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## SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

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Meeting to be held in Civic Hall, Leeds on  
Monday, 12th November, 2012 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

- B Anderson (Chair) - Adel and Wharfedale;
- A Blackburn - Farnley and Wortley;
- N Buckley - Alwoodley;
- P Davey - City and Hunslet;
- R Grahame - Burmantofts and Richmond Hill;
- M Harland - Kippax and Methley;
- P Harrand - Alwoodley;
- G Hyde - Killingbeck and Seacroft;
- J Jarosz - Pudsey;
- S Lay - Otley and Yeadon;
- K Mitchell - Temple Newsam;
- N Walshaw - Headingley;

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

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**Agenda compiled by:**  
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# A G E N D A

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

3

### **LATE ITEMS**

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

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

4

### **DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

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.

5

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

To receive any apologies for absence and notification of substitutes.

6

### **MINUTES -22 OCTOBER 2012**

To confirm as a correct record, the minutes of the meeting held on 22 October 2012 – **to follow**

7

### **RECOMMENDATION TRACKING - FUEL POVERTY INQUIRY**

To receive an update report on progress made in responding to the recommendations arising from the previous scrutiny inquiry into fuel poverty.

1 - 26

8

### **PROVISION OF ALLOTMENTS IN LEEDS**

To receive a report from the Chief Officer, Parks and Countryside regarding the provision of allotments in Leeds.

27 -  
34

9		<p><b>PROVISION OF BEREAVEMENT SERVICES IN LEEDS</b></p> <p>To receive a report from the Director of Environment and Neighbourhoods on the Council's provision of bereavement services.</p>	35 - 42
10		<p><b>SCRUTINY REVIEW OF THE NEW GROUNDS MAINTENANCE CONTRACT - DRAFT REPORT</b></p> <p>To receive a report form the Head of Scrutiny and Member Development presenting the Board's draft report following its review of the grounds maintenance contract.</p>	43 - 64
11		<p><b>RECYCLING REVIEW - DRAFT TERMS OF REFERENCE</b></p> <p>To receive a report from the Head of Scrutiny and Member Development presenting draft terms of reference for the Board's forthcoming recycling review.</p>	65 - 74
12		<p><b>WEST YORKSHIRE FIRE AND RESCUE AUTHORITY CONSULTATION - COMMENTS FROM SCRUTINY</b></p> <p>To receive a report from the Head of Scrutiny and Member Development presenting the draft comments of the Scrutiny Board for submission to the WYFRA consultation – <b>to follow</b></p>	
13		<p><b>WORK SCHEDULE</b></p> <p>To receive and consider the report of the Head of Scrutiny and Member Development which includes the Board's forthcoming Work Schedule.</p>	75 - 92
14		<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 10 December 2012 at 10.00 a.m. (Pre-meeting at 9.30 a.m. for all Board Members)</p>	

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

**Report to Scrutiny Board (Safer and Stronger Communities)**

**Date: 12<sup>th</sup> November 2012**

**Subject: Recommendation Tracking – Fuel Poverty Inquiry**

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 inquiry into Fuel Poverty.
2. The Scrutiny recommendation tracking system allows the Scrutiny Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

**Recommendations**

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

## **1 Purpose of this report**

- 1.1 This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny inquiry into fuel poverty.

## **2 Background information**

- 2.1 Recognising that fuel poverty impacts on individuals, the community and public services in many different ways, the Safer and Stronger Communities Scrutiny Board conducted an in-depth inquiry last year. In April 2012, the Board produced a report setting out its findings and recommendations following its inquiry.
- 2.2 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

## **3 Main issues**

- 3.1 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 3.2 To assist Members with this task the Principal Scrutiny Adviser, in liaison with the Chair, 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 The scrutiny recommendations are complementary to the priorities of the Affordable Warmth Strategy (2007-2016), City Priority Partnership Plan for Health and Wellbeing and Public Health Outcomes Framework.

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

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

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

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

#### **4.6 Risk Management**

- 4.6.1 This section is not relevant to this report.

### **5 Conclusions**

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

### **6 Recommendations**

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

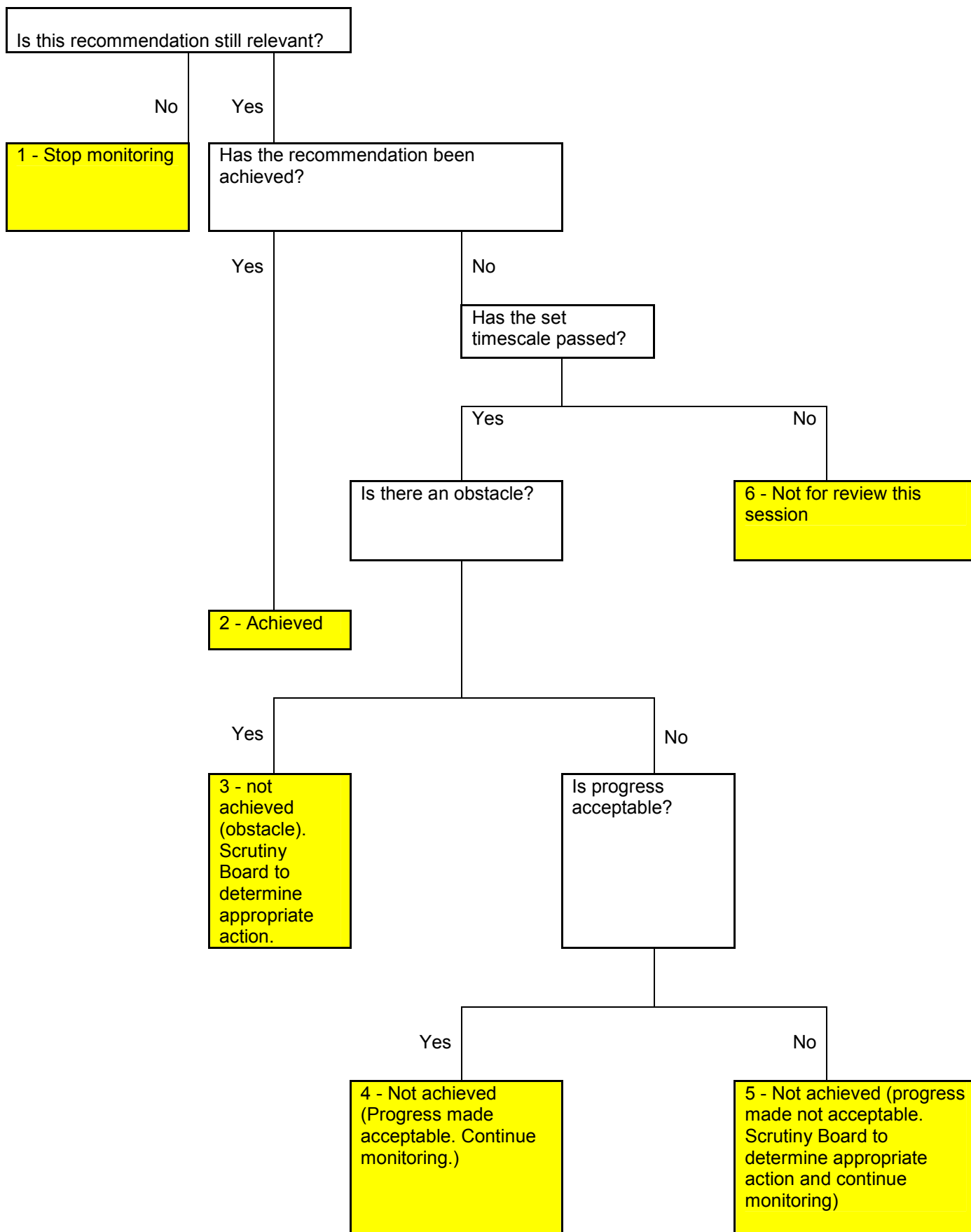
### **7 Background documents<sup>1</sup>**

- 7.1 Scrutiny Board (Safer and Stronger Communities ) Scrutiny Inquiry Report on Fuel Poverty. April 2012.

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<sup>1</sup> 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**





**Fuel Poverty Inquiry (April 2012)**

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><b>Recommendation 1</b> That, in working through potential operational models and the practicalities of moving towards the new Public Health system in April 2013, the Executive Board and Health and Wellbeing Board use fuel poverty as a key public health topic area in which to demonstrate how these new arrangements are to work in practice in the future.</p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Director of Public Health provided a report to the Executive Board and Health and Wellbeing Board in June 2012 advising on this particular recommendation. This recommendation was agreed by both the Executive Board and the Health and Wellbeing Board and is welcomed in the development of the new Public Health system in Leeds. Fuel Poverty will be identified as a priority and systems will be developed to embed relevant work programmes across Leeds City Council. Fuel poverty will also be included as a priority in the forthcoming Health and Wellbeing Strategy.</p>		

	<p><b>Current position:</b> The new Public Health operating model has been agreed by the Executive board. This will involved a hub and spoke model with links to Council directorate. This will enhance even closer working between Public Health and Environments &amp; Neighbourhoods on the fuel poverty agenda.</p>	2 - Achieved	
<p><b>Recommendation 2.</b> That as part of the development of the Joint Health and Wellbeing Strategy for Leeds, the Health and Wellbeing Board ensures that fuel poverty is identified as a key priority within this Strategy.</p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>Fuel Poverty has been identified as a key priority within the Draft Joint Health and Wellbeing Strategy for Leeds which is currently being developed by a task group reporting to the Health and Wellbeing Board.</p> <p><b>Current position:</b> The draft Joint Health and Wellbeing Strategy has been to the Health Improvement Board and the most recent Health and Well Being Board and includes a priority on health improvement through action on addressing housing and fuel poverty.</p>	2 - Achieved	
<p><b>Recommendation 3.</b> That, ahead of becoming the responsible lead for exercising the new public health functions on behalf of the Council, the Director of Public Health in Leeds drives forward action now in tackling fuel poverty as a key public health priority for the city.</p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Director of Public Health has ensured that fuel poverty and affordable warmth are key priorities within the Draft Joint Health and Wellbeing Strategy for Leeds, as well as the City Priority Partnership plan. These priorities include identifying vulnerable groups at risk of suffering from cold and damp housing, and referring/ signposting them into opportunities for increasing affordable warmth. Health Improvement Specialists have been assigned to lead the public health actions in partnership with lead officers from Leeds City Council.</p>		

	<p><b>Current position:</b> Fuel poverty has been identified as a key priority within the draft Joint Health and Wellbeing strategy. Fuel poverty has also been included as a priority with the Leeds Winter planning process with identified Public Health/ NHS Leeds resource allocated for 12/13 activity.</p> <p>The Directors of Public Health across Yorkshire and Humber have recently signed off an electronic toolkit to support frontline workers in providing consistent messages to vulnerable people over winter, about staying warm and well. This is being rolled out across Leeds as part of the Winter planning process lead by The Energy Policy Team and Public Health.</p> <p>A comprehensive work programme continues to be developed as part of the Affordable Warmth Partnership, working in partnership with officers from the Energy Policy Team (EPT) in LCC, Public Health and a wide range of organisations.</p>	2 - Achieved	
<p><b>Recommendation 4.</b> <b>That the Leader of the Council assists the Director of Public Health in Leeds to champion affordable warmth and move action to tackle fuel poverty up the agenda of a wide range of other stakeholders and partners in the public, private and community sectors.</b></p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>Following the May 2012 local elections, Leeds City Council has created an additional member portfolio dedicated to the increasingly important agenda of health. The new Executive Member for Health and Wellbeing, Councillor Mulherin, will also take on the Chair of the Health and Wellbeing Board. The Scrutiny Inquiry report highlighted the importance of the Health and Wellbeing Board and the forthcoming Health and Wellbeing Strategy to take forward fuel poverty as a key public health priority. For these reasons it has been agreed by the new Executive Member for Health and Wellbeing to work with the Director of Public Health to progress this important recommendation.</p>		

	<p><b>Current position:</b> The Joint Health and Wellbeing strategy includes maximising health improvement through addressing action on housing as a priority; this will be measured through the number of households in fuel poverty.</p> <p>Fuel poverty is a priority for the Affordable Warmth Partnership group where action to tackle fuel poverty is being taken forward by a wide range of stakeholders.</p> <p>Additional activity is also taking place within Area Leadership Teams where fuel poverty champions have been identified. Identified Champions will receive additional information on fuel poverty through the Member Development programme.</p>	2 - Achieved	
<p><b>Recommendation 5.</b> <b>That the Director of Public Health in Leeds works closely with the Director of Environment and Neighbourhoods to develop a clear strategy around fuel poverty data collection before April 2013.</b></p>	<p><b>Formal Response (provided by the Director of Public Health and Director of Environment and Neighbourhoods in July 2012):</b></p> <p>The Scrutiny report recognises the need to ensure that local trends in fuel poverty are monitored effectively to demonstrate progress in tackling fuel poverty, set out in the Public Health Outcomes Framework. This is a complicated request, as fuel poverty is a function of home energy efficiency levels, energy prices, income and a host of other minor factors. Additionally, the impact of fuel poverty on an individual depends to a large extent on their vulnerability, with elderly people, the very young and people with disabilities being much more at risk of ill health. Whilst there are good fuel poverty statistics available from Government, these are very high level. Scrutiny members were more interested in gathering and manipulating local data in order to target interventions to support most vulnerable people.</p> <p>Currently, local fuel poverty assessments are based on the last Home Energy Conservation Association (HECA) survey conducted in 2009 which Local Authorities are no longer required to undertake,</p>	4 - Not achieved (Progress made acceptable. Continue monitoring.)	

	<p>whilst they await details of the successor legislation to the Home Conservation Act 1995. Therefore, the Council has suspended the annual HECA survey and instead is monitoring change using a combination of energy efficiency measures installed, fuel use data and Energy Performance Certificates. The Director of Public Health agrees to work closely with the Director of Environment and Neighbourhoods to develop a clear strategy around fuel poverty data collection, to include housing/energy data, income data and health factors, before the end of April 2013.</p> <p><b>Current position:</b></p> <p>The Energy Policy Team (EPT) have begun purchasing Energy Performance Certificate data to build an up to date picture of energy efficiency across the Leeds Housing Stock and to better define our understanding of Fuel Poverty. EPT and NHS Leeds have also met to begin the process of combining Public Health and energy efficiency data at Middle Super Output Area level in order to better target energy measures and develop a better understanding of the effectiveness of energy efficiency/heating measures in alleviating ill health.</p>		
<p><b>Recommendation 6</b>  <b>That the Leeds Initiative Board integrates the Leeds Affordable Warmth Partnership into the formal Health and Wellbeing Board, reporting directly into the Health Improvement Board, to assist in attracting and retaining future commitment of key partners and enable a more transparent process of monitoring the delivery of the Leeds Affordable Warmth Strategy and accompanying action plan.</b></p>	<p><b>Formal Response (provided by the Head of Partnerships in July 2012):</b></p> <p>The recommendation will be formally drawn to the attention of the Leeds Initiative Board at the meeting scheduled for 7th September. Practical arrangements for reporting progress of the Leeds Affordable Warmth strategy and action plan to the Health Improvement Board will be put into place. The contribution of this strategy to the delivery of all city priorities will be considered by all relevant partnerships.</p>		

	<p><b>Current position:</b> The governance arrangements recommended by the scrutiny board have been put into place. It was not possible to consider this issue at 7<sup>th</sup> September Leeds Initiative Board but a paper will be presented at the 7<sup>th</sup> December meeting.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p><b>Recommendation 7</b> <b>That the Chair of the Member Development Working Group ensures that fuel poverty is included in the development of the public health role of Elected Members through the Member Development Programme and Induction programme in preparation for the new system being operational from April 2013.</b></p>	<p><b>Formal Response (provided by the Chair of the Member Development Working Group in July 2012):</b></p> <p>The Member Development Working Group met on 20<sup>th</sup> June and welcomed the recommendation. At the meeting we discussed the draft events programme for Autumn 2012 and agreed that training for Members on fuel poverty should form part of the 'Healthy Leeds' series. ('Healthy Leeds is an on-going programme supported by the Executive Member for Health and Well-being, which aims to develop the public health role of Members as well as informing them about changes to the health landscape).</p> <p>The Working Group will progress this event with the Executive Member for Health and Well-being and the relevant officers, with the aim of running an initial event on Fuel Poverty by end of October 2012.</p> <p><b>Current position:</b></p> <p>The Fuel Poverty seminar will take place on Wednesday 19<sup>th</sup> December. This practical and interactive session, presented by Rob Curtis (Fuel Poverty Officer) and chaired by Cllr Lisa Mulherin will cover:</p> <ul style="list-style-type: none"> <li>- what is meant by fuel poverty and the current situation in Leeds</li> <li>- causes and health implications</li> <li>- how to recognise those at risk and get support for your constituents</li> </ul>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	

	<p>- update on the Green Deal and energy efficiency initiatives.</p> <p>(There is also likely to be a brief update on Health Protection eg flu immunisation programme as part of this event).</p>		
<p><b>Recommendation 8</b>  <b>(i) That Area Committees nominate a Fuel Poverty Champion to drive forward local action in addressing fuel poverty problems associated with their particular areas.</b></p>	<p><b>Formal Response (provided by the Assistant Chief Executive (Customer Access and Performance) in July 2012):</b></p> <p>During discussions at the Area Chairs Forum meeting on 13<sup>th</sup> July it was agreed that the issue of fuel poverty is a major concern for Area Committees and that local action needs to be determined to tackle particular problems at a local level. A review of Area working commenced in June which will look at the role of Area Committees and will include a review of how Area Committees can be enabled to provide a local influence over a range of issues and services. This review will cover the role of Area Committee sub-boards and champions in order to make effective use of members time and influence, and to ensure that robust links are created with officers in council services and partner organisations to enable the roles of champions to be productive and influential. It was therefore agreed that the Area Committee's role in influencing the fuel poverty agenda be included in the review of Area Working, and that appropriate responsibility for an Area Committee champion or sub board would be included in the recommendations of the review.</p> <p><b>Current position:</b></p> <p>After an extensive consultation exercise with elected members, council officers, partners and other stakeholders, the Review of Area Working has reached the stage of a report being taken to CLT in October prior to formal recommendations being taken to Executive Board in December 2012. The recommendations will cover the appointment of Area Committee Champions.</p>	<p>5 - Not achieved (progress made not acceptable. Scrutiny Board to determine appropriate action and continue monitoring)</p>	

<p><b>Recommendation 8</b>  <b>(ii) That the Area Committee Fuel Poverty Champions liaise with their respective Locality Health and Wellbeing Managers to agree the appointment of one Fuel Poverty Champion from each of the 3 localities onto the Leeds Affordable Warmth Partnership.</b></p>	<p><b>Formal Response (provided by the Assistant Chief Executive (Customer Access and Performance) in July 2012):</b></p> <p>One aspect covered in the Area Working review will be the links between Area Committees, Area Support Teams and Area Leadership Teams with the various Partnerships in Leeds. Consultations will take place with a wide range of stakeholders, including Locality Health and Wellbeing Managers and Partnership Boards. It has been agreed that effective links and representation for Area Committees on the Leeds Affordable Warmth Partnership will be included in the review.</p> <p><b>Current position:</b></p> <p>The Review of Area Working report being taken to Executive Board in December 2012 covers the role of Area Committee Champions and will include recommendations relating to the role of champions and their links with Executive Board and other partnership boards.</p>	<p>5 - Not achieved (progress made not acceptable. Scrutiny Board to determine appropriate action and continue monitoring)</p>	
<p><b>Recommendation 9.</b>  <b>That the Health and Wellbeing Board works with the local Clinical Commissioning Groups to ensure that:</b></p> <p><b>(i) A consistent and systematic approach to identifying the needs of vulnerable householders at risk of fuel poverty is being adopted as part of the developing risk stratification process.</b></p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Integrated Health and Social Care Board agreed that the Health and Social Care Integrated neighbourhood teams would use a consistent and systematic approach to identify the needs of vulnerable patients and deliver high impact interventions to reduce excess winter deaths. This process will be embedded within the roll out of the integration of health and social care across the city. The approach consists of three elements – risk stratification (to identify those who in the future are most likely to have higher needs), integrated health and social care teams (including primary care), and systematic self management – ensuring the patient is at the centre of decisions about their care. This has already begun in 3 areas of the city (Meanwood. Kippax/ Garforth and Pudsey) and will cover the whole city by March 2013.</p>		



	<p><b>Current position:</b></p> <p>Systematic referral systems have been embedded and strengthened within Leeds Community Health Care and 35 Energy champions have been identified and trained. The Energy Champions identified have a particular focus in the Health and Social Care Integrated neighbourhood teams.</p> <p>Next stage is to establish how to further strengthen this approach within the integrated teams as this programme is rolled out across the city.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p><b>Recommendation 9</b> <b>That the Health and Wellbeing Board works with the local Clinical Commissioning Groups to ensure:</b></p> <p><b>(ii) that as part of this process, a consistent approach is being adopted by the developing integrated health and social care teams in ensuring that, once identified, those at risk of fuel poverty are effectively being referred to appropriate support schemes.</b></p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Integrated Health and Social Care Board agreed that once individuals have been identified through the risk stratification process, the Health and Social Care Integrated neighbourhood teams would deliver high impact interventions recommended by the Department of Health to reduce excess winter deaths. These interventions include a fuel poverty assessment, benefits review, flu vaccination, lifestyle advice and support, telecare and telehealth referral as appropriate and falls prevention assessments.</p> <p><b>Current position:</b></p> <p>The ten high impact interventions to reduce excess winter deaths are being incorporated within the organisational development framework within the health and social care integrated teams. The focus of this programme is to ensure that the workforce of the future have the correct level of skills, knowledge and competencies to deliver a comprehensive integrated service in the future.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	

<p><b>Recommendation 10</b>  <b>(i) That the Executive Board and Health and Wellbeing Board fully supports and regularly monitors the development of a simple, systematic referral pathway and effective uptake for fuel poverty support from key health and council services (this maybe by using the Multi Agency Referral Scheme (MARS) if appropriate.</b></p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Director of Public Health provided a report to the Executive Board and Health and Wellbeing Board in June 2012 advising on this particular recommendation. This recommendation was agreed by both the Executive Board and the Health and Wellbeing Board. It was proposed that in developing a simple systematic referral pathway across Health and Council services, a twin track approach will need to be adopted. This will involve:</p> <ul style="list-style-type: none"> <li>• a universal multi-agency referral system to be used across the city by frontline staff linked to other key initiatives, or used in targeted neighbourhoods to support customers to access a wide range of preventative services including affordable warmth, and</li> <li>• a specialised referral pathway specifically for the referral of clients with an existing health condition used by the health and social care integrated teams.</li> </ul> <p>This proposed approach was agreed by the Executive Board.</p> <p><b>Current position:</b></p> <p>A twin track approach is being developed for the City.</p> <p>The first of this twin track approach consists of the Hotspots scheme which is being promoted to all frontline workers across Leeds. This scheme is a universal referral system into the Hotspots scheme which provides a wide range of advice and support around energy efficiency measures. Where MARS (Multi agency referral scheme) is in operation, currently in Hyde Park, frontline workers are referring people into energy saving advice via the Hotspots Scheme</p>	<p>4 -  Not achieved  (Progress made acceptable.  Continue monitoring.)</p>	
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	<p>The second of the twin track approaches is the Warm Homes Service/Energy Champion scheme. This scheme is a specialised referral system specifically developed for people with long term health conditions. People whose health conditions are exacerbated by living in cold damp conditions are identified and referred into the Warm Homes Service scheme by trained Energy Champions.</p>		
<p><b>Recommendation 10</b>  <b>(ii) That the Director of Public Health, Director of Adult Social Care and the Clinical Commissioning Group accountable officers provide an update report to Scrutiny on the implementation of this pathway by July 2012</b></p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Director of Public Health, Director of Adult Social Care and the Clinical Commissioning Group accountable officers agree to submit an update report to Scrutiny on progress against this recommendation, but would recommend that this update be considered in October/November 2012. This would allow time for the programme to develop and for a more detailed report on progress to be submitted.</p> <p><b>Current position:</b></p> <p><b>More detailed update is attached as Appendix 3.</b></p>	<p>4 -  Not achieved  (Progress made acceptable.  Continue monitoring.)</p>	
<p><b>Recommendation 11.</b>  <b>That the Director of Environment and Neighbourhoods works closely with Voluntary Action Leeds to explore opportunities for delivering training on the hotspots referral scheme more widely across the third sector and in raising the profile of fuel poverty generally.</b></p>	<p><b>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</b></p> <p>Over the past two years, Environment and Neighbourhoods has undertaken Hotspots/fuel poverty training for many teams and organisations that regularly come in to contact with vulnerable members of the public, including 24 voluntary sector organisations. The Director of Environment and Neighbourhoods agrees to build on this progress by working with Voluntary Action Leeds to organise Hotspots training for additional third sector organisations.</p>		

	<p><b>Current position:</b></p> <p>The Fuelsavers Team in Environment and Neighbourhoods have arranged with Voluntary Action Leeds to publicise the Hotspots scheme through their publications and newsletters etc in the run up to winter. We believe that voluntary sector organisations will be most receptive to the Affordable Warmth message at this time of year.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p><b>Recommendation 12.</b> <b>That the Director of Environment and Neighbourhoods monitors the development of the ‘Keeping Warm in Yorkshire and Humber’ web based resource tool and assists in promoting it’s use once formally launched.</b></p>	<p><b>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</b></p> <p>Environment and Neighbourhoods was involved in the original Warm Homes Healthy People funding bid for ‘Keeping Warm in Yorkshire and Humber’ and has assisted in the design and development of the toolkit. The Director of Environment and Neighbourhoods agrees to embed the promotion of ‘Keeping Warm in Yorkshire and Humber’ in the actions of the Affordable Warmth Partnership and further promote it amongst partner organisations.</p> <p><b>Current position:</b></p> <p>The Fuelsavers Team in Environment and Neighbourhoods, together with NHS Airedale Bradford and Leeds have come together with their relevant communications teams to plan to utilise the tool and promote it to relevant partners. The resource will be utilised in a forthcoming joint NHS Airedale, Bradford and Leeds/Leeds City Council public health campaign promoting winter warmth in the run up to winter.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	

<p><b>Recommendation 13.</b>  <b>In promoting future based schemes aimed at achieving affordable warmth we recommend that the Director of Environment and Neighbourhoods works closely with the Head of Communications and Marketing to develop an appropriate framework to assist in encouraging greater take up of such schemes.</b></p>	<p><b>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</b></p> <p>The Fuelsavers team in Environment and Neighbourhoods have worked closely with Corporate Communications team (and Yorkshire Energy Services, the contractor) to develop and deliver a communications plan to support Wrap Up Leeds. The communications approach has led to over 5,000 installed measures to date and the effectiveness of different channels is being monitored and will be evaluated at scheme end. The Director of Environment and Neighbourhoods agrees to work closely with the Communications Team to use the lessons learnt to help develop a communications framework based on delivery of the Green Deal/ECO. This framework can then be used to co-ordinate the publicity of future domestic energy efficiency and affordable warmth schemes.</p> <p><b>Current position:</b></p> <p>The Fuelsavers Team in Environment and Neighbourhoods and Corporate Communications continue to work closely to deliver the Wrap Up Leeds communications plan which has so far led to the installation of over 7300 measures.</p> <p>The Fuelsavers Team and Corporate Communications will be working closely with NHS Airedale, Bradford and Leeds to develop a campaign to promote winter warmth over the coming winter period. This will include promoting schemes such as Warm Front, the Warm Homes Service, run by Care and Repair and the Green Doctor, run by Groundwork Leeds, to provide improved heating and insulation measures to vulnerable households.</p>	<p>4 -  Not achieved  (Progress made acceptable.  Continue monitoring.)</p>	
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<p><b>Recommendation 14.</b>  <b>That once available the Director of Environment and Neighbourhoods reports to the Executive Board and Scrutiny on the final proposal for the Green Deal and ECO schemes and how the Council and its partners intend to promote and deliver these schemes locally.</b></p>	<p><b>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</b>  The Council has engaged closely with DECC to ensure that we are well placed when the Green Deal/ECO are launched in October 2012. As part of this, the Council is acting as the ‘anchor authority’ to develop a detailed business case for the Leeds City Region to establish a Green Deal/ECO framework and has engaged with the Affordable Warmth Partnership to look at ways of involving local partners in delivery. The Director agrees to present the final proposals to the Executive Board for approval, along with plans to publicise and roll out the Green Deal/ECO in Leeds as soon as is practicable. To ensure that momentum from delivering Wrap Up Leeds is maintained, the Director will undertake a procurement exercise for energy efficiency led regeneration in deprived areas under ECO, to launch in October/November 2012.</p> <p><b>Current position:</b>  The Fuelsavers Team continues to develop a business plan for the wider Green Deal/ECO framework within Leeds City Region, and continues to work with the Affordable Warmth Partnership to ensure that local partners are involved in delivery. This is to be reported to Executive Board in December, subject to Leeds City Region CEO approval.</p> <p>In the interim, the Fuelsavers Team has developed a Green Deal Demonstrator project using grant funding from DECC to offer Green Deal and ECO measures to households. This was approved by Executive Board on the 17<sup>th</sup> October and a mini-competition has been launched to secure a delivery partner.</p> <p>To test the engagement of the community sector, the Fuelsavers Team have also developed a plan with Groundwork Leeds to offer the Green Deal/ECO alongside an expanded Green Doctor Service. This will be dependent on whether our bid for the Warm Homes Healthy People Fund is successful.</p>	<p>6 - Not for review this session</p>	
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**Recommendation 15.**  
**That the Council utilises the Energy Performance Certificate data, when made available by Government, to identify specific properties and areas to target with affordable warmth measures and to proactively work with energy suppliers and others to explore provision of grants from existing CERT and CESP and the forthcoming ECO.**

**Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):**

The Council has worked hard since the late-90s to develop and update and update a domestic energy database. We have recently combined this database with other Council databases and GIS mapping techniques to identify specific homes, streets and neighbourhoods to target with Wrap Up Leeds and Warmfront promotion. Wrap Up Leeds is also gathering additional data on properties contacted to supplement the energy database. We have also used the evidence to select areas most suitable for CESP funding and are currently working with partners to develop CERT supported initiatives for external wall insulation and narrow-cavity wall insulation.

Government made the Energy Performance Certificate (EPC) database available to certain organisations, including local authorities, in June 2012. Since 2007, almost 120,000 EPC surveys have been undertaken in Leeds and the Council is now in the process of purchasing these records. These will help to target the Green Deal, ECO, RHI or other suitable energy efficiency initiatives in future.

**Current position:**

The Council has now purchased EPC data for 109,870 unique properties and this has already been used for a targeted Wrap Up Leeds mailing. The data is currently being analysed to target further initiatives.

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

<p><b>Recommendation 16.</b>  <b>That the Director of Public Health in Leeds works closely with the Clinical Commissioning Groups to look at the potential of providing longer term funding to maintain the existing Warm Homes Service (which has been partially funded by the time limited Department of Health Warm Homes Healthy People scheme) administered by Care and Repair</b></p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Scrutiny report highlights the need for a partnership approach to align funding for preventative care in terms of tackling category 1 hazards such as excess cold. NHS Airedale, Bradford and Leeds will be working with Clinical Commissioning Groups to progress the Winter Plan 12/13 and to implement the Department of Health Cold Weather Plan. The Cold Weather Plan aims to prepare for, alert people to and prevent the major avoidable effects of winter on people's health. The Director of Public Health and Clinical Commissioning Groups will consider whether the Warm Homes Service, administered by Care and Repair, could be funded as part of this winter planning process.</p> <p><b>Current position:</b>  The Winter Plan for Leeds has been developed through the Urgent Care Stakeholder group incorporating priorities from the Cold Weather Plan. NHS Leeds has identified resource for 2012/13 to strengthen existing activity within the Third sector to reduce the hazardous effects of cold on vulnerable people.</p> <p>As part of Winter Plan, Leeds City Council, with support from NHS Leeds Public Health and CCGs have submitted a proposal to Department of Health 'Warm Homes Healthy People fund' for Third sector organisations to provide energy efficiency measures to vulnerable people. The outcome of this bid will be communicated by the beginning of November.</p> <p>This proposal outlines activity that will increase energy saving advice and measures to vulnerable people through The Warm Homes Service, Groundwork and Leeds Community Foundation Trust. The outcome of this funding bid will be communicated in November 2012</p>	<p>4 -  Not achieved  (Press made acceptable.  Continue monitoring.)</p>	
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<p><b>Recommendation 17</b>  <b>That the Director of Public Health in Leeds works closely with Care and Repair to begin building up a portfolio of case study evidence to illustrate to commissioners that where vulnerable householders have been in receipt of preventative measures aimed at tackling the hazard of excess cold, this has led to a positive impact in terms of improving their overall health and wellbeing</b></p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Director of Public Health agrees to work closely with Care and Repair to begin to build a portfolio of case study evidence to illustrate the impact of preventative measures aimed at tackling the hazard of excess cold. Four good case studies are already available, drawn from the Warm Homes Healthy People project funded by the Department of Health.</p> <p><b>Current position:</b></p> <p>As previously reported, four good case studies have been developed, drawn from the Warm Homes Healthy people programme of work. Work continues to progress to build on this portfolio of case studies.</p>	<p>4 -  Not achieved  (Progress made acceptable.  Continue monitoring.)</p>	
<p><b>Recommendation 18.</b>  <b>That the Director of Public Health in Leeds works with the Health and Wellbeing Board and Clinical Commissioning Groups to begin developing and exploring opportunities to lever in financial support for a broader programme of preventative measures aimed at tackling the hazard of excess cold across the city.</b></p>	<p><b>Formal Response (provided by the Director of Public Health in July 2012):</b></p> <p>The Director of Public Health in Leeds agrees to work closely with the Health and Wellbeing Board and Clinical Commissioning Groups to begin to develop and explore opportunities to lever in financial support. This work will form part of the winter planning process to prevent the major avoidable effects of winter on peoples' health.</p> <p><b>Current position:</b></p> <p>The Health Improvement Board held a discussion on fuel poverty and explored potential opportunities to lever in financial support for a broader programme of work.</p> <p>It was agreed at the last meeting to submit a joint proposal to the Department of Health Warm Homes Healthy People supported by CCGs, LCC and NHS Leeds. Other opportunities will be explored as they arise.</p>	<p>4 -  Not achieved  (Progress made acceptable.  Continue monitoring.)</p>	

<p><b>Recommendation 19.</b>  <b>That the Director of Environment and Neighbourhoods leads on developing a strategy with key partners, including the CAB and Advice Leeds, for undertaking benefit checks on an annual basis accompanied with a service offer for conducting fuel tariff checks.</b></p>	<p><b>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</b></p> <p>Over the years, Environment and Neighbourhoods has cooperated with organisations such as Welfare Rights and CAB through the Affordable Warmth Partnership and various projects to provide vulnerable residents with both income maximisation and fuel poverty advice. The Director of Environment and Neighbourhoods agrees to work with Welfare Rights, CAB and Advice Leeds to develop a strategy for undertaking annual benefits checks and offering fuel tariff checks.</p> <p><b>Current position:</b></p> <p>The Fuelsavers Team has developed a pilot project with the CAB network to offer joint fuel tariff, debt and income maximisation advice over the winter period. We have requested funding for this project as part of our Warm Homes Healthy People bid from the Department of Health, and we expect to find out whether we have been successful towards the end of October.</p>	<p>4 -  Not achieved  (Progress made acceptable.  Continue monitoring.)</p>	
<p><b>Recommendation 20.</b>  <b>That the Director of Environment and Neighbourhoods leads on undertaking a cost-benefit and risk analysis for the Council to bulk purchase domestic heating fuel for householders. The findings of this analysis should be reported back to the Executive Board and Scrutiny for consideration within 3 months of the South Holland documents becoming available.</b></p>	<p><b>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</b></p> <p>Environment and Neighbourhoods has recently been in contact with a number of bulk fuel purchase schemes, including South Holland, in order to undertake a comparative analysis of the various proposals. The Director of Environment and Neighbourhoods agrees to develop proposals for a bulk fuel purchase scheme that also delivers energy efficiency improvements to participating households. This will be presented to the Executive Board and Scrutiny Committee within three months of the South Holland documents becoming available or earlier.</p>		

	<p><b>Current position:</b></p> <p>South Holland have not yet published their documents. We are in the process of evaluating the best approach to take with the scheme. We are gathering feedback from existing pilot projects, such as those in South Lakeland, and Cornwall and will be reporting on the best approach to take to the scrutiny committee, as well as developing a business case in the near future.</p> <p>A funding opportunity has recently been announced by DECC to help coordinate and conduct a bulk fuel purchasing initiative. We are currently developing a proposal ahead of the 30<sup>th</sup> November deadline and will take a formal proposal to Executive Board for approval in December 2012.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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## Fuel Poverty Scrutiny Inquiry Recommendation 10 (ii)

**(ii) That the Director of Public Health, Director of Adult Social Services and the Clinical Commissioning Group accountable officers provide an update report to Scrutiny on the implementation of this pathway by July 2012.**

### **Introduction**

The Director of Public Health, Director of Adult Social Services and the Clinical Commissioning Group accountable officers have provided the following as an update report to Scrutiny on progress against this recommendation.

The Executive Board and Health and Wellbeing Board in June 2012 agreed that in developing a simple systematic referral pathway across Leeds, a twin track approach would be adopted. The twin track approach would consist of:

- a universal multi-agency referral system to be used across the city by frontline staff linked to other key initiatives, or used in targeted neighbourhoods to support customers to access a wide range of preventative services including affordable warmth, and
- a specialised referral pathway specifically for the referral of clients with an existing health condition used by the health and social care integrated teams.

### **Schemes considered in developing the twin track approach: MARS, Hotspots, Energy Champion scheme.**

In developing the systematic twin track approach, officers from NHS Leeds, Public Health, Environments and Policy team and Clinical Commissioning Groups considered three referral pathways. Adult Social Care were in the process of handing over the MARS programme to the Customer Access and Performance Directorate who have been kept informed of progress.

The three referral pathways considered in the development of the twin track systematic referral system include one specialised referral pathway for clients with an existing health condition, and two universal multiagency referral schemes.

Firstly the Energy Champions scheme, this is a specialised referral scheme across Health and Social Care. Energy champions have been identified and trained across Health and Social care services to identify and refer vulnerable people whose health conditions are exacerbated by living in cold damp conditions. The systematic referral system is a fast track route straight into the Warm Homes service hosted by Care and Repair. This service is currently funded by LCC, Scottish Power, Department of Health Warm Homes Healthy People fund and NHS Airedale, Bradford and Leeds. The Warm Homes Service aims to help improve levels of warmth, comfort and quality of life for vulnerable people who have cold and damp related illnesses, and live in homes that don't have adequate heating or insulation.

Secondly the West Yorkshire Hotspots scheme lead by the Environments and Policy team this is a multi agency referral scheme focusing on energy efficiency and fire safety.

Thirdly, MARS, a universal multi agency referral scheme lead through Leeds City Council Customer and Access Directorate. Leeds City Council are exploring how MARS can be mainstreamed across the City and are in the process of identifying a nominated lead and resources. A number of localised MARS programmes are in the process of being piloted in identified neighbourhoods and evaluations from these pilots will inform any future roll out.

**Recommended twin track approach (By Public Health and Environments and Policy team and Clinical Commissioning Groups):**

**1. The Universal West Yorkshire Hotspots Scheme (working with MARS where there are pilots):**

The West Yorkshire Hotspots team is a simple way for professionals and volunteers to refer vulnerable households to energy advice and assistance. The scheme involves a front line worker/volunteer filling out a card with the households basic contact details, three tick boxes to indicate whether the householder requires:

- Energy advice
- A fire safety check
- Benefits information

And space to write any other information that might be relevant to assisting the household.

The householder is then contacted by Yorkshire Energy Services who are experienced at providing energy advice and who currently manage the Cities Wrap Up Leeds free insulation scheme, who will contact the householder, talk through their energy needs and refer them to any appropriate grant assistance and provide benefits information/refer for a fire safety check where appropriate.

With the exception of teams in NHS Leeds and Adult Social Care (who we encourage to join the energy champions scheme) Hotspots is available to any public facing organisation including West Yorkshire Fire Service, Council service providers and voluntary sector organisations, who join by undertaking a free staff training session on fuel poverty issues and grant assistance lasting roughly an hour.

51 Teams/organisations have been trained since the scheme was re-launched in 2010 generating 127 referrals for advice between April – August 2012. (359 referrals were generated during 2011/12). We are currently publicising the scheme through Voluntary Action Leeds in order to generate further interest in time for the winter period.

We continue to support the MARS process which is currently being launched in specific areas of the City; however, referrals will be channelled through the Hotspots referral route with householders being assisted by Yorkshire Energy Services.

**2. Department of Health Energy Champion Scheme working with the Warm Homes Service**

The Department of Health Energy Champions programme has been established across Health and Social Care in Leeds with agreement to embed in the Health and Social Care integrated teams.

This is a fast track systematic referral system within Health and Social Care led by identified energy champions across the services. Frontline workers identify and assess vulnerable people whose health conditions may be exacerbated by cold damp conditions and refer directly through this fast track system to the Warm Homes Service.

The Warm Homes Service works directly with the person and their carers to establish appropriate measures to be installed and supports the individual to fund the measures through a combination of Warm Homes Service funding, charitable contributions as appropriate and personal contribution as agreed with the client.

35 energy champions have been trained across Health since the programme began with 25 champions receiving refresher training in 2012. A target of 55 referrals has been agreed for 2012/13 which the programme is on line to meet.

## **Summary**

In summary the systematic twin track approach proposed to provide an appropriate level of support to clients, with differing level of needs to address fuel poverty is:

West Yorkshire Hotspots referral scheme: A universal system for frontline workers to use across Leeds, linking with MARS where appropriate

Department of Health Energy Champion Scheme: A fast track systematic referral scheme for Health and Social Care staff to identify and refer vulnerable people into the Warm Homes Service.

**Dawn Bailey Public Health NHS Leeds**

**Lucy Jackson Public Health Lead for IHSC on behalf of the 3 CCGs**

**Robert Curtis Environments and Neighbourhoods LCC**

**Report of Chief Officer Parks and Countryside**

**Report to Safer and Stronger Communities Scrutiny Board**

**Date: 12<sup>th</sup> November 2012**

**Subject: Allotments**

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. Demand for allotments has increased over recent years and the waiting list as at October 2011 was 1,858 with the highest in the Inner North East, Outer North West, Outer West and Inner North West areas.
2. The Open Space, Sport and Recreation Assessment for Leeds identifies the need to increase the quantity of allotments to meet demand from 0.19 hectares per 1000 population (average current provision) to 0.24 hectares, equivalent to bringing nearly 39 hectares more allotment land into use.
3. Since 2007, 310 plots have been brought into use, with a further 22 planned in the near future, overall equivalent to nearly 8 hectares of allotment land, thus making an important contribution to meeting the increased demand for plots.
4. The 'Feed Leeds' network was launched on 20<sup>th</sup> September, bringing together a number of partners to promote and support food growing and improve the environment by bringing unused land into use and promoting sustainable food sources. The Council will seek to support the 'Feed Leeds' initiative by identifying parks land that can be used for allotments, incorporate ornamental food growing into existing public displays, encourage food growing via the plant nursery and create a 'Community Food Growing' officer post.
5. With regard to identifying new land for allotment use, where appropriate, Parks and Countryside would instruct investigation as to whether Council owned land is appropriate. In relevant areas, responsibility lies with Parish and Town Councils as allotment authorities to develop further land for allotment use.

**Recommendations**

6. That members note the content of the report.

## 1 Purpose of this report

- 1.1 This report sets out the context of allotment provision in Leeds with particular reference to demand for food growing space. It discusses options and related issues in providing additional allotment space to fulfil demand.

## 2 Background information

- 2.1 The Open Space, Sport and Recreation Assessment for Leeds published in July 2011 identified a total of 143 allotment sites in Leeds covering 145 hectares. There were 35 of these in private ownership, leaving 108 in Leeds City Council ownership. There are currently 97 allotment sites in use under the overall management of Parks and Countryside, although the owner of Reservoir allotment site in Rothwell has given notice to quit to secure vacant possession by February 2013. Almost 63% of these sites (61) are self administered by allotment associations, who are voluntary organisations who promote allotment gardening locally as well as administer plot allocation and deal with other management issues on each site. The Council seeks to encourage and support the formation of allotment associations to self administer allotment sites at every opportunity. The remaining 36 sites not self administered are directly managed by Parks and Countryside.
- 2.2 Allotment charges are agreed via the Allotments Working Group (a consultative group representing allotment holders) and a full years notice is given to plot holders of any planned increase. Any increases in allotment rent have been kept in line with inflation and the following outlines the charges applicable from October 2012:
- § Full plot (250 sq m): £37.00  
§ Half plot (125 sp m): £18.50
- 2.3 On sites managed directly by Parks and Countryside, plots with water supply are an extra £17 per year for each full plot and £11 per year for each half plot. Water charges at self administered allotment sites may be different to these charges.
- 2.4 The following table shows the financial position for allotment provision based on a projected full year end spend:

Description	Projected	
	Income £	Expenditure £
Income via allotment rent	44,995	
<b>Expenditure:</b>		
Staffing and administrative		72,331
Water services		10,005
Repairs and maintenance		12,050
Improvements e.g. fencing		47,700
Rental payments		10,000
Grass cutting and hedge trimming (estimated)		25,764
<b>TOTAL</b>	<b>44,995</b>	<b>177,850</b>
<b>NET DEFICIT</b>		<b>132,855</b>



### 3 Main issues

- 3.1 Demand for allotments has increased over recent years and there are waiting lists in some areas of the city as illustrated in the following table as at October 2011.

Area Committee	Waiting List
Inner East	74
Inner North East	337
Inner North West	262
Inner South	28
Inner West	196
Outer East	197
Outer North East	4
Outer North West	307
Outer South	186
Outer West	267
<b>Total</b>	<b>1,858</b>

**Table 1: Waiting List Data by Area Committee as at October 2011**

- 3.2 From this data it can be observed that there are waiting lists in some areas of the city particularly in the Inner North East, Outer North West, Outer West and Inner North West areas.
- 3.3 The Open Space, Sport and Recreation Assessment for Leeds identifies the need to increase the quantity of allotments to meet demand from 0.19 hectares per 1000 population (average current provision) to 0.24 hectares, equivalent to bringing nearly 39 hectares more allotment land into use, compared to the 145 hectares identified in paragraph 2.1.
- 3.4 There is no capital funding currently allocated to provide additional allotment space. However, the Council is keen to support opportunities to bring more allotment plots into use, and indeed to bring whole sites into use where this can be accommodated. Since 2007, a total of 225 plots at 18 sites have been prepared and offered for rental (or are in process) as set out in the following table:

Site	No. of Plots
Bandstand, Meanwood Road	6
Bickerdike, Kippax	3
Bridge Street, Morley	6
Calverley	3
Cave Lane, East Ardsley	12
Cobden Road, Wortley	22
Common Lane	36
Old Lane, Beeston	2
Osmondthorpe	20
Red Road, East End Park	9
Roundhay, Soldiers Field	14
Shafton Lane, Holbeck	20
St. Annes, Headingley	3
Stanningley Road	6
Tofts Road, Pudsey	6
Victoria Pit, Rothwell	25

Site	No. of Plots
Victory Gardens	30
Westfields, Allerton Bywater	2
<b>Total</b>	<b>225</b>

**Table 2: Plots brought back into use in 2007**

- 3.5 In addition to the above, a total of 140 plots at 5 new sites have been prepared and offered for rental (or are in process), as set out below:

Site	No. of Plots
Brookfields, Rodley	22
Church Lane, Kirkstall	75
Laith Gardens, Cookridge	8
Springfield St, Rothwell	29
Westover Road, Bramley	6
<b>Total</b>	<b>140</b>

**Table 3: Sites brought into use since 2007**

- 3.6 Most of these proposals have been funded by S106 funding, Area Committees or individual ward members. From the tables above, 310 plots have been brought into use, with a further 22 planned in the near future, overall equivalent to nearly 8 hectares of allotment land, thus making an important contribution to meeting the increased demand for plots.
- 3.7 More generally, site improvements tend to be done by 'working parties' made up of existing plot holders. More recently, Parks and Countryside have encouraged more people to take part in volunteering, and for example the service have supervised volunteers at Woodhouse Moor refurbishing the allotment, and Lady Pit Lane where additional site security has been undertaken. There are further opportunities which are being considered to involve local businesses in improving allotments and bringing more plots into use through organisations such as Leeds Ahead and Business in the Community.
- 3.8 The annual allotment competition was originally established in 1917 and is organised by the Leeds and District Gardeners Federation in partnership with Leeds City Council, and entries are taken from all allotment site across the city. Judging takes place in July each year and there has been an increase in plots entered over the years. Whole sites and individual plots can be entered for the award, and prizes are awarded for best sites and plots and also best newcomer and best plot on a city controlled site.
- 3.9 Allotments are clearly a key element to support community food growing. However, in recent years a lot of interest has been developed in wider community food growing projects. 'Feed Leeds' was launched on 20<sup>th</sup> September, bringing together a number of partners to promote and support food growing. The Council is coordinating the network, bringing together local community groups, landowners, food outlets and schools to develop projects to grow communal food. It is hoped the network will also offer health benefits in terms of encouraging people to follow healthier lifestyles and balanced diets, and improving the environment by bringing unused land into use and promoting sustainable food sources.

- 3.10 The Council will support this initiative in a number of ways:
- § Where there are existing allotment sites in parks then opportunities to extend these allotments will be considered to provide more growing space to meet demand in consultation with local ward members and community groups.
  - § In 2013 there is a plan to incorporate beds that will combine flowers, herbs and vegetables to support and encourage community food growing into existing public displays. Initially the focus will be on suitable community parks where there is a full-time gardener.
  - § The Council's plant nursery, based at Red Hall is growing fruit and vegetables, (including tomatoes, chillies, lettuce, peas/sweet peas, lettuces, and sweetcorn), fruit bushes and herbs with a view to encouraging more community food growing.
  - § The nursery is also producing a starter pack with seeds, pots, compost and information on growing, as well as demonstrations on how fruit and vegetables can be combined with non-edible plants to provide aesthetically pleasing displays.
  - § Parks and Countryside intend to create a 'Community Food Growing Officer' post to manage allotments and generally raise the profile of allotments and food growing as well as support and encourage specific community food growing projects across the city.
- 3.11 It is hoped that developing the 'Feed Leeds' food growing network will increase awareness of all the options available to people interested in food growing, including renting allotments and developing more land for allotment use.
- 3.12 Where the need for allotments is identified this would normally be met by encouraging use of existing allotments, extending existing sites or utilising unused allotment sites. Where appropriate, Parks and Countryside would firstly instruct investigation as to whether Council owned land available in the vicinity is appropriate in terms of the nature and location of the land, term of existing use and future potential use, and such as planning considerations.
- 3.13 If no Council owned land is considered appropriate then in exceptional circumstances consideration could be given to acquisition of land, but this requires the cooperation of the prospective vendor, and land acquisition fees can add considerably to costs. Funding for new sites, including the capital cost of acquisition, laying out, and management would need to be identified.
- 3.14 From a legal perspective, Leeds City Council is not the allotment authority for the whole of the metropolitan district. Therefore in relevant areas, responsibility lies with Parish and Town Councils as allotment authorities to develop further land for allotment use.
- 3.15 Where Council owned land is identified by a Parish or Town Council as being suitable, the Council is prepared to investigate whether it can be made available for allotment use on appropriate terms depending on the nature and location of the land, terms of existing use and future potential use and planning considerations. However, responsibility for funding the proposed arrangement

and obtaining any planning or other consents and laying out the site will rest with the Parish or Town Council.

- 3.16 Where privately owned land is identified, the Council would not normally anticipate being involved unless the Parish or Town Council sought to engage its services. All funding would be the responsibility of the Parish or Town Council as allotment authority.

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

- 4.1.1 This report is in response to a request from the Safer and Stronger Communities Scrutiny Board for discussion at the board meeting in November. The Allotments Working Group is a consultative group representing allotment holders across Leeds. The group currently meet on a quarterly basis to discuss issues relating to allotments and allotment use. Minutes of these meetings are recorded and published on the Leeds City Council Allotments page.

### 4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 In order to gain an understanding of the demographic profile of allotment users, around 4,000 questionnaires were sent out during the summer of 2012 to all plot holders who currently have an allotment and to those on waiting lists. 629 completed questionnaire were returned representing a 16% response. With regard to disability, the percentages stated are with regard to the 26.9% who did state a disability. The following summarise the profile of allotment users:

<b>Gender</b>	<b>Male</b>	59.4%
	<b>Female</b>	40.6%
<b>Age</b>	<b>18-25</b>	0.5%
	<b>26-35</b>	8.8%
	<b>36-65</b>	57.3%
	<b>66-75</b>	25.9%
	<b>76+</b>	7.5%
<b>Stated a disability</b>	<b>Physical impairment</b>	11.4%
	<b>Sensory impairment</b>	12.6%
	<b>Mental health impairment</b>	26.3%
	<b>Learning disabilities</b>	6.6%
	<b>Long standing illness</b>	43.1%
<b>Relationship Status</b>	<b>Married</b>	61.6%
	<b>Co-habiting</b>	12.1%
	<b>Civil Partnership</b>	1.8%
	<b>Single</b>	18.6%
	<b>Other</b>	5.9%
<b>Ethnic Origin</b>	<b>White</b>	96.2%
	<b>Asian</b>	0.8%
	<b>Black, African or Caribbean</b>	2.1%
	<b>Mixed race</b>	0.9%
<b>Religion / belief</b>	<b>Christian</b>	62.4%
	<b>No religion</b>	32.6%
	<b>Other religion / belief</b>	5.0%

<b>Sexual Orientation</b>	<b>Hetro / Straight</b>	93.7%
	<b>Lesbian / gay woman</b>	2.8%
	<b>Gay man</b>	1.6%
	<b>Bisexual</b>	1.9%

### **4.3 Council policies and City Priorities**

- 4.3.1 Planning Policy Guidance Note 17 (PPG17), 'Planning for Open Space Sport and Recreation' was published in July 2002. PPG17 required local planning authorities to carry out an assessment of needs and opportunities to set locally derived standards for the provision of open space, sport and recreation facilities. The Leeds assessment was prepared to fulfil the requirements of PPG17, and chapter 8 of the study (available on the Council's website) concerns allotments.
- 4.3.2 In the Parks and Green Space Strategy (2009) allotments are noted as a way of providing opportunities for those people who wish to grow their own produce as part of the long-term promotion of sustainability, health and social inclusion. Additionally, they are recognised as promoting healthy eating, recreation, exercise and links with education.

### **4.4 Resources and value for money**

- 4.4.1 The net cost to the Council of allotment provision is projected at £133k.
- 4.4.2 In exceptional circumstances consideration could be given to acquisition of land, but this requires the cooperation of the prospective vendor, and land acquisition fees can add considerably to costs. Funding for new sites, including the capital cost of acquisition, laying out, management would need to be identified. In relevant areas, responsibility lies with Parish and Town Councils as allotment authorities to develop further land for allotment use.

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

- 4.5.1 Leeds City Council is not the allotment authority for the whole of the metropolitan district. Therefore in relevant areas, responsibility lies with Parish and Town Councils as allotment authorities to develop further land for allotment use.

### **4.6 Risk Management**

- 4.6.1 There are no specific risks identified with this report.

## **5 Conclusions**

- 5.1 Demand for allotments has increased over recent years and the waiting list as at October 2011 was 1,858 with the highest in the Inner North East, Outer North West, Outer West and Inner North West areas.
- 5.2 The Open Space, Sport and Recreation Assessment for Leeds identifies the need to increase the quantity of allotments to meet demand from 0.19 hectares per 1000 population (average current provision) to 0.24 hectares, equivalent to bringing nearly 39 hectares more allotment land into use.

- 5.3 Since 2007, 310 plots have been brought into use, with a further 22 planned in the near future, overall equivalent to nearly 8 hectares of allotment land, thus making an important contribution to meeting the increased demand for plots.
- 5.4 The 'Feed Leeds' network was launched on 20<sup>th</sup> September, bringing together a number of partners to promote and support food growing and improve the environment by bringing unused land into use and promoting sustainable food sources. The Council will seek to support the 'Feed Leeds' initiative by identifying parks land that can be used for allotments, incorporate ornamental food growing into existing public displays, encourage food growing via the plant nursery and create a 'Community Food Growing' officer post.
- 5.5 With regard to identifying new land for allotment use, where appropriate, Parks and Countryside would instruct investigation as to whether Council owned land is appropriate. In relevant areas, responsibility lies with Parish and Town Councils as allotment authorities to develop further land for allotment use.

## **6 Recommendations**

- 6.1 That members note the content of the report.

## **7 Background documents<sup>1</sup>**

- 7.1 The Open Space, Sport and Recreation Assessment for Leeds.
- 7.2 Parks and Green Space strategy.

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<sup>1</sup> 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 Environment and Neighbourhoods

### Report to Safer and Stronger Communities Scrutiny Board

**Date: 12<sup>th</sup> November 2012**

**Subject: Bereavement Services**

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

### Summary of main issues

1. Leeds is a statutory burial and cremation authority, and the Parks and Countryside service is responsible for the management of 3 crematoria, 23 cemeteries, 25 closed churchyards and 57 war memorials. On average, the service deals with over 5,000 cremations and 1,000 burials each year and is the fifth busiest burial authority in the country.
2. The net cost of the bereavement service is £576k based on actual income and expenditure in 2011/12.
3. A report on long term burial supply in Leeds in December 2008 identified remaining capacity for around 8,500 new graves across the city, with shortages in the East North East area of the city. Since then new cemetery extensions at Harehills, Garforth and Kippax have been completed, and work is underway on constructing a 5 acre cemetery at Whinmoor with planning approval given for a new cemetery site off Elmete Lane, Roundhay.
4. A capital budget of £2.9m has been identified for mercury abatement in crematoria, with £1.4m identified for work at Rawdon, now complete, with plans now being drawn up for phase 2.

### Recommendations

5. That members of the Safer and Stronger Communities Scrutiny Board note the contents of the report.

## 1 Purpose of this report

- 1.1 This report sets out the role and responsibilities of Bereavement Services within Parks and Countryside and considers capital investment requirements and overall resource implications in managing cemeteries and crematoria across the city.

## 2 Background information

- 2.1 Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space. This includes 7 major parks, 167 community parks and recreation grounds, and 383 acres of local green space, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. We also manage 96 allotment sites, almost 800km of PROW, and 156 nature conservation sites, as well as 23 cemeteries and 3 crematoria.

## 3 Main issues

### 3.2 Service Provision

- 3.2.1 Leeds is a statutory burial and cremation authority, and the Parks and Countryside service is responsible for the management of 3 crematoria, 23 cemeteries, 25 closed churchyards and 57 war memorials. On average, the service deals with over 5,000 cremations and 1,000 burials each year and is the fifth busiest burial authority in the country. Normal hours are Monday to Friday, however an out of hours service is provided to cater for specific faith groups.

- 3.2.2 The following table provides a list of the cemeteries and crematoria in Leeds:

Armley Cemetery	Kippax cemetery
Beckett Street Cemetery	Lawnswood Cemetery/Crematorium
Beeston Cemetery	Lofthouse Cemetery
Cottingley Hall Cemetery and Crematorium	Morley Cemetery
Farnley Cemetery, Tong Road	New Wortley Cemetery
Garforth Cemetery	Otley Cemetery
Gildersome Cemetery	Pudsey Cemetery
Guiseley Cemetery	Rawdon Crematorium
Harehills Cemetery	Rothwell Haigh Cemetery
Holbeck Cemetery, Beeston Road	Upper And Lower Wortley Cemetery
Horsforth Cemetery	Whitkirk Cemetery
Hunslet Cemetery, Middleton Rd	Yeadon Cemetery



3.2.3 Similarly, a list of closed church yards is contained in the following table:

Chapel Hill (Burial Grd), Morley	St Marks, Woodhouse
Hall Tower (All Saints), Barwick in Elmet	St Marys, Garforth
Holy Trinity, Rothwell	St Marys, Kippax
Leeds Parish Church	St Matthews, Chapel Allerton
Otley Parish Church	St Matthews, Holbeck
St Bartholomews, Armley	St Michaels, Headingley
St Hildas, Cross Green	St Oswalds, Guiseley
St James, Seacroft	St Peters, Bramley
St Johns (City Centre)	St Saviours, Cross Green
St Johns, Farsley	St Stephens, Kirkstall
St Johns, Yeadon	Yeadon Burial Ground
St Lawrence, Pudsey	Zion Baptist Church, Morley
St Margarets, Horsforth	

3.2.4 The Leeds Quality Parks scheme is based on the Green Flag Award Scheme which represents the national standard for parks and green spaces. The relevant criteria assessed are as follows:

- A welcoming place
- Healthy, safe & secure
- Clean & well maintained
- Sustainability
- Conservation & heritage
- Community involvement

3.2.5 In Leeds, the standard is used to assess a representative sample of 143 parks and green spaces over a 3 year period, which includes all city, country and community parks along with cemeteries and a sample of nature conservation sites. It should be noted that the award is a measure of a well managed site, not excellence in every respect. The data is used as a performance indicator published in the Council Business Plan namely 'the percentage of parks and countryside sites assessed internally that meet the Green Flag criteria'. Performance in 2011/12 was 26.6% against a target of 26.2%.

3.2.6 The Leeds Quality Parks assessment commenced in 2004, and 21 cemeteries and crematoria sites have been assessed on two occasions or more allowing comparisons to be made. When compared to original assessments made, improvements have been noted in 13 out of the 21 sites assessed, representing a 62% increase, with 3 sites remaining at the same standard. It should be noted however that as at the end of the 2011 assessments, Yeadon Cemetery is the only site to achieve the Leeds Quality Parks standard. It is estimated that the cost, excluding building works, to bring cemeteries and crematoria sites up to the Leeds Quality Park standard is around £550k.

3.2.7 Volunteers play an important role, and there are 'friends of' groups at the following cemeteries, with an estimation of the volunteer days each year:

<b>Group Name</b>	<b>Number of Volunteers</b>
Friends of Beckett Street Cemetery	10
Friends of Beeston Cemetery	5
Friends of Guiseley Cemetery	15
Friends of Holbeck Cemetery	5
Friends of Hunslet Cemetery	5
Friends of Lawnswood Cemetery	30
<b>Total</b>	<b>70</b>

3.2.8 At Beckett Street Cemetery there have been 4 corporate volunteer tasks since April 2011, 3 of which were in partnership with Leeds Ahead. There have been 3 ranger-led tasks at Hunslet Cemetery all with the Friends of Hunslet Cemetery, and 3 ranger-led tasks at Pudsey Cemetery. As well as the monthly Friends of Lawnswood Cemetery tasks, there have been 4 corporate volunteer tasks organised in partnership with Leeds Ahead. Tasks included levelling the ground, clearing paths, litter picking, weeding beds, painting gates and clearing graves.

3.2.9 In addition to practical tasks, the Friends of Lawnswood Cemetery have also organised themed heritage walking trails which have been well attended. These trails include the 'Leeds Pals' telling the story of the Leeds pals battalion, 'Lord Mayors of Leeds' (14 buried at Lawnswood), 'Medical Men' and 'Leeds, a City of a Thousand Trades'.

3.2.10 Cemeteries are regularly patrolled using the Council ParksWatch service. Patrols take place 7 days a week with the objectives of engaging with the public and addressing issues associated with anti-social behaviour and vandalism. ParksWatch officers also liaise with Children's Services to report children out of school who are witnessed in cemeteries during school hours. The patrols also assist with access arrangements and include a lock up at every site during weekdays and both locking and unlocking of all sites on weekends.

3.2.11 From April 2011 to March 2012 there were 211 incidents logged by ParksWatch staff. The following table provides a summary of these incidents by category:

<b>Category</b>	<b>Incidents</b>
Access Related	21
Animal Issues	63
Crime Related	6
Illegal Tipping	7
Motor Vehicle Related	7
Motorcycle Related	1
Nuisance Persons	42
Other	60
Vandalism	4
	<b>211</b>

3.2.12 Sites with 10 or more incidents are summarised in the following table:

Description	Incidents
Harehills Cemetery	41
Hunslet Cemetery	30
New Wortley Cemetery	22
Pudsey Cemetery	21
Lawnswood Cemetery	17
Cottingley Crematorium	13
Lofthouse Cemetery	12
Horsforth Cemetery	11
Beckett Street Cemetery	10
	<b>177</b>

### 3.3 Capital Investment

3.3.1 There are two key capital investment issues for the service, namely ensuring burial space and mercury abatement. In addition, security improvements are currently being implemented at 2 cemeteries. With regard to burial space, a report on long term burial supply in Leeds was approved by Executive Board on 3<sup>rd</sup> December 2008. It agreed to adopt the recommended policy to establish a preference for smaller locally based cemetery sites combined with the extension, where possible, of existing sites.

3.3.2 The report identified the capacity for around 8,500 new graves across the city, set against demand for new graves at approximately 500 each year. The following table summarises this availability on an area basis set against the number of years to reach capacity:

Area	New Grave Capacity
East North East	1,080
West North West	4,289
South South East	3,116

3.3.3 At the time the East North East area was in shortest supply, and it was estimated that the Council had 15 to 16 years of supply remaining across the whole of the City. Since Dec 2008, new cemetery extensions at Harehills, Garforth and Kippax have been completed, creating capacity for an additional 1,301 new graves. Work is underway on constructing a 5 acre cemetery at Whinmoor that will become operational in January 2013 and planning approval has been given for a new cemetery site at the former caravan park off Elmete Lane, Roundhay. More formal negotiations are about to begin to purchase land adjoining Horsforth and Farnley Cemeteries with a view to developing these sites over the next 2 years.

3.3.4 Laying out cemeteries requires capital expenditure in addition to the increased burden on revenue involved in horticulture maintenance. Prior to 1<sup>st</sup> April 2012 Bereavement Services had spent £1.046m on existing capital schemes, and has programmed to spend a further £2.132m in 12/13 and £0.956m in 13/14.

3.3.5 With regard to mercury abatement, Executive Board approval was given in August 2010 to undertake work at two of the three crematoria to meet the 50% abatement target by December 2012. A capital budget of £2.9m has been identified, with

£1.4m identified for work at Rawdon, now complete, with plans now being drawn up for phase 2.

3.3.6 The work at Rawdon has enabled the installation of a heat exchange unit that heats the chapel and other ancillary rooms around the crematorium. Some other local authorities when constructing new crematoria, heat exchange for other, often larger adjacent buildings. In Leeds, Lawnswood and Cottingley crematoria are located in the middle of a cemetery and Rawdon is in the middle of remembrance gardens used for strewing ashes, and therefore the scope for heat exchange is limited.

3.3.7 Following incidents of anti social behaviour over the past few years including those reported within the media, members of the public have been lobbying Members and officers to implement security improvements at Harehills and Hunslet cemeteries. At Harehills cemetery this will be done through the installation of CCTV and at Hunslet through the installation of security fencing at an overall cost of £98k.

### 3.4 Financial Information

3.4.1 The table below shows the current core city comparisons for burial and cremation fees, following the introduction of revised prices from 1<sup>st</sup> October 2012. Whilst Leeds is equal highest with Liverpool for cremations, it is third highest for new burials, some £888 lower than the highest core city:

	<b>New Burial Including Interment</b>	<b>Cremation</b>
Birmingham	£2,819	£575
Manchester	£2,325	£600
<b>Leeds</b>	<b>£1,931</b>	<b>£674</b>
Bristol	£1,462	£584
Sheffield	£1,565	£521
Nottingham	£1,273	£405
Liverpool	£1,473	£674
Newcastle	£1,492	£623

3.4.2 In order to put these charges into the context of overall costs of provision, the following table sets out a financial statement that summarises all sources of income and expenditure associated with the provision of bereavement services based on actual income and expenditure in 2011/12.

	<b>Actual 2011/12 £ '000</b>
<b>INCOME</b>	
Cemeteries & Crematoria Income	-4,949
<b>EXPENDITURE</b>	
Staffing, including clothing and expenses	1,161
Horticultural maintenance, including forestry	1,174
Supplies and services, including overheads	1,361
Capital charges	1,301
Internal reallocation of central costs	528
<b>Total</b>	<b>5,525</b>
<b>Net cost of service</b>	<b>576</b>

3.4.3 Staffing is in respect of those directly employed in bereavement services and includes management and administrative, as well as those engaged in memorial testing, crematoria technicians and grave digging.

3.4.4 With regard to horticultural maintenance, as discussed above, the increase in supply of burial space has placed additional revenue demands. As cemeteries reach capacity they also require more intense maintenance due to amenity grass areas being converted to grave plots. Where possible gardeners are site based, and the following table sets out typical staffing levels for staffed cemeteries:

<b>Site</b>	<b>Number of Staff (FTE)</b>
Beckett Street	1.5
Chapel Allerton and Roundhay	1.0
Cottingley	1.0
Garforth, Kippax and Whitkirk	2.0
Guiseley Cemetery	0.6
Harehills Cemetery	3.0
Holbeck and Beeston	2.0
Hunslet	3.0
Lawnswood	5.0
Rawdon	2.0
Rothwell and Lofthouse	1.5

3.4.5 Tree maintenance activities are carried out on a reactive basis and prioritised according to available budget. The actual spend in 2011/12 was £20k and only represents reported problems with individual trees.

3.4.6 Supplies and services include costs associated with utilities (primarily gas), national non-domestic rates and transport and machinery costs. The level of capital charges reflects the value associated with sustaining and developing land for burials, buildings and cremators. The apportionment of central establishment costs is also included as allocated corporately.

## **4 Corporate Considerations**

### **4.5 Consultation and Engagement**

4.5.1 This report is in response to a request by the Safer and Stronger Communities scrutiny board.

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

4.6.1 This report outlines general information about bereavement services and the level of investment and resource implications on running cemeteries and crematoria in the city. An equality and diversity, cohesion and integration assessment has taken place for relevant proposals on pricing, the long term burial strategy and associated capital investment.

### **4.7 Council policies and City Priorities**

4.7.1 This report makes reference the report to Executive Board outlining the approach to addressing issues of long term burial supply which is now being implemented with a preference for smaller locally based cemetery sites combined where possible of existing sites. Reference is also made to performance indicator associated with Leeds Quality Parks, namely 'the percentage of parks and countryside sites assessed internally that meet the Green Flag criteria' published in the Council Business Plan.

### **4.8 Resources and value for money**

4.8.1 The net cost of service based in 2011/12 is £576k. Prior to 1<sup>st</sup> April 2012 Bereavement Services had spent £1.046m on existing capital schemes, and has programmed to spend a further £2.132m in 12/13 and £0.956m in 13/14. A capital budget of £2.9m has been identified for mercury abatement, with £1.4m identified for work at Rawdon, now complete, with plans now being drawn up for phase 2.

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

4.9.1 Leeds is a statutory burial and cremation authority. There are no restrictions on access to information presented in this report.

### **4.10 Risk Management**

4.10.1 There are no significant risks identified in this report.

## **5 Recommendations**

5.1 That members of the Safer and Stronger Communities Scrutiny Board note the contents of the above report.

## **6 Background documents<sup>1</sup>**

6.1 Long term supply of burial space in Leeds: Executive Board December 2008.

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<sup>1</sup> 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 Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Safer and Stronger Communities)**

**Date: 12<sup>th</sup> November 2012**

**Subject: Scrutiny review of the new grounds maintenance contract – draft report**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input 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. At its meeting in June 2012, the Safer and Stronger Communities Scrutiny Board acknowledged a request for Scrutiny made by Councillor Wadsworth in relation to the new grounds maintenance contract. In taking forward this request, the Scrutiny Board conducted two working group meetings in August and October to review the key issues that had arisen during the initial stages of contract delivery, the reasons for these and any actions taken to help address such issues in the future.
  
2. This review has now concluded and the Board is in a position to report on its findings and recommendations resulting from the evidence gathered. The Board's draft report is attached for Members' consideration.
  
3. Scrutiny Board Procedure Rule 13.2 states that "where a Scrutiny Board is considering making specific recommendations it shall invite advice from the appropriate Director(s) prior to finalising its recommendations. The Director shall consult with the appropriate Executive Member before providing any such advice. The detail of that advice shall be reported to the Scrutiny Board and considered before the report is finalised". Any advice received will be reported at the Board's meeting for consideration, before the Board finalises its report.
  
4. Once the Board publishes its final report, the appropriate Director(s) will be asked to formally respond to the Scrutiny Board's recommendations within three months.

## **Recommendations**

5. Members are asked to consider and agree the Board's report following its review of the new grounds maintenance contract.

## **Background documents<sup>1</sup>**

6. None used

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<sup>1</sup> 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.



**Draft Scrutiny Final report  
Review of the new Grounds  
Maintenance Contract  
November 2012**



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# Conclusions and Recommendations

## Introduction

1. As the second largest Metropolitan District, Leeds has one of the largest local authority grounds maintenance contracts in the UK.
2. Grounds maintenance continues to be a service area that generates high public interest and often is an issue raised by local residents with Members of the Council. It therefore remains an area of priority for Scrutiny.
3. During 2009, the former Environment and Neighbourhoods Scrutiny Board requested to be involved in overseeing the procurement process for the new grounds maintenance contract that was to be implemented in 2011. This was to ensure that earlier scrutiny recommendations, as well as any other lessons learned, were being taken on board during this process.
4. Following this piece of work, the Scrutiny Board published a report in January 2010 setting out its findings and recommendations.
5. The new contract was awarded to Continental Landscapes Ltd in August 2011. After following a detailed contract mobilisation plan and induction programme, Continental staff began work on site on 5<sup>th</sup> January 2012.
6. However, in June 2012, the Safer and Stronger Communities Scrutiny Board received a request for Scrutiny in relation to the new Grounds Maintenance Contract.
7. Councillor Wadsworth had requested the Scrutiny Board to review the initial

delivery of service standards, with particular focus on the maintenance of grass around street furniture and sheltered housing areas; dealing with grass arisings; and communication links with Elected Members and the public.

8. As the Scrutiny Board had already expressed a wish to monitor progress this year in relation to grounds maintenance, we were happy to accept this request.

## Scope of the review

9. In taking forward this piece of work, we agreed to hold an initial working group meeting on 1<sup>st</sup> August 2012 to discuss the key issues that had arisen during the initial stages of contract delivery, the reasons for these and any actions taken to help address such issues in the future.
10. All members of the Scrutiny Board were invited to take part in the working group meeting. Councillor Wadsworth was also invited to explain why he had brought this matter to the attention of the Scrutiny Board. The meeting also involved representatives from Continental; Environmental Services; the ALMOs; Locality Managers; Parks and Countryside and the Executive Board Member for Environment.
11. A summary of the key issues raised during this working group meeting was reported to the full Board in September. At that stage, it was agreed that further work was needed to address the issues that had been raised. A second working group meeting was therefore held on 1<sup>st</sup> October 2012. Again, all members of



# Conclusions and Recommendations

the Scrutiny Board were invited to take part in the meeting. The meeting also involved representatives from Environmental Services and Parks and Countryside.

12. After the findings of this working group meeting were reported to the full Scrutiny Board in October, we agreed to conclude this review and report on our findings and recommendations in relation to the new grounds maintenance contract.

## Anticipated Service Impact

13. The recommendations arising from this review aim to assist the Council in providing a grounds maintenance service that maximises available resources, delivers value for money and best meets the needs of residents across the city.
14. The desired outcomes linked to individual recommendations are also summarised later in the report.

## Equality and Diversity

15. The Equality Improvement Priorities 2011 to 2015 have been developed to ensure that the council meets its legal duties under the Equality Act 2010. The priorities will help the council to identify work and activities that help to reduce disadvantage, discrimination and inequalities of opportunity to achieve its ambition to be the best City in the UK.

16. Within the current Grounds Maintenance Contract Specification, there is a dedicated section in relation to equality and diversity and the expectations placed upon the Contractor to comply with the Equality Act 2010.
17. Equality and diversity issues have been considered throughout this review. The evidence submitted and the topics debated have not highlighted that a particular equality group are treated less fairly.
18. Where a Scrutiny Board has made recommendations and these are agreed, the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity and where appropriate an equality impact assessment will be carried out.



# Conclusions and Recommendations

## Effective mobilisation of the new contract.

19. Once the new grounds maintenance contract had been awarded, a detailed contract mobilisation action plan was put in place to ensure the smooth mobilisation of the new contract. This was overseen by a Mobilisation Team with representatives from each of the internal clients, including the Arms Length Management Organisations (ALMOs), Belle Isle Tenant Management Organisation (BITMO), Highways and Transportation Service, with support from Procurement, Environmental Services and Parks and Countryside.
20. Continental started the contract on 3<sup>rd</sup> January 2012 and provided a detailed induction programme for all front line staff, regardless of whether they were new or had been transferred from the previous contractor.
21. Following the induction programme, staff began work on site on 5<sup>th</sup> January 2012, completing the remainder of the winter maintenance programme handed over by the outgoing contractor.
22. Overall, we believe that the mobilisation process for the commencement of the new contract had been successful.

## Identifying and maintaining all pieces of land effectively.

23. As Leeds has one of the largest local authority grounds maintenance contracts in the UK, we acknowledge that variations to the asset management register will inevitably occur. In view of this, there remains a formal process within the contract to ensure that work can be varied in and out as required. Variations to the asset types need to be agreed between the relevant client and the contractor within 5 working days and signed acceptance forms completed.
24. Whilst acknowledging that this process is managed by the grounds maintenance team, we learned that staffing issues and high volumes of work had initially led to a backlog of variations. However, we are pleased to note that additional support has now been provided and variation orders are being recorded and monitored more closely to ensure that an acceptable processing time is maintained.
25. We were also very pleased to learn that Continental has been particularly helpful with this issue and responded to requests for work in advance of the variation orders being raised.
26. However, an issue that continues to be raised by Scrutiny relates to the identification and management of miscellaneous or 'orphan' land.
27. The Council is responsible for providing the most up-to-date spatial mapping information to the contractor. Previous scrutiny reviews have



# Conclusions and Recommendations

debated the likelihood of ever achieving 100% accuracy at all times and concluded that there remains a need to continue to have a clear mechanism included within the contract specification to effectively manage the incorporation of any new site locations.

28. Whilst appreciating the importance of ensuring that assets are correctly identified and assigned to the appropriate client, such processes should not hinder the delivery of the service, particularly as the public is not likely to make such distinctions and will simply hold the Council to account for this service.
29. However, many of the problems arise in dealing with unregistered land where the ownership is not clear and requires investigation by officers. These sites need to be investigated speedily to clarify responsibilities so that private land-owners can be approached by council enforcement officers.
30. The former Environment and Neighbourhoods Scrutiny Board also reached this conclusion in January 2010 and recommended that consideration be given to the feasibility of setting aside a separate budget for maintaining pieces of orphan land until ownership matters are resolved.
31. The need for funding to undertake maintenance to sites of concern to local residents and the general public was noted within a report to Executive Board on 22<sup>nd</sup> June 2010 and gave an update on the procurement of the new contract. This was valued at £60k for year 1 of the contract (2012/13) and

£20K for each subsequent year. However, this funding was not included in the budget settlement for the contract for 2012/13.

32. This remains to be a key problem within the grounds maintenance service and so we urge again that this is given serious consideration. We believe that this could be achieved through efficiencies within the contract monitoring process, which we have addressed separately within our report.

## **Recommendation 1**

**That the Director of Resources and Director of Environment and Neighbourhoods establish a separate budget to enable the Grounds Maintenance Team to schedule immediate grounds maintenance work on miscellaneous grassed areas pending clarification of land ownership and formal allocation of future maintenance responsibility.**

## **Addressing traffic management issues for Primary Network routes.**

33. Primary Network routes can be defined as any grass adjacent to the Principal 'A' roads within Leeds Metropolitan District Boundary. These roads are generally for fast moving long distance traffic with little frontage or pedestrian traffic, with speed limits in excess of 40mph. The contract specification therefore states that it is essential that during such works, the



# Conclusions and Recommendations

Contractor liaises with the relevant Highways Network Management Officers as some sites may need to be completed outside normal working hours (i.e. between 9.30am and 3.30pm, evenings and weekends).

34. Primary networks are divided into two Classes;

Class 1 – The majority of the primary network grass cutting will be carried out on 6 occasions between March and October.

Class 2 – The remainder of the primary network grass cutting will be carried out on 3 occasions between March and October.

35. Both Class 1 and Class 2 grass is to be cut back to a height of 100 mm.
36. Grass in these areas will typically be on the verges or central reservations of dual carriageways and other high speed roads. It is therefore essential that the Contractor works within the relevant guidelines (Chapter 8 of the Traffic Signs Manual). All personnel employed by / or sub-contracted to the company carrying out the works, which are on or adjacent to the highway network, must also have the appropriate training and certification required by the National Highway Sector Scheme.
37. We learned that the first scheduled cut of this category of grass was delayed and that the quality of service delivered across the city was inconsistent. The quality issue was partly due to this delayed start and the fact that Continental used sub-contractors. In addition, there was

also a delay in Continental providing cut information which made monitoring difficult. The perceived quality of service provided was therefore based on complaints. There was also a delay in agreeing traffic management protocols that affected grass cutting on high speed roads that required traffic management arrangements to ensure that cutting was carried out safely. The locations affected were as follows:

- Ring Road, Weetwood.
- M1/A650 junction ( J41)
- Ring Road, Seacroft (70mph section)
- A63 Selby Road
- Ring Road, Beeston

38. However, we are pleased to note that following discussions with Continental, a mechanism is now in place to ensure that the grass is cut at a reasonable interval and that timely cut update information is received from the sub-contractors and passed onto the Council. It was also reported that Highways Services have reviewed each location specified to be cut 6 times per year and, where appropriate, reclassified to 13 times per year. This initial work was carried out in February 2012 and has continued to date.
39. In addition, traffic management arrangements are also now established and future cuts scheduled. Where road closures are necessary to conduct such works, it was felt that this needed to be considered further to ensure smooth traffic flows and minimised disturbance to residents. In doing so, we learned that Continental agreed to the Council's street cleaning teams using their road closures, which



# Conclusions and Recommendations

has worked particularly well on Stanningley Bypass.

40. The significant improvement in the co-ordination of arrangements between Continental, Highways Services, street cleaning teams and the grounds maintenance team to reduce traffic management problems is very much welcomed.

## Maintaining grass and other growth around street furniture.

41. The contract specification states that 'the Contractor must maintain the grass and any other growth around street furniture and any other obstacles cutting to the same height as the surrounding grass'. However, we noted that there have been complaints regarding staff failing to trim around street furniture where required.
42. Continental highlighted that where mistakes had been made, this primarily involved new staff within new areas and that this would be rectified with training.
43. We acknowledge that Continental remain committed to train its staff to NVQ Level 2 in amenity horticulture and provide opportunities for a number of apprenticeships.
44. In accordance with the contract specification, Continental also acknowledged that it is encouraged that they deploy localised grounds maintenance teams in order to nurture ownership and pride in the quality of service delivered and that they also remain fully committed to this.

## Effective maintenance of sheltered housing complexes.

45. We acknowledge that the cut quality around some of the ALMO sheltered complexes had been a key issue. This was linked to the fact that whilst the frequency of cut is the same as standard amenity grass i.e 13 times per year, many residents believed that it should be more frequent.
46. We were therefore pleased to learn that the ALMOs have now reviewed their sheltered housing complexes and, where appropriate, have increased the frequency of grass cutting up to the end of this grass cutting season. As a result, Continental has established dedicated teams to carry out this work and to date are achieving a full cut in a week. Whilst acknowledging that the full benefits of this are still to be reviewed, we welcome the approach taken.

## Dealing with grass arisings effectively.

47. Another common service quality issue relates to grass arisings not being cleared from hard surfaces following grass cutting.
48. The contract specification states that all arisings will be left evenly distributed across the plot. All grass clippings resulting from operations falling on paths and other hard surfaces including driveways, are also to be dispersed back on to the grassed area. In particular, grass





# Conclusions and Recommendations

arisings must not be blown onto the carriageway. Linked to this, it was also acknowledged that the public perception is that grass arisings should be collected.

recognised that reduced grass arisings could only realistically be achieved by an increase in the frequency of cut.

49. The ALMOs explained that this is the second highest complaint reason and that when the grass is long and wet, this becomes more of an issue with the public. The staff at Continental also receive complaints from the public on this matter, despite the fact that the collection of grass arisings has never featured in any Leeds Council grounds maintenance contract. It was therefore felt that this needed to be communicated more clearly to the public. The general issue of communication is addressed later in this report.
50. In terms of dispersing grass cuttings from hard services back on to grassed areas, this is usually done by blowing the grass. We noted that when grass is short and dry, it usually gets blown away on its own. However, when it is long and wet, the staff are required to disperse it themselves. Continental have carried out further training with staff on this issue and, where appropriate, taken formal action. Dispersing grass from the highway is a particularly dangerous task and therefore Continental continues to hold discussions with health and safety on this matter.
51. We discussed the benefits of the first cut of the season being a 'cut and collect' to reduce subsequent arisings. However, it was recognised that operationally in terms of crew and machinery and the additional cost, this made this prohibitive. We therefore

## **That the frequency of maintenance operations is fit for purpose.**

52. Within the contract specification, the preferred option for delivery of the grounds maintenance service is to maintain all amenity grass to a cut height of 25mm. In doing so, the contractor is required to undertake 13 cuts in any one growing season.
53. However, it was noted that the weather at the start of the growing season this year was a significant factor in causing operational difficulties and perceived quality issues. This unusually wet warm weather had caused a prolonged 'flush' of grass growth slowing down mowing speed and creating a large volume of grass arisings after each cut, which was often considered unsightly. In addition, the periods of extreme wet weather also prevented grass cutting on some days and made access to some areas difficult or impossible.
54. The extended cut frequency caused by the extreme weather conditions had allowed significant growth between cuts, thereby adding to existing pressures. However, it was acknowledged that where genuine mistakes are being made, these would need to be addressed urgently with appropriate training.



# Conclusions and Recommendations

55. We noted that Continental would like to aspire to a two calendar weekly grass cut frequency (16 cuts in one season) to achieve a better quality of cut. Whilst this has not yet been achieved, we learned that Continental has employed an additional three cutting teams (totaling a local workforce of 108 staff) and have also offered overtime working to their staff to try and increase the cut frequency to two calendar weeks.
56. We are aware that the opportunity does exist for Parish and Town Councils to procure additional cuts for specific areas should they wish to. However, in view of Continental's own aspirations to deliver a two calendar weekly grass cut frequency, this prompted questions about whether the current frequency of cuts was sufficient and highlighted a need for this to be reviewed.
57. It was reported that the wet weather conditions have also encouraged unusual levels of weed growth in many of the shrub and rose beds. In particular those strains of weeds that tend to be more tolerant to the herbicides used, for example, thistles and nettles have become an issue.
58. In conjunction with Continental, we learned that a schedule of additional maintenance visits has been agreed to be completed by the end of September 2012. This will include initial manual removal of established weeds followed by an herbicide application when the weather conditions are more favourable. It was reported that Continental has also employed three additional teams to carry out this work which began in early July 2012.
59. We recognise that the current shrub bed maintenance specification that requires Continental to visit shrub beds twice per year requires revision to provide a consistently acceptable service.
60. We also discussed the relative cost effectiveness of maintaining empty shrub beds or returning to full beds/grass or other asset. In doing so, we believe that different clients would have differing views on this and therefore asset holders should consult with local Ward Members and or Parish/Town Councillors on the future of individual old shrub beds.
61. In moving this forward, we understand that discussions have already commenced with the client services to explore revision of the frequency of operations to meet 16 cuts (amenity grass) and 6 visits to shrub/rose bed profile. The indicative costs for this are in the region of an additional £259K for grass and £148k for Shrub and Rose beds. However, these figures and frequencies are subject to compliance with Contract Procedure Rules. We believe that although this is an increase in expenditure, when taken into context with the overall budgets controlled by the ALMO's and Highways this aspiration is achievable.



# Conclusions and Recommendations

## **Recommendation 2**

**That the Director of Environment and Neighbourhoods works with each of the internal clients to explore a move towards an extended shrub maintenance service (6 shrub visits) and a fortnightly grass cut frequency (16 cuts in one season) in order to achieve a better quality of service.**

## **Recommendation 3**

**That the Director of Environment and Neighbourhoods ensures that asset holders consult with local Ward Members and relevant Parish and Town Councils on the future use and maintenance of old shrub beds.**

## **Enabling a more joined up approach towards litter picking.**

62. The contract specification states that 'prior to scheduled works, the contractor will remove and dispose of rubbish including leaves, rubble, litter and wind blown branches and fruits, plus anything else that the Client considers detrimental to the appearance of the site. Litter picking is particularly important and will be managed through the monitoring process'. In addition, Continental is also to ensure that litter picking and cutting is completed in the same working day for each asset.
63. However, we acknowledge that a common service quality issue relates

to litter not being removed from grassed areas prior to being cut, resulting in shredded litter. Whilst we appreciate that it is the outcome that is important, the perception from the public is that it does not make sense to try and pick up litter once it has been shredded.

64. We noted that Continental have carried out further training with staff and where appropriate, taken formal action. The Council will also continue to monitor service quality and any issue of this nature will be passed back for rectification. Failure to respond will result in contract deductions
65. We were pleased to learn that Continental also continue to work closely with the Locality Management Teams to deal with issues around litter picking as they are keen to work more effectively together in delivering a joined up service. Similar discussions around joined up working are also taking place with other partners, such as the ALMOs and Parks and Countryside.
66. We very much support this and believe that any opportunities to enable a more joined up approach towards litter picking should not be lost where the Council and City will benefit.



# Conclusions and Recommendations

## **Recommendation 4**

**That the Director of Environment and Neighbourhoods works with the Head of Parks and Countryside, the internal clients, Locality Management and Continental to review existing litter picking responsibilities and opportunities for more joined up working.**

**That this review is undertaken immediately and an update report brought back to Scrutiny in January 2013.**

diverse pieces of additional work would need to go through the normal procurement processes. We therefore recommend that this is pursued further.

## **Recommendation 5**

**That the Director of Environment and Neighbourhoods reviews where any additional services provided by Continental could lead to further cost savings, with particular attention given to potential winter operations.**

**That this review is undertaken immediately, with an update brought back to the Scrutiny Board in January 2013.**

## **Working together to achieve added value of service.**

67. As well as litter picking services, we believe there is further added value to be gained by exploring where any additional services provided by Continental could lead to further cost savings. This would be particularly relevant to winter works, which would directly protect Continental's workforce, enabling greater service security in subsequent years.
68. We learned that Continental had already submitted a list of potential winter operations they could carry out for clients should they so wish. These included; verge reinstatements, managing verge creep and grass on pavements. It was noted that where possible and financial support is available, these services could be taken up via 'contract variations'. However, other more substantial and

## **Effective contract monitoring processes**

69. Previous scrutiny reviews have maintained that the development of a robust and consistent contract monitoring process is paramount in order to achieve an effective grounds maintenance service.
70. In accordance with the current contract specification, the day to day operational contract monitoring is to be undertaken by the individual clients (ALMO's, BITMO and Highways). It also recognises that the clients have a number of Registered Tenants Groups, Town and Parish Councils, Residents Panels and individual residents who may also be involved in the day to day monitoring of any work carried out in their respective areas.



# Conclusions and Recommendations

71. Monitoring of the service delivery has been carried out since 3<sup>rd</sup> January 2012. Whilst the ALMOs continue to monitor their own assets, the grounds maintenance team monitor Highways assets.
72. We noted that the aim is to ensure that a minimum of 10% of each cut is monitored, this being regarded as a statistically representative sample. To date, in excess of 10% has been achieved. Whilst it was noted that the ALMOs are monitoring at least 30 to 40% of their assets, this has not been achieved with Highways assets. However, now that staffing issues within the grounds maintenance team have been addressed, we would expect to see significant improvements in the future monitoring of Highway assets.
73. In accordance with the contract specification, all failures are to be rectified by the Contractor within 2 working days (rectification period) of notification being received. Any failures to rectify at the second monitoring visit will result in a performance deduction.
74. The ALMOs reported having a positive relationship with Continental, with the 'first time right' rates being at the highest levels (within the 90<sup>th</sup> percentile). However, it was noted that the Highway assets reported a higher number of failures, despite monitoring less assets.
75. We acknowledge that different specifications need to be achieved and that there is also a degree of subjectivity as part of the monitoring process. However, existing processes do need to be reviewed with the aim of achieving greater parity between the ALMO and Highway monitoring processes.
76. Whilst the management and administration of the grounds maintenance contract has previously been done through the grounds maintenance team within Environmental Service, we welcome that this will now be carried out by the Parks and Countryside Service, enabling a full review of the efficacy and value for money of the monitoring processes in the light of the high level of service delivery being provided.
- Recommendation 6**  
**That the Director of Environment and Neighbourhoods reviews the contract monitoring processes to identify efficiencies and consistency.**
77. As part of its review in 2009, the former Environment and Neighbourhoods Scrutiny Board recognised that local Parish and Town Councils also provided a valuable resource that needed to be maximised as part of the contract monitoring arrangements.
78. As mentioned previously, the current contract specification does recognise that the clients have a number of Registered Tenants Groups, Town and Parish Councils, Residents Panels and individual residents who may also be involved in the day to day monitoring of any work carried out in their respective areas. However, in relation to Parish and Town Councils in particular, we believe that more



# Conclusions and Recommendations

effort is needed to ensure that they are proactively engaged in the contract monitoring process.

## **Recommendation 7**

**That the Director of Environment and Neighbourhoods ensures that Parish and Town Councils are proactively engaged in the contract monitoring process for the grounds maintenance contract.**

## **Communication with Elected Members and the public.**

79. The current contract specification states that the Contractor is required to periodically attend ALMO and BITMO Board meetings, Area Committees, Scrutiny and Executive Board and local residents meetings and any other meetings deemed necessary by the client.
80. We believe that Continental has been proactive in terms of communicating and connecting with services within the Council (for example Locality Management) as well as local resident and tenant groups. We welcome that Continental has also been quick to respond to any complaints and will seek to deal with issues promptly.
81. In moving forward, we do believe that more can still be done to improve communication links, particularly with Elected Members and the public.
82. As mentioned previously, a common complaint surrounding the grounds

maintenance service is around grass arising not being collected, despite the fact that the collection of grass arisings has never featured in any Leeds Council grounds maintenance contract.

83. In recognising that many of the public complaints are received via the Council's Call Centre, it was recognised that staff at the Call Centre should be trained to respond effectively to such complaints by explaining what is actually expected from the grounds maintenance staff in accordance with the contract. We were pleased to note that this approach is being progressed by the Locality Managers.
84. We also recognised a need to periodically remind Elected Members of the expectations and work of the service and the management of the issues faced by Ward Members on a daily basis. Newly Elected Members should also be provided with the relevant background knowledge and contact information as part of their induction programme.
85. As well as helping the public to be more informed about what is expected from the grounds maintenance service, more effort is needed to also raise public awareness of behaviour that is obstructive to the delivery of a good quality grounds maintenance service (e.g. parking on public verges).
86. To achieve a grounds maintenance service that delivers value for money and best meets the needs of residents across the city, it is vital that we have the support of the public too.



# Conclusions and Recommendations

## **Recommendation 8**

**That the Chair of the Member Development Working Group includes grounds maintenance as part of the Member Development Programme and Induction Programme to promote greater awareness of the expectations of the grounds maintenance service in accordance with the contract.**

## **Recommendation 9**

**That the Director of Environment and Neighbourhoods works with the Area Management Teams to ensure that Area Committees receive regular updates regarding the performance of the grounds maintenance service delivered within their area. Such updates are to include an overview of key issues raised within their areas; how such issues have been dealt with; and any new or pending contract variations that will impact upon their area.**

## **Recommendation 10**

**That the Director of Environment and Neighbourhoods works with the Head of Communications and Marketing and the internal clients to develop a Communications Strategy aimed at promoting public awareness of behaviour that is obstructive to the delivery of a good quality grounds maintenance service (e.g. parking on public verges).**



# Desired Outcomes and Recommendation Summary

**Desired Outcome** – That necessary grounds maintenance work on miscellaneous grassed areas is scheduled immediately for action.

**Recommendation 1** – That the Director of Resources and Director of Environment and Neighbourhoods establish a separate budget to enable the Grounds Maintenance Team to schedule immediate grounds maintenance work on miscellaneous grassed areas pending clarification of land ownership and formal allocation of future maintenance responsibility.

**Desired Outcome** – That the specification for grounds maintenance and shrub maintenance is fit for purpose in delivering a good quality service.

**Recommendation 2** – That the Director of Environment and Neighbourhoods works with each of the internal clients to explore a move towards an extended shrub maintenance service (6 shrub visits) and a fortnightly grass cut frequency (16 cuts in one season) in order to achieve a better quality of service.

**Desired Outcome** – That the future use and maintenance of old shrub beds is determined in consultation with local Ward Members and relevant Parish and Town Councils.

**Recommendation 3** – That the Director of Environment and Neighbourhoods ensures that asset holders consult with local Ward Members and relevant Parish and Town Councils on the future use and maintenance of old shrub beds.

**Desired Outcome** – That there is a joined up approach between the Council and Continental for undertaking litter picking services across the city.

**Recommendation 4** – That the Director of Environment and Neighbourhoods works with the Head of Parks and Countryside, the internal clients, Locality Management and Continental to review existing litter picking responsibilities and opportunities for more joined up working.

That this review is undertaken immediately and an update report brought back to Scrutiny in January 2013.

**Desired Outcome** – Utilising available resources to obtain greater added value of service by Continental.

**Recommendation 5** – That the Director of Environment and Neighbourhoods reviews where any additional services provided by Continental could lead to further cost savings, with particular attention given to potential winter operations.

That this review is undertaken immediately, with an update brought back to the Scrutiny Board in January 2013.





# Desired Outcomes and Recommendation Summary

**Desired Outcome** – That contract monitoring is conducted efficiently and there is parity between the contract monitoring processes of the ALMOs and Highways.

**Recommendation 6** – That the Director of Environment and Neighbourhoods reviews the contract monitoring processes to identify efficiencies and consistency.

**Desired Outcome** – That additional resources available within local Parish and Town Councils are maximised to add value to the contract monitoring arrangements.

**Recommendation 7** – That the Director of Environment and Neighbourhoods ensures that Parish and Town Councils are proactively engaged in the contract monitoring process for the grounds maintenance contract.

**Desired Outcome** – That all Elected Members are fully aware of what is expected from the grounds maintenance service in accordance with the contract.

**Recommendation 8** – That the Chair of the Member Development Working Group includes grounds maintenance as part of the Member Development Programme and Induction Programme to promote greater awareness of the expectations of the grounds maintenance service in accordance with the contract.

**Desired Outcome** – That Area Committees are regularly updated on the performance of the grounds maintenance service delivered within their area.

**Recommendation 9** – That the Director of Environment and Neighbourhoods works with the Area Management Teams to ensure that Area Committees receive regular updates regarding the performance of the grounds maintenance service delivered within their area. Such updates are to include an overview of key issues raised within their areas; how such issues have been dealt with; and any new or pending contract variations that will impact upon their area.

**Desired Outcome** – That public behaviour does not obstruct the delivery of a good quality grounds maintenance service.

**Recommendation 10** – That the Director of Environment and Neighbourhoods works with the Head of Communications and Marketing and the internal clients to develop a Communications Strategy aimed at promoting public awareness of behaviour that is obstructive to the delivery of a good quality grounds maintenance service (e.g. parking on public verges).



# Evidence

## **Monitoring arrangements**

Standard arrangements for monitoring the outcome of the Board's recommendations will apply.

The decision-makers to whom the recommendations are addressed will be asked to submit a formal response to the recommendations, including an action plan and timetable, normally within two months.

Following this the Scrutiny Board will determine any further detailed monitoring, over and above the standard quarterly monitoring of all scrutiny recommendations.

## **Reports and Publications Submitted**

Report of the Chief Officer for Parks and Countryside – Grounds Maintenance Update. 1<sup>st</sup> August 2012.

Report of the Head of Scrutiny and Member Development - summary of the working group meeting held on 1<sup>st</sup> August 2012. 10<sup>th</sup> September 2012.

Report of the Head of Scrutiny and Member Development – summary of the working group meeting held on 1<sup>st</sup> October 2012. 22<sup>nd</sup> October 2012.



# Evidence

## **Witnesses Heard**

Councillor Mark Dobson, Executive Board Member for Environment  
Councillor Paul Wadsworth, Leeds City Council (LCC)  
Nick Broad, Operations Director, Continental  
Mark McLaughlin, Operations Manager, Continental  
Helen Freeman, Chief Officer, Environmental Action, LCC  
Sean Flesher, Head of Parks and Countryside, LCC  
Simon Frosdick, Business Development Manager, Parks and Countryside, LCC  
Giles Jeffs, Contracts Manager, Grounds Maintenance Hub Team, LCC  
Steve Smith, Environmental Services, LCC  
Clare Warren, Chief Executive of West North West Homes Leeds  
Simon Costigan, Chief Executive of Aire Valley Homes Leeds  
Wayne Shirt, Contracts Manager, Aire Valley Homes Leeds  
Steven Vowels, Head of Partnerships & Support Services, East North East Homes Leeds  
John Woolmer, Locality Manager, East North East Leeds, LCC  
Tom Smith, Locality Manager, South and Outer East Leeds, LCC

## **Dates of Scrutiny**

Scrutiny Working Group Meeting – 1<sup>st</sup> August 2012  
Scrutiny Board Meeting – 10<sup>th</sup> September 2012  
Scrutiny Working Group Meeting – 1<sup>st</sup> October 2012  
Scrutiny Board Meeting – 22<sup>nd</sup> October 2012

**Scrutiny Board (Safer and Stronger Communities)**  
**Review of the new grounds maintenance contract**  
**12<sup>th</sup> November 2012**  
**Report author: Angela Brogden**



[www.scrutiny.unit@leeds.gov.uk](mailto:www.scrutiny.unit@leeds.gov.uk)

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

**Report to Scrutiny Board (Safer and Stronger Communities)**

**Date: 12<sup>th</sup> November 2012**

**Subject: Recycling review - draft terms of reference**

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

**Summary of main issues**

1. Scrutiny has continued to monitor the Council's progress in implementing the Leeds Integrated Waste Strategy 2005-2035, which sets out its aims to reduce the impact of waste management on the environment and significantly reduce the amount of waste going to landfill.
2. Scrutiny also remains committed to assisting the Council achieve its long term recycling targets. In September 2012, the Safer and Stronger Communities Scrutiny Board agreed to undertake a review to explore how recycling participation rates can be greater improved.
3. The draft terms of reference for the Board's forthcoming review is attached to this report for Members' consideration and approval.
4. The Scrutiny Board Procedure Rules require that, before embarking on an inquiry/review, the Board seeks and considers the views of the relevant Director and Executive Member. These views will need to be taken into account when agreeing the terms of reference for this review.

**Recommendations**

5. Members are asked to consider and agree terms of reference for its forthcoming recycling review.

## **1 Purpose of this report**

- 1.1 This report presents draft terms of reference in relation to the Scrutiny Board's forthcoming recycling review. This review is aimed at improving recycling through effective communication and education.

## **2 Background information**

- 2.1 Recycling remains a key priority for the Council and Scrutiny has continued to monitor the Council's progress in implementing the Leeds Integrated Waste Strategy 2005-2035, which sets out its aims to reduce the impact of waste management on the environment and significantly reduce the amount of waste going to landfill.
- 2.2 In December 2011, the Executive Board reaffirmed the vision and key principles of the Integrated Waste Strategy. Linked to this, it agreed to revise the Council's household waste recycling targets to achieve a combined recycling and composting rate of greater than 55% of household waste by 2016 with a long term target to exceed 60%.
- 2.3 The Council continues to make good progress as the recycling performance at July 2012 was 48%. This was the highest individual months performance ever achieved in Leeds, indicating a year to date performance of 44% against the 2012/13 overall target of 44%.
- 2.4 Scrutiny remains committed to assisting the Council achieve its long term recycling targets. In September 2012, the Safer and Stronger Communities Scrutiny Board therefore agreed to undertake further work to explore how recycling participation rates can be greater improved.

## **3 Main issues**

- 3.1 A working group of the Scrutiny Board met on 15<sup>th</sup> October 2012 to discuss the potential scope of the Board's review. To encourage greater participation in the recycling options already available, it was recognised that further work is needed to deliver more effective communication and education. It was therefore proposed that the Scrutiny Board explores which communication methods would be more fruitful within different areas of the city and particularly for those areas in need of a more targeted education campaign. It was also recognised that effective communication is paramount in successfully delivering any planned operational changes and the introduction of new schemes.
- 3.2 The draft terms of reference for the Board's forthcoming review is attached for Members' consideration and approval.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Scrutiny Board Procedure Rules require that, before embarking on an inquiry/review, the Board seeks and considers the views of the relevant Director and Executive Member. These views will need to be taken into account in finalising the terms of reference for this review.
- 4.1.2 Any comments received on the draft terms of reference will be reported to the Board at the meeting.

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

4.2.1 Equality and diversity will be a consideration throughout the Scrutiny Board's review and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.

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

4.3.1 The Implementation of the Council's recycling strategy supports wider aspirations for Leeds set out in the new Leeds Vision, City Priority Plans, Directorate Priorities and Cross Council Priorities.

4.3.2 The five new City Priority Plans developed by the Partnership Boards cover the period 2011 to 2015 with the most relevant in relation to the Waste Strategy being:

- Safer and Stronger Communities - including city-wide cleanliness;
- Regeneration - including sustainable growth;
- Sustainable Economy - including low carbon economy.

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

4.4.1 Scrutiny remains committed to assisting the Council in reducing the impact of waste management on the environment and significantly reduce the amount of waste going to landfill and the costs associated with this method of disposal.

## **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 In September 2012, the Safer and Stronger Communities Scrutiny Board agreed to undertake a review to explore how recycling participation rates can be greater improved. The draft terms of reference for the Board's forthcoming review is therefore attached for Members' consideration and approval.

## **6 Recommendations**

6.1 Members are asked to consider and agree terms of reference for its forthcoming recycling review.

## **7 Background documents<sup>1</sup>**

7.1 None.

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<sup>1</sup> 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.

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## **SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)**

### **IMPROVING RECYCLING THROUGH EFFECTIVE COMMUNICATION AND EDUCATION**

#### **DRAFT TERMS OF REFERENCE**

#### **1.0 Introduction**

- 1.1 Whilst recycling has become a part of every day life for many people, it is recognised both locally and nationally that further action is still required to divert waste away from landfill.
- 1.2 Recycling remains a key priority for the Council and Scrutiny has continued to monitor the Council's progress in implementing the Leeds Integrated Waste Strategy 2005-2035, which sets out its aims to reduce the impact of waste management on the environment and significantly reduce the amount of waste going to landfill.
- 1.3 In December 2011, the Executive Board reaffirmed the vision and key principles of the Integrated Waste Strategy. Linked to this, it agreed to revise the Council's household waste recycling targets to achieve a combined recycling and composting rate of greater than 55% of household waste by 2016 with a long term target to exceed 60%.
- 1.4 The Council continues to make good progress as the recycling performance at July 2012 was 48%. This was the highest individual months performance ever achieved in Leeds, indicating a year to date performance of 44% against the 2012/13 overall target of 44%.
- 1.5 Scrutiny remains committed to assisting the Council achieve its recycling targets. In September 2012, the Safer and Stronger Communities Scrutiny Board agreed to undertake further work to explore how recycling participation rates can be greater improved.
- 1.6 The Scrutiny Board acknowledges that during 2009/10, an in-depth inquiry into recycling was conducted by the former Environment and Neighbourhoods Scrutiny Board. Based around the principle that 'one size does not fit all', the main focus of this inquiry was to explore the different options available for collecting recyclables, taking into account the diverse range of communities and housing types that exist in Leeds.
- 1.7 In moving forward, the Safer and Stronger Communities Scrutiny Board recognises that further work is now needed to encourage greater participation in the recycling options already available. As part of this review, the Scrutiny Board will therefore be exploring which communication methods would be more fruitful within different areas of the city and particularly for those areas in need of a more targeted education campaign. Effective communication is also paramount in

successfully delivering any planned operational changes and the introduction of new schemes, such as the forthcoming pilot scheme for alternate weekly collections.

- 1.8 This scrutiny review therefore sets out to improve recycling through effective communication and education.

## **2.0 Scope of the inquiry**

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:

- the general principles for effective communication with the public in successfully delivering planned operational changes;
- the outcome of the bid to DCLG's Weekly Collection Fund, specifically the development of an incentive scheme;
- the Council's strategy for preparing residents ahead of the pilot scheme for alternate weekly collections and also food waste expansion;
- the Council's current methods of communication with the public on the existing range of recycling options available in Leeds;
- the use of existing demographic profile data to determine preferred communication and service channel preferences across the city in relation to recycling methods;
- potential improvements to existing communication materials with staff and the public to help reduce contaminated waste and missed collections;
- examples of best practice within comparator authorities;
- Evidence arising from the Scrutiny Board's public listening exercises across 3 specific areas of the city.

## **3.0 Comments of the relevant Director and Executive Member**

- 3.1 In line with Scrutiny Board Procedure Rule 12.1 where a Scrutiny Board undertakes an Inquiry the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference.

## **4.0 Timetable for the inquiry**

- 4.1 The Inquiry will take place over a number of sessions. These sessions will involve smaller working group meetings, which will provide flexibility for the Board to gather and consider evidence that will aid the discussions during the public Board meetings.
- 4.2 The length of the Inquiry is subject to change. It is anticipated that a final report will be produced in April 2013. However, the timeliness of specific service operations and forthcoming programmes will require the Scrutiny Board to also make relevant recommendations in advance of the final report. This will be reported during the course of the inquiry.

## **5.0 Submission of evidence**

### **5.1 Session one – November 2012**

To determine the general principles for effective communication with the public in relation to operational changes.

To consider the outcome of the bid to DCLG's Weekly Collection Fund and the Council's strategy for preparing residents ahead of the pilot scheme for alternate weekly collections and also food waste expansion.

### **5.2 Session two – December 2012**

To consider how the Council communicates with the public on the existing range of recycling options available in Leeds and how this can be improved to encourage greater take-up.

To consider the preferred communication and service channel preferences across the city using existing demographic profile data and how this could be applied to improving recycling.

To consider examples of best practice within comparator authorities.

To identify 3 areas of the city for the Scrutiny Board to undertake a listening exercise in February 2013 using the following criteria:

- An area with a low recycling participation rate
- An area that is showing a steady improvement in recycling
- An area already achieving a good sustainable recycling rate

### **5.3 Session three – January 2013**

To explore how communication materials with staff and public can be improved to help reduce contaminated waste and missed collections.

To also review what is reasonable to expect from residents in terms of a 'social contract' to help reduce contaminated waste and missed collections.

### **5.4 Session four – February 2013**

To undertake a public listening exercise within 3 areas of city based on the following themes:

- General awareness of existing recycling options available
- Key issues that are preventing people to recycle (both general and specific to that area)

- Preferred communication links with the Council in relation to recycling

#### 5.5 **Session five – March 2013**

To consider the draft recommendations arising from the review

#### 5.6 **Session six – April 2013**

To agree the Board's final report.

### 6.0 **Witnesses**

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

Executive Board Member for Environment  
Chief Officer, Waste Management  
Strategy and Development Manager, Waste Management  
Service Manager, Refuse and Waste  
Communication Manager, Executive Support  
Chief Officer: Contact Centre

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

- 7.1 The Equality Improvement Priorities 2011 to 2015 have been developed to ensure our legal duties are met under the Equality Act 2010. The priorities will help the council to achieve it's ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.
- 7.2 Equality and diversity will be a consideration throughout the Scrutiny Inquiry and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.
- 7.3 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to inform recommendations.
- 7.4 Where an impact has been identified this will be reflected in the final inquiry report, post inquiry. Where a Scrutiny Board recommendation is agreed the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity, conducting impact assessments where it is deemed appropriate.

## **8.0 Post inquiry report monitoring arrangements**

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

## **9.0 Measures of success**

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

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## Report of Head of Scrutiny and Member Development

### Report to Safer and Stronger Communities Scrutiny Board

**Date: 12<sup>th</sup> November 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

### **Summary of main issues**

1. A draft work schedule is attached as appendix 1. The work schedule has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.
2. Also attached as appendix 2 are the minutes of Executive Board on 17<sup>th</sup> October 2012.

### **Recommendations**

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

### **Background papers<sup>1</sup>**

4. None used

<sup>1</sup> 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.

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## Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	June	July	August
<b>Grounds Maintenance Contract</b>			Overview of progress WG 1/8/12 @ 10.30 am
<b>Briefings</b>	Equality Improvement Priorities SB 18/06/12 @ 10 am	Parks and Countryside – overview of the service SB 30/07/12 @ 10 am	
<b>Crime and Disorder Committee work.</b>	Crime and Disorder Scrutiny in Leeds SB 18/06/12 @ 10 am	Development of the Leeds Community Safety Business Plan WG session 1 – 17/7/12 @ 11 am	Development of the Leeds Community Safety Business Plan WG session 2 – 14/8/12 @ 10 am
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>		Fuel Poverty Inquiry – Formal Response SB 30/07/12 @ 10 am  Phase 2 Dog Control Orders SB 30/07/12 @ 10 am	
<b>Performance Monitoring</b>	Quarter 4 performance report SB 18/06/12 @ 10 am		

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

WG – Working Group Meeting

## Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
<b>Strengthening the Council's relationship with local Parish and Town Councils.</b>		Agreeing terms of reference for the review. SB 22/10/12 @ 10 am	Session 1 – date TBC
<b>Grounds Maintenance Contract</b>	Reporting on progress (summary of working group meeting) SB 10/9/12 @ 10 am	Identifying areas for improvement WG 02/10/12 @ 11 am  Reporting on progress (summary of working group meeting) SB 22/10/12 @ 10 am	Considering the Board's draft final report SB 12/11/12 @ 10 am
<b>Waste Management/ Recycling Strategy</b>	Update on progress and determining areas for further review SB 10/09/12 @ 10 am	Scoping terms of reference for the review. WG 15/10/12 @ 2 pm	Agreeing terms of reference for the review. WG 12/11/12 @ 10 am
<b>West Yorkshire Fire &amp; Rescue Authority - Proposals for Changes to Emergency Cover in West Yorkshire</b>		Consideration of the proposals set out within the WYFRS consultation document. SB 22/10/12 @ 10 am	Agreeing the Board's submission to the consultation process. SB 12/11/12 @ 10 am
<b>Briefings</b>			Provision of Bereavement Services SB 12/11/12 @ 10 am  Provision of Allotments in Leeds SB 22/10/12 @ 10 am
<b>Crime and Disorder Committee work.</b>	Development of the Leeds Community Safety Plan – comments from Scrutiny SB 10/09/12 @ 10 am		
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			Fuel Poverty Inquiry SB 12/11/12 @ 10 am
<b>Performance Monitoring</b>	Quarter 1 performance report SB 10/09/12 @ 10 am		

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

WG – Working Group Meeting

## Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
<b>Strengthening the Council's relationship with local Parish and Town Councils.</b>	Session 2 – date TBC  Session 3 – date TBC	Session 4 – date TBC  Session 5 – Annual Parish and Town Council Seminar 31/01/13	Session 6 – date TBC
<b>Waste Management/ Recycling Strategy</b>			
<b>Improving the co-ordination of services between Parks and Countryside and Environmental Services</b>	Consideration of the potential opportunities and barriers for improving the co-ordination of services SB 10/12/12 @ 10 am		
<b>Briefings</b>			
<b>Crime and Disorder Committee work.</b>			Integration of the domestic noise nuisance service in the Leeds Anti-Social Behaviour Team SB 14/01/13 @ 10 am
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>		Phase 2 Dog Control Orders SB 14/01/13 @ 10 am	
<b>Performance Monitoring</b>	Quarter 2 performance report SB 10/12/12 @ 10 am		

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

WG – Working Group Meeting

## Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	March	April	May
Strengthening the Council's relationship with local Parish and Town Councils.		Agree the Board's final report SB 15/04/13 @ 10 am	
Waste Management/ Recycling Strategy			
Assessment of the Safer and Stronger Communities Board	To undertake an annual assessment of the Partnership Board SB 11/03/13 @ 10 am		
Briefings			
Crime and Disorder Committee work.			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 3 performance report SB 11/03/13 @ 10 am		

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

WG – Working Group Meeting

## 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 5<sup>th</sup> September 2012, be approved as a correct record.

**LEISURE AND SKILLS**

**83 Garforth Leisure Centre**

Further to Minute No. 205, 30<sup>th</sup> 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), 7<sup>th</sup> 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, 18<sup>th</sup> 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, 11<sup>th</sup> 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 14<sup>th</sup> 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, 3<sup>rd</sup> 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, 4<sup>th</sup> 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:** 19<sup>TH</sup> OCTOBER 2012

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

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

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