessary to review the sites which had dwellings expected to complete during the last year. Where construction has not commenced, it is necessary to try to ascertain whether the scheme is delayed and by how much, or whether it is abandoned. As such, the delivery of dwellings needs to be reapportioned accordingly.
- 3.4. Site update information is provided to Partnership members in the form of spreadsheets that illustrate the changes in annual dwelling apportionment and a brief or coded explanation of the reason for the change.

New Sites

- 3.5. The City Council accepts submissions of new sites all year round. For each annual SHLAA update there has to be a "cut-off" point whereby only those new sites submitted up to that date can be included in that year's assessment. Exceptionally, the 2012 Update dealt with a particularly large number of new sites as a result of a "Call-for-sites" exercise carried out in March 2012. This was designed to attract submissions of land for employment and retail uses, but had the indirect effect of generating over 100 submissions of housing land and even more mixed-use submissions involving some housing potential.
- 3.6. The process for considering new sites is as follows
- i. The submission is expected to include key details including a clear map of the site boundary, availability (eg when tenants will vacate, site assembly issues,

- active involvement of housebuilders etc), constraints (eg access to a highway, contamination, etc) and achievability (ie how many dwellings and annual delivery)
- ii. Officers to check whether site submission is for entirely new land, or overlaps or is subsumed within existing SHLAA sites. If there is overlap, judgements have to be made about whether to extend existing sites, or create new. The SHLAA has facility to record submitted sites as “dormant” if the land is included in another site. This avoids double counting of dwellings but keeps an audit trail of site submissions.
 - iii. All sites are given a unique SHLAA reference number
 - iv. Officers to have the site boundaries digitised to provide an accurate measurement of gross site size and for site identification purposes
 - v. Officers to assemble an array of site details including existing planning designations (eg Minerals Safeguarding Areas, levels of flood risk) and constraints (eg high pressure gas pipelines) and other attributes (eg public transport accessibility and housing market strength).
 - vi. Officers calculate the dwelling capacity of the site using an agreed standard methodology. Essentially, this ascribes an assumed density of dwellings for different zones of Leeds (City centre, edge of city centre, other urban areas, edge of urban areas and other rural areas) and an assumed net developable area depending on the size of site.
 - vii. The site details help the officer to draw conclusions on suitability, availability and achievability which are provided as written narratives
 - viii. The site details also help the officer to draw conclusions on likely dwelling delivery years.

The role of the Partnership

- 3.7. When officers have completed the update work, a Partnership meeting date is agreed and material is emailed to Partnership members around 2 or 3 weeks before the meeting date in order to provide enough time for members to give proper consideration to the material. Partnership members are asked to raise “queries” on those sites where they feel the conclusions ought to be changed. They are asked to set out the reasons why a conclusion ought to be changed. It is convention that the details and conclusions of sites that are not “queried” are agreed by default.
- 3.8. For the 2012 Update, material was emailed to Partnership members on 31st August ready for the Partnership meeting on 18th September. Queries were received from two of the housebuilder representatives (Rebecca Wasse of Barratt David Wilson Homes and Chris Hull of Persimmon Homes) who reviewed the site material together) and from the community representative (George Hall). Officers had a day before the Partnership Meeting to investigate the queries so that an informed response could be given at the meeting.
- 3.9. The Partnership meeting on 18th September was attended by the following members:

Cllr Neil Taggart (Chair)
David Feeney (LCC Planning Officer)
Robin Coghlan (LCC Planning Officer)

Charlotte Brown (Renew)
Dilys Jones (Homes and Communities Agency)
George Hall (Community representative)
Rebecca Wasse (Barratt David Wilson Homes)
Chris Hull (Persimmon Homes)
Steve Varley (Ben Bailey Homes)

- 3.10. Apologies were given by:
Steve Speak (LCC Planning Officer)
David Cooke (Campaign for Protection of Rural England)
Prew Lumley (Leeds Property Forum)
Andy Haigh (Leeds City Region)
- 3.11. The Partnership meeting considered 63 queried sites and reached consensus on all of them. Some had conclusions and delivery figures altered; others stayed the same. It was agreed that an additional week would be given for members to respond to an update paper that had only been circulated on the morning of the meeting. This concerned reapportionment of dwellings from schemes that had been expected to deliver dwellings in 2009/10, 10/11 and 11/12. Rebecca Wasse asked if officers could provide a list of sites on previously developed land (PDL) with a substantial number of dwellings that were apportioned to medium term years in the 2011 SHLAA Update. Her concern was that very large schemes (in the order of 500 dwellings) could have large numbers of dwellings moving into the short term years.
- 3.12. Agreement was given through email to the reapportionment table circulated on the morning of the SHLAA Partnership meeting.
- 3.13. A list of sites with 70 or more dwellings in the key year of 2016/17 were circulated on 27th September with suggestions for re-apportioning delivery. This was subsequently accepted as agreed.
- 3.14. On reflection after the Partnership Meeting, George Hall raised concern about the build-out rates for the Spen Common Lane (ref 3391). This is addressed below.

Influence of Housebuilders on the Process

- 3.15. The national practice guidance sees house builders as key stakeholders to be involved as an integral part of the SHLAA process. Paragraph 12 of the guidance states they
- “... should be involved at the outset of the Assessment, so that they can help shape the approach to be taken. In particular, house builders and local property agents should provide expertise and knowledge to help the partnership to take a view on the deliverability and developability of sites, and how market conditions may affect economic viability.”
- 3.16. This advice is unequivocal. It means that SHLAAs that exclude house builders from the process or are structured to unduly diminish or over-ride their views on site deliverability and viability will be contrary to national guidance. In these circumstances the SHLAA is likely to be viewed as an unreliable piece of evidence

in support of Development Plans such as Leeds' Core Strategy and Site Allocations Plan. As these plans are subject to independent examination, and because housing growth will be the most important issue in these plans, the SHLAA will be a key piece of evidence that needs to be considered "sound" by the Planning Inspector.

- 3.17. It is considered that the Leeds SHLAA Partnership is structured to satisfy the requirement of national planning guidance of enabling house builders to influence the SHLAA conclusions but to also enable council officers and other partnership members to hold that influence in check through dialogue and reliance on evidence to inform conclusions as much as possible.

Spen Common Lane, Bramham

- 3.18. This is an exceptionally large SHLAA site with potential to provide a new settlement of circa 5,000 dwellings. It was submitted by the University of Leeds that owns this land east of the A1(M) and north of the A64.
- 3.19. There are major questions still to be resolved about whether this proposal should be taken forward in principle. These need to be decided through the plan making process rather than through the SHLAA. However, the SHLAA does have a role in recognising the potential of the site, including how many dwellings could be delivered over what period. It is the latter point that has become a matter of dispute, following the apparent consensus conclusion at the SHLAA Partnership meeting of 18th September.
- 3.20. The submission by Leeds University suggested a capacity of up to 5,000 dwellings and anticipated a completion rate of 300 – 400 dwellings per annum depending on market conditions.
- 3.21. After digitising the site boundary to give a site area of 261 hectares and potential for 5881 dwellings using the standard methodology, officers proposed the following build-out rate. As a Green Belt site it is standard practice¹ to put the dwellings into the long-term years:

| | |
|---------|-------|
| 2023/24 | 200 |
| 2024/25 | 400 |
| 2025/26 | 400 |
| 2026/27 | 700 |
| 2027/28 | 700 |
| 2028/29 | 700 |
| 2029/30 | 700 |
| 2030/31 | 700 |
| 2031/32 | 500 |
| Total | 5,000 |

- 3.22. This was the delivery trajectory sent out by officers to Partnership members. It was raised as a query site and Chris Hull, housebuilder for Persimmon Homes

¹ Standard practice for the SHLAA, but the Site Allocations Plan could determine earlier releases for sites that might be allocated

suggested that 700 dwellings per annum would be unusually high. Reference was made to the Sharp Lane site in Middleton only delivering 150 dwellings p.a. It was agreed that 200 dwellings p.a. would be appropriate with a 100 dwellings in the first year to account for the fact that a lot of facilitating infrastructure would be necessary in the first year before work could commence on the dwellings.

- 3.23. After the meeting, George Hall reflected on the implications of the revised build-out rate conclusion and discussed the matter with Cllr Procter who is the chair of the Scrutiny Board (Housing and Regeneration). He was concerned that an unduly low build-out rate would reduce the contribution that this site would make over the life of the Plan, potentially leading to the unnecessary release of further sites. Whilst the Bramham New Settlement proposal has no status at this stage, it was nevertheless considered that it warranted making the issue an emergency item for the Scrutiny Board meeting on 25th September 2012.
- 3.24. As a result of the Scrutiny meeting, officers emailed the SHLAA Partnership to re-open the matter of the build-out rate for the Bramham New Settlement site. It was pointed out that the submitter (University of Leeds) had suggested a build-out-rate of 300-400 dwellings p.a. subject to market conditions, and this information had not been included in the material circulated to SHLAA Partnership members prior to the SHLAA Partnership meeting on 18th September. It was also pointed out that the SHLAA site east of Garforth with a capacity of over 6000 dwellings had had a build out rate of 420dpa agreed in the 2011 SHLAA update.
- 3.25. Further comments were sent by email, including evidence of build rates from new settlements in Newcastle and Cheshire. Taking new evidence and comments into account a suggestion by officers was made to revise the build-out-rate to 350dpa, and giving a deadline for responses. A further suggestion to revise the build-out-rate to 300dpa was made by Charlotte Brown, representing Renew. At the time of writing no conclusion had been made on this point.

4. Corporate Considerations

- 4.1. The SHLAA forms part of the evidence base to support preparation of plans including the Core Strategy. Adoption of the Core Strategy is recognised as a corporate priority.

5. Consultation and Engagement

- 5.1. The SHLAA is subject to input from local housing interests through the SHLAA Partnership. This input is a requirement of national planning good practice guidance.

6. Equality and Diversity / Cohesion and Integration

- 6.1. The SHLAA is one element in the wider planning process that can help to ensure that Leeds' housing needs are met. This raises equality issues in terms of access of different groups to housing.

7. Council Policies and City Priorities

- 7.1. The SHLAA is a key piece of evidence to support preparation of the Core Strategy and other plans of the Local Development Framework. The Core Strategy, plays a key strategic role in taking forward the spatial and land use elements of the Vision for Leeds and the aspiration to the 'the best city in the UK'. Related to this overarching approach and in meeting a host of social, environmental and economic objectives, where relevant the Core Strategy also seeks to support and advance the implementation of a range of other key City Council and wider partnership documents. These include the Leeds Growth Strategy, the City Priority Plan, the Council Business Plan and the desire to be a 'child friendly city'.

8. Resources and value for money

- 8.1. The SHLAA is prepared within the context of the LDF Regulations, statutory requirements and within existing resources.

9. Legal Implications, Access to Information and Call In

- 9.1. The SHLAA is being prepared within the context of the LDF Regulations, national planning guidance and statutory requirements.

10. Risk Management

- 10.1. As discussed in Section 3, the SHLAA needs to be prepared according to national planning practice guidance in order to be considered "sound" as a key piece of evidence to support plan making, including the Core Strategy. As such, there is a risk that if the SHLAA methodology and process is altered so that it does not accord with national practice guidance, the Core Strategy will be found unsound at examination and not be adopted.

11. Conclusions

- 11.1. This report provides a summary of the preparation of the SHLAA 2012 Update and the issues of whether house builders have undue influence in the process and the build-out-rates suggested for the SHLAA new settlement site, Spen Common Lane, near Bramham. The summary provides basis for discussion and further scrutiny enquiry into the SHLAA.

12. Recommendations

- 12.1. Scrutiny Board (Regeneration) is requested to:
- i). note and comment on the contents of the report.

Report of Director of Environment and Neighbourhoods

Report to Housing and Regeneration Scrutiny Board

Date: 30th October 2012

Subject: Update on Locality Approach to Private Sector Housing Regulation and Empty Homes

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

Summary of main issues

1. Safer, Stronger Communities Scrutiny Board's April 2012 report into the private rented sector recommended a targeted locality approach to regulation in the private rented sector to compliment the existing city wide arrangements.
2. The Executive Board has allocated £1m per annum over the next three years, subject to continued receipt of the New Homes Bonus, to support the development and implementation from April 2012 of locality working arrangements for the private rented sector and empty homes work.
3. Progress has been made in developing a staffing structure to deliver the new working arrangements alongside potential capital streams such as funding Compulsory Purchase Orders and providing a recyclable loans fund.
4. Consultation with the Council's Environmental Locality teams is underway to agree target areas and discussions are also underway with Registered Social Landlords, ALMOs and Private Landlord Associations to agree a joined up approach.

Recommendations

5. Housing and Regeneration Scrutiny Board is requested to note the progress made against recommendation 1 from the Safer, Stronger Communities Scrutiny report into the Private Rented Sector (2012)

1 Purpose of this report

- 1.1 The purpose of this report is to update the Housing and Regeneration Scrutiny Board on progress against recommendation 1 of the Safer Stronger Communities scrutiny enquiry into Private Rented Sector Housing.
- 1.2 Recommendation 1 was that the Executive Board
 - 1.2.1 supports the principle of adopting a more proactive and targeted integrated management approach in addressing those areas of the city that have greater housing and environmental needs and
 - 1.2.2 requests the Director of Environment and Neighbourhoods to work closely with the Housing Regulation Team and Locality to begin developing this approach based upon the existing locality working model and neighbourhood planning principles of working collaboratively with other key council services, partners and landlords to maximise and target resources effectively and
 - 1.2.3 requests the Director of Environment and Neighbourhoods to identify potential “hot spot” areas of the city to undertake a pilot of this approach and
 - 1.2.4 requests the Director of Environment and Neighbourhoods to report back progress to the Executive Board and Scrutiny Board within the next six months on implementing the above

2 Background information

- 2.1 The Safer Stronger Communities Scrutiny Board carried out an investigation into Private Rented Sector in 2011 and published its report in April 2012.
- 2.2 The Board made a number of recommendations which were endorsed by the Executive Board. One general progress report have been given to the Housing and Regeneration Scrutiny Board.
- 2.3 The report noted that existing arrangements were demand led and at a city wide level in regulating the private rented sector and tackling empty homes. The report also noted that this approach had enabled the Council to address its statutory duties to regulate standards in the private rented sector and in mandatory licensing. The Board also noted the positive work done a city wide level to return empty homes back into use.
- 2.4 However, One of the report’s conclusions was that a locality approach to regulatory and empty homes activity linking up with existing locality working arrangements would compliment existing city wide arrangements and have a greater impact in priority areas of the city.
- 2.5 The Board requested a specific update on this recommendation after 6 months.

3 Main issues

- 3.1 On 5th September 2012 the Executive Board approved a package of measures for investment in Housing over the next three years. Within this package £1.5m was set aside for private sector housing from the New Homes Bonus received by the Council. Of this £1.5m, £1m per annum over the three year period, subject to the continued receipt of New Homes Bonus, was allocated to the development of measures to tackle private rented sector regulatory and empty homes work in localities. The funding will be available from April 2012.
- 3.2 The funding will be split between developing a team of officers to work in targeted localities and capital measures such as funding for Compulsory Purchase Orders and recyclable loans for improving conditions within private rented housing.
- 3.3 A budget has been drawn up to reflect the above proposals and a staffing structure is set to be approved by the Director in November 2012. Current operating procedures are also being reviewed alongside the development of the staffing proposals. Whilst officers must continue to work within existing legal regulations it is the intention to move cases more quickly through to conclusions in order to make a difference.
- 3.4 Discussions have taken place and are continuing to take place with the three Environment Locality Managers so that work can be coordinated in agreed target areas. Discussions have also begun with both Registered Social Landlords and ALMOs within the targeted areas so that there can be a joined up approach to improving areas.
- 3.5 A pilot is underway within Burmantofts albeit without the additional resources which will not be available until April. But it will allow officers to test the approach and prepare for full operations from April 2012.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.5 Consultation is underway at a number of levels, with staff regarding the new structures and ways of working, with partners about joined up approaches and with private landlord associations to engage their support.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The proposals should enable housing conditions in the poorest quality private rented stock to be improved. This will help contribute to improving the lives of those most in need.

4.3 Council policies and City Priorities

- 4.3.1 The proposals are in line with the Council's policies and priorities. Areas for activity will be chosen inline with the Council's existing priority areas. The work will also assist the Council to achieve one of its top 25 targets of returning empty homes into use.

4.4 Resources and value for money

- 4.4.1 £1m per annum has been made available by the Executive Board for the next three years. This will be subject to continued receipt of the New Homes Bonus. However the work will increase opportunities for the Council to earn New Homes Bonus.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Officers will continue to operate within their existing powers, although there will be quicker processes put in place. Discussions are underway with the Council's Legal Services as this new approach may lead to increased numbers of compulsory Purchase Orders.
- 4.5.2 The Executive Board decision was eligible to call in. The staffing restructure proposals will be eligible for call in.

4.6 Risk Management

- 4.6.1 The Council's normal risk management procedures would be applied. Staff working alone externally have strict guidelines for their protection.

5 Conclusions

- 5.1 The provision of funding by the Executive Board has meant that the Scrutiny Board recommendations can be acted upon with effect from April 2012.
- 5.2 Work is underway with partners to develop the locality working model. The approach will not be fully successful without support from partners.
- 5.3 The pilot underway in Burmantofts will support the development of the locality working model.

6 Recommendations

- 6.1 Housing and Regeneration Scrutiny Board is requested to note progress made against recommendation 1 from the Safer, Stronger Communities Scrutiny report into the Private Rented Sector (2012)

7 Background documents¹

- 7.1 Safer, Stronger Communities Inquiry report into the Private Rented Sector (2012)

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Report of the Director of City Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 30 October 2012

Subject: Non-Council Brownfield Sites

| | | |
|--|------------------------------|--|
| 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

This report and associated appendix provide details of brownfield sites outside of the Council's ownership and issues relating to their viability for development.

Recommendations

Members are asked to note the report and offer comment on the issues raised.

1. Purpose of this report

- 1.1 At its meeting in July, Scrutiny Board considered an initial paper on brownfield land in the city, which offered a broad picture of the recent history of development, ownership and development interests, the role of Planning and future prospects for development.
- 1.2 In follow up to this the Board requested:
 - (i) a list of all Council owned brownfield sites and buildings in the city showing how long they have been declared surplus to requirements, what marketing has been undertaken and what incentives have been offered to encourage redevelopment of those brownfield sites;
 - (ii) a list of non Council owned land that are brownfield sites that have been declared not viable and the reasons why they are not viable and what has been offered to move those sites forward for redevelopment.

- 1.3 Details in respect of the first request were provided to the Scrutiny Board meeting on 25th September. This report provides details in respect of the second request, based on information available to the Council.

2. Background information

- 2.1 The report presented to Scrutiny Board on 20 July 2012 provided an overview of the issues relating to the development of brownfield development land in the city.
- 2.2 This noted that a significant feature of Leeds renaissance in the last 10-15 years has been the re-use of brownfield land to accommodate new residential developments. However since the 'credit crunch' of 2007/8 and the subsequent economic downturn, the property and development markets have made a significant withdrawal from development of housing on previously used sites.
- 2.3 In the city centre, land that was previously purchased at 'pre-crunch' values and not developed has remained fallow due to the inability to develop and sell flats at the densities required to make the originally anticipated commercial return and to recoup the purchase costs. In some cases these sites have returned to the lending bank's ownership due to the liquidation of the companies set up to purchase and develop them.
- 2.4 Sites in non-central marginal locations that previously would have been capable of delivering small commercial profit or land value can now be described as sub-marginal and some way from being of interest to house builders. This has been exacerbated more recently by the swing towards greenfield development following the release of Phase 2 & 3 UDP land for planning applications, which has resulted in some refocus of the local development industry away from inner city and estate locations towards profitable current and future edge of city opportunities.
- 2.5 The proportion of residential completions on brownfield land in Leeds grew from 53% in 1997 to a peak of 97% in 2006. The trend has subsequently been downward, with 86% of completions on brownfield land in 2011.
- 2.6 House-building is also increasingly being focused away from inner areas and towards outer areas with pressures on greenfield locations. Whilst this pattern seems meet with demand from purchasers, it does not reflect the location of existing housing needs within the existing urban areas.
- 2.7 There is also a general re-focus of the house building industry away from apartments towards family homes, which has resulted in revised approaches to many sites. However in Leeds the student new build flats market is still quite buoyant in the city centre and its western edges, showing a definite trend away from traditional houses in multiple occupation for student accommodation.
- 2.8 Developers with planning permission in the city centre for major mixed use development are also beginning to indicate schemes may be progressed in the near future with an emphasis on the retail/commercial side rather than the residential elements.

3. Main issues

- 3.1 Appendix 1 shows a list of over 130 non-Council owned brownfield sites in Leeds, with details of their location, size and where known, issues relating to their viability and development. These are sites that are vacant and available for development – sites that have existing uses on them are excluded.
- 3.2 The housing capacities shown for sites in the list are based on past or existing planning permissions or figures from the Strategic Housing Land Availability Assessment – in some cases therefore they are notional and remain to be tested through worked up proposals for development. Sites with indicative capacity below 10 units have been excluded from the list.
- 3.3 The list of sites has been generated through a number of sources - the Council has more information about some sites than others:
- The Unitary Development Plan sets out sites formally allocated for residential development, with indicative housing capacities;
 - Under the 2011 SHLAA process land owners and agents submitted information about land that may currently be in use but which could in the future be considered as brownfield development sites and which may now be coming forward as 'windfall sites';
 - Some third party sites are located within regeneration areas where the Council works in partnership with landowners in seeking to achieve appropriate development of their sites.
 - Other sites have been subject to planning applications and there is therefore information to draw on to evidence development proposals and an understanding of why these may not have moved forward.
- 3.4 For some sites however the Council may not have any relationship with the landowner, no background information and no planning applications may have been submitted in recent years, which means information about the intentions of the owner are not known.
- 3.5 Those sites that have a residential planning allocation or a permission in place but which have not yet been developed may not necessarily be constrained for financial reasons. There may be additional land assembly or partnership activities to be completed, planning and design requirements to resolve or the landowner may be awaiting better market conditions to place a site on the market for consideration for purchase by developers. However financial viability is cited as the most common reason from developers for holding back development of brownfield sites.
- 3.6 There is no formal process or definition for establishing viability of a site, each landowner or developer will approach this differently. However, generally the ability to realise a development will depend on the purchase cost of the land (or the value aspirations of the landowner), the costs of developing it and meeting planning requirements and the likelihood of selling the developed products at a price that recoups the cost and makes an acceptable profit.

- 3.7 Analysis of planning data indicates that there has been a change in the pace at which all housing development is coming forward following granting of planning permissions. At the height of the market in 2008/9, 50% of completed housing units related to consents within the previous 3 years and only 5% of completions relating to those over 5 years old. By 2010/11, 35% of completions related to consents less than 3 years old and 54% to those over 5 years old.
- 3.8 The time it takes for developers to start on-site following granting of planning approval is therefore generally increasing. This is often attributed to the difficulties in accessing development finance faced by some house builders and a shortage of mortgage availability for potential buyers that combine to create commercial uncertainty and an uneconomic business case for development.
- 3.9 There does appear to be a small reduction in build-out rates once developers have started construction, although once a start-on site is achieved this is indicative of commercial confidence and a level of certainty that a scheme can be fully built and sold.
- 3.10 In response to viability issues within the house building industry and in support of maintaining momentum in delivering new homes in the city, the Council put in place an interim Affordable Housing Policy in June 2011. This reduced the proportion of affordable homes required on sites providing more than 15 units: from 30% to 15% in the outer and inner suburbs and from 15% to 5% in inner areas and the city centre (the proportion was increased from 30% to 35% in outer areas). The revised policy position enables a developer more scope to recover the costs of development by reducing the profit foregone in providing affordable housing and allowing more housing to be sold at market rates.
- 3.11 Some developers with planning permission have approached the Council with formal requests to reduce the s106 planning requirements attached to site development consents. An independent development appraisal is commissioned to assess the viability of the scheme in question to identify whether there is a financial justification for reducing the obligations. The Local Planning Authority undertakes consultation with ward members before taking any decision to implement any changes.
- 3.12 Developers are also able to apply for extensions of time in their planning permissions to keep a consent live for a longer period and to provide more time to address any viability issues. This also saves the applicant the additional cost of a new planning application, which can be significant for large residential schemes. The standard planning permission is for 3 years, applications for extension can lengthen this to 5 years.
- 3.13 The Government's Homes and Communities Agency has provided financial support to help address financial blockages. The HCA has provided significant funding nationally to developers through programmes such as Kickstart, HomeBuy Direct and the current Get Britain Building fund, to assist developments that are ready with planning permissions or which have been stalled and to provide purchase support to home buyers through equity loans and assistance with deposits.

- 3.14 Developers in Leeds have been able to access this range of support for developments for schemes in Gipton, Seacroft, Hunslet, Pudsey and Armley; the development at Yarn Street next to the River Aire being an example, where a new residential community is emerging on a long derelict brownfield site.
- 3.15 However, the amount of funding available is limited nationally and cannot address the needs of all sites or developers in the city. Outside of London the average size of sites supported by Get Britain Building is 60-70 units. Such support also requires a scheme to be 'shovel ready' and in reality developers are rarely in a position to be quickly mobilised to start-on site to take advantage of potential funding, particularly where schemes may be significantly more financially challenging or complex than can be overcome through such funding mechanisms.
- 3.16 The HCA also plays a role as landowner in the city where it has undertaken significant remediation of the former Allerton Bywater coal workings prior to disposal for housing development and is in the process of taking land at the former Wharfedale Hospital to the market for housing development. At Allerton Bywater it is unlikely that development would have proceeded without major public sector funding to prepare the site.
- 3.17 The Council also seeks to work closely with third party landowners in the city's regeneration priority areas where the challenges of development may be complex, where there may be strong relationships with the Council's own brownfield assets and where resolution of these would assist in delivering the city's priorities.
- 3.18 For example there is ongoing dialogue between the Council and landowners concerning sites in the Holbeck Urban Village area, in the context of the Council's role in setting local planning and regeneration strategy and co-ordinating a range of interests across the public and private sectors towards common aims. Until the economic downturn, there had been over £170m of investments in the area and many sites had secured planning permission for major mixed use schemes.
- 3.19 Many of those proposed developments are no longer viable - at least four schemes were halted as they were about to start on site; two developers fell into liquidation and major public sector schemes were deferred in whole or part. However, the first phase of the redevelopment of Tower Works was recently completed and existing developments in the area have high occupancy rates. The new southern entrance to the rail station will also encourage landowners and developers to consider investment in the area and the development of vacant sites. The Council will continue to work with stakeholders to promote the area and assist in overcoming development blockages.
- 3.20 The Council has a Derelict & Eyesore Sites programme that seeks to target the most prominent vacant buildings and cleared sites in the city for improvement and ultimately to make them available for redevelopment or re-use. Of the 72 sites in the programme 45 are in non-Council ownership - examples of these include the former library buildings on York Rd and Mount St Mary's church.

- 3.21 A more direct role can be taken by the Council in the support of development where it might offer significant benefits to the city in doing so. A current example of this is the potential for the Council to provide recoverable financial support to the rail infrastructure required to enable the development of Kirkstall Forge, a 23 ha site with potential for over 1000 homes, offices and leisure uses (Executive Board will be considering this at its meeting on 17th October).
- 3.22 The Council is currently preparing its Core Strategy to set out the revised spatial planning framework for the city. Central to this is an approach to managing growth in a sustainable way balancing the overall scale, distribution and phasing of development. The allocation of housing land will follow key principles to support and encourage development in sustainable locations with a preference for brownfield and regeneration sites.
- 3.23 In delivering housing along these principles consideration may need to be given to an approach that pragmatically connects greenfield development proposals to the development of brownfield sites in a way that enables developers to meet demand in outer areas whilst contributing to the development of previously used land and helping meet housing needs in inner areas.

4.0 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There has been no specific consultation on this report, which presents information for discussion by the Scrutiny Board.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There has been no Equality Impact screening undertaken for this report, which presents information from Council records for discussion by the Scrutiny Board.

4.3 Council Policies and City Priorities

- 4.3.1 The development of brownfield sites relates strongly to a range of objectives within the City Priority Plans, supporting neighbourhood regeneration and housing growth.

4.4 Resources and Value for Money

- 4.4.1 There are no specific resource implications related to this report.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no specific legal implications related to this report.

4.6 Risk Management

- 4.6.1 There are no specific risks related to this report, which presents information from Council records for discussion by the Scrutiny Board.

5. Conclusions

- 5.1 There are over 130. brownfield sites identified in the city that are available for development but which do not have current building schemes progressing. There are various reasons for this though financial viability generally dominates.
- 5.2 The Council has a statutory role in respect of the planning process as it relates to the development of brownfield sites, determining applications according to adopted policy. Some flexibility has been built into the process to assist viability issues, particularly the adoption of an interim affordable housing policy. Developers are also able to extend the life of permissions upon application and have also started to submit cases to reduce the financial obligations attached to s106 agreements on viability grounds.
- 5.3 There are opportunities for public sector support to private site owners – the HCA has a current housing stimulus package that can address small-medium sized sites; the Council is sometimes able to work in partnership with development interests in strategic locations, where there is a role in setting context, co-ordinating interests and overcoming barriers. On a discretionary basis it may be in a position to offer direct funding support viability of important schemes.
- 5.4 However the large scale of many viability issues for stalled sites cannot be overcome through these means alone and unless there is either a significant market uplift or a change in value expectations for developers seeking to recover the costs of land purchases made at the height of the market, there will be a continuing lack of an economic basis on which brownfield sites can be built out.

6. Recommendations

- 6.1 Members are asked to note the report and offer comment on the issues raised.

7. Background documents¹

- 7.1 There are no unpublished background documents.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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Appendix 1: Non-Council Owned Brownfield Sites

| Ref | Site Address | Ward | Key site dates | Detail of Proposal | Status/Constraints | Gross Area (Ha) | Indicative Housing Capacity |
|-----|---|-----------------------------|------------------|---|---|-----------------|-----------------------------|
| 1 | Bradford Road E Ardsley | Ardsley & Robin Hood | 18/04/11 | 9 three bedroom and 1 four bedroom houses, each with garage | Current permission, section 106 in place, not started. | 0.4 | 10 |
| 2 | Fall Lane East Ardsley | Ardsley & Robin Hood | 23/04/08 | Laying out of access road and erection of 14 flats and 31 houses, with car parking and access | Application withdrawn. No further applications submitted. | | 45 |
| 3 | Canal Wharf, Wyther Lane | Armley | 17/05/07 | Outline application to erect 84 flats in two blocks to industrial site | Site not progressed. Planning permission expired. Brownfield site suitable for residential development subject to consideration of the need to retain employment land | 1.1 | 84 |
| 4 | Elder Road | Armley | 19/02/09 | Part 2 and part 3 storey block of 22 flats with car parking and landscaping | Planning permission expired. | 0.4 | 22 |
| 5 | Elder Road/Swinnow Road | Armley | 07/09/06 | Outline application to layout access and erect residential development | Planning permission expired. Site surrounded by industrial/commercial and low market area therefore poor prospect for bringing forward | 0.8 | 25 |
| 6 | Land North Of Morrisons Swinnow Road, Swinnow | Armley | 16/03/09 | Laying out of access road and erection of 42 flats in 3 three storey blocks, with 58 car parking spaces | Site not progressed. Planning permission expired. | 0.7 | 42 |
| 7 | Theaker Lane Medical centre | Armley | 05/09/07 | Outline application for mixed use development (A1 - A5 inclusive and C3) to former medical centre | Current planning permission. Site improvements being pursued through LCC derelict and nuisance sites programme. | | |
| 8 | White Rose PH Tong Road | Armley | 15/12/08 | 14 three bedroom terrace houses in 2 blocks of 7 on side of former public house. | Planning permission expired. | 0.2 | 14 |
| 9 | Belgrave Works Town Street | Bramley & Stanningley | 12/10/10 | Outline Application to layout access road and erect residential development and health centre | Current planning permission. Developer not engaging with planning. | 2.0 | 78 |
| 10 | Craven Mills Daisyfield Rd | Bramley & Stanningley | 23/03/10 | 21 flats, 6 three bed houses and 6 one bed flats | Current planning permission. | 0.6 | 33 |
| 11 | Mount Cross Broad Lane | Bramley & Stanningley | n/a | Pre- app discussions to erect 34 residential units on vacant land. | Development dependant on market conditions. | 1.1 | 34 |
| 12 | Petrol Station Site, Broad Lane | Bramley & Stanningley | n/a | No planning applications. | Site improvements pursued through derelict and nuisance sites. | | |
| 13 | Springfield Mill and Craven Mill, Stanningley Road, Bramley | Bramley & Stanningley | 14/03/07 | 66 flats conversion and 6 houses. | Not progressed. Subsequent planning application for offices dismissed at appeal. | 0.6 | 22 |
| 14 | Westfield Mill Broad Lane | Bramley & Stanningley | 14/04/12 | Change of use of mill to 75 two bedroom flats with car parking | Planning consent recently extended for a further 3 years. Developers very slow to engage. Not likely to proceed in current market conditions. | 2.0 | 75 |
| 15 | Pollard Lane Bramley | Bramley & Stanningley | decision pending | Erection of 45 dwelling houses and 66 flats potentially reduced to 59 dwellings. | Pending discussions regarding revised scheme | | 59 |
| 16 | Compton Arms, Compton Road, Burmantofts, Leeds | Burmantofts & Richmond Hill | 18/04/08 | 57 flats and retail units proposed. | Determination pending. Applicant to provide updated scheme details. | 0.4 | 100 |
| 17 | Flax Place Richmond Street, Cross Green | Burmantofts & Richmond Hill | 12/02/10 | Part 5 and 9 storey block of 195 flats with ground floor retail unit and basement car parking | Scheme did not progress due to market conditions. | | 195 |

Appendix 1: Non-Council Owned Brownfield Sites

| Ref | Site Address | Ward | Key site dates | Detail of Proposal | Status/Constraints | Gross Area (Ha) | Indicative Housing Capacity |
|-----|--|-----------------------------|----------------|--|--|-----------------|-----------------------------|
| 18 | Hunslet Riverside (Knowsthorpe) | Burmantofts & Richmond Hill | n/a | Designated Strategic Development Site through Aire Valley Urban Eco Settlement. | Options for sites being considered through AAP. Allocated for housing and mixed use in Policy H3, however, south east of site would be unsuitable because of proximity of Knostrop WWTW. | 28.3 | 691 |
| 19 | Hunslet Riverside (Sth Accommodation Road and Atkinson Street) | Burmantofts & Richmond Hill | 30/11/07 | Designated Strategic Development Site through Aire Valley Urban Eco Settlement. | Outline application for large mixed use scheme withdrawn. Site adjacent to grade II listed Hunslet Mill. | 1.2 | 335 |
| 20 | Raincliffe Road, Richmond Hill | Burmantofts & Richmond Hill | n/a | Former school site - no planning applications. | Low market location. | 0.5 | 30 |
| 21 | Saxton Lane | Burmantofts & Richmond Hill | 27/07/08 | Renewal of permission for part 8, part 9 storey block of 80 flats with car parking | Planning permission expired. Scheme has fallen through land now up for sale. | 0.2 | 80 |
| 22 | Mount St Mary's Church and Presbytery | Burmantofts & Richmond Hill | 26/09/11 | Change of use from church. Extension to form 63 flats and new 5 storey block of 109 flats. | Extension of time granted September 2011.. Unlikely to be implemented due to viability issues no discussions taking place. | 0.8 | 172 |
| 23 | The Shaftsbury Public House, York Road | Burmantofts & Richmond Hill | Aug-11 | Outline planning permission for residential care home | No further planning application, site improvements pursued through derelict and nuisance sites. | 0.6 | |
| 24 | Upper Accommodation Road | Burmantofts & Richmond Hill | 10/11/03 | Most recent pre app discussions for student housing. | Poor transport links. | 0.4 | 13 |
| 25 | Whitebridge Primary School, Cartmell Drive, Richmond Hill | Burmantofts & Richmond Hill | | Sold by LCC to Housing Association | Development proposals awaited, site may be sold on. | 2.4 | 71 |
| 26 | 83-105 Bradford Road Stanningley | Calverley & Farsley | 05/09/07 | Laying out of access and erection of 78 flats in 3 blocks and 2 storey office block. | Planning permission expired. | 1.2 | 78 |
| 27 | Hill Top Works, Buslingthorpe Lane | Chapel Allerton | | No planning applications | | 1.5 | 86 |
| 28 | Mansion House Mansion Gate Drive | Chapel Allerton | 26/09/07 | Change of use part demolition and extensions to offices to form 15 flats and erection of part two and part three storey block of 22 flats with car parking | Council working with owner to secure development. | 0.6 | 37 |
| 29 | Newton Road | Chapel Allerton | 09/04/10 | Outline application to erect 3 storey 80 bed nursing home and 3 detached three storey assisted living blocks. | Planning permission current. | | 83 |
| 30 | Service Station (former Mobil Site) | Chapel Allerton | 04/02/11 | 4 storey block of 6 retail units with 16 two bedroom flats over; and 4 storey block of 6 two bed flats | Current planning permission. Site improvements pursued through derelict and nuisance sites. | | 22 |
| 31 | Marsh Lane Goods Yard | City & Hunslet | 18/09/07 | Mixed use potential . Part remains operational. No planning application. | | 7.2 | 628 |
| 32 | 16-18 Manor Road LS11 | City and Hunslet | 03/02/06 | 8 storey block of flats mixed use. | Planning permission expired. No further correspondence with developer since 2009. | 0.1 | 45 |
| 33 | 36 The Calls | City and Hunslet | 10/03/05 | 7 storey residential block, ground floor car park | Planning permission expired. | 0.0 | 14 |
| 34 | 38 The Calls | City and Hunslet | | Conversion of building to flats proposed | No further progress | 0.0 | 14 |

Appendix 1: Non-Council Owned Brownfield Sites

| Ref | Site Address | Ward | Key site dates | Detail of Proposal | Status/Constraints | Gross Area (Ha) | Indicative Housing Capacity |
|-----|---|------------------|----------------|--|---|-----------------|-----------------------------|
| 35 | 52 Call Lane | City and Hunslet | 24/10/07 | Permission for 14 flats in mixed use block. | Not developed- office application subsequently submitted. | 0.0 | 14 |
| 36 | 7 Duncan Street | City and Hunslet | 05/12/06 | Mixed use including 16 bedsits | Awaiting conversion | 0.0 | 15 |
| 37 | 83 York Street/ 4 St Peters Place | City and Hunslet | 17/02/12 | 7 storey block of 18 flats | Recent planning engagement. | 0.8 | 18 |
| 38 | 78 East Street, Adjacent To Rose Wharf, Leeds | City and Hunslet | 16/10/08 | 167 flats proposed. | Planning application withdrawn by developer | 0.5 | 167 |
| 39 | Aireside, Whitehall Road | City and Hunslet | 19/06/08 | Multi level development up to 11 storeys, comprising 49 flats, offices and 4 retail units | Planning permission expired. Not likely to progress in current climate | 1.5 | 49 |
| 40 | Bath Road | City and Hunslet | 30/06/05 | Includes some LCC land. Outline application to erect mixed use development with hotel and residential | Planning permission expired. Sites are derelict with one site currently occupied by travellers | 1.0 | 240 |
| 41 | Black Bull Street | City and Hunslet | 03/07/09 | Outline application to erect multi-level mixed use development comprising residential, leisure, retail, car showroom, offices, bars, restaurant/cafes, doctors surgery, dentist surgery, creche, and car parking | Planning permission expired. | 3.3 | 707 |
| 42 | Canal Wharf | City and Hunslet | 09/08/08 | Outline application for multi level development in three blocks up to 8 storeys | Planning permission expired. Competing in same market as other city centre sites | 0.4 | 64 |
| 43 | Cavendish Street | City and Hunslet | 15/09/09 | Multi level development up to 9 storeys high comprising 46 student cluster flats & 24 studio flats total 239 beds | Planning permission expired. | 0.5 | 70 |
| 44 | City Square House Wellington Street/Aire Street Leeds | City and Hunslet | 02/08/11 | Multi level development in 14 blocks up to 10 storeys comprising mixed use including residential. | Application for planning permission extension approved. | | |
| 45 | Croppergate | City and Hunslet | 24/08/05 | 10-28 storey block-272 flats offices | Island site surrounded by main roads. High flood risk.High noise levels. Planning permission expired. | 0.2 | 266 |
| 46 | Doncasters, Whitehall Road | City and Hunslet | 25/06/08 | Planning permission for 269 flats. Office development completed. | Outline planning permission for 726 homes. Site awaiting development. | 3.5 | 726 |
| 47 | EMCO HO 5-7 New York Road | City and Hunslet | | Conversion potential . No planning applications. | Building remains vacant. | 0.1 | 108 |
| 48 | Former Hydro Works, Clarence Road, Eastern Site | City and Hunslet | 26/10/09 | Multi level development in 14 blocks up to 10 storeys comprising mixed use including residential. | Planning permission expired. | 3.0 | 625 |
| 49 | Former Motor Dealers Premises, Church Street, Hunslet | City and Hunslet | n/a | Housing potential. No planning applications. | | 1.3 | 47 |
| 50 | Globe Road (Doncasters) | City and Hunslet | 17/10/10 | Extension of time for development up to 31 storeys with 833 flats | Unviable in current climate. Current planning permission. | 1.9 | 833 |
| 51 | Manor Court, Globe Road/Water Lane | City and Hunslet | n/a | Derelict site. | No planning permission or history. | 0.1 | 39 |

Appendix 1: Non-Council Owned Brownfield Sites

| Ref | Site Address | Ward | Key site dates | Detail of Proposal | Status/Constraints | Gross Area (Ha) | Indicative Housing Capacity |
|-----|---|------------------|------------------|--|--|-----------------|-----------------------------|
| 52 | Bath Road West | City and Hunslet | n/a | Bath Road West Holbeck Urban Village Strategic Housing Site. | Relatively unattractive location at present which is only likely to come forward after neighbouring sites have been developed. Therefore a longer term prospect especially in current market conditions. | 0.6 | 74 |
| 53 | Silver Street, Midland Mills (north) | City and Hunslet | n/a | Holbeck Urban Village strategic housing site. Conservation area. Midland Mills to the south is listed. | Site recently had a commuter car park approved for 5 years at this site. No prospect of development at this time | 0.3 | 86 |
| 54 | Bath Road East | City and Hunslet | n/a | Scrapyard in Holbeck Urban Village, Strategic Housing Site. | Relatively unattractive location at present which is only likely to come forward after neighbouring sites have been developed. Therefore a longer term prospect especially in current market conditions. | 0.6 | 96 |
| 55 | Globe Road/Water Lane | City and Hunslet | n/a | Planning statement has been completed for Marshall street -1953 building - for proposed demolition | Good location but no current planning permission. | 0.6 | 120 |
| 56 | Globe Road/Water Lane | City and Hunslet | n/a | Holbeck Urban Village strategic housing site. Site has two land ownerships. One part has OP for mixed use other | Long term on account of the residential market, the peripheral location in Holbeck Urban Village and the flood issues | 1.0 | 171 |
| 57 | Silver Street, Midland Mills (south) | City and Hunslet | n/a | Holbeck Urban Village strategic housing site Conservation area. Midland Mills adjacent is listed. | Site recently had a commuter car park approved for 5 years at this site. No prospect of development at this time. | 0.6 | 179 |
| 58 | Globe Road/Water Lane | City and Hunslet | 29/11/2010 | Water Lane Car Park. Site forms part of wider landholding where there is outline planning permission for mixed use. This part of site has full planning permission for 78 bedroom hotel. | Depends on revival of the city centre housing market. | 0.2 | |
| 59 | Globe Road/Water Lane | City and Hunslet | 28/12/06 | Outline application to erect mixed use development with hotel uses and car parking | Planning permission expired. | 1.8 | 263 |
| 60 | Granary Wharf Car Park off Water Lane | City and Hunslet | 25/11/11 | Multi level development including residential. | Extension of time granted. | | |
| 61 | High Court | City and Hunslet | 19/09/03 | Change of use of offices to 8 flats plus 8 flats over restaurant | No development occurred. Conservation area so development must be sympathetic. Planning permission expired. | 0.1 | 16 |
| 62 | Hunslet Mill, Goodman Street | City and Hunslet | 03/06/08 | Grade II* listed buildings located within the Aire Valley AAP. Planning permission for conversion and development of c600 new units | No development, site not considered viable in current market. | 2.3 | 699 |
| 63 | Jack Lane/Sweet St | City and Hunslet | 01/03/10 | Planning permission for mixed uses including 298 residential. | Awaiting development. | 2.9 | 296 |
| 64 | JAYCO HO Skinner Lane | City and Hunslet | 09/05/06 | Proposal for 9 storey 104 flats. | Developer in administration. | 0.2 | 104 |
| 65 | Junction of Sweet Street West and Marshall Street | City and Hunslet | decision pending | Mixed use development including 66,160 m2 of residential floorspace | Planning considering application for extension of time. | | |

Appendix 1: Non-Council Owned Brownfield Sites

| Ref | Site Address | Ward | Key site dates | Detail of Proposal | Status/Constraints | Gross Area (Ha) | Indicative Housing Capacity |
|-----|--|------------------|----------------|---|---|-----------------|-----------------------------|
| 66 | Land Between Mabgate, Macauley St, Argyll Rd and Mabgate Mills | City and Hunslet | 03/03/08 | Outline application for approval of layout, scale and access for multi level mixed use development in 8 blocks comprising residential, retail, offices and leisure uses, with car parking and landscaping | Planning permission expired. A number of different tenancies on site. | 1.2 | 428 |
| 67 | Leylands Road | City and Hunslet | 25/08/04 | Planning permission lapsed for 9 storey block and 35 flats. | No further progress. Planning permission expired. | 0.0 | 35 |
| 68 | Lowfold, East Street | City and Hunslet | 01/04/08 | Planning application 456 flats | Planning application undertermined. Not pursued by developer | 2.3 | 842 |
| 69 | Lumiere, Wellington Street | City and Hunslet | 04/04/07 | Erection of 33 storey and 55 storey development including 832 flats and 120 serviced apartments. | Such a major development not viable in current climate. Likely to be significantly scaled down even if does progress in longer term | 0.5 | 832 |
| 70 | Management Archives, 20 Sweet Street West Holbeck | City and Hunslet | 27/04/10 | Mixed use development including 140 flats. | Current planning permission. | 0.5 | 140 |
| 71 | Manor Road | City and Hunslet | 02/09/09 | Multi level development up to 20 storeys with 788 flats | Planning permission expired - developer confirmed delayed for economic reasons. | 1.9 | 788 |
| 72 | Midland Mills, Silver Street | City and Hunslet | 05/05/13 | Planning permission for change of use to offices and 15 flats. | Permission expires May 2013. | 0.4 | 15 |
| 73 | Monksbridge, Whitehall Road | City and Hunslet | 17/11/10 | Multi level development up to 31 storeys with 833 flats. | Scheme being renegotiated in terms of viability and s106. | | 833 |
| 74 | North Street | City and Hunslet | | Former CASPAR site. 142 flats proposed. | Vacant building closed on H& S grounds. Developer in administration. | 0.7 | 157 |
| 75 | Pepper Lane, Hunslet | City and Hunslet | 18/11/10 | Residential development 26 elderly units | No further progress- assumed loss of central funding. | | 26 |
| 76 | Phase 3, East Street | City and Hunslet | 25/11/09 | Part 10 storey part 18 storey block of 96 student cluster flats | Not progressing due to economic reasons. | | 96 |
| 77 | Rear 2-28 The Calls | City and Hunslet | 28/07/11 | Alterations and extension to form offices and A3/ A4 bar restaurant | Recent permission for office means residential now unlikely | 0.4 | |
| 78 | Regent St/Skinner Lane | City and Hunslet | 23/07/04 | 74 flats | Cleared site being used for surface parking. Several other housing sites in vicinity in competition with each other. | 0.2 | 67 |
| 79 | S Accommodation Rd | City and Hunslet | 25/09/07 | Planning permission for 61 flats. | Developer in administration. | 0.5 | 229 |
| 80 | St Peters Church and Chantrell House | City and Hunslet | 27/06/12 | Change of use including refurbishment and extensions to 2 church buildings with 2 flats, to form offices and 16 flats and erect 5 storey block comprising office and 21 flats, with car parking | Recently extended planning permission. | | 23 |
| 81 | St Peters Square | City and Hunslet | | Quarry Hill site. It has planning consent for 203 dwellings and could commence straight away. | Awaiting development. | 3.0 | 203 |
| 82 | Sweet Street Surface Car Park | City and Hunslet | n/a | Temporary car park use. No residential planning application. | Gas main effects part of site. | 0.8 | 64 |
| 83 | Sweet Street West | City and Hunslet | 29/08/07 | Outline application including 66,160 m2 of residential floorspace | Planning permission expired. Larger site such as this unlikely to progress in current climate | 3.1 | 830 |

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|-----|---|------------------------|--------------------------|--|--|-----------------|-----------------------------|
| 84 | Tower Works Globe Street | City and Hunslet | 19/10/09 | Demolition and change of use of buildings for mixed use scheme | Phase 1 implemented and occupied with the development a hub for creative and digital industries. | 1.1 | 134 |
| 85 | Water Lane, Bath Road, Union Place and Marshall Street, Holbeck | City and Hunslet | 05/03/12 | Mixed use development with residential. | Extension of time granted. | | |
| 86 | Wharf Street | City and Hunslet | 14/10/03 | 6 storey 21 flats proposed. | Planning permission expired. | 0.0 | 14 |
| 87 | York Street | City and Hunslet | 27/04/04 | Dance studio developed. | Residual potential for residential development. No planning application. | 0.3 | 37 |
| 88 | York Street | City and Hunslet | 30/09/03 | Permission for 49 flats. | Planning permission expired. | 0.1 | 49 |
| 89 | Yorkshire Chemicals, Kirkstall Road and Wellington Road | City and Hunslet | 16/02/11 | Mixed use including 1424m2 max and 20 houses. | Current outline planning permission. | | 40 |
| 90 | Ashley Road | Farnley & Wortley | 18/01/08 | 24 flats and erection of 29 houses and 18 flats in 2 three storey blocks. | Planning permission expired. | 1.4 | 71 |
| 91 | Berry Mount Wood Lane | Farnley & Wortley | 20/03/08 | Outline application to layout access road and erect 12 dwellings | Planning permission expired. | 0.6 | 12 |
| 92 | Prospect House, Lower Wortley | Farnley & Wortley | 12/07/10 | Demolish and construct 12 flats in one 3 storey and one 4 storey block. | Not progressed due to economic climate. | | 12 |
| 93 | Royds Lane | Farnley & Wortley | 01/02/08 | Outline application to layout access road and erect a mixed use development including 258 dwellings | Development awaiting completion of s106 | 5.3 | 258 |
| 94 | Stonebridge Lane | Farnley & Wortley | 08/12/2008 also 08/09/11 | Three ongoing applications:-Renewal of outline permission 24/192/00/OT to layout access and supermarket alongside residential. Second is for change of use to 17 flats and third is listed building consent for 17 flats | Recent activity in terms of planning application so could be a positive sign in terms of delivery. | 0.4 | 20 |
| 95 | Barrowby Lane | Garforth & Swillington | 23/05/08 | Demolition of 3 bungalows, laying out of access road and erection of 11 houses | Planning permission expired. | 0.4 | 11 |
| 96 | Land south of Selby Road, Garforth | Garforth & Swillington | n/a | No planning applications | Site adjoins PAS site future development possible | 1.1 | 38 |
| 97 | Lotherton Way, Ash Lane, Garforth | Garforth & Swillington | n/a | No planning applications | Mix of greenfield and brownfield. | 0.7 | 23 |
| 98 | Manor Farm Micklefield | Garforth & Swillington | 21/07/11 | 14 dwelling houses and retention of 2 existing dwelling houses | Developer has submitted an extension of time. | | 14 |
| 99 | Bradford Road, Guiseley | Guiseley & Rawdon | 24/02/05 | Outline application to erect residential development | Application withdrawn - no further information | 1.2 | 42 |
| 100 | Selby Road Garforth | Guiseley & Rawdon | n/a | Long term development potential. No planning applications. | PAS site in multiple ownerships. | 18.0 | 473 |
| 101 | Springhead Mill, Springfield Road, Guiseley | Guiseley & Rawdon | 16/04/10 | Outline planning application for residential and conversion refused. | Details of scheme unacceptable | 1.9 | 67 |

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| Ref | Site Address | Ward | Key site dates | Detail of Proposal | Status/Constraints | Gross Area (Ha) | Indicative Housing Capacity |
|-----|--|--------------------------|---------------------------|---|---|-----------------|-----------------------------|
| 102 | Spensfield House, Otley Road, Headingley | Headingley | 26/02/08 | 6 flats and caretaker lodge and erection of 7 terrace houses | Planning permission expired. | 1.2 | 12 |
| 103 | Woodside Mill Low Lane Horsforth | Horsforth | 27/02/12 | Outline application to layout access road and erect 57 two bedroom flats, 13 one bed flats and 12 three bed houses | Revisions to s106 being discussed. | 1.3 | 72 |
| 104 | 214-244 Cardigan Road | Hyde Park & Woodhouse | 28/03/07 | Part 4 5 and 6 storey block of 86 flats with 92 car parking spaces and replacement telecommunications mast | Planning permission expired. | 0.6 | 86 |
| 105 | Brandon Road | Hyde Park & Woodhouse | 17/11/04 | Demolition of existing buildings and erection of 3 blocks of flats with basement car parking | Planning permission expired. | 0.2 | 72 |
| 106 | South Parkway, Seacroft | Killingbeck and Seacroft | 10/01/2012 (revised) | 202 dwelling houses. | Scheme stalled due to low market sales of recently constructed houses. | 4.5 | 226 |
| 107 | Carlton View Allerton Bywater | Kippax and Methley | 18/07/06 | Renewal of outline permission for residential development | No progress or contact from agent or applicant | 0.9 | 25 |
| 108 | Area within Kirkstall Hill, Beecroft Street, Commercial Road | Kirkstall | 29/01/08 | Part of District Centre. Outline planning application for mixed use. | Planning permission expired. New proposals now coming forward. | 3.6 | 109 |
| 109 | Eden Mount, Kirkstall Leeds | Kirkstall | 16/02/11 | Part 3 and part 4 storey block comprising 16 two bed flats and 1 studio flat with 19 car parking spaces | Was given extension of time but no further progress. | | 16 |
| 110 | Former Boston Diner, St Anns Lane, Burley, Leeds | Kirkstall | 01/09/12 | Alterations to access and erect 12 houses with landscaping. | Recent application suggests intention is to proceed. | 0.7 | 30 |
| 111 | Kirkstall Forge Abbey Road | Kirkstall | Extension of time pending | Mixed use site including residential. | Developer approaching council for financial assistance towards rail halt. | 17.0 | 1385 |
| 112 | Land At Vesper Road, Kirkstall | Kirkstall | n/a | Pre app discussions for 11 one bed and 36 2 bed flats | Developer didn't progress beyond preapp stage. | 0.5 | 47 |
| 113 | Benyon House, Ring Road, Middleton | Middleton | 15/03/12 | Supermarket planning application refused. No other planning permission in place though potential for residential. | Commercial units currently on site. | 2.5 | 74 |
| 114 | Sandhill Lane, Moortown | Moortown | n/a | Proposed residential development (15 - 20 houses) | Pre- app discussion only. | 0.4 | 15 |
| 115 | Albert Road, Morley | Morley South | 22/03/05 | Application for 60-80 units incl large block of flats. | Site next to scrapyards- noise pollution hence inclusion of flats. Not progressed. | 0.8 | 40 |
| 116 | Bridge Street Morley | Morley South | 08/05/08 | Change of use involving part demolition of school, to form 3 houses, demolition of caretakers dwelling and erection of 3 storey block of 11 flats, with car parking | Started, demolished school (without permission) Site not progressing due financial reasons. | 0.3 | 14 |
| 117 | Fountain Street | Morley South | 01/11/2012 (Dec due) | 51 houses and flats. Partially complete due to economic climate a new application has been submitted for 42 houses. | Economic reasons for delay - new scheme being negotiated. | | 42 |
| 118 | Park Mills South Street Morley | Morley South | 26/07/07 | Change of use of existing mill into 33 flats | Not viable- high build costs. | 0.4 | 43 |

Appendix 1: Non-Council Owned Brownfield Sites

| Ref | Site Address | Ward | Key site dates | Detail of Proposal | Status/Constraints | Gross Area (Ha) | Indicative Housing Capacity |
|------------|---|---------------|-----------------------|--|---|------------------------|------------------------------------|
| 119 | Rod Mills Lane, High Street, Morley | Morley South | n/a | No planning application. | Site is designated as an employment site within current UDP, and housing development would need to be assessed by policy E7. Conservation area. | 1.8 | 66 |
| 120 | Tingley Mills, Tingley Common | Morley South | Pre app discussions | Pre- app discussions to convert from industrial use to residential. No planning application yet. | Potential inclusion in conservation area. Viability issues as flats. Also access problems. | 1.0 | 36 |
| 121 | Valley Mills, Valley Rd | Morley South | 16/03/07 | Was appeal to refusal of residential but now been withdrawn | Access problems | 3.9 | 116 |
| 122 | Garnetts Paper Mill, Mill Lane Otley | Otley | 11/06/12 | 138 dwellings plus retirement flats | Discussions about viability ongoing. | | 138 |
| 123 | Site At Alma Villas, Woodlesford | Oulton | | No planning applications | Small site with constrained access | 0.7 | 12 |
| 124 | Daytona Works, Carlisle Road | Pudsey | 01/06/12 | Erection of 23 dwelling houses | Intend to start on site December 2012. | 0.5 | 25 |
| 125 | Lane End, Pudsey | Pudsey | 09/07/12 | Erection of part 3 storey part 4 storey block of 39 two bedroom flats and 2 one bedroom flats, 2 storey block of 6 two bedroom flats and change of use of barn to form 2 two bedroom flats, with car parking and landscaping | Recent planning activity. | 0.5 | 49 |
| 126 | Occupation Lane, Pudsey | Pudsey | 03/03/08 | Laying out of access road and erection of 85 flats and 75 houses | Application withdrawn | 2.7 | 110 |
| 127 | Station Street, Pudsey | Pudsey | 27/10/06 | Renewal of outline permission for residential development. | Low to medium market area. | 0.5 | 20 |
| 128 | Main Street Carlton | Rothwell | 18/07/06 | Renewal of outline permission for residential development | Expiry of planning permission. | 0.5 | 15 |
| 129 | Land North of Morrisons, Swinnow Road | Swinnow | 24/01/11 | 42 flats in 3 storey blocks | Current planning permission, awaiting development. | | 42 |
| 130 | Waterloo Sidings | Temple Newsam | n/a | No proposals submitted. | Potential contaminated land low market area difficult access and policy N50 (nature conservation issues must be addressed). | 7.3 | 140 |
| 131 | Bowcliffe Road Bramham | Wetherby | 19/11/04 | 18 dwelling houses | Design and Access Statement completed March 2012. | 0.9 | 18 |
| 132 | St Vincents Church, Boston Spa | Wetherby | 16/07/07 | Laying out of access road and erection of 15 houses | Application withdrawn. | 0.5 | 13 |
| 133 | Land to the Rear of Naylor Jennings Mill Green Lane, Yeadon | Yeadon | n/a | No planning applications | | 4.2 | 126 |

Report of Chief Planning Officer

Report to Scrutiny Board (Housing and Regeneration)

Date: 30 October 2012

Subject: Good practice guide to pre-application engagement

| | | |
|--|------------------------------|--|
| 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

The Scrutiny Board (Housing and Regeneration) requested that a guide for developers was produced which sets out clearly the council's expectations of effective community involvement at the pre-application stage of planning proposals.

Officers have met with representatives from the development industry to assist in the production of the guide and the content deals with principles for effective engagement, level and depth of engagement required and suggests some good practice approaches.

Once the content has been finalised it will be formatted into a booklet or leaflet with graphics and photographs.

Recommendations

Members are recommended

- i. to comment on the draft guide as they feel appropriate
- ii. receive the final version of the guide at the next meeting of the Scrutiny Board.

1 Purpose of this report

- 1.1 At the last meeting of the Scrutiny Board (Housing and Regeneration) a position report was presented which outlined the timescale for the production of a good practice guide to pre-application engagement with communities for developers. The Board wished to be involved in the production of the guide and the attached draft content is now presented to the Scrutiny Board for their input and comments.

2 Background information

- 2.2 Scrutiny Board (Housing and Regeneration) requested that good practice guide be produced with their involvement, for use by developers for engaging with communities at the pre-application stage.

3 Main issues

- 3.1 Whilst it is generally appreciated that pre-application engagement is a valuable part of the planning process and the government has signalled the importance of engagement with communities at the earliest of stage, it is not yet a mandatory requirement. We are waiting for the thresholds for the size of applications which will be subject to the mandatory pre-application engagement. We do not know if the government intends to be prescriptive in the requirements or if it will be up to local planning authorities to decide what is required, according to local circumstances.
- 3.2 This guide has been written so that it can be used now but can be easily adapted once the thresholds and detail of the mandatory pre-application consultation is known. The guide deals with the principles of effective engagement, the extent or level of engagement which is required and approaches and techniques which can be used when engaging with communities.
- 3.3 Just as every development is unique, the programme of community engagement is bespoke, depending on the type of development, size, scale and the nature of the communities involved. The guide advocates a proportionate approach, but clearly indicates that in Leeds there is the expectation that on the biggest and most sensitive applications there needs to be two way dialogue at an early stage, a commitment by developers to engage transparently and willingness to listen and adapt proposals in light of community concerns. In appropriate circumstances, communities should be involved in the establishment of a community forum, examples of this approach are the East Leeds Extension and at Kirkstall Forge.
- 3.4 The guide also describes a range of approaches, media, and methods for effective engagement and provides real Leeds examples of where engagement has been effective.
- 3.5 The guide has been developed with the input of representatives from the development industry, Civic Trust and Planning Aid.
- 3.6 Once the content has been finalised, it will be formatted into a booklet with graphics and photographs.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Members of the development industry, agents, developers, planning lawyers, Planning Aid and Civic Trust have assisted in the production of the guide. The Executive Board Member for Neighbourhoods, Planning and Support Services has also been consulted.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.2 Greater and more efficient engagement of the community is likely to result in more people being aware of development and planning issues and allows communities to have a greater input to what happens in the communities in which they live and work, aiding community cohesion.

4.3 Council policies and City Priorities

- 4.3.3 The effective and expedient determination of planning applications contributes to the overall prosperity of the City and plays a key part in the regeneration and growth agenda. The service makes a key contribution to the delivery of housing growth, a priority in the City Priority Plan 2011-15.

4.4 Resources and value for money

- 4.4.1 Pre-application engagement is the responsibility of the applicant who will fund and resource any activity. There are no additional resource implications for the council.

4.5 Legal Implications, Access to Information and Call In

- 4.5.2 There are no legal implications arising from the report.

4.6 Risk Management

- 4.6.1 This section is not relevant to the report

5 Conclusions

- 5.1 In Leeds we encourage effective pre-application engagement on major applications and on applications where there may be sensitivities. The guide sets out the council's expectations from developers and encourages developers to use it to programme meaningful effective engagement which allows communities to have an influence over the future shape of the places where they live, adding value to the planning process and resulting in better outcomes for all involved.

6 Recommendations

- 6.1 Members are recommended to

I. note and comment on the draft guide as they feel appropriate

II. receive the final version of the guide at the next meeting of the Scrutiny Board

7 Background documents¹

7.1 None.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

Introduction

Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

National Planning Policy Framework

Leeds City Council considers pre-application involvement with communities and ward members an important part of the development process, especially where it has been undertaken at an early stage. It has benefits for all parties- for developers it can provide more certainty in the process and enables the development to evolve to become a scheme with local support and for communities, it provides an opportunity to understand what has been proposed and to help shape the development at an early stage.

It's important for developers to ensure that engagement is timely and that sufficient time has been allowed for meaningful and transparent consultation to take place. Good community consultation allows views to be sought early on when there is scope for changing proposals in response to the views, but poor or rushed consultation may frustrate communities, increasing the chance of objections and creating the potential for delay in determination or refusal of permission.

The government has clearly signalled the importance of community involvement at the earliest of stages with its intention to make pre-application engagement a mandatory requirement on the largest of planning applications. The size thresholds are still to be set, but it is expected to cover developments:

- over 1 hectare
- 200 residential units or
- 10,000 square metres of new floor space

The Leeds Statement of Community Involvement asks for community involvement to take place on all major applications. The major planning application is defined by the Town and Country Planning (Development Management Procedure) (England) Order 2010:

- *Residential developments (including houses and flats) of 10 units or more on a site of 0.5 ha or more those of 10 or more residential dwellings*
- any development (including change of use) with a gross floor area of 1,000sqm or more or a site area of 1 ha or more
- minerals applications (winning or working of minerals or the use of land for mineral working deposits)
- waste development (for the purposes of community involvement, only larger waste developments would fall into this category)

We also strongly encourage applications, irrespective of their size or scale, which are likely to be sensitive or likely to be of significant public interest to undertake community involvement.

We recognise that any community involvement should be appropriate the scale and complexity of the proposal and the time taken and the resources available should be in proportion to the size and, or the impact of the proposed development.

This guide sets out the city council's expectations from developers when engaging with local communities and elected members and best practice and practical advice to those involved in pre-application public involvement.

Principles of good engagement

Just as every proposed development is unique, the type, form and level of community involvement will be different, depending on the context of the site, the nature of the development and the communities involved. Therefore it's not possible to be too prescriptive about what engagement should be undertaken, but there are some guiding principles to ensure that engagement is effective and meaningful as possible.

Pre-application process

Applicants should meet with planning officers at the earliest of stages to discuss their proposal. Part of the discussion will cover community involvement and officers will provide assistance and advice on choice of venues, details of local groups and appropriate approaches. Officer will also organise meeting between applicants and ward members to discuss the proposal. There may also be the opportunity to present a pre-application proposal to the Plans Panel.

Important role of members

Members play a crucial role at the pre-application stage. Meetings between applicants and members should take place at the earliest possible stage to freely discuss proposals and to explore local issues. Involving members at the earliest of stages has the potential to lead to better community consultation, better decision making, resulting in better developments.

Defining what and who are "the community" can sometimes be difficult but Members are invaluable in signposting developers to representative local groups and organisations.

Timeliness

Any community involvement should begin at an early stage, before a detailed scheme has been prepared, but at a point where there will be some clarity around the key planning and design issues. Realistic timescales are needed and ensure that involvement takes place when things can be changed or influenced by any raised issues.

There should be a clear and published timetable for the consultation process, so everyone knows when there is the opportunity to participate. Sufficient time should also be allowed for considered and informed responses and feeding this back to communities.

Transparency

Developers need to be clear and honest with the community about the stage in the process that the development has reached or what's fixed and what's open to change. If there is no opportunity for changing particular parts of the scheme, then this needs to be made clear.

Developers should provide feedback to the community and ward members and be able to demonstrate that changes have been made as a result of community comments, or where that's not possible or practical, to show why the changes have not been made.

Understandable and inclusive

Information should be relevant, accurate and understandable by the intended audience. Where English is not the first language, consideration should be given to alternate forms of communication- information presented graphically and visually is often more easy to understand than text. Developers should be aware of the use of jargon; this can easily be a barrier to understanding.

Information and communications need to be clear so that the public have clarity about what they are being consulted on, what can be achieved, how they can participate and the timescales involved. Information that is unambiguous will help to dispel rumours and address local concerns head on.

There should be a means of collecting public comments and responses and state clearly what will happen to comments. Allow responses to be made by a variety of means- letters, email, online and telephone as well as in person at public events.

For public events, use venues which are within the locality, easy to find and at times that allow interested parties to attend. Different timings and locations should be used to suit different areas and groups within the community. Evening meetings may not be appropriate in areas where there is a large elderly population, day time meetings may not be suitable in commuter areas. Venues should be chosen where there is access for people with disabilities and other requirements. Venues should respect the cultural sensitivities of the communities whose views are being sought.

Monitor and evaluate the engagement process on an ongoing basis to ensure that the consultation has received balanced and representative responses.

Submission of a statement of community involvement

The council strongly encourages the submission of a statement of community involvement with the formal application. This should include:-

- Details of the consultation undertaken, including a list of residents, organisations/interest groups contacted and a commentary on the events held (format, location and duration)
- Summary of all comments made
- How the applicant responded to community views including if, and to what extent, the proposals may have changed as a result of the consultation and if expressed views were not taken into account at all, the statement should explain why.
- Highlight any criticism by groups or individuals about the consultation process

Approaches to community involvement

Leeds City Council expects developers to take a proportionate approach, developing a bespoke programme of involvement according to the size, scale, complexity and sensitive nature of the proposal. However, the expectation is that developers should concentrate on levels 2 and 3 on anything other than non-sensitive applications.

Level 1. Informing

This is the cheapest and easiest form and is essentially publicising what is going to happen on a development. It is usually a one way process and adds little value in terms of communities having

their say, but it is a useful platform for raising awareness of a proposal if a wide range of media and community venues are used to spread the word. This would be considered the minimum level of community involvement required on major schemes, but the expectation is that developers should in most cases, exceed this level of community involvement.

Level 2. Consulting

This is a more interactive, iterative process of listening, inviting comments, being responsive to issues raised by stakeholders, making changes and providing feedback. This level works well if it is done at the earliest of stages and comments are used to help inform the development proposals. Developers need to be mindful that this method does favour those who are sufficiently interested to put their own views forward and can give too much of a say to an unrepresentative vocal minority. It is important to work with planning officers and ward members to ensure that public involvement is as diverse as possible.

Leeds City Council would expect that most major schemes or sensitive proposals undertake this level of community involvement.

Level 3 Engagement and partnership

This is the most demanding level of engagement and may take place over an extended period of time and builds upon the approaches described above. It involves in depth collaboration at the earliest stage on the design and development of the scheme and also on the community engagement programme. This level taps into local knowledge and networks and makes a commitment to build up long lasting relationships with the community through the establishment of community forums. High levels of commitment, time and resources are needed to make this approach meaningful, but the benefits are immeasurable in terms of community buy-in, reduced risk of challenge and delays.

Leeds City Council would expect this approach in community-led proposals, on proposals where there will be a high level of community interest, in very large developments or regeneration programmes.

Good practice

There are many techniques and activities to use in involving the community. Below the table describes a number of activities suitable for different levels of engagement. Each level builds upon the previous one.

| | Level 1 Informing | Level 2 Consulting | Level 3 Engagement and partnership |
|------------|--|--|---|
| Approaches | Press notice Newsletters Website Leaflet drop Un-staffed exhibitions Information sheets Telephone hotline for further information | As in level 1 Staffed exhibitions, interactive displays Questionnaires for feedback and comments Presentations to local groups Website Liaison groups | As in levels 1 and 2 Community forum Liaison groups Drop-in sessions Site tours Staffed telephone hotline Electronic update alerts Online discussion forum |

| | | Workshops with different groups Focus groups Online forums Public meetings Social media “Piggyback” on community events | Regular updates via newsletters Interactive websites |
|----------------------|---|---|--|
| Good practice advice | <ul style="list-style-type: none"> • Identify key individuals and groups who can spread the word. • Research the communities who may be affected. • Consider different levels of awareness raising depending on proximity and location. • Add colour to press advertisements and leaflets to draw attention to them, • keep to key information, and notify those most affected in person to ensure they are aware of the scheme • Explain what is proposed, how to find out more. • Place adverts in public places for example community centres, libraries, in shop windows, bus stops, places of worship, schools. • Consider ‘trade’ journals, local publications. • Monitor responses and address weaknesses. • Ensure venue is | <ul style="list-style-type: none"> • Interest, enthuse and motivate communities to respond and manage expectations. • Consider establishing a residents /community steering group and work with them to identify locations for events and fine tune the content. • Identify and connect with other community events e.g. community fairs. • Seek feedback and be clear what will happen to comments. • Monitor attendance and consider additional venues / events to secure a balanced response. • Re-consult if significant changes have been made to the proposals. • Use interactive websites to reach the ‘silent’ majority • Consider the timing of the meetings to reflect the demographic make-up of the area. Avoid holiday periods, Christmas and other religious festivals and be aware of other activities happening at the same time which may impact on people participating | <ul style="list-style-type: none"> • Continue to support and involve groups which have contributed to the process. • Invite feedback on issues before they develop into a crisis. • Involve participants in evaluation. • Keep the website up to date with responsive key contact information. • Provide electronic alerts at key stages. |

| | | | |
|--|---|--|--|
| | <p>accessible and material appropriate to the audience and the area.</p> <ul style="list-style-type: none"> • Consider timing of the exhibition, public transport, accessibility, language and style used. • Identify whether there is a need to produce material in different languages. Provide • clear information about the project, background, explain what is 'fixed' and what is 'up for discussion', identify options, key dates for consultation events and how to comment. • Provide a telephone hotline for those wanting more information. | | |
|--|---|--|--|

Adapted from Planning Aid Good Practice Guide to public engagement in development schemes

Examples

Community involvement in the early stages of the development has led to the creation of a community forum for the Kirkstall Forge site to provide regular updates throughout the life of the project. Progress is further promoted through exhibiting at local events and via local media and the Kirkstall Forge website.

An exhibition and plans were available for public viewing for the new south stand for the Headingley Carnegie Stadium at the stadium's café bar with comments invited via a questionnaire for the public to complete. Details of the exhibition were promoted in the match game programmes.

During a public exhibition event for a residential site, developers invited public opinions on the number of units and number of affordable homes and the materials with which to build the houses. In both cases, the scheme was amended to reflect the community's view.

Pre-application involvement for a residential development in Woodlesford was heavily influenced by local residents and the desire by the landowner to develop the land sympathetically and over a longer period of time than would normally be expected. A collaborative approach was taken on

the design, with community input on a design code which would fix the style of properties and limit the nature and extent of materials to be used.

The Armley Forum is used as a way of reaching a large number of residents in that area through the discussion of applications as part of the general meeting. This keeps ward members and the community up to date with what is going on, at very low cost and resource input.

For more information on pre-application involvement contact:

Development Enquiry Centre
The Leonardo Building
2 Rossington Street
Leeds
LS2 8HD
Tel: ...
Dec@...etc

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Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 30th October 2012

Subject: Recommendation Tracking on Housing Growth

| | | |
|--|------------------------------|--|
| 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. This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny review of housing growth.
2. The last tracking report on this matter was considered by Scrutiny Board (Regeneration) on 27th March 2012 and the category status on progress agreed at that time is shown in brackets in Appendix 2 of this report.
3. 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

4. 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 review of Housing Growth within Leeds.

2 Background information

- 2.1 Following its review of Housing Growth, the Regeneration Scrutiny Board published its final report and recommendations on 11th October 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.
- 2.3 The Scrutiny Board (Regeneration) at its meeting on 27th March 2012 considered the first tracking report on this matter and it followed the report of the Director of City Development to the Executive Board in November 2011 which summarised the progress made in responding to the 12 recommendations arising from the Scrutiny review. Recommendations 4, 6 and 12 have been completed and are not included in Appendix 2.

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 review of Housing Growth within Leeds is detailed within the table at Appendix 2 for Members' consideration.

6 Recommendations

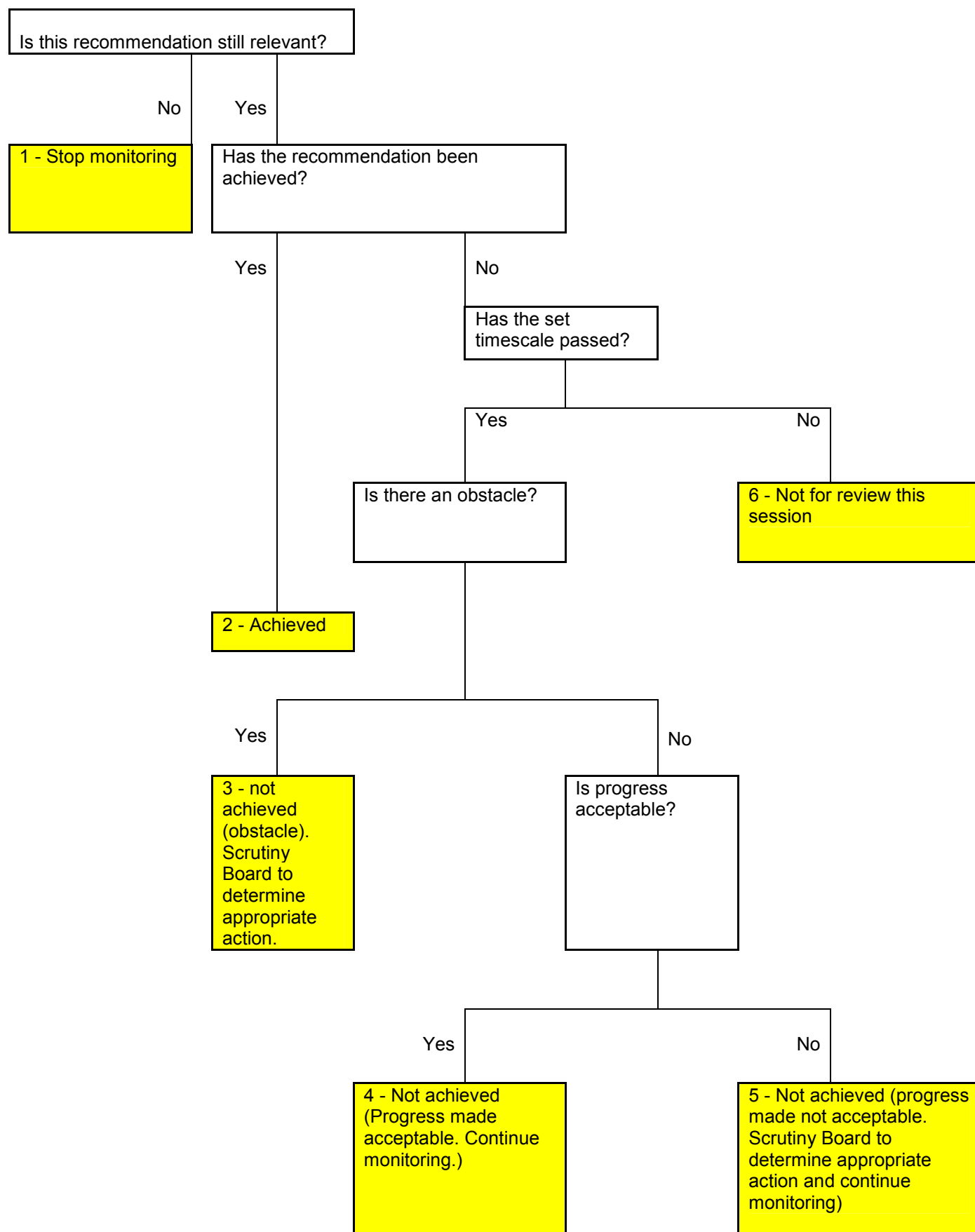
- 6.1 Members are asked to:
- Agree those recommendations which no longer require monitoring;
 - Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

7 Background documents¹

- 7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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



Review of Housing Growth in Leeds

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.</p> <p>That dependent upon the outcome of the 2011 Census the Executive Board make representations to the Department for Communities and Local Government (DCLG) that in order to achieve greater accuracy in the data provided by the Office for National Statistics a population register should be introduced.</p> | <p>Formal Response from Executive Board 2nd Nov 2011</p> <p>Agreed</p> <p>Position March 2012:</p> <p>This will be considered in the light of the outcome of the census. The first of the data is expected to be released in June.</p> <p>Current Position Oct 2012:</p> <p>In August 2012, there was a high level meeting between ONS officials and Leeds City Council, involving James Rogers and Malachi Rangecroft that explored the shortcomings of ONS population forecasts. This has identified the need to explore discrepancies in terms of migration and student numbers using more detailed Census 2011 releases, and to explore discrepancies between GP Registration records and the 2011 census population of Leeds. ONS have agreed to include a piece of work to reconcile these statistics scheduled for autumn 2012.</p> | <p>(4)</p> <p>Change to</p> <p>2</p> | |

| | | | |
|---|---|---|------------|
| <p>Recommendation 2.</p> <p>That the Director of Environment and Neighbourhoods consider whether there would be an advantage in moving away from the DCLG household model altogether and relying on local data which would be more accurate in determining housing need.</p> <p>That the Director of Environment and Neighbourhoods report back to this Scrutiny Board on the outcome within 3 months of its report being published.</p> | <p>Formal Response from Executive Board Nov 2011</p> <p>Agreed</p> <p>Position March 2012:</p> <p>In addition to the SHMA, the Directorate of Environment & Neighbourhoods utilises neighbourhood level Housing Market Assessments to inform housing needs, trends and aspirations within local housing markets. Along with data from the Leeds Homes register (in connection to demand for social housing) this gives a picture of the housing required within individual communities to inform the approach to investment.</p> <p>Current Position Oct 2012:</p> <p>The Director of Environment and Neighbourhoods does not rely on the DCLG household model to determine housing need. Instead the SHMA, and neighbourhood level Housing Market Assessments are used to inform housing needs, trends and aspirations within local housing markets. Along with data from the Leeds Homes register (in connection to demand for social housing) this gives a picture of the housing required within individual communities to inform the approach to investment. In addition data supplied by the Information and Intelligence Team such as Neighbourhood Index data and updated census information is utilised to supplement the local information already held.</p> | <p>(4)</p> <p>Change to</p> <p>2</p> | <p>yes</p> |
|---|---|---|------------|

| | | | |
|---|---|---|------------|
| <p>Recommendation 3.</p> <p>That the Executive Board oppose the proposal of the National Planning Policy Framework that requires an additional 20% over an above the figure required in the five year supply of housing units to be delivered per annum in the city. Their proposal would mean sites coming forward at an earlier stage and could undermine the Council's policy to develop its Brownfield sites.</p> | <p>Formal Response from Executive Board Nov 2011</p> <p>Agreed</p> <p>Position March 2012:</p> <p>The Council's response to the Draft NPPF was agreed by Executive Board in October and reflected the concern raised by Scrutiny Board.</p> <p>Current Position Oct 2012:</p> <p>Notwithstanding the City Council's comments on the Draft NPPF, the final NPPF was published in March 2012 including a buffer addition to the five year supply of 5% (or 20% for those authorities with a persistent record of under-delivery of housing)</p> | <p>(4)</p> <p>Change to</p> <p>2</p> | <p>Yes</p> |
| <p>Recommendation 5.</p> <p>That the Director of City Development consider whether through the SHLAA partnership or other mechanism; developers can be encouraged through incentives to deliver on sites where planning approvals have been granted and there are no technical reasons for these not to be progressed.</p> | <p>Formal Response from Executive Board Nov 2011</p> <p>Agreed</p> <p>Position March 2012:</p> <p>The Council has introduced an interim affordable housing policy, reflecting scheme viability in the current housing market. The policy is time limited as an incentive to early delivery. Consistent with national guidance the Council is willing to reconsider S106 obligations more generally where viability can be demonstrated to be holding back development.</p> <p>Current Position Oct 2012:</p> <p>City Development will continue to work with developers on individual housing sites to resolve detailed planning issues to help bring them forward for development.</p> | <p>(4)</p> <p>4</p> | |

| | | | |
|---|---|---------------------|--|
| <p>Recommendation 7</p> <p>That the Leeds City Region Partnership be asked to consider through their work on a City Region Strategy Statement, that where a local authority makes either an over or under provision of new homes above or below locally evidenced targets, that both these circumstances are taken into account in arriving at the overall scale of provision of new homes in the city region. These arrangements for the provision of new homes is to be agreed through the Leaders Board of the Partnership and incorporated into each authorities' Core Strategy in the city region.</p> | <p>Formal Response from Executive Board Nov 2011</p> <p>Agreed</p> <p>Position March 2012:</p> <p>Report to the Leaders Board (2nd Feb) on future arrangements for Spatial Planning in the City Region. This includes exploration of how directive the Partnership wishes to be in regard of strategic planning. The outcome of these deliberations will inform how we progress any further work on how we can 'pool' our collective housing provision.</p> <p>Current Position October 2012:</p> <p>At their meeting on 2nd Feb the Leaders Board resolved that authorities should do further work on how they will exercise the duty to cooperate prior to any further consideration of a city region approach. Since then a significant amount of work has been carried out by individual authorities and through collective technical work which has focussed on the immediate requirements of the duty in respect of those plans that are about to be taken to the Examination in Public stage. This has greatly helped in delivering efficiencies through carrying out work collectively once rather than individually a number of times and in clarifying the requirements of the duty. To date this work has not required the leaders board to make decisions as it has focussed on the technical and legal requirements of the duty and developing common approaches to documenting the requirements of the duty.</p> <p>To date, no further action has been taken on the pooling of housing provision and each authority is dealing with its own needs.</p> <p>However the Leaders Board received a report on 11th Oct which provided an update on the state of the housing market in the city region and levels of development, and the ongoing activity and</p> | <p>(4)</p> <p>4</p> | |
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| | <p>issues to be considered in supporting housing growth and delivery. The report addresses changes to the housing market, incentives to increase delivery and further work to increase delivery. Leaders were concerned about the level of housing delivery over recent years and asked that activity be undertaken to develop proposals to help stimulate the market. However the focus for the Leeds City Region needs to be on delivery not necessarily policy and numbers.</p> | | |
| <p>Recommendation 8.</p> <p>That the Director of City Development</p> <ul style="list-style-type: none"> • Continue to make representations to the Secretary of State for Communities and Local Government to count windfall sites within the Council's five year housing land supply. • Seek to establish principles within the Council's Core Strategy that support this outcome. • Seek to include student accommodation within windfall sites. • Write to all Members of Parliament providing a clear and uncomplicated explanation of the principle issues of concern so that MPs can continue to press the Leeds case with Ministers, Senior Civic Servants and other interested parties. A copy of the Director's letter to MPs also to be circulated to all Members of Council. | <p>Formal Response from Executive Board Nov 2011</p> <p>Agreed</p> <p>Position March 2012:</p> <p><u>City Development Directorate</u></p> <p>This was incorporated in the Council's response on the Draft NPPF. A letter was sent to all Leeds MPs, Greg Clark MP, the LGA, Core Cities, all councilors and CLG.</p> <p>The matter has also be raised in a letter to MPs regarding the revocation of RSS and a letter in January 2012 to Greg Clark MP and the government's chief planner raises further concern over the 5 yr land supply</p> <p>The approach in the Core Strategy (Executive Board 10th February) is to include and justify a windfall allowance.</p> <p><u>City Region</u></p> <p>Windfall issue raised with Ministers as part of the dialogue on city deals being brokered by the city region partnership. Looking to collate more information about the role of windfall across the city region as part of developing the dialogue</p> | (4) | |

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| | <p>Current Position Oct 2012:</p> <p>Representations were made to the Secretary of State for DCLG on windfall sites. MPs were also written to.</p> <p>National policy has been changed to accept windfall allowances providing they are realistic based upon evidence.</p> <p>The Core Strategy Publication Draft includes a windfall allowance of 500 dwellings p.a.</p> <p>City Development is prepared to count student dwellings in housing supply calculations, including on windfall sites, providing they are in the form of class C3 dwellings as defined in the use class order. It is considered that most student dwellings will fall into this category.</p> | <p>Change to</p> <p>2</p> | <p>Yes</p> |
| <p>Recommendation 9</p> <p>(a) That the Directors of City Development and Environment and Neighbourhoods undertake some initial work to identify ways in which the engagement and influence of local communities could be achieved under the Localism Bill.</p> <p>(b) That Executive Board make appropriate representations concerning the Bill that will require developers to consult with local communities including Town and Parish Councils where developments exceed more than 50 dwellings.</p> | <p>Formal Response from Executive Board Nov 2011</p> <p>Agreed</p> <p>Position March 2012:</p> <p>Executive Board of 2 November 2011 considered a report on neighbourhood planning. The Council agreed to support 4 bids for pilot status for neighbourhood planning in Kippax, Holbeck, Boston Spa and Otley. Support for the pilots is in part intended to provide the opportunity to learn from experience how the process works in different communities. The outcome of the bid is still awaited. Recommendation 9(a) should have been directed at the Assistant Chief Executive Customer and Access portfolio</p> <p>The Council responded to the draft regulations on Neighbourhood Planning (Executive Board 4th January 2012). However, these regulations did not include arrangements for consultation on planning applications.</p> | <p>(4)</p> | |

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| | <p>Current Position Oct 2012</p> <p>a) Leeds has embarked upon supporting an extensive programme of Neighbourhood Plans which are possible as a result of the Localism Act.</p> <p>b) The Localism Act is now fully enacted and does not include arrangements for developers to consult with Town and Parish Councils.</p> | <p>Change to 2</p> <p>3</p> | <p>Yes</p> |
| <p>Recommendation 10.</p> <p>That the Executive Board</p> <ul style="list-style-type: none"> • Support the view that growth and infrastructure provision in the city must go hand in hand with the development of a new business model which incorporates the new Community Infrastructure levy (CIL) and new procedures for determining and developing strategic projects in the city region and support for significant local schemes in Leeds . • Agree that 80% of the income to be raised through the CIL be ring fenced for the benefit of local communities with the balance being directed into a general fund to support city and city regional projects. | <p>Formal Response from Executive Board Nov 2011</p> <p>Not agreed and that a further report being submitted to the Executive Board in December 2011 in respect of issues arising from recommendation 10.</p> <p>Executive Board on 14th December considered a report giving background information relating to the implementation of the Community Infrastructure Levy.</p> <p>The Executive Board agreed that a Community Infrastructure Levy Charging Schedule be developed as a matter of priority, and that the necessary funding, as set out within paragraph 4.4.2 of the submitted report, be approved. It also asked for further work to be undertaken in relation to all the concerns raised during the discussion, with a further report on such matters being submitted to the Board in due course.</p> <p>Position March 2012:</p> <p>The position is as set out above</p> <p>Current Position Oct 2012</p> <p>No further comments provided</p> | <p>(3)</p> <p>3</p> | |

| | | | |
|--|--|-----------------------------------|--|
| <p>Recommendation 11.</p> <p>That the Director of City Development establish a working group comprising appropriate members, officers, developers, representatives of neighbourhoods, HCA and Town and Parish Councils to promote better understanding of each others issues and concerns regarding housing provision in the city.</p> | <p>Formal Response from Executive Board Nov 2011</p> <p>Agreed</p> <p>Position March 2012 : There has been some discussion on engagement at the annual parish and town councils meeting leading to a review of the Charter. At a more local level early engagement has taken place between officers, parish council representatives, ward members and the developer regarding the major East Leeds Extension development. A consultation forum involving these groups and others is to be established. In addition there is already a major developers forum on which there is parish council representation</p> <p>Current Position Oct 2012 No further comments provided</p> | <p>(4)</p> <p>4</p> | |
|--|--|-----------------------------------|--|

Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 30th October 2012

Subject: Community Infrastructure Levy – Establishment of a Working Group

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

1 Introduction

- 1.1 At the last meeting of the Scrutiny Board Members received a presentation from GVA consultants on the methodology that was being applied to the Leeds Economic Viability Feasibility Study. They are carrying out this study on behalf of the Council in order to determine the viability of sites for development in the city. This study is required as part of the process for the introduction of the Community Infrastructure Levy (CIL) in 2014.

2 Areas of Concern

- 2.1 At that meeting of the Scrutiny Board a number of issues of concern were identified and have been the subject of further correspondence between certain Board Members and relevant officers. These concerns include:-
- an apparent disparity of views between GVA consultants and DTZ Property Services regarding viability of schemes. GVA take the view that the figures required for affordable homes will remain the same because of viability issues whilst DTZ seem to be saying that viability of greenfield sites does not matter as it will be the land owner who will take the hit. There needs to be a harmonisation in this regard and clarity between sustainability and viability.
 - the “Grouping” of areas described by GVA is thought by Board Members not to be realistic as each community has its own specific infrastructure requirements and the costs of provision will vary from location to location , even village to village in the outer NE Area.
 - the need for the study to have comprehensive local engagement with Members and other community representatives and not just with developers.

3 Working Group

- 3.1 It is proposed that a Working Group be established to consider these concerns as a matter of urgency having regard to the fact that the Study is nearing completion and to consider other issues as they arise.
- 3.2 That the Working Group comprise all Members of this Scrutiny Board and will meet as and when required.

4 Recommendation

- 4.1 That Members agree the establishment of a CIL Working Group and determine a suitable date and time for its first meeting to consider the issues identified.

5 Background papers¹

- 5.1 None referred to.

¹The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 30th October 2012

Subject: Population Projections

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

1 Purpose of this report

- 1.1 The purpose of this report is to consider the latest update on population projections published by the Office for National Statistics relating to housing and regeneration issues.
- 1.2 The attached briefing note covers the following elements:
 - An update on the latest Census releases from ONS
 - The 2011 Mid-Year Estimates of Population
 - The Interim 2011-based Subnational Population Projections (SNPPs)
 - Conclusions and next steps
- 1.3 Members are asked to consider the information provided and identify any issues of concern which relate to housing and regeneration.

2 Recommendations

- 2.1 Members are asked to note the latest update on population projections issued by the Office for National Statistics and determine what, if any, further scrutiny the Board wishes to undertake on this matter in relation to housing and regeneration.

3 Background papers¹

None referred to.

¹The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Population Update: October 2012

This briefing note covers the following elements:

- An update on the latest Census releases from ONS
- The 2011 Mid-Year Estimates of Population
- The Interim 2011-based Subnational Population Projections (SNPPs)
- Conclusions and next steps

1.0 2011 Census update

In July 2012 the Office for National Statistics (ONS) released the first information from the 2011 Census. This first release provided population figures for local authorities by gender and five-year age bands (rounded to the nearest hundred), and also provided information on the numbers of households. The data showed Leeds with a population of 751,500 living in 320,600 households.

The Census figure was significantly lower than previous estimates and senior Council officers have met with the Deputy Director of the 2011 Census and the Head of the Census Design Authority to discuss the results and to be reassured of the robustness of the census processes (including the extensive Quality Assurance).

ONS have now released the unrounded data by single year of age. The next release of data will be on October 22nd when ONS will be publishing data on the number of people who have a second address. There will then be a four month window (November 2012-February 2013) when ONS will begin to release detailed census statistics at the small area level.

2.0 Mid-Year Estimates of Population 2011

ONS has now published the Mid 2011 Census Based Population Estimates (which refer to the population at 30 June 2011). These figures represent the most up-to-date that are available and should be used when describing the population of the city.

The mid-year estimates are the official set of population estimates and the Mid 2011 Census-based estimate shows the Leeds population to be 750,700 (a fall of 600 from the Census estimate adjusted to locate armed forces personnel to the local authority where they are usually based).

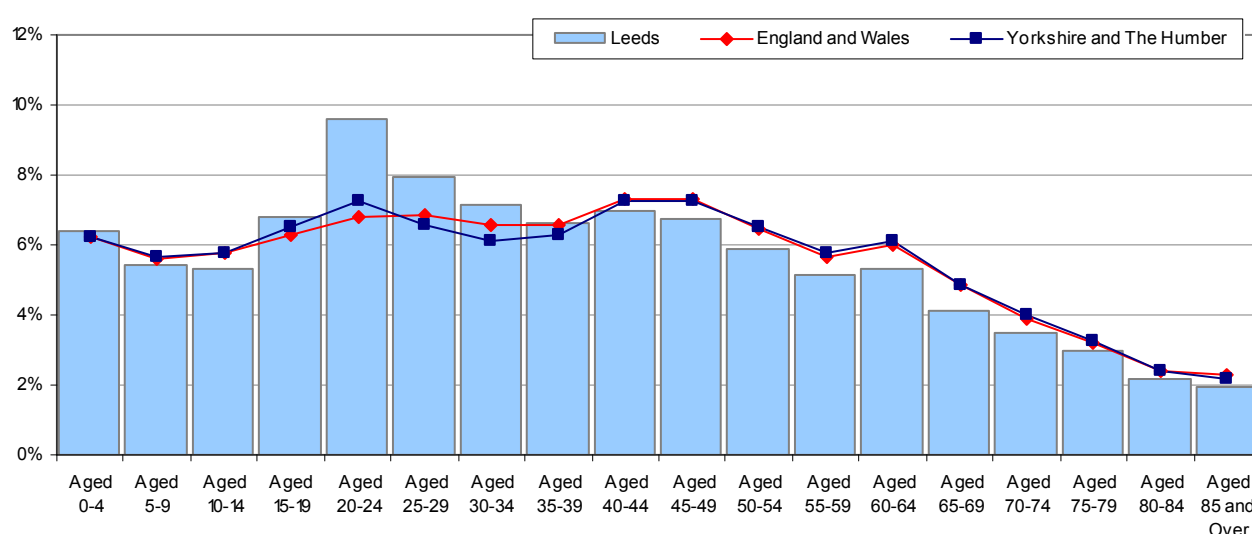
Table 1 provides a summary of the mid-2011 population structure by broad age bands and gender, and the graph compares the age profile of the city to the national and regional figures.

Table 1: 2011 Mid-year population estimates for Leeds

| Age band | Male | Female | All |
|--------------|----------------|----------------|----------------|
| 0-4 | 24,500 | 23,600 | 48,100 |
| 5-14 | 41,300 | 39,500 | 80,800 |
| 15-19 | 25,300 | 25,600 | 50,900 |
| 20-29 | 64,900 | 66,600 | 131,500 |
| 30-59 | 144,400 | 144,600 | 289,100 |
| 60-74 | 46,300 | 50,400 | 96,900 |
| 75+ | 21,300 | 32,200 | 53,400 |
| Total | 368,000 | 382,700 | 750,700 |

(N.B. numbers may not add up due to rounding)

Comparison of age profile: Leeds / Yorkshire & Humber / England & Wales



Components of Change

The Mid 2011 Estimates are based on the 2011 Census (adjusted to locate armed forces personnel to the local authority where they are usually based), updated to account for population changes during the period between Census day (27 March 2011) and the mid-year point (30 June 2011). A combination of registration, survey and administrative data is used to estimate the different components of change.

Overall the population of England and Wales increased by 95,000 (0.2%) between 2011 Census day and the mid-year point. Regionally, the population of Yorkshire and the Humber increased by 4,200 (0.08%). However for Leeds the population has reduced slightly, with a negative net migration figure (as experienced by all the Core Cities).

Table 2 shows the data for Leeds compared to the national and regional figures, and also shows data for neighbouring local authorities and for the Core Cities.

Table 2: Components of Change

| | Census Day Population 2011 | Live Births | Deaths | Natural change | Net migration & other change | Total change | Population (after change) |
|-------------------------|----------------------------------|----------------|--------------|-------------------|---------------------------------------|-----------------|---------------------------------|
| England & Wales | 56,075,900 | 187,600 | 121,000 | 66,600 | 28,400 | 95,000 | 56,170,900 |
| Yorkshire & Humber | 5,284,000 | 17,200 | 12,200 | 5,000 | -800 | 4,200 | 5,288,200 |
| Leeds | 751,300 | 2,700 | 1,600 | 1,000 | -1,700 | -600 | 750,700 |
| Neighbouring LAs | | | | | | | |
| Harrogate | 158,300 | 400 | 400 | 0 | 300 | 300 | 158,700 |
| Selby | 83,400 | 200 | 200 | 100 | 100 | 200 | 83,500 |
| Wakefield | 325,700 | 1,100 | 800 | 300 | 400 | 700 | 326,400 |
| Kirklees | 422,300 | 1,500 | 900 | 700 | 0 | 700 | 423,000 |
| Bradford | 522,300 | 2,100 | 1,000 | 1,100 | -300 | 800 | 523,100 |
| Calderdale | 203,700 | 600 | 500 | 100 | 300 | 400 | 204,200 |
| York | 198,100 | 500 | 500 | 100 | -300 | -300 | 197,800 |
| Core Cities | | | | | | | |
| Birmingham | 1,072,900 | 4,500 | 2,000 | 2,500 | -1,100 | 1,400 | 1,074,300 |
| Bristol | 428,200 | 1,700 | 800 | 900 | -1,000 | -100 | 428,100 |
| Liverpool | 466,300 | 1,500 | 1,100 | 400 | -1,000 | -600 | 465,700 |
| Manchester | 503,100 | 2,100 | 900 | 1,200 | -1,400 | -200 | 502,900 |
| Newcastle | 280,100 | 800 | 600 | 200 | -1,200 | -1,000 | 279,100 |
| Nottingham | 305,600 | 1,200 | 600 | 600 | -2,300 | -1,700 | 303,900 |
| Sheffield | 552,600 | 1,700 | 1,200 | 500 | -1,300 | -800 | 551,800 |

(N.B.1. numbers may not add up due to rounding)

(N.B.2. numbers may not exactly match previous published estimates due to the adjustment made to locate armed forces personnel to the local authority where they are usually based)

ONS will issue a revised back-series of Mid-Year Estimates for mid-2002 to mid-2010 (planned for publication in March-April 2013). ONS will also be publishing Super Output Area (SOA) population estimates at the same time. Estimates for other geographies will follow the publication of the SOA data.

3.0 Interim 2011-based Subnational Population Projections

The Office for National Statistics (ONS) produces Sub-National Population Projections (SNPPs) every two years, and the 2010-based projections were released on 21st March 2012. These projections have now been updated following the release of data from the 2011 Census and project the population for the next 10 years up to 2021. They are based on the 2011 Mid-Year Estimates and assume a continuation of the estimated

trends in fertility, mortality and migration as used in the original 2010 based projections.

It must be remembered that these projections are not forecasts and do not attempt to predict the impact that future government or local policies, changing economic circumstances or other factors might have on demographic behaviour. The primary purpose of the subnational projections is to provide an estimate of the future size and age structure of the population of local authorities in England.

The projections project the population of England to grow by 4.6 million by 2012 (8.6% growth over the ten year period). All the regions of England are projected to see population growth but for Yorkshire and the Humber the growth is projected to be slower at 7.0% over the ten year period.

These latest projections project that **the population in Leeds will increase by 88,900 (11.8%) in the decade to 2021** (a faster rate of growth than is being projected either regionally or nationally), with the numbers of:

- 0-4 year olds increasing by 6.7% to 51,300
- 5-19 year olds increasing by 8.7% to 143,200
- 20-29 year olds increasing by 23.0% to 161,800
- 30-64 year olds increasing by 7.1% to 352,500
- 65-75 year olds increasing by 17.8% to 66,900, and
- people aged 75+ increasing by 19.5% to 63,800

Table 3 provides a broad summary of the SNPP data while table 4 provide a more detailed analysis of the data for Leeds showing the actual and percentage increases in five-year age bands.

Table 3: Summary of projected population change

| | Total Population | | %age population change by age group | | | |
|---------|------------------|------------|-------------------------------------|------|-------|------|
| | Mid-2011 | Mid-2021 | All ages | 0-15 | 16-64 | 65+ |
| Leeds | 750,700 | 839,600 | 11.8 | 12.3 | 10.3 | 18.6 |
| Y&H | 5,288,000 | 5,657,000 | 7.0 | 9.3 | 2.4 | 22.2 |
| England | 53,107,000 | 57,688,000 | 8.6 | 12.6 | 3.7 | 23.6 |

(N.B. numbers may not add up due to rounding)

Table 4: Projected population change by 5 year age bands

| Leeds | Population Mid-2011 | Population Mid-2021 | Increase | % Change |
|-----------------|--------------------------------|--------------------------------|-----------------|-----------------|
| 0-4 | 48,100 | 51,300 | 3,200 | 6.7 |
| 5-9 | 40,800 | 48,600 | 7,800 | 19.1 |
| 10-14 | 40,000 | 46,000 | 6,000 | 15.0 |
| 15-19 | 50,900 | 48,600 | -2,300 | -4.5 |
| 20-24 | 71,900 | 84,600 | 12,700 | 17.7 |
| 25-29 | 59,600 | 77,200 | 17,600 | 29.5 |
| 30-34 | 53,800 | 65,700 | 11,900 | 22.1 |
| 35-39 | 49,800 | 55,700 | 5,900 | 11.8 |
| 40-44 | 52,300 | 48,700 | -3,600 | -6.9 |
| 45-49 | 50,600 | 46,300 | -4,300 | -8.5 |
| 50-54 | 44,200 | 49,300 | 5,100 | 11.5 |
| 55-59 | 38,400 | 47,100 | 8,700 | 22.7 |
| 60-64 | 40,100 | 39,700 | -400 | -1.0 |
| 65-69 | 30,800 | 33,100 | 2,300 | 7.8 |
| 70-74 | 26,000 | 33,800 | 7,800 | 30.0 |
| 75-79 | 22,400 | 24,700 | 2,300 | 10.3 |
| 80-84 | 16,400 | 18,100 | 1,700 | 10.4 |
| 85+ | 14,600 | 21,000 | 6,400 | 43.8 |
| All ages | 750,700 | 839,600 | 88,900 | 11.8 |

(N.B. numbers may not add up due to rounding)

Components of Change

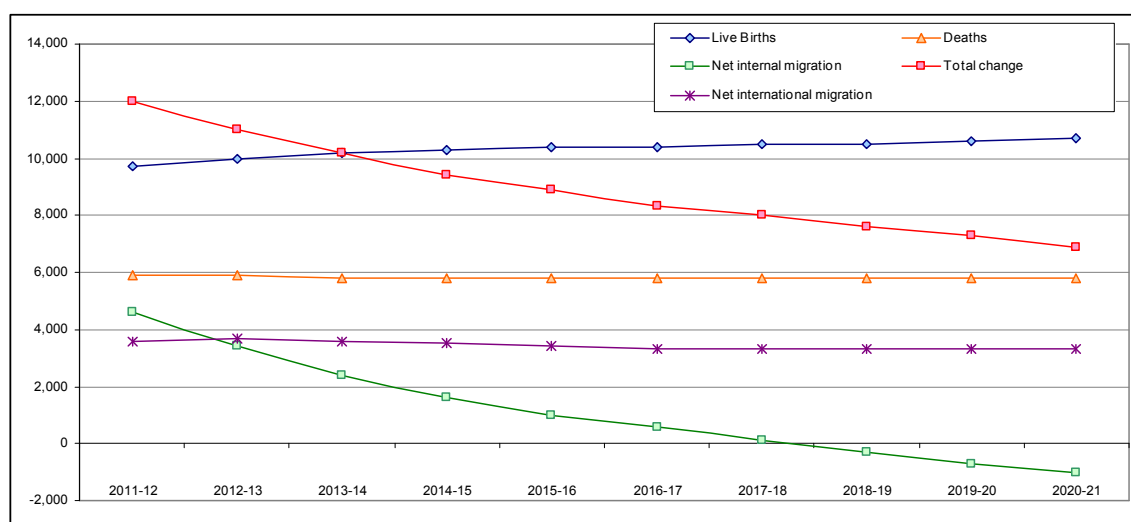
Table 5 shows the cumulative change in the population of Leeds over the next ten years, and the graph illustrates the how the different elements affecting population growth are projected to change year by year.

The graph clearly shows that the increasing birth rate continues to be a key driver of population growth in Leeds. Overall, the annual net migration figures are projected to fall from 8,200 in 2012 to 2,100 in 2021. It is projected that net international migration numbers will continue to be in the region of around 3,500 people per year, but in terms of internal migration (people moving between local authority areas in England) it is projected that by 2021 more people will move out of Leeds than move into the city.

Table 5: Components of Change (cumulative 2011-2021)

| | |
|-------------------------------------|----------------|
| Leeds | Leeds |
| Population Mid-2011 | 750,700 |
| | |
| Births | 103,300 |
| Deaths | 58,200 |
| Net natural change | 45,000 |
| <i>Internal migration: In</i> | <i>356,400</i> |
| <i>Internal migration: Out</i> | <i>344,700</i> |
| Net Internal Migration | 11,700 |
| <i>International Migration: In</i> | <i>96,900</i> |
| <i>International Migration: Out</i> | <i>62,600</i> |
| Net International Migration | 34,300 |
| <i>Cross border migration: In</i> | <i>14,000</i> |
| <i>Cross border migration: Out</i> | <i>15,000</i> |
| Net Cross border migration | -1,000 |
| Net Migration | 44,600 |
| | |
| Population 2021 | 839,600 |

(N.B. numbers may not add up due to rounding)



4.0 Conclusions and next steps

It has generally been accepted that in recent years the population figures for Leeds had become inflated largely due to the way in which immigration estimates had been distributed to local authorities. The new methodology for redistributing international migrants to local authority areas (published in November 2011) was a significant improvement and had begun to rebalance the population numbers (although the 2011 Census figure was still well below the revised estimate).

As well as releasing the 2011 Census-based mid-year estimates, ONS has also produced a set of "rolled forward estimates" (continuing to roll forward the population from the 2001 Census). These figures have been

released for comparison purpose to show what the 2011 estimate would have been had the 2011 Census not taken place. For the majority of local authorities the difference between the 2011 Census based mid-year estimate and the "rolled forward" estimate is less than $\pm 5,000$. However, for Leeds the difference is much more pronounced, with the city having the largest overestimation of the rolled forward estimate of any local authority in the country (37,400 or 5.0%).

The 2011 Census results have been discussed at a meeting between senior Council officers and representatives of the ONS and it was agreed that this clearly relates to the issue of the immigration estimates but would also be linked to the large student population in the city. However the impact of the 2011 Census cannot be fully understood until more detailed information is released (see ONS timetable below). This will allow an analysis of the response rates and returns for smaller areas within Leeds to see how these have impacted on the overall numbers for the city.

In the meantime, the Council will continue to work with local partners to better understand the differences between the Census results (which forms the basis of all population estimates and projections for the next ten years) and previous estimates, and the Office for National Statistics have indicated that they are willing to continue to support the Council in this process (but that they would not anticipate making any adjustment to the census outputs).

2011 Census: Timetable for release of data

Because of the breadth and depth of census data, the 2011 Census statistics are being released in four stages.

Second release: The second stage is due to start in November 2012 and run through to February 2013 – this will be a phased release and represents the start of the dissemination of detailed census statistics at the small area level.

Third release: This is due to run from March 2012 - June 2013 and will provide multi-variate analysis and will again be released in phases.

Fourth release: This is due to run from July 2013 – October 2013 and will feature further multi-variate statistics which will be made available for higher level geographies.

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Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 30th October 2012

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 |

1 Purpose of this report

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

2 Main issues

- 2.1 A draft work schedule is attached as appendix 1 which incorporates issues identified for inclusion at the last meeting. The work schedule has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.
2. Also attached as appendix 2 and 3 respectively are the latest minutes of Executive Board and the Council's current Forward Plan.

Recommendations

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

4. Background papers¹

None used

¹The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 10. 010.12 Appendix 1

| Area of review | Schedule of meetings/visits during 201213 | | |
|---|--|--|---|
| | June | July | August |
| <i>Consultation Major Changes to Housing Policy</i> | | Initial Paper on decision of Executive Board and Proposed Changes including draft tenancy strategy consultation | Working Group comprising all Members of the Board to submit its comments on the proposals |
| <i>Development of Brown field Sites</i> | | Initial Paper from Director of City Development | |
| <i>Development of Guidance/protocol for Developers</i> | | Initial Paper from Director of City Development | |
| <i>To be determined</i> | | | |
| Briefings | Equality Improvement Priorities SB 18/06/12 @ 10 am | Response to queries Q3 performance reports Consultation Section 106 agreements Community Infrastructure Levy | |
| Budget & Policy Framework Plans | | Report on Housing Revenue, General Fund Regeneration and Capital Programme Period 2 | |
| Recommendation Tracking | | Recommendation Tracking Private Rented Sector Housing | |
| Performance Monitoring | Quarter 4 performance report SB 18/06/12 @ 10 am | | |

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 10. 010.12 Appendix 1

| Area of review | Schedule of meetings/visits during 2012/13 | | |
|---|---|---|--|
| | September | October | November |
| Consultation Major Change to Housing Policy | Consider a summary of the responses received from all consultees on the proposals with a view to making any recommendations the Scrutiny Board wishes to make before Executive Board considers the matter in November | Recommendations to Executive Board | Executive Board consider a proposed new Housing Policy |
| Development of Browfield Sites | | | |
| Development of Guidance/protocol for Developers | | Board to consider guidance/protocol | |
| Council houses being used as offices and the Directorate's approach to the disposal of property in general | To consider a report of the Director of Housing on Council houses being used as offices including the Directorate's approach to the disposal of property in general | To consider a list of non Council owned land that are brownfield sites that have been declared not viable and the reasons why they are not viable and what has been offered to move those sites forward for development | |
| Briefings Inquiry Report Recommendation Private Sector Housing Recommendation | | Recommendation 1 Private Sector Housing Report back on outcome of adopting a more proactive and targeted integrated management approach in addressing those areas of the city that have greater housing and environmental needs. Report on SHLAA Process & Membership | Recommendation 3 That a progress report on the delivery of the Empty Properties Action Plan be brought back to Scrutiny before December 2012. |
| Budget & Policy Framework Plans | | + | Budget report to half year month 6 |
| Recommendation Tracking | | Housing Growth | Affordable Housing by Private Developers |
| Performance Monitoring | Quarter 1 performance report SB 10/09/12 @ 10 am | | |

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

WG – Working Group Meeting

| Area of review | Schedule of meetings/visits during 2012/13 | | |
|---|---|--|----------|
| | December | January | February |
| Consultation Major Change to Housing Policy | | | |
| Development of Brown field Sites | | | |
| Development of Guidance/protocol for Developers | | | |
| Council houses being used as offices and the Directorate's approach to the disposal of property in general | Update on implementation of action plan | | |
| Critical Friend to the Strategic Partnership Board | | | |
| Briefings Inquiry Report Recommendation Private Sector Housing Recommendation 4 | | That the Director of Environment and Neighbourhoods report back on the findings from work undertaken analysing current housing market trends within the Leeds 6 postcode areas and for this to then be used to predict empty property trends within these areas over the next 2-3 years. | |
| Budget & Policy Framework Plans | | | |
| Recommendation Tracking | | | |
| Performance Monitoring | Quarter 2 performance report SB 10/12/12 @ 10 am | | |

| Area of review | Schedule of meetings/visits during 2012/13 | | |
|---|--|--|-----|
| | March | April | May |
| <i>Consultation Major Change to Housing Policy</i> | | | |
| <i>Development of Brown field Sites</i> | | 6 month update on disposal of Council owned brownfield sites | |
| <i>Development of Guidance/protocol for Developers</i> | | | |
| <i>Council houses being used as offices and the Directorate's approach to the disposal of property in general</i> | | | |
| Critical friend to the Strategic Partnership Board | To consider the outcome of the workshops organised by Leeds Initiative responding to the questions set out in the constitution | | |
| Briefings | | | |
| Budget & Policy Framework Plans | | | |
| Recommendation Tracking | | | |
| Performance Monitoring | Quarter 3 performance report SB 11/03/13 @ 10 am | | |

EXECUTIVE BOARD

WEDNESDAY, 17TH OCTOBER, 2012

PRESENT: Councillor K Wakefield in the Chair

Councillors J Blake, M Dobson, P Gruen,
R Lewis, L Mulherin and A Ogilvie

Councillor R Downes – Substitute Member
Councillor C MacNiven – Substitute Member
Councillor J Procter – Substitute Member

79 **Substitute Members**

Under the terms of Executive and Decision Making Procedure Rule 2.3, Councillors J Procter, R Downes and C MacNiven were invited to attend the meeting on behalf of Councillors A Carter, S Golton and L Yeadon respectively, who had all submitted their apologies for absence from the meeting.

80 **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 to the report referred to in Minute No. 84 under the terms of Access to Information Procedure Rule 10.4(3) and Appendix 2 to the same report under the terms of Access to Information Procedure Rule 10.4(5) on the grounds that the information contained within the Appendices relates to the financial or business affairs of any particular person (including the authority holding that information). Specifically, Appendix 1 relates to costs which are confidential due to the competition to attract the Tour, whilst Appendix 2 includes details of the Heads of Terms of any contract between Welcome to Yorkshire and Leeds City Council. It is therefore considered that the public interest in maintaining the content of Appendix 1 and 2 as exempt outweighs the public interest in disclosing the information.
- (b) Appendix B to the report referred to in Minute No. 92 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial and business affairs of GMV –Twelve and the Council. The public interest in maintaining the exemption in relation to Appendix B outweighs the public interest in disclosing the information by reason of the fact that it contains information and financial details which, if disclosed, would adversely affect the business of the Council and GMV – Twelve.

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th November, 2012

81 Declaration of Disclosable Pecuniary and Other Interests

Councillor Gruen declared an 'Other Significant Interest' in respect of the matters contained within agenda item 21, 'Basic Need Programme – Outcome of Competitions to Create Two New Primary Schools', as a member of LEAF Academy Trust (Minute No. 98 refers).

Councillors J Procter and Downes both declared 'Other Significant Interests' in respect of the matters contained within agenda items 13 'Review of Governance Arrangements in West Yorkshire', 14 'West Yorkshire Plus Transport Fund', 15 'Support to the Leeds Rail Growth Package' and 16 'New Generation Transport (NGT) Scheme', due to their respective positions on the West Yorkshire Integrated Transport Authority (Minute Nos. 90, 91, 92 and 93 refer respectively).

A further declaration was made at a later point in the meeting (Minute No. 92 refers).

82 Minutes

RESOLVED – That the minutes of the meeting held on 5th September 2012, be approved as a correct record.

LEISURE AND SKILLS

83 Garforth Leisure Centre

Further to Minute No. 205, 30th March 2011, the Director of City Development submitted a report regarding the current position in respect of the Executive Board resolution to explore the possible Community Asset Transfer (CAT) of Garforth Leisure Centre to the Schools Partnership Trust. In addition, the report also outlined new proposals relating to the status of the CAT process and details regarding the operational performance of Garforth Leisure Centre.

Prior to the meeting, Board Members had received correspondence clarifying the content of the Equality, Diversity, Cohesion and Integration Screening Document, which was appended to the report, in order to ensure that Members had all relevant information before them when considering the matter.

The Board paid tribute to the work which had been undertaken to successfully improve the operating performance of the centre, and it was suggested that a similar approach could be taken when looking to improve the performance of other centres, where appropriate.

Members highlighted the need to ensure that a collaborative and robust approach was taken when considering potential Community Asset Transfers in the future.

RESOLVED –

- (a) That the proposal to explore the potential of a community asset transfer of Garforth Leisure Centre to the School Partnership Trust be discontinued.
- (b) That Garforth Leisure Centre be retained under Council management on 58.5 hours per week.
- (c) That the Council seeks to enter into partnership with the School Partnership Trust (and other interested parties) with the aim of seeking to extend the opening hours beyond 58.5 hours per week.

84 Tour de France: The Grand Départ in Yorkshire

The Director of City Development submitted a report outlining a proposal to host the “The Grand Départ” of The Tour de France in Yorkshire. The report detailed the associated opportunities and implications and sought approval to enter into agreement with ‘Welcome to Yorkshire’ in order to bring the Tour to Leeds and to contribute towards the associated costs.

The Board highlighted the significant opportunities that the hosting of “The Grand Départ” would present for the both the city and the region. Members then discussed the potential financial implications associated with holding the event and it was agreed that Board Members and Group Leaders would receive regular updates in respect of such matters. In addition, when details of any potential routes were known, it was requested that relevant Ward Members were kept informed, as appropriate.

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

RESOLVED – That with the concurrence of the Leader of the Council, delegated authority be provided to the Chief Executive, to enter into an agreement with ‘Welcome to Yorkshire’ in order to enable Leeds City Council to confirm its commitment to staging the Grand Départ within the parameters, as outlined within the exempt appendices to the submitted report.

ADULT SOCIAL CARE

85 Strategy for Governance in Integrated Working with Health

The Director of Adult Services submitted a report regarding the means by which more integrated commissioning and service provision between NHS commissioners and service providers and their Local Authority counterparts could be encouraged and supported in the future. In addition, the report set out the intention to use the powers contained within the 2006 Health Act, in order to utilise legal flexibilities to ensure good governance and accountability for the use of public funds in the pursuit of joint improvement. Also, the report detailed the intention to have one overall Section 75 Agreement to cover all joint commissioning arrangements between Leeds City Council Adult Social

Care and NHS Leeds or its successors and outlined how other dedicated Section 75 agreements would be used to ensure good governance and accountability between providers of NHS care for specific services and their Local Authority counterparts.

RESOLVED –

- (a) That the approach to Section 75, Section 76 and Section 256 agreements for the governance and pooling of Health and Social Care resources be endorsed.
- (b) That the process for the Director of Adult Social Services to approve future agreements under the delegations afforded to her within the Council's Constitution, Officer Delegation Scheme (Executive Functions), be noted.
- (c) That it be noted that the agreements will be subject to formal review every 3 years, but monitored annually during this time in order to assure their continuing relevance and effectiveness.

RESOURCES AND CORPORATE FUNCTIONS

86 Financial Health Monitoring 2012/13 - Month 5 Report

The Director of Resources submitted a report setting out the Council's projected financial health position for 2012/2013 after five months of the financial year.

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

87 Financial Strategy 2013 to 2017

The Director of Resources submitted a report regarding the development of a medium to long term financial strategy for the Council, providing information on the Government's technical consultation exercise upon Business Rates Retention and highlighting the potential implications for the Council's financial strategy.

Concerns were raised in respect of the funding of the Government's New Homes Bonus initiative, and the significant implications it potentially had for Local Authorities such as Leeds. Members also highlighted the important role to be played by brownfield development in respect of housing provision in Leeds. In response, it was agreed that cross-party representations were made to Government in relation to the issues which had been raised.

Responding to an enquiry, the Board was provided with assurances regarding departmental spending levels, and it was highlighted that such spending levels had not increased in real terms.

RESOLVED –

- (a) That the contents of the submitted report, together with the response to the Technical Consultation, as detailed within Appendix 2, be noted.

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th November, 2012

- (b) That it be noted that a further report on the development of the Council's financial strategy will be submitted to the December 2012 meeting of the Board as part of the Council's Initial Budget proposals for 2013/2014.
- (c) That an all-party letter be submitted to Government regarding the issues which had been raised during the meeting in relation to the New Homes Bonus initiative.

88 Leeds City Region Business Rates Pool

The Director of Resources submitted a report regarding the development of the proposed Leeds City Region (LCR) business rates pool, outlining the benefits of pooling and seeking approval for Leeds to act as the "lead authority" for the LCR pool.

Prior to the meeting, Board Members had received correspondence clarifying the content of the Equality, Diversity, Cohesion and Integration Screening Document, which was appended to the report, in order to ensure that Members had all relevant information before them when considering the matter.

RESOLVED –

- (a) That the inclusion of Leeds within the final pooling proposal, to be submitted on behalf of the Leeds City Region, be approved.
- (b) That the governance arrangements, as appended to the submitted report be approved in principle, and that the responsibility for finalising detailed matters be delegated to the Director of Resources.
- (c) That it be agreed that Leeds should act as the "lead authority" for the proposed pool.
- (d) That a further report be presented to the December 2012 Board meeting, once the 2013/2014 funding details are known, so that a final decision on whether to go ahead can be taken.

89 Community Right to Challenge

Further to Minute No. 221(C), 7th March 2012, the Director of Resources submitted a report providing an update on the Community Right to Challenge initiative, whilst also facilitating an opportunity for the Board to consider how the Council would implement the legislation within the Localism Act 2011.

Members highlighted the need to ensure that community organisations were fully engaged in the proposed process, and that, in progressing this matter, it was requested that a further report be submitted to the Board on how the Council was engaging more proactively with community organisations in respect of service provision.

RESOLVED –

- (a) That the publication of the Localism Act 2011 regulations, be noted.
- (b) That the following proposed approach to decisions upon Community Right to Challenge expressions of interest be endorsed:-
 - (i) PPPU/PU and directorates jointly consider any expression;
 - (ii) Relevant Members are consulted and the Executive Board Member who is responsible for the service area that is being considered in the expression of interest may refer the expression to Executive Board for a decision;
 - (iii) Liaison is undertaken with Area Leadership;
 - (iv) A report is provided jointly by the PPPU/PU lead and the directorate, taking account of feedback;
 - (v) The Chief Officer PPPU and Procurement approves the report
 - (vi) The relevant Director makes a decision on an expression, except where referred to Executive Board.
- (c) That it be noted that the relevant schemes of delegation will need to be amended to reflect the proposals detailed within resolution (b) above.
- (d) That the proposed approach towards engagement, as referred to within paragraph 3.3 of the submitted report, be supported.
- (e) That a further report be submitted to the Board on how the Council was engaging more proactively with community organisations in respect of service provision.

90 Review of Governance Arrangements in West Yorkshire

The Assistant Chief Executive (Customer Access and Performance) and the Director of City Development submitted a joint report seeking authority for a statutory review of specified functions to be undertaken with the intention of a further report being prepared in due course to include a draft Scheme of Governance for a Combined Authority, should the Review conclude that this was the most beneficial option for the area, and that it satisfied the statutory tests.

By way of an introduction to the report, the Chief Executive advised that although the primary focus of the proposals was upon transport provision, potentially it could also relate to wider arrangements aimed at the promotion of economic development and regeneration in West Yorkshire. The Board was also informed that York City Council had expressed an interest in being more formally involved in the potential establishment of a Combined Authority for the area.

The suggestion was welcomed that a cross-party approach would be taken in respect of the further work to be carried out on the potential establishment of a Combined Authority.

RESOLVED –

- (a) That it be agreed that the Council should be party, together with other West Yorkshire Authorities (including the ITA), to a Review of governance arrangements relating to transport, economic development and regeneration in West Yorkshire, pursuant to Section 108 of the Local Democracy, Economic Development and Construction Act 2009 and Section 82 of the Local Transport Act 2008.
- (b) That the Chief Executive in consultation with the Leader be authorised to commission the preparation of the Review, in consultation with the other West Yorkshire Authorities.
- (c) That the Chief Executive in consultation with the Leader be authorised to commission the preparation (in consultation with the other West Yorkshire Authorities) of a draft Scheme for a Combined Authority for consideration by Executive Board and Council, if the Review recommends that a Combined Authority would be the most beneficial option for West Yorkshire.
- (d) That the provisional timetable and next steps on the governance review process be noted, including, if appropriate, the submission of a draft Scheme to Executive Board and Council by January 2013 and a final scheme which takes account of consultation and submitted to the Secretary of State by July 2013, in order to be in a position by April 2014 to receive significant devolved powers and funding via the City Deal.

DEVELOPMENT AND THE ECONOMY

91 West Yorkshire Plus Transport Fund

The Director of City Development submitted a report providing an update upon the progress made to date in developing a West Yorkshire Transport Fund and which sought approval to continue the development work, which would enable authorities to confirm the setting up of the Fund and the associated 10 year programme later this year.

Responding to an enquiry, assurances were provided regarding the timescales in place for the fund to reach £1billion and the primary funding sources involved.

RESOLVED –

- (a) That the contents of the submitted report and appendix be noted.
- (b) That the further development and progression of the work on the West Yorkshire Plus Transport Fund be agreed.

92 Support to the Leeds Rail Growth Package

The Director of Resources and the Director of City Development submitted a joint report seeking in principle agreement to the Council providing financial assistance to support the delivery of the Leeds Rail Growth Package.

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th November, 2012

The Board was informed by the City Solicitor that the relevant legal powers detailed within the report under which the financial assistance was being proposed was Section 3 of the Local Authorities (Land) Act 1963. However, Members noted that those powers only covered loans where the person to whom the money was advanced undertook the work. In this instance it would be Metro who built the rail infrastructure, rather than the owner/developer involved. Therefore, the powers in Section 3 would only be appropriate where the recipient of the loan undertook the works, and insofar as this was not the case, then the appropriate power was the new general power of competence within the Localism Act 2011.

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

RESOLVED – That in principle agreement be given to the Council providing financial assistance to support the delivery of the Leeds Rail Growth Package, but that this be subject to the finalisation of the agreement of terms and conditions which ensure that the Council's position is as secure as possible, and that final agreement be sought from Executive Board.

(Prior to the consideration of the exempt appendix to this item and the subsequent resolutions made by the Board, Councillor Wakefield vacated his position of Chair and left the meeting room for the remainder of the discussion. This was due to Councillor Wakefield's potential decision making role with respect to the Growing Places Fund, and wanted to avoid any perception of bias or predetermination on this matter. Councillor Blake assumed the position of Chair for the duration of the discussion upon the exempt appendix and the subsequent making of the resolutions).

93 New Generation Transport (NGT) Scheme

Further to Minute No. 220, 18th May 2011, the Director of City Development submitted a report providing an update on the New Generation Transport (NGT) scheme following the Department for Transport's confirmation of Programme Entry Approval. In addition, the report sought approval to a capital programme injection and spend which would enable a Transport and Works Order to be submitted to the Secretary of State for Transport for powers to construct and operate the scheme.

It was requested that when appropriate, political groups received briefings in respect of the proposals regarding route alignments.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That authority be given to spend £1,200,000 from within the existing Capital Programme in order to progress the scheme which would enable a Transport and Works Order to be submitted to the Secretary of State for Transport for powers to construct and operate the scheme.

94 Planning Applications Highways issues (White Paper 16)

Further to Minute No. 235, 11th April 2012, the Director of City Development submitted a report providing an update on the further four month trial period undertaken in relation to Ward Member notification of planning applications on which Highways had been consulted. The report included Member feedback received on the success and value of the process and sought agreement to the continuation of the current notification process without further modification.

RESOLVED –

- (a) That the issues raised during the further four month Member consultation trial period and the views raised from the Member feedback exercise, be noted.
- (b) That it be agreed that the current process be adopted in its current format.
- (c) That it be noted that amended processes to improve public engagement at the pre-application stage have been proposed by the Chief Planning Officer with support from the Executive Member for Neighbourhoods, Planning and Support Services and that such proposals were noted at Full Council on 12 September 2012.

ENVIRONMENT

95 Green Deal Go Early

The Director of Environment and Neighbourhoods submitted a report providing an update on a recently announced grant opportunity for energy efficiency improvements, linked to the City Deal. In addition, the report sought authority to spend a capital grant of £1,280,000 on energy efficiency grants and loans in 2012-2013 and to make a contingency budget of £10,000 available in 2013-14. The report also sought approval for the proposed approach towards the targeting and marketing of the grants and loans.

RESOLVED –

- (a) That the proposed delivery approach, as described within section 3 of the submitted report, be approved.
- (b) That approval be given to use the outcome of the current Leeds City Region Domestic Energy Efficiency Programme (LCR DEEP) tender process to award contract(s) to the highest scoring bidder(s) to manage and deliver each of the lots that make up the different elements of this project.
- (c) That approval be given to the injection of, and the authority to spend the Department of Energy, Climate and Change grant of £1,278,400 on a mixture of grants and loans for energy efficiency measures, together with associated administration costs.

- (d) That approval be given to move £10,000 of the existing 'Wrap Up Leeds' budget from 2012-2013 to 2013-2014, as contingency for up to 20 small grants.
- (e) That the necessary authority be delegated to the Director of Environment and Neighbourhoods to take operational decisions in order to ensure that the grant is fully disbursed.
- (f) That approval be given to ring-fence the loan repayments in an account to be spent on future domestic energy efficiency projects, particularly preparing for the Green Deal and tackling fuel poverty.

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

96 Gambling Act 2005 Statement of Licensing Policy

The Head of Licensing and Registration submitted a report advising of the progress made in respect of the triennial review of the Gambling Act 2005 Statement of Licensing Policy and which sought approval for the matter to be referred to full Council for approval in accordance with the Budget and Policy Framework.

RESOLVED – That the contents of the submitted report be noted and that the matter be referred to the 14th November 2012 full Council meeting for approval, in line with the Budget and Policy Framework.

(The resolutions referred to within this minute were not eligible for Call In, as the ultimate determination of such matters are reserved to Council, in line with the Council's Budget and Policy Framework)

97 Review of ALMO Arrangements

Further to Minute No. 111, 3rd November 2010, the Assistant Chief Executive (Customer Access and Performance) submitted a report setting out the background to the review of housing management services in Leeds and the proposal to extend the Management Agreements with the ALMOs for up to an additional year.

Responding to an enquiry, the Board was provided with assurances regarding the inclusive approach towards communication and consultation which would be undertaken with tenants and Elected Members in respect of any proposals regarding future ALMO arrangements.

RESOLVED –

- (a) That a report be submitted to the December 2012 Executive Board meeting, in order to consider the option(s) for the future governance and delivery arrangements for the management of council housing in Leeds, prior to wider consultation on the future direction.
- (b) That an extension in the term of contract for the ALMOs for a period of up to one year be agreed, in order to allow time for the review to be concluded and any current arrangements implemented.

CHILDREN'S SERVICES

98 Basic Need Programme - Outcome of competitions to Create two new Primary Schools

Further to Minute No. 181, 4th January 2012, the Director of Children's Services and the Director of Environment and Neighbourhoods submitted a joint report on the outcome of two competitions held to establish new primary schools in Harehills and South Leeds. The report outlined a recommendation relating to the preferred bidders to run the new schools, a final decision for which was required to be made by no later than 20th October 2012.

The Board noted that representations had been received from one organisation who had submitted a bid, but who had not been identified as one of the organisations recommended to run one of the schools. The representations were in relation to some perceived inaccuracies within the submitted Executive Board report. Prior to discussing the matter, the Board was provided with details of the perceived inaccuracies and also provided with the accompanying responses from Children's Services.

Members raised concerns regarding the increasing number of children starting school across the city and the pressures which as a result were being placed upon school places and education provision. In response it was suggested that Ward Members were invited to become further involved in the work which was ongoing to address this issue.

Responding to an enquiry, the Board was provided with assurances regarding the proposal to close of the Stanley Road Household Waste Sorting Site, specifically in respect of the alternative provision which would be available to service users in the area.

RESOLVED –

- (a) That approval be given for the Co-Operative to be the party to open the new 420 place primary school with 26 place FTE nursery at Florence Street, Harehills, to open in September 2013 and to serve families in that area.
- (b) That approval be given for the The Learning Trust South Leeds to be the party to open the new 420 place school with a 26 place nursery on land at the former South Leeds Sports Centre, and to open in September 2014 and serve families in that area.
- (c) That the closure of the Stanley Road Household Waste Sorting Site be approved, and that agreement be given to the site's incorporation into the Harehills school design (in accordance with section 3.10 of the submitted report).

(The matters referred to within this minute were not subject to Call In, as a decision was required within two months of the end of the 'summary of bids'

notice period, which was no later than 20th October 2012. Therefore, due to the timescales involved, this matter was not subject to Call In)

DATE OF PUBLICATION: 19TH OCTOBER 2012

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 26TH OCTOBER 2012 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 29th October 2012)



FORWARD PLAN OF KEY DECISIONS

1 October 2012 – 31 January 2013

What is the Forward Plan?

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 October 2012 – 31 January 2013. A new Plan is issued on a monthly basis, but the Plan is updated as often as required during that month. Details of each key decision will be available to the public 28 clear days before the decision is due to be taken.

What is a Key Decision?

A Key decision, as defined in the Council's Constitution is an executive decision which is likely to:

- result in the Authority incurring expenditure or making savings over £250,000 per annum, or
- have a significant effect on communities living or working in an area comprising one or more wards.

Article 13 of the Council's Constitution provides more details about which decisions will be treated as key decisions.

What does the Forward Plan tell me?

The Plan gives information about:

what key decisions are due to be taken in the next four months
 when those key decisions are likely to be made
 who will make those decisions
 what consultation will be undertaken
 the documents that will be considered by the decision maker and where these can be accessed, and how other documents which may become available to the decision maker at a later date can be requested

Who takes key decisions?

Under the Authority's Constitution, key decisions are taken by the Executive Board or Officers acting under delegated powers.

Who can I contact?

The contact details of a lead officer are provided for each key decision listed in the Plan. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members. If you are unsure how to make contact, please ring Leeds City Council on 0113 222 4444 and staff there will be able to assist you.

How do I get copies of the documents being considered by the decision maker?

The Plan lists the documents (meaning any report or background papers, other than those only in draft form) which will be taken into consideration by the decision maker in relation to any key decision.

The agenda papers for Executive Board meetings¹, and the documents being considered by officers taking key decisions², are available five working days beforehand on the Council's website (using the links below) and from the following address:

Governance Services, 4th Floor West, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 39 52194 / Fax: 0113 3951599

Email: cxd.councilandexec@leeds.gov.uk

If you wish to obtain copies or extracts of any other listed documents you should contact the lead officer for the particular key decision named on the Plan. Other documents relevant to the key decision may be submitted to the

¹ <http://democracy.leeds.gov.uk/ieListMeetings.aspx?CId=102&Year=2012>

² <http://democracy.leeds.gov.uk/mgDelegatedDecisions.aspx?bcr=1&DM=4>

decision maker at any time before the decision is made. If you wish to receive details of those documents as they become available, please contact the lead officer for the particular key decision named on the Plan.

Sometimes the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

Where can I see a copy of the Forward Plan?

The Plan can be found on the Leeds City Council website. The Plan will be issued once a month on or before the following dates, and will be updated as often as required between these dates:

| Publication date | Period covered by the Plan |
|-----------------------------------|--|
| Friday 31 st August | 1 st October 2012 – 31 st January 2013 |
| Wednesday 3 rd October | 1 st November 2012 – 28 th February 2013 |
| Friday 2 nd November | 1 st December 2012 – 31 st March 2013 |
| Monday 3 rd December | 1 st January 2013 – 30 th April 2013 |
| Thursday 3 rd January | 1 st February 2013 – 31 st May 2013 |
| Thursday 31 st January | 1 st March 2013 – 30 th June 2013 |
| Friday 1 st March | 1 st April 2013 – 31 st July 2013 |
| Tuesday 2 nd April | 1 st May 2013 – 31 st August 2013 |

About this publication

For enquiries about the Forward Plan of Key Decisions please e-mail: cxd.corporategovern@leeds.gov.uk or telephone: 0113 39 51712.

Visit our website www.leeds.gov.uk for more information on council services, departments, plans and reports.

This publication can also be made available in Braille or audio cassette. Please call: 0113 22 4444.

If you do not speak English and need help in understanding this document, please phone: 0113 22 4444 and state the name of your language. We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali):-

যদি আপনি ইংরেজিতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 2243462 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助解釋這份資料者，請致電 0113 22 43462 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की जरूरत है, तो कृपया 0113 224 3462 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंग्लिश (टुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 22 43462 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ। ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂਗੇ।

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 22 43462 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹرپرائٹر) سے رابطہ کریں گے۔

FORWARD PLAN OF KEY DECISIONS

For the period 1 October 2012 to 31 January 2013

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|---|----------------------------------|------------------------------|---|---|
| A653 Dewsbury Road junction with A6029 Rein Road, Tingley - Proposed pedestrian crossing facilities To seek approval to incur expenditure and undertake the detailed design and implementation of a pedestrian crossing on the A653 Dewsbury Road junction with A6029 Rein Road, Tingley. | Chief Officer (Highways and Transportation) | 1/10/12 | Morley South Ward Members | None | Nick Borrás, Senior Engineer - Traffic Management nick.borras@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|-----------------------------------|---------------------------|---|--|--|
| Advocacy Consortia Model To approve request to invoke Contracts Procedure Rule 31.1 to waive Contract Procedure Rule 13 to enter into a contract with the Advonet from 1 st April 2013 to 31 st March 2016. | Director of Adult Social Services | 1/10/12 | The joint advocacy review in 2009 included extensive consultation with service users and demonstrated that there is a strong case for advocacy services but that they were working under pressure and in some cases lacked resources to be able to extend their services. Since this time there has been ongoing consultation with advocacy providers and their customers, including involvement of management steering groups. ASC, NHS, ABL and Advocacy providers have worked closely together to develop this model in order to ensure it is fit for purpose and will continue to do so. A 'Briefing Paper' was presented to Councillors on January 27 th 2012 outlining the action undertaken to date and the future plans for short term, issue based independent advocacy in the city. Throughout the duration of the contract consultation will take place with customers and stakeholders to assess the effectiveness of the service. | Waiver Report | Mick Ward, Head of Commissioning mick.ward@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|-----------------------------------|---------------------------|--|---|---|
| Award of contract to Leeds Partnership Foundation Trust for the care and support services to adults with learning disabilities To invoke Contract Procedure Rule 31.4 (to allow waiver of Contract Procedure Rule 13). | Director of Adult Social Services | 1/10/12 | <p>Department of Health requirement for 2011/12. The following boards were advised of the requirement:</p> <ul style="list-style-type: none"> • Council Executive Board Report 2009 • Joint Commissioning Strategic Board April 2009 • Leeds Learning Disability Partnership Board 19 June 2009 | Report to the Director of Adult Social Services | <p>Janet Wright, Joint Commissioning Manager</p> <p>janet.wright@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|-----------------------------------|---------------------------|---|--|--|
| <p>Award of Residential Care Home Framework Contracts to Care Homes who comply with the Leeds Quality Standards</p> <p>To agree to the placement of care homes onto the Residential Framework Contract on either the core standard or the enhanced standard.</p> | Director of Adult Social Services | 1/10/12 | <p>The process was developed in partnership with Ernst and Young and all providers were given opportunities through a range of consultation events to comment on the service specification, quality standards and the methodology applied to derive the fee that LCC will pay for care services within the Leeds boundary. A cross party Advisory Group consisting of Elected Members, service providers, voluntary sector, NHS Leeds and service users were consulted through this project, along with residents/relatives and other Older People. Documents published on Talking Point.</p> | Report to Director of Adult Social Services | <p>Tim O'Shea, Head of Adult Social Care Commissioning</p> <p>Tim.OShea@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|--|--|--|
| Bereavement Services Charges To increase burial and cremation charges by 4.5%. | Director of Environment and Neighbourhoods | 1/10/12 | Executive Member for Environmental Services, Core City comparison. | Report to accompany delegated decision will be prepared in due course. | Sean Flesher, Head of Parks and Countryside sean.flesher@leeds.gov.uk |
| Collection of Local Taxation Approval of Council Tax and Business Rate write offs for period 1 st October 2011 to 31 st March 2012. | Director of Resources | 1/10/12 | Chief Financial Officer | Report on values and type | David Levitt, Corporate Debt Manager david.levitt@leeds.gov.uk |
| Construction Skills Commissioning | Director of City Development | 1/10/12 | Jobcentre Plus, Members, existing/potential providers | Delegated decision report | Jane Hopkins, Head of Employment and Skills jane.hopkins@leeds.gov.uk |
| Contract with Leeds Community Healthcare Request to waive Contracts Procedure Rule 13 and enter into a new contract with Leeds Community Healthcare. | Director of Children's Services | 1/10/12 | n/a | Waiver Report | Paul Bollom, Interim Lead Commissioner for Children's Services paul.bollom@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|--|--|--|
| <p>Disabled Facilities Grant 2012/13</p> <p>To grant authority to spend approx £6,670,000 for a category B capital scheme – Capital Scheme 98040, Category B DOD.</p> <p>Assistance for private residents city wide, towards the provision of adaptations to the home.</p> | Director of Environment and Neighbourhoods | 1/10/12 | Consultations are ongoing with Executive Member for Environment and Neighbourhoods and regular Scrutiny Board reports. | Design and Cost Report and delegated decision report | <p>Colin Moss, Adaptations Agency Manager</p> <p>colin.moss@leeds.gov.uk</p> |
| <p>Elmete Primary Centre</p> <p>To give authority to spend for the removal of asbestos and demolition of Elmete Primary Centre.</p> | Director of City Development | 1/10/12 | Executive Member for Development and the Economy, Ward Members | Design and Cost Report | <p>Phil Elliott, Building Surveyor</p> <p>phil.elliott@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|---|--|---|
| <p>Exercise of Option to Purchase Agreement - Land at Freely Lane, Bramham</p> <p>Approval is sought to:</p> <ol style="list-style-type: none"> 1) Trigger an option to purchase agreement to acquire third party owned land to support the sale and redevelopment of Bramham House, a Council owned property; and 2) Give authority to incur expenditure of approx £270k in connection with the land purchase. | Director of City Development | 1/10/12 | Executive Member for Development and the Economy, Ward Members, and Bramham Parish Council have already been consulted. | Design and Cost Report | <p>Martin Blackett, Senior Surveyor</p> <p>martin.blackett@leeds.gov.uk</p> |
| <p>Extension of Disrepair and Shops Maintenance Contract</p> <p>Agreement to final 12 month extension as provided for under 2008 procurement exercise.</p> | Director of Environment and Neighbourhoods | 1/10/12 | None | Contract Extension Report | <p>David Purdy, Principal Contracts Manager</p> <p>david.purdy@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|---|---|---|
| Framework Agreement for the Procuring of fixed play ground equipment including MUGAs, teen shelters and skateboard BMX equipment Awarding of the Framework Contract for the supply and installation of playground equipment for a period of 3 years from the 1 st March 2012 with the option to extend for a further 2 years if so required. | Director of Environment and Neighbourhoods | 1/10/12 | Parks and Countryside, Procurement Unit. | Tender Returns | Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk |
| Furniture Framework Agreement Approval to proceed with a furniture framework tender agreement in order to procure a suitable single supplier for the supply and installation of office furniture over a minimum period of two years. | Director of Resources | 1/10/12 | Procurement, Business Improvement, Facilities Management, Health and Safety, Occupational Health, Business Support. | Tender document for a furniture framework agreement | Jane Watson, Head of Business Improvement jane.2.watson@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|-------------------|---------------------------|--|---|--|
| <p>ICT Services - Invest To Save Initiatives</p> <p>Invest in a range of initiatives to deliver services more efficiently and save the council money in the long term. Replace the IT Asset Management software with a more efficient product and so better manage the estate. Continue the programme of server virtualisation and so create a more efficient and supportable environment. Start to look at 'cloud' service options as a consumer and potentially a provider. Further develop more 'Bring Your Device' options.</p> | Chief ICT Officer | 1/10/12 | ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board | Invest To Save Business Case & DDN, SIB Report. | <p>David Maidment, Head of ICT Strategy, Architecture & Commissioning</p> <p>david.maidment@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|--|---|---|
| Implementing a new children's services structure through the restructure of existing provision To take one or more decisions in connection with the proposals for the new structure including the restructure of existing provision. | Director of Children's Services | 1/10/12 | Staff, Trade Unions | Delegated Decision Report and relevant structure charts | Nigel Richardson, Director of Children's Services nigel.richardson@leeds.gov.uk |
| Kendal Carr, Holborn Court and Cockcroft House Sheltered Housing - Request for approval for Permanent Suspension of Lettings and Disposal Approval to close 3 x Sheltered Housing Schemes. | Director of Environment and Neighbourhoods | 1/10/12 | Informal and formal consultations have and continue to be undertaken with customers, Ward councillors, E&N, and Local Housing Performance staff, stakeholders. | WNWhL Executive Decision Panel Report | Jeffrey Dembickjy, Senior Project Officer, ALMO Business Centre Leeds jeff.dembickjy@abcl.org.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|------------------------------|---------------------------|--|--|--|
| Leeds Community Learning Programme 2012-13 Award of contract(s) following a procurement exercise, to deliver Community Learning provision from August 2012 (Formal First Step and Community Learning funding). | Director of City Development | 1/10/12 | Consultation has taken place with the Executive Member Leisure and Skills and the Executive Board Member, formerly Neighbourhoods, Housing and Regeneration. There has been specific internal consultation with Children's Services and City Development and external partners including Jobcentre Plus, the Skills Funding Agency, training providers and local FE/HE representatives | None | Sue Wynne, Chief Officer Employment & Skills sue.wynne@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|---|---------------------------|--|--|---|
| Leeds Local Implementation Plan supporting document for the West Yorkshire Local Transport Team Report requesting authority for approval of the supporting document for Leeds setting out details of the strategy and implementation proposals for Leeds included in the West Yorkshire Local Transport Plan. | Chief Officer (Highways and Transportation) | 1/10/12 | The document sets out issues and proposals that have been consulted on as part of the Local Transport Plan preparation process which has included Members and stakeholders | Delegated decision report | Andrew Hall, Acting Head of Transportation Services andrew.hall@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|------------------------|---------------------------|---|--|---|
| <p>Modification of the Shadwell Conservation Area and the approval of the Shadwell Conservation Area Appraisal and Management Plan</p> <p>The Chief Planning Officer to approve the following:</p> <ol style="list-style-type: none"> 1. The Modification of the Shadwell Conservation Area (boundary map Appendix 2 with effect from 17 September 2012. 2. Adoption of the Shadwell Conservation Area Appraisal and Management Plan as non-statutory planning guidance (and as such with weight as a material consideration) with effect from 17 September 2012. | Chief Planning Officer | 1/10/12 | A 5 week period of public consultation has already taken place. | Shadwell Conservation Area Appraisal and Management Plan and the Shadwell Conservation Area Boundary | <p>Matthew Bentley, Senior Conservation Officer</p> <p>matthew.bentley@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|------------------------|---------------------------|--|---|---|
| Morley Conservation Area To amalgamate and extend the Morley Town Centre and Morley Dartmouth Park Conservation Area into the Morley Conservation Area and adopt the Morley Conservation Area Appraisal and Management Plan as non-statutory planning guidance. | Chief Planning Officer | 1/10/12 | Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and Other bodies | Report and Morley Conservation Area Appraisal and Management Plan | Philip Ward, Conservation Officer phil.ward@leeds.gov.uk |
| New Farnley Village Design Statement (VDS) Approval of the New Farnley Village Design statement so that it can be formally adopted as a Supplementary Planning Document (SPD) within the Leeds Development Framework. | Chief Planning Officer | 1/10/12 | The document has undergone significant local consultation which had shaped the aspirations within it. A representations statement and EIA will be published alongside the VDS. | New Farnley VDS | Gareth Read, Planning Assistant gareth.read@leeds.gov.uk |
| Occupational Health Services and Complementary Framework Services Award of contracts. | Director of Resources | 1/10/12 | Subject to Call in | Award Report | Kathryn Tarrant, Occupational Health Manager kathryn.tarrant@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|--|--|---|
| <p>Proposed Insulation & Render Cladding to Highways Maisonette 122-133 undertaking a mini competition under the Leeds City Council Procurement Unit DEEP Framework (ref LCC22842)</p> <p>That the Director of Environment and Neighbourhoods approves a key decision to allow the procurement and installation of the energy saving cladding system through the Leeds City Council DEEP framework.</p> | Director of Environment and Neighbourhoods | 1/10/12 | Consultation will take place with residents / Ward Members once the contract has been awarded. | Report to Director of Environment and Neighbourhoods | <p>Steve Hunt, Chief Executive - East North East Homes Leeds (ENEHL)</p> <p>steve.j.hunt@enehl.org.uk</p> |
| <p>Provision of Transport for Leeds City Council Staff engaged on Council Business</p> <p>To agree the award of Tender for the Provision of Transport for Leeds City Council Staff engaged on Council Business.</p> | Chief Officer Resources and Strategy | 1/10/12 | Planning Policy and Improvement, Procurement Unit, Chief Officer concerned | Tender Submissions | <p>Suzanne Hopes, Head of Customer Services & Support</p> <p>suzanne.hopes@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|---|--|--|
| Reinstatement works following fire damage at Temple Newsam Farm Authority to spend from insurance fund. | Director of City Development | 1/10/12 | Corporate Procurement Unit, Insurance Section, Ward Members, Executive Member for Leisure | Design and Cost Report | Anne Chambers, Head of Corporate Property Management anne.chambers@leeds.gov.uk |
| Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies. | Director of Environment and Neighbourhoods | 1/10/12 | None | Delegated Decision Report | Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|--|--|---|
| Request to invoke Contract Procedure Rule 25.1 in order to invoke the second 12 month extension periods to the three existing contracts with DISC Approval required to invoke Contract Procedure Rule 25.1 in order to invoke the second 12 month extension period to the three existing contracts with DISC for the Drug Rehabilitation Requirement Care Coordination & Structured Intervention Service, the Community Drug Treatment Advice, Information, Triage & Support Service and the Community Drug Treatment Psychosocial & Structured Intervention Service. | Director of Environment and Neighbourhoods | 1/10/12 | Consultation currently being undertaken with service users, providers and key stakeholders through the Drug Treatment Strategic Sector Review which is currently underway. | Report to be presented to the Delegated Decision Panel | Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|--|--|--|
| <p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St Anne's Community Services</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contact with St Anne's Community Services for six Learning Disability supported living services at a total contract value of £724,849.91 per annum.</p> | Director of Environment and Neighbourhoods | 1/10/12 | Invocation of extension to existing contract previously authorised to ensure continuity of service delivery. Service will be subject to review and possible remodelling during 2013 as part of the forthcoming Sector Review of supported living services for people with learning disability. | Report to be presented to Delegated Decision Panel | <p>Neil Evans, Director of Environment and Neighbourhoods</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 |
|---|--|---------------------------|--|--|--|
| <p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St. Anne's Community Service</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St. Anne's Community Services for Ex-Trust Group Homes at a total contract value of approximately £442,460.32 per annum.</p> | Director of Environment and Neighbourhoods | 1/10/12 | Invocation of extension to existing contract previously authorised to ensure continuity of service delivery. Service will be subject to review and possible remodelling during 2013 as part of forthcoming Sector Review of supported living services for people with a Learning Disability. | Report to be presented to Delegated Decision Panel | <p>Neil Evans, Director of Environment and Neighbourhoods</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 |
|---|--|---------------------------|--|---|--|
| <p>Restructure of Regional Policy Team</p> <p>Approval of the restructure of the Regional Policy Team including deletion of four existing posts and the creation of fourteen new posts. The additional posts will support the activity of the Leeds City Region in particular the Local Enterprise Partnership and new activity relating to the development of the City Deal.</p> | <p>Assistant Chief Executive (Customer Access and Performance)</p> | 1/10/12 | Affected staff / trade unions | Delegated decision report including appendices, equality, diversity, cohesion and integration screening | <p>Rob Norreys, Head of Regional Policy</p> <p>rob.norreys@leeds.gov.uk</p> |
| <p>Schools devolved formula capital budgets 2012/13</p> <p>Approval to carry out capital works and incur expenditure at Leeds schools, to be funded by Devolved Formula Capital Grant.</p> | <p>Director of Children's Services</p> | 1/10/12 | Schools (excluding VA schools and Academies) | Design and cost report | <p>Charlotte Foley, Lead Officer for the Built Environment</p> <p>charlotte.foley@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|-----------------------------------|---------------------------|--|--|---|
| The adoption of the Rawdon Cragg Wood Conservation Area Appraisal and Management Plan The adoption of the Rawdon Cragg Wood Conservation Area Appraisal and Management Plan. | Chief Planning Officer | 1/10/12 | | Rawdon Cragg Wood Conservation Area Appraisal and Management Plan | Andrew Graham, Senior Urban Design / Conservation Officer andy.graham@leeds.gov.uk |
| The Learning Disability Section 75 Agreement between Adult Social Care and NHS Leeds (NHS Airedale, Bradford and Leeds Cluster) To agree the Learning Disability Section 75 Agreement between Leeds City Council Adult Social Care and NHS Leeds (NHS Airedale, Bradford and Leeds Cluster). | Director of Adult Social Services | 1/10/12 | Collaboration with relevant stakeholders including NHS colleagues, legal services and commissioners. | Report to the Director of Adult Social Services and Section 75 Agreement | Maxine Naismith, Head of Service, Learning and Disability Services maxine.naismith@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|-----------------------------------|---------------------------|-----------------------|--|---|
| The Manufacture, Supply and Installation of Passenger Lifts, Stair Lifts and through the Floor Lifts to Leeds City Council Buildings Property Maintenance's procurement exercise for the award of a framework contract for the manufacture. Supply and installation of passenger lifts, stair lifts and through the floor lifts to Leeds Council Buildings | Chief Commercial Services Officer | 1/10/12 | None | The award report from the tender process | Sarah Martin, Chief Officer Property and Fleet sarah.martin@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|-----------------------------------|---------------------------|---|---|---|
| To enter into new contractual arrangements with homecare providers to extend legacy cost and volume provision Request to invoke Contract Procedure Rule 31.1 and to waive Contract Procedure Rule 13 to enter into new contracts with the existing independent service providers. | Director of Adult Social Services | 1/10/12 | As part of the implementation of the framework contract arrangements two years ago, people in receipt of legacy arrangements cost and volume arrangements were consulted and indicated they wished to retain those legacy arrangements. This decision is therefore directed by that consultation. | Report to Director of Adult Social Services | Mark Phillott, Commissioning Manager mark.phillott@leeds.gov.uk |
| Travel Plan SPD Approve Travel Plan Supplementary Planning Document as adopted part of the Local Development Framework. | Chief Planning Officer | 1/10/12 | The draft SPD has gone through significant internal consultation and a full statutory external consultation. Amendments have been made to the SPD as a result of these conditions. | The report to be issued to the decision maker with the agenda for the meeting | Nathan Huntley, Senior Highways Engineer nathan.huntley@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|---------------------------------|---------------------------|---|--|---|
| <p>Troubled Families Programme</p> <p>Approval of initial spending profile for Troubled Families programme. Approximately £2.3 million will be made available to Leeds from the DCLG in 2012/13 to work with families to positively impact on a range of issues including worklessness, crime, anti-social behaviour and school attendance.</p> | Director of Children's Services | 1/10/12 | <p>Consultation on the direction of travel of the troubled families programme, including an outline of an options appraisal for spending have been presented to Corporate Leadership Team, Children's Service Leadership Team, Children's Trust Board, Safer Leeds Executive and the Troubled Families Programme Board.</p> | <p>Programme Board Mandate, Troubled Families Financial framework, Options Appraisal (to follow)</p> | <p>Jim Hopkinson, Head of Service - Targeted Services</p> <p>jim.hopkinson@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|-----------------------|--|---|
| <p>Use of non approved Procurement Framework for selection of Contractors for part of ENEHL Housing Capital Programme 2012/13</p> <p>Approval for the use of a non LCC approved Procurement Framework, The Alliance, to undertake mini procurement exercises to select Contractors to undertake housing capital works for the ENEHL 2012/13 programme to the estimated value of £1.4m as prescribed below:</p> <ul style="list-style-type: none"> Window replacements - £188,000 Replacement doors - £121,000 Fire Safety Doors to communal areas - £500,000 Defective Housing – Prep for External wall insulation - £600,000 Total - £1,409,000 | Director of Environment and Neighbourhoods | 1/10/12 | Previously undertaken | <p>Report to the Director of Environment and Neighbourhoods</p> <p>Report to Housing Contracts Board</p> | <p>Steve Hunt, Chief Executive - East North East Homes Leeds (ENEHL)</p> <p>steve.j.hunt@enehl.org.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|-----------------------------------|---------------------------|--|--|--|
| Yewtree and Rosewood Extra Care Provision To award a contract to Methodist Homes Association to provide 65 housing tenancies for older people residing in the Moor Allerton extra care housing provision. | Director of Adult Social Services | 1/10/12 | Project Board and the Health and Social Care Executive Board Member | Report to the Director of Adult Social Services | Susan Gamblen, Commissioning Manager for Older People's Services susan.gamblen@leeds.gov.uk |
| Youth Contract: Support for 16-17 year olds who are not in education, Employment or Training To approve £815k of fully funded expenditure into the Children's Services 12-13 budget. | Director of Children's Services | 1/10/12 | Elected Members | Funding Letter | Ken Morton, Head of Service - Young People & Skills ken.morton@leeds.gov.uk |
| Youth Inclusion Projects, Inclusion Service, Substance Misuse Treatment To agree the waiver of Contract Procedure Rule 13 to enter into contracts for the provision of: Youth Inclusion Projects; Inclusion Services; and Substance Misuse Treatment. | Director of Children's Services | 1/10/12 | Children's Services Directorate, Procurement Unit, Chief Officer Concerned | Proposals from the existing contracted providers | Iain Dunn, Strategic Category Manager iain.dunn@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|-----------------------------------|---------------------------|---|--|---|
| <p>Extension of existing contracts with four domiciliary care provides for the provision of Community Based Respite Care</p> <p>This Community Based Respite Care covers the whole Leeds City Council District. The service enables carers to have a weekly break from caring for their adult family members. To invoke Contract Procedure Rules 25.1 to extend the existing contracts for twenty four months from 1st November 2012 with Allied Healthcare, Czajka Community Care, CareUK, and Leeds Jewish Welfare Board.</p> | Director of Adult Social Services | 11/10/12 | Service users have been consulted through a survey in April 2012. | Report to the delegated decision panel | Bridget Maguire, Carers Commissioning Officer |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|--|---|--|
| Developing the Council's Financial Strategy To advise Executive Board of the Government's technical consultation on Business Rates Retention, and its potential implications for the Council's financial strategy. | Executive Board Portfolio: Leader of Council | 17/10/12 | All local authorities have been consulted by Central Government and this report details the Council's response to that consultation. | The report to be issued to the decision maker with the agenda for the meeting | Alan Gay, Director of Resources alan.gay@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|--|---|---|
| <p>Green Deal Go Early</p> <p>To approve capital expenditure of a £1m grant from DECC on energy efficiency grants and loans. A LCR proposal has been sent to DECC for a grant of £2.7m to spend on energy efficiency loans/grants to prove the concept of the Green Deal. Approx £1m will be available for Leeds, primarily targeted at traditional Victorian terraces, system built properties and properties with narrow cavities. The energy efficiency package will be based around external wall insulation to reduce energy costs, cut fuel poverty rates and give the immediate neighbourhood a better appearance.</p> | Executive Board Portfolio: Environment | 17/10/12 | The proposal has been discussed with the Home Energy Project Board and details of areas to be targeted will be agreed in consultation with the Executive Members for Environmental Services and Housing. Tenants and residents in the selected areas will be approached re their willingness to participate. | The report to be issued to the decision maker with the agenda for the meeting | <p>George Munson, Energy and Climate Change Manager</p> <p>george.munson@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|---|---------------------------|--|---|--|
| Learning Disability Day Service Modernisation Refurbishment of Rothwell Fulfilling Lives Building Release / authority to spend £1,100,000 Capital for refurbishment of Rothwell Fulfilling Lives Building. | Executive Board Portfolio: Adult Social Care | 17/10/12 | Extensive consultation has taken place over last 3 years with service users, carers, staff and Elected Members as part of the learning Disability Day Service Modernisation programme; further consultation will take place including Ward Members | The report to be issued to the decision maker with the agenda for the meeting | Andrew Rawnsley, Head of Service - Learning Disability Community Support Services andrew.rawnsley@leeds.gov.uk |
| Leeds LGBT Friendly City To consider and approve options and proposals on how Leeds can be an LGBT Friendly City. | Executive Board Portfolio: Leader of Council | 17/10/12 | Individual options may be subject to consultation when approved | The report to be issued to the decision maker with the agenda for the meeting | Lelir Yeung, Head of Equality lelir.yeung@leeds.gov.uk |
| Leeds Rail Growth Package To agree in principle a request to provide financial assistance for the development of the Leeds Rail Growth Package as part of the development of the former Kirkstall Forge site. | Executive Board Portfolio: Development and the Economy | 17/10/12 | None | The report to be issued to the decision maker with the agenda for the meeting | Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|---|---------------------------|---|---|--|
| Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified. | Executive Board Portfolio: Leader of Council | 17/10/12 | | The report to be issued to the decision maker with the agenda for the meeting | Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk |
| NGT - update on progress and spending approvals Update on progress / approval to spend. | Executive Board Portfolio: Development and the Economy | 17/10/12 | Extensive consultation already undertaken | The report to be issued to the decision maker with the agenda for the meeting | Andrew Wheeler, Highway Design and Construction / NGT Manager andrew.wheeler@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|---|---|---|
| Outcome of competitions for two new primary schools To determine the outcome of the competitions held to open two new primary schools. | Executive Board Portfolio: Children's Services | 17/10/12 | The competitions were approved following formal statutory consultation held 12 Sep – 11 Oct 2011. This included consultation with and members directly and through area committees, and with all other stakeholders. Following the competition, a statutory notice was published describing the bids received, and advertised to ward members and all other stakeholders. A public meeting was held during the notice period, to allow members of the public and other stakeholders to find out more about the bids. Information on the views expressed during that notice period form the basis of the report. | The report to be issued to the decision maker with the agenda for the meeting | Stuart Gosney, Capacity Planning and Sufficiency Lead stuart.gosney@leeds, gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|---|---|--|
| Tropical World Refurbishment To approve the design and cost report for the proposed Tropical World refurbishment. | Executive Board Portfolio: The Environment | 17/10/12 | Consultation will commence once Executive Board have agreed in principle to inject funds into a capital scheme | The report to be issued to the decision maker with the agenda for the meeting | Sean Flesher, Head of Parks and Countryside sean.flesher@leeds.gov.uk |
| Request to invoke Contracts' Procedure Rule 25.1 in order to extend the contract with Creative Support for the Independent Living Service Request to invoke Contracts' Procedure Rule 25.1 in order to enter into the first 1 year extension period to the existing 3(+1+1) year contract with Creative Support for the Independent Living Service for Older People at a cost of £307,041. | Director of Environment and Neighbourhoods | 25/10/12 | Consultation with service users and stakeholders has been carried out during a validation visit which took place in 2010 where service users expressed satisfaction with the service. | EIA Screening | Sarah Best, Programme Management Officer |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|---------------------------------|---------------------------|--|--|---|
| <p>Award of contract for Targeted Information, Advice and Guidance (IAG) Service for young people</p> <p>The award of a contract to the successful applicant in the procurement of a Targeted IAG Service for young people. Contract for 1st April 2013- 31st March 2015, with 3 extension periods of 1 year.</p> | Director of Children's Services | 1/11/12 | <p>Children's Services Leadership Team – w/c 26/11/12.</p> <p>Consultation that has already taken place:</p> <ul style="list-style-type: none"> An event for stakeholders, including elected members, to be involved in planning to shape the new service took place in January 2012. A soft market testing exercise has been conducted with the market place to seek their views on contracting models. Consultation took place with young people Feb – April 2012. Consultation with voluntary sector representatives from Young Lives Leeds on 25th July 2012. | Contract award report | <p>Mary Brittle, Commissioning Programme Manager (Learning & Skills)</p> <p>mary.brittle@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|------------------------------|-----------------------|--|--|
| <p>Award of grant funding to develop 12 additional pitches at Cottingley Springs, Gypsy and Traveller Site</p> <p>Approval to sign Grant Funding Agreement with the Homes and Community Agency (HCA) to receive grant of £1.074m in order to develop 12 additional pitches at Cottingley Springs, Cottingley</p> | Director of Environment and Neighbourhoods | Between 1/11/12 and 30/11/12 | Ward Members | EIA Screening | Megan Godsell, Housing Policy Manager |
| <p>Extension of the 'Asbestos Removal Framework Contract' for the 12 months from 30th November 2012</p> <p>Request to invoke Contract Procedure Rule 25.1 to apply for the 12 month extension period to the existing 3 year contract for the Asbestos Removal Framework Contract from 30th November 2012 to the 30th November 2013.</p> | Chief Commercial Services Officer | 1/11/12 | N/A | DDN and extension report | <p>Sarah Martin, Chief Officer Property and Fleet</p> <p>sarah.martin@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|-----------------------------------|---------------------------|-----------------------|--|---|
| Extension of the 'Building Demolition Framework Contract' for 12 months from 30th November 2012 Request to invoke Contract Procedure Rule 25.1 to apply for the 12 month extension period to the existing 3 year contract for the Building Demolition Framework Contract for Property Maintenance from 30 th November 2012 to the 30 th November 2013. | Chief Commercial Services Officer | 1/11/12 | N/A | DDN and extension report | Sarah Martin, Chief Officer Property and Fleet sarah.martin@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|-----------------------|--|---|
| Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with HFT (Home Farm Trust) Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with HFT (Home Farm Trust) for the provision of the Supported Living Service at a total contract value of £276,968.11 per annum. | Director of Environment and Neighbourhoods | 1/11/12 | None | Report to be presented to the delegated decision panel | Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|-----------------------|--|--|
| <p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with Leeds City Council Adult Social Care</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with Leeds City Council Adult Social Care for provision of six Learning Disability supported living services at a total contract value of £1,177,057.20 per annum.</p> | Director of Environment and Neighbourhoods | 1/11/12 | None | Report to be presented to the delegated decision panel | <p>Neil Evans, Director of Environment and Neighbourhoods</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 |
|---|--|---------------------------|-----------------------|--|--|
| <p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St Annes' Community Services</p> <p>Authorisation to invoke Contract Procedure Rules 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St Annes Community Services for the provision of the Floating Supported Living Service with a total contract value of £256,512 per annum.</p> | Director of Environment and Neighbourhoods | 1/11/12 | None | Report to be presented to the delegated decision panel | <p>Neil Evans, Director of Environment and Neighbourhoods</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 |
|--|--|---------------------------|-----------------------|--|--|
| <p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the second 1 year extension period, to the existing 3(+1+1) contract with Leeds City Council Adult Social Care</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the second 1 year extension period, to the existing 3(+1+1) contract with Leeds City Council Adult Social Care for provision of three Learning Disability supported living services at a total contract value of £3,113,533.82 per annum.</p> | Director of Environment and Neighbourhoods | 1/11/12 | None | Report to be presented to the delegated decision panel | <p>Neil Evans, Director of Environment and Neighbourhoods</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 |
|--|--|------------------------------|---|---|--|
| Transfer of Gypsy and Traveller site into the Housing Revenue Account The report sets out the proposals to transfer the income and expenditure of the Gypsy and Traveller site into the Housing Revenue Account | Director of Environment and Neighbourhoods | Between 1/11/12 and 30/11/12 | Ward Members | EIA Screening | Megan Godsell, Housing Policy Manager |
| Capital Programme Half Year Update for 2012-2015 To note the resources position at the half year point and agree the changes or adjustments that need to be made to ensure the capital programme is affordable. | Executive Board Portfolio: Leader of Council | 7/11/12 | None | The report to be issued to the decision maker with the agenda for the meeting | Alan Gay, Director of Resources alan.gay@leeds.gov.uk |
| City Centre Water Features Future management of water features in City Centre. | Executive Board portfolio: Development and the Economy | 7/11/12 | Local Ward Members (City & Hunslet) and businesses who may be effected by the decision taken. | The report to be issued to the decision maker with the agenda for the meeting | Roy Coello, Head Of Engineering Service roy.coello@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|---|---|---|
| <p>Holt Park District Centre</p> <p>1) Approval to the Draft Informal Planning Statement as a guide to future development proposals for this site.</p> <p>2) Approval to commence public consultation on the draft Informal Planning Statement</p> | Executive Board Portfolio: Development and the Economy | 7/11/12 | Executive Member for Development and the Economy and Ward Members | The report to be issued to the decision maker with the agenda for the meeting | <p>Ben Middleton, Senior Surveyor</p> <p>ben.middleton@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|---|---------------------------|---|--|---|
| <p>Leeds City Region Green Deal Procurement</p> <p>To approve revenue expenditure of £500k to develop a full business plan and procure a delivery partner. To commit £30m of prudential borrowing to a fund to provide fully recoverable energy efficiency loans. The energy efficiency loans will be available to all properties in the city with subsidies available for specific people and specific property types. The effect of the fund will be to reduce energy costs, cut fuel poverty rates and create local employment opportunities.</p> | <p>Executive Board Portfolio: Environment</p> | <p>7/11/12</p> | <p>The business case was requested by Leeds City Region Leaders and will be presented to LCR CEOs and Leaders in September and October respectively for approval. The business case has been developed in consultation with service across the Council, including finance, housing, procurement, legal, sustainable development and planning, with the Home Energy Project Board providing guidance and challenge. The proposal will be agreed in consultation with the Executive Members for Environmental Services and Housing.</p> | <p>The report to be issued to the decision maker with the agenda for the meeting Leeds City Region Business Case</p> | <p>George Munson, Energy and Climate Change Manager</p> <p>george.munson@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|---|---------------------------|--|---|--|
| Lettings Policy Review Executive Board decision to approve consultation with partners on a revised Lettings Policy for Leeds, in response to changes introduced by the Localism Act 2011 and new government statutory Code of Guidance on allocations. | Executive Board Portfolio: Neighbourhoods, Planning and Support Services | 7/11/12 | The report seeks approval to commence formal consultation on a revised Lettings Policy for Leeds with Members of the public, Customers on the Leeds Homes Register, Social housing tenants, Arms Length Management Organisations and the Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants Federation, and Voluntary agencies. | The report to be issued to the decision maker with the agenda for the meeting | Kathryn Bramall, Leeds Homes Policy Manager kathryn.bramall@leeds.gov.uk |
| Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified. | Executive Board Portfolio: Leader of Council | 7/11/12 | | The report will be issued to the decision maker with the agenda for the meeting | Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|--|---|--|
| Proposed Hotel alongside the Arena, Clay Pit Lane, Leeds 2 Approval in principle to leasing a site for the development of a hotel alongside the Arena, Clay Pit Lane, Leeds 2 | Executive Board Portfolio: Development and the Economy | 7/11/12 | Ward Members, Executive Member | The report to be issued to the decision maker with the agenda for the meeting | Richard Fenton, Senior Development Surveyor richard.fenton@leeds.gov.uk |
| Resident Permit Parking Policy To approve the draft Resident Permit Parking Policy | Executive Board Portfolio: Development and the Economy | 7/11/12 | The report is based on the current working practices developed following the consultation on specific schemes and has been discussed with the Executive Member for City Development. Individual scheme reports would still require approval from the Highways and Transportation Board which details the community consultation on a scheme. | The report to be issued to the decision maker with the agenda for the meeting | Howard Claxton, Traffic Engineering Manager howard.claxton@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|---|---------------------------|--|---|--|
| Tenancy Strategy Executive Board decision to approve the final version of the Tenancy Strategy for Leeds, following consultation with Stakeholders and as required by the Localism Act 2011. | Executive Board Portfolio: Neighbourhoods, Planning and Support Services | 7/11/12 | Consultation will have taken place with Members of the public, Customers on the Leeds Homes Register, Social housing tenants, Arms Length Management Organisations and the Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants Federation, Voluntary agencies. | The report to be issued to the decision maker with the agenda for the meeting | Kathryn Bramall, Leeds Homes Policy Manager kathryn.bramall@leeds.gov.uk |
| Treasury Management Strategy Update 2012/13 To note the half year update on the treasury management strategy 2012/13 including any actions that may be needed to ensure borrowing costs can be met. | Executive Board Portfolio: Leader of Council | 7/11/12 | None | The report to be issued to the decision maker with the agenda for the meeting | Alan Gay, Director of Resources alan.gay@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|--|---|--|
| <p>Seek permission to award contract for the Mental Health Housing Support and Recovery Service following identification of successful organisation through the completion of a competitive tender exercise</p> <p>Authorisation to award a contract for the Mental Health Housing Support and Recovery Service to the successful organisation following completion of the competitive tender exercise.</p> | Director of Environment and Neighbourhoods | 1/12/12 | Consultation has taken place during 2010 and 2011 with existing service providers, strategic partners, service users and commissioners around the proposals arising from the review of services and the tender proposal. Approval has been obtained from elected Members through previous delegated decision processes and the Supporting People Commissioning Body. | Report to be presented to Environment and Neighbourhoods Delegated Decision Panel | <p>Debbie Forward, Head of Commissioning</p> <p>debbie.forward@leeds.gov.uk</p> |
| Asset Management Plan (including Community Asset Strategy and Carbon and Water Management Plan) Approval Required | Executive Board Portfolio: Development and the Economy | 12/12/12 | Equality Impact Assessment | The report to be issued to the decision maker with the agenda for the meeting | <p>Colin Mawhinney, Head of Economic Policy and Programmes</p> <p>colin.mawhinney@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|---|---|---|
| Initial Budget Proposals / Medium Term Financial Plan Agreement to the proposals for the allocation of available resources to support the delivery of the council's spending priorities for 2013/14 and 2014/15, and agreement to the indicative position for the following two years. The final budget proposals will be presented to Full Council in February for approval. | Executive Board Portfolio: Leader of Council | 12/12/12 | In accordance with the Council's constitution, consultation will be undertaken with stakeholders. | The report to be issued to the decision maker with the agenda for the meeting | Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk |
| Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified | Executive Board Portfolio: Leader of Council | 12/12/12 | N/A | The report to be issued to the decision maker with the agenda for the meeting | Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|---|--|---------------------------|---|---|--|
| Outcome of consultation on expansion of school places for 2014 Permission to publish statutory notices for the proposals | Executive Board Portfolio: Children's Services | 12/12/12 | The report will summarise the formal statutory 6 week consultation period held 11 June to 27 July 2012 with prescribed consultees and other local stakeholders. This includes area committees and all ward members city wide. | The report to be issued to the decision maker with the agenda for the meeting | Stuart Gosney, Capacity Planning and Sufficiency Lead stuart.gosney@leeds.gov.uk |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|---|---|--|
| <p>Update on implications for Leeds and outcome of election of the West Yorkshire Police and Crime Commissioner</p> <p>The election of a Police and Crime Commissioner for West Yorkshire could potentially change the way in which local policing, crime reduction and services for victims are delivered in the future. The report aims to set up the current position and understanding of potential risks and opportunities for the city as a result of these changes.</p> | Executive Board Portfolio: Neighbourhoods, Planning and Support Services | 12/12/12 | Ongoing consultation is taking place with Ward Members, Safer and Stronger Communities Scrutiny Board, Safer Leeds Executive and Safer and Stronger Communities Priorities Board on implications for the city, and development of Safer Leeds business. Members and partners via Safer Leeds Executive and other Boards as highlighted above. | The report to be issued to the decision maker with the agenda for the meeting Implications of Police and Crime Commissioner Executive Board report - 14th December 2011 | <p>Keith Gilert, Chief Officer - Community Safety</p> <p>keith.gilert@leeds.gov.uk</p> |

| Key Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be Considered by Decision Maker | Lead Officer |
|--|--|---------------------------|--|---|---|
| Update on Leeds Burglary Reduction Programme The Burglary Reduction Programme has contributed to significant reductions in domestic burglary across the city over the past 12 months. Funding to support this initiative has come through the Community Safety Fund (CSF), which is allocated to Community Safety Partnerships (CSP) by the Home Office on an annual basis. From April 2013, the CSF will form part of the newly elected Police and Crime Commissioners (PCC) pooled budget. The PCC will determine how this funding is allocated across the sub-region, taking away direct control from local CSP. | Executive Board Portfolio: Neighbourhoods, Planning and Support Services | 12/12/12 | Ongoing consultation is taking place with Ward Members in localities of concern and via Member briefings and development sessions. | The report to be issued to the decision maker with the agenda for the meeting Leeds Burglary Reduction report to Executive Board - 22nd June 2011 Leeds Burglary Reduction report to Executive Board - 7th March 2012 | Keith Gilert, Chief Officer - Community Safety keith.gilert@leeds.gov.uk |

MEMBERSHIP OF THE EXECUTIVE BOARD**Executive Board Portfolios**

Leader of Council

Deputy Leader and Executive Member for Children's Services

Deputy Leader and Executive Member for Neighbourhoods, Planning and Support Services

Executive Member for Leisure and Skills

Executive Member for Development and the Economy

Executive Member for the Environment

Executive Member Adult Social Care

Executive Member for Health and Well Being

Executive Member

Councillor Keith Wakefield

Councillor Judith Blake

Councillor Peter Gruen

Councillor Adam Ogilvie

Councillor Richard Lewis

Councillor Mark Dobson

Councillor Lucinda Yeadon

Councillor Lisa Mulherin

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.