



SCRUTINY BOARD (HOUSING AND REGENERATION)

**Meeting to be held in the Civic Hall, Leeds on
Friday, 20th July, 2012 at 10.00 am**

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

MEMBERSHIP

Councillors

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

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

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services Officer at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <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:-</p> <p>No exempt items or information have been identified on the agenda</p>	

3

LATE ITEM

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

6

MINUTES OF THE PREVIOUS MEETING

1 - 8

To confirm, as a correct record the minutes of the meeting held on 26th June 2012.

7

FINANCIAL POSITION STATEMENT 2012/13 - CITY DEVELOPMENT AND ENVIRONMENT AND NEIGHBOURHOODS DIRECTORATES

9 - 18

To consider a report of the Head of Scrutiny and Member Development providing Members with a financial position statement of the City Development and Environment and Neighbourhoods Directorate's in relation to this Board's responsibilities after three months of the financial year 2012/13.

8	CONSULTATION MAJOR CHANGE IN HOUSING POLICY	19 - 46
	To consider a report of the Head of Scrutiny and Member Development on proposed major changes in housing policy which will determine how the Council will allocate its housing stock over the next ten years.	
9	QUERIES RAISED UNDER QUARTER 3 PERFORMANCE REPORT MARCH 2012	47 - 54
	To consider a report of the Head of Scrutiny and Member Development on queries raised under Quarter 3 Performance Report at the March 2012 meeting.	
10	POSITION STATEMENT - COMMUNITY ENGAGEMENT GUIDE FOR DEVELOPERS	55 - 60
	To consider a report of the Chief Planning Officer on the development of a community engagement guide for developers.	
11	FORMAL RESPONSE AND RECOMMENDATION TRACKING - PRIVATE RENTED SECTOR HOUSING	61 - 70
	To consider a report of the Head of Scrutiny and Member Development on the Safer and Stronger Communities Scrutiny Board's recommendations following completion of its inquiry on private rented sector housing.	
12	COMMUNITY INFRASTRUCTURE LEVY (CIL)	71 - 72
	To consider a report of the Head of Scrutiny and Member Development regarding the Community Infrastructure Levy (CIL).	
13	CONSULTATION UNDERTAKEN WITH REGARD TO SECTION 106 AGREEMENTS	73 - 74
	To consider a report of the Head of Scrutiny and Member Development on the engagement undertaken by the City Development Directorate with Elected Members in developing Section 106 agreements.	

14

DEVELOPMENT OF BROWNFIELD SITES

To consider a report of the Director of City Development on the development of Brownfield Sites.

(Report to follow)

15

WORK SCHEDULE

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

75 -
168

16

DATE AND TIME OF NEXT MEETING

Tuesday 25th September 2012 at 10.00am in the Civic Hall, Leeds.

(Pre-meeting for Board Members at 9.30am)

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Agenda Item 6

SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 26TH JUNE, 2012

PRESENT: Councillor J Procter in the Chair

Councillors D Collins, J Cummins,
P Grahame, M Iqbal, S Lay, V Morgan,
D Nagle and C Towler

Mr G Hall – Co-opted Member

1 **Chair's Opening Remarks**

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

He particularly welcomed Councillors J Cummins, S Lay, D Nagle and C Towler as newly elected Members on the Council.

2 **Declaration of Interests**

Councillor V Morgan made a general personal declaration of interest in her capacity as a Member on the ALMO Inner East Area Panel.

3 **Apologies for Absence**

Apologies for absence were received on behalf of Councillor G Wilkinson.

4 **Co-opted Members**

The Head of Scrutiny and Member Development submitted a report on the options available with regards to the appointment of co-opted members to the Scrutiny Board.

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

Discussion ensued on the contents of the report and on the nomination put forward for co-option.

The Chair invited Members to submit to the Principal Scrutiny Adviser any further nominations for co-option they would like to make for consideration of the Board.

RESOLVED –

- a) That the contents of the report be noted.
- b) That Mr G Hall be appointed as a Co-opted Member to the Board for 2012/13 without voting rights.

(Mr G Hall joined the meeting at 10.15am)

- 5 Minutes of the Scrutiny Board (Regeneration) Meeting - 17th May 2012**
RESOLVED – That the minutes of the former Scrutiny Board (Regeneration) meeting held on 17th May 2012 be approved as a correct record.

6 Matters Arising from the Minutes

- a) The Leeds Community Infrastructure Levy – Update on Timetable (Minute 97 refers)

Mr G Hall referred to the availability of an ‘idiots’ guide on the Community Infrastructure Levy.

The Board’s Principal Scrutiny Adviser responded and reminded Members that the Department for Communities and Local Government briefing note on the Communities Infrastructure Levy (CIL) which had been provided at the beginning of the inquiries on Housing Growth and Affordable Housing by Private Developers gave a good explanation and guide on the proposals. This had been re-circulated following the Board’s request and discussion with the Deputy Chief Planning Officer.

The Chair stated that the DCLG briefing note and the way Leeds was moving forward on this was at variance and asked the Deputy Chief Planning Officer for his comments and an up date on where we were with this.

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

The Head of Scrutiny and Member Development submitted a report on the changes to the Council’s Constitution in relation to Scrutiny.

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

- Scrutiny Board (Housing and Regeneration) – Council Committees’ Terms of Reference (Appendix 1 refers)

Richard Mills, Principal Scrutiny Adviser, Scrutiny Support presented the report and responded to Members’ queries and comments.

Discussion ensued on the contents of the report and appendices.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the amendments to the Council’s Constitution relating to scrutiny procedure rules in accordance with the report now submitted.

8 Equality Improvement Priorities 2011-2015

The Assistant Chief Executive (Customer Access and Performance) submitted a report on the new Equality Improvement Priorities and revised Equality and Diversity Policy.

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

- The Equality Improvement Priorities 2011 – 2015 (Appendix 1 refers)
- Equality and Diversity Policy 2011-2015 (Appendix 2 refers)

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

- Lelir Yeung, Head of Equality, Customer Access and Performance
- Mr G Turnbull, Senior Policy and Performance Officer, Customer Access and Performance

Discussion ensued on the contents of the report and appendices.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the equality outcomes in performance reports relevant to this Board be noted.

9 2011/12 Quarter 4 Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report summarising the quarter 4 performance data relevant to the Scrutiny Board for 2011/12.

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

- Appendix 1a – Performance Reports for the 3 City Priority Plan
- Appendix 1b – Directorate Priorities and Indicators
- Appendix 2 – Proposed changes to the Council Business Plan

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

- Martin Farrington, Director of City Development (also representing the Director of Environment and Neighbourhoods)
- Phil Crabtree, Chief Planning Officer, City Development
- Ms Liz Cook, Chief Officer, Statutory Housing, Environment and Neighbourhoods Directorate
- Paul Maney, Head of Strategic Planning, Policy and Performance, City Development

The Board noted that Councillor P Gruen, Executive Board Member and Neil Evens, Director of Environment and Neighbourhoods had conveyed their apologies for this item.

The Chair invited comments from Board Members on the performance data contained in the report and appendices.

Discussions also ensued on a number of general issues relating to the remit and role of the new Housing and Regeneration Scrutiny Board.

The Director of City Development referred specifically to three issues. The first being his wish to review the performance indicator on how the Council monitors, develops and protects the green character of the city. This was currently measured by the number of parks that had green flag status. This does not relate in any way to promoting brown field sites for housing development. The Directors would like to bring forward a new indicator that was about the percentage of new housing that takes place on brown field sites as opposed to green field sites. The Director also referred to and highlighted the reasons for the missed targets in relation to the number of houses enhanced by energy efficiency measures and the delivery of large planning applications.

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

- Accreditation system for our parks and the need for a separate performance indicator on the percentage of new housing that takes place on brownfield sites. Reference was made during these discussions to the Red Hall playing fields
- Clarification if Section 106 monies stay in the ward where developments take place
(The Director of City Development responded and confirmed that Section 106 agreements were levied on the specific planning application and therefore this income was spent locally)
- Reference was made to the number of empty properties in the city. The Chair responded and congratulated the Environment and Neighbourhood directorate for reducing the number of void Council houses to around 1% of the total stock available. The problem now related specifically to the number of private properties which were empty and reference was made to the report of the Scrutiny Board (Safer and Stronger Communities) which was published in April 2012 on this matter and to the work currently being undertaken to bring more private empty properties back in to use. It was agreed that the Board's Principal Scrutiny Adviser circulate a copy of this report to all Members of the Board for their information
- The view that there were a number of Council houses which were designated as offices and that these ought to be brought back in to the housing stock wherever possible
- Clarification as to the definition of Protected Areas of Search (PAS) It was explained for the benefit of new Members that certain land on the periphery of urban areas which were not allocated for development in the Plan but which were not considered appropriate either for inclusion in the Green Belt. These areas were designated 'Protected Areas of Search'. They acted as areas to help protect green belt from development by being contingency areas to be considered for potential development. Reference was made to the need for planning officers to address the inspectors concerns at recent inquiries in relation to the

conditions for PAS sites that sustainability appraisals had not been undertaken

(The Chief Planning Officer responded and confirmed that a sustainability appraisal would be undertaken on all PAS sites before including them in the Council's Core Strategy site allocation processes)

- Reference to the success of 'Wrap up Leeds' (home insulation scheme)
- Clarification was sought on what independent assessments were undertaken on the 5 year land supply and suitability of specific sites
(The Chief Planning Officer explained that the government guidance that had to be met was that the housing land must be available, suitable and achievable for development. It was this third condition that was preventing a number of brownfield sites in the current climate from being developed. The first two conditions may be met but the third was determined by a consortium of a variety of people from the development industry. The Chief Planning Officer agreed to circulate details of this consortium to the Board)
- Concern was expressed that some staff in the planning enquiry team answering calls from the public were not even aware of major planning applications being brought forward and were therefore unable to provide even the basic information
(The Chief Planning Officer responded and explained his expectations on this issue and who should be able to respond)
- Concern that Ward Members were not being consulted regarding Section 106 agreements and Wetherby Ward and the North East quadrant of the city were given as examples. The Chair asked the Chief Planning Officer to submit a report on this issue to the Board's next meeting in July 2012. The Chief Planning Officer also agreed to check on and report back to the Board as to whether the Council could require rather than encourage developers to submit their Section 106 agreement with their planning application. It was noted that Draft Heads of Terms had been submitted as part of the applications and formed part of the pre-application presentation to the East Plans Panel
- Concern that issues raised by the former (Regeneration) Scrutiny Board on 27th March 2012 under the Quarter 3 performance report had not been reported back and the Board's Principal Scrutiny Adviser agreed to confirm the position and report back any outstanding issues to this Board in July 2012
- The need for a protocol /guidance note to be developed quickly which sets out the expectations of the Council on developers consulting with Ward Members, the community, Parish Councils and Neighbourhood Forums at an early stage in the planning process

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the quarter 4 performance information and the issues which had been highlighted.

(Councillor M Iqbal joined the meeting at 10.55am during discussions of the above item)

10 Sources of Work for the Scrutiny Board

The Head of Scrutiny and Member Development submitted a report on potential sources of work for the Scrutiny Board.

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

- Leeds Housing and Regeneration Board – Brief for Scrutiny Board (Housing and Regeneration) (Appendix 1 refers)
- Executive Board – Minutes of a meeting held on 16th May 2012 (Appendix 2 refers)
- Forward Plan of Key Decisions for Scrutiny Board – Housing and Regeneration – 1st June 2012 – 30th September 2012 (Appendix 3 refers)

A copy of the minutes of the meeting of the Leeds Housing and Regeneration Board held on 12th June 2012 were also circulated for the information/comment of the meeting.

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

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

- Martin Farrington, Director of City Development (also representing the Director of Environment and Neighbourhoods)
- Phil Crabtree, Chief Planning Officer, City Development
- Ms Liz Cook, Chief Officer, Statutory Housing, Environment and Neighbourhoods Directorate
- Maggie Gjessing, Housing Investment Manager, Environment and Neighbourhoods

For the benefit of the meeting, the Chair invited officers to have an input in relation to their own preferred sources of work for the Scrutiny Board.

In summary, the following sources of work were put forward for consideration/discussion:-

- Participation in the consultation being undertaken into the development of the Tenure Strategy for the City
- How the Council can bring forward Brownfield sites for redevelopment

In discussing the above items, the Board agreed to incorporate both topics within their work schedule.

Board Members then put forward the following items for potential sources of work which had been raised under the performance report:-

- Engagement with Elected Members in developing Section 106 agreements
- Review of Council houses currently being used as offices with a view to them being brought back in to the Council housing stock wherever possible. This review to include the Directorate's approach to the disposal of property in general. An example was given of a Section 106 agreement relating to Seacroft Green, Manor House
- Position statement on the housing revenue and housing general accounts
- Position statement on the regeneration schemes for EASEL etc in East West South Leeds
- Development of a protocol /guidance note to be developed which sets out the expectations of the Council on developers in consulting with Ward Members, the community, Parish Councils and Neighbourhood Forums at an early stage in the planning process

In conclusion, the Chair thanked officers and Board Members for their contributions for the sources of work and areas of priority.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the above issues be discussed as part of the Board's work schedule for the forthcoming Municipal Year (Minute11 refers).

11 Work Schedule

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

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

- Draft Scrutiny Board (Housing and Regeneration) Work Schedule for 2012/2013 Municipal Year

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

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

- Martin Farrington, Director of City Development (also representing the Director of Environment and Neighbourhoods)
- Phil Cook, Chief Planning Officer, City Development
- Ms Liz Cook, Chief Officer, Statutory Housing and, Environment and Neighbourhoods Directorate

- Maggie Gjessing, Housing Investment Manger, Environment and Neighbourhoods

Detailed discussion ensued on the contents of the report.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the topics identified for Scrutiny under minutes 9 & 10 above be incorporated into the Board's work schedule for the coming year and prioritised in consultation with the Chair of the Board. .
- c) That Board's Principal Scrutiny Adviser be requested to circulate the link to the West Yorkshire Observatory which provided Ward Member profiles for all the Leeds City Council wards and other West Yorkshire Councils.

12 Date and Time of Next Meeting

*Tuesday 24th July 2012 at 10.00am in the Civic Hall, Leeds
(Pre-meeting for Board Members at 9.30am)

Post Meeting Note

* The original date of 24th July 2012 had been cancelled and Members of the Board would be consulted on a revised date

(The meeting concluded at 12.25pm)



Report author: Richard Mills

Tel: 2474557

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 20th July 2012

Subject: Financial Position Statement 2012/13 – City Development and Environment and Neighbourhoods Directorates

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

Summary of main issues

1. At the request of the Scrutiny Board, the purpose of this report is to provide Members with a financial position statement of the City Development and Environment and Neighbourhoods Directorate's in relation to this Board's responsibilities after three months of the financial year 2012/13.
2. The attached information has been provided by the relevant Head of Finance for the Board's consideration in relation to:-
 - a) Housing Revenue Account
 - b) Regeneration
 - c) General Account
 - d) Capital programme
3. The Head of Finance from each of the Directorates have been invited to today's meeting to present the attached information and address any further questions from the Board.

Recommendation

4. Members are asked to note the projected financial position of the Directorates City Development and Environment and Neighbourhoods in relation to the areas listed in paragraph 2 above after three months of the financial year 2012/13.

Background documents¹

5. No documents referred to.

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.

Summary

At the end of **Period 2** the HRA is projecting a surplus of **£278k**. Key variances from budget are detailed below.

Key Variances - Income

Net additional rental income of **£1,352k** is projected from dwellings, garages and miscellaneous properties. This is primarily as a result of void levels being 0.7% lower than budgeted. This additional income will be paid over to the ALMOs as additional void incentive payments.

Income from Heat Lease charges is projected to be **£290k** higher than budget following a full review of the scheme. In addition, it is projected that **£159k** additional income will be received from telecomms as a result of rent reviews.

Key Variances - Expenditure

There is currently a projected overspend on salaries of **£67k**. This is due to the part year cost (£88k) of Phase 1 of the Housing Services restructure offset by savings in other areas.

Recharges are projected to overspend by **£90k** due to an unbudgeted recharge from the Housing General Fund for the Housing Options Team.

It is projected that **£1,550k** will be paid over to the ALMOs as incentive payments in respect of voids and arrears. However, the decision to end the penalty/incentive scheme in relation to the Strategic Landlord ALMO Performance Framework will generate a saving of **£172k** against budget.

Report to Housing & Regeneration Scrutiny Board
2012/13 Budget - Period 2 position.

Division	Spend	£000 +	£000 -	£000 Sum	
Statutory Housing	Staffing	73			Largely relates to Managing Workforce Change (MWC) costs.
	Income	1			
	Other				
		74	0	74	
Regeneration Programmes	Staffing	25			MWC pressures due to restructure in Nov 11
	Income		(3)		
	Supplies Other		(2)		
		25	(5)	20	
Total		99	(5)	94	

Regeneration

1. At period 3 Regeneration Services actual spend is £0.1m against available resources of £2.7m.
2. The Town and District Centre Regeneration Programme delivered by Environment and Neighbourhoods has spent £11.5m to date. In recent years significant funding has been provided under the Town and District Regeneration Scheme. In total £14.8m was allocated under this programme which is now largely spent. It is proposed to allocate a further £500k to this scheme to enable further investment in the outer areas.
3. The two Townscape Heritage Initiative schemes in Chapeltown and Armley are at an early stage of delivery and its hoped that the first few grant payments will kick start the programmes in both areas. An injection of £225k Local Enterprise Growth Initiative has been distributed at 10% of eligible costs for approved schemes (while funds remain) which will allow a reduced private sector contribution from 20% to 10% of the total cost. It is likely that there will be further slippage in March.
4. The EASEL private properties acquisition and demolition scheme has £682k remaining but no spend in 2012/13. Latest programmed spend detail has allowed £281k in 12/13 and £383k in 13/14 to acquire and demolish the remaining properties clearing the land for development.

E&N Housing General Fund 2012/13**Housing Services**

5. At period 3 Housing Services spend is £1.7m against an annual programme of £7.2m.
6. The Regional Housing Board programme is coming to a close and any unspent funding on residual schemes will be spent in 12/13.
7. The recycling empties programme which LCC act as bankers for the five LAs carried forward £660k into 2012/13. CPO commitments are £310k, property renovation commitments are £133k with recycled income from sales projected at (£60k). This leaves £210k within the programme.
8. The Disabled Facilities Grant scheme has spend to £1.67m to period 3 against a budgeted £6.67m. The projection to year end is £6.67m. Adaptations slipped £167k to 2012/13 to accommodate the Care and repair handyman grant in 12/13.

9. £1.3m was made available for the free home insulation scheme in 11/12 and it has currently spent £550k of the £822k committed to the scheme to date. £140k of the £822k will be transferred from this scheme to allow two further schemes as detailed below.

10. The £140k together with the uncommitted funding £462k will be used towards two schemes. The energy unit are currently working up project briefs for two projects: one to allow private sector properties in the Little London pfi to also benefit from works (c£100k budget) and a major fuel poverty related solid wall Green Deal/ECO scheme in some of the more deprived parts of the city (c£500k+)

Housing Revenue Account Programme

Capital Programme

1. The HRA system of financing council housing through the subsidy regime came to an end in March 2012 and a new system of self financing was introduced from April 2012. From 2012/13 the council is able to retain all its rental income in return for a one off settlement of debt. The level of capital investment in the HRA is largely determined by the income to the HRA from housing rents and the capital expenditure for 2012/13 has been set assuming a 6.82% rent increase as approved by full council in February 2012.
2. The approved February 2012 Capital Programme reported an overall HRA/ALMO programme of £193m for the 3 years 2012/13 through to 2014/15. The HRA/ALMOs will deliver a balanced programme within the available resources.
3. The 2012/13 HRA/ALMOs capital programme is the first year to use the self financing regime. The ALMOs capital programme for 2012/13 is forecast at £54.5m and a breakdown of the investment planned is shown in the attached document. Within this available funding some resources remain unallocated and work is underway to determine schemes that meet housing investment priorities in line with the HRA business plan.

Leeds ALMO Capital Programme 2012/13

The table below details the main expenditure categories for the Leeds ALMO Housing Capital programme in 2012/13

ALMO Capital Programme 2012/13				
Work category	AVHL	ENEHL	WNWHL	Total
	£000's	£000's	£000's	£000's
Essential investment (Decent Homes Standard)				
Windows and doors	510	1078	430	2018
Electrical/fire safety	690	630	4241	5561
Roofing	450	1039	621	2110
Kitchens and bathrooms	2000	2967	3061	8028
Adaptations	1760	1470	2600	5830
Empty property re-let/batched works	1174	4256	3778	9208
Heating and Energy efficiency	2943	1315	2026	6284
Community Safety	167	357	191	715
Sheltered Housing upgrades	1180	501	948	2629
Environmental work	90	470	84	644
Multi storey flat remedial works	480	1753	101	2334
Other Planned Expenditure	2800	142	62	3004
Defective housing	-	500	5622	6122
Total programme	14244	16,477	23765	54486

The HRA ALMOs and BITMO Capital Programmes for 2012/13 have allocations which are mainly resourced from the £53m of HRA self financing funding which was introduced in April 2012. Additional funding has been carried forward for schemes started in 2011/12 and some revenue resources have been injected from ALMO revenue reserves.

The total programme scheduled to be delivered by the 3 ALMOs as set out in the table above is £54.5m an increase of 12% on the 2011/12 ALMO programmes. The HRA Strategic Landlord programme has available resources of £9.2m and Belle Isle Tenant Mgt Organisation has £2.2m. In total the available resource to deliver the HRA, ALMOs and BITMO programmes is £65.9m.

Within this available funding some resources remain unallocated and work is underway to determine schemes that meet housing investment priorities in line with the HRA business plan.

The ALMOs will also manage a responsive repair and maintenance budget of £38m in 12/13 which meets the cost of day to day repairs, cyclical and planned maintenance (such as gas service programme), environmental works (fencing etc) and painting.

Total investment in work to the Council's housing stock in 2012/13 will therefore be almost £100m.

The main capital investment priorities for the ALMOs are defined within the HRA Business Plan which links housing investment back to city-wide investment priorities. The main elements of the 2012/13 programme are:-

Decent Homes Standard - Essential investment of £17.7m to maintain and improve on the Decent Homes Standard (DHS) achieved by the Council in 2010. Of this just over £8m will be spent on kitchen and bathroom upgrades which moves the housing stock towards the Decency Plus Standard that the Council initially hoped to achieve at the outset of the DHS programme (both kitchen and bathroom upgraded rather than one or the other). Properties will continue to 'fall out' of Decency as components fail over the coming years and this element will continue to be a major call on HRA funding in order to sustain the Decent Homes Standard for all properties.

Heating Systems and Insulation - Fuel poverty remains a priority for the Council and this year the ALMOs will invest over £6.3m on upgrading heating systems and improving insulation. Heating systems will continue to be provided through the Total Heat leasing arrangement that has attracted additional inward investment to supplement the HRA allocation. Some Community Energy Saving Programme (CESP) funds are also being drawn down to help meet the cost of insulation works.

Adaptations - Just over £5.8m will be spent on adaptations for disabled residents to enable them to remain in their own home rather than move to supported accommodation. This level of funding will help to reduce waiting times and meet expected demand for works. This does not include funding for Disabled Facilities Grants (DFG) for owners and private tenants which will be allocated in addition to this. Total spend on Adaptations in 2012/13 will be in excess of £12m

Sheltered Housing - The Sheltered Housing stock managed by the ALMOs and BITMO is of mixed quality. Some schemes meet modern standards whereas others are low demand and require substantial upgrade. An investment plan is being developed for Sheltered Housing following the cancelled PFI6 bid and in 12/13 £2.6m will be spent on known required upgrade works whilst the full investment requirement is determined. Once this investment requirement is known a recommendation may be made that some unallocated HRA Self Financing funding is invested in sheltered housing as this remains a priority for the City.

Empty Properties – Just over £9m will be spent on works to empty properties. This includes work to meet the Decent Homes Standard on properties vacated by people who did not want work to be done whilst they were in occupation. It also includes some batched work but not minor work which is delivered through the revenue repairs budget.

Defective housing and multi-storey flats - A major future investment requirement for the housing stock will be remedial works to non-traditional housing and multi-storey flats. These are known as system build properties and they are well beyond their original anticipated life span. Many suffer from deterioration of construction components and require investment. Work is underway to fully quantify the cost of required works but meanwhile this year £6.1m will be spent on work to defective housing and multi-storey flats in advance of the main programme.

Community Safety - The £715k Community safety budget will be mainly used this year to reduce burglaries at Council properties by upgrading security, particularly in replacing the defective euro cylinder lock barrels with more secure lock cylinders. This programme will be targeted through local Tasking Teams which include West Yorkshire Police, Fire and Rescue and other partners.

Other costs - The £3.0m shown in the table as other costs relates to costs associated with delivery of the programme. This includes salaries, asbestos identification and removal, health and safety works and some miscellaneous and planned work.

Each of the ALMOs publishes a full schedule of the detail behind their capital programmes in Tenants Newsletters and they will be published on the respective Web Sites in due course. The schedule details individual estates and streets that will benefit from works subject to survey and tenant agreement.

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 20th July 2012

Subject: Consultation Major Change in Housing Policy

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

Summary of main issues

1. At the last Scrutiny meeting Members agreed that it wanted to be fully engaged and contribute to the consultation that was being undertaken by the Environment and Neighbourhood Directorate on proposed major changes in housing policy which will determine how the Council will allocate its housing stock over the next 10 years.
2. The Executive Board on 20th June 2012 considered and approved the attached report on the Tenancy Strategy 2013 - 2015 and lettings policy review which included a draft version of the tenancy strategy which is attached and marked as appendix 1.
3. Consultation on the proposals is being undertaken in July and August 2012 with a view to providing this Board with an overview of the outcomes and recommendations at its meeting on 25th September 2012 and the Executive Board approving a final version of the Tenancy Strategy in November 2012.
4. In order to enable Members of the Board to contribute to the consultation process in an informal setting the Chair proposes to establish a Working Group to which all Members of the Board will be invited to attend. This will be arranged in August 2012.

Recommendation

5. Members are asked to
 - (i) note the report of the Director of Environment and Neighbourhoods on the Tenancy Strategy 2013-2015 and lettings policy review approved by the Executive Board on 20th June 2012.

- (ii) approve the establishment of a Working Group to which all Members of the Board will be invited to attend in order that Members can contribute to the consultation process in an informal setting.

Background documents¹

- 6. Report of the Director of Environment and Neighbourhoods Tenancy Strategy 2013 - 2015 and lettings policy review.

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 Director Environment and Neighbourhoods

Report to Executive Board

Date: 20 June 2012

Subject: Tenancy Strategy 2013 – 2015 and Lettings Policy Review

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 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

The Localism Act 2011 requires local housing authorities in England to prepare and publish a Tenancy Strategy setting out the matters which Registered Providers (the council and housing associations) in its district must have regard to in formulating their tenancy policies.

The council's lettings policy will also need to be reviewed as a result of Localism Act and publication of a new Code of Guidance on the Allocation of Accommodation.

Recommendations

That Executive Board note the contents of this report, and recommend that the proposals are consulted upon with a view to approving a final version of the Tenancy Strategy by November 2012.

1 Purpose of this Report

- 1.1 The purpose of this report is to update Executive Board on:
- the council's legal duty to publish a Tenancy Strategy
 - the draft Tenancy Strategy prepared for consultation
 - the changes that will 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
 - the proposed timetable and process for consultation and implementation

2 Background Information

- 2.1 Leeds City Council owns 58500 properties which are managed by three Arms Length Management Organisations and the Belle Isle Tenant Management Organisation.
- 2.2 There are currently 26850 households on the Leeds Homes Register, of which 3992 (15%) are in a reasonable preference group (Band A and Band B). In 2011/12 the council let 4750 properties.
- 2.3 The Leeds Homes Register is a common housing register shared with 12 partner housing associations. The council also has nomination agreements with all housing associations with stock in Leeds, whereby a minimum of 50% housing association lettings are made to customers in Band A or Band B.
- 2.4 Part 6 Localism Act gives local authorities new powers to change the way they manage their stock, should they chose to do so. An authority is not compelled to change its policies, but is given more freedom over certain aspects of their policies including:
- giving local housing authorities in England the power to determine what classes of persons are or are not 'qualifying persons' who can appear on the housing register and be allocated housing. This will replace the current section 160 A(7) 'suitability test'.
 - giving local authorities the power to discharge the main homelessness duty with an offer of suitable accommodation from a private landlord, without requiring the applicant's agreement, provided the tenancy is for a minimum fixed term of 12 months.
 - giving local authorities the power to offer flexible tenancies of a fixed term (normally for a minimum of 5 years, and not less than two years) to new social tenants, and outlining how flexible tenancies can be terminated.
 - removing the current statutory right of succession to a secure tenancy to people other than spouses, civil partners and partners (for new tenants only) to succeed to a secure tenancy. It also provides discretion for landlords to grant additional succession rights over and above this statutory minimum.
- 2.5 The Localism Act requires local housing authorities in England to prepare and publish a Tenancy Strategy setting out the matters to which Registered Providers in its district must have regard to in formulating their tenancy policies. The council must publish its Tenancy Strategy by April 2013.
- 2.6 The draft Tenancy Strategy 2013 – 2015 attached in Appendix 1 addresses these issues, and is accompanied by the consultation questions for consideration by the council's stakeholders.
- 2.7 The development of the Tenancy Strategy enables the Council to establish the strategic aims for Registered Providers ensure these relate to the City's priorities, such as enabling people to live safely in their own homes, help children to live in safe and supportive families, effectively tackle and reduce anti social behaviour in our communities, increase housing choice and tackle homelessness. The Strategy will also establish the key principles to inform the Lettings Policy.

2.8 The Strategy will cover:

- The types of tenancies they should grant, including the use of flexible tenancies
- The circumstances in which they will grant a tenancy of a particular kind
- Where they grant tenancies for set terms, the length that those terms will be
- The circumstances in which they will grant a further tenancy on the ending of the existing tenancy
- The introduction of the new 'affordable rent' product
- The potential to make changes to the Leeds Homes Register and lettings policy (which link to the council's nomination agreements with housing associations)
- Discharging the homelessness duty into the private rented sector
- General tenancy management issues, specifically:
 - offering prospective tenants choice over where they live
 - tackling housing application and tenancy fraud
 - managing the re-housing of potentially dangerous offenders
 - adopting interventions to support tenants, sustain tenancies and prevent unnecessary evictions
 - promoting mobility
 - policy on granting 'discretionary succession' rights

3 Main Issues

3.1 The Localism Act requires local housing authorities in England to prepare and publish a Tenancy Strategy setting out the matters to which Registered Providers in its district must have regard to in formulating their tenancy policies.

3.2 The Department of Communities and Local Government (DCLG) published a consultation on a new statutory Code of Guidance on the Allocation of Social Housing which closed in March 2012. The government also published draft regulations concerning the rehousing of former members of the Armed Forces. When the final versions of the code and regulations are published they will have immediate effect. The council must have regard to the new Code of Guidance, and give effect to the regulations when it reviews its lettings policy.

3.3 Once the final guidance has been published the council will prepare a revised lettings policy document for consultation and approval.

3.4 This section provides a summary of the issues covered in the draft Tenancy Strategy. Full details are provided in Appendix 1 along with the proposed consultation questions.

3.5 Tenancy Strategy Issues.

3.6 Types of Tenancies

3.6.1 The default position proposed in the draft Tenancy Strategy is that new tenants would normally be offered the most secure form of tenancy (see section 6.2, Draft Tenancy Strategy). The council's current expectation is that tenants would normally continue to be offered lifetime tenancies, but because Registered Providers are free to introduce fixed term tenancies, the Tenancy Strategy must address their use, even if the authority has no plans to use them.

- 3.6.2 Where a fixed term tenancy is used, housing associations are expected to set out the following:
- the type and length of tenancies they will grant
 - the circumstances in which they will grant particular tenancies
 - when they would grant a fixed term tenancy of less than five years
 - how they decide whether to grant another tenancy at the end of the initial term, the advice and assistance they will offer to tenants if they decide not to renew their tenancy, and the appeals process
 - how they will take account of the individual needs of a vulnerable household.

3.7 The Introduction of the new 'Affordable Rent' Product

- 3.7.1 As part of the 2010 Comprehensive Spending Review, the government announced that from April 2011 a new 'Affordable Rent' model would be introduced. It was intended to be offered primarily by housing associations to assist customers who cannot afford full market rents and would offer an alternative to traditional social rent (see section 7, Draft Tenancy Strategy).
- 3.7.2 Affordable Rent can be set at up to 80% of local market rent. This compares with the existing social rent product which is charged at approximately 50% market rent. The government envisaged Affordable Rent being offered on a proportion of relet properties, and all new Homes and Communities Agency (HCA) funded new developments from April 2012.
- 3.7.3 The government stated 'it is our intention that the additional rental income providers receive will contribute to the provision of new affordable homes', and confirmed Affordable Rent products will be eligible for Housing Benefit (Local decisions: a fairer future for social housing consultation, DCLG January 2011).
- 3.7.4 Some housing associations in Leeds have already entered into development contracts with the HCA to build new homes with affordable rents.
- 3.7.5 The council is proposing to introduce affordable rent for new build properties funded through the receipt of council house sales. In May 2012, Executive Board approval was obtained to enter into the Local Agreement to re-invest in the development of new affordable homes. The conditions include that the homes are let at 80% of market rent.
- 3.7.6 Where housing associations decide to introduce Affordable Rent, the council expects them to advertise properties through the Leeds Homes choice based lettings scheme, clearly stating the property is subject to Affordable Rent and which customer groups the product is aimed at. Prior to letting an Affordable Rent property, the Registered Provider should undertake a financial assessment of the prospective tenant's ability to pay the rent, including whether the customer is likely to be affected by the Department of Work and Pensions (DWP) social sector size criteria (reduction in housing benefit paid to under occupying social sector tenants of working age).
- 3.7.7 The council expects existing social rent tenants to retain their existing rent level where their move is a management transfer instigated by their current landlords (for

example, if they need to move due to a regeneration programme), but not necessarily if they apply to move of their own choice.

3.8 Qualification Criteria

- 3.8.1 The Localism Act section 160ZA requires authorities to only allocate accommodation to eligible and qualifying persons. Eligibility rules remain unchanged and will continue to be set by central government, relating to the rehousing of people from abroad and people who are subject to immigration control.
- 3.8.2 Housing authorities are given the power to determine what classes of people are considered to be 'qualifying' to appear on the housing register and be made offers of accommodation.
- 3.8.3 This power offers the council an opportunity to review and streamline who can appear on the housing register and be considered for an offer of accommodation.
- 3.8.4 Some illustrative examples of customers who could be excluded from applying for housing through qualifying criteria include people:
- who have no housing need
 - who do not meet minimum residency period
 - with unspent convictions for housing or welfare benefits related
 - with significant arrears or other housing related debt
 - whose financial resources (income, savings and assets) exceeds a set limit
 - who are guilty of serious antisocial behaviour
- 3.8.5 The council will review its lettings policy, including its policy on qualifying persons, once the final code of guidance on allocations has been published by the government. Full consultation and an Equality Impact Assessment will be undertaken prior to Executive Board approval of a revised lettings policy being sought.
- 3.8.6 The date of registration quota, which allows up to 25% council properties to be let to customers with a local connection to an area who have been waiting the longest to be rehoused, assists households who are not in assessed housing need, but who still have aspirations to move.
- 3.8.7 The number of customers registered on the Leeds Homes Register has declined from 33,436 in December 2002 to 26,850 in March 2012. This reduction is in marked contrast to a national increase in waiting list numbers over the same time period.
- 3.8.8 The existing power for a housing authority to decide that an applicant is to be treated as ineligible by reason of unacceptable behaviour serious enough to make him unsuitable to be a tenant is to be replaced with the authority's own qualification criteria which must specify which groups of customers it will allow to register for housing.

3.8.9 This means the council must decide its own qualification criteria and amend the lettings policy accordingly when this section of the Localism Act comes into force. On the commencement of section 160ZA Localism Act, the council will update the wording in the lettings policy to state that its qualification criteria for inclusion on the housing register will be:

- customers aged 16 years old and over
- unless an existing secure or introductory tenant, or an assured tenant of accommodation allocated by a local housing authority, a person not classified as ineligible under section 160 (A)(3) or (5) Housing Act 1996, for example, persons subject to immigration control¹ or persons from abroad, unless they are of a class prescribed by regulations made by the Secretary of State, and
- considered suitable to be a council tenant. A customer will not be considered to be a qualifying person if they, or a member of their household, are guilty of unacceptable behaviour which would, if he/she was a secure tenant, notionally entitle the council to an outright possession order on grounds 1-7 of Schedule 2 of the Housing Act 1985.

3.8.10 This will allow the current procedures to continue to operate pending full consultation on a wider range of options.

3.9 Armed Forces

3.9.1 The Secretary of State has issued draft regulations stating that local housing authorities must not apply residency requirement criteria to armed forces personnel. This would include criteria requiring a person to have lived within a particular area for a particular period of time. Currently, Leeds City Council's lettings policy only takes residency into account in establishing whether a customer has a local connection. Further changes may be required depending on the precise wording of the final guidance.

3.9.2 The Secretary of State has also issued draft regulations that local housing authorities in England must frame their allocation scheme to give additional preference to persons who formerly served in the regular forces, who fall within the reasonable preference categories and who have urgent housing needs. Again, further changes to the lettings policy may be required once the regulations are finalised.

3.10 Discharge of Homelessness Duty through an Offer of Accommodation in the Private Sector

3.10.1 Currently, there are a limited number of ways a local authority can bring its duty towards a statutorily homeless customer to an end. Section 148 Localism Act gives authorities the power to discharge duty to homeless customers through the offer of a private rented tenancy. The minimum length of a private rented tenancy considered suitable for a homeless household will be 12 months, and there are

¹ as defined by section 13(2) Asylum and Immigration Act 1996

safeguards for the customer should the tenancy breakdown within 2 years through no fault of theirs.

3.10.2 Leeds Housing Options Service operates a successful private lettings scheme which has assisted homeless customers with rehousing and provides a tenancy guarantee scheme.

3.10.3 On a practical level, there may be challenges in encouraging private landlords to offer longer term tenancies where there is an alternative market, but the council will consult on whether to use this power (see section 9, Draft Tenancy Strategy).

3.11 General Management Issues

3.11.1 The draft Tenancy Strategy makes reference to a number of other expectations on Registered Providers, including:

- developing their Tenancy Policy
- conducting regular tenancy visits
- assisting the local authority in discharging its duties to customers on Leeds Homes Register
- promoting mobility in the social sector by participating in the national mutual exchange scheme
- tackling housing application and tenancy fraud
- offering prospective tenants choice over where they live
- promoting best use of stock by tackling under occupation and overcrowding
- adopting interventions to support tenants, sustain tenancies and prevent unnecessary evictions
- developing a policy on granting 'discretionary succession' rights
- managing the rehousing of potentially dangerous offenders

4 Welfare Reform Implications

4.1 The Tenure Strategy and Lettings Policy Review will need to reflect and respond to benefit entitlement changes included in the 2012 Welfare Reform Act. The most significant change relating to social housing tenants will be new rules relating to housing benefit entitlement for tenants who are under-occupying their home. The new rules will come into force in April 2013. The implications are set out in a separate report on the agenda.

4 Corporate Considerations

5.1 Consultation and Engagement

5.1.1 Before adopting a tenancy strategy, or making a major modification, the authority must send a copy of the draft strategy, or proposed modification, to every private registered provider of social housing in its district, and give them a reasonable opportunity to comment on it.

5.1.2 In preparing the draft version of the Tenancy Strategy attached in Appendix 1, the council has held discussions with members of the Leeds Homelessness Forum, the

ALMO / BITMO Chief Executives and Chief Executives of housing associations in May 2012. The council also incorporated feedback from the ALMOs and BITMO in drafting its response to Department of Communities and Local Government consultation on social housing reform (January 2011) and the revised code of guidance on allocation of accommodation (March 2012).

5.1.3 This report recommends Executive Board approve the commencement of further consultation on the Tenancy Strategy with RSLs and other stakeholders.

5.2 Equality and Diversity / Cohesion and Integration

5.2.1 The council has undertaken an Equality, Diversity, Cohesion and Integration Screening Assessment. A summary of the findings is included in the Equality, Diversity, Cohesion and Integration Screening Assessment. There are no specific implications of commencing consultation on the draft Tenancy Strategy, because it is a legal obligation to develop a strategy. A full assessment of all the options being considered would be undertaken prior to implementing a final version. The development of the Tenancy Strategy will include a robust and comprehensive Equality Impact Assessment to ensure that equality of access to public sector housing and protection of vulnerable people are paramount in determining the final recommendations.

5.3 Council Policies and City Priorities

5.3.1 The Tenancy Strategy sits below the Council's Housing Strategy and works in conjunction with the Council's Homelessness Strategy and lettings policy. These documents will be reviewed to reflect the changes introduced by the Localism Act, the Department of Communities and Local Government Code of Guidance consultation 'Allocation of accommodation: guidance for local housing authorities in England' and regulations on rehousing former members of the Armed Forces.

5.3.2 The Tenancy Strategy relates to:

- **Vision for Leeds** - 'Leeds will be fair, open and welcoming', 'All Leeds' communities will be successful'
- **City Priority Plans** - Health and Wellbeing: 'Support more people to live safely in their own homes'
- **Council Business Plan** - Create the environment for effective partnership working'

5.3.3 Housing law, in place prior to the Localism Act, permits local authorities to establish local lettings policies of part of a wider lettings policy. The purpose of local lettings policies is to promote the sustainability of housing and communities. The efficacy of local lettings policies will be reviewed as part of the overall review of the Lettings Policy; not least the impact of welfare reform on local lettings policies. Currently a local lettings policy needs to be first approved by an ALMO or TMO board and then Council approval is made through the delegated decision process. Consideration will need to be given on the role of Area Committees in reviewing and approving local lettings policies.

5.4 Resources and Value for Money

- 5.4.1 Through the Tenancy Strategy, the council aims to ensure social housing stock within the Leeds area is managed efficiently and best use is made of the limited resource, for example, by ensuring landlords put in place policies to support their tenants remain in their current property, reduce incidences of avoidable possession action and reduce homelessness and associated social and financial costs such as temporary accommodation placements.
- 5.4.2 The council aims to operate an efficient lettings process, to reduce the length of time properties remain empty to ensure the needs of customers in housing need are met.

5.5 Legal Implications, Access to Information and Call In

- 5.5.1 Section 150 Localism Act 2011 requires the council to produce a Tenancy Strategy by April 2013, which sets out the matters to which Registered Providers in its district must have regard to in formulating their tenancy policies.

5.6 Risk Management

- 5.6.1 The council has a duty to produce a Tenancy Strategy, and a more detailed Tenancy Policy. The council must also review its lettings policy in light of new legislation and statutory guidance.

6. Conclusions

- 6.1.1 The council is required to produce a Tenancy Strategy setting out the matters to which Registered Providers must have regard to in developing their tenancy policies.
- 6.1.2 This report gives details about the draft strategy for consultation.

7. Recommendations

- 7.1. The Executive Board recommends that the draft Tenancy Strategy is consulted upon with key stakeholders.
- 7.2 The Executive Board recommends that 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.
- 7.1.3 That Executive Board approve the revised wording to the lettings policy outlined in section 3.8.10 of this report.

8. Background Documents²

- 8.1 Executive Board Agenda Item 12: Reinvigorating the Right To Buy – Sale of Council Homes, 16 May 2012

² The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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1.0 Background

The Localism Act 2011 requires local housing authorities in England to prepare and publish a Tenancy Strategy setting out the matters to which Registered Providers in its district (including the council and housing associations) must have regard to in formulating their tenancy policies.

Before adopting a Tenancy Strategy, or making a modification to it reflecting a major change of policy, the authority must send a copy of the draft strategy, or proposed modification, to every private registered provider of social housing for its district, and give them a reasonable opportunity to comment on it.

2.0 Relationship between schemes and strategies

This strategy sits below the Council's Housing Strategy and works in conjunction with the Council's Homelessness Strategy and lettings policy. The lettings policy will be reviewed to reflect the changes introduced by the Localism Act once the Department of Communities and Local Government (DCLG) Code of Guidance publishes the final version of the 'Allocation of accommodation: guidance for local housing authorities in England.'

The Tenancy Strategy addresses high level issues, and further detail on specific procedures will be provided in the council's Tenancy Policy.

3.0 Scope of Tenancy Strategy

This is Leeds City Council's draft Tenancy Strategy, which Registered Providers must have regard to when formulating their tenancy policies.

When developing their Tenancy Policies, the council expects Registered Providers to consult with the council to ensure that their policies reflect the expectations set out in this strategy, and with other key stakeholders. An equality impact assessment should be published alongside the Registered Provider's Tenancy Policy.

Registered Providers should publish their policies on their website and make copies available free of charge to anyone who requests a copy.

The Tenancy Strategy covers:

- 3.1 The types of tenancies they should grant, including the use of flexible tenancies
- 3.2 The circumstances in which they will grant a tenancy of a particular kind
- 3.3 Where they grant tenancies for set terms, the length that those terms will be
- 3.4 The circumstances in which they will grant a further tenancy on the ending of the existing tenancy
- 3.5 The introduction of the new 'affordable rent' product
- 3.6 The potential to make changes to the Leeds Homes Register and lettings policy (which link to the council's nomination agreements with housing associations)
- 3.7 Discharging the homelessness duty into the private rented sector
- 3.8 General tenancy management issues, specifically:
 - offering prospective tenants choice over where they live
 - tackling housing application and tenancy fraud
 - managing the rehousing of potentially dangerous offenders
 - adopting interventions to support tenants, sustain tenancies and prevent unnecessary evictions
 - promoting mobility
 - policy on granting 'discretionary succession' rights
 - CORE

The council is seeking views on the draft in the form of detailed questions on specific sections as well as general feedback and observations. The council will take responses received into account when finalising the Tenancy Strategy for approval by Executive Board.

The consultation period will run from June to September 2012.

Consultation questions
1. Does the draft Tenancy Strategy adequately cover the issues that Registered Providers should have regard to when developing their tenancy policies?
2. If not, what other issues should be covered?

4.0 Key principles

It is important to clarify at the outset that the council does not have a set position in relation to the use of fixed term tenancies for council tenants. The consultation process will determine the council's approach and the final version will be subject to approval by the council's Executive Board.

However, council officers are proposing that we maintain the use of lifetime tenancies in most cases at this time. Current social tenants will normally retain their current terms; if they move to another social rented property they will be offered a tenancy with no less security than they currently have, and on same social rent terms.

The Tenancy Strategy will be reviewed periodically in response to legislative changes and guidance, subject to council's Executive Board approval. Before adopting a tenancy strategy, or making a major modification, the authority must send a copy of the draft strategy, or proposed modification, to every private registered provider of social housing in its district, and give them a reasonable opportunity to comment on it.

Reviews will be accompanied by the publication of an Equality, diversity and community cohesion (EDCC) impact assessment.

5.0 Draft Timetable

Date	Action
24 May 2012	Deadline for report - June Executive Board
20 June 2012	Executive Board meeting – report seeking approval to consult
June – Sept 2012	Consultation period
11 Oct 2012	Deadline for report – November Executive Board
7 Nov 2012	Executive Board approval to implement Tenancy Strategy
Date to be confirmed	Publish final version of Tenancy Strategy and implement

6.0 Types of tenancies

6.1 General requirements

Registered Providers are required to offer tenancies or terms of occupation which are compatible with the purpose of the accommodation, the needs of individual households, the sustainability of the community, and the efficient use of their housing stock.¹

¹ The Regulatory Framework For Social Housing In England From April 2012, HCA

In their tenancy policy, Registered Providers must set out:

- the type of tenancies they will grant
- the length of those terms, which should only be granted for less than 5 years in exceptional circumstances
- the circumstances in which they will grant tenancies of a particular type.
- any exceptional circumstances in which they will grant fixed term tenancies for a term of less than five years in general needs housing following any probationary period
- the circumstances in which they may or may not grant another tenancy on the expiry of the fixed term, in the same property or in a different property
- the way in which a tenant or prospective tenant may appeal against the length of fixed term tenancy offered, the type of tenancy offered, or against a decision not to grant another tenancy on the expiry of the fixed term
- their policy on taking into account the needs of households with children, and those who are vulnerable due to age, disability, illness, which should include the provision of tenancies which offer a these customers reasonable degree of stability
- the advice and assistance they will give to tenants on finding alternative accommodation in the event that they decide not to grant another tenancy.

6.2 Presumption of security

The council would normally expect Registered Providers to offer the most secure form of tenancy, namely:

- Council: Introductory / Secure tenancies (also Family Intervention Tenancies)
- Registered Providers: Starter tenancies / Assured tenancies

Council officers propose that the council does not introduce fixed term tenancies at this time, and only to do so following full consultation with key stakeholders.

Council officers are proposing that the council will only consider the use of fixed term tenancies in limited circumstances, where this would achieve more efficient use of social housing. Any decision to introduce fixed term tenancies would be subject to approval by Executive Board following consultation and an Equality, diversity and community cohesion (EDCC) impact assessment.

The council understands the rationale for Registered Providers using fixed term tenancies to achieve certain outcomes, such as:

- when rehousing tenants with a poor tenancy record in terms of severe antisocial behaviour or rent arrears.
- to reduce under occupancy which arises as family members grow up and leave home – our expectation would be the tenancy period would as a minimum reflect the date the youngest child reached the age of 16

However, council officers are proposing that the council does not support the use of fixed term tenancies:

- to require a tenant whose household income has increased during the tenancy term to move
- for customers rehoused in sheltered or extra care accommodation, or older customers
- for disabled tenants including those living in an adapted property as well as disabled tenants who do not require major adaptations
- for vulnerable customers, for example, people in receipt of Social Care services who are assessed as being in critical and substantial need, as well as care leavers, households with looked after children, or where there are safeguarding concerns

3. Do you support the use of flexible (fixed term) tenancies by the council and housing associations? (please give reasons)
4. Do you agree that the specific customer groups listed above should not normally be offered flexible (fixed term) tenancies?

6.3 Procedure on expiry of fixed term tenancies

On the expiry of the initial fixed term, the council expects Registered Providers to review the tenant's circumstances, taking into account the original reasons for granting the fixed term tenancy, and make a decision to either:

- Renew the tenancy for another fixed term
- Offer a secure / assured tenancy
- Assist the tenant to find alternative accommodation

The decision whether to renew should take account of the availability of an alternative suitable property to meet the household's current assessed need. The Registered Provider should begin the review process at least 6 months before the fixed term tenancy is due to expire.

Registered Providers must demonstrate in their tenancy policies that they will provide appropriate advice and assistance to tenants with alternative housing options in the event that they decide not to grant another tenancy.

Registered Providers who decide to use fixed term tenancies should assess the current circumstances of the household and the availability of suitable alternative accommodation.

This should include, but not be limited to:

- household composition
- current housing need
- tenancy conduct during initial flexible period
- whether best use of stock is being achieved eg overcrowding / under occupation
- health and disability issues
- vulnerability of any household member
- current income, job security, work location
- formal and informal support networks including family connections
- schooling

Whether a fixed term tenancy is offered may also depend on the type of property being let, eg sheltered accommodation, family home etc.

Registered Providers should consider each case individually, and where relevant, liaise with colleagues in Adult Social Care and Health.

The Registered Provider must write to the tenant giving the reasons for their decision, and explaining how the tenant may appeal against or complain about the length of fixed term tenancy offered, the type of tenancy offered, and against a decision not to grant another tenancy on the expiry of the fixed term.

The council expects the Registered Provider to have an independent appeals process which should include detail of:

- Who manages appeals process (senior officer not involved in the original decision)
- The form an appeal must be made in (for example, whether it must be made in writing)
- The timescales for allowing and responding to an appeal
- The procedures to be followed to ensure decisions are compliant with Human Rights Act Article 8
- What further remedies are available to the customer, including the Housing Ombudsman
- How the Registered Provider will monitor the outcomes of appeals

5. Does the Tenancy Strategy include the necessary safeguards for the use of flexible (fixed term) tenancies? If not, what other issues should be taken into account when deciding whether or not to renew a flexible (fixed term) tenancy?

6. (Registered Providers only) Do you intend to implement flexible (fixed term) tenancies?

7.0 The introduction of the new 'affordable rent' product

The council is proposing to introduce affordable rent in limited circumstances, for new build properties funded through the receipt of council house sales. However, the council accepts that some Registered Providers have already entered into agreements to develop affordable rent properties.

For Registered Providers who introduce affordable rent, the council expects them to advertise properties through the Leeds Homes choice based lettings scheme, clearly stating the property is subject to affordable rent, and which customer groups the product is aimed at.

Prior to letting an Affordable Rent property, the Registered Provider should undertake a financial assessment of the prospective tenant's ability to pay the rent, including whether the customer is likely to be affected by the DWP social sector size criteria (reduction in Housing Benefit paid to under occupying tenants of working age) or by the benefits cap.

The council would normally expect protection for existing tenants who move to an Affordable Rent property as a management transfer.

7. Should the council encourage housing associations to provide Affordable Rent as an option for those unable to afford market housing?
8. (Registered Providers only) Do you intend to implement affordable rent? If so, in what circumstances?
9. Which customer groups should Affordable Rent products be marketed to?

--

8.0 The Leeds Homes Register and lettings policy (nomination agreements)

Council officers are recommending that Registered Providers operating in Leeds become members of the Leeds Homes Register (a common housing register) and join the shared computer based waiting list system.

Benefits of joining the housing register include:

- the ability to identify housing need across the city
- reduction in duplication and costs
- the enhancement customer choice

Key issues:

- Council officers recommend that the council expects Registered Providers to have procedures in place to reduce fraudulent housing applications by obtaining identification and verifying information provided by customers (either through their own policy or following the council's)
- Council officers recommend that the council retains an open register, but that consultation is made on some restrictions – consultation on changes will commence once final government guidance on allocations is issued

10. Should the council operate an open housing register, without restrictions?
11. If no, which customer groups should be considered to be non-qualifying (ie not able to join the housing register)?

9.0 Discharge of homelessness duty into the private rented sector

The council will have the power to discharge its duty to homeless households by the offer of suitable accommodation in the private rented sector (PRS). (Previously the household could refuse an offer in the PRS and insist on an offer

with the Council or a Housing Association). This change is intended to respond to the shortage in social housing while also reducing the substantial costs that can arise from accommodating households in temporary facilities.

The minimum length of a private rented tenancy considered suitable for a homeless household will be 12 months. We appreciate that these changes can act as an additional tool to tackle and prevent homelessness. However, at present Council officers are recommending that Leeds City Council does not have any plans to use private tenancies to discharge the duty to homeless households. The Council's position may change following consultation.

12. Should the council use the new power to discharge its duty to homeless households in the private rented sector, provided the accommodation is suitable and available for a minimum of one year?

10.0 General tenancy management issues

10.1 General

The council expects all Registered Providers to:

- publish a Tenancy Policy
- provide information to customers
- conduct regular / annual tenancy visits
- assist the local authority to discharge its duties to rehouse customers in reasonable preference groups and other customers on Leeds Homes Register (through nominations agreements).

13. (Registered Providers only) When do you plan to publish your Tenancy Policy?

14. (Registered Providers only) How do you intent to assist the local authority achieve its strategic objectives through your Tenancy Policy?

10.2 Promoting mobility

The Secretary of State and the regulator have the power to give directions making it easier for tenants to exchange homes. All Registered Providers are obliged to subscribe to an internet based mutual exchange service (or pay the subscriptions of individual tenants who wish to exchange), allowing:

- a tenant to register an interest in arranging a mutual exchange through the mutual exchange service without payment of a fee
- the tenant to enter their current property details and the tenant's requirements for the mutual exchange property they hope to obtain
- the tenant to be provided with the property details of those properties where a match occurs

Registered providers shall ensure the provider of the internet based mutual exchange service to which they subscribe is a signatory to an agreement, such as *HomeSwap Direct*, under which tenants can access matches across all (or the greatest practicable number of) internet based mutual exchange services. Registered providers shall take reasonable steps to publicise the availability of any mutual exchange service(s) to which it subscribes to its tenants.

Registered providers shall provide reasonable support in using the service to tenants who do not have access to the internet.

Leeds received funding from Communities and Local Government Vanguard project to develop its mutual exchange scheme. All tenants of Registered Providers in Leeds are able to register on the scheme for free.

The council expects that existing social tenants should be allowed to retain their security when they exchange their property.

The council expects that all Registered Providers in Leeds work to a common, city wide mutual exchange policy.

15. (Registered Providers only) How do you promote mobility for your tenants?

10.3 Tackling housing application and tenancy fraud

In addition to undertaking checks at the application and lettings stage, the council expects Registered Providers to include a statement in their Tenancy Policy on reducing tenancy fraud; to monitor and report on the outcomes of interventions (fraud investigations) and participate with the council's citywide housing fraud initiative.

The council promotes the use of annual tenancy visits, requiring photo identification at application and sign up stages, and participating in data matching exercises to reduce fraud.

16. (Registered Providers only) What procedures do you have in place to tackle housing fraud?

10.4 Offering prospective tenants choice over where they live

The council expects Registered Providers to include a statement in their Tenancy Policy on how they offer choice to tenants, including participation in the Leeds Homes CBL scheme.

17. (Registered Providers only) What is your policy on offering choice to current and prospective tenants?

10.5 Making best use of stock

The council expects Registered Providers to develop their policy so as to minimise under occupation and overcrowding as far as possible at the point of the letting and through the nomination agreements.

The council also expects Registered Providers to assist working age under occupying tenants affected by the DWP Social Sector Size Criteria restrictions on housing benefit.

18. What support should be offered to overcrowded and under occupying tenant in general, and specifically to tenants affected by Welfare Reform?

10.6 Adopting interventions to support tenants, sustain tenancies and prevent unnecessary evictions

The council expects Registered Providers to outline their procedures to support tenants and to prevent unnecessary evictions, particularly in relation to households with dependent children and vulnerable members, and to households affected by Welfare Reform measures.

The council expects possession action to be taken only as a last resort, when all other interventions have failed. Registered Provider should liaise with the council's Housing Options Service at an early stage to prevent homelessness or arrange alternative housing. The council will seek to develop a joint protocol with Registered Providers to prevent homelessness.

19. What procedures should be in place to sustain tenancies and ensure possession action is only taken as a last resort?

10.7 Policy on granting 'discretionary succession' rights

The Localism Act abolishes the right to succession and assignment (other than by way of a mutual exchange) to anyone other than the deceased's spouse, civil partner or partner. Other family members will no longer have an automatic right to succeed to a local authority tenancy.

The council will review its tenancy agreement, and develop its policy on wider succession rights, but in the meantime wider family members (and all existing tenants) retain this right.

Registered Providers may consider other family members who are unable to succeed as a group as appropriate to be offered a 2 year fixed term tenancy.

20. Which customer groups should be granted additional succession rights?

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10.8 Managing the rehousing of potentially dangerous offenders

The council expects all Registered Providers operating in Leeds to sign the council's joint protocol with West Yorkshire Probation on managing potentially dangerous offenders in order to manage risk effectively.

21. (Registered Providers only) How do you manage the rehousing of potentially dangerous offenders?

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22. Do you have any other comments about the draft Tenancy Strategy?

--

Consultation questions
1. Does the draft Tenancy Strategy adequately cover the issues that Registered Providers should have regard to when developing their tenancy policies?
2. If not, what other issues should be covered?
3. Do you support the use of flexible (fixed term) tenancies by the council and housing associations? (please give reasons)
4. Do you agree that the specific customer groups listed in the draft strategy should not normally be offered flexible (fixed term) tenancies?
5. Does the Tenancy Strategy include the necessary safeguards for the use of flexible (fixed term) tenancies? If not, what other issues should be taken into account when deciding whether or not to renew a flexible (fixed term) tenancy?
6. (Registered Providers only) Do you intend to implement flexible (fixed term) tenancies?

7. Should the council encourage housing associations to provide Affordable Rent as an option for those unable to afford market housing?

8. (Registered Providers only) Do you intend to implement affordable rent? If so, in what circumstances?

9. Which customer groups should Affordable Rent products be marketed to?

10. Should the council operate an open housing register, without restrictions?

11. If no, which customer groups should be considered to be non-qualifying (ie not able to join the housing register)?

12. Should the council use the new power to discharge its duty to homeless households in the private rented sector, provided the accommodation is suitable and available for a minimum of one year?

13. (Registered Providers only) When do you plan to publish your Tenancy Policy?

14. (Registered Providers only) How do you intend to assist the local authority achieve its strategic objectives through your Tenancy Policy?

15. (Registered Providers only) How do you promote mobility for your tenants?
16. (Registered Providers only) What procedures do you have in place to tackle housing fraud?
17. (Registered Providers only) What is your policy on offering choice to current and prospective tenants?
18. What support should be offered to overcrowded and under occupying tenant in general, and specifically to tenants affected by Welfare Reform?
19. What procedures should be in place to sustain tenancies and ensure possession action is only taken as a last resort?
20. Which customer groups should be granted additional succession rights?
21. (Registered Providers only) How do you manage the rehousing of potentially dangerous offenders?
22. Do you have any other comments about the draft Tenancy Strategy?

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 20th July 2012

Subject: Queries Raised Under Quarter 3 Performance Report March 2012

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

Summary of main issues

1. At the last Scrutiny meeting Members expressed concern that issues raised by the former (Regeneration) Scrutiny Board on 27th March 2012 under the Quarter 3 performance report had not been reported back to Members. The Board's Principal Scrutiny Adviser was asked to confirm the position and report back any outstanding issues to this Board in July 2012.

2. The Board in March referred to the following matters
 - (i) The Core Strategy which was approved by Executive Board on 10th February 2012 and recognised the need to identify around 30% of new housing to be built on "Protected Area of Search" (PAS) and greenbelt sites. Members asked how this figure of 30% had been calculated and how many hectares were involved. Members also wanted an indication of the percentage of PAS sites included in the 30% figure.

Response

The attached document marked as Appendix 1 details the information requested which had been submitted to a meeting of the Board's Working Group on 24th April 2012 which was completing its inquiry on affordable housing by private developers.

- (ii) The amber rating in the Red/Amber/Green system was challenged and whether there were alternative options available. Members suggested that it

would be helpful in future reports if changes were made to include the definitions for the ratings (previously agreed with Members)

Response

Red Amber Green (or RAG) ratings have been a key part of the Council's performance management framework for a number of years. The ratings are broadly given the following definitions:

- Green - Progress is as planned/expected over the last 3 months.
- Amber - Positive progress is being made but not as much as planned/expected.
- Red - progress is not being made as planned/expected.

They are designed to provide a consistent assessment of progress that provide a clear visual indication and can be applied across a range of types of priorities. Guidance (see appendix 2) has been developed by the Corporate Performance Team in conjunction with performance colleagues across the council and key partners to assist officers in making this assessment and to try to ensure that this is made in a consistent way by the range of council officers and partners that are involved. This guidance is flexible and enables the responsible managers to take into account a range of different factors and come up with an overall assessment of progress.

One of the potential issues with any overall rating system including RAG rating is the tendency for cluttering in the amber category. Some directorates and partnerships may choose a cautious amber when progress is broadly on track with others also choosing amber when progress is not really on track. There are also other scenarios where RAG rating is difficult to apply e.g. where there is a long delay in turning around outcomes e.g. health inequalities plans. Programmes and activities may all be on track but there is a significantly delay in seeing an impact on mortality rates. The current system does try to allow some flexibility to account for the wide range of outcomes and priorities. An area which does require further work is in making sure that the narrative of the performance report makes it clear why a particular RAG rating has been given. The Corporate Performance Team and Performance Board continue to work with report authors to ensure this is included.

In response to concerns raised by a two Scrutiny Boards including the former Regeneration Scrutiny Board the Performance Board is currently reviewing the RAG rating system and guidance to see if this can be improved. The views of the Board are welcomed to inform this on-going work.

(iii) That consideration be given to establishing an additional indicator to monitor the impact of the reduction in Section 106 Affordable Housing targets

Response

Officers in the City Development Directorate are working to develop an additional indicator in accordance with the former Scrutiny Board's request.

(iv) How many apprenticeships were converted into real jobs?

Response

The Director of Environment and Neighbourhoods advises that this information is not available.

Recommendation

3. The Board is asked to comment on and note the report.

Background documents¹

4. No documents were referred to

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

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Housing Distribution (v.3: 28-06-12)

Appendix 1

	Distribution (Core Strategy Policy SP7)	Alloc (UDP H3 Sites)	%	Infill	%	PAS	%	GB	%	PAS+GB	Hectares*
Aireborough	2300	107	1%	753	2%	34	1%	1406	11%	1440	41
City Centre	10200	1781	12%	8419	26%						
East Leeds	11400	7129	48%	4127	13%			144	1%	144	4
Inner Area	10000	1671	11%	8338	26%						
North Leeds	6000	205	1%	4573	14%	298	4%	924	7%	1222	35
Outer North East	5000	304	2%	138	0.4%	1629	24%	2929	23%	4558	130
Outer North West	2000	755	5%	600	2%	645	10%			645	18
Outer South	2600	136	1%	283	1%	669	10%	1503	12%	2172	62
Outer South East	4600	1062	7%	317	1%	1306	19%	1915	15%	3221	92
Outer South West	7200	1331	9%	1703	5%	1458	22%	2708	21%	4166	119
Outer West	4700	297	2%	2564	8%	672	10%	1167	9%	1839	53
Total	66,000	14,778	100%	31,815	100%	6,711	100%	12,696	100%	19407	554

Note: ONE - The GB column includes an assumption of 900 units at Thorp Arch (not Allocated in LDF, but shown as a BF regeneration opportunity)

* Simple conversion factor of 35 dwellings per hectare

Total PAS dwellings (6711) and total GB dwellings (12696) equate to a grand total of 19407 dwellings. This accounts for approximately 30% of the 66,000 dwellings. Of total PAS and GB dwellings (19407), PAS represents 35% and GB represents 65%

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Meeting: Insert name of the relevant Partnership Board

Population: Set out population relevant to the outcome

APPENDIX 2

Outcome: Include the relevant outcome from the Vision for Leeds

Priority: Include the relevant priority from the City Priority Plan

Why and where is this a priority:

In this section you need to set out briefly why this a priority for the city and if appropriate where in the city this is particularly relevant or any key groups for whom this is a particular issue. This is designed to help those using the performance reports to understand the high level context for this priority. For example it may be to address poor or declining performance perhaps in comparison to others or it may be to address a specific local need.

**Overall Progress:
Red/Amber/Green**

Story behind the baseline:

This section needs to bring together an overall analysis of progress which supports the designated RAG rating. It must include an analysis of the current performance and the trend/trajectory for the headline indicator. It **may** also include the following as appropriate:

- Relative performance using the most appropriate comparator city/authority.
- Analysis by priority groups/ equality strands
- Information and analysis on any related indicators or contributing performance measures
- Any other evidence underpinning the overall trend/trajectory
- Comments on any data quality issues
- Comments on time lag or delays built into the data

Headline Indicator:

The report card must include a graph of the headline indicator which clearly shows the latest position compared to the baseline. Where appropriate this should also include

- key comparison data (eg national figures)
- results for any priority areas or equality groups.

Where the headline indicator is not available do include another related indicator if this is appropriate/helpful in judging progress against the priority

Overall progress is denoted by a red/amber/green (or RAG rating) – please select the appropriate colour for this box using the “borders and shading” option (under Format menu). Also write in the colour in words so that these can also be printed in black and white. The RAG rating needs to take account of all relevant information (including the headline indicator, progress against the action plan and any performance measures) and bring this together into an overall assessment of progress. The RAG rating should be accompanied by a direction of travel arrow. This should be used to illustrate if performance is improving, deteriorating or static. These must be an honest assessment which has been agreed and signed off by the partnership.

Definitions:

Green = Progress is as planned/expected over the last 3 months. The curve is being turned on the headline indicator. All, or most, of the relevant actions/activities are on track and most targets are being met for the aligned performance measures.

Amber = Positive progress is being made but not as much as planned/expected. The curve has not yet been turned on the headline indicator. Only some of the relevant actions/activities are on track. Only some of targets are being met for the aligned performance measures.

Red = progress is not being made as planned/expected. The curve has not yet been turned on the headline indicator and is getting worse. Few of the relevant actions/activities are on track. Few of the targets are being met for the aligned performance measures.

General Points:

- These report cards have a wide range of audiences including the public, partners, Members and officers so **must** be concise and clear
- Report cards **must not** exceed 1 page or two sides
- They **must** be written in Plain English with no jargon and any abbreviations must be set out in full when they are first used.
- They **must** be an open and honest assessment of performance including good and bad points

What do communities and/or other stakeholders think:

This section needs to include any key points from relevant consultation/engagement work. Depending upon the priority this can cover a wide range of things including views on how much this is a priority for the public, including different communities/equality groups; perception of the level of progress being made; whether we are meeting the needs and expectations of the public/communities /service users; evidence of impact; involvement in development and improvement of services etc.. Overall, it is important that what we are doing reflects what is important to people

What we did:

This section needs to include any key actions, activities or achievements delivered in the last 3 months (or since the last update where the reporting frequency is different). This should include the most important high level achievements. Where possible these should be presented in a way that clearly sets out what difference has been made, what impact has been achieved, or how has this made life better for the people of Leeds either as a whole or for a specific community or equality group. This must include the relevant high level contributions from partner organisations. This should be drawn from the

New Actions:

This section needs to list any key actions or activities which are planned for the next 3 months (or until the next update where the reporting frequency is different). This should include the most important high level actions. Where possible these should be presented in a way that clearly sets out what difference is likely to be made or what impact we are trying to achieve. This must include the relevant high level contributions from partner organisations. This should be drawn from the agreed partnership action plan but may come from a discussion about performance at the partnership. It should include actions to address different outcomes for different communities or equality groups

What worked locally /Case study of impact:

Include here one or two examples to demonstrate impact. Are there any relevant local projects, any case studies, any pilots. These are included in order to highlight/share best practice as well as to celebrate successes. They can bring to life and demonstrate the impact of our work on individuals/communities/equality groups/service users or families

Data Development:

Include here any significant work underway or planned to address existing data quality issues, improve the frequency of data reporting or develop new and improved data sources. This should include information to fully understand the demographic makeup of customers/service users

Risks and Challenges:

In this section you need to set out any significant risks from the existing risk registers and/or any current challenges or issues with an impact on delivery. Again this should be the most important/high level updates only



Report author: Helen Cerroti
Tel: 0113 3952111

Report of Chief Planning Officer

Report to Scrutiny Board Housing and Regeneration

Date: 20 July 2012

Subject: Position statement – community engagement guide for developers

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

Scrutiny Board Housing and Regeneration requested that a guide for developers is produced which sets out clearly the council's expectations of effective community consultation on planning applications.

It is important to consider the production of the guide in the national context of a proposed statutory pre-application consultation on the largest applications.

The need for stakeholder buy-in is essential if the guide is going to be more than aspirational, given that, at present, there is no statutory requirement for developers to engage with local communities or to take on board community concerns, even though the benefits of engagement are generally widely understood and can lead to better schemes and faster decision timescales.

A timeframe of four months is suggested due to the summer holiday period, (when it is more problematic to carry out effective consultation with stakeholders), to undertake the work and produce a guide.

Recommendations

The Board is asked to

- I. agree to the proposed process to produce the guide, involving stakeholders
- II. agree the timescale for the production of the guide

1 Purpose of this report

- 1.1 At the meeting of Scrutiny Board Housing and Regeneration on 26 June, members requested that a guide for developers is produced which sets out clearly the council's expectations for pre-applications involvement of local communities, Town and Parish Councils and ward members, so that schemes are influenced as they develop. Members also wished to participate in the development of the guidance.
- 1.2 This report is a position statement which will set out the steps and processes for achieving the production of the guide/ protocol.

2 Background information

- 2.1 The Government has clearly signalled the importance of community involvement at the earliest of stages and its intention to make pre-application engagement a statutory part of the planning process on the largest applications. The National Planning Policy Framework states *engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community*¹.
- 2.2 Such an approach should be inclusive and transparent, with development outcomes more in line with community aspirations. However, it should be noted that the responsibility lies with the developer to carry out any pre-application consultation and there is no statutory requirement for them to do so. Additionally, developers and applicants are under no obligation to take on board community concerns and issues.

3 Main issues

- 3.1 Whilst it is recognised widely by local planning authorities and by some in the development industry that community and ward member consultation at the earliest stage is a valuable and important part of the planning process, the council can only strongly encourage effective community consultation it cannot insist upon it. At present, the council cannot subsequently refuse to accept a valid planning application if it disagrees with the way in which a developer has consulted the community. However, if the developer fails to carry out appropriate consultation, this may lead to unnecessary objections, which may create difficulties or delay at a later stage of the process.
- 3.2 Leeds City Council takes the view that effective and timely pre-application consultation with ward members and local communities should be carried out, but it does not always happen and some developers are reluctant to engage, for a variety of reasons. CLG estimates the cost of pre-application consultation to be in the region of £10,000 per application². (This will differ depending on the size and complexity of the approach and the size of the community involved).

¹CLG National Planning Policy Framework 27 March 2012 paragraph 188

² CLG Localism Bill: compulsory pre-applications for consultations between prospective developers and local communities. Impact assessment. DCLG January 2011

3.3 However, the Localism Act and publicity surrounding it has raised expectations and interest in planning issues so it is timely to set out the council's expectations of effective ward member and community engagement on applications. However, we are awaiting the announcement from the government setting out the thresholds and process for the mandatory pre-application consultation on the largest schemes, which maybe prescriptive in its requirements of community engagement and consultation. The contents of the governments proposals should be taken into account in any local protocols.

3.4 However, initial work can commence now on a protocol/ guidance for developers, subject to any changes due to the above issue. Indeed, feedback from a recent Outcome Based Accountability session on major performance with members, developers and community representatives, will feed into the production of the guide.

3.5 It is suggested that the protocol should be in accord with the following principles:

- Early engagement – before proposals have been 'fixed', was there an opportunity to influence and shape development
- Meaningful – is it 'real', can it be demonstrated that changes have been made, range of tools / techniques used?
- Inclusive - what steps were taken to 'reach out', tools and techniques, was wider community involved?
- Monitor, review and gaps addressed – map, gap and take action to ensure consultation is balanced and representative

3.6 It will be difficult to be too prescriptive in the guide about the type and form of community engagement as this will depend on the type of application, local sensitivities and other issues. However, it is anticipated that the guide will contain details of appropriate methods, timing, amount and outcome of the consultation and demonstrating what has been undertaken. This detail will arise from discussions with stakeholder groups.

3.7 Involvement of Stakeholders

3.8 High quality decision making is a three way partnership involving between the council and elected member, the local community and the development industry. All three parties need to work collaboratively in order to achieve timely, high quality decisions which balance the needs of local communities and the economic aspirations on the city. This will lead to more certainty and transparency in the planning process. It is therefore proposed to hold workshops after the summer to progress the work, consult more widely to ensure buy-in and implement in autumn.

3.9 Community representatives

3.10 The Board wish to involve Town and Parish Councils and Neighbourhood Forums in the formation of a guide and also involve Member Training.

3.11 A workshop will be held for community representatives and will focus on what is considered to be important in community consultation activities, within the context of the statutory planning process.

3.12 Development industry

3.13 It will be essential to get the buy in of the development industry to this and a collaborative approach should be taken. This will be achieved through work with the Chamber of Commerce and a session with the Leeds Planning and Developer Forum. Without the buy in of developers, the protocol will carry little weight and would only be aspirational.

3.14 The workshop with developers will seek consensus on the council's expectations of community consultation and agreement to the submission of documentation, alongside a formal planning application, that demonstrates that effective and proper consultation has taken place.

3.15 All information would be collated and a draft guide would be produced for consideration by the Board.

3.16 Timescale

3.17 The summer holiday period makes it more problematic for carrying out effective consultation with stakeholders. It is suggested that the following timetable is followed:

- Town and Parish Council, Neighbourhood Forum workshop September 2012
- Development industry session September 2012
- Guide to Scrutiny Board October/ November

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 There will need to be wide consultation of the protocol/ guide, however there are no consultation issues directly arising from this report.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Greater engagement of the community is likely to result in more people being aware of development and planning issues and allows communities to have a greater input to the planning process, aiding community cohesion.

4.3 Council policies and City Priorities

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

4.4 Resources and value for money

4.4.1 There are no resource or legal implications arising from the report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This section is not relevant to this report.

4.6 Risk Management

4.6.2 This section is not relevant to this report.

5 Conclusions

5.1 The need to swiftly produce developer guidance should be balanced with the need to undertake robust consultation with stakeholders and the development industry to ensure there is agreement. Without development industry buy-in to a pre-application engagement protocol little could change until the government make it a statutory requirement for developers to consult on the largest of applications. It is considered that a time period of four months will be sufficient time to consult and produce the guide.

6 Recommendations

- I. agree to the proposed process to produce the guide, involving stakeholders
- II. agree the timescale for the production of the guide

7 Background documents

CLG Localism Bill: compulsory pre-applications for consultations between prospective developers and local communities. Impact assessment. DCLG January 2011

What is good consultation? Pegasus planning group 2012

CLG National Planning Policy Framework 27 March 2012

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Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 20th July 2012

Subject: Formal Response & Recommendation Tracking – Private Rented Sector Housing

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

Summary of main issues

1. In May 2012 this Scrutiny Board became responsible for all housing scrutiny matters which were previously undertaken by Scrutiny Board (Safer and Stronger Communities).
2. This report sets out the response of Executive Board and progress made in responding to the recommendations arising from the Scrutiny Board (Safer and Stronger Communities) inquiry report published in the municipal year 2011/12 on private rented sector housing.
3. A report of the Director of Environment and Neighbourhoods was considered by the Executive Board on 20th June 2012 in response to the Scrutiny Board's report which also summarised the progress made in responding to the 8 recommendations arising from the Scrutiny review.
4. The Scrutiny recommendation tracking system allows the Scrutiny Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

Recommendations

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

1 Purpose of this report

- 1.1 This report sets out the formal response of Executive Board to the report and recommendations of Scrutiny Board (Safer and Stronger Communities) following a review of private rented sector housing. It also sets out the progress made by the Directorate to date in responding to those recommendations.

2 Background information

- 2.1 The Scrutiny Board (Safer and Stronger Communities) published its final report and recommendations in April 2012. A copy of this report has recently been circulated by email to all Members of this Board .
- 2.2 The Executive Board on 20th June 2012 considered a report of the Director of Environment and Neighbourhoods on the Scrutiny Board's proposals which also summarised the progress made in responding to the 8 recommendations arising from the Scrutiny review.
- 2.3 The Executive Board welcomed this comprehensive and timely inquiry and accepted the Scrutiny Board's report and recommendations subject to the need to identify any resource implications to implement recommendation 1 and a report back to the Executive Board.
- 2.4 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

3 Main issues

- 3.1 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 3.2 To assist Members with this task, the Principal Scrutiny Adviser has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate, and to change them where they are not. Details of progress against each recommendation is set out within the table at Appendix 2.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Where internal or external consultation processes have been undertaken with regard to responding to the Scrutiny Board's recommendations, details of any such consultation will be referenced against the relevant recommendation within the table at Appendix 2.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced against the relevant recommendation within the table at Appendix 2.

4.3 Council Policies and City Priorities

4.3.1 This section is not relevant to this report.

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 This section is not relevant to this report.

5 Conclusions

5.1 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations. Progress in responding to those recommendations arising from the Scrutiny review of private rented sector housing within Leeds is detailed within the table at Appendix 2 for Members' consideration.

6 Recommendations

6.1 Members are asked to:

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

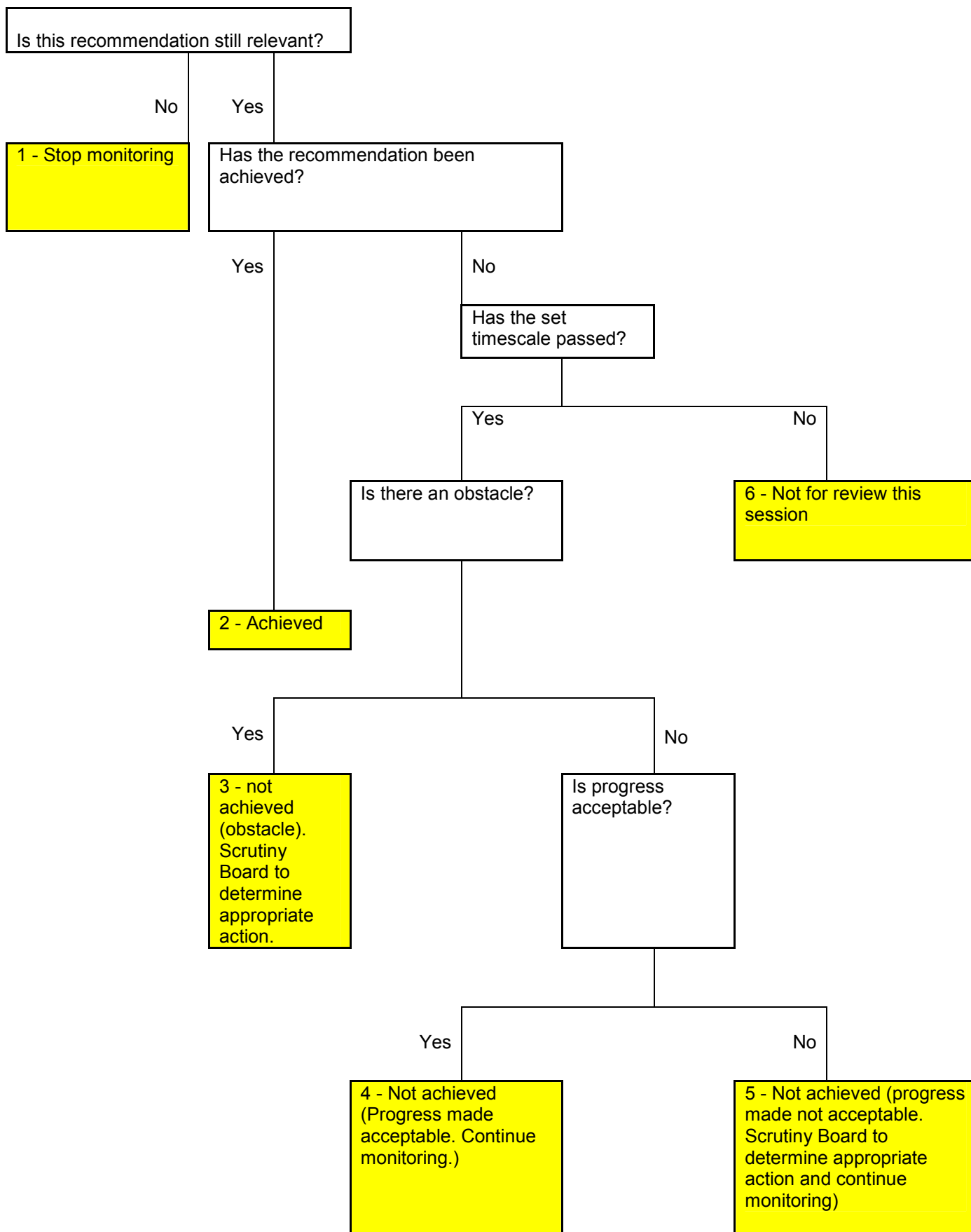
7 Background documents

7.1 Review of private rented sector housing within Leeds – Scrutiny Inquiry Report published April 2012.

7.2 Report of the Director of Environment and Neighbourhoods report to Executive Board in June 2012 – Progress and comments on Scrutiny Board Inquiry recommendations.

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



Inquiry into Private Rented Sector Housing (April 2012)

Categories

- 1 - Stop monitoring
- 2 - Achieved
- 3 - Not achieved (Obstacle)
- 4 - Not achieved (Progress made acceptable. Continue monitoring)
- 5 - Not achieved (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Progress</p> <p>Recommendation 1 That the Executive Board:</p> <p>(i) supports the principle of adopting a more proactive and targeted integrated management approach in addressing those areas of the city that have greater housing and environmental needs.</p>	<p>Current position:</p> <ul style="list-style-type: none"> • The principle of a more proactive targeted approach to address private sector housing has been agreed in principle as a way forward. Under the current restructure of Statutory Housing this approach is being considered as part of the proposals. Adoption of the proposals will depend upon additional resources being found. Negotiations with Corporate Finance are occurring around this issue. 	<p>4</p>	

<p>(ii) requests the Director of Environment and Neighbourhoods to work closely with the Housing Regulation Team and Locality Managers to begin developing this approach based upon the existing locality working model and neighbourhood planning principles of working collaboratively with other key council services, partners and landlords to maximise and target resources effectively.</p> <p>(iii) requests the Director of Environment and Neighbourhoods to identify potential 'hot spot' areas of the city in which to undertake a pilot of this approach.</p> <p>(iv) requests the Director of Environment and Neighbourhoods to report back progress to the Executive Board and Scrutiny within the next 6 months on implementing the above.</p>	<ul style="list-style-type: none"> • Discussions are occurring between Housing Partnerships and the Locality Managers regarding how to integrate services around this approach to service delivery. The key will be the identification of additional resources to deliver any such working model. Identification of additional resources is currently being considered with the Director of Finance. • There are potentially a number of hot spots around the city which could benefit from this approach. These will be identified as part of the on going discussions with the Locality Managers. Currently under consideration are Beeston Hill and Holbeck, Headingley and Richmond Hill 	<p>4</p> <p>4</p>	
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<p>Recommendation 2 That as part of the drive to recruit and retain landlords to the Leeds Landlord Accreditation Scheme, the Director of Environment and Neighbourhoods works closely with the Housing Regulation Team, Locality Managers and the Chair of the Residential Landlords Association to:</p> <p>(i) engage more effectively with existing landlord forums and;</p> <p>(ii) explore the development of local landlord forums, particularly within identified 'hot spot' areas of the city, to share ideas on how to address their needs.</p>	<p>Current position:</p> <ul style="list-style-type: none"> Regular meetings occur with the RLA regarding the management and development of the accreditation scheme run by them to deliver the LLAS. Since the Scrutiny Report significant improvements have occurred in the membership of the LLAS; it has increased from 169 in Jan 2012 to 332 in May 2012. At the end of Q1 in 2012/13 it is now at 346 members with the trend showing a month by month increase. Work on models of engagement are currently being developed for working more closely with landlords on an area basis. These will be developed based on previous schemes in Beeston Hill and Holbeck and for selective licensing in Cross Green. It is proposed to develop these forums when an area is targeted as part of the proposed new way of working, once resources are identified. 	<p>2</p> <p>4</p>	<p>YES</p>
<p>Recommendation 3</p> <p>(i) That the Housing and Regeneration Partnership Board continues to drive forward the aims of the Empty Properties Project and explores how the council and its partners can work together in delivering the desired outcomes set out within the Empty Properties Action Plan.</p> <p>(ii) That a progress report on the delivery of the Empty Properties Action Plan is brought back to Scrutiny before December 2012.</p>	<p>Current position:</p> <ul style="list-style-type: none"> The Empty Property Project is now well established and new ways of bringing back empty properties are being developed, including use of new homes bonus/commuted sums to support the third sector, developing partnerships with all interested partners in the field –third sector, RSL & private sector 2012 -15 Empty Homes Strategy has now been completed and is awaiting sign off for publication. To be published in June. Call to Action Day 16th May 2012 – supported the Social Enterprise Brokers day on empty homes. To work on development of ideas and partnerships following on from the day 	<p>4</p> <p>1</p>	<p>Yes</p>

<p>Recommendation 4 That the Director of Environment and Neighbourhoods leads on undertaking an analysis of current housing market trends within the Leeds 6 postcode areas and for this to then be used to predict empty property trends within these areas over the next 2-3 years.</p> <p>That the findings from this work is brought back to Scrutiny by January 2013 for consideration.</p>	<p>Current position:</p> <ul style="list-style-type: none"> • The “student” area has now been mapped and the level of empty properties can be tracked as of May 2012. Initial investigations revealed there to be currently 333 properties within this area empty. This equates to 1.34% of the total private sector housing stock within the area (city average =2.4%). • Renew have recently undertaken research into the current and likely trends for the Leeds 6 area for Unipol. Once completed this research will be shared with LCC to help inform future housing needs and issues for the Leeds 6 area. Unipol are just agreeing their final report and will share it with the Council in the near future. 	4	
<p>Recommendation 5 That the Director of Environment and Neighbourhoods seeks to combine the targeting of long term empty properties as part of the wider proactive and integrated management approach set out within recommendation 1.</p>	<p>Current position:</p> <ul style="list-style-type: none"> • Please see response to recommendation 1. The work to address this issue is being undertaken in conjunction with the issues around the private rented sector to ensure an integrated approach with the Locality Managers 	4	
<p>Recommendation 6 That the Director of Resources ensures that Area Committees receive regular progress reports regarding the delivery of the council’s Welfare Reform Strategy.</p>	<p>Current position:</p> <ul style="list-style-type: none"> • This recommendation will be from the Welfare Reform Strategic Working Group chaired by the Chief Officer of Revenue and Benefits 	4	

<p>Recommendation 7 That in line with the work being undertaken by the council's Communication Team to develop and re-launch the council's website in June 2012, the Director of Environment and Neighbourhoods ensures that it is developed effectively so that tenants and landlords can easily gain access to accurate and timely advice, information and assistance.</p>	<p>Current position:</p> <ul style="list-style-type: none"> • Work is currently being undertaken to identify all relevant information currently provided. A review of the information is being undertaken as part of the overall website review. • Officers received training in May to allow the new information to be developed and ready for the re-launch • Pages have been developed for the new website and will be incorporated on its launch in July 2012 	<p>4</p>	
<p>Recommendation 8 That the Director of Environment and Neighbourhoods ensures that the Council actively promotes the new 'Letshelpyou' website for landlords and tenants as a free service for marketing and managing properties and enabling tenants across West Yorkshire to search for appropriate and affordable accommodation.</p>	<p>Current position:</p> <ul style="list-style-type: none"> • The website is now promoted to all new empty property owners as of April 2012 It is sent out as part of the initial contact with all long term empty property owners. This will result in 4/5000 owners being contacted annually with the information There are approximately 3500 landlords and 4000 tenants registered on the site at the moment. • The website has been promoted via the existing communication networks, including the new Council website 	<p>1</p>	<p>Yes</p>

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 20th July 2012

Subject: Community infrastructure Levy (CIL)

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

Summary of main issues

1. At the last Scrutiny Board (Housing and Regeneration) meeting reference was made to the former Scrutiny Board (Regeneration) request for a simple guide on the Community Infrastructure Levy (CIL). It was reported that the Department for Communities and Local Government (DCLG) briefing note (an overview) on the Community Infrastructure Levy (CIL) had been circulated to Members during the Scrutiny Board (Regeneration) inquiry on affordable housing which gives a good explanation of the proposals. A link to this overview document has been provided to all Members of this Board for information.

2. The Chair stated that that the DCLG briefing note and the way Leeds is moving forward on this is at variance with other Councils and asked for the Director of City Development's comments and an update on the current position.

3. The Director of City Development has submitted the following response:-

“ Officers are in the process of appointing consultants to advise on the viability issues relating to different types of development in different parts of the district. This is a crucial part of the process as the Council will need to provide evidence to an inspector that the CIL rate does not deter investment. As far as I am aware it is common practice to use consultants to provide specialist and independent advice on this issue. Bradford Council has just appointed for a similar exercise. We had a deadline for bids to do this work of 5th July and will be looking to appoint as soon as possible as we cannot make real progress until this work is completed. The work will help inform views on CIL rates although the final decision will of course rest with members. The consultants are not advising on how the money should be spent. That is a separate issue further down the line and will again be for members to determine.”

Recommendation

4. Members are asked to comment and note the current position.

Background documents¹

5. No documents referred to.

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 Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 20th July 2012

Subject: Consultation Undertaken with Regard to Section 106 Agreements

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

Summary of main issues

1. At the last meeting of the Scrutiny Board Members asked for a report from the Director of City Development on the engagement undertaken by his Directorate with Elected Members in developing Section 106 agreements.

2. There was some concern that Ward Members were not being consulted regarding Section 106 agreements and Wetherby Ward and the North East quadrant of the city were given as examples. The Chief Planning Officer was also asked to report back to the Board as to whether the Council could require rather than encourage developers to submit their Section 106 agreement with their planning application.

3. The Chief Planning Officer has responded as follows

‘That unfortunately, we cannot compel developers to submit draft Heads of Terms. Rather we encourage them to do so as good practice. This can help identify those obligations that meet the Community Infrastructure Levy (CIL regulations), and any additional offer that may be proposed. Proposed Heads of Terms for the East Leeds Extension formed part of the pre-application report to the East Plans Panel and form part of the application submission. There is therefore an opportunity for Members, the public and the consultees to comment on them before the application is fully considered by the Plans Panel.

We have also consulted Members in the Wetherby Ward on those major applications which have incurred S.106 agreements.

This has included the proposals for the new industrial site on the north eastern edge of the town, the recently approved care home, as well as the current retail food applications currently under consideration and a recently submitted residential scheme in Wetherby. This approach is followed with other Ward Members across the City.'

4. The Chief Planning Officer has been invited to attend today's meeting to respond to Members questions.

Recommendation

5. Members are asked to consider the response of the Chief Planning Officer and determine what further information, if any, the Board requires on this matter.

Background documents¹

7. No documents referred to.

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 Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 20th 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

1 Purpose of this report

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

2 Main issues

2.1 A draft work schedule is attached as appendix 1 which incorporates issues identified for inclusion at the last meeting. The work schedule has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.

2. Also attached as appendix 2 and 3 respectively are the latest minutes of Executive Board and the Council's current Forward Plan.

Recommendations

3. Members are asked to:

- a) Consider the draft work schedule and make amendments as appropriate.
- b) Note the Executive Board 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.

Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 09.07.12

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

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 09.07.12

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
Consultation Major Change to Housing Policy	Consider a summary of the responses received from all consultees on the proposals with a view to making any recommendations the Scrutiny Board wishes to make before Executive Board considers the matter in November	Recommendations to Executive Board	Executive Board consider a proposed new Housing Policy
Development of Brown field Sites			
Development of Guidance/protocol for Developers	Workshop?		
Council houses being used as offices and the Directorate's approach to the disposal of property in general	To consider a report of the Director of Housing on Council houses being used as offices To consider a report of the Director of City Development on the Directorate's approach to the disposal of property in general		
Briefings Inquiry Report Recommendation Private Sector Housing Recommendation		Recommendation 1 Private Sector Housing Report back on outcome of adopting a more proactive and targeted integrated management approach in addressing those areas of the city that have greater housing and environmental needs.	Recommendation 3 That a progress report on the delivery of the Empty Properties Action Plan be brought back to Scrutiny before December 2012.
Budget & Policy Framework Plans		Consider position Housing Revenue, General Account, Regeneration at Period 7	
Recommendation Tracking	Affordable Housing by Private Developers	Housing Growth	
Performance Monitoring	Quarter 1 performance report SB 10/09/12 @ 10 am		

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 09.07.12

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

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 09.07.12

Area of review	Schedule of meetings/visits during 2012/13		
	March	April	May
<i>Consultation Major Change to Housing Policy</i>			
<i>Development of Brown field Sites</i>			
<i>Development of Guidance/protocol for Developers</i>			
<i>Council houses being used as offices and the Directorate's approach to the disposal of property in general</i>			
Briefings			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 3 performance report SB 11/03/13 @ 10 am		

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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

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

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.

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- (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

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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

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

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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)
<p>FIRE SAFETY WORKS IN SCHOOLS 2012/13 Approval of a programme of fire safety works in Hugh Gaitskell, Pool C/E, Wetherby St James and Bramley St Peters C/E Primary Schools. This work is to commence during the 2012/13 financial year, and the associated approval to incur expenditure.</p>	<p>Director of Children's Services</p>	<p>1/7/12</p>	<p>Consultation with schools.</p>	<p>Design and Cost report (to be submitted)</p>	<p>alex.macleod@leeds.gov.uk</p>
<p>Collection of Local Taxation Approval of Council Tax and Business Rate write offs for period 1st October 2011 to 31st March 2012.</p>	<p>Director of Resources</p>	<p>1/7/12</p>	<p>Chief Financial Officer</p>	<p>Report on values and type</p>	<p>david.levitt@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>Request to enter into a 3(+1+1) year Service Level Agreement with Adult Social Care Mental Health for the Mental Health Housing Support service</p> <p>Approval required to enter into a 3(+1+1) year Service Level Agreement with Adult Social Care Mental Health for the Mental Health Housing Support service</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/12</p>	<p>Consultation has been undertaken as part of the sector review of housing related support services for people with mental health</p> <p>Who With?: Existing service users, prospective service users, current service providers, partner agencies and other key stakeholders</p>	<p>Report to be presented to Delegated Decision Panel</p>	<p>Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
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
Yewtree and Rosewood Extra Care Provision To award a contract to Methodist Homes Association to provide 65 housing tenancies for older people residing in the Moor Allerton extra care housing provision	Director of Adult Social Services	1/7/12	Project Board and the Health and Social Care Executive Board Member	Report to the Director of Adult Social Services	susan.gamblen@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>Award of contract to Leeds Partnership Foundation Trust for the care and support services to adults with learning disabilities</p> <p>To invoke contract procedure rule 31.4 (to allow waiver of contracts procedure rule 13)</p>	<p>Director of Adult Social Services</p>	<p>1/7/12</p>	<p>Department of Health requirement for 2011/12. The following boards were advised of the requirement:</p> <ul style="list-style-type: none"> • Council Executive Board Report 2009 • Joint Commissioning Strategic Board April 2009 • Leeds Learning Disability Partnership Board 19 June 2009 	<p>Report to the Director of Adult Social Services</p>	<p>janet.wright@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Waste Solution for Leeds - Residual Waste Treatment PFI Project - Final Business Case and Contract Award</p> <p>Approve the submission of the Final Business Case (FBC) to DEFRA and approval of contract award including execution of contract documents and all land disposal authorisations for the project.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/12</p>	<p>Elected Members, LCC Internal Stakeholders, DEFRA (Central Government Sponsoring Department)</p>	<p>Delegated decision report</p>	<p>Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
<p>Collection of debts other than local taxation</p> <p>Approval of write offs for debts other than local taxation for period 1st April 2011 to 31st March 2012.</p>	<p>Director of Resources</p>	<p>1/7/12</p>	<p>Heads of Finance</p>	<p>Report on values and type</p>	<p>david.levitt@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)
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
Library Materials procurement The appointment of a selected supplier to provide library materials for a period of up to 5 years.	Chief Officer Libraries, Arts and Heritage	1/7/12	Procurement	N/A	richard.hart@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)
S106 Thorpe Lane / Bradford Road Junction Permission to finance construction of the Thorpe Lane scheme, an intrinsic part of the S106 agreement with the Sharpe Lane, Middleton Development.	Chief Officer (Highways and Transportation)	1/7/12	Member consultation, Stage 2 Safety Audit and internal consultation has taken place	Report	Sabby.khaira@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>Request authorisation from the Director of Environment and Neighbourhoods to implement the procurement recommendations for the floating support services resulting from the conclusion of the Homeless Sector Review</p> <p>The total cost for these floating services is approximately £2.2 million per annum. It is anticipated that efficiencies will be made through remodelling and tendering activity.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/12</p>	<p>Consultation has been undertaken with key stakeholders as part of the Sector Review process.</p>	<p>Report to be presented to Delegated Decision Panel</p>	<p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Request authorisation from the Director of Environment and Neighbourhoods to implement the procurement recommendations for the Building Based Services resulting from the conclusion of the Homeless Sector Review. The total current cost for these building based services is approximately £2.2 million per annum. It is anticipated that efficiencies will be made through remodelling and tendering activity.	Director of Environment and Neighbourhoods	1/7/12	Consultation has been undertaken with key stakeholders as part of the Homeless Sector Review process.	Report to be presented to the Delegated Decision Panel	neil.evans@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>LTP Highway Maintenance Additional Funding To inject external funding in to the capital programme, seek authority to spend and approve the highway maintenance work to be delivered with this money.</p>	<p>Chief Officer (Highways and Transportation)</p>	<p>1/7/12</p>	<p>Councillors will be informed of work to be done in their ward on this programme. Funding has already been approved by WYPTA for specific schemes.</p>	<p>Report to Chief Officer (Highways and Transportation)</p>	<p>andrew.bellamy@leeds.gov.uk</p>
<p>Extension of Gas Contract from 1.10.13 to 30.09.2014 To approve the decision to extend the gas contract by a further 12 months. To settle the outstanding percentage volumes of energy to take advantage of the currently favourable forward energy prices.</p>	<p>Director of City Development</p>	<p>1/7/12</p>	<p>Corporate Procurement Unit, Treasury Management.</p>	<p>Design and Cost report</p>	<p>Simeon Perry pete.lynes@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>A653 Dewsbury Road junction with A6029 Rein Road, Tingley - Proposed pedestrian crossing facilities</p> <p>To seek approval to incur expenditure and undertake the detailed design and implementation of a pedestrian crossing on the A653 Dewsbury Road junction with A6029 Rein Road, Tingley.</p>	Chief Officer (Highways and Transportation)	1/7/12	Morley South Ward Members	None	nick.borras@leeds.gov.uk
<p>Implementing a new children's services structure through the restructure of existing provision</p> <p>To take one or more decisions in connection with the proposals for the new structure including the restructure of existing provision</p>	Director of Children's Services	1/7/12	Staff, Trade Unions	Delegated Decision Report and relevant structure charts	Nigel Richardson, Director Children's Services nigel.richardson@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)
Leeds Local Implementation Plan supporting document for the West Yorkshire Local Transport Team Report requesting authority for approval of the supporting document for Leeds setting out details of the strategy and implementation proposals for Leeds included in the West Yorkshire Local Transport Plan.	Chief Officer (Highways and Transportation)	1/7/12	The document sets out issues and proposals that have been consulted on as part of the Local Transport Plan preparation process which has included Members and stakeholders	Delegated decision report	andrew.hall@leeds.gov.uk
Asbestos Removal Contract To agree the service provision for Asbestos removal within Aire Valley homes and West North West homes from 1 st July 2012.	Director of Environment and Neighbourhoods	1/7/12	Previously undertaken: The in house contractor, Property Maintenance has been consulted on the proposal for service provision post June 2012.	Internal SLA	Simeon Perry simeon.perry@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>Request to invoke Contract Procedure Rule 25.6 to vary the framework contract for the supply and management of Temporary Accommodation services</p> <p>This report requests approval to increase the minimum number of properties for which each provider on the Temporary Accommodation framework contract is guaranteed payment. This will alter the minimum contractual commitment from £353,320 per annum to £706,640 per annum but is not expected to result in any additional expenditure.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/12</p>	<p>This decision requests approval to vary the minimum guarantee of properties for an existing service. The variation will increase the minimum stated within the contract but will not have any affect clients accommodated within the service.</p>	<p>n/a</p>	<p>luke.myers@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)
Construction Skills Commissioning	Director of Environment and Neighbourhoods	1/7/12	Jobcentre Plus, Members, existing/potential providers	Delegated decision report	jane.hopkins@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>Request to invoke the first 12 month extension for the existing 3(+1+1) Service Level Agreement with Adult Social Care Learning Disabilities for the Independent Living Project (ILP) Services. Authorisation to invoke the first 12 month extension for the existing 3(+1+1) Service Level Agreement with Adult Social Care Learning Disabilities. This is for the following services:</p> <ul style="list-style-type: none"> • East North East 24/7 ILP • South South East 24/7 ILP • West North West 24/7 ILP <p>The approximate value of the 12 month extension is £3,113,533.83.</p>	Director of Environment and Neighbourhoods	1/7/12	This is to invoke the first year extension as consultation was undertaken previously when the Service Level Agreement was approved to CB and DDP in 2009.	Report to be presented to the Delegated Decision Panel	neil.evans@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>Recommendations and outcomes arising from the Strategic Sector Review for the future provision of housing related support services for Young People.</p> <p>Authorisation from the Director of Environment and Neighbourhoods to implement the recommendations and outcomes of the Strategic Sector Review for the future provision housing related support services for Young People.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/12</p>	<p>n/a</p>	<p>Report to be presented to the Commissioning Body and the Director</p>	<p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies	Director of Environment and Neighbourhoods	1/7/12	None	Delegated Decision Report	neil.evans@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)
Request to enter into the first 1 year extension period to the existing 3(+1+1) year service level agreement with Adult Social Care Mental Health Approval required to enter into the first 1 year extension period to the existing 3(+1+1) year service level agreement with Adult Social Care Mental Health for the three Transitional Housing Unit services, the Sustainment Team Floating Support Service and the Sustainment Team Accommodation Based Service.	Director of Environment and Neighbourhoods	1/7/12	Consultation has been undertaken as part of the sector review of housing related support services for people with mental health issues.	Report to be presented to the Delegated Decision Panel	neil.evans@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)
Request to enter into a Supporting People contract with St. Anne's Community Services for the St. Anne's Mental Health Floating Support Service at a total contract value of approximately £311,526.44 per annum. Authorisation to enter into a Supporting People contract with St. Anne's Community Services for the St. Anne's Mental Health Floating Support Service at a total contract value of approximately £311,526.44 per annum.	Director of Environment and Neighbourhoods	1/7/12	Quality assessment was undertaken during the life of the current contract. In addition consultation has also been carried out as part of the Mental Health sector review.	EIA Screening	simon.griffiths@leeds.gov.uk
Leeds Tenants Federation Approval of Annual Grant to Leeds Tenants Federation	Director of Environment and Neighbourhoods	1/7/12	Development of the grant agreement is in partnership with Leeds Tenants Federation. Leeds Tenants Federation will develop their service plan.	Grant Agreement and LTF Service Plan	simeon.perry@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)
Solar PV Scheme To appoint a provider to install Solar PV Systems on Council Houses, on a cost-neutral, or better, basis.	Director of Environment and Neighbourhoods	1/7/12	Proposed consultation with Executive Member for Environmental Services, relevant Ward Members and affected tenants	Delegated Decision Report	Phillip.charlton@leeds.gov.uk
Request for approval to vary the existing Supporting People Service Contract with Care & Repair (Leeds) for their Home Improvement Agency Services Approval to vary the existing Supporting People Service Contract with Care & Repair (Leeds) by increasing the value of the contract by a cost of £167,000 from 1.4.12 to 31.3.13 to provide enhanced Home Improvement Agency Services.	Director of Environment and Neighbourhoods	1/7/12	Quality assessment has been undertaken that involved detailed consultation with staff, clients and key stakeholders.	Report to be presented to the Delegated Decision Panel prior to decision being taken	nahim.mahmood-khan@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)
Young Carers Service Delegated decision required to award a new contract following conclusion of a procurement exercise.	Director of Children's Services	1/7/12	Consultation was undertaken with young carers prior to development of the service specification.	Award report to be presented at delegated decision panel	paul.bollom@leeds.gov.uk
PROVISION OF NEW MODULAR CLASSROOM ACCOMMODATION AT SWARCLIFFE PRIMARY SCHOOL Approval to proceed with works to provide additional accommodation at Swarcliffe Primary school in order to accommodate additional school pupils, and to incur expenditure from the approved capital programme	Director of Children's Services	1/7/12	Swarcliffe Primary School	Design and Cost Report	charlotte.foley@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>PROVISION OF NEW MODULAR CLASSROOM ACCOMMODATION AT NEW BEWERLEY PRIMARY SCHOOL</p> <p>Approval to proceed with works to provide additional accommodation at New Bewerley Primary school in order to accommodate additional school pupils, and to incur expenditure from the approved capital programme</p>	Director of Children's Services	1/7/12	New Bewerley Primary School	Design and Cost Report	charlotte.foley@leeds.gov.uk
<p>Contract with Leeds Community Healthcare</p> <p>Request to waive contracts procedure rule 13 and enter into a new contract with Leeds Community Healthcare</p>	Director of Children's Services	1/7/12	n/a	Waiver Report	paul.bollom@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)
Youth Inclusion Projects, Inclusion Service, Substance Misuse Treatment To agree the waiver of contracts procedure rule 13 to enter into contracts for the provision of: Youth Inclusion Projects, Inclusion Services, Substance Misuse Treatment.	Director of Children's Services	1/7/12	Children's Services Directorate, Procurement Unit, Chief Officer Concerned	Proposals from the existing contracted providers	iain.dunn@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>Leeds 10 Primaries PFI Project (PFI-10) - Outcome of TUPE Negotiations</p> <p>Recommendation that the Director of Children's Services approves this one off payment (actual figure to be confirmed within Decision Report) in respect of the TUPE settlement submitted through the 10 Primaries PFI Project.</p>	<p>Director of Children's Services</p>	<p>1/7/12</p>		<p>LCC Decision Report/TUPE Reconciliation Data (Spreadsheet)</p>	<p>nigel.wilson@leeds.gov.uk/ matthew.cooper@leeds.gov.uk</p>
<p>School calendar - academic year 2013 - 2014</p> <p>To agree the school calendar for community and voluntary controlled schools, and SILCs for the academic year 2013-2014.</p>	<p>Director of Children's Services</p>	<p>1/7/12</p>	<p>Headteacher and Governor Forums and the Teachers Joint Consultative Committee.</p>	<p>School Calendar – academic year 2013-2014</p>	<p>vicki.white@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)
Framework Agreement for the Procuring of fixed play ground equipment including MUGAs, teen shelters and skateboard BMX equipment Awarding of the Framework Contract for the supply and installation of playground equipment for a period of 3 years from the 1 st March 2012 with the option to extend for a further 2 years if so required.	Director of City Development	1/7/12	Parks and Countryside, Procurement Unit.	Tender Returns	martin.wright@leeds.gov.uk
Reinstatement works following fire damage at Temple Newsam Farm Authority to spend from insurance fund	Director of City Development	1/7/12	Corporate Procurement Unit, Insurance Section, Ward Members, Executive Member for Leisure	Design and Cost Report	anne.chambers@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)
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.	Chief ICT Officer	1/7/12	ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board.	Data Centre Improvements Business Case & DDN, SIB Report.	dave.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 - Invest To Save Initiatives 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)
Annual Pedestrian Crossing Review 2012 Chief Officer of Highways and Transportation to approve the proposals made in the report as the basis for the 2012/13 programme for introducing new pedestrian crossings	Chief Officer (Highways and Transportation)	1/7/12	Local members are advised of the progress made with their requests by the Traffic Section and notified of the final outcome of the review. Once approved each individual scheme is then taken forward for a separate delegated decision for detailed design and construction – this includes consultations with ward members and affected frontages.	Design and Cost Report - Annual Pedestrian Crossing Review 2012	kasia.speakman @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>Proposal to allow hackney carriages (taxis) to use bus lanes</p> <p>1) Authorise development and preparation of proposals to allow the use of all city bus lanes by hackney carriages (taxis).2) Request the City Solicitor to advertise Traffic Regulation Orders for the change of use of bus lanes and, if no valid objections are received, to make, seal and implement the Order(s) as advertised. 3) Progress the detailed design and specification of signing and lining changes required to support the Traffic Regulation Orders.</p>	<p>Chief Officer (Highways and Transportation)</p>	<p>1/7/12</p>	<p>Highways Board circulation, Stakeholder and Statutory consultation associated with TRO's</p>	<p>Report to the Chief Officer (Highways and Transportation)</p>	<p>andrew.hall@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)
Morley Conservation Area To amalgamate and extend the Morley Town Centre and Morley Dartmouth Park Conservation Area into the Morley Conservation Area and adopt the Morley Conservation Area Appraisal and Management Plan as non-statutory planning guidance	Chief Planning Officer	1/7/12	Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and Other bodies	Report and Morley Conservation Area Appraisal and Management Plan	phil.ward@leeds.gov.uk
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

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>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St. Anne's Community Service's for Ex-Trust Group Homes at a total contract value of approximately £442,460.32</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St. Anne's Community Service's for Ex-Trust Group Homes at a total contract value of approximately £442,460.32 per annum</p>	Director of Environment and Neighbourhoods	1/7/12	<p>Consultation Invocation of extension to existing contract previously authorised to ensure continuity of service delivery. Service will be subject to review and possible remodelling during 2013 as part of forthcoming Sector Review of supported living services for people with a Learning Disability.</p>	Report to be presented to Delegated Decision Panel	Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Total Heat - Extension of current framework contract until 31st March 2014</p> <p>This Framework contract enables ALMOs and BITMO to procure the installation of gas and eclectic heating systems. This assists the authority maintain its homes as well as maintain the Decent Homes Standard in Leeds.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/12</p>	<p>Previously undertaken: ALMOs/ BITMO have requested that this Framework contract is extended.</p>	<p>The report only</p>	<p>Simeon Perry simeon.perry@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>Request to extend the 12 month extension to the 2(+1) year contract held with Community Links at an annual value of £1,034,148.42</p> <p>Request to invoke the 12 month contract extension to the 2 (+1) year contract held with Community Links at an annual value of £1,034,148.42. This will ensure service continuity pending the implementation of the recommendations of the mental health sector review.</p>	Director of Environment and Neighbourhoods	1/7/12	Consultation has been undertaken with mental health service clients as part of a quality assessment visit and as part of the consultation during the sector review process.	Report to be presented to Delegated Decision Panel	Neil Evans, Director of Environment and Neighbourhoods luke.myers@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)
Learning Disability Day Service Modernisation Refurbishment of Bramley Fulfilling Lives Building Release/authority to spend £250K Capital for Refurbishment of Bramley Fulfilling Lives Building	Director of Adult Social Services	1/7/12	Extensive consultation has taken place over the last 3 years with service users, carers, staff and Elected Members as part of the Learning Disability Day Service Modernisation programme	DDP Report and EDCI Impact Assessment	andrew.rawnsley@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>Advocacy Consortia Model To approve request to invoke Contracts Procedure Rule 31.1 to waive Contract Procedure Rule 13 to enter into a contract with the Advonet from 1st April 2013 to 31st March 2016.</p>	<p>Director of Adult Social Services</p>	<p>1/7/12</p>	<p>The joint advocacy review in 2009 included extensive consultation with service users and demonstrated that there is a strong case for advocacy services but that they were working under pressure and in some cases lacked resources to be able to extend their services. Since this time there has been ongoing consultation with advocacy providers and their customers, including involvement of management steering groups. ASC, NHS, ABL and Advocacy providers have worked closely together to develop this model in order to ensure it is fit for purpose and will continue to do so. A 'Briefing Paper' was presented to Councillors on January 27th 2012 outlining the action undertaken to date and the future plans for short term, issue based independent advocacy in the city. Throughout the duration of the contract consultation will take place with customers and stakeholders to assess the effectiveness of the service.</p>	<p>Waiver Report</p>	<p>mick.ward@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>Broadband for economic growth To seek authority to spend £3m to roll out super fast, ultra fast and wireless in Leeds.</p>	<p>Executive Board (Portfolio: Development and the Economy)</p>	<p>18/7/12</p>	<p>Ward Members, Executive Member for the Development and Economy, Executive Member for Leisure, Jobs and Skills, industry consultation and business surveys and engagement.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>tom.holvey@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>RE:FIT phase 2</p> <ul style="list-style-type: none"> - Approve the project proposals for RE:FIT phase 2, including the associated portfolio of buildings. - Approve the injection of £1.500 million into the capital programme, to be fully funded by unsupported borrowing. - Approve the expenditure of up to £1.500 million on this project. - Delegate authority to the Director of City Development to approve any changes to the portfolio of buildings falling under the RE:FIT phase 2 proposals, in terms of additions or removals. - Delegate authority to the Director of City Development to approve the award of the contract. 	<p>Executive Board (Portfolio: Development and the Economy)</p>	<p>18/7/12</p>	<p>Stakeholders (council functions and buildings) are currently being consulted on the proposals and there will be continued dialogue and consultation throughout the entire process. Furthermore, the lead members with portfolios covering sport and active recreation, environment, and heritage are in the process of being briefed.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>polly.cook@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)
Environment Policy Refresh To endorse the updated Environment Policy	Executive Board (Portfolio: The Environment)	18/7/12	The environment policy has been discussed with the Executive Member for the environment, CLT and Directorate Senior Management Teams.	The report to be issued to the decision maker with the agenda for the meeting	jon.andrews@leeds.gov.uk
Proposed Hotel alongside the Arena, Clay Pit Lane, Leeds 2 Approval in principle to leasing a site for the development of a hotel alongside the Arena, Clay Pit Lane, Leeds 2	Executive Board (Portfolio: Development and the Economy)	18/7/12	Ward Members, Executive Member	The report to be issued to the decision maker with the agenda for the meeting	richard.fenton@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

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)
Resident Permit Parking Policy To approve the draft Resident Permit Parking Policy	Executive Board (Portfolio: Development and the Economy)	18/7/12	The report is based on the current working practices developed following the consultation on specific schemes and has been discussed with the Executive Member for City Development. Individual scheme reports would still require approval from the Highways and Transportation Board which details the community consultation on a scheme.	The report to be issued to the decision maker with the agenda for the meeting	Derek Howell howard.claxton@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

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>Capital Programme Quarter 1 update for 2012 - 2015 To provide a quarter 1 update on the capital programme over the period 2012-2015</p>	<p>Executive Board (Portfolio: Leader of Council)</p>	<p>18/7/12</p>	<p>None</p>	<p>The report to be issued to the decision maker with the agenda for the the meeting</p>	<p>Alan Gay, Director of Resources alan.gay@leeds.gov.uk</p>
<p>Community Asset Transfer of the former Holbeck Day Centre to Holbeck Elderly Aid To grant a 50 year peppercorn lease on a full repairing and insuring basis for the former Holbeck Day Centre to Holbeck Elderly Aid.</p>	<p>Executive Board (Portfolio: Development and the Economy)</p>	<p>18/7/12</p>	<p>Holbeck Elderly Aid have undertaken consultation with potential users and the wider community as part of their detailed feasibility study. Local people and other stakeholders, including the Holbeck Partnership Steering Group, have been given the opportunity to help Holbeck Elderly Aid develop their plans and findings have been incorporated into the final proposal.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Neil Charlesworth neil.charlesworth@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>Community Asset Transfer of Holbeck Youth Centre to Health for All (Leeds) Ltd To grant a 25 year peppercorn lease on a full repairing and insuring basis for Holbeck Youth Centre to Health for All (Leeds) Ltd.</p>	<p>Executive Board (Portfolio: Development and the Economy)</p>	<p>18/7/12</p>	<p>Health for All (Leeds) Ltd have undertaken consultation with all centre users and with the wider community through the Holbeck Steering Group. Support for the proposal has been unanimous. Consultees have been actively engaged and have contributed to the design process through workshops held at the centre.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Neil Charlesworth neil.charlesworth@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>Community Asset Transfer of the former Bramley Lawn Day Centre to Bramley Elderly Action To grant a 25 year peppercorn lease on a full repairing and insuring basis for the former Bramley Lawn Day Centre to Bramley Elderly Action. The transfer will enable Bramley Elderly Action to open a new community facility in Bramley & Stanningley Ward that will be available to all residents of the local area, with a particular focus on older people.</p>	<p>Executive Board (Portfolio: Development and the Economy)</p>	<p>18/7/12</p>	<p>Bramley Elderly Action have undertaken consultation with potential users and the wider community, including an open day held in September 2011. Local people have been given the opportunity to help Bramley Elderly Action develop their plans and findings have been incorporated into the final proposal.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Neil Charlesworth neil.charlesworth@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)
Travel Plan SPD Approve Travel Plan Supplementary Planning Document as adopted part of the Local Development Framework.	Executive Board (Portfolio: Development and the Economy)	18/7/12	The draft SPD has gone through significant internal consultation and a full statutory external consultation. Amendments have been made to the SPD as a result of these conditions.	The report to be issued to the decision maker with the agenda for the meeting	nathan.huntley@leeds.gov.uk
PROVISION OF NEW MODULAR CLASSROOM ACCOMMODATION AT HUGH GAITSKELL PRIMARY SCHOOL Approval to proceed with works to provide additional accommodation at Hugh Gaitskell Primary school in order to accommodate additional school pupils, and to incur expenditure from the approved capital programme	Executive Board (Portfolio: Children's Services)	18/7/12	Hugh Gaitskell Primary School	The report to be issued to the decision maker with the agenda for the meeting	alex.macleod@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>Permission to consult on school place expansions for 2014 Permission to consult on proposals for permanent school places for 2014</p>	<p>Executive Board (Portfolio: Children's Services)</p>	<p>18/7/12</p>	<p>All ward members to be consulted prior to Exec Board to ensure they support testing through consultation. If approved, a formal statutory 6 week consultation period would follow 11 June to 27 July 2012 with prescribed consultees and other local stakeholders. This would include area committees and all ward members city wide.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>stuart.gosney@leeds.co.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>Re-provision of the Five Neighbourhood Network Services in the East Area of Leeds</p> <p>Award of the Contracts for the Five Neighbourhood Network Services in the East Area of Leeds.</p>	<p>Executive Board (Portfolio: Adult Social Care)</p>	<p>18/7/12</p>	<p>The tendering exercise has used the same service specification as the 2009 citywide Neighbourhood Network tender and the process has been developed to have greater engagement with key stakeholders, including older people, carers, service providers, the third and independent sectors and Elected Members</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>mick.ward@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)
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
NGT - update on progress and spending approvals Update on progress / approval to spend	Executive Board (Portfolio: Development and the Economy)	18/7/12	Extensive consultation already undertaken	The report to be issued to the decision maker with the agenda for the meeting	andrew.wheeler@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>Holt Park District Centre</p> <p>1) Approval to the Draft Informal Planning Statement as a guide to future development proposals for this site.</p> <p>2) Approval to commence public consultation on the draft Informal Planning Statement</p>	Executive Board (Portfolio: Development and the Economy)	18/7/12	Executive Member for Development and the Economy and Ward Members	The report to be issued to the decision maker with the agenda for the meeting	ben.middleton@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)
Adult Social Care Technology Component Business Replacement of the current Adult Social Care case management recording system and supporting technical components. Presentation of final business case, approval of recommended option and supporting funding.	Executive Board (Portfolio: Adult Social Care)	18/7/12	Adult Social Care staff at all levels Adult Social Care Partners (via Informatics board)	The report to be issued to the decision maker with the agenda for the meeting	Steve Hume steve.hume@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)
Outcome of statutory notice regarding change of age range of Brodetsky Primary School Decision on proposal to change of age range of Brodetsky Primary School	Executive Board (Portfolio: Children's Services)	18/7/12	The proposal is brought forward by the governing body of the school, who have managed the consultation process and have consulted local ward members.	The report to be issued to the decision maker with the agenda for the meeting	stuart.gosney@leeds.gov.uk
Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified	Executive Board (Portfolio: Leader of Council)	18/7/12		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

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>Charges for Non-Residential Adult Social Care Services To set out the work undertaken on the further review of charges approved by Executive Board in July 2011 and request Executive Board to approve proposals that will be subject to public consultation</p>	<p>Executive Board (Portfolio: Adult Social Care)</p>	<p>18/7/12</p>	<p>A three-month public consultation period will take place on the proposals before Executive Board is asked to approve any changes. The consultation will involve service users and carers, service user and carer led groups and forums, VCFS organisations, partner organisations, staff and elected members. Consultation methods will be tailored to the stakeholder groups and will include briefing documents, the opportunity to respond in writing or electronically via Talking Point, and group discussions. Elected members are involved in developing the proposals for consultation through a cross party Members Advisory Board.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Ann Hill Ann.hill@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)
Land Proposals for Eastgate Development To move forward with land assembly proposals for the Eastgate Development	Executive Board (Portfolio: Development and the Economy)	18/7/12	Leader and Executive Member for Development and the Economy	The report to be issued to the decision maker with the agenda for the meeting	rowena.hall@leeds.gov.uk
Leeds Community Learning Programme 2012-13 Award of contract(s) following a procurement exercise, to deliver Community Learning provision from August 2012 (Formal First Step and Community Learning funding)	Director of Environment and Neighbourhoods	30/8/12	Consultation has taken place with the Executive Member Leisure and Skills and the Executive Board Member, formerly Neighbourhoods, Housing and Regeneration. There has been specific internal consultation with Children's Services and City Development and external partners including Jobcentre Plus, the Skills Funding Agency, training providers and local FE/HE representatives	None	sue.wynne@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)
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	Chief Officer Resources and Strategy	1/9/12	Planning Policy and Improvement, Procurement Unit, Chief Officer concerned	Tender Submissions	suzanne.hopes@leeds.gov.uk
Outcome of consultation on expansion of school places for 2014 Permission to publish statutory notices for the proposals	Executive Board (Portfolio: Children's Services)	5/9/12	The report will summarise the formal statutory 6 week consultation period held 11 June to 27 July 2012 with prescribed consultees and other local stakeholders. This includes area committees and all ward members city wide.	The report to be issued to the decision maker with the agenda for the meeting	stuart.gosney@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>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>Learning Disability Day Service Modernisation Refurbishment of Rothwell Fulfilling Lives Building Release / authority to spend £1,100,000 Capital for refurbishment of Rothwell Fulfilling Lives Building</p>	<p>Executive Board (Portfolio: Adult Social Care)</p>	<p>5/9/12</p>	<p>Extensive consultation has taken place over last 3 years with service users, carers, staff and Elected Members as part of the learning Disability Day Service Modernisation programme; further consultation will take place including Ward Members</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>andrew.rawnsley@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>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>
<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>17/10/12</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>

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>Outcome of competitions for two new primary schools To determine the outcome of the competitions held to open two new primary schools.</p>	<p>Executive Board (Portfolio: Children's Services)</p>	<p>17/10/12</p>	<p>The competitions were approved following formal statutory consultation held 12 Sep – 11 Oct 2011. This included consultation with and members directly and through area committees, and with all other stakeholders. Following the competition, a statutory notice was published describing the bids received, and advertised to ward members and all other stakeholders. A public meeting was held during the notice period, to allow members of the public and other stakeholders to find out more about the bids. Information on the views expressed during that notice period form the basis of the report.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>stuart.gosney@leeds.gov.uk</p>

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)
Children & Young People's Plan (includes Children and Families City Priority Plan and Youth Justice Plan)	Council	July 2013	Via Executive Board, Scrutiny Board (Children and Families), Leeds Initiative Board, Children's Trust Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
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)

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Development Plan documents	Council		Via Executive Board, Scrutiny Board (Regeneration)	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Plans and alterations which together comprise the Development plan	Council		Via Executive Board, Scrutiny Board (Regeneration)	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Licensing Authority Policy Statement (Gambling Policy)	Council	November 2012	Via Executive Board, Scrutiny Board (Resources and Council Services), Licensing Committee, stakeholders, general public, Ward Members, current licensees	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
Insertion of Large Casino Section	Council	18 th January 2012			
Health and Wellbeing City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Health & Wellbeing and Adult Social Care), Leeds Initiative Board, Health and Wellbeing Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Care

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Safer and Stronger Communities Plan (includes Safer and Stronger Communities City Priority Plan)	Council	July 2013	Via Executive Board, Scrutiny Board (Safer and Stronger Communities), Leeds Initiative Board, Safer and Stronger Communities Partnership Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Sustainable Economy and Culture City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Sustainable Economy and Culture), Leeds Initiative Board, sustainable Economy and Culture Partnership Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Housing and Regeneration City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Regeneration), Leeds Initiative Board, Housing and Regeneration Partnership Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Local Flood Risk Management Strategy	Council		Via Executive Board, Scrutiny Board (Sustainable Economy and Culture)	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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.

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