

## **SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)**

---

Meeting to be held in Civic Hall on  
Thursday, 18th October, 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**

**Principal Scrutiny Advisor:**  
**Kate Arscott**  
**Tel: 24 74792**

# A G E N D A

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

3		<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4		<p><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5		<p><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6		<p><b>MINUTES - 20TH SEPTEMBER 2012</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 20<sup>th</sup> September 2012.</p>	1 - 4
7		<p><b>SCRUTINY OF FLOOD RISK MANAGEMENT</b></p> <p>To receive and consider a report of Flood Risk Manager providing background for the work of the Board in Scrutinising Flood Risk Management Authorities on their work on flooding issues.</p>	5 - 10

8		<p><b>PROPOSALS FOR NEW COUNCIL APPROACH TO ENVIRONMENTAL ISSUES IN PROCUREMENT</b></p> <p>To receive and consider a report of the Chief Officer (Public Private Partnerships and Procurement Units) which acknowledges Member interest in the environmental credentials and performance of suppliers and updates the Scrutiny Board on changes to the Council's approach to such issues.</p>	11 - 18
9		<p><b>RECOMMENDATION TRACKING - THE ENGAGEMENT OF YOUNG PEOPLE IN CULTURE, SPORTING AND RECREATIONAL ACTIVITIES</b></p> <p>To receive and consider a report of the Chief Libraries, Arts and Heritage Officer and the Director of Children's Services. The report in forms the Board on the actions taken to deliver the recommendations of the 2011/12 Scrutiny Board.</p>	19 - 28
10		<p><b>DRAFT TERMS OF REFERENCE - SCRUTINY BOARD INQUIRY ON THE ROLE OF LEISURE AND CULTURE IN PROMOTING PUBLIC HEALTH</b></p> <p>To receive and consider a report of the Head of Scrutiny and Member Development requesting that the Board agree the terms of reference for the inquiry.</p> <p><b>The Terms of Reference to Follow.</b></p>	29 - 30
11		<p><b>WORK PROGRAMME</b></p> <p>To receive and consider a report of Head of Scrutiny and Member Development outlining the Scrutiny Board's work programme for the remainder of the current municipal year.</p>	31 - 36

**DATE AND TIME OF NEXT MEETING**

Thursday 10am, 22<sup>nd</sup> November 2012, Civic Hall,  
Leeds.

(Pre-meeting for Board Members at 09:30am)

This page is intentionally left blank

## SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

THURSDAY, 20TH SEPTEMBER, 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 J Chapman

### **33 Appeals Against Refusal of Inspection of Documents**

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

### **34 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **35 Late Items**

A late item was admitted to the agenda, 'Agenda Item 12 – Marketing Leeds'. The Chair agreed at the meeting that this item be heard first, minute 39 refers.

Supplementary information was also circulated at the meeting with regards to Agenda Item 9 'Bus Services in Leeds – Draft Terms of Reference', minute 42 refers.

### **36 Declaration of Disclosable Pecuniary and Other Interests**

Cllr Urry declared a significant other interest in Agenda item 8 'Scrutiny Board Inquiry Session 4 – Inquiry into the impact into Existing Major Sources of Travel Movements Within the City, and the Plans being made to Address the Impact of Known Future Developments on the City's Transport Infrastructure' and Agenda Item 9 'Bus Services in Leeds – draft term of Reference' as a member of the Leeds Passenger Consultative Committee.

### **37 Apologies for Absence and Notification of Substitutes**

Apologies were received for Councillor J Marjoram.

### **38 Minutes - 12th July 2012**

The minutes of the meeting held on 12<sup>th</sup> July 2012 were approved as a correct record. Also the minutes of the Call In meeting held on 12<sup>th</sup> July 2012 were approved as a correct record.

### **39 LATE ITEM - Marketing Leeds**

The Chief Executive of Marketing Leeds, Lurene Joseph, made an introductory presentation to the Board, she outlined the approach she planned to take for the marketing and promotion of the City.

Martin Farrington, Director of City Development was also in attendance to help answer any questions that Members had.

Members discussed how best Leeds could be marketed and highlighted the strengths of the City. They also expressed great interest in how the City Council could help support Marketing Leeds in its objectives and ensure that successful outcomes are achieved.

Members also asked the Chief Executive of Marketing Leeds the areas she considered that the Board should focus on for the forthcoming inquiry into the marketing and promotion of the City.

#### **RESOLVED –**

- (a) that the report and presentation be noted; and
- (b) that a working group be set up to draft the terms of reference for the inquiry.

### **40 Scrutiny Board Inquiry Session 4 - Inquiry into the impact of existing major sources of travel movements within the City, and the plans being made to address the impact of known future developments on the City's transport infrastructure**

The Acting Head of Transport Policy, Andrew Hall, presented a report of the Director of City Development. The report provided the Board with an update on the Leeds New Generation Transport project.

Also present were:

Andrew Wheeler - NGT Project Manager;

Dave Haskins – Assistant Director, Rapid Transit at West Yorkshire Metro.

Sandra Newbould – Principal Scrutiny Advisor.

Members questioned officers present about the consultation that had previously taken place with regards to the NGT project before it was put on hold by Central Government and what consultation would be done now that the business case had been approved by Central Government.

Members also gave consideration to the proposed route for NGT and whether further lines would be added in the future which would improve access to different parts of the City and whether the scheme would be built within the budget allocated.

**RESOLVED –** That the report be noted and that a draft report and recommendations from the Board's inquiry be produced.

Draft minutes to be approved at the meeting  
to be held on Thursday, 18th October, 2012



#### **41 2012/13 Quarter 1 Performance Report**

The Head of Strategic Planning, Policy and Performance presented a report of the Assistant Chief Executive (Customer Access and Performance) and the Director of City Development. The report presented the Board with a summary of the quarter one performance data for 2012/13 which provided an update on progress on delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

Also in attendance was Fiona McAnespie, Deputy Head of Policy, Performance and Improvement.

Members questioned officers present as to why unemployment in Leeds appeared high in comparison with other areas and the impact of this for the wider city region. It was noted that the Leeds unemployment rate was actually the second lowest among core cities.

Members also asked questions about the number of red indicators and the progress being made to improve performance in these areas.

Members asked officers present about the policies regarding reducing energy consumption and stressed the need to continue to try to reduce consumption as well as reducing the number of buildings occupied.

**RESOLVED** – To note the contents of the report.

#### **42 Bus Services in Leeds - Draft Terms of Reference**

The Principal Scrutiny Advisor presented a report of the Head of Scrutiny and Member Development which asked Members to comment on and agree the terms of reference for the inquiry.

**RESOLVED** – That Members of the Board provide comments by 28<sup>th</sup> September 2012 and that the Chair be authorised to finalise them following any comments received.

#### **43 Work Schedule**

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

**RESOLVED** – That the work schedule be noted.

#### **44 Date and time of next meeting**

10am, 18<sup>th</sup> October 2012.

Draft minutes to be approved at the meeting  
to be held on Thursday, 18th October, 2012



## Report of Flood Risk Manager

## Report to Scrutiny Board – Sustainable Economy and Culture

**Date: 18<sup>th</sup> October 2012**

**Subject: Scrutiny of Flood Risk Management**

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

## Summary of main issues

1. The Flood & Water Management Act 2010 made amendment to the Local Government Act 2000, under Section 21F, requiring all Lead Local Flood Authorities to review and scrutinise the actions of Flood Risk Management Authorities that may affect the local authority's area.
2. This Report outlines the relevant Flood Risk Management Authorities, with regard to Leeds CC, and some of the issues the board may wish to consider.

## Recommendations

3. That the Board note the information provided and then decide upon the level of scrutiny required.

## **1 Purpose of this report**

- 1.1 This Report attempts to provide background for the work of the Board in Scrutinising Flood Risk Management Authorities on their work on flooding issues.
- 1.2 Provide information that will allow the Board to decide on the level of scrutiny required regarding such issues.

## **2 Background information**

- 2.1 Leeds has suffered from a series of floods over the last 12 years, which have caused substantial damage and hardship to communities across the District.
- 2.2 Following a series of serious floods around 2005 the Council decided that flooding was an issue that should be taken seriously and additional resources were provided to Land Drainage, which has become Flood Risk Management, and to Cleansing for an increased level of gulley emptying and street sweeping.
- 2.3 Around the time that this was being implemented there were major floods across the country, during the summer of 2007. The results of this were devastating in many communities and the Government set up the Pitt Review into flooding. This came up with 93 recommendations, which led to the Flood & Water Management Act 2010.
- 2.4 Leeds has again suffered a considerable number of incidents of flooding during 2012.

## **3 Main issues**

- 3.1 Flood Risk Management has been in existence for just over 2 years, when they replaced Land Drainage. Their duties include: -
  - Watercourse Maintenance for Council owned watercourses.
  - Clearance of Hot Spots, locations where grilles blocking will lead to high flood risk.
  - Watercourse Inspections for key watercourses across the District.
  - Surveys of drainage systems and culverted watercourses.
  - Investigate flood issues and try to address them.
  - Records of assets and works on GIS.
  - Planning Application Consultations – assessing proposals for drainage related to developments, ensuring that flood risk is considered and where possible reduced.
  - Considering applications for culverting of watercourses under the Public Health Act and the Land Drainage Act.

- Advise to other departments on the implications of their proposals for flood risk.
- Flood alleviation schemes utilising Grants.
- Property level protection schemes.
- Prepare strategies and flood risk assessments.
- Manage the Council Pumping Stations and Water Features.

3.2 A Preliminary Flood Risk Assessment for Leeds was produced last year and is available to the public. This provides base information about flooding in Leeds District and examines the risk of the impact from major floods. It is available as a background document.

3.3 The Council is now the Lead Local Flood Authority – with the lead regarding surface water & groundwater flooding, as well as ordinary watercourses. Additional duties include:

- Develop a Local Strategy for Flood Risk Management.
- Investigate local flood issues – publishing those for key floods.
- Maintain a register of structures and features that have an impact on flood risk.
- Designate third party assets – that are key to flood risk management.
- Approval of works on Ordinary Watercourses – previously an EA role.
- Set up Scrutiny of the way **all** Agencies are dealing with flood risk issues.

3.4 The Flood Risk Management Agencies:

- The Environment Agency (EA) – provides an overall control of flood risk, with a lead regarding Main Rivers and managing Grants for flood alleviation schemes. They have prepared a National Flood Risk Strategy, which has been adopted by Government. Locally the works of the EA in flood risk management are directed by the Yorkshire Regional Flood & Coastal Committee – Leeds City Council's representative on this committee is currently Cllr Richard Lewis.
- Yorkshire Water – are responsible for flooding from their sewer network.
- Highways – the draining of the highway network and issues with their systems.
- Highways Agency – the draining of motorways and issues with their systems.

- Internal Drainage Board – the maintenance of nominated watercourses within their boundary and any flood alleviation systems, such as pumping stations. Within Leeds District there is only one IDB and that is Ainsty IDB, which covers small areas in the north east of the District – around Wetherby and Thorp Arch.
- The Lead Local Flood Authority – for Leeds CC that is Flood Risk Management. Flood Risk Management carryout ongoing roles that include commenting on Planning Application, maintenance of Council watercourses & flood hot spots, inspection of watercourses and implementation of flood alleviation schemes.

Now, more than ever before, the above organisations need to work in partnership to address the flood issues we all face. Therefore a number of working groups have been set up to move various issues forward and to ensure the partnership arrangements are robust, these include:

- The West Yorkshire Flood Risk Partnership – that looks at a strategy for all 5 of the districts in West Yorkshire and includes representatives from the Environment Agency; Yorkshire Water and the Regional Flood & Coastal Committee
- Leeds Flood Risk Management Group – Working Group consisting of officers from all the key sections of the Council, examining the response to flood issues.
- Leeds Planning & Flood Forum – that examines how planning and flood risk work and brings together Leeds officers from Planning, Development Control, Emergency Planning and Flood Risk Management, together with representatives from the EA & YW.
- Leeds Flood Technical Forum – where detailed flood issues are discussed between representative from Flood Risk Management, Highways, YW and the EA.
- West Yorkshire Land Drainage Officers – a forum where the various officers meet to discuss where land drainage and flood risk are going - this is attended by representatives from the surrounding authorities, YW & the EA.
- Yorkshire & Humber Learning & Action Alliance – a loose grouping of various interested parties involved in Flood Risk Management, where knowledge can be exchanged and working groups are set up to examine new issues that arise.

### 3.5 Suggested Flood Issues to be Considered

- The work being carried out by Flood Risk Management Section of the Council – how they are progressing with the new duties that were brought in under the Flood & Water Management Act 2010.

- Flood alleviation programme for the District - including an update on the Leeds Flood Alleviation Scheme.
- The preparation of the Leeds Local Flood Risk Management Strategy.
- Preparations for the implementation of the Sustainable Drainage Systems (SuDS) Regulation.
- The Planning Process and how flood risk management issues are dealt with.
- Highway Drainage with particular emphasis on gulley operation and maintenance.
- The role of Yorkshire Water in the effectual drainage of the District.
- The Environment Agency and their role for flood risk management in the District

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 This report is part of a series of consultations and engagements with a number of bodies and the public on how Leeds CC should approach the risk of flooding we face.

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

- 4.2.1 An Equality, Diversity, Cohesion & Integration Screening exercise has been undertaken (please see background papers). No positive or negative impacts were identified, and the screening determined that a formal Equality Impact Assessment was not required at this time

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

- 4.3.1 The approach to flood risk management is in keeping with Council Policies and City Priorities, to reduce the risk of flooding to various communities, industrial premises and the environment.

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

- 4.4.1 There are resources issues to the Council in ensuring that flood risk management is dealt with properly but it will provide value for money by reducing the risk/impact of flooding.

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

- 4.5.1 There are implications for the Council in these matters and this proposes that they are scrutinised.

## **4.6 Risk Management**

- 4.6.1 There are risks to the public from flooding and also risk to the Council from how we deal with these issues, this report suggests that the committee scrutinises how we are dealing with such issues.

## **5 Conclusions**

- 5.1 It is important that all the flood risk agencies work in partnership in order to address the serious impacts that can result from flooding.

## **6 Recommendations**

- 6.1 That this Scrutiny Board carryout an assessment of the workings of the various Agencies and if necessary hold hearings with them present.

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

- 7.1 Preliminary Flood Risk Assessment for Leeds City Council
- 7.2 Draft Leeds Local Flood Risk Management Strategy

---

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



**Report of:** Chief Officer (Public Private Partnerships and Procurement Units)

**Report to:** Scrutiny board (sustainable economy and culture)

**Date:** 18<sup>th</sup> October 2012

**Subject:** Proposals for new council approach to environmental issues in procurement

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Summary of main issues

1. The 'transforming procurement programme (TPP)' has been initiated to drive strategic and operational change throughout the council's buying activities. The category management approach implemented by the programme seeks to improve accountability in the scoping, execution, management and review of the council's procurements. This includes greater corporate visibility of when contracts end and the timeline for future procurements to ensure successful planning, better allocation of resources, and more effective and efficient client support.
2. A previous scrutiny board meeting highlighted the monitoring of environmental performance within the council's supply chain as a priority in need of further investigation. Given the TPP's broad role in revamping procurement-related policies and processes, members requested that the TPP board identified how it could help to use the council's purchasing power as a lever to incite positive changes in respect of the environmental performance of externally delivered service provision.
3. In response to the above, the TPP work – presently being implemented by the Public Private Partnerships and Procurement Units (PPPU and PU) – has created a workstream dedicated to reinvigorating and improving the council's approach to addressing environmental issues through procurement.

## Recommendations

4. Scrutiny board members are asked to note the contents of this report and offer their support and commitment to the proposals detailed.
5. Members are also requested to provide any comments and suggestions they may have regarding the proposals.

### 1. Purpose of this report

- 1.1 To acknowledge member interest in the environmental credentials and performance of our suppliers and duly update the scrutiny board on changes to the council's approach to such issues, which will be brought about as part of the TPP.

### 2 Background information

- 2.1 The following item is an excerpt taken from the minutes of a scrutiny board meeting that took place on the 19<sup>th</sup> of April 2012:

*"e) Environmental performance of our contractors, how they are monitored and targets that are set. The Board were advised that as part of the Transforming Procurement programme environmental performance contract requirements will be reviewed. Work will be completed in the autumn of 2012. Members requested a further update in this area be scheduled into the work programme in the autumn."*

As such, this report is submitted in accordance with the previous commitment we made to provide a progress update. The content seeks to explain how the TPP will ensure that procurement projects take heed of any environmental issues that may be pertinent, whilst also endeavouring to establish how the performance of our contractors might be quantified, prioritised, and subsequently addressed moving forward.

- 2.2 A number of expansive initiatives are being implemented through the TPP to improve the council's entire approach to procurement. Indeed, the TPP has been formed to drive strategic and operational change in the council's buying activities. The programme will improve accountability and performance in the planning, execution, management, and review of the council's procurement projects.
- 2.3 This package of work is fundamentally linked to other TPP workstreams associated with the remit of sustainable procurement as a whole, such as: promoting employment and skills, encouraging small-medium sized enterprises (SMEs) and the third sector, supporting ethical pursuits (e.g. animal welfare and fair trade), equality and diversity, and so on. As such, there are very obvious interfaces that will be maintained. This is especially important since the three pillars of sustainability – economic prosperity, social progress, and environment protection – are interdependent, and therefore must receive integrated and equal treatment if a proposal is to be truly sustainable. The comprehensive management of all three sustainability strands is reinforced by our obligations under the Public Services (Social Value) Act 2012.

### **3 Main issues**

- 3.1 Stemming from the TPP work, the following deliverables are proposed as a vehicle to improve the council's approach to addressing environmental issues in the procurement process. For ease of comprehension, these are separated into relevant themes. Please note that based on relative priorities some deliverables will be finalised in December 2012 whilst the others will be completed next year.

#### ***Operational interventions***

- A set of 'questions' will be incorporated into sections within each of the TPP's core documents, which effectively create 'manuals' relating to the three main constituents of the commissioning process, i.e. category planning, procurement process, and contract management. The embedded questions will set out the principles that should be borne in mind by the people preparing those documents.
- In respect of promoting environmental well-being within category planning, a strategic model for prioritising action will be formulated as an appendix to a category plan template. This will be based upon easy to interpret 'Kraljic matrices', which will offer snapshot visual representations of the purchasing strategies that should be followed for particular commodity areas – in respect of environmental issues – under certain market conditions (see appendix 1 for an example of these matrices).
- In terms of procurement plans, the questions in the associated template will attempt to tease out the main environmental issues pertaining to specific contracts. The intention is that those issues will then be explored further by project teams in order to identify potential solutions and innovations that can then be stipulated or rewarded within the procurement process.
- The procurement plans will also have a link through to a separate appendix, which will give model wording and general advice in respect of making environmentally-conscious interventions into different types of contract. Arguably, this will form the most important practical resource created by the TPP's environment bundle.

#### ***Performance monitoring***

- All procurement projects will be party to the new processes established by the TPP. As such, all procurements will consider environmental issues as part of their appraisal and any action thereafter will be prioritised based on the scope to take affirmative environmental action within each contract.
- Questions embedded into the contract management plan template will be complemented by an appendix that gives hints and tips on how to deal with the following aspects in respect of fostering environmental well-being in council contracts: structuring/monitoring key performance indicators and enforcing relevant contractual stipulations.

- Investigations are currently underway to establish potential ways through which the council can establish a 'carbon footprint' for its supply chain activities. There are a number of companies that claim to be able to quantify the carbon emissions associated with purchases that public sector bodies make. They achieve this by analysing data from financial management systems and applying industry standard, scientifically-formulated carbon 'intensity' metrics to the expenditure. If the reliability of these approaches can be proven, there could be a great deal of scope for the council to utilise such analyses to help monitor environmental performance, search for patterns and shortfalls, and potentially, set quantifiable performance targets thereafter. This fits well with the outputs specifically mentioned in the scrutiny board minutes referred to in item 2.1 of this report. Nevertheless, there is a cost associated with these services and as such, finding an appropriate budget is a possible constraint at this point. However, should a sound business case be established, the PPPU and PU will have a duty to ensure that value for money is optimised before proceeding.

### ***Communication and cross-working***

- A 'champion role' for environmental procurement will be filled by a suitably qualified individual from within the PPPU and PU. This person will be tasked with maintaining a productive relationship with the environmental policy team, who fall under the 'strategy and commissioning' arm of the Environment and Neighbourhoods Directorate. This relationship will be critical to the success of the entire initiative. The champion will also be committed to ensuring that the council becomes a public sector exemplar in this field.

### ***Capacity building***

- Environmental well-being in procurement will form an integral part of an overall workshop package for sustainable procurement, which will give each and every project team the tools required to establish the golden thread of action they need to weave in respect of categories, procurements, and subsequent contracts.
- An appropriately targeted webinar will be developed for internal training where SharePoint will be used to distribute the slides across the council. An outward facing webinar will also be drafted with the intention of explaining the corporate social responsibility agenda to our supply chain partners. This will include training on how organisations might go about improving their environmental performance, not just in the contracts they deliver for us but also in those that they undertake for their other customers as well.
- Case studies will be prepared across a range of different commodity areas, which will give procurers and client departments a better appreciation of how sustainable procurement can be implemented in practice.
- Aide-mémoires may also be published as a means of issuing concise guidance on how to purchase with environmental well-being in mind. These would be aimed primarily at order raisers and low value procurers who don't

necessarily use the formal procurement route to secure the goods and services they need.

## **4 Corporate considerations**

### **4.1 Consultation and engagement**

4.1.1 There are no specific implications with respect to this report.

### **4.2 Equality and diversity / cohesion and integration**

4.2.1 There are no specific implications with respect to this report.

### **4.3 Council policies and city priorities**

4.3.2 The TPP aims to support the wider ambitions of the council and specifically contributes to the council value of 'spending money wisely'. This particular workstream aligns itself with commitments set forth in the Vision for Leeds and the Climate Change Strategy for Leeds, as well as those ingrained within internal mandates such as the environmental policy.

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

4.4.1 There are no specific implications with respect to this report.

### **4.5 Legal implications, access to information, and call-in**

4.5.1 There are no specific implications with respect to this report.

### **4.6 Risk management**

4.6.1 The TPP operates in compliance with the council's risk management policy.

## **5 Conclusions**

5.1 A comprehensive piece of work has been scoped out to address member concerns in relation to the environmental performance of our contractors. It is hoped that this fully reflects the views and desires of all interested parties. The ultimate aim is that the proposed changes will bring about positive outcomes for the environment, which in turn will raise the council's profile as an environmental leader in the public sector.

5.2 It should be noted that the outcomes and deliverables for the environmental package falling under the TPP have been drafted in the context of thorough consultation with internal stakeholders, including the environmental policy team. This consultation is on-going and will continue for the programme's entire lifespan.

5.3 All of this work must be delivered by the 31<sup>st</sup> of March 2013, although the majority of deliverables will be in place prior to that deadline; specifically, by December 2012. Given the relatively tight timescales, we need to seek universal agreement

that the proposed methodology is both sensible and fit for purpose before we set off on what will be a fixed path.

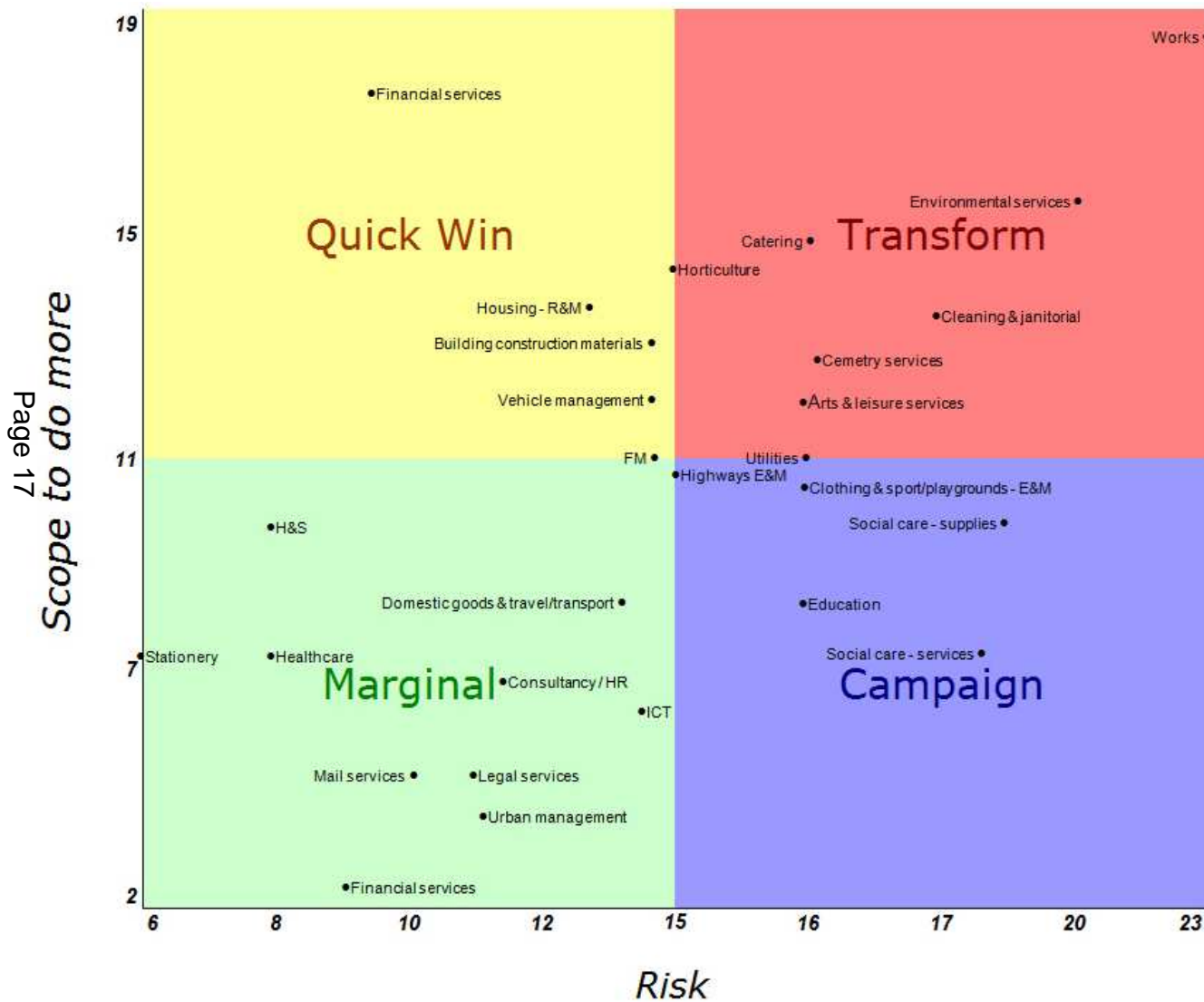
## **6 Recommendations**

- 6.1 Scrutiny board members are asked to note the contents of this report and offer their support and commitment to the proposals detailed.
- 6.2 Members are also requested to provide any comments and suggestions they may have regarding the proposals.

## **7 Background documents**

- 7.1 None

## Appendix 1 - Buyer Approach - Matrix



### Risk-scope graph - quadrant advice

**Quick wins:** The approach here is to set minimum standards and mandate them across the organisation. The resource devoted to this relatively straightforward activity should be low, allowing more time to be spent on higher risk areas where campaigning or transformation is required.

**Transform:** The approach to the contract and indeed, the market, is to revolutionise the way in which the product or service is produced/delivered and change the attitude of the supplier/market to sustainability issues. Therefore, the buyer will approach the specific contract with the mindset of transforming the historical approach, to minimise the sustainability risks present.

**Campaign:** Spend areas in this category are high risk but have low scope for improvement, mainly due to either proprietary suppliers or the complexities associated with the particular commodity. The best approach is to encourage the appropriate suppliers in this category to change their production processes, product/service characteristics, and/or their supply chain practices. However, it is accepted that suppliers have no obligation to comply with our requests and wholesale changes can only be truly driven at a government level, through legislation, penalties, and/or incentives. An example of this is the move to renewable energy from fossil fuels, whereby a key marketplace is being intrinsically changed for the better by central government legislation.

**Marginal:** Spend areas in this category are low risk and also have limited opportunities to do more. The only viable strategy in these cases is to commit resources only if there are distinct opportunities presented to the council by suppliers or we gain knowledge of new developments in the market that create potential for new sustainability interventions. It might be that sustainable procurement is relevant in certain areas but we've already exhausted all avenues by pursuing sustainability to its maximum extent in previous and current contracts (therefore lowering further scope to do more).

This page is intentionally left blank





Report author: Catherine  
Blanshard and Ken Morton  
Tel: 78330

## Report of Chief Libraries, Arts and Heritage Officer and Director of Children's Services

**Report to: Scrutiny Board (Sustainable Economy and Culture)**

**Date: 18 October 2012**

**Subject: Report back on Scrutiny Board recommendations for action on engaging young people in sports and culture**

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

## Summary of main issues

1. The Sustainable Economy and Culture Board in 2011/12 investigated how Leeds City Council Leisure Services engaged young people in sports and culture and identified a series of recommendations for action which they asked the Directors of City Development and Children's Services to report back on. They included a timetable for reporting back to the scrutiny board and this is the first of those reports

## Recommendations

2. Scrutiny Board supports the work achieved so far and requests a report on the remaining actions in May

## **1 Purpose of this report**

- 1.1 To report on the actions taken to deliver the recommendations of the 2011/12 Scrutiny Board. The Board requested for this report to cover recommendations 1, 2 and 6

## **2 Background information**

- 2.1 During 2011/12 the Sustainable Economy and Culture Board investigated the wide ranging ways LCC Leisure Services engaged young people in Sport and Culture and as a result of this investigation produced a series of recommendations for action
- 2.2 The Board requested a report back at this time on Recommendation 1 about support to those not in education, employment and training; Recommendation 2 about Breezecard developments; and Recommendation 6 about progress on the Youth Review.

## **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 the plan to target young people not in Education, Employment and Training to increase engagement via Breeze activities with a view to providing skills or experience opportunities.**

A range of different activities and actions have taken place to target these young people to help them identify their strengths and develop skills which will enable them to make better life choices.

- 3.1.1 **Skills development in the Arts: Breeze Arts Foundation** – Is an Arts Award accredited programme delivered in partnership with First Floor (West Yorkshire Playhouse). The project is for young people aged 15 – 19 years old who are or are at risk of not being in Education, Employment or Training (NEET). Alongside development of their creative, artistic and performance skills, they receive support from an allocated key worker, for a range of life skills. These can range from help with housing, teenage pregnancy, court appearances, family conflict, substance abuse etc. Strong links are developing with the Drama department at Leeds City College and young people who drop out of their courses have been successfully signposted to the Breeze Arts Foundation for the additional keyworker support. By running 3 x 12 week blocks in January the young people who fail in the first term at Leeds City College can be supported back into courses the following year.
- **Aims** To work with young people 15+ who have an active interest in one or more art forms but have no plan for training or future career.
  - To draw on and link young people into the rich and diverse cultural community that exists in Leeds
  - To provide a pre-apprenticeship or pre foundation course experience in the arts for young people building their capacity to follow a career in the arts.

- To use keyworker support to build capacity in young people to realise their creative potential through achieving Arts Awards.
- To work with each participant on their own personal action plan and pathway into further education, employment or training.

3.1.2 **Skills development in Sport: Breeze Sports Academy** - this provides high quality sport based vocational qualifications in an appropriate and top class sports environment, to stimulate the learning of disaffected young people. Young people will develop the skills, knowledge, qualifications and confidence to gain employment or go on to further education in the sport and recreation field.

- **Strategic Objectives:** The target audience is young people from across Leeds with a keen interest in Sport in year 10 and entering year 11 who are "at risk" / not attending or excluded from school.
- Referrals come from key workers, Youth Offending Team, Schools (EWO's / BEST) and the Anti-Social Behaviour unit.
- To provide nationally recognised sports qualifications.
- To provide an insight into the wide range of opportunities for employment within the sports industry .
- To increase young people's enjoyment of sport / physical activity.
- To provide individual learning support to young people through a key worker to establish key skills and confidence to access further opportunities
- To give workshops on healthy lifestyle choices within the programme.
- To provide placement opportunities for young people to gain work experience with qualified staff in holiday periods.
- Develop a mentoring programme with sport professionals to support further development of individuals
- Key worker to provide a link to the young persons home / school and other agencies they are involved with.
- Allow the most marginalised and those most likely to participate in crime the opportunities to develop new skills to engage in activities that will benefit the neighbourhood and themselves

3.1.3 **Getting information to Young People: Breeze On Tour** - Leeds City College and voluntary sector organisations who are funded to enrol NEET young people onto training programmes are regular attenders at Breeze events. They take stalls in the information zone where young people can sign up for further information and guidance in course choices. Leeds City College have fed back that they find attendance beneficial for all of their courses including the adult part time courses as information is also given out to parents. Ache, a voluntary organisation, have been able to track that 8 young people were initially recruited from Breeze on Tour this year onto their courses for post 16's and that 6 are still regularly attending. Work is ongoing to explore how the Breeze web site could deliver an interactive online, telephone and text based Information, Advice and Guidance service.

3.1.4 **Getting into temporary employment: The Breeze Youth Support, Sports and Artist Casual Pool** – this offers paid employment to over 70 people a year, we

offer additional support to young people who are taking their first step on the ladder to employment and many of our younger employees have attended Breeze projects prior to joining the pool.

- 3.1.5 **Volunteering opportunities: Breeze on Tour** - For those young people who are unable to meet the basic requirements of the paid staffing pool there are volunteering opportunities at Breeze on Tour and in other projects. Over 70 young volunteers were involved in various aspects of the delivery of Breeze on Tour in 2012. Having concluded this work these young people will now have the opportunity to be recruited for paid work on the casual pool in the future. In the future the aim is to broaden the offer of volunteering experience by introducing a Breeze Volunteering web page that highlights all of the opportunities across the council, in partnership with Voluntary Action Leeds, Do It and V. This will connect young people into the broader opportunities and support systems available. By working with: Prospects, Igen, 'Raising Your Game,' Cluster Co-ordinators and voluntary organisations these opportunities will be promoted directly to the NEET cohort.
- 3.1.6 **Preparing young people for work: Team building days** – Discussions with the Chamber of Commerce have taken place to find out what business sees as being the main barrier to young people entering and being successful in the work place. Employers are looking for young people who have self confidence, who can display initiative, good team skills, personal social skills. The lack of these qualities in young candidates are a common cause for complaint amongst the business community. There is a feeling that young people are not really prepared to enter the world of work when leaving school. Employers often look for evidence of interest in sport and volunteering as positive indicators of initiative. The Out of School Activities Team delivered several successful Team Building Days in secondary schools in summer 2012. More bookings are being received and will be targeted to the Cluster co-ordinators who work with the most vulnerable young people already struggling in school. Participation in team building activities builds confidence and also gives a vehicle to introduce young people to other positive activities in their area, including volunteering.
- 3.1.7 **Breeze – a front door to learning, skills and work pathways** - The Breeze website is closely linked (one click) to Leeds Pathways which is the city's online service for young people, parents and learning providers, attracting over 100,000 unique users and over 3 million hits in the last year. It provides: the complete post 16 learning offer for the city, an online application process for Year 11 students, local news, events, labour market information as well as resource banks for teachers/professional and parents/carers. The creative and media sector and sport, leisure and tourism sector are well represented on the website. Improvements continue to be made to the site including a recent Local Jobs and Careers section bringing local labour market information to life for young people, with employer video clips, job sector information and much more. (Please see [www.leedspathways.org](http://www.leedspathways.org) for more information).
- 3.1.8 The Children's Services Directorate has integrated under one management team (Young People and Skills) the education arts, music (ArtsForm) service, P.E and Sport service, youth services (in-house and commissioned) and post 14 services (including information advice and guidance and the youth contract). This service

will work closely with colleagues in City Development to ensure that pathways are signposted and available to young people who want to progress from engagement in culture and sports to further learning opportunities and work.

- 3.1.9 For an increasing number of young people an apprenticeship, where they can earn at the same time as learning, is their preferred career choice. We are continuing to work with employers to increase the number of apprenticeship opportunities available in Leeds. The City Council and City College are establishing the Leeds Apprenticeship Training Agency (ATA) which will operate as an employment agency to support micro, small and medium sized SME businesses that would otherwise be unable to take the risk of employing an apprentice directly.
- 3.1.10 The creative and digital industries (CDI) sector contains a broad mix of businesses, including design, media, ICT and cultural. It is characterised by small and micro businesses, and hence most firms have a spread of technical and business management skills requirements. Depending on definitions used, there are around 6,000 businesses in the sector in Leeds City Region, collectively employing between 32,000 and 42,000 people. The largest single subsector is software and electronic publishing which employs around 10,000 people. The occupations in which businesses expect to see most growth are sales and customer service occupations and skilled trades occupations. Most employers have very limited knowledge of the apprenticeship system. The forecast is for these businesses to become more active in terms of apprenticeships over the next three years, particularly in arts, media, publishing and ICT. The soft skills of entrants are extremely important yet seen to be lacking.
- 3.1.11 As part of the City Deal, Leeds City Council has received a grant from the Education Funding Agency (EFA) for the delivery of a Youth Contract to work with 16 and 17 year olds who are NEET in 2012/13. Contracts have been put in place to secure additional work placement/ volunteering opportunities, mentoring, readiness for work programmes and one to one support. Practitioners in the sports and culture sector will be briefed on these opportunities so that they can support/signpost young people appropriately. A locality innovation fund issued through clusters (organised around school, academy and children centre partnerships) is being issued to create innovative activity with 16 and 17 year olds who are NEET adding to the existing elements of the Youth Contract. Sports and arts practitioners who are part of Breeze networks are well placed to contribute to the above. There are 3 objectives in the contract :
- To support 16-17 year olds who are not in education, employment or training and at risk of long term disengagement to move into education, training or employment with training and to sustain this outcome.
  - To increase these young people's experience and qualifications so that they have the opportunity to continue in education and successfully find work, reducing the proportion who become unemployed in adult life.
  - To test methods of local delivery and payment by results, increasing the effectiveness of these models and developing best practice.

- 3.2 **Recommendation 2: That the Director of City Development and Director of Children's Services investigate by September 2012 a mechanism for the automatic issue of a Breeze Card to children and young people to enable opportunities for participation in Breeze activities**
- 3.2.12 City Development is exploring a way of providing a free Breezecard to all young people without the cost experienced when this was done in 2010, through the Activity fund. The Directorate is looking at introducing this card as part of the introduction of an automated system in Sport. It is hoped to introduce this at the end of this financial year if the costs can be managed. The card will continue to be a library card, a card to book sports activities and also offer discounts to various shops, venues, events and museums and galleries
- 3.3 **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.**
- 3.3.1 The Youth Offer Review is currently underway and in the last few months has undertaken significant consultation with elected members, young people, voluntary organisations and service providers within the council. Early in the process young people identified the value to them of sport and culture and their support for Breeze. They have made a number of proposals to build on the current offer to make it more focused and relevant to them. These include:-
- using culture, community work and the arts as a base to introduce youth leadership schemes so they are seen as advocates and champions for their communities
  - Investigating further opportunities to offer discount through Breezecard such as on transport and access to charged for activities (this is currently provided for access to Council events and activities). Provide free leisure swimming to all primary age young people
  - A positive promotion and media strategy and consultation on a wider range of opportunities
- 3.3.2 Emerging findings from the review include the proposition that funding should be released to Area Committees in their roles as community champions to stimulate the design and delivery of a 'places to go, things to do programme'. The programme would be expected to
- involve young people in the decision making, design and delivery of activities;
  - engage partners e.g through clusters to leverage in other resources ;
  - provide more local influence through elected members in the design of the Breeze programme;
  - enable young people to effectively access more targeted youth work services.
- 3.3.3 Capacity from Children's Services and City Development would be identified to work with the Council's Area Leadership teams to support Area Committees in the

assessment of need and the design and evaluation of programmes. It is anticipated that a similar approach would be taken identifying the city centre as a locality with specific needs working through the city centre partnership for young people.

- 3.3.4 Information collected to describe the current offer would be used to underpin planning and to ascertain the most meaningful ways in which this can be publicised and kept up to date for services users. Proposals which include the above are being drafted for consideration by the Council's Executive Board.
- 3.4 One active example of the directorates working together is in the legacy from London 2012. The Director of City Development and the Director of Children's Services submitted a joint report to the Council's Executive Board **Inspiring a generation: a sporting legacy for Leeds** on the 5<sup>th</sup> September outlining proposals aimed at enabling Leeds to build upon the successes of the London 2012 Olympic Games and Paralympic Games, and in particular the successes of local and regional participants. In addition, the report outlined a strategy leading up to 2016 and beyond, which aimed to leave a continuing legacy of the Games for the people of Leeds.
- 3.4.1 The Council's Executive Board welcomed the timely submission of the report, and highlighted the need to ensure that the momentum arising from the Olympics and Paralympics was built upon, in order to ensure that Leeds' strong sporting tradition continued. The Council's Executive Board resolved that contents of the submitted report be noted, along with the following proposals:-
- That further work will be undertaken to explore the benefits and costs of Leeds introducing a "BeActive" style programme. The Director of City Development, Director of Children's Services and Director of Public health to meet and progress further.
  - That the emerging Sport and Active Lifestyles strategy is noted and the ambition to be the "most active big city" supported.
  - Consult with the Leeds Public on how best to celebrate the achievements of our Olympians and Paralympians, and then establish an Olympic Legacy Fund of £100,000 annually, with details to follow
  - Support future international sports events in Leeds and to use them to inspire a new generation of participants
  - To develop proposals for a sustainable school sport system, building on the school games, and that supports Leeds as a child friendly city.
  - Establish options for increasing National Non Domestic Rate relief to sports clubs in Leeds.
  - Seek a commitment from sporting groups, third sector and business in the city to attend a Leeds Sporting Summit to maintain and further develop sports in Leeds.

- 3.4.2 It is also proposed to link this to the offers of organisations and clubs outside the council. Detailed work has been carried out with these organisations to open up access, ensure safeguarding is in place and to help them define what they are providing and for whom

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There has been wide ranging consultation with young people on the range and focus of events and activities. In many areas young people are now involved in a leadership role, framing, planning and running entire events or supporting their design and delivery. The Youth Review has consulted widely elected members, young people and a wide range of other stakeholders and deliverers.

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

- 4.2.1 A full Equality Impact Assessment will be carried out as part of the Youth Review work and will be reported as part of the Executive Board. The activities outlined in response to Recommendation 1 are targeted to young people not currently in education, employment or training and as such are in great risk of a poor quality of life.

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

- 4.3.1 Leeds: A child friendly city is a core city priority as is engaging people in sport and culture

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

- 4.4.1 This report refers to work currently funded but due to the economic position and need to reduce the council budget further will be subject to review as part of the budget process

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

- 4.5.1 This report has no legal implications.

### **4.6 Risk Management**

- 4.6.1 The key risk to the work described above is budgetary and is part of the current financial review facing all services.

## **5 Conclusions**

- 5.1 There are a number of activities now available via Breeze for young people not in education, employment or training to use sport and culture to discover and develop vocational skills and gain help in life skills to enable them to move into employment, training or re-engage with learning. These need to be continually reviewed and developed to ensure they remain relevant to young people



- 5.2 The youth review is focusing on the development of a clearer sport and culture offer which is easier for all to access through more locally determined arrangements. More work is required here and will be reported as part of the Youth Review Executive Board paper

## **6 Recommendations**

- 6.1 That Scrutiny board accepts the work so far and supports further activities to engage with more NEETs and ensure more young people can access sports and culture

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

- 7.1 None

---

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

This page is intentionally left blank

## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Sustainable Economy and Culture)

**Date: 18 October 2012**

**Subject: Draft terms of reference – Scrutiny Board inquiry on the role of leisure and culture in promoting public health**

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

### Summary of main issues

1. The Board has decided that it wishes to carry out an inquiry on the role of leisure and culture in promoting public health this year. A working group meeting was held on 30 August to meet with representatives from City Development, Children's Services and Public Health to scope the inquiry. Draft terms of reference for the inquiry will be circulated before the meeting for the Board's approval.

### Views of the director and executive member

2. The Scrutiny Board Procedure Rules also require that, where a Scrutiny Board undertakes an Inquiry, the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference. These views will need to be taken into account in finalising the terms of reference. Any comments received on the draft terms of reference will be reported to the Board at the meeting.

### Recommendation

3. The Board is requested to agree the terms of reference for the inquiry.

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

None used

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

This page is intentionally left blank

## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Sustainable Economy and Culture)

**Date: 18 October 2012**

### Subject: Work Schedule

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

### Summary of main issues

1. The Board's current work schedule is attached as appendix 1. The work schedule reflects decisions made at the Board's meeting in September. It will be subject to change throughout the municipal year.
2. Also attached as appendix 2 is the Council's current Forward Plan relating to this Board's portfolio.

### Recommendations

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

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

None used

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

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			Draft terms of reference WG 2/8/12
The role of Leisure and Culture in promoting public Health			Draft terms of reference WG 30/8/12
Transport			
Annual review of Partnership			
Requests for Scrutiny		Call In (Hackney Carriages in bus lanes) SB 12/7/12	
Briefings	Equality Indicators SB 28/6/12		
Budget & Policy Framework Plans			
Flood Risk Management			
Recommendation Tracking		<ul style="list-style-type: none"> <li>Young People's engagement in cultural, sporting and recreational activities</li> <li>Maximising Powers to Promote, Influence and create Local Employment and Skills Opportunities</li> </ul> SB 12/7/12	
Performance Monitoring	Quarter 4 performance report SB 28/6/12		

## 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
<b>Marketing and promotion of the City</b>	Introduction from Marketing Leeds SB 20/9/12	Draft terms of reference WG 11/10/12	Session 1 SB 22/11/12 Timing TBC
<b>Bus services in Leeds</b>	Agree terms of reference SB 20/9/12		Session 1 SB 22/11/12
<b>The role of Leisure and Culture in promoting public Health</b>		Agree terms of reference SB 18/10/12	
<b>Transport</b>	Evidence gathering (Continuation of work commenced in 2011/12) SB 20/9/12		
<b>Annual review of Partnership</b>			
<b>Requests for Scrutiny</b>			
<b>Briefings</b>		Visit to Arena 16/10/12  Report requested by Board April 2012 with regard to ensuring our contractors are set CO <sub>2</sub> targets which are monitored SB 18/10/12	
<b>Budget &amp; Policy Framework Plans</b>			
<b>Flood Risk Management</b>		Report on current position SB 18/10/12	
<b>Recommendation Tracking</b>		Young People's engagement in cultural, sporting and recreational activities SB 18/10/12	
<b>Performance Monitoring</b>	Quarter 1 performance report SB 20/9/12		

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

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
Marketing and promotion of the City		Session 2 SB 24/1/13	
Bus services in Leeds	Session 2 SB 20/12/12		
The role of Leisure and Culture in promoting public Health			Session 1 SB 21/2/13
Annual review of Partnership			
Requests for Scrutiny			
Briefings			To consider how S106 obligations are monitored and tracked, the current position with outstanding/overdue obligations and the arrears of S106 funding SB 21/2/13
Budget & Policy Framework Plans		To receive Executive Board's initial budget proposals SB 24/1/13	
Flood Risk Management			
Recommendation Tracking		Maximising Powers to Promote Influence and Create Local Employment and Skills Opportunities SB 24/1/13	
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			
The role of Leisure and Culture in promoting public Health	Local case study WG 3/13	Session 2 SB 18/4/13	
Annual review of Partnership	To undertake “critical friend” challenge SB 21/3/13		
Requests for Scrutiny			
Briefings			
Budget & Policy Framework Plans			
Flood Risk Management			
Recommendation Tracking		Young People’s engagement in cultural, sporting and recreational activities SB18/4/13	
Performance Monitoring	Quarter 3 performance report SB 21/3/13		

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

WG – Working Group Meeting