



SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

Meeting to be held in Civic Hall on
Thursday, 12th July, 2012 at 10.00 am

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

MEMBERSHIP

Councillors

M Rafique (Chair) - Chapel Allerton;
J Akhtar - Hyde Park and Woodhouse;
D Cohen - Alwoodley;
M Lyons - Temple Newsam;
P Wadsworth - Guiseley and Rawdon;
R Harington - Gipton and Harehills;
M Ingham - Burmantofts and Richmond Hill;
J McKenna - Armley;
B Urry - Roundhay;
J Chapman - Weetwood;
J Marjoram - Calverley and Farsley;

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

Agenda compiled by:
Phil Garnett
Governance Services
Civic Hall
LEEDS LS1 1UR
Tel: 24 74355

Head of Scrutiny and Member
Development:
Peter Marrington
Tel: 24 74792

A G E N D A

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

3

LATE ITEMS

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

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

4

DECLARATION 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 - 28TH JUNE 2012

1 - 4

To confirm as a correct record, the minutes of the meeting held on 28th June 2012.

7

DIRECTOR'S RESPONSE TO THE RECOMMENDATIONS OF THE SCRUTINY INQUIRY INTO MAXIMISING POWERS TO PROMOTE, INFLUENCE AND CREATE LOCAL EMPLOYMENT AND SKILLS OPPORTUNITIES

5 - 10

To consider the response of the Directors of the relevant directorates to the recommendations of the recent Scrutiny Board (Sustainable Economy and Culture) inquiry into how the Council can maximise its powers to promote, influence and create local employment and skills opportunities.

8

RESPONSE BY DIRECTOR OF CITY DEVELOPMENT AND DIRECTOR OF CHILDREN'S SERVICES IN RELATION TO SCRUTINY BOARD RECOMMENDATIONS INTO THE ENGAGEMENT OF YOUNG PEOPLE IN CULTURAL, SPORTING AND RECREATIONAL ACTIVITIES

11 -
16

To consider a report of the Director of City Development and Director of Children's Services responding to the Scrutiny Board Recommendations into the Engagement of Young People in Cultural, Sporting and Recreational Activities.

9

WORK SCHEDULE

17 -
64

To receive the report of the Head of Scrutiny and Member Development considering the draft work schedule, Executive Board Minutes and Forward Plan.

10

DATE AND TIME OF NEXT MEETING

10 am, Thursday 20th September 2012.

Agenda Item 6

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

THURSDAY, 28TH JUNE, 2012

PRESENT: Councillor M Rafique in the Chair

Councillors J Akhtar, D Cohen, M Lyons,
P Wadsworth, R Harington, M Ingham,
J McKenna, B Urry and S Bentley

1 Appeals Against Refusal of Inspection of Documents

2

There were no appeals against the refusal of inspection of documents.

3 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

4 Late Items

Agenda item 11a – Work Schedule was admitted to the agenda.

5 Declarations of Interest

Councillor Urry declared a personal interest in Agenda item 10, 2011/12 Q4 Performance report and Refresh of the Council Business Plan 2011-15, as a Member of Roundhay Environmental Action Project (REAP).

At this point Members raised the issue of the new rules with regards to declaring interests after the 1st July 2012. Members were informed that training will be available for Members.

RESOLVED – That the dates for the Member training be circulated along with a briefing note on the new arrangements.

6 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor J Chapman, Cllr S Bentley was in attendance as substitute.

7 Minutes –

The minutes of the meetings held on the 19th and 23rd of April 2012 were approved as a correct record.

8 Changes to the Council's Constitution in relation to Scrutiny

The Head of Scrutiny and Member Development presented his report which provided the Board with information on recent amendments to the Council's

Draft minutes to be approved at the meeting
to be held on Thursday, 12th July, 2012

Constitution, as agreed by council on 21st May 2012, which directly relate to and/or impact on the work of Scrutiny Boards.

RESOLVED – That the amendments to the Council’s Constitution outlined in the report be noted.

9 Co-opted Members

The Head of Scrutiny and Member Development presented his report which sought the Board’s formal consideration of the appointment of co-opted Members to the Board.

RESOLVED – That only where required for specific Inquiries will co-opted members be appointed to the Board.

10 Equality Improvement Priorities 2011- 2015

The Senior Policy and Performance Officer presented a report of the Assistant Chief Executive (Customer Access and Performance). The report brought the new Equality Improvement Priorities and the revised Equality and Diversity Policy.

Members discussed the item in detail. They questioned the officer present as to the amount of monitoring that took place in relation to compliance with the Council’s Policies on equality.

Members expressed the importance of the continued efforts of the Chief Executive to ensure that 100% of staff receive an appraisal with the hope that this would identify any issues that staff may be facing with regard to discrimination.

RESOLVED –

- (a) that the contents of the report be noted; and
- (b) that a report be submitted detailing the ethnicity of the work force within the City Development Directorate.

(Councillor Wadsworth entered the meeting at 10.20am during the discussion of this item)

11 2011/12 Q4 Performance Report and Refresh of the Council Business Plan 2011-15

The Director of City Development (Martin Farrington) presented a report of the Assistant Chief Executive (Customer Access and Performance). The report presented to Scrutiny a summary of the quarter 4 (year end) performance data for 2011/12 which provided an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

Draft minutes to be approved at the meeting
to be held on Thursday, 12th July, 2012

The Head of Strategic Planning, Policy and Performance (Paul Maney) was also in attendance to help answer Members questions.

Members discussed the report in detail. Officers were questioned about the procedures surrounding Section 106 agreements and how best to ensure money from these agreements can be used to benefit communities in Leeds. Members also asked about planning application numbers and discussed the difficulties in getting developers to build on brown field sites.

Members also considered the importance of ensuring Leeds has a low carbon economy Members agreed that better infrastructure and public transport could help achieve this. A discussion was held on the appropriateness of the indicator used in relation to marketing and promotion of the City and whether conversion rates should be used rather than Inquiries.

Discussion was also held on the rationale behind making targets for the number of Inquiries. That manufacturing should also be included in the BUS 2 indicator (apprenticeships) and the objective of the Quality Bus Contracts.

Also that written answers be provided:

- In relation to the number of apprenticeships; and
- In relation to library usage and the inaccuracy of previous figures.

RESOLVED –

- (a) that the Board note the Q4 performance information and the issues that were highlighted within the City Priority Plan Performance report;
- (b) that a report be received with regards to developments in Quality Bus Contracts; and
- (c) that the further information requested be provided.

(Councillor Bentley left the meeting during the discussion of this item at 11.30am)

12 Sources of work for the Scrutiny Board

The Head of Scrutiny and Member Development presented his report which provided information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

RESOLVED –

- (a) That the following areas of Scrutiny be considered for the forthcoming municipal year:
 1. Marketing and promotion of the City, including accessibility and value for money of the cultural events and activities provided by the City;
 2. The use of Bus Lanes by Hackney Carriage vehicles;

3. The role of Leisure and Culture in the promotion of Public Health; and
 4. Bus Services in Leeds.
- (b) That the Chair be authorised in conjunction with officers. To draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.

13 Work Schedule

The Head of Scrutiny and Member Development presented a report which considered the Board's work schedule for the forthcoming municipal year.

RESOLVED – That the report be noted.

14 Date and time of next meeting

10am, Tuesday 12th July 2012.

Report of the Director of City Development

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 12 July 2012

Subject: Director's response to the recommendations of the Scrutiny Inquiry into Maximising Powers to Promote, Influence and Create Local Employment and Skills Opportunities.

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 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 provides the response of the Director of City Development to the recommendations of the Scrutiny Inquiry into Maximising Powers to Promote, Influence and Create Local Employment and Skills Opportunities. It has been prepared in consultation with the Director of Resources and the Executive Member Leisure and Skills.
2. The Scrutiny inquiry recommendations are welcomed and are seen as an opportunity to strengthen and build on existing approaches to securing employment and skills opportunities through the procurement and planning functions of the Council. The opportunity to introduce a strategic framework which supports a systematic and seamless approach is welcomed as a means to create access to more opportunities that could benefit residents of the city.
3. In the main the recommendations are accepted. The exceptions are recommendations 8 and 9 and the report offers qualifying comments for the Board's consideration.

Recommendations

Scrutiny Board Members are asked to approve the responses to the inquiry recommendations as detailed in the report.

1 Purpose of this report

- 1.1 This report sets out the response of the Directors of the relevant directorates to the recommendations of the recent Scrutiny Board (Sustainable Economy and Culture) inquiry into how the Council can maximise its powers to promote, influence and create local employment and skills opportunities.
- 1.2 As required by the constitution this report has been prepared in consultation with the Executive Member for Leisure and Skills.

2 Background information

- 2.1 The recession and slow recovery, has reduced the number and type of jobs that are available to local people and this has had a disproportionate impact on the most disadvantaged groups. The approach taken by the Council to date to secure employment and skills obligations and supply chain opportunities through the procurement and planning functions of the Council has delivered a number of successes. However, it was acknowledged that this approach could be improved and strengthened.
- 2.2 The Scrutiny Board Inquiry provided the opportunity to review current practice and examine a potential future approach. The opportunity to introduce a strategic framework which supports a systematic and seamless approach is welcomed as a means to create access to more opportunities that could benefit local residents.

3 Response to Scrutiny Recommendations

- 3.1 Most of the recommendations are supported and require no further comment. However, qualifying comments are offered on recommendations 8 and 9 for the Board's consideration.
- 3.2 References to the Director of Environment and Neighbourhoods have been deleted and replaced with the Director of City Development to reflect the recently revised delegations for employment and skills activity.
- 3.3 **Recommendation 1** – The Director of Development works in collaboration with the Director of Resources to produce and implement a Policy Framework and Charter for Employment and Skills opportunities. To be presented to the Executive Board no later than September 2012

The Directors of City Development and Resources agree the recommendation and will complete this by the deadline specified.

- 3.4 **Recommendation 2** – The Director of Development works in collaboration with the Director of Resources to produce supporting policy guidance by September 2012 setting out compliance information for planning applicants and those entering the contracting process.

Guidance notes on delivering employment and skills obligations for planning applicants and those tendering for Council contracts have been drafted and are being tested and will be available to support implementation from September 2012.

3.5 **Recommendation 3** – That the Director of City Development sets the following threshold to trigger S106 Employment and Skills obligations -

- Retail Developments of over 2000m²,
- Residential developments of over 100 units,
- All developments over 10,000m²

The Director of Development has established the thresholds and the automatic email notification from Planning Services to Employment and Skills on all applications which trigger these requesting a consultation response has been implemented.

3.6 **Recommendation 4** – That the Director of Resources sets the following threshold to trigger the assessment of Employment and Skills requirements within the procurement process – contracts that are valued at £100k and above.

The Director of Resources has agreed that in approving business cases and subsequent decisions that lead to the award of a contract with a value in excess of £100,000, all decision makers will assess each contract for appropriate employment and skills opportunities.

3.7 **Recommendation 5** – The Director of City Development works in collaboration with the Director of Resources to undertake annual consultation with Stakeholders to be reported back to the Scrutiny Board in July 2013.

The Directors of City Development and Resources will jointly review the implementation of the policy on an annual basis. The review process will include a review of the evidence base as well as seeking the views of key stakeholders such as the Planning and Developers Forum and a range of contractors and would be reported to the respective services and Scrutiny Board.

3.8 **Recommendation 6** – That the Directors of City Development and Resources conduct a review of operational procedures in Planning and Procurement Services to ensure that there is a process flow which demonstrates that Employment and Skills Service has been alerted to each and every opportunity that meets the defined criteria at the earliest possible stage, including planning pre-application meetings where appropriate.

Operational procedures have been mapped and reviewed to ensure that the opportunities to introduce employment and skills obligations are maximised. These arrangements will be reviewed after 12 months to ensure that all relevant applications and contracts are being picked up by the system.

3.9 **Recommendation 7** – That the Directors of City Development and Resources collaborate to produce a toolkit by September 2012 as an aid to officers which will promote consistency in operational procedures and practice.

The Employment and Skills, Planning and Procurement services are developing practical guides for officers that cover the process and procedures and contain details of the named officers and their contact details. The guide will promote a consistent approach to operational arrangements.

- 3.10 **Recommendation 8-** That the Director of City Development ensures that employment and skills plans are provided for planning applications meeting defined criteria, which are due to be considered by Plans Panels. Where planning legislation permits, such plans must provide a summary of obligations imposed in the past which have not been fulfilled.

At the beginning of an officer's report to Plans Panel, there is a section where the recommendation for members is clearly set out. The recommendation will usually be subject to specified conditions and the completion of a legal agreement (where required), and detail of the specific obligations. Where there are employment and skills obligations, details of the obligation will be included in this section.

When appropriate, the main body of the officer's report will draw attention to the need for an employment and skills obligation. The report will show that the applicant has agreed to enter into the development of an employment and skills plan and provide the basic details of what has been agreed, in terms of seeking to employ people from specific geographical areas, numbers and the types of opportunities available.

Details of obligations on earlier permissions on the same site can be included in the "relevant planning history" section of the report, for background information. However, the information is not, in itself, a material planning consideration and if the obligation has not been met in the past, this cannot be used as a reason for seeking to refuse the current application on the same site.

- 3.11 **Recommendation 9** – That the Director for City Development ensures that Employment and Skills packages specify minimum target levels for young people who are NEET and the long term unemployed.

The Director of City Development will ensure that Employment and Skills Plans agreed with contractors and developers specify minimum targets for all employment and skills obligations. The majority of opportunities are focused on entry level positions and include jobs, apprenticeships, work placements and experience in addition to skills training for the existing workforce. Dependent on the nature of the opportunities, minimum targets for young people identified as NEET and or the long term unemployed will be included where appropriate.

- 3.12 **Recommendation 10** – That the Directors of City Development and Resources collaborate to ensure robust monitoring procedures are in place for planning obligations and contracts. Where requirements are not being met early intervention is taken to rectify this.

A performance framework has been agreed and will be implemented to ensure that obligations will be closely monitored to ensure that they are met and remedial action is taken where required.

- 3.13 **Recommendation 11** – That the Director of Resources investigates the potential to implement a financial bond system with further information regarding its viability being presented to Scrutiny Board when the Director provides his formal response to the recommendations

The Director of Resources advises that a financial bond is unlikely to further incentivise contractors to deliver on the employment and skills obligations but would potentially increase contract prices to cover this additional burden. The contractor may choose or fail to deliver on the obligations which the Council would in effect be paying for.

- 3.14 **Recommendation 12** – That the Director of Development and the Director of Resources collaborate to present a report to the Scrutiny Board in January 2013 on the delivery of opportunities in accordance with an agreed policy, an officer toolkit (with associated training) and robust operational monitoring systems.

The Directors of City Development and Resources undertake to produce a report by the agreed deadline detailing the number and type of employment and skills obligations applied and delivered, the use of the toolkit and guidance materials and monitoring systems.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Leeds Planning and Developers Forum were consulted and the Council's network of contractors were surveyed and interviewed on the development of the proposed policy framework through the inquiry process. It is also proposed that these stakeholders are provided with information and engaged in the review process on annual basis.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Low skill levels and unemployment disproportionately impact on inner city neighbourhoods. Opportunity to access targeted support to enable individuals seeking skills training and paid work will reduce the benefit claim period, help local people develop the skills to secure, stay and progress in work and improve their lives. Employment and skills obligations will include minimum levels to be achieved and be targeted to specific communities and claimant groups as well as cohorts of young people engaged in employability and skills programmes.

4.3 Council policies and City Priorities

- 4.3.1 The existing activity and proposed approach will contribute to the achievement of targets in both the Sustainable Economy and Culture Partnership and the Children and Young People's City Priority Plans. The proposed activity will contribute to increasing the skill levels of local people required by businesses in the City and by increasing the number of people in employment, apprenticeships and learning.

4.4 Resources and value for money

4.4.1 The proposed policy framework and toolkit is being developed and implemented within the Council's existing resources.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Activity to secure employment and skills obligations must comply with the Public Contract Regulations 2006 and not contravene the legislative framework and guidance issued by the Secretary of State on the use of Planning Obligations

4.6 Risk Management

4.6.1 The impact of introducing employment and skills obligations on developers will need to be considered over the short, medium and long term and in the context of prevailing economic conditions; the strength of targeted sectors within the economy; and the need to balance any gains with the need to encourage continued investment in Leeds. These issues will be fully considered through the annual review process.

5 Conclusions

5.1 Employment and training opportunities have been secured through obligations on a number of contracts and development agreements to date. It is planned to continue this approach and to seek to more effectively target the approach to those developments with significant employment generating potential during construction and in end uses. This work will be supported by close working between services and early engagement with contractors and developers underpinned by the policy framework proposed by Scrutiny Board.

6 Recommendations

Members of Scrutiny Board are asked to approve the responses to the inquiry recommendations.

7 Background documents¹

Reports to Scrutiny Board Sustainable Economy and Culture

Delivering community benefits through the Council's procurement and planning functions. Dated 20 October 2011

Delivering employment and training opportunities through the Council's planning functions Dated 26 January 2012

Inquiry into how developments in Leeds are bringing skills, training and jobs to local people (Procurement). Dated 26 January 2012

Delivering employment and training opportunities through the Council's procurement and planning functions (monitoring and evaluation) Dated 23 February 2012.

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

Report of The Director of City Development and Director of Children’s Services

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 12th July 20012

Subject: Response by Director of City Development and Director of Children’s Services in relation to Scrutiny Board Recommendations into the Engagement of Young People in Cultural, Sporting and Recreational Activities

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. Following a detailed review by the 2011/12 Sustainable Economy and Culture Scrutiny Board they published their report into the Engagement of Young People in Cultural, Sporting and Recreational Activities in April 2012.
2. This report made ten recommendations for action to the Directors of City Development and Children’s Services. This report is the response of the Directors and outlines the actions proposed.

Recommendations

3. Scrutiny Board is asked to note progress and that they will receive two reports in 2012/13.

One in September covering progress on work with those not in education, employment or training; the progress on Breezecards, the printed brochures and the progress on the Youth Review where it relates to access to cultural and sporting activity.

The second in April/May 2013 which reports on data collection and progress on sponsorship.

1 Purpose of this report

- 1.1 To respond to the Sustainable Economy and Culture Scrutiny Board report and outline the action planned.

2 Background information

- 2.1 During the 2011/12 civic year the Sustainable Economy and Culture Scrutiny Board investigated the engagement of young people in culture, sporting and recreational activities. The inquiry only focussed on the work of City Development and explored a wide range of issues from programmes available, data, gaps, ambition and challenges. One of the most inspiring and revealing elements of the inquiry was a session with young people from a wide range of backgrounds.
- 2.2 As a result of their investigation, the Scrutiny Board made ten recommendations for action to the Directors of City Development and Children's Services

3 Main issues

- 3.1 **Recommendation 1 - That the Director of City Development and the Director of Children's Services report back to the Scrutiny Board in September 2012 on how Breeze branded activities can be further used to target and provide opportunities for young people who are disengaged from statutory education and therefore are more likely to become NEET.**

There is a significant amount of work ongoing and planned to target young people not in education, employment and training and this will be summarised in the September 2012 report to Scrutiny.

- 3.2 **Recommendation 2 - That the Director of City Development and the Director of Children's Services investigates by September 2012 a mechanism for the automatic issue of Breeze Card to children and young people to enable opportunities for participation in Breeze activities.**

City Development are currently working on the whole 'Leisure Card' process to streamline it, make it easier for people to access and of more value across more services. The September report will outline these plans and include a timeline and costs if the Council chose to provide every child with a Breezecard.

- 3.3 **Recommendation 3 - That the Director of city Development and the Director of Children's Services implement a system of accurate data collection and management which will identify the engagement and take up of Breeze programmes by young people and enable service provision to be targeted. Progress to be reported back to the Scrutiny Board in February 2013.**

As part of the work on the cards outlined in Recommendation 2, the data collection the system offers is being rationalised and agreed between the two directorates. City Development is also developing economic and social impact information as part of its grant schemes. This will include a wide range of activity for young people and so is relevant to both directorates who are working together to develop robust measures for the Children's Services Indicator 'having fun growing up' and the City Development Indicator 'engaging more people in cultural

activity'. While progress could be reported in February, it is recommended to delay until April/May when a further report could be provided including data for activities for the whole of the 2012/13 financial year.

- 3.4 **Recommendation 4 - That the Director of City Development and the director of Children's Services works in collaboration with Area Managers to introduce a published co-ordinated programme of events for distribution to all children and young people on a cluster basis and made available through schools and public buildings in the area.**

Progress has already been made with two areas agreeing to produce printed brochures for the Summer 2012 programme. All activities across the city will again be available on the Breezeleeds website. Further work will be carried out with Area Managers.

- 3.5 **Recommendation 5 - That the Director of City Development and Director of Children's Services investigate the marketing potential for Breeze and the most effective way of communication, involving young people in scheme designs and creation of media to advertise events.**

Young People are at the heart of the Breeze development and they are working with both directorates to help design communication advice on how and where to communicate with their peers. There will be a wide ranging media campaign for Breeze in summer.

- 3.6 **Recommendation 6 - That the Director of Children's Services and the Director of City Development conduct a service review of the culture, Recreation and Sports offer to young people with a view to providing the best possible co-ordinated and integrated service to the young people of Leeds. The progress of this element of the Youth Offer review is to be reported back to the Scrutiny Board September 2012.**

The culture, recreation and sports offer is a fundamental part of the Youth Review. Currently provision is being mapped and brought together in a coherent package for young people, parents and carers and youth workers. Progress on work will be report at the September Scrutiny Board.

- 3.7 **Recommendation 7 - That the Director of City Development, before September 2012, reviews the conditions and restrictions for venue and attraction admission in Leeds to ensure that these do not unnecessarily prevent young people from utilising facilities or participating in events.**

A review of all venues has taken place. Many are already free for young people or offer discounts with a Breezecard and most activity programmes are free to join. The young people cited as frustrating the fact you had to be accompanied by an adult if under 16, when visiting Tropical world. In response to this, the age has been lowered to 14.

3.8 Recommendation 8 - That the Director of City Development, before September 2012, engages with clubs, organisations, voluntary and community groups across the city to promote the benefits of the Breeze Culture Network and increase membership.

Significant progress has been made with clubs and organisations in the last few months and many are registered on the Culture Network and Leeds Inspired sites so there is greater access to their activity. The family hub also holds a lot of their information for parents and carers. Due to the volume of groups this work will be ongoing.

3.9 Recommendation 9 – That the Director of City Development and the Director of Children’s Services report back to the Scrutiny board in February 2013 on the progress of seeking sponsorship opportunities and the projected budget position for Breeze in 2013/14.

Work has been ongoing to seek sponsorship and a detailed sponsorship pack produced. It is a challenging market and currently only small scale sponsorship has been attracted. However this enabled significant activity to progress. The February 2013 Scrutiny Board will include a summary to date.

3.10 Recommendation 10 – That the Director of City Development undertakes an audit by March 2013 of organisations who are in receipt of cultural or sporting grants from Leeds City Council to assess if appropriate efforts are made to remove barriers for children and young people, whilst making positive steps to engage and inspire.

All organisations in receipt of cultural grants will have to report on their target audiences and how they accessed their activities. 2012/13 will be the first year of implementation and this is an area which will take time to develop. The organisations are due to report in April at year end and so it is anticipated a report to scrutiny April/May rather than March.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Young people are involved in many different aspects of our work and will contribute to the reports identified above.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The equality, diversity, cohesion and integration issues related to the issues being reported on will be considered in detail and incorporated in each individual report through an Equality Impact Assessment.

4.3 Council policies and City Priorities

4.3.1 The issues raised in the Scrutiny Board are core to current Council policies on ensuring the best future for all our young people.

4.4 Resources and value for money

- 4.4.1 The impact on the Council's resources and assessment of value for money will be included in each report as appropriate.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There re no legal implications and this report is subject to Call In.

4.6 Risk Management

- 4.6.1 The risks will be assessed as they relate to each report.

5 Conclusions

- 5.1 The recommendations of Scrutiny Board will all be actioned, however some alternate reporting dates are recommended.

6 Recommendations

- 6.1 Scrutiny Board is asked to note progress and that they will receive two reports in 2012/13.
- 6.2 One in September covering progress on work with those not in education, employment or training; the progress on Breezecards, the printed brochures and the progress on the Youth Review where it relates to access to cultural and sporting activity.
- 6.3 The second in April/May 2013 which reports on data collection and progress on sponsorship.

7 Background documents¹

- 7.1 None used

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

This page is intentionally left blank

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 12th July 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 and 3 respectively are the minutes of Executive Board of 20th June 2012 and the Council's current Forward Plan relating to this Board's portfolio.

Recommendations

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

4. Background papers¹

None used

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

This page is intentionally left blank

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	June	July	August
Marketing and promotion of the City			
Bus services in Leeds			
Transport			
The role of Leisure and Culture in promoting public Health		Draft terms of reference (to be undertaken by WG)	
Requests for Scrutiny		Call In - Scrutiny Hackney Carriage in bus lanes	
Annual review of Partnership			
Equality Improvement Priorities	Equality Indicators SB 28/06/12		
Briefings		Quality bus contracts Briefing note to Members	
Budget & Policy Framework Plans			
Flood Risk Management			
Recommendation Tracking		<ul style="list-style-type: none"> • Young People engagement in culture • Maximising Powers to Promote Influence and create Local Employment and Skills Opportunities 	
Performance Monitoring	Quarter 4 performance report SB 28/06/12		

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
Marketing and promotion of the City	Session 1 Evidence from Marketing Leads Draft terms of reference (to be undertaken by WG post September meeting if applicable)	Session 2	Session 3
Bus services in Leeds	Terms of reference		
Transport	Evidence gathering (Continuation of work commenced in 2011/12) SB 20/09/12		
The role of Leisure and Culture in promoting public Health			
Requests for Scrutiny			
Annual review of Partnership			
Equality Improvement Priorities			
Briefings		Report requested by Board April 2012 with regard to ensuring our contractors are set CO2 targets which are monitored	
Budget & Policy Framework Plans			
Flood Risk Management			

Key: SB – Scrutiny Board (Sustainable Economy and Culture) Meeting

WG – Working Group Meeting

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2012/2013 Municipal Year

Recommendation Tracking	progress on work with those not in education, employment or training; the progress on Breezecards, the printed brochures and the progress on the Youth Review where it relates to access to cultural and sporting activity.		<ul style="list-style-type: none"> • Maximising Powers to Promote Influence and Create Local Employment and Skills Opportunities
Performance Monitoring	Quarter 1 performance report SB 20/09/		

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
Marketing and promotion of the City			
Bus services in Leeds			
Transport			
The role of Leisure and Culture in promoting public Health	Session 1	Session2	Session 3
Requests for Scrutiny			
Annual review of Partnership			
Equality Improvement Priorities			
Briefings		To consider how S106 obligations are monitored and tracked, the current position with outstanding/overdue obligations and the arrears of S106 funding.	
Budget & Policy Framework Plans		To receive Executive Board's initial budget proposals	
Flood Risk Management			
Recommendation Tracking			
Performance Monitoring	Quarter 2 performance report SB 20/12/12		

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	March	April	May
Marketing and promotion of the City			
Bus services in Leeds			
Transport			
The role of Leisure and Culture in promoting public Health			
Requests for Scrutiny			
Annual review of Partnership	To undertake "critical friend" challenge – SB 18/03/13		
Equality Improvement Priorities			
Briefings			
Budget & Policy Framework Plans			
Flood Risk Management			

Page 29

Key: SB – Scrutiny Board (Sustainable Economy and Culture) Meeting

WG – Working Group Meeting

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2012/2013 Municipal Year

Recommendation Tracking			Culture events - data collection and progress on sponsorship.
Performance Monitoring	Quarter 3 performance report SB 21/03/13		

EXECUTIVE BOARD

WEDNESDAY, 20TH JUNE, 2012

PRESENT: Councillor J Blake in the Chair

Councillors M Dobson, S Golton, P Gruen,
R Lewis, L Mulherin, A Ogilvie and
L Yeadon

Councillor J Procter – Substitute Member

1 Chair of the Meeting

Under the terms of Executive and Decision Making Procedure Rule 2.1, in the absence of the Leader, Councillor Wakefield, who had submitted his apologies for absence from the meeting, Councillor Blake, as Deputy Leader, presided as Chair of the Board for the duration of the meeting.

2 Substitute Member

Under the terms of Executive and Decision Making Procedure Rule 2.3, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

3 Chair's Opening Remarks

The Chair welcomed Councillor Mulherin to her first meeting of Executive Board, following her recent appointment to the position of Executive Member for Health and Wellbeing.

4 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 2(b) to the report referred to in Minute No. 9 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains commercially sensitive information on the City Council's approach towards procurement issues, affordability position and commercially sensitive pricing, together with information about the commercial risk position of Veolia. The benefit of keeping this information exempt is considered greater than that of allowing public access to the information.

In addition, Appendix 3 to the report referred to in the same minute, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains commercially sensitive information detailing the value of City Council owned property, the disclosure of which may

prejudice future property development and disposals. The benefit of keeping this information exempt is considered greater than that of allowing public access to the information.

- (b) Appendices 2 and 3 to the report referred to in Minute No. 27 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that they contain financial and business information of providers in the city and information on the negotiating position of the council in agreeing a fee structure with the independent sector providers. In applying this exemption, the council has considered the public interest test, as the information can only be withheld if the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The council acknowledges that there is a public interest in the fee structure for residential care however, we consider that the public interest in disclosing the information in the Appendices is outweighed by the public interest in maintaining the exemption. It is in the public interest that the council is able to negotiate residential and nursing fees which represent best value for money and in order to do this, the council must be able to share information confidentially with providers, who all operate in a commercially competitive market. By releasing the information within appendices 2 and 3, it could prejudice the council's negotiation position on fees, on this occasion and in the future, and harm the council's ability to achieve best value for money.
- (c) Appendix 1 to the report referred to in Minute No. 28 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it is considered that the public interest in maintaining this information as exempt outweighs the public interest in disclosing the information, as disclosure may prejudice the outcome of the procurement process and the cost of developing the facility. For this reason, Appendix 1 is marked as Exempt/Confidential under the Council's Access to Information Procedure Rule 10.4 (3).

5 Late Items

There were no late items as such, however, it was noted that Executive Board members had been provided with copies of an addendum to agenda item 7, 'Waste Solution for Leeds – Residual Waste Treatment PFI Project: Final Business Case and Contract Award' for their consideration (Minute No. 9 referred).

6 Declaration of Interests

Councillor J Procter declared a personal interest in the agenda item entitled, 'Waste Solution for Leeds – Residual Waste Treatment PFI Project: Final Business Case and Contract Award', due to being a member of Plans Panel (East) (Minute No. 9 referred).

Councillor Golton declared a personal interest in the agenda item entitled, 'Deputation to Council: Leeds and District Gardeners' Federation regarding Allotment Provision in Leeds', due to being Vice President of Leeds and District Gardeners' Federation (Minute No. 8 referred).

Councillor Ogilvie declared a personal interest in the agenda item entitled, 'Tenancy Strategy 2013-15 and Lettings Policy Review', due to being a member of the Inner South ALMO Area Panel (Minute No. 13 referred).

Councillor R Lewis declared a personal interest in the agenda item entitled, 'Tenancy Strategy 2013-15 and Lettings Policy Review', due to being a member of the Outer West ALMO Area Panel (Minute No. 13 referred).

Councillor Yeadon declared a personal interest in the agenda item entitled, 'Public Health in Leeds City Council' due to being a member of Leeds Partnership NHS Trust Board (Minute No. 25 referred).

7 Minutes

RESOLVED – That the minutes of the meeting held on 16th May 2012 be approved as a correct record.

ENVIRONMENT

8 Deputation to Council - Leeds and District Gardeners' Federation regarding Allotment Provision in Leeds

The Director of City Development submitted a report responding to the deputation presented by the Leeds and District Gardeners' Federation to Council on 28th March 2012 regarding allotment provision in Leeds.

In presenting the report, the Executive Member for the Environment provided the Board with an update in respect of the latest position regarding the Victoria Pit Allotment and the Reservoir Allotment.

Members noted the considerable amount of work which had been undertaken in respect of the matters detailed within the report and comments were made welcoming the community proposal that allotments were put forward as 'Assets of Community Value'.

RESOLVED -

- (a) That the response to the deputation from the Leeds and District Gardeners' Federation, with regard to allotment provision in Leeds, be noted.
- (b) That support be given to the community proposal to put forward allotments as 'Assets of Community Value'.

9 Waste Solution for Leeds - Residual Waste Treatment PFI Project - Final Business Case and Contract Award

Further to Minute No. 122, 2nd November 2011, the Director of Environment and Neighbourhoods submitted a report providing an update on the progress of the Residual Waste Treatment PFI project. In addition, the report sought approval to submit the Final Business Case (FBC) to the Department for Environment Food and Rural Affairs (Defra), detailed the progress made to date and also outlined the work which was required to progress to the

financial close stage of the Project, including the award of the contract to Veolia.

Copies of an addendum to the submitted report, which added a further recommendation to it had been circulated to Board Members prior to the meeting for their consideration.

The submitted report noted that the current draft of the FBC was designated as exempt under Access to Information Procedure Rule 10.4(3) and was available for Executive Board Members' consideration.

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

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the submission of the Final Business Case (FBC) to the Department for Environment Food and Rural Affairs (Defra) be approved.
- (c) That the submission to Defra of the submitted report, together with the minutes of the 20th June 2012 Executive Board meeting, be approved.
- (d) That the financial implications for the City Council, as set out within appendix 2(a) and the exempt appendix 2(b) of the submitted report be noted, and that approval be given to the expenditure, as set out within appendix 2(a) and exempt appendix 2(b), provided that the total estimated Unitary Charge for the Contract at the date of Financial Close is less than £502,000,000, as set out within paragraph 3.6 of appendix 2(a) of the submitted report.
- (e) That the arrangements detailed at section 5.5 of the submitted report be confirmed, and (for the avoidance of doubt) authority be given to the Director of Environment and Neighbourhoods (or delegate) to exercise the delegated powers, as set out at Part 3 Section 3E of the Constitution regarding PPP/PFI and other Major Property and Infrastructure Related projects, in relation to this Project.
- (f) That the process of achieving financial close, as set out within the submitted report, be approved, including the award of the contract to Veolia ES (Leeds) Limited, which is a wholly owned subsidiary of Veolia ES Aurora Ltd., and:-
 - (i) That it be noted and confirmed that the conditions of the General Disposal Consent are satisfied at the date of this report.
 - (ii) That the disposal of the site at an undervalue in excess of £100,000 be approved.

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th July, 2012

- (iii) That the Director of City Development (or an officer with appropriate delegated powers) be authorised to take all action required to conclude the disposal of the site, including carrying out the actions described at paragraph 4.9 of the submitted report, which may include seeking the consent of the Secretary of State prior to disposal if the circumstances as set out at paragraph 4.9 change.
- (g) That the disposal of an area of land to the north of the site be approved, in order to be used as a temporary construction compound during the construction period at an undervalue in excess of £100,000 and that the Director of City Development (or an officer with appropriate delegated powers) be authorised to take all action required to conclude the disposal of this area of land including lease terms, site location and area.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions referred to within this minute)

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

10 Response to the Full Council Deputation by Dalia Hawley on behalf of Active Communities Against Trafficking (ACT) Group

The Director of Environment and Neighbourhoods submitted a report responding to the deputation presented to Council on 28th March 2012 by the Active Communities Against Trafficking (ACT) group regarding the role of communities and Local Authorities in stopping Human Trafficking.

The Board provided its unanimous support with regard to the actions detailed within the submitted report which were aimed at tackling the problem of human trafficking.

RESOLVED –

- (a) That the initiative to raise awareness and take action against trafficking be supported.
- (b) That a letter be written to Dalia Hawley to support the campaign and raise with other Councils.
- (c) That, building on the many positive arrangements already in place, the commitment of Leeds City Council and West Yorkshire Police be affirmed with regard to tackling the issue of trafficking people.
- (d) That officers continue to review opportunities to develop and deliver work to address trafficking.
- (e) That consideration be given to possible venues for holding an awareness event in Leeds.

11 Response to the Recommendations of Scrutiny Board (Safer and Stronger Communities) following its Inquiry into Private Rented Sector Housing

The Director of Environment and Neighbourhoods submitted a report responding to the recommendations of the Scrutiny Board (Safer and Stronger Communities), arising from the Scrutiny Board's inquiry into the Private Rented Sector.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) attended the meeting and introduced the key issues arising from the Scrutiny Board's Inquiry into Private Rented Sector Housing.

Members welcomed the comprehensive and timely piece of work which had been undertaken by the Scrutiny Board on this issue, and responding to Members' enquiries, it was confirmed that a report would be submitted to the Board in due course providing further details on the approach being taken with regard to Recommendation 1 of the Scrutiny Inquiry report, and highlighting any resource implications arising from it.

RESOLVED –

- (a) That the Inquiry report of the Scrutiny Board (Safer and Stronger Communities) into the private rented sector be accepted.
- (b) That the need to identify resources in order to fully implement recommendation 1 of the Scrutiny Board (Safer and Stronger Communities) be noted.

12 Transfer of cleared sites in Cross Green to Chevin Housing Association

The Director of Environment and Neighbourhoods submitted a report which sought approval to transfer 2 cleared sites in Cross Green to Chevin Housing Association at nil consideration, in order that the development of a new Affordable Housing Scheme could take place.

Responding to an enquiry, officers undertook to provide the Member in question with further details in respect of the specific background information and business case relating to the 2 sites involved, whilst officers also undertook to ensure that in future, similar reports would contain such information for Board Members' consideration, as a matter of course.

RESOLVED – That the transfer of the cleared sites in Cross Green to Chevin Housing Association at nil consideration, as marked upon the appendix to the submitted report, be approved.

13 Tenancy Strategy 2013-2015 and Lettings Policy Review

The Director of Environments and Neighbourhoods submitted a report providing an update on the Council's legal duty to publish a Tenancy Strategy, the draft Tenancy Strategy which had been prepared for the purposes of consultation, the changes that would be required to the Council's lettings

policy in response to the Localism Act and publication of the Code of Guidance on the Allocation of Accommodation, together with the proposed timetable and process for consultation and implementation.

RESOLVED –

- (a) That the draft Tenancy Strategy be consulted upon with key stakeholders.
- (b) That the final versions of the Tenancy Strategy and lettings policy are prepared for consideration by Executive Board in November 2012, taking into account the outcome of the consultation exercise.
- (c) That approval be given to the revised wording of the lettings policy, as outlined within section 3.8.10 of the submitted report.

- 14 Introduction of the Housing Benefit size criteria in the social rented sector and review of the Council's under occupation incentive scheme**
A report was submitted on behalf of Housing Partnerships which outlined the changes being made to Housing Benefit provision and proposed actions which the Council and its partners could take in order to mitigate the adverse impact of the introduction of the Social Sector Size Criteria (SSSC).

By way of introduction to the report, the Executive Member for Neighbourhoods, Planning and Support Services provided some specific details regarding the key implications arising from the introduction of the SSSC. Members then acknowledged the work which had previously been undertaken by the Council to address the issue of under-occupation and discussed the potential impact of the new criteria upon those vulnerable groups within the community, including the over-60s and children and young people, and considered the possible actions which could be taken to try and mitigate such impact.

In conclusion, it was agreed that further to the recommendations within the submitted report, correspondence be forwarded to the relevant Government Ministers and Leeds MPs, highlighting the Council's concerns regarding the introduction of Housing Benefit Size Criteria, with the correspondence being sent on behalf of all Political Groups within the Council, subject to the content being agreed by all Group Leaders.

RESOLVED –

- (a) That the success of the under occupation incentive scheme in releasing over 400 houses since it was introduced in 2008 be noted.
- (b) That the Council's under occupation incentive scheme be temporarily suspended with immediate effect pending a full review, and that the 2012/13 budget identified from the Housing Revenue Account for the under occupation incentive scheme be allocated to meet the Council's commitment to tenants who have already been accepted onto the under occupation incentive scheme, provided they move by 31st March 2013.

- (c) That the Council undertake a full review of the support and incentives that can be offered to under occupying tenants, and following the monitoring of the impact of the SSSC between April and October 2013, a revised scheme proposal be presented to Executive Board in December 2013.
- (d) That correspondence be forwarded to the relevant Government Ministers and Leeds MPs, highlighting the Council's concerns regarding the introduction of Housing Benefit Size Criteria, with the correspondence being sent on behalf of all Political Groups within the Council, subject to the content being agreed by all Group Leaders.

15 Neighbourhood Planning - Management, Support and Protocol Arrangements

The Director of City Development submitted a report providing a general overview and update on the neighbourhood planning process, setting out the requirements and implications for the Council of the Neighbourhood Planning (General) Regulations 2012 and proposing governance and protocol arrangements for neighbourhood planning generally, with specific reference to the preparation of neighbourhood plans. In addition, the report outlined the roles and responsibilities for the Council and local communities at the different stages of the neighbourhood planning process, detailed progress on neighbourhood planning in Leeds, highlighting both the opportunities and the challenges of the new process, presented the contents of the draft neighbourhood planning guidance for approval and outlined how neighbourhood planning could assist the Council with regeneration and service delivery.

The Board considered the range of approaches being taken by communities across Leeds in respect of Neighbourhood Plans. In response to Members' enquiries, officers highlighted the actions which were being taken to ensure that the Council took a proactive approach towards the Neighbourhood Planning agenda, with specific details being provided regarding the allocation of staffing resource. Members noted the involvement of Area Committees in the development of the process.

RESOLVED –

- (a) That the Neighbourhood Planning (General) Regulations 2012, which came into force on 6th April be noted and that a progress report be submitted to Executive Board in 6 months on how neighbourhood planning is working in Leeds.
- (b) That the Neighbourhood Planning Guidance Note, as attached as Appendix 1 to the submitted report, be approved, and that the necessary authority be delegated to the Chief Planning Officer to make any further amendments/formatting.
- (c) That the governance and protocol arrangements, as set out within the submitted report be approved.

- (d) That it be noted that a presentation will be made to Area Committee Chairs outlining the important role that they will have in the neighbourhood planning process.
- (e) That the establishment of a corporate neighbourhood planning steering group be agreed, which will ensure that the support and advice for neighbourhood planning is linked to regeneration, service delivery and the localism agenda generally (paragraph 3.8 of the submitted report specifically refers).
- (f) That it be noted that a citywide neighbourhood planning event(s) will launch the neighbourhood planning guidance note, which will aim to provide support and raise awareness for local Members, local communities and other stakeholders.

16 Design and Cost Report for Passenger Transport Replacement Vehicles

The Director of Resources submitted a report which sought approval to a proposal to purchase twelve new minibuses for Passenger Transport, whilst also seeking authority to incur the related expenditure.

RESOLVED – That the purchase of twelve wheelchair accessible vehicles be approved, to replace twelve vehicles which were originally due for replacement in January 2011, and that authority be given to incur expenditure of £575,000.

CHILDREN'S SERVICES

17 Response to the Full Council Deputation by Mark Swards, Leeds University Union : Widening Participation

The Director of Children's Services submitted a report providing a response to the deputation entitled "Widening Participation" presented to Council on the 28th March 2012 on behalf of Leeds University Union.

Members highlighted the importance of addressing any misconceptions that young people and their families had in respect of the financial arrangements, as such misconceptions could lead to individuals being discouraged from entering higher education.

Further to the recommendations within the submitted report, it was agreed that the Chief Executive write to the universities within Leeds on the actions they are continuing to take to encourage young people from all socio-economic backgrounds to enter into higher education.

RESOLVED –

- (a) That an ongoing dialogue between officers and the universities be supported, in particular through further research into the impact upon Leeds' existing students and younger learners (with the potential to enter higher education) and the completion and success rate of those students enrolled on courses.

- (b) That the range of developments and initiatives to support progression to higher education already put in place be noted.
- (c) That the Board's support be given to the 'Leeds Education Challenge' and the 'Higher Education Access: Rewarding Transforming (HEART)' structures, as the most appropriate vehicles to ensure a co-ordinated approach towards supporting the progression of young people to higher education.
- (d) That support be given to considering this issue as part the work around the Child Friendly City priority to: address the barriers that prevent children and young people from engaging in and enjoying learning.
- (e) That the Chief Executive write to the universities within Leeds on the actions they are continuing to take to encourage young people from all socio-economic backgrounds to enter into higher education.

18 Design and Cost Report - Blenheim Primary School Additional Accommodation

The Director of Children's Services submitted a report which sought approval to proceed with works which would provide additional accommodation at Blenheim Primary School. In addition, the report sought the necessary authority to incur expenditure of £643,984 on phase 2 of the scheme.

RESOLVED –

- (a) That the additional accommodation works at Blenheim Primary School, at an estimated total cost of £643,984, be approved.
- (b) That expenditure of £643,984 from capital scheme number 15822\BLE\000 be authorised.

19 Annual Adoption Agency Report

The Director of Children's Services submitted a report providing details of the work undertaken by Leeds City Council adoption service from April 2011 to March 2012 inclusive. Specifically, the report focussed upon the activity of the service in relation to its compliance with the national minimum standards; the implementation and progression of children's care plans; the service offered to those seeking to adopt and the services offered to those affected by adoption through the provision of adoption support.

A copy of the Adoption Service's Statement of Purpose, dated May 2012, was appended to the submitted report for Members' consideration.

RESOLVED – That the contents of the submitted report be noted and that the Board continues to provide its support towards the work of the Adoption Team, ensuring that our adopted children receive the best possible support.

20 Fostering Service Annual Report

The Director of Children's Services submitted a report informing of the work undertaken by the fostering service between April 2011 and March 2012. The report provided details of the work of the service, its compliance with the national minimum standards, the implementation and progression of children's care plans, the service offered to foster carers and outcomes for children. In addition, the report provided an update on the activity in relation to the recruitment and retention of foster carers, fostering panel activity and developments within the service, whilst highlighting national developments in fostering practice and providing information on the profile of children in care in Leeds.

A copy of the Fostering Service's Statement of Purpose, dated May 2012, was appended to the submitted report for Members' consideration.

Members emphasised the vital role played by foster carers and the need to continue to focus upon the recruitment of new carers across the city.

Responding to Members' enquiries, reassurance was provided that work was commencing via Scrutiny Board (Children's Services) into the services provided by private and independent foster homes throughout Leeds, and the need for the authority to be notified as a matter of course about the existence of such homes.

In addition, the Board received details on the actions being taken in relation to the recruitment of foster carers in Leeds, with specific information provided on the work being undertaken around the impact of the changes to benefit provision upon foster carers, and more generally, the financial incentives provided to them.

RESOLVED – That the contents of the submitted report be noted, and that the Board continues to provide its support towards the work of the fostering service, ensuring our fostered children receive the best possible support.

21 Transfer of Great Preston Primary School site to the Diocese of Ripon & Leeds

The Director of Children's Services submitted a report which sought in principle approval to transfer the land at Great Preston Primary School site to the Diocese of Ripon and Leeds.

RESOLVED –

- (a) That the transfer of Council owned land at the Great Preston Primary School site, as listed within appendix 1 and as set out within the submitted report, be approved.
- (b) That the principal of transferring land to the Diocese be approved on the basis set out within the submitted report, in respect of any further schools in the ownership of the Council and which the Diocese call for, and that the final approval of the terms of such disposals be delegated to the Director of City Development.

LEISURE AND SKILLS

22 Future of Cow Close Library

Further to Minute No. 257, 16th May 2012, the Director of City Development submitted a report outlining proposals for the future of library provision in the Cow Close area.

RESOLVED – That the replacement of the current library provision with increased, targeted mobiles, be agreed, and that the decisions on the future of the venue be delegated to the Director of Environment and Neighbourhoods.

HEALTH AND WELLBEING

23 Response to the Recommendations of Scrutiny Board Safer and Stronger Communities following its Inquiry into Fuel Poverty

The Director of Public Health and the Director of Adult Social Services submitted a joint report responding to two of the recommendations arising from the recent Scrutiny Board (Safer and Stronger Communities) Inquiry into Fuel Poverty in Leeds.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) attended the meeting and introduced the key issues arising from the Scrutiny Board's Inquiry into Fuel Poverty.

The Board welcomed the timely piece of work which had been undertaken by the Scrutiny Board on this issue, noted the opportunity for further cross-party working to be undertaken and highlighted that this matter would be picked up by the new Health and Wellbeing Board in due course.

RESOLVED –

- (a) That the Scrutiny Board (Safer and Stronger Communities) Inquiry report into Fuel Poverty, together with recommendations 1 and 10(i) be welcomed as a valuable contribution towards addressing fuel poverty in Leeds.
- (b) That in line with recommendation 1 of the Inquiry report, it be agreed that in the development of the new public health system, fuel poverty be identified as a key priority and used to demonstrate how the Public Health operating arrangements will work in practice.
- (c) That in line with recommendation 10(i) of the Inquiry report, it be agreed 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:
 - 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

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th July, 2012

- a specialised referral pathway specifically for the referral of clients with an existing health condition to be used by the health and social care integrated teams.

24 Deputation to Council - Leeds LINK regarding Health and Wellbeing Bill and its impact on Leeds

A report from the Director of Adult Social Services was submitted providing a response to the deputation presented to Council on the 28th March 2012 by the Leeds Local Involvement Network (LINK) regarding the Health and Social Care Act 2012 and its impact upon Leeds.

The Board noted the contents of the report and highlighted the importance of acknowledging the concerns which had been raised by the public. The Chair thanked the members of the deputation present for their attendance at the meeting.

RESOLVED –

- That the contents of the submitted report, including the response to the deputation by Leeds Local Involvement Network (LINK), be noted.
- That it be confirmed that the Board is sufficiently assured that the issues raised in the deputation are being addressed.

25 Public Health in Leeds City Council - New Responsibilities

The Director of Public Health submitted a report providing an update on the new responsibilities in respect of public health which would fall within the remit of the Council from April 2013. In addition, the report provided details on the progress made on, and the issues arising from the implementation of the Leeds Public Health Transition Plan, whilst also seeking endorsement of the proposed Operating Model for Public Health in Leeds City Council

Members highlighted the significant opportunities that the Council's new duties would present, whilst the Chief Executive emphasised the need for the Council to make its mark on improving the health of the people of Leeds. In addition, the Board noted the expertise of the public health professionals who would be undertaking the new function, whilst Members were updated upon the progress made in respect of Member development and officer training opportunities within the field of public health.

RESOLVED -

- That the new public health responsibilities coming to the Council after April 2013 as a result of the Health and Social Care Act 2012 be noted.
- That the creation of the Office of the Director of Public Health as an additional Central and Corporate function be endorsed, with the Director of Public Health being operationally accountable to the Chief Executive.
- That the principles behind the Operating Model of the Office of the Director of Public Health be endorsed and that the necessary authority

to progress the transfer of public health functions, staff and resources to the Council be provided.

- (d) That progress made on the Leeds Public Health Transition Plan, the issues raised, national milestones and NHS assurance process, be noted.
- (e) That it be noted that a further report will be made to Executive Board in the autumn which will set out key priorities and actions to be taken within the Joint Health and Well Being Strategy which will reduce health inequalities and improve health and well being for all citywide and within localities.

ADULT SOCIAL CARE

26 The Government's Blue Badge Reform Programme - An Update upon the Impact of Recent Changes

Further to Minute No. 130, 2nd November 2011, the Assistant Chief Executive (Customer Access and Performance) and the Director of Adult Social Services submitted a joint report providing details of the impact of the recent changes brought about by the Government's national blue badge reform programme. In addition, the report sought endorsement of the arrangements established to undertake assessments for blue badges, whilst it also highlighted the actions which were being taken to continue to improve the delivery of the scheme in Leeds.

The Executive Member for Adult Social Care thanked all officers who had been involved in the administration of the new arrangements in respect of the blue badge parking scheme, for the considerable work which had been undertaken on this issue.

A Member made specific comments regarding the practicalities of the assessment process, specifically with regard to the assessment centre and the associated form. In response, such comments were acknowledged and the Board was provided with an update on the current position regarding the location of the assessment centre.

RESOLVED –

- (a) That the progress made in creating and delivering the new Blue Badge scheme in Leeds be noted.
- (b) That the assessment arrangements established in Leeds, as detailed within sections 3.2 to 3.6 of the submitted report, be endorsed.
- (c) That the actions taken to continue to improve the delivery of the scheme in Leeds, as detailed within sections 3.12 to 3.13 of the submitted report, be noted.

27 Procurement of Residential and Nursing Placements (Residential Governance Quality Framework and Fees)

Further to Minute No. 68, 7th September 2011, a report from the Director of Director of Adult Social Services was submitted which sought the necessary authority to proceed with a procurement exercise in regard to the Residential Quality Governance Framework and associated fees for Older Peoples care homes in Leeds.

Members welcomed the cross-party approach which had been taken in respect of this matter, which had led to the proposals detailed within the submitted report.

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

RESOLVED –

- (a) That the Board's agreement be given to the adoption of the quality framework approach and the associated recommended fee structure, as set out within the submitted report, which follows on from the work of the Advisory Board and the extensive collaboration to achieve a new business relationship with Independent Sector providers of residential and nursing care for older people.
- (b) That the Board's agreement be given to the initiation of a procurement process to commence immediately, and that it be noted that the Director of Social Services will take a delegated decision to award the framework contracts in accordance with the Council's scheme of delegations, in order to ensure that the recommended quality framework and fee structure can be implemented from the 1st October 2012.
- (c) That the Board's agreement be given to the proposal that the recommended new monitoring arrangements are put in place in order to assure the intended improvements in quality.
- (d) That the Board's agreement be given to the proposal that the risks and mitigation plans are implemented with regard to the financial risks identified.

28 Design and Cost Report: Capital Expenditure : Proposed Refurbishment of Harry Booth House to an Intermediate Care Facility

Further to Minute No. 67, 7th September 2011, a report from the Director of Adult Social Services was submitted which sought approval to the design proposals for the Harry Booth House Intermediate Care scheme, as described within the submitted report. In addition, the report sought approval to the outline scheme design proposals for the proposed refurbishment of Harry Booth House, a related injection into the Capital Programme, together with the necessary authority to spend.

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

RESOLVED –

- (a) That the outline scheme design proposals for the proposed refurbishment of Harry Booth House, as described in the submitted report, at an estimated total cost of £2,487,000, be approved.
- (b) That an injection of £1,902,000 into existing Capital Scheme No 16493 be authorised, comprising allocated funds of £90,000 from NHSABL, with the balance of £1,812,000 funded via borrowing from the savings identified in the project business case.
- (c) That approval be given to the authority to spend £2,487,000 in order to deliver the scheme, including £675,000 from allocated funds from NHSABL included in Capital Scheme No 16493 on the proposed refurbishment of Harry Booth House to create an Intermediate Care Unit.

RESOURCES AND CORPORATE FUNCTIONS

29 2011/2012 Year End Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting a summary of the year-end (quarter four) performance data for 2011/2012, which provided an update on progress in delivering the Council Business Plan 2011-2015 and the City Priority Plan 2011-2015.

Members noted that the performance data within the submitted report would be considered in detail by the relevant Scrutiny Boards.

Responding to an enquiry, it was undertaken that the Member in question would be provided with the further information which he had requested in respect of 'missed bins'.

RESOLVED – That the contents of the submitted report, together with the performance issues identified, be noted.

30 Financial Performance - Outturn Financial Year ended 31st March 2012

The Director of Resources submitted a report on the Council's financial outturn position for 2011/2012 for both revenue and capital, and also included details in respect of the Housing Revenue Account. In addition, the report presented information on major variations on the revenue account from the provisional outturn reported to the May 2012 Executive Board and also reported on the final position of Schools and the Arms Length Management Organisations (ALMOs). Finally, the report highlighted the current position regarding other key financial health indicators including Council Tax and National Non-Domestic Rates (NNDR) collection statistics, sundry income and prompt payments.

The Board thanked officers for all of their efforts which had led to the Council in achieving its current financial position.

A reference was made to the budgets held by individual schools, and highlighted that further consideration needed to be given to this matter.

RESOLVED – That the contents of the submitted report be noted.

31 Localised Council Tax Support Scheme

The Director of Resources submitted a report which presented a proposal for a local Council Tax Support scheme for 2013/2014. In addition, the report sought approval to undertake a public consultation exercise on the proposed scheme, with the outcomes from the consultation being presented to a future Executive Board along with a recommendation for a local Council Tax Support scheme.

Having noted that the Council was required to adopt a local working age scheme by 31st January 2013, the Board received reassurances regarding the proposed timescales detailed within the submitted report which related to the development and adoption of such a scheme. Further to this, the Board noted that a further report containing the recommendations for the scheme would be submitted to the Board in January 2013, although efforts would be made to submit it to an earlier meeting, if at all possible. Responding to a Member's enquiry, the Board noted that other local authorities were in a similar position to Leeds, with respect to timescales.

RESOLVED –

- (a) That the proposed consultation exercise on the draft Council Tax Scheme, as set out within the submitted report, be approved.
- (b) That approval be given to the inclusion within that consultation (detailed at resolution (a) above) of proposals to amend Council Tax discounts and exemptions schemes for empty properties in Leeds.
- (c) That a report be submitted to Executive Board no later than January 2013, with a recommendation for the local Council Tax Support scheme from 2013/2014 that has considered the responses from the consultation exercise.

DEVELOPMENT AND THE ECONOMY

32 Deputation to Council - Young People Seeking a 20 MPH speed limit on Haven Chase, Cookridge

The report of the Director of City Development submitted a report which responded to the deputation presented to Council on the 28th March 2012 by the Young People of Haven Chase, Cookridge, regarding the provision of a 20mph speed limit.

RESOLVED –

- (a) That a letter be written to Ella Craggs thanking her for her excellent presentation on the traffic issues on Haven Chase, Cookridge, and outlining the manner in which we will meet the request contained in her deputation.
- (b) That the intention to expand the planned proposal for a 20mph scheme covering the Silk Mill area and Tinshill Pupil Referral Unit be noted, so as to incorporate Haven Chase and nearby streets, which will be progressed as part of the forward programme of priority schemes, to expand the coverage of such priority schemes in areas surrounding schools.
- (c) That it be noted that the Council's Speed Indicator Device (SID) is available for the local community to use in order to raise awareness amongst motorists of traffic speed issues both for Haven Chase and other areas of the city.

DATE OF PUBLICATION: 22ND JUNE 2012

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 29TH JUNE 2012

(Scrutiny Support will notify Directors of any items called in by 12.00pm on 2nd July 2012)

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th July, 2012



FORWARD PLAN OF KEY DECISIONS

Resources and Council Functions Scrutiny Board

1 July 2012 – 31 October 2012

What is the Forward Plan?

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 July 2012 – 31 October 2012. The Plan is updated monthly and is available to the public 14 days before the beginning of each month.

What is a Key Decision?

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

- result in the Authority incurring expenditure or making savings over £250,000 per annum, or
- have a significant effect on communities living or working in an area comprising 2 or more wards

What does the Forward Plan tell me?

The Plan gives information about:

what key decisions are coming forward in the next four months
when those key decisions are likely to be made
who will make those decisions
what consultation will be undertaken
who you can make representations to

Who takes key decisions?

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

Who can I contact?

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members.

How do I make contact?

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring Leeds City Council and staff there will be able to assist you:

Leeds City Council - Telephone: 0113 2474357

How do I get copies of agenda papers?

The agenda papers for Executive Board meetings are available five working days before the meeting from:

Governance Services, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 2474350

Fax: 0113 3951599

Email: cxd.councilandexec@leeds.gov.uk

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

Where can I see a copy of the Forward Plan?

The Plan can be found on the Leeds City Council Website www.leeds.gov.uk. The Plan is regularly updated and for legal reasons is formally published on a monthly basis on the following dates:

2012/13

17 th May 2012	16 th November 2012
15 th June 2012	17 th December 2012
17 th July 2012	17 th January 2013
17 th August 2012	14 th February 2013
17 th September 2012	15 th March 2013
17 th October 2012	16 th April 2013

About this publication

For enquiries about the Forward Plan of Key Decisions please:

E-mail: cxd.councilandexec@leeds.gov.uk or telephone: 0113 247 4357

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

This publication can also be made available in Braille or audio cassette. Please call: 0113 247 4357

If you do not speak English and need help in understanding this document, please phone: 0113 247 4357 and state the name of your language.

We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali):-

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

(Chinese):-

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

(Hindi):-

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

(Punjabi):-

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

(Urdu):-

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

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 July 2012 to 31 October 2012

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
The Manufacture, Supply and Installation of Passenger Lifts, Stair Lifts and through the Floor Lifts to Leeds City Council Buildings Property Maintenance's procurement exercise for the award of a framework contract for the manufacture. Supply and installation of passenger lifts, stair lifts and through the floor lifts to Leeds Council Buildings	Chief Commercial Services Officer	1/7/12	None	The award report from the tender process	sarah.martin@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Collection of Local Taxation Approval of Council Tax and Business Rate write offs for period 1 st October 2011 to 31 st March 2012.	Director of Resources	1/7/12	Chief Financial Officer	Report on values and type	david.levitt@leeds.gov.uk
Design and Cost report for Passenger Transport replacement vehicles Director of Resources is asked to approve the purchase of twelve wheelchair accessible vehicles, to replace twelve vehicles which were originally due for replacement January 2011.	Director of Resources	1/7/12	There is no requirement for corporate consultation though the drivers have been consulted as to the changes to vehicle specification. If the request is approved, customers will also be consulted as to requirements.	Associated report	julie.hatton@leeds.gov.uk
Collection of debts other than local taxation Approval of write offs for debts other than local taxation for period 1 st April 2011 to 31 st March 2012.	Director of Resources	1/7/12	Heads of Finance	Report on values and type	david.levitt@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Approval to extend the framework contract for the supply of Taxi and Private Hire Operators from 1st August 2012 to July 2014 The Chief Commercial Services Officer is recommended to approve the extension to the framework in accordance with the contracts terms and conditions from August 2012 to July 2014	Chief Commercial Services Officer	1/7/12	Consultation with the existing Taxi and Private hire contractors is on going and they are aware of the intention to extend the existing contract.	Report of Julie Hatton, Head of Passenger Transport. Approval to extend the Framework contract for the supply of Taxi and Private hire contractors from 1st August 2012 to July 2014	julie.hatton@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>ICT Services - Essential Software Upgrade Replace essential elements of the Council's ICT software infrastructure. In particular execute phase 2 of the ICT 'Essential Services Programme' (ESP) and complete the migration from Novell to a fully interoperable Microsoft environment. Also upgrade the version of Oracle on many of our business critical applications. Upgrade important business software that is used by many users to ensure compatibility with Windows 7 and Office 2010.</p>	<p>Chief ICT Officer</p>	<p>1/7/12</p>	<p>ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board.</p>	<p>'Applications Infrastructure' Exec Board Report (2007), Essential Software Upgrade Business Case & DDN, SIB Report.</p>	<p>dave.maidment@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>ICT Services - Essential Hardware Upgrade. Replace essential elements of the Council's ICT hardware infrastructure. In particular the old and soon to be unsupported server infrastructure that supports many of our critical business systems – Housing, CT & Benefits, Finance, HR Payroll etc. Also refresh old devices – PC's and laptops in anticipation of the rollout of Windows 7 and Microsoft Office 2010.</p>	Chief ICT Officer	1/7/12	ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board.	Essential Hardware Upgrade Business Case & DDN, SIB Report.	david.maidment@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>ICT Services - Essential Data Centre improvements Build a more resilient 'active' - 'active' data centre configuration comprising two primary data centres for the Council rather than the present four data centres which only have limited resilience.</p>	<p>Chief ICT Officer</p>	<p>1/7/12</p>	<p>ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board.</p>	<p>Data Centre Improvements Business Case & DDN, SIB Report.</p>	<p>dave.maidment@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>ICT Services - Invest To Save Initiatives</p> <p>Invest in a range of initiatives to deliver services more efficiently and save the council money in the long term. Replace the IT Asset Management software with a more efficient product and so better manage the estate. Continue the programme of server virtualisation and so create a more efficient and supportable environment. Start to look at 'cloud' service options as a consumer and potentially a provider. Further develop more 'Bring Your Device' options.</p>	Chief ICT Officer	1/7/12	ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board	Invest To Save Business Case & DDN, SIB Report.	david.maidment@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Occupational Health Services and Complementary Framework Services Award of contracts	Director of Resources	1/7/12	Subject to Call in	Award Report	kathryn.tarrant@leeds.gov.uk
Quarry Hill - Revised Terms for Disposal Approval of revised terms for disposal.	Executive Board (Portfolio: Development and the Economy)	18/7/12	Executive Member for Development and the Economy	The report to be issued to the decision maker with the agenda for the meeting	edward.rowland@leeds.gov.uk
Treasury Management Year End Report 2011/12 To approve the treasury management year end report 2012/12	Executive Board (Portfolio: Leader of Council)	18/7/12	None	The report to be issued to the decision maker with the agenda for the meeting	Alan Gay, Director of Resources alan.gay@leeds.gov.uk
Capital Programme Quarter 1 update for 2012 - 2015 To provide a quarter 1 update on the capital programme over the period 2012-2015	Executive Board (Portfolio: Leader of Council)	18/7/12	None	The report to be issued to the decision maker with the agenda for the the meeting	Alan Gay, Director of Resources alan.gay@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Amendments to Council Business Plan 2011-15 Refresh of plan to ensure it remains up to date with updates to targets for 2012/13 and amendments to reflect changes in Director responsibilities.	Executive Board (Portfolio: Leader of Council)	18/7/12	Proposed changes going to Scrutiny Boards in June 2012	The report to be issued to the decision maker with the agenda for the meeting	Heather Pinches heather.pinches@leeds.gov.uk
Changing the Workplace Programme Approval of detailed Business Case including funding approval for delivery of phase 1. Draft Heads of Terms approval plus agreement on delegated decision for final HOT.	Executive Board (Portfolio: Leader of Council)	18/7/12	CLT, Cabinet	The report to be issued to the decision maker with the agenda for the meeting	jane.watson@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified</p>	<p>Executive Board (Portfolio: Leader of Council)</p>	<p>18/7/12</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk</p>
<p>Provision of Transport for Leeds City Council Staff engaged on Council Business To agree the award of Tender for the Provision of Transport for Leeds City Council Staff engaged on Council Business</p>	<p>Chief Officer Resources and Strategy</p>	<p>1/9/12</p>	<p>Planning Policy and Improvement, Procurement Unit, Chief Officer concerned</p>	<p>Tender Submissions</p>	<p>suzanne.hopes@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Procurement of replacement Customer Relationship Management (CRM) system Approval to proceed with the recommended procurement exercise to replace the existing Customer Relationship Management (CRM) system, including approval of associated funding</p>	<p>Executive Board (Portfolio: Leader of the Council)</p>	<p>5/9/12</p>	<p>Current CRM users across the Council, ICT Commissioning Board, Customer Strategy Board.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>adam.quesne@leeds.gov.uk</p>
<p>Monthly Financial Health report 2012/13 In noting the financial position for the month for the Authority, a decision will be required as to the treatment of any variation identified.</p>	<p>Executive Board (Portfolio: Leader of Council)</p>	<p>5/9/12</p>		<p>The report which will be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Monthly Financial Health report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified	Executive Board (Portfolio: Leader of Council)	17/10/12		The report to be issued to the decision maker with the agenda for the meeting	Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk

NOTES

Key decisions are those executive decisions:

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

Executive Board Portfolios

Executive Member

Leader of Council

Councillor Keith Wakefield

Deputy Leader and Executive Member for
Children's Services

Councillor Judith Blake

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

Councillor Peter Gruen

Executive Member for Leisure and Skills

Councillor Adam Ogilvie

Executive Member for Development and the
Economy

Councillor Richard Lewis

Executive Member for the Environment

Councillor Mark Dobson

Executive Member Adult Social Care

Councillor Lucinda Yeadon

Executive Member for Health and Well Being

Councillor Lisa Mulherin

In cases where Key Decisions to be taken by the Executive Board are not included in the Plan, 5 days notice of the intention to take such decisions will be given by way of the agenda for the Executive Board meeting.

LEEDS CITY COUNCIL

BUDGET AND POLICY FRAMEWORK DECISIONS

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Budget	Council	February 2013	Via Executive Board, Scrutiny Board (Resources and Council Services), relevant stakeholders	Report to be issued to the decision maker with the agenda for the meeting covering the following reports a) Revenue Budget b) Council Tax c) Capital Programme d) Treasury Management	Director of Resources
Vision for Leeds	Council	To be confirmed	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Planning, Policy and Improvement)
Council Business Plan	Council	July 2013	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Licensing Authority Policy Statement (Gambling Policy)	Council	November 2012	Via Executive Board, Scrutiny Board (Resources and Council Services), Licensing	Report to be issued to the decision maker with the agenda for the meeting, including the new policy, consultation report and relevant sections from the Gambling Act 2005.	Director of Resources

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Insertion of Large Casino Section	Council	18 th January 2012	Committee, stakeholders, general public, Ward Members, current licensees		

NOTES:

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

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

This page is intentionally left blank