
SCRUTINY BOARD (HOUSING AND REGENERATION)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 24th June, 2014 at 1.30 pm

(A pre-meeting will take place for ALL Members of the Board at 1.00 pm)

MEMBERSHIP

Councillors

D Collins	Horsforth;
P Grahame	Cross Gates and Whinmoor;
G Hussain	Roundhay;
M Iqbal	City and Hunslet;
D Nagle	Rothwell;
Whips Nominee	Liberal Democrat
J Procter (Chair)	Wetherby;
J Pryor	Headingley;
A Smart	Armley;
C Towler	Hyde Park and Woodhouse;
G Wilkinson	Wetherby;

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

Agenda compiled by:
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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>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 have been identified.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 25 MARCH 2014</p> <p>To confirm as a correct record the minutes of the meeting held on 25 March 2014</p>	1 - 4
7			<p>SCRUTINY BOARD TERMS OF REFERENCE</p> <p>To receive a report presenting the Board's Terms of Reference</p>	5 - 10
8			<p>CO-OPTED MEMBERS</p> <p>To consider a report on the appointment of co-opted members to Scrutiny Boards</p>	11 - 16
9			<p>PROTOCOL BETWEEN THE TENANT SCRUTINY BOARD AND SCRUTINY BOARD (HOUSING AND REGENERATION)</p> <p>To note the protocol outlining the Scrutiny Board's relationship with the Tenant Scrutiny Board</p>	17 - 28

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>2013/14 QUARTER 4 PERFORMANCE REPORT</p> <p>To consider a report summarising quarter 4 performance data relevant to the Scrutiny Board's portfolio</p>	29 - 38
11			<p>SOURCES OF WORK</p> <p>To consider a report on potential sources of work for the Scrutiny Board</p>	39 - 58
12			<p>WORK SCHEDULE</p> <p>To consider the Board's work schedule for the forthcoming municipal year</p>	59 - 64
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 29 July 2014 at 1.30pm (pre-meeting for all Board Members at 1.00pm)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

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SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 25TH MARCH, 2014

PRESENT: Councillor J Procter in the Chair

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

94 Chair's Opening Remarks

The Chair made reference to the Council's new protocol relating to third party recording of Committees, Boards and Panels, including both video and audio recording. Copies of this protocol were made available at the meeting.

95 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late information:

- Agenda item 11, Progress in delivering housing on Council brownfield land – Council brownfield land update schedule. (Minute No. 103 refers)

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

96 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

97 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor B Atha. Notification had been received that Councillor M Harland was to substitute for Councillor B Atha.

98 Minutes - 25 February 2014

RESOLVED – That the minutes of the meeting held on 25 February 2014 be approved as a correct record.

99 Update report on schemes providing kitchen appliances to tenants

The Director of Environment and Housing submitted a report which provided an update on developing a scheme that would provide cookers to tenants in need.

The following were in attendance for this item:

- John Statham, Head of Housing Partnerships, Environment and Housing.
- Lorraine Wright, Housing Services Manager (Relationship Management), Environment and Housing
- Janice Frost, Waste Policy Officer, Environment and Housing
- Ali Ward, Emmaus Leeds
- Annette Haigh, St Jude's Furniture Store, Leeds.

The key areas of discussion were:

- Concern that re-use organisations lacked sufficient supply of appliances to meet individual needs.
- Exploring opportunities to provide re-use organisations with loans and appropriate Council storage to enable them to bulk buy unwanted appliances.
- Cost and maintenance issues associated with re-using gas cookers.
- Generating greater publicity of re-use schemes in Leeds, particularly through the Council's website and social media.
- Exploring opportunities aimed at improving links between Council contractors and re-use organisations.
- Developing a more co-ordinated approach to accessing void properties.
- The new role of Area Committees in relation to bulky waste services.

RESOLVED – That the contents of the report be noted and that a further report be brought back to the Scrutiny Board developing the above issues.

100 Local lettings policies

The Chief Officer (Strategic Housing) submitted a report which provided the Scrutiny Board with an overview of the types of local lettings policies (LLPs) in operation in Leeds and an evaluation of their effectiveness.

The following were in attendance for this item:

- Liz Cook, Chief Housing Officer, Environment and Housing.

RESOLVED –

- (a) That the contents of the report be noted
- (b) That the Chief Officer (Housing Management) reviews the current local lettings policies by October 2014 to ensure they meeting their stated

objectives, following the proposed review process outlined in section 3.25 to the report.

(c) That the Scrutiny Board be formally consulted as part of the review.

(Councillor G Wilkinson left the meeting at 11.30am during the consideration of this item.)

101 Permitted development changes to house extensions and office to residential

The Chief Planning Officer submitted a report which provided an update on the impact and policy implications for Leeds of the changes in permitted development rights.

The following information was appended to the report:

- An extract from the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013
- A list of office to residential schemes.

The following were in attendance for this item:

- Martin Sellens, Head of Planning Services, City Development.

RESOLVED – That the contents of the report be noted.

102 Quarter 3 Performance Report

The Director of Environment and Housing and the Director of City Development submitted a joint report which provided a summary of performance against the strategic priorities for the council and city relevant to the Scrutiny Board.

The following information was appended to the report:

- A summary of performance at Quarter 3 across both City Priority Plan (CPP) and Best Council Plan (BCP) priorities.

The following were in attendance for this item:

- Simon Costigan, Chief Officer (Housing Management)
- Paul Maney, Head of Strategic Planning, Policy and Performance, City Development
- Debra Scott, Head of Performance and Service Review, Environment and Housing.

The main areas of discussion were:

- Clarification sought regarding the level of tenant arrears. It was agreed to provide Members with a further report about this.

- Concern about the percentage of repairs not completed within target. It was advised that this could be due to the nature of the work being undertaken. There were 3 types of repairs; emergency, general and priority repairs.

RESOLVED – That the contents of the report be noted and that a further report be brought back to the Scrutiny Board on tenant arrears.

(Councillor D Nagle left at 12 noon and Councillor M Iqbal at 12.05pm, during the consideration of this item.)

103 Progress in delivering housing on Council brownfield land

The Head of Scrutiny and Member Development submitted a report which presented an update on progress in delivering housing on Council brownfield land.

RESOLVED –

- (a) That the Scrutiny Board notes the updated position.
- (b) That the Council brownfield land update schedule be reported back to a future meeting of the Scrutiny Board.

104 Work Schedule

The report of the Head of Scrutiny and Member Development presented the Board's latest work schedule for the 2013/14 municipal year.

Members were advised that the next meeting would be used to undertake site visits that the Scrutiny Board requested, to view "developments which included the provision of affordable homes to review the quality and location of these within the site". Members expressed a preference to visit the following sites:

- 1) Royal Gardens, Cemetery Road, Pudsey
- 2) Netherfield Road, Guiseley.

RESOLVED – That the updated work schedule be approved and that the other items currently scheduled for April be deferred to the June meeting of the Scrutiny Board.

105 Date and Time of Next Meeting

Tuesday, 29 April 2014 at 10.00am (Site visits)

(The meeting concluded at 12.18pm)



Report author: Kate Arscott

Tel: 247 4189

Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 24 June 2014

Subject: Scrutiny Board Terms of Reference

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

Summary of main issues

1. This report presents the terms of reference for the Housing and Regeneration Scrutiny Board for Members' information.

Recommendation

2. Members are requested to note the Scrutiny Board's terms of reference.

1.0 Purpose of this report

- 1.1 This report presents the terms of reference for the Housing and Regeneration Scrutiny Board.

2.0 Background information

Scrutiny Board's terms of reference

- 2.1 The Annual Review of the Constitution more often than not identifies areas for amendment in relation to the Scrutiny Boards' terms of reference to ensure consistency in wording and provide procedural clarity.
- 2.2 On this occasion there has been a change to the remit of this Scrutiny Board to reflect the fact that the Housing and Regeneration Partnership Board is no longer meeting. The terms of reference are attached for Members' information (Appendix A).
- 2.3 The Board's terms of reference are related to the housing functions delegated to the Director of Environment and Housing. In general terms, these cover the following areas:
- The authority's role as housing authority
 - The condition and occupation of housing
 - Caravan sites and land occupied by travelling people

The following function delegated to the Director of City Development also falls within the remit of this Scrutiny Board:

- Area based housing led regeneration
- 2.4 In terms of Executive Members, the Scrutiny Board's role encompasses the areas of responsibility assigned to the Executive Members for
- Neighbourhoods, Planning and Personnel in relation to housing services
 - Transport and Economy in relation to housing investment.

3.0 Corporate Considerations

Consultation and Engagement

- 3.1 No consultation was carried out on the amendment as it was for updating purposes only. The Council's Constitution was formally considered and approved by Council on 9 June 2014.

Equality and Diversity / Cohesion and Integration.

- 3.2 In line with the Scrutiny Board Procedure Rules, the Scrutiny Boards will continue to ensure through service review that equality and diversity/cohesion and integration issues are considered in decision making and policy formulation.

Council Policies and City Priorities

3.3 The terms of reference of the Scrutiny Boards continue to promote a strategic and outward looking Scrutiny function that focuses on the City Priorities. Scrutiny Boards will continue to review outcomes, targets and priorities within the Business Plan and specific “Best City for.... ” priorities set out within the City Priority Plan.

Resources and Value for Money

3.4 This report has no specific resource and value for money implications.

Legal Implications, Access to Information and Call In

3.5 This report has no specific legal implications.

Risk Management

3.6 This report has no risk management implications.

4.0 Recommendation

4.1 Members are requested to note the Scrutiny Board’s terms of reference.

5.0 Background documents¹

5.1 None

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

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Scrutiny Board (Housing and Regeneration)

The Scrutiny Board (Housing and Regeneration) is authorised to discharge the following overview and scrutiny functions¹:

1. to review or scrutinise decisions made or other action taken in connection with any council or executive function or any matter which affects the authority's area or the inhabitants of that area;²
2. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council;
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy³ within the Budget and Policy Framework;⁴
4. to review or scrutinise executive decisions that have been Called In;
5. to review outcomes, targets and priorities within the Council Business Plan and the Best city to live priorities within the City Priority Plan;
6. to receive requests for scrutiny and councillor calls for action and undertake any subsequent work; and
7. to make such reports and recommendations as it considers appropriate and to receive and monitor formal responses to any reports or recommendations made.

¹ In relation to functions delegated to the Director of Environment and Housing under the Officer Delegation Scheme (Executive Functions) paragraphs 2(a) to (c) ,and to the Director of City Development under the Officer Delegation Scheme (Executive Functions) paragraph 2(p) whether or not those functions are concurrently delegated to any other committee or officer.

² Including matters pertaining to outside bodies and partnerships to which the authority has made appointments.

³ Namely the Regeneration City Priority Plan.

⁴ In accordance with Budget and Policy Framework Procedure Rules.

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Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 24 June 2014

Subject: Co-opted Members

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. For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards.
2. This report provides guidance to the Scrutiny Board when considering the appointment of co-opted members. There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are set out in Article 6 of the Council's Constitution and are also summarised within this report.

Recommendation

3. In line with the options outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

1 Purpose of this report

- 1.1 The purpose of this report is to seek the Scrutiny Board's formal consideration of the appointment of co-opted members to the Board.

2 Background information

- 2.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. For those Scrutiny Boards where co-opted members have previously been appointed, such arrangements have tended to be reviewed on an annual basis, usually at the beginning of a new municipal year. However, the appointment of co-opted members has not always been routinely considered across all Scrutiny Boards.

3 Main issues

General arrangements for appointing co-opted members

- 3.1 It is widely recognised that, in the right circumstances, co-opted members can significantly aid the work of Scrutiny Boards. This is currently reflected in Article 6 (Scrutiny Boards) of the Council's Constitution, which outlines the options available to Scrutiny Boards in relation to appointing co-opted members.
- 3.2 In general terms Scrutiny Boards can appoint:
- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council ; and/or,
 - Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.3 In the majority of cases the appointment of co-opted members is optional and is determined by the relevant Scrutiny Board. However, Article 6 makes it clear that co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge which would be of assistance to the Scrutiny Board. Particular issues to consider when seeking to appoint a co-opted member are set out later in the report.
- 3.4 There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are also set out in Article 6 (Scrutiny Boards) of the Council's Constitution and are summarised below.

Arrangements for appointing specific co-opted members

Education Representatives

- 3.5 In addition to elected Members appointed by Council, the Local Government Act 2000 states that the relevant Scrutiny Board dealing with education matters shall include in its membership the following voting representatives in accordance with statutory requirements:

- One Church of England diocese representative¹
- One Roman Catholic diocese representative¹
- Three parent governor representatives²

3.6 The number and term of office of education representatives is fixed by full Council and set out in Article 6. Representatives of the Church of England and Roman Catholic dioceses are nominated by their diocese and parent governor representatives are elected. Such representatives are then notified to the Scrutiny Board and their appointment confirmed.

3.7 Where the Scrutiny Board deals with other non-educational matters the co-opted members may participate in any discussion but shall not be entitled to vote on those matters.

Crime and Disorder Committee

3.8 In accordance with the requirements of the Police and Justice Act 2006, the Council has designated the Scrutiny Board (Safer and Stronger Communities) to act as the Council's crime and disorder committee.

3.9 In its capacity as a crime and disorder committee, the Scrutiny Board (Safer and Stronger Communities) may co-opt additional members to serve on the Board, providing they are not an Executive Member.

3.10 The Scrutiny Board (Safer and Stronger Communities) may limit the co-opted member's participation to those matters where the Scrutiny Board is acting as the Council's crime and disorder committee.

3.11 Unless the Scrutiny Board (Safer and Stronger Communities) decides otherwise, any co-opted member shall not be entitled to vote and the Board may withdraw the co-opted membership at any time.

Issues to consider when seeking to appoint co-opted members

3.12 Currently, there is no overarching national guidance or criteria that should be considered when seeking to appoint co-opted members. As a result, there is a plethora of methods employed within Councils for the appointment of co-optees to Overview and Scrutiny Committees (Scrutiny Boards). For example, some Councils use "job descriptions", some carry out formal interviews and some advertise for co-optees in the local press, with individuals completing a simple application form which is then considered by Members.

3.13 The Constitution makes it clear that 'co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board'. In considering the appointment of co-opted members, Scrutiny Boards should be satisfied that a co-opted member can use their specialist skill or knowledge to add value to the work of the Scrutiny Board. However,

¹ Article 6 states this appointment shall be for a term of office that does not go beyond the next Annual Meeting of Council

² Article 6 states these appointments shall be for a four-year term of office

co-opted members should not be seen as a replacement for professional advice from officers.

- 3.14 Co-opted members should be considered as representatives of wider groups of people. However, when seeking external input into the Scrutiny Board's work, consideration should always be given to other alternative approaches, such as the role of expert witnesses or use of external research studies, to help achieve a balanced evidence base.
- 3.15 When considering the appointment of a standing co-opted member for a term of office, Scrutiny Boards should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference. To help overcome this, Scrutiny Boards may wish to focus on the provision available to appoint up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.16 Despite the lack of any national guidance, what is clear is that any process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of Scrutiny Boards.

4.0 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 During 2010/11, the guidance surrounding co-opted members was discussed by the Scrutiny Chairs and it was agreed that individual Scrutiny Boards would consider the appointment of co-optees on an individual basis.

4.2 Equality and Diversity / Cohesion and Integration.

- 4.2.1 The process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of the Scrutiny Board. In doing so, due regard should also be given to any potential equality issues in line with the Council's Equality and Diversity Scheme.

4.3 Council Policies and City Priorities

- 4.3.1 The Council's Scrutiny arrangements are one of the key parts of the Council's governance arrangements. Within the Council's Constitution, there is particular provision for the appointment of co-opted members to individual Scrutiny Boards, which this report seeks to summarise.

4.4 Resources and Value for Money

- 4.4.1 Where applicable, any incidental expenses paid to co-optees will be met within existing resources.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Where additional members are co-opted onto a Scrutiny Board, such members must comply with the provisions set out in the Member's Code of Conduct as detailed within the Council's Constitution.

4.6 Risk Management

4.6.1 As stated in paragraph 3.15 above, when Scrutiny Boards are considering the appointment of a standing co-opted member for a term of office, they should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference.

5.0 Conclusions

5.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. This report sets out the legislative arrangements in place for the appointment of specific co-opted members and also provides further guidance when seeking to appoint co-opted members.

6.0 Recommendation

6.1 In line with the options outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

7.0 Background documents³

7.1 None.

³ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Report author: Kate Arscott
Tel: 247 4189

Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 24 June 2014

Subject: Protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration)

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

Summary of main issues

1. This report presents the protocol concerning the relationship between the Housing and Regeneration Scrutiny Board and the Tenant Scrutiny Board for Members' information.

Recommendation

2. Members are requested to note the Protocol.

1.0 Purpose of this report

- 1.1 This report presents the protocol concerning the relationship between the Housing and Regeneration Scrutiny Board and the Tenant Scrutiny Board. A copy of the Protocol is attached at Appendix 1.

2.0 Background information

- 2.1 In November 2013 the Scrutiny Board received a report on the establishment of a single Tenant Scrutiny Board for Leeds, following the reintegration of housing management within the council.
- 2.2 The importance of the relationship between the Tenant Scrutiny Board and the Housing and Regeneration Board was stressed and members were invited to comment on a draft protocol to guide that relationship.
- 2.3 In particular Members emphasised the need to publicise the work of tenant scrutiny, and the importance of having a good range of people on the Tenant Scrutiny Board.
- 2.4 It is proposed that the minutes of the Tenant Scrutiny Board and the ongoing work programme will be reported to the Housing and Regeneration Scrutiny Board on a regular basis, as part of the work programme agenda item. Minutes of the Board's first meeting on 16 April 2014 are attached as Appendix 2.

3.0 Corporate Considerations

Consultation and Engagement

- 3.1 The Leeds Tenants Federation was consulted on the draft protocol and the Chairs of the three previous Tenant Scrutiny Panels. The Tenant Scrutiny Board considered and approved the protocol in April 2014.

Equality and Diversity / Cohesion and Integration.

- 3.2 There are no issues for Equality and Diversity / Cohesion and Integration.

Council Policies and City Priorities

- 3.3 The development of the Tenant Scrutiny Board is in line with Council policies and will help support City Priorities by ensuring there is a high quality Council Housing offer in the city.

Resources and Value for Money

- 3.4 This report has no specific resource and value for money implications.

Legal Implications, Access to Information and Call In

- 3.5 The development of the single Tenant Scrutiny Board is in line with The Regulatory Framework for Social Housing 2012 and the Localism Act 2011.

Risk Management

- 3.6 This report has no risk management implications

4.0 Recommendation

4.1 Members are requested to note the Protocol.

5.0 Background documents¹

5.1 None

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

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PROTOCOL BETWEEN THE TENANT SCRUTINY BOARD AND SCRUTINY BOARD (HOUSING AND REGENERATION)

Introduction

This protocol concerns the relationship between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration).

Its purpose is to ensure that:-

- (i) Mechanisms are put in place for exchanging information and work programmes so that issues of mutual concern/interest are recognised at an early stage and dealt with in a spirit of co-operation and in a way that ensures the individual responsibilities of the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration)
- (ii) There is a shared understanding of the process of referrals and exchange of information and that arrangements are in place for dealing with these.

The role of the Tenant Scrutiny Board

The role of the Tenant Scrutiny Board is to provide independent, customer led and focused scrutiny which will robustly challenge policy practice and performance to ensure that Leeds City Council provides a high quality housing service that retains tenants at the heart of the organisation.

It will do this by acting as a critical friend and through a series of reviews and inquiries make an assessment of, and where appropriate, make recommendations on the following areas:

The quality of Housing Services
Tenant Satisfaction
Performance Management

The role of Scrutiny Board (Housing and Regeneration)

The role of Scrutiny Board (Housing and Regeneration) is to scrutinise issues around housing policy and housing management, value for money and performance as well as housing led regeneration.

It will achieve this by

Providing critical friend challenge to executive policy and decision makers
Listening to the concerns of local people
Acting as an improvement committee by recommending actions for service, performance or policy change

Working values

Given the common aims of the Tenant and Scrutiny Board (Housing and Regeneration) are to improve service outcomes and to ensure the delivery of high quality, appropriate and efficient Housing services, it is vital that they:-

- (i) Work in a climate of mutual respect, courtesy and transparency in partnership;
- (ii) Have a shared understanding of their respective roles, responsibilities, priorities and different perspectives;
- (iii) Promote and foster an open relationship where issues of common interest and concern are shared and challenged in a constructive and mutually supportive way;
- (iv) Share work programmes and information or data they have obtained to avoid the unnecessary duplication of effort.

Whilst recognising the common aims and the need for closer working, it is important to remember that the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration) are independent bodies and have autonomy over their work programmes, methods of working and any views or conclusions they may reach.

The Tenant Scrutiny Board will

Have a discussion with Scrutiny Board (Housing and Regeneration) at the start of the municipal year over potential work programme topics

Share with Scrutiny Board (Housing and Regeneration) its on going work programme

Circulate any final inquiry report to the Chair of Scrutiny Board (Housing and Regeneration)

Provide Scrutiny Board (Housing and Regeneration) with an annual report of its work and achievements

Give due consideration to requests for Scrutiny

Inform Scrutiny Board (Housing and Regeneration) of any findings of concern regarding Housing Services

The Tenant Scrutiny Board may

Request that Scrutiny Board (Housing and Regeneration) undertake a scrutiny inquiry

Co-opt a member of the Scrutiny Board (Housing and Regeneration) for the duration of an Inquiry

The Scrutiny Board (Housing and Regeneration) will

Have a discussion with the Tenant Scrutiny Board at the start of the municipal year over potential work programme topics

Share with the Tenant Scrutiny Board its on-going work programme

Circulate any final inquiry report to the Chair of the Tenant Scrutiny Board

Give due consideration to requests for Scrutiny

Inform the Tenant Scrutiny Board of any findings of concern regarding Housing Services

The Scrutiny Board (Housing and Regeneration) may

Request that the Tenant Scrutiny Board undertake a particular piece of work in order to inform the Board of public opinion and experience of services where there are particular concerns and enable the public to influence decisions.

Request that the Tenant Scrutiny Board contributes evidence to an inquiry

Co-opt a member of the Tenant Scrutiny Board for the duration of an Inquiry

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TENANT SCRUTINY BOARD

WEDNESDAY, 16TH APRIL, 2014

PRESENT: Steve Ilee in the Chair.

Adam Abeid, Carol Bennett, Sandra Bland,
Jim Fergusson, Michael Healey, Maddy
Hunter, Roderic Morgan, Keith Newsome,
Phillip Rone, Kevin Sharp, Barry Stanley,
Damien Walsh and Jackie Worthington

1 Election of Chair and Vice Chair

The Head of Scrutiny and Member Development submitted a report which outlined arrangements for the appointment of Chair and Vice-Chair of the Board.

It was advised that three Board Members had expressed an interest. Steve Ilee to stand for Chair and Barry Stanley and Teresa Tucker to stand as Vice Chair. In the circumstances a ballot was only required for Vice Chair. Following a vote by those Members present at the meeting, Barry Stanley was elected Vice Chair.

RESOLVED – That Steve Ilee be elected Chair of the Board and Barry Stanley be elected Vice Chair of the Board for the 2014/15 municipal year.

2 Exempt Information - Possible Exclusion of the Press and Public

No exempt information had been identified.

3 Late Items

There were no late items.

4 Apologies for Absence

Apologies for absence were submitted by Allan Gibson, Teresa Tucker and Maddie Ullah.

5 Minutes - 10 March 2014

RESOLVED – That the minutes of the meeting held on 10 March 2014 be approved as a correct record.

6 Matters arising

The following matters arising were noted:

Draft minutes to be approved at meeting date to be confirmed

- Board Members contact details to be forwarded to all Members of the Board.
- The Board to be provided with a report back of all recommendations from previous inquiries, details of whether they had been delivered and their recommendation status.
- Clarification sought regarding reimbursement of expenses. Work was ongoing to align new arrangements. Board Members were advised to contact local involvement teams until new arrangements were in place.

7 Tenant Scrutiny Board - Terms of Reference

The Head of Scrutiny and Member Development submitted a report which presented the draft terms of reference for the Tenant Scrutiny Board.

RESOLVED – That the draft terms of reference be approved.

8 Tenant Scrutiny Board - Procedure Rules

The Head of Scrutiny and Member Development submitted a report which presented the draft procedure rules for Tenant Scrutiny Board.

The key areas of discussion were:

- A proposal for quorum of the Board to be 50% plus 1 of the Board's membership.
- A proposal that the Board meets on a monthly basis with the potential for additional meetings dependent on the nature of the inquiries undertaken.
- Clarification regarding transparency and openness of information and whether arrangements were in place for Board Members to access confidential information, particularly financial and performance information. Members were advised that most financial and performance information was publically available, however there were some examples, e.g. commercially sensitive information, that was not available to Board Members. This information was disclosed on a need to know basis.

RESOLVED –

- (a) That the draft procedure rules be approved
- (b) That quorum for the Board be 50% plus 1 of the Board's membership
- (c) That the Board meets on a monthly basis with the potential for additional meetings dependent on the nature of the inquiries undertaken
- (d) That a footnote be added to the procedure rules to confirm that when used the term Scrutiny Board refers to the Tenant Scrutiny Board.

9 Protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration)

The Head of Scrutiny and Member Development submitted a report which presented a protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration).

It was suggested that an amendment be made to the protocol under the heading 'The role of the Tenant Scrutiny Board' to read as follows 'The role of the Tenant Scrutiny Board is to provide independent, customer led and focussed scrutiny which will robustly challenge policy practice and performance to ensure that Leeds City Council provides a high quality housing service that retains tenants at the heart of the organisation.'

RESOLVED – That subject to the above amendment, the protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration) be approved.

10 Learning and Development

The Head of Scrutiny and Member Development submitted a report which presented an opportunity for Board Members to consider learning and development options.

The Chair welcomed to the meeting, Tim Young, Independent consultant and trainer, to outline the various options for consideration. These included;

- Topic selection and work programming
- Scoping and carrying out a scrutiny review
- Questioning and listening skills
- Assessing information, drawing conclusions and drafting effective recommendations.

The key areas of discussion were:

- Identifying possible topics for inclusion in the work programme, including key performance and financial information relevant to the Board. In addition, reference was made to minutes of Housing Advisory Board and other key information sources, which could be used to help inform the Board's work programme.
- Suggestion that the next meeting be used primarily as a training session to facilitate discussion around possible topics and sources of work for inclusion in the Board's work programme.

RESOLVED – That the next meeting of the Board be used primarily as a training session to facilitate discussion around possible topics and sources of work for inclusion in the Board's work programme.

11 Meeting Venues

The Head of Scrutiny and Member Development submitted a report which presented options for the consideration of future meeting venues.

Members emphasised the importance of meeting venues that were publically accessible and where there were adequate parking facilities. In view of this, Peter Marrington, Head of Scrutiny and Member Development, undertook to enquire about parking provision for Board Members at the Rosebowl car park, adjacent to the Civic Hall. In addition, Lorna Bustard, Community Engagement and Inclusion Manager, undertook to investigate other suitable meeting venues across the city that met the above criteria.

RESOLVED –

- (a) That the Board for its initial meetings endorses the principle of holding formal Board meetings at the Civic Hall, subject to clarification regarding parking arrangements for Board Members at the Rosebowl car park and that these meetings be supplemented by city wide visits when gathering inquiry evidence.
- (b) That the Board investigates other suitable meeting venues across the city that met the above criteria.

12 Schedule of Future Meeting Dates

Board Members were advised that the next meeting would be used primarily as a training session to facilitate discussion around possible topics and sources of work for inclusion in the Board's work programme.

(The meeting concluded at 3.00pm)

Report of Directors of Environment and Housing, and City Development

Report to Housing and Regeneration Scrutiny Board

Date: 24 June 2014

Subject: 2013/14 Quarter 4 Performance Report

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

Summary of main issues

1. This report provides a summary of performance against the strategic priorities for the council and city relevant to the Housing and Regeneration Scrutiny Board, in line with the process agreed at the Board's meeting on 4 February 2014.

Recommendations

2. Members are recommended to
 - Note the Quarter 4 performance information and to consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
 - Confirm whether a detailed report on rent arrears will be required for the meeting in September.

1 Purpose of this report

- 1.1 This report presents a summary of the quarter four performance data for 2013-14, and provides an update on progress in delivering the relevant priorities in the City Priority Plan 2011-15 and the Best Council Plan 2013 - 17.

2 Background information

- 2.1 Members will note that the delivery of City Priority Plan (CPP) is shared with partners across the city while the Best Council Plan (BCP) sets out the Council's key objectives and priorities. This report provides an overview of the performance relating to both plans enabling the Scrutiny Board to consider and challenge the council's performance as well as seeking to influence partners' contributions through existing partnership arrangements.
- 2.2 This report includes an Appendix showing a summary of performance at Quarter 4 across both CPP and BCP priorities.
- 2.3 Members should be aware that the current Best Council Plan is under review, and from Quarter 1 2014 – 15 progress updates are likely to reflect an amended set of priorities and measures.

3 Main issues

- 3.1 The Appendix shows progress at Quarter 4 against the three priorities relevant to the Housing and Regeneration Scrutiny Board within the City Priority Plan, and the five priorities relevant to the Board within the Best Council Plan. Members will see that some of the indicators are designed to track trends rather than report against specific targets, and for these reasons the trend indicators have not been rated. The main performance issues arising from this progress report are given below:

3.2 City Priority Plan

- 3.2.1 CPP performance measures are broadly on track. There are two performance areas that are rated amber but do not pose significant concerns:
- Empty properties (empty over 6 months) brought back into use which is slightly behind the end of year target – 97.6% of the 3,200 properties target has been reached. Issues with changes in Council Tax affected the first 6 months data which meant we were not able to send out the initial offers of help. This has affected the number of potential interventions by around 500. Targets are expected to be reached in 2014/15. The net reduction position which we are tracking is substantially above the desired target position; but is very much influenced by market trends. The position will continue to be closely monitored.
 - Council house decency is showing to be below the 95% target, and performance is reported to be mixed across the areas. The approach to maintaining decency has moved to area based investment, rather than responding to decency failures only and it was therefore anticipated that the target would be missed this year. There have also been data inputting issues which have had a further impact on performance and work to rectify data quality issues is an ongoing priority. Members are reminded that, given that the Decent Homes indicator is no longer the main driver for Council House

investment, Executive Board has asked the Director of Environment and Housing to bring forward proposals for a new Leeds Housing Standard, which can reflect the priorities of tenants and can give energy efficiency more prominence. A revised indicator will therefore need to be developed to measure performance against a new housing standard for Leeds.

3.3 **Best Council Plan**

3.3.1 In relation to BCP measures, the majority are showing improving performance within the context of significant service changes and external impacts. Members' attention are drawn to the following performance areas:

- Although good progress is being made overall with the Community Infrastructure Levy (CIL), an amber rating has been awarded to reflect the fact that the 'Winter 2013' milestone for examination was missed. This was primarily due to the Government indicating that amended Regulations would be issued, delaying the process, and to the need for the CIL Examination to follow the Core Strategy Examination. The CIL Examination will now take place in June 2014, with the Examiner's report expected at the end of August, in line with the Core Strategy report.
- The energy efficiency performance measure is a city-wide cross sector measure designed to capture all energy efficiency measures delivered to Leeds' properties by any provider, including the Council. The Council's performance has been reported for previous quarters but the position across all providers has been traditionally difficult to obtain. However, we are now able to report revised quarter 3 figures for citywide delivery from the Department of Energy and Climate Change for measures installed either using ECO (8,588 measures) or Green Deal Cashback (127 measures). Quarter 4 figures are not yet available but you can see from the quarter 3 position that we have already substantially exceeded the 5,000 target despite challenges arising from the Government's changes to ECO and Green Deal.
- Rent collection performance for 2013-14 is 97.85%. Whilst this is short of the 98.06% target, this is better than expected at the start of the year and there has been month on month improvement in quarter 4. Members may wish to note that over £1.1m in Discretionary Housing Payments (DHP) and £286k in Housing Benefit Credits have helped to minimise the impact of Welfare Reform on rent collection. The number of current tenants with arrears and the amount of arrears has decreased since Q3. Members are asked to confirm whether a more detailed breakdown and analysis of arrears will be required for the Scrutiny Board Meeting in September.
- From January we have adopted a new approach to ATVs which involves a greater number of staff and this is showing signs of an improved performance although "no access" outcomes are still an issue. Since January 1st we have hit our monthly target which suggests that in 2014/15 we will make our overall target.
- Reported performance on the number of repairs being completed within target has increased to 94.29% since the last quarter. Although overall performance for the last quarter is below the ambitious target of 99%, the actual figure for March is 99.86%. The challenge for 2014/15 will be to ensure this level of performance is sustainable.
- Relet performance remains below target but is continuing to improve. East North East Area has performed within target across the year to date and all other areas have shown quarter on quarter improvements.

- Temporary Accommodation occupancy continues its steady decrease, remaining significantly lower than previous quarters, as more households are supported to live in appropriate accommodation. In comparison with other core cities, not only are Leeds' occupancy levels considerably lower, but B&B use continues to be avoided.

4.1 Consultation and Engagement

- 4.1.1. This is an information report and as such does not need to be consulted on with the public. However all performance information is published on the council's and Leeds Initiative websites and is available to the public.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 This is an information report and not a decision so it is not necessary to conduct an equality impact assessment. However, some of the data provided will link to wider issues of equality and diversity and cohesion and integration, and there may be occasions when Scrutiny Board members will want to look more closely at these issues, and may request further information to inform their investigations.

4.3 Council policies and City Priorities

- 4.3.1 This report provides an update on progress in delivering the council and city priorities in line with the council's performance management framework.

4.4 Resources and value for money

- 4.4.1 There are no specific resource implications from this report, although some performance indicators relate to financial and other value for money aspects.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 All performance information is publicly available and is published on the council website. This report is an information update providing Scrutiny with a summary of performance for the strategic priorities within its remit and as such is not subject to call in.

4.6 Risk Management

- 4.6.1 There is a comprehensive risk management process in the Council to monitor and manage key risks. This links closely with performance management.

5 Conclusions

- 5.1 This report provides a summary of performance against the strategic priorities for the council and city related to the Housing and Regeneration Scrutiny Board.

6 Recommendations

- 6.1 Members are recommended to:

- Note the Quarter 4 performance information and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.

- Confirm whether a detailed report on rent arrears will be required for the meeting in September.

7 Background documents¹

7.1 City Priority Plan 2011 to 2015









7.2 Best Council Plan 2013 - 17

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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	A	B	C	D	E	F	G	H	I	
1	Housing and Regeneration Performance Information Quarter 4 2013/14									
2	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Quarter 4 (Q4) Result (*cumulative)	
3	Partnership Performance (City Priority Plan 2011-15)	Best City to Live	LIV 1 - Maximise regeneration investment to increase housing choice and affordability & Develop a coherent approach to meeting housing need (BCP)	BCP PI: Increase the number of new homes built per year	2200 Homes	518 Homes 	1134* Homes 	1,594* homes 	2,235* homes 	
4				BCP PI: Increase the number of new affordable homes built each year	407 Homes	98 Homes 	240* Homes 	503* homes 	690* homes 	
5				PI: Increase the number of long-term empty properties brought back into use	3200 total long term (6m+) private sector empty properties occupied	n/a due to data issues	1752* 	2265* 	3124* 	
6			LIV 2 - Enable growth of the city whilst protecting the distinctive green character of the city.	PI: Minimum ratio of 65:35 development of new homes on brownfield: greenfield land	>=65:35 ratio	67:33 ratio 	73:27* ratio 	71:29* ratio 	74:26* ratio 	
7			LIV 3 - Improve housing conditions and energy efficiency	PI: Increase the number of properties, which achieved the decency standard (measure under review)	95%	93.69% 	93.50% 	94.22% 	88.69% (data qual/strategy issues - see report)	
8			Ensuring High Quality Public Services	Develop a coherent approach to tackling poverty - Mitigate negative impacts of welfare changes e.g. homelessness, etc.	PI: Increase number of homeless preventions	>3,193 13 YE) (2012-	960 	2037* 	3366* 	4587*
9					PI: Reduce number of homeless acceptances	<763 13 YE) (2012-	88 	179* 	268* 	340*
10	Housing Management Review	Complete housing management review and implement recommendations			Milestones	On track	On track	On track	On track	
11		Improved tenant satisfaction and value for money		See housing measures below						
12	Within Council	Deliver Local Development		Core Strategy	Core Strategy submitted April 2013	Complete 	Complete 	Complete 	Complete 	
13			Examination Autumn 2013		Complete 	Complete 	Complete 	Complete 		





APPENDIX

	A	B	C	D	E	F	G	H	I
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Quarter 4 (Q4) Result (*cumulative)
2	Performance (Best Council Plan 2013-17)	Promote sustainable and inclusive economic growth	Framework	Site Allocations	Site Allocations issues and options to Development Plan Panel April 2013 and Executive Board May 2013	Complete 	Complete 	Complete 	Complete 
14				Community Infrastructure Levy (CIL)	CIL Examination Winter 2013				
15			Develop a coherent approach to meeting housing need	Tracker: There will be a 300 net reduction in long term empty homes	March 2013: 5,627 – 300 net reduction March 2014: 5,327	n/a due to data issues	4420	6131	4,747
16			Attract large-scale external investment in low-carbon technologies to Leeds	PI: Joint delivery of 5,000 energy efficiency measures in Leeds' properties per year	5,000 (cross sector delivery)	283 (LCC only) 2,454 (Cross-sector)	604* (LCC only) 4,853 (Cross-sector)	730 (LCC only) 8,715* (Cross-sector)	Please refer to Q3 for most up to date position.
17			Tracker: % of Capital Programme left to spend	To spend 100% of annual profile by end of year	City - 82% S&SE - 85% BITMO - n/a E&NE - 82% W&NW - 81%	City - 67% S&SE - 65% BITMO - n/a E&NE - 68% W&NW - 66%	City - 33% S&SE - 26% BITMO - 56% E&NE - 39% W&NW - 31%	No Q4 update yet	
18	PI: % of rent collected	City - 98.06% S&SE - 97.63% BITMO - 97.53% E&NE - 98.69% W&NW - 97.88%			City - 96.72% S&SE - 96.34% BITMO - 96.35% E&NE - 96.91% W&NW - 96.87%	City - 97.26% S&SE - 96.79% BITMO - 96.74% E&NE - 97.74% W&NW - 97.23%	City - 97.24% S&SE - 96.81% BITMO - 96.57% E&NE - 97.81% W&NW - 97.12%	City - 97.85% S&SE - 97.32% BITMO - 97.14% E&NE - 98.54% W&NW - 97.68%	
19	Tracker: Current tenants arrears	4.4m (19,147 current tenancies with arrears)			4.6m (19,259 current tenancies with arrears)	5.19m (21,845 current tenancies with arrears)	4.51m (18,942 current tenancies with arrears)		
20									

APPENDIX

	A	B	C	D	E	F	G	H	I	
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Quarter 4 (Q4) Result (*cumulative)	
2										
21	Other housing measures			PI: % of annual tenancy visits completed		measure being developed	measure being developed	City - 59.97% S&SE - 52.20% BITMO - 13.54% E&NE - 92.03% W&NW - 40.67%	City - 73.12% S&SE - 65.85% BITMO - 38.59% E&NE - 93.22% W&NW - 63.52%	
22				PI: % of repairs completed within target	99%	City - 91.53% S&SE - 88.38% BITMO - 88.22% E&NE - 92.29% W&NW - 89.71%	City - 93.43% S&SE - 93.71% BITMO - 96.26% E&NE - 93.53% W&NW - 92.97%	City - 92.34% S&SE - 95.11% BITMO - 96.94% E&NE - 89.31% W&NW - 94.20%	City - 94.29% S&SE - 95.64% BITMO - 97.59% E&NE - 92.77% W&NW - 95.05%	
23				PI: % overall satisfaction with services provided	74% (Tenant Satisfaction Survey 2012-13)					
24					PI: gross average relet days	<30 days	City - 40.18 S&SE - 43.48 BITMO - 65.23 E&NE - 26.46 W&NW - 47.16	City - 38.18 S&SE - 43.21 BITMO - 46.66 E&NE - 28.07 W&NW - 42.26	City - 35.53 S&SE - 41.13 BITMO - 43.71 E&NE - 26.38 W&NW - 38.51	City - 34.14 S&SE - 39.57 BITMO - 40.92 E&NE - 26.49 W&NW - 36.12
25					PI: number of lettable voids	City - <559 S&SE - <165 BITMO - <27 E&NE - <135 W&NW - <249	City - 533 S&SE - 155 BITMO - 28 E&NE - 123 W&NW - 227 (Week 13)	City - 469 S&SE - 158 BITMO - 26 E&NE - 116 W&NW - 169 (Week 27)	City - 429 S&SE - 143 BITMO - 17 E&NE - 122 W&NW - 147 (Week 40)	City - 413 S&SE - 122 BITMO - 34 E&NE - 124 W&NW - 133 (Week 53)
26					Tracker: number of households in PSL/ALMO temporary accommodation		97	27	5	2
27					Tracker: number of new unauthorised encampments (LCC land)		17	17	3	15

APPENDIX

	A	B	C	D	E	F	G	H	I
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Quarter 4 (Q4) Result (*cumulative)
2									
28				Tracker: number of new unauthorised encampments (private land)		3	3	0	4
29				PI: % major adaptations completed within target timescales (H&H and Social Care)	83%	83% 	85% 	92% 	88% 
30				Tracker: Count of all under-occupation cases		City - 6407 S&SE - 1472 BITMO - 220 E&NE - 2447 W&NW - 2268	City - 6055 S&SE - 1408 BITMO - 222 E&NE - 2297 W&NW - 2128	City - 5612 S&SE - 1326 BITMO - 186 E&NE - 2085 W&NW - 1997	City - 5541 S&SE - 1325 BITMO - 178 E&NE - 2072 W&NW - 1966
31				Tracker: Under-occupation total debt	March 2013: City – 634,209, AVHL – 183,026, BITMO – 14,932, ENEHL – 183,809, WNWHL – 252,442	City - 755,472 S&SE - 220,099 BITMO - 21,721 E&NE - 231,610 W&NW - 282,042	City - 788,691 S&SE - 227,300 BITMO - 34,658 E&NE - 236,159 W&NW - 290,574	City - 746,290 S&SE - 227,673 BITMO - 28,648 E&NE - 206,632 W&NW - 283,337	City - 635,364 S&SE - 207,036 BITMO - 24,763 E&NE - 154,749 W&NW - 248,817
32									



Report author: Kate Arscott
Tel: 247 4189

Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 24 June 2014

Subject: Sources of work for the Scrutiny Board

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

Summary of main issues

1. Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.

2. This report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Directors and Executive Board Members, the Scrutiny Board is requested to consider and confirm the areas of Scrutiny for the forthcoming municipal year.

Recommendation

3. Members are requested to use the attached information and the discussion with those present at the meeting to confirm the areas of Scrutiny for the forthcoming municipal year.

1.0 Purpose of this report

- 1.1 To assist the Scrutiny Board in effectively managing its workload for the forthcoming municipal year, this report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

2.0 Background information

- 2.1 Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.
- 2.2 The alignment of the Scrutiny Boards to the City Priorities continues to promote a more strategic and outward looking scrutiny function that focuses on the "Best City for..." priorities, as set out within the City Priority Plan 2011 to 2015. This city-wide partnership plan summarises the key outcomes and priorities to be delivered by the Council and its partners.

3.0 Main issues

Best Council Plan

- 3.1 A refresh of the Best Council Plan was agreed at Executive Board in March 2014, to reflect the progress made over the past year and the significant changes to the context in which the council is working, and to fully align it with the approved 2014/15 budget. The resulting 'Best Council Plan – Plan on a Page' is attached as Appendix 1.

City Priority Plan

- 3.2 As set out within its terms of reference, this Scrutiny Board is authorised to review outcomes, targets and priorities within the "Best City....to live" priorities, as set out within the City Priority Plan:

"Leeds needs investment in new homes and our aim is to attract maximum investment from the private sector and government. We will finalise our housing planning policy to grow the city in a sustainable way, while maintaining the distinctiveness of communities and a green city. We will improve our existing homes, making them more energy efficient and easier to heat. Over the next four years we will:

The four-year priorities	Headline indicators
Maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods.	Increase the number of new homes built per year. Increase the number of new affordable homes built each year. Increase the number of long-term empty properties brought back into use.

Enable growth of the city whilst protecting the distinctive green character of the city.	Improve the percentage of people satisfied with the quality of the environment.
Improve housing conditions and energy efficiency.	Increase the number of properties improved with energy efficiency measures. Increase the number of properties which achieved the decency standard.

In determining items of scrutiny work this year, the Scrutiny Board is encouraged to explore how it can add value to the work of delivering on the city priorities.

Other sources of Scrutiny work

- 3.3 The Scrutiny Boards' terms of reference are also determined by reference to Directors' delegations. As such, Scrutiny Boards have always challenged service directorates across the full range of council activities and the Scrutiny Board may therefore undertake pieces of scrutiny work in line with its terms of reference, as considered appropriate.
- 3.4 During the course of the last year, each Scrutiny Board has redefined the performance management information that it receives in line with its own requirements. The Board's performance monitoring role can often lead to the identification of areas for more detailed scrutiny. The quarter 4 performance report for 2013/14 is included as a separate item on the agenda.
- 3.5 Other common sources of work include pre-decision scrutiny, requests for scrutiny and other corporate referrals. Also attached for Members' consideration are the latest Executive Board minutes (Appendix 2).
- 3.6 Scrutiny Boards have always sought to work in partnership with one another where appropriate, in particular in cross-cutting areas which span more than one Scrutiny Board's terms of reference. In setting the work programme for the coming year, the Board is encouraged to consider areas of work which may benefit from a partnership approach.
- 3.7 The Board is also required to be formally consulted during the development of key policies which form part of the council's budget and policy framework. It is anticipated that the Scrutiny Board will be asked to contribute to the development of one such document over the coming year:
- Initial budget proposals
- 3.8 The Board's work programme will also be influenced through its relationship with the Tenant Scrutiny Board. There is a separate report elsewhere on the agenda which describes the relationship between the two bodies.

Areas of Scrutiny work brought forward from the previous year

- 3.8 Arising from the work undertaken in 2013/14, there are a number of areas of ongoing work which the Board identified for potential further scrutiny in 2014/15:

- Work with the furniture re-use organisations to provide cookers to tenants in need
- Pre-decision scrutiny of the review of local lettings policies
- Analysis of the outcomes of the programme of Annual Tenancy Visits.
- Rent arrears
- East Leeds Extension and East Leeds Orbital Road progress

3.9 The Board also received a number of regular reports last year on specific issues of interest. Members will need to consider which of these reports continue to be relevant. Where such items are retained on the Board's work programme, it is proposed that they are coordinated with the quarterly performance monitoring reports:

- Progress of the review of housing management services
- Position statements on the Housing Revenue, General Fund, Regeneration and Capital Programme accounts
- Housing on Brownfield Land progress tracking

3.10 The Board will continue to track progress against outstanding recommendations from previous scrutiny inquiries in relation to affordable housing by private developers; housing growth; private rented sector housing.

3.11 The Sustainable Economy and Culture Scrutiny Board intends to carry out pre-decision scrutiny at the appropriate time on proposals for the apportionment of the Community Infrastructure Levy and prioritisation of spending. As previously reported, the Board has agreed to invite a representative of the Housing and Regeneration Scrutiny Board to join it when it undertakes this piece of work.

4.0 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 It is recognised that in order to enable Scrutiny to focus on strategic areas of priority, each Scrutiny Board needs to establish an early dialogue with the Directors and Executive Board Members holding the relevant portfolios.

4.1.2 The Director of Environment and Housing, the Director of City Development and the Executive Members for Neighbourhoods, Planning & Personnel and Transport & Economy have been invited to attend today's meeting to discuss priority areas of work with the Scrutiny Board.

4.2 Equality and Diversity / Cohesion and Integration.

4.2.1 The Scrutiny Board Procedure Rules state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include 'to review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.

4.3 Council Policies and City Priorities

4.3.1 The terms of reference of the Scrutiny Boards promote a strategic and outward looking Scrutiny function that focuses on the City Priorities. This particular Scrutiny Board is authorised to review outcomes, targets and priorities within the Business Plan and “Best City....to live” priorities, as set out within the City Priority Plan.

4.4 Resources and Value for Money

4.4.1 Over the last few years of Scrutiny Board work, experience has shown that the process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time and focus its resources on one key issue at a time.

4.4.2 Before deciding to undertake an inquiry, the Scrutiny Board is advised to consider the current workload of the Scrutiny Board and the available resources to carry out the work.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report has no specific legal implications.

4.6 Risk Management

4.6.1 There are no risk management implications relevant to this report.

5.0 Conclusions

5.1 Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest. This report provides information and guidance on potential sources of work and areas of priority within the Board’s terms of reference. In consultation with the relevant Directors and Executive Board Members, the Scrutiny Board is requested to consider and confirm the areas of Scrutiny for the forthcoming municipal year.

6.0 Recommendations

6.1 Members are requested to use the attached information and the discussion with those present at the meeting to confirm the areas of Scrutiny for the forthcoming municipal year.

7.0 Background papers¹

7.1 None

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

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Our ambition and approach

Our Ambition is for Leeds to be the best city and Leeds City Council to be the best council in the UK: fair, open and welcoming with an economy that is both prosperous and sustainable so all our communities are successful.

Our Approach is to adopt a new leadership style of **civic enterprise**, where the council becomes more enterprising, businesses and partners become more civic, and citizens become more actively engaged in the work of the city.

Our best council outcomes

- Improve the quality of life for our residents, particularly for those who are vulnerable or in poverty;
- Make it easier for people to do business with us; and
- Achieve the savings and efficiencies required to continue to deliver frontline services.

Our best council objectives and priorities for 2013 to 2017

Supporting communities and tackling poverty – *involving people in shaping their city and tackling the challenges of poverty, deprivation and inequality*

With a focus on:

- Supporting healthy lifestyles and getting people active
- Tackling domestic violence and abuse
- Helping people out of financial hardship and into work
- Strengthening local accountability and being more responsive to the needs of local communities
- Providing accessible and integrated services

Promoting sustainable & inclusive economic growth – *improving the economic wellbeing of local people and businesses*

With a focus on:

- Meeting the skills needs of business to support growth
- Boosting the local economy
- Maximising housing growth to meet the needs of the city in line with the Core Strategy
- Providing a good and efficient transport and digital infrastructure
- Developing a low carbon, resilient energy infrastructure for the city
- Playing our full role within the combined authority and city region to make the most of devolution opportunities
- Maximising the impact of our cultural infrastructure

Building a child-friendly city – *improving outcomes for children and families.*

With a focus on:

- Ensuring the best start in life
- Reducing the number of looked after children
- Improving school attendance
- Reducing NEETs
- Raising educational standards
- Ensuring sufficiency of school places

Delivery of the Better Lives programme – *helping local people with care and support needs to enjoy better lives.*

With a focus on:

- Helping people to stay living at home
- Joining up health and social care services
- Providing choice by creating the right housing, care and support
- Promoting and supporting enterprise in the care market to increase capacity and choice

Dealing effectively with the city's waste – *minimising waste in a growing city.*

With a focus on:

- Ensuring a safe, efficient and reliable waste collection service
- Providing a long-term solution for disposing of our waste
- Increasing recycling and reducing the use of landfill

Becoming a more efficient and enterprising council – *improving our organisational design, developing our people and working with partners to effect change.*

With a focus on:

- Getting services right first time and improving customer satisfaction
- Improving how we're organised and making the best use of our assets
- Creating flexibility and the right capacity and skills in our workforce
- Becoming more enterprising
- Generating income for the council

Our values: underpinning all that we do

Working as a team for Leeds

Being open, honest and trusted

Working with communities

Treating people fairly

Spending money wisely

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EXECUTIVE BOARD

WEDNESDAY, 2ND APRIL, 2014

PRESENT: Councillor K Wakefield in the Chair

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

219 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during 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 C to the report entitled, 'Design and Cost Report for the Leeds (River Aire) Flood Alleviation Scheme', referred to at Minute No. 225 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is therefore considered that the public interest in maintaining the content of Appendix C as exempt outweighs the public interest in disclosing the information. Appendix C is exempt as disclosing the cost estimate may affect the Council's ability to secure the best financial outcome through competition.
- (b) Appendices 1(a) and 1(b) to the report entitled 'Generating Income through Advertising', referred to at Minute No. 228 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information detailed within the appendices relates to the financial or business affairs of particular organisations and the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information relates to financial offers that the Council has received in response to a published invitation to bid for the opportunities in questions it is not in the public interest to disclose this information at this point in time. Also, it is considered that the release of such information would, or would be likely to prejudice the process under which the Council is seeking to award the two licences for billboard sites and city centre 6 sheet units. It is considered that whilst there may be a public interest in disclosure, this information will be publicly available upon award of the licences and consequently the public

Draft minutes to be approved at the meeting
to be held on Wednesday, 14th May, 2014

interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

220 Late Items

There were no formal late items submitted, however, Board Members had been provided with colour versions of further visuals associated with agenda item 10, 'Design and Cost Report for the Proposed Improvement and Refurbishment of Kirkgate Market' (Minute No. 227 refers).

221 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests made during the meeting, however, comments in respect of interests were made at later points in the meeting (Minute Nos. 226 and 229 refer respectively).

222 Minutes

RESOLVED – That the minutes of the previous meeting held on 5th March 2014 be approved as a correct record.

LEADER OF COUNCIL'S PORTFOLIO

223 Financial Health Monitoring 2013/2014: Month 11

The Deputy Chief Executive submitted a report presenting the Council's projected financial position for 2013/2014 after eleven months of the financial year. The report stated that current forecasts were that the Council's general fund budget would be underspent by £3.9million.

As part of the introduction to the report, the Deputy Chief Executive corrected a figure quoted in paragraph 2 of the 'Summary of Main Issues' section. It was also noted that the intention was not to submit a further monitoring report in respect of the Council's financial health until the June 2014 Board meeting, when the final outturn position would be presented for Members' consideration.

Members welcomed the actions being taken to ensure that the benefits from the Better Care Fund would be maximised.

In conclusion, the Chair thanked all officers concerned for their continued efforts which had led to the current financial position, after 11 months of the financial year.

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

DEVELOPMENT AND THE ECONOMY

224 A6210/A657 Rodley Roundabout Improvement

The Director of City Development submitted a report detailing the total scheme costs of £3,475,000 for the Rodley Roundabout improvements initiative. In addition, the report sought authority to incur such expenditure and

also sought approval to invite tenders and to implement the proposed highway improvement works to the roundabout.

The Board welcomed the proposals to improve the A6120/A657 Rodley Roundabout, with specific reference being made to the benefit which would be gained from the provision of controlled pedestrian crossing facilities.

In highlighting the work which was also scheduled to take place to improve A65/A6012 Horsforth roundabout and also the A647/B6154 Thornbury Barracks junction, Members noted that the cumulative impact of such works would be monitored, and that every effort would be made to ensure that any disruption was minimised.

RESOLVED –

- (a) That the construction of the Council's scheme to fully signalise Rodley Roundabout with associated highway works, at an estimated cost of £3,475,000, be approved.
- (b) That approval be given to inject £3,475,000 into the City Development capital programme.
- (c) That authority be given to incur expenditure of £3,475,000 (comprising of works costs £3,202,375 and staff fee costs £272,625) funded from a Department for Transport Tranche 4 Local Pinch Point Fund Government grant of £2,432,000, a Local Transport Plan grant of £306,239, and a Private Developer section 106 receipt of £736,761.
- (d) That it be noted that the officer responsible for implementing these proposals is the Acting Head of Transport Policy and that the works would be procured through appropriate tender procedures and delivered in line with the dates identified in section 4.7 of the submitted report.
- (e) That it be noted that it is proposed to deliver the proposals contained within the submitted report with the already approved proposals for Horsforth Roundabout as a single contract.

225 Design and Cost Report for the Leeds (River Aire) Flood Alleviation Scheme

Further to Minute No. 74, 4th September 2013, the Director of City Development submitted a report providing an update on the progress of proposals to provide river flood defences for the city and provided the Board with an opportunity to agree a design freeze on the scheme. In addition, the report also sought approval to incur the necessary expenditure to implement the Leeds Flood Alleviation Scheme (LFAS) City Centre and Holbeck works.

The Board welcomed the proposals detailed within the submitted report, with reference being made to the innovative approach which had been taken towards the establishment of a flood defence system, which included the proposed development of movable weirs at Crown Point and Knostrop.

Members also welcomed the advanced flood mitigation works which began on site in Woodlesford in January 2014.

A Member highlighted the issue of home owners replacing gardens with impermeable surfaces, the potential impact that this may have in respect of local surface water levels and made enquiries into the actions being taken to monitor and address this issue. In response, officers undertook to incorporate this matter into the ongoing work which was being undertaken in respect of issues around surface water flooding, and it was noted that further information would be submitted to a future meeting of the Board.

Responding to an enquiry, the Board was provided with an update on the progress which had been made, together with the ongoing work which continued to take place in respect of the cleansing and maintenance of gullies.

The Board noted the timescales by which it was proposed the flood defence scheme for the city centre would be completed, and received assurances that there was nothing at this time to suggest that such timescales would not be met.

Following consideration of Appendix C to the submitted report, designated as exempt from publication under the provisions of 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 scheme as described within the submitted report be approved.
- (b) That the promotion of Leeds City Council unsupported borrowing of £4,540,000 from the Amber to the Green Capital Programme be approved.
- (c) That expenditure from the Capital Programme of £36,463,200 for the implementation of the Leeds Flood Alleviation Scheme works be authorised. This includes costs of £75,000 to be incurred to investigate any surface water flooding issues.
- (d) That approval be given for Leeds City Council to take responsibility for the maintenance and operation of all assets constructed as part of the Leeds (River Aire) Flood Alleviation Scheme, including the movable weirs, walls and terraces.
- (e) That authority be given to enter into a legal agreement with a third party in order to incorporate a hydropower turbine into the water course adjacent to the location of Knostrop Weir.
- (f) That the Director of City Development be authorised to negotiate and approve the detailed terms of the following:-

- (i) the acquisition of land required to facilitate the construction of the moveable weirs at Knostrop and Crown Point; and
 - (ii) the incorporation of a hydropower turbine adjacent to Knostrop Weir;
 - (iii) the licence to access property owned by the Canals & Rivers Trust and carry out works to remove a length of Knostrop Cut;
 - (iv) the acquisition of the remainder of the island at Knostrop Cut;
 - (v) any lease or other agreement required to facilitate the relocation of the Trans Pennine Trail at Knostrop Cut.
- (g) That it be noted that the Chief Officer Highways and Transportation will be responsible for the implementation of the resolutions, as detailed above.

226 Leeds City Centre Business Improvement District

Further to Minute No. 75, 4th September 2013, the Director of City Development submitted a report setting out the next steps for consideration by the Council following the completion of a detailed feasibility study regarding the potential establishment of a Leeds City Centre Business Improvement District (BID). In addition, the report presented the recommendations from the study and sought in principle support for a Leeds City Centre BID, subject to a full proposal being submitted by the private sector steering group.

Members welcomed the principle of a Leeds City Centre BID, and highlighted the vital importance of a vibrant and attractive city centre with a balanced offer of retail and leisure facilities.

Having placed emphasis upon the need to ensure that any BID threshold established did not discriminate against smaller businesses, the Board noted that the BID proposals recommended that occupiers of small premises with a rateable value below a threshold yet to be determined were exempted from a potential BID levy.

Responding to a Member's enquiry regarding those companies who may have a portfolio of several premises within a BID boundary, and whether the premises of such organisations could be aggregated for the purposes of any BID levy established, officers undertook to look further into this matter and report back to the Board accordingly.

RESOLVED –

- (a) That the principle of a Leeds City Centre BID, with the aim of improving and promoting Leeds City Centre as a leading European business location, be supported.
- (b) That agreement be given to consider the Council's support for the final bid boundary following the next phase of consultation.
- (c) That the principle of occupiers of small business units (below a certain rateable value yet to be determined) being exempted from paying additional rates be supported.

- (d) That in principle support be given for the Council to be a levy payer, subject to it being satisfied with the proposed BID boundary, business plan and levy rate.
- (e) That agreement be given to the continued partnership with the private sector in the development of a Leeds City Centre BID by approving joint funding of the next phase of work to consult further, develop a proposed BID business plan, run a campaign to encourage occupiers to vote for a BID, and hold a bid ballot in November 2014.
- (f) That approval be given to provide up to £150,000 of funding, recoverable from the BID in the event there is a 'YES' vote, to the Chamber of Commerce for the next phase of work up to the BID ballot, which is on the understanding that there will also be significant private sector contribution (if a BID is established, this funding will be repaid to the Council by the BID in its first year).
- (g) That the Chief Economic Development Officer be instructed to submit a further report to a future meeting of Executive Board (likely to be September 2014) in order to seek approval on the proposed BID business plan, and to progress to a BID ballot.
- (h) That the following be noted:-
 - i. The stages required to implement the decision, as outlined within section 4 of the submitted report;
 - ii. The proposed timescales for implementation, as outlined within section 4 of the submitted report; and
 - iii. That the Chief Economic Development Officer will be responsible for the implementation of the resolutions, as detailed above.

(During the consideration of this item, Councillor Wakefield and the Chief Executive brought the Board's attention to their respective memberships of the Leeds, York and North Yorkshire Chamber of Commerce)

227 Design and Cost report for the Proposed Improvement and Refurbishment of Kirkgate Market

Further to Minute No. 145, 18th December 2013, the Director of City Development submitted a report which sought approval of the RIBA Stage D design and cost proposals for the improvement and refurbishment of Kirkgate Market. The report also sought approval for the authority to spend £10,800,000 as the balance of the funding required to undertake the works. In addition, the report sought approval to the injection and authority to spend of £330,000 for the enhanced stall fit out of a number of identified units and the provision of financial assistance to relocating tenants. Furthermore, agreement was sought to provide the Director of City Development with the necessary authority, in consultation with the Executive Member for Development and the Economy, to take decisions that facilitate the improvement and refurbishment of Kirkgate Market. Finally, the report

provided an update on the progress in appointing a developer to undertake the redevelopment of the George Street frontage.

The Board welcomed the proposals detailed within the submitted report and highlighted the key part that the market would continue to play in the city centre's varied retail offer.

In response to a specific enquiry, officers emphasised that dialogue with traders would continue throughout the proposed refurbishment process, in order to provide them with information and reassurance wherever possible.

RESOLVED –

- (a) That the RIBA Stage D design and cost proposals for the proposed improvement and refurbishment of Kirkgate Market be approved.
- (b) That authority be given to the expenditure of £190,800 in respect of Kirkgate refurbishment feasibility costs.
- (c) That a further injection of £330,000 into the capital programme be approved for the purposes of stall refurbishment and financial assistance to relocating tenants.
- (d) That authority be given to spend £10,800,000 on the proposed improvement and refurbishment of Kirkgate Market and also £330,000 on stall refurbishment and financial assistance to relocating tenants.
- (e) That the Director of City Development, in consultation with the Executive Member for Development and the Economy, be authorised to take decisions that facilitate the works to improve and refurbish Kirkgate Market.
- (f) That the following be noted:-
 - The actions required to implement the resolutions, as detailed above;
 - The proposed timescales to progress the project as detailed in paragraph 3.2.1 of the submitted report;
 - That the Chief Economic Development Officer and the Market Manager will be responsible for the implementation of the resolutions.

228 Generating Income through Advertising

The Director of City Development submitted a report which invited the Board to award the preferred organisation with a licence, for a period of 10 years, for the purposes of operating the Council's billboard site portfolio, along with development of new sites as proposed, subject to the required planning consents being granted. In addition, the report also sought approval to progress the preferred organisation to a further stage of development in respect of installing, operating and maintaining a portfolio of 6 sheet advertising units within the city centre for a period of 15 years, subject to necessary planning consents being secured.

Draft minutes to be approved at the meeting
to be held on Wednesday, 14th May, 2014

Following consideration of Appendices 1(a) and 1(b) to the submitted report, designated as exempt from publication under the provisions of 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, together with the work undertaken to realise advertising opportunities that could potentially deliver a significant increase in income to the Council, be noted.
- (b) That, as per exempt Appendix 1(a), approval be given to the preferred organisation to manage under licence the Council's billboard site portfolio.
- (c) That, as per exempt Appendix 1(b), approval be given to the progression of the named organisation to a second stage of proposal refinement/development in respect of a city centre 6 sheet initiative.
- (d) That the Director of City Development be delegated the necessary authority to agree the final award of the city centre 6 sheet initiative.
- (e) That the following be noted:-
 - the stages required to implement the resolutions (above), as outlined within paragraphs 3.3.5 and 3.4.7 of the submitted report;
 - the proposed timescales for implementation of the resolutions, as outlined within paragraphs 3.3.5 and 3.4.7 of the submitted report; and
 - that the Head of Property Services will be responsible for the implementation of such matters.

229 Affordable Housing Growth and Investment through the Affordable Homes Programme

Further to Minute No. 179, 14th February 2014, the Director of City Development and the Director of Environment and Housing submitted a joint report providing an update on the delivery of affordable housing, particularly in the context of the Homes and Communities Agency's Affordable Homes Programme (AHP). In addition, the report presented an overview of how the Council had responded to the 2015-2018 Affordable Homes Programme from the Homes and Communities (HCA) and how the Council aimed to maximise development of affordable housing units throughout the programme. Furthermore, the report sought approval to dispose of the sites listed in Appendices 1 and 2 of the submitted report to Registered Providers (RPs) for affordable housing and to confirm the identification of the sites listed at Appendix 3 for the development of affordable housing, either wholly or in-part.

Draft minutes to be approved at the meeting
to be held on Wednesday, 14th May, 2014

Members welcomed the proposals detailed within the submitted report and the proactive approach being taken towards making sites available for investment and development. In addition, the following key points were raised during the consideration of this item:

- The importance of a mixed economy of housing provision in communities across the city;
- Emphasis was placed upon the need for the proposed provision of affordable housing to be delivered within a 5 year period as part of the Council's 5 year land supply;
- The quality standards required for any new housing provision in Leeds.

In conclusion, and responding to enquiries made during the discussion, it was agreed that reports be submitted to future Board meetings with regard to the quality standard required for new housing provision in Leeds and also in respect of the potential use of vacant sites within the EASEL area.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the sites as detailed at Appendix 1 and 2 to the submitted report be declared as surplus to the Council's requirements.
- (c) That the Director of City Development be delegated the necessary authority to dispose of those sites as listed at Appendix 1 to the submitted report on a less than best basis, subject to justification for such a transfer being evidenced by an RP via a Financial Viability Assessment of the proposed scheme being carried out by a third party.
- (d) That the Director of City Development be delegated the necessary authority to dispose of those sites as listed at Appendix 2 to the submitted report at a less than best consideration calculated at £1,000 per plot.
- (e) That the identification of those sites listed at Appendix 3 to the submitted report for medium term development for either council housing, disposal to RPs or in conjunction with a developer, be approved.
- (f) That the sites, as identified in Appendices 2 and 3 to the submitted report which are additional to those included within the Housing Investment Land Strategy, be approved.
- (g) That the necessary authority be delegated to the Director of City Development in order to identify further sites to support the delivery of affordable housing.

- (h) That in principle approval be given to the proposal for the Council to acquire privately owned land for the development of affordable housing.
- (i) That the following be noted:-
- The stages required to implement the resolutions above, as outlined within paragraphs 3.31 and 3.32 of the submitted report.
 - The proposed timescales for implementation of such matters, as outlined within paragraph 3.33 of the submitted report.
 - That the Chief Officer Asset Management and Regeneration will be responsible for the implementation of such resolutions.
- (j) That reports be submitted to future Board meetings with regard to the quality standard required for new housing provision in Leeds and also in respect of the potential use of vacant sites within the EASEL area.

(During the consideration of this item, Councillor A Carter brought the Board's attention to his position as a Director of a Housing Association)

230 Kippax Village Centre Improvements: 25-37 High Street, Kippax

The Director of City Development submitted a report providing context to, and proposing an approach towards the delivery of improvements to land and buildings at 25-37 High Street, Kippax, following discussions with Ward Members, Kippax Parish Council and Kippax Traders Association. In addition, the report also sought approval to progress the preparation of a development brief for the site and to negotiate with the owner. Furthermore, it also raised the possibility of using compulsory purchase powers to underpin the delivery of a suitable scheme.

The Board welcomed the proposals detailed within the submitted report and highlighted the vital role played by the outlying communities throughout the city.

RESOLVED –

- (a) That the principle of further development within Kippax village centre be approved.
- (b) That the preparation of a Development Brief for 25-37 High Street, Kippax, by the Director of City Development which will be presented to Executive Board for approval in the autumn and will support the procurement of a developer and outline the basis for redevelopment, be approved.
- (c) That the continuation of negotiations by the Director of City Development with the owner, be approved.
- (d) That the potential for the use of Compulsory Purchase powers in relation to 25-37 High Street, Kippax, be noted.

CHILDREN'S SERVICES

231 Determination of School Admissions Arrangements 2015

The Director of Children's submitted a report which sought approval of the Local Authority's Admissions Policy and admissions arrangements for entry in September 2015.

RESOLVED –

- (a) That the Admissions Policy for community and voluntary controlled schools for September 2015, be approved, and that it be noted that the officer responsible for the publication of the determined arrangements is the Capacity Planning and Sufficiency Lead, with the date for implementation (ie publication) being 1 May 2014.
- (b) That the Co-ordinated Scheme for admissions arrangements for entry in September 2015, be approved, and that it be noted that the officer responsible for this work is the Capacity Planning and Sufficiency Lead, with the date for implementation (ie determination of any revised policy) being 15 April 2014.

LEISURE AND SKILLS

232 Tour de France - Progress Report

Further to Minute No. 135, 18th December 2013, the Director of City Development submitted a report providing an update on the progress which had been made in respect of the planning for the Tour de France Grand Depart 2014 since the submission of the previous update report.

By way of an introduction to the report, the Executive Member for Leisure and Skills highlighted the communications exercises which had taken place with affected residents and businesses and also provided an update on the events which were scheduled to take place as part of Yorkshire's '100 Day Cultural Festival' programme.

Responding to a Member's enquiry, the Board received an update regarding the work being undertaken with a range of partners on the provision of infrastructure for the event, such as cyclists' parking, pedestrian and disabled access and also public transport.

Having briefly discussed the legacy from the event and the work being undertaken around this issue, it was noted that a report regarding legacy was scheduled to be submitted to the Board in May 2014.

In conclusion, emphasis was placed upon the importance of the all-party support for the event which continued to be provided.

RESOLVED – That the progress made in preparation for the Tour de France Grand Depart 2014, together with the proposals detailed within the submitted report, be noted.

DATE OF PUBLICATION: FRIDAY, 4TH APRIL 2014

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** FRIDAY, 11TH APRIL 2014 AT 5.00 P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 14th April 2014)

Draft minutes to be approved at the meeting
to be held on Wednesday, 14th May, 2014



Report author: Kate Arscott

Tel: 247 4189

Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 24 June 2014

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 Further to the discussions already held during today's meeting, Members are now requested to translate the decisions made around the chosen topics for Scrutiny into a work schedule for the forthcoming municipal year.

2.2 A draft work schedule is attached. Already included within the draft work schedule are the traditional items of Scrutiny work. These involve performance monitoring, recommendation tracking and Budget and Policy Framework Plans.

3. Recommendations

3.1 Members are asked to prioritise the topics identified for Scrutiny and incorporate these into its work schedule for the forthcoming municipal year.

4. Background papers¹

4.1 None used

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

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DRAFT Scrutiny Board (Housing and Regeneration) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	June	July	August
Provision of cookers for tenants in need		Visit to furniture re-use organisations 29/7/14	
Requests for scrutiny			
Pre-decision Scrutiny			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 4 performance report SB 24/6/14		

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DRAFT Scrutiny Board (Housing and Regeneration) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	September	October	November
Provision of cookers for tenants in need		To consider a report back on proposals discussed with furniture re-use organisations in March and July SB 14/10/14	
Rent Arrears	To consider a detailed report on the management of rent arrears (Requested March 2014) SB 23/9/14		
Requests for scrutiny			
Pre-decision Scrutiny	Local Lettings Policies SB 23/9/14 (TBC)		
Budget & Policy Framework Plans			
Recommendation Tracking	Affordable housing by private developers Housing Growth Private Rented Sector SB 23/9/14		
Performance Monitoring		Quarter 1 performance report SB 14/10/14	Annual Tenancy Visits Outcomes SB 11/11/14

Key: SB – Scrutiny Board (Housing and Regeneration) Meeting

WG – Working Group Meeting

DRAFT Scrutiny Board (Housing and Regeneration) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	December	January	February
Requests for scrutiny			
Pre-decision Scrutiny			
Budget & Policy Framework Plans		Executive Board's initial budget proposals SB 20/1/15	
Recommendation Tracking			
Performance Monitoring	Quarter 2 performance report SB 9/12/14		

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DRAFT Scrutiny Board (Housing and Regeneration) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14	
	March	April
Inquiry		
Inquiry		
Requests for scrutiny		
Pre-decision Scrutiny		
Budget & Policy Framework Plans		
Recommendation Tracking		
Performance Monitoring	Quarter 3 performance report SB 24/3/15	

Unscheduled

Community Infrastructure Levy – apportionment of spending and spending priorities (representative from Housing & Regeneration SB to join Sustainable Economy and Culture Scrutiny Board)