

## **SCRUTINY BOARD (HOUSING AND REGENERATION)**

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**Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 24th February, 2015 at 1.15 pm**

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

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### **MEMBERSHIP**

#### **Councillors**

C Campbell	Otley and Yeadon;
D Collins	Horsforth;
P Grahame	Cross Gates and Whinmoor;
J Illingworth	Kirkstall;
M Iqbal	City and Hunslet;
D Nagle	Rothwell;
J Procter (Chair)	Wetherby;
J Pryor	Headingley;
A Smart	Armley;
C Towler	Hyde Park and Woodhouse;
G Wilkinson	Wetherby;

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

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# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 20 JANUARY 2015</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 20 January 2015.</p>	1 - 6
7			<p><b>HOUSING INVESTMENT STRATEGY</b></p> <p>To update the Scrutiny Board on the latest position regarding capital investment requirements for the Council housing stock</p>	7 - 16
8			<p><b>WORK SCHEDULE</b></p> <p>To agree the Board's work schedule for the remainder of the municipal year</p>	17 - 44
9			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Tuesday, 24 March 2015 at 1.30pm (pre-meeting for all Board Members at 1.00pm)</p>	

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			<p><b>THIRD PARTY RECORDING</b></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"> <li>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.</li> <li>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.</li> </ul>	

## SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 20TH JANUARY, 2015

**PRESENT:** Councillor J Procter in the Chair

Councillors C Campbell, D Collins,  
P Grahame, J Illingworth, M Iqbal, D Nagle,  
J Pryor, A Smart, C Towler and  
G Wilkinson

### 60 Late Items

There were no formal late items of business to consider. However the Chair agreed to accept the following supplementary information in relation to agenda item 9:

- Draft Revised Foreword and Draft Memoranda to 'Neighbourhoods for Living' document. (Minute No. 66 refers)

A revised document for the recommendation tracking item (page 69 of the agenda pack) was also circulated to Board Members. (Minute No. 68 refers)

### 61 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting. However, in relation to agenda item 8, Tenant Home Contents Insurance Scheme, Councillor P Grahame drew the Board's attention to the fact that she was a former employee of Royal Sun Alliance. As this was not a pecuniary interest, Councillor P Grahame remained in the meeting for that part of the discussion (Minute No. 65 refers).

### 62 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

### 63 Minutes - 9 December 2014

**RESOLVED** – That the minutes of the meeting held on 9 December 2014 be approved as a correct record.

### 64 2015/16 Initial Budget Proposals

The Head of Scrutiny and Member Development submitted a report which presented the initial 2015/16 budget proposals relevant to the Scrutiny Board's portfolio.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel)
- Councillor Richard Lewis, Executive Member (Transport and the Economy)
- Neil Evans, Director of Environment and Housing
- Richard Ellis, Head of Finance (Environment and Housing)
- Simon Criddle, Head of Finance (City Development).

The key areas of discussion were:

- Greater emphasis needed in the report regarding the number of staff that had been redeployed.
- Concern regarding insufficient insulation in high rise flats. The Board was advised that an investment plan was being reported to the March Executive Board. The Scrutiny Board asked to receive a copy of the investment plan.
- Further work needed to demonstrate how resources were being allocated.
- Clarification how tenants could access information about the investment plan. Members were advised that there was tenant representation on the Housing Advisory Board which had undertaken work on the investment plan. Information was also included in the tenants' newsletter.
- Concerns regarding the increase in service charges to tenants for the maintenance of communal areas.

#### **RESOLVED –**

- (a) That the initial budget proposals be noted and any comments from this Scrutiny Board be forwarded to the Executive Board through the Scrutiny Board (Resources and Council Services).
- (b) That the draft housing investment plan come to the Board for pre-decision scrutiny.

#### **65 Tenant Home Contents Insurance scheme**

The Chief Officer (Housing Management) submitted a report which provided the Scrutiny Board with an overview of the Tenant Home Content Insurance Scheme and the benefits it provided to the Council and its tenants.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel)
- Mandy Sawyer, Head of Neighbourhood Services
- Ben Mallows, Neighbourhood Services Officer
- Frank Morrison, Insurance Manager.

The main areas of discussion were:

- Concern regarding the poor take-up of the scheme. At present 5.6% of tenants utilised the scheme.
- Clarification sought regarding the much higher than average take up in some Leeds postcodes compared to others. The Board was advised that this may have been due to inconsistent approaches to promoting the scheme. This was being addressed through an ongoing programme of training.
- Confirmation that the scheme was promoted to tenants as part of annual tenancy visits.
- Whether the Council had explored converting from an 'opt in' to an 'opt out' approach. Members were advised that this would require setting an average insured amount which may not be sufficient for all tenants. It would also require a change to the tenancy agreement.
- The role of ward Members and the Tenant Scrutiny Board in helping to promote the scheme.

**RESOLVED –**

- (a) That the Scrutiny Board notes the content of the report and the benefits of the Tenant Home Content Insurance Scheme to the Council and its tenants.
- (b) That Housing Management designs a marketing package to increase the take up of the Tenant Home Content Insurance Scheme.
- (c) That progress in encouraging take up is reported back to the Board in due course.

**66 Leeds Housing Standard - Design Quality (update) - Memoranda to 'Neighbourhoods for Living' (January 2015)**

The Chief Planning Officer submitted a report which invited the Scrutiny Board to contribute to the consultation on the new Foreword and Memoranda to the 'Neighbourhoods for Living' document.

The Board was advised that a copy of the Draft Revised Foreword and Draft Memoranda to the 'Neighbourhoods for Living' document had been circulated separately and made available on the Council's website.

The Chair welcomed to the meeting Tim Hill, who had recently been appointed Chief Planning Officer. Tim was replacing Phil Crabtree who was leaving the Council at the end of January under the Council's Early Leavers Initiative. The Board thanked Phil for his hard work and support to the Scrutiny Board and wished him all the best for the future.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel)
- Phil Crabtree, Chief Planning Officer

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to be held on Tuesday, 24th February, 2015

- Tim Hill, Chief Planning Officer
- Mark Burgess, Design Team Manager.

The key areas of discussion were:

- A query regarding insufficient reference to public health. The Board was advised that reference to public health was included under background issues, health and well-being. However, the main emphasis of the document was on design standards and wider concerns regarding public health featured more prominently in the Council's Core Strategy.
- The Board welcomed the document, particularly in terms making clear the Council's expectations regarding design standards.

**RESOLVED** – That the Scrutiny Board welcomes the contents of the Memoranda to Neighbourhoods for Living and the new Foreword to the existing main document.

#### **67 Accommodation for Students and impacts on residential neighbourhoods**

The Head of Scrutiny and Member Development submitted a report which requested the Scrutiny Board to note the final report of the Leeds Student Accommodation Working Group.

A copy of the working group's final report was appended to the report for the Board's information.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel)
- John Statham, Head of Housing Partnerships.

The main areas of discussion were:

- Clarification whether a Community Infrastructure Levy (CIL) charge was imposed on developers that developed Purpose Built Student Accommodation (PBSA). It was agreed that the Principal Scrutiny Adviser would follow this up on the Board's benefit.
- Confirmation that progress would be monitored by the Leeds Housing Forum and the Inner North West Community Committee Planning Sub-Group. A 6 month refresher followed by an annual update was anticipated.

**RESOLVED** – That the Scrutiny Board welcomes the final report of the Leeds Student Accommodation Working Group.

(Councillor D Nagle left the meeting at 3.28pm at the conclusion of this item.)



## **68 Recommendation Tracking**

The Head of Scrutiny and Member Development submitted a report which invited the Scrutiny Board to monitor progress against a recommendation from the affordable housing inquiry.

The following information was appended to the report:

- Recommendation tracking flow chart
- Progress report on one outstanding recommendation from the board's inquiry report on affordable housing by private developers.

A revised document for the outstanding recommendation had been circulated separately and made available on the Council's website.

The status of the recommendation from the scrutiny inquiry on affordable housing by private developers was agreed as follows:

- Recommendation 3 (ii) – Achieved.

**RESOLVED** – That the above recommendation status be approved.

## **69 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which detailed the Scrutiny Board's work schedule for the current municipal year.

The following information was appended to the report:

- The Scrutiny Board's work schedule
- Minutes of the Tenant Scrutiny Board meeting held on 18 December 2014
- Minutes of the Executive Board meeting held on 17 December 2014.

Members asked for further information on work with tenants living in properties with communal space on what improvements could be made.

**RESOLVED** – That the work schedule be approved, subject to the addition of the following items:

- Pre-decision scrutiny of the Housing Investment Plan
- An initial report on improving standards in high-rise flats.

## **70 Date and Time of Next Meeting**

Tuesday, 24 February 2015 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting finished at 3.35pm)

Draft minutes to be approved at the meeting  
to be held on Tuesday, 24th February, 2015

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**Report of: Housing Leeds. Property & Contracts – Investment Strategy Team**

**Report to: Scrutiny Board (Housing and Regeneration)**

**Date: 24 February 2015**

**Subject: Housing Investment Strategy**

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

## Summary of main issues

1. The latest version of the Housing Investment Plan indicates that over the next 30 years there are sufficient resources available to meet the capital investment needs of the existing council housing stock and generate a significant surplus. Detailed investment requirements are shown in Appendix 1.
2. Whilst over the next 10 years there are also sufficient resources available to meet the capital investment need of the existing council housing stock and generate a surplus, there are cash-flow issues and a requirement to smooth spend to funding levels in the short term (2015/16 – 2018/19). This report contains options as to how that might be achieved.

## Recommendations

3. That Scrutiny Board note the contents of this report and :
  - the 30-year investment requirements set out in Appendix 1; and
  - the smoothing options for 2015/16 – 2018/19.

## **1 Purpose of this report**

- 1.1 To update the Scrutiny Board on the latest position regarding capital investment requirements for the Council housing stock, as set out in the draft 30-year investment strategy and to propose options to align spend profiles with income levels in years 1-4 of the strategy (2015/16 – 2018/19).

## **2 Background information**

- 2.1 There have been numerous changes affecting the original Housing Revenue Account Business Plan (HRA BP) since it was approved by Executive Board in February 2012. These include:
- the creation of Housing Leeds and the amalgamation of differing investment strategies and programmes into one organisation;
  - revised and updated information regarding investment need, including for sheltered housing and multi-storey blocks;
  - the creation of the Council House Growth Programme; and
  - changes to Right to Buy legislation and welfare reforms (affecting HRA income) and changes to potential funding streams, particularly those related to energy efficiency (Green Deal, ECO etc).
- 2.2 Over recent months considerable work has gone into updating the detailed investment need of the housing stock over the next 30 years and the resources available to support it, taking into account the changes noted above. Over the next 10 years almost £95m of additional investment resources, over and above that in the original 2012 HRA BP, have been identified.
- 2.3 At the same time, the predicted investment needs of the stock over 30 years have been reduced by 17%. This is primarily a result of revised and updated information on investment need, increased RTB projections and lower inflation assumptions, all of which have combined to reduce the estimated overall investment need.
- 2.4 As a consequence, the HRA is healthy and, in the medium and long term, there will be surpluses remaining after investment need in the existing stock is met. These surpluses could be used to fund further council housing growth and other new initiatives, although it would be prudent to keep some in reserve as a contingency to deal with currently unknown issues arising in the existing stock (and new stock coming into the HRA via the growth programme), stock coming back into LCC responsibility when PFI contracts end etc.,.
- 2.5 However, some smoothing is required in the short term, to match spend to available funding, over the next four years (2015/16 – 2018/19).

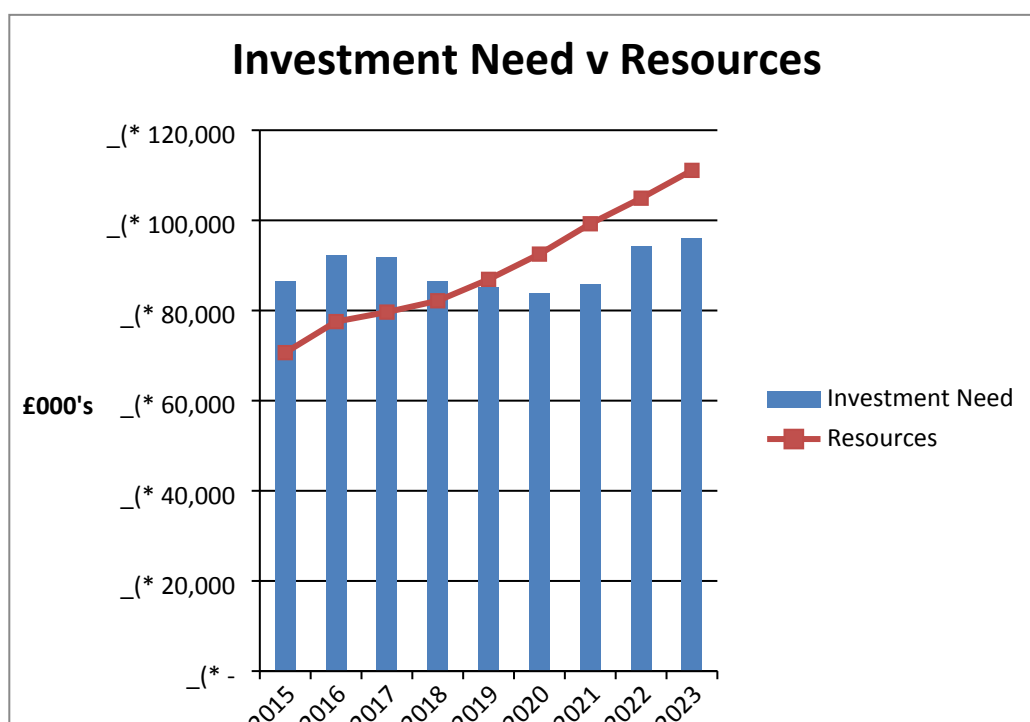
### 3 Main issues

3.1 Over the next ten years (2015/16 – 2024/25) there is an additional £95m capital investment resources available to spend on improving the council housing stock, compared to the original 2012 HRA Business Plan. This allows the Council to prioritise investment in key areas as detailed below.

3.2 Significant resources will be spent on the stock, including:

- £380m on replacement kitchens, bathrooms, roofs, windows and doors, heating renewals and replacements and rewires;
- £174m on adaptations, fire safety, asbestos, voids and capital repairs;
- £130m on improvements to communal areas in blocks of flats, garages, and shops, lift replacements and environmental schemes.
- £53m on structural works to multi-storey blocks and low rise non-traditional housing and remodelling sheltered housing schemes with bedsits and shared bathing; and
- £50m on heating and renewable energy schemes (incl. solar PV), energy efficiency work to multi-storey blocks and low rise 'hard-to-treat' properties and conversion/remodelling of low-demand stock.

3.3 Meeting these investment aspirations over the next 10 years means aligning investment spending to the level of resources available in any given year, or smoothing them, to avoid large over, and then under, commitments. Investment need and available resources are illustrated in the graph below.



- 3.4 This clearly means that some difficult decisions need to be taken in the short-term (years 1-4) as investment requirements exceed available resources. As things stand not all of the aspirations for the HRA investment programme can be met in this period.
- 3.5 There has been an ongoing dialogue between the Investment Strategy team, the Head of Finance, Housing Leeds Chief Officers, the Director of Environment & Neighbourhoods and the Housing Advisory Board as to how to resolve this. Various options have been considered and some additional funding has been identified which will go some way to bridging the shortfall.
- 3.6 The shortfall in resources and excess investment requirements could possibly be addressed by:-
- Reduced expenditure on kitchen, bathroom, window, door and roof replacement programmes by 18% for the next 4 years (2015/16 - 2018/19) and then increase expenditure correspondingly in years 6-10 (2019/20 - 2024/25) to catch up again.
  - A hold on committing further Environmental Improvement funds for the next 3 years (2015/16 - 2017/18). This will not affect the funds currently allocated for Environmental works – these schemes will be delivered over the next 18-24 months.
  - Slipping the budget for Heating and Renewable Energy Measures for the next 3 years (2015/16 - 2017/18). This was an additional aspiration over and above recent investment and the slippage will allow time for strategic plans to be drawn up and consulted on. Boiler replacements and renewals, energy efficiency works to some multi-storey blocks and the Solar PV scheme will still be funded.
  - Removing the budget for installing 'wet' heating systems to the Lincoln Green blocks proposed to be connected to the Heat from Waste project entirely and seek alternative means of funding this work, perhaps through prudential borrowing.
- 3.7 The impact of these proposals should be fairly negligible as:
- They constitute only 5% of the first 10 years funding;
  - Key components in need of replacement/renewal will still be replaced as they fail;
  - There will be a short pause in delivering the full extent of Heating and Renewable Energy Measures but this will allow time for a coherent strategy to be drawn up, detailing and prioritising different works to different property types based on the outcomes of pilot projects such as The Clydes biomass scheme, solar PV scheme and learning outcomes from projects being carried out in conjunction with the University of Leeds and Leeds Beckett University;

- There will also be a pause in the delivery of some Environmental Improvements, although proposals received in 2014/15 will be considered and delivered in late 2014/15 and beyond. Housing Area Panel budgets will not be affected and can still be used to fund environmental works as they are now; and
- The proposals also protect investment in key areas, ensuring there are sufficient resources available for statutory requirements (adaptations, fire safety works, asbestos surveying and removal etc), multi-storey block improvements, sheltered housing remodelling, ongoing kitchen/bathroom/window/door/roof replacement programmes and the solar PV scheme.

3.8 Looking further ahead, over the 30-year life of the current HRA Business Plan, Housing Leeds proposes to deliver:

- £1,430m on replacement kitchens, bathrooms, roofs, windows and doors, heating renewals and replacements and rewires;
- £590m on adaptations, fire safety, asbestos, voids and capital repairs;
- £349m on improvements to communal areas in blocks of flats, garages, and shops, lift replacements and environmental schemes.
- £342m on heating and renewable energy schemes (incl. solar PV), energy efficiency work to multi-storey blocks and low rise 'hard-to-treat' properties and conversion/remodelling of low-demand stock; and
- £70m on structural works to multi-storey blocks and low rise non-traditional housing and remodelling sheltered housing schemes with bedsits and shared bathing.

3.9 In all instances the works proposed will be carried out to the Leeds Homes Refurbishment Standard, as approved by Executive Board in November 2014.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.6 Consultation has taken place amongst officers and the Executive Member for Neighbourhoods, Planning and Personnel.

4.1.7 An earlier version of this paper was presented to the Housing Advisory Board (HAB) in February 2015. A short-life Working Group of HAB has been established to look at options for addressing the resource gap in more detail.

4.1.8 Detailed capital programme proposals for 2015/16 – 2017/18 were approved by Executive Board in February 2015 as part of the 2015/16 Budget proposals.

4.1.9 Detailed plans for communicating the approved capital programme for 2015/16 – 2017/18, and the longer term proposals in this report, to tenants and Ward Members will be drawn up following approval of this strategy by Executive Board.

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

- 4.2.1 The considerations in this report relate purely to the condition of the stock the resources available to invest in the stock and do not impact on any particular group.
- 4.2.2 The proposals ensure that there are still resources available for investment in work-streams that do impact on disabled and elderly tenants, such as adaptations and sheltered housing remodelling.

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

- 4.3.1 The ongoing housing investment programme supports a number of Best Council objectives including bringing empty properties back into use (via the voids budget and investment in remodelling of sheltered accommodation) and improving housing conditions by investing significant sums in improvement to the council housing stock.
- 4.3.2 The proposals in this report will not impact on these workstreams.

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

- 4.4.1 Over the next 30 years the level of capital investment resources has increased significantly. The capital investment needs of the existing stock can be met and a surplus generated.
- 4.4.2 The works cannot be front-loaded, due to the resources available in the early years (2015/16 – 2018/19). This allows the opportunity for longer term aspirations to be planned out and for Housing Leeds to achieve greater value, and a more equitable balance for customers, in the delivery of these works.
- 4.4.3 The proposals contained in this report will ensure that Housing Leeds deliver a balanced capital budget over the next four years and ensure the ongoing delivery of many key schemes and projects. They also ensure the 'least worst' impact on tenants.

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

- 4.5.1 The proposals in this report ensure sufficient resources are allocated to all works that are legal or statutory requirements.
- 4.6 This report is not subject to call-in.

## **4.7 Risk Management**

- 4.7.1 If the proposals in this report are not implemented then the primary risk is that the capital investment programme overspends, impacting negatively on other areas of HRA expenditure.

## **5 Conclusions**



- 5.1 Current projections show that in the long term the Housing Revenue Account is healthy. The investment needs of the existing housing stock can be met and a surplus generated. In order to deliver balanced annual budgets and programmes some smoothing of the programme is required over the next 4 years.
- 5.2 The smoothing proposals in this report protect investment in key areas (including statutory requirements) and also minimise the impact on tenants.

## **6 Recommendations**

- 6.1 That Scrutiny Board (Housing and Regeneration) consider the contents of this report in relation to:
- the proposed 30-year investment strategy set out in Appendix 1; and
  - the smoothing options for 2015/16 – 2018/19.

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

- 7.1 Housing Advisory Board Investment Strategy report, February 2015.
- 7.2 Executive Board Revenue Budget Proposals and Capital Programme report February 2015.
- 7.3 Executive Board Leeds Homes Refurbishment Standard report, November 2014.

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

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All figures in £000's

ESSENTIAL INVESTMENT STANDARD:

Statutory Standards	10 yr Total	30 yr Total	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Adaptations - New	36,428	125,885	4,600	4,000	3,800	3,600	3,400	3,200	3,330	3,415	3,499	3,584	3,669	3,753	3,838	3,923	4,007	4,092
Fire Safety	11,922	13,582	3,555	3,595	2,385	2,387	-	-	-	-	-	-	-	-	-	-	-	-
DDA and Accessibility	1,135	4,305	100	103	106	109	112	115	118	121	124	127	130	133	136	139	142	145
Planned Demolitions	500	500	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Voids	59,452	214,370	6,000	6,180	6,042	5,902	5,761	5,620	5,767	5,913	6,060	6,206	6,353	6,500	6,646	6,793	6,940	7,086
Health & Safety - Asbestos Surveys	15,717	15,717	1,992	1,919	1,839	1,750	1,654	1,551	1,439	1,320	1,193	1,059	-	-	-	-	-	-
Health & Safety - Asbestos Removals	31,357	152,006	1,511	2,225	2,666	2,676	3,022	3,300	3,609	3,787	4,108	4,452	4,010	4,198	4,389	4,585	4,785	4,989
Capital Repairs	17,935	64,408	1,900	1,854	1,813	1,771	1,728	1,686	1,730	1,774	1,818	1,862	1,906	1,950	1,994	2,038	2,082	2,126
Sub Total for Statutory Standards	174,446	590,773	20,158	19,876	18,651	18,196	15,678	15,472	15,992	16,330	16,803	17,291	16,068	16,533	17,003	17,477	17,955	18,438

Target Standards	10 yr Total	30 yr Total	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Electrical Systems	13,620	51,660	1,200	1,236	1,272	1,308	1,344	1,380	1,416	1,452	1,488	1,524	1,560	1,596	1,632	1,668	1,704	1,740
Kitchen	117,377	440,525	5,097	8,820	10,806	10,334	11,657	12,556	13,554	13,864	14,833	15,857	13,252	13,558	13,864	14,170	14,475	14,781
Bathroom	25,185	94,522	1,094	1,892	2,319	2,217	2,501	2,694	2,908	2,975	3,183	3,402	2,843	2,909	2,975	3,040	3,106	3,172
Heating & Hot Water	81,720	309,960	7,200	7,416	7,632	7,848	8,064	8,280	8,496	8,712	8,928	9,144	9,360	9,576	9,792	10,008	10,224	10,440
Heating & Hot Water - Electricity	2,838	10,763	250	258	265	273	280	288	295	303	310	318	325	333	340	348	355	363
Doors	17,416	65,365	756	1,309	1,603	1,533	1,730	1,863	2,011	2,057	2,201	2,353	1,966	2,012	2,057	2,102	2,148	2,193
Windows	37,297	139,980	1,620	2,803	3,434	3,284	3,704	3,990	4,307	4,405	4,713	5,039	4,211	4,308	4,405	4,502	4,600	4,697
Roofs - dwellings	67,435	253,088	2,928	5,067	6,208	5,937	6,697	7,214	7,787	7,965	8,521	9,110	7,614	7,789	7,965	8,141	8,316	8,492
Roofs - MSFs	4,054	18,392	-	-	-	-	-	771	791	811	831	851	1,299	1,329	1,359	1,389	1,419	1,449
Walls	2,838	10,763	250	258	265	273	280	288	295	303	310	318	325	333	340	348	355	363
Misc Costs	9,317	34,948	510	748	896	825	906	983	1,047	1,071	1,133	1,198	1,069	1,094	1,118	1,143	1,168	1,192
Sub Total for Target Standards	379,096	1,429,965	20,905	29,806	34,699	33,831	37,163	40,306	42,907	43,918	46,450	49,112	43,824	44,836	45,847	46,858	47,870	48,881

Structural Works to Non Traditional Stock Types	10 yr Total	30 yr Total	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
High Rise Blocks	25,473	25,473	4,806	4,950	5,095	5,239	5,383	-	-	-	-	-	-	-	-	-	-	-
Non Trad Stock	15,125	32,125	-	-	-	-	-	2,875	2,950	3,025	3,100	3,175	3,250	3,325	3,400	3,475	3,550	-
Sheltered Remodelling	12,191	12,191	2,000	2,308	755	227	2,240	2,300	2,360	-	-	-	-	-	-	-	-	-
Sub Total for Structural Works	52,788	69,788	6,806	7,258	5,850	5,466	7,623	5,175	5,310	3,025	3,100	3,175	3,250	3,325	3,400	3,475	3,550	-

Communal + Estate Assets	10 yr Total	30 yr Total	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Communal Facilities & Equipment	89,344	174,482	6,640	6,840	7,039	7,238	7,437	10,293	10,561	10,830	11,098	11,367	3,353	3,430	3,508	3,585	3,662	3,740
Lifts - MSFs	17,025	64,575	1,500	1,545	1,590	1,635	1,680	1,725	1,770	1,815	1,860	1,905	1,950	1,995	2,040	2,085	2,130	2,175
Lifts - low/med rise	1,804	7,013	320	330	339	349	466	-	-	-	-	-	416	426	435	445	625	-
Environmental Improvements	16,520	79,920	-	-	-	2,180	2,240	2,300	2,360	2,420	2,480	2,540	2,600	2,660	2,720	2,780	2,840	2,900
Estate Garages	2,777	10,532	245	252	259	267	274	281	289	296	303	311	318	325	333	340	347	355
ALMO/BITMO Offices	568	2,153	50	52	53	55	56	58	59	61	62	64	65	67	68	70	71	73
Estate Shops + Linked Dwellings	2,611	9,902	230	237	244	251	258	265	271	278	285	292	299	306	313	320	327	334
Sub Total for Communal + Estate Assets	130,648	348,575	8,985	9,255	9,524	11,974	12,411	14,921	15,311	15,700	16,089	16,478	9,001	9,209	9,416	9,624	10,002	9,576

Total Works	736,978	2,439,102	56,854	66,194	68,723	69,467	72,875	75,874	79,520	78,973	82,442	86,055	72,143	73,903	75,666	77,434	79,377	76,894
Allowance for contract mgt, delivery fees	89,171	293,425	6,822	8,182	8,742	8,336	8,745	9,105	9,542	9,477	9,893	10,327	8,657	8,868	9,080	9,292	9,525	9,227
Heatlease termination fees	4,241	11,794	1,125	896	253	260	267	274	281	288	295	303	310	317	324	331	338	345
IT System Costs	1,018	2,603	500	52	53	55	56	58	59	61	62	64	65	67	68	70	71	73
Total Essential Investment	831,408	2,746,924	65,301	75,323	77,771	78,117	81,943	85,311	89,403	88,799	92,693	96,748	81,175	83,154	85,138	87,127	89,312	86,540

Adjustments	10 yr Total	30 yr Total	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Reduction in Investment for RTBs	(21,970)	(164,140)	(399)	(859)	(1,235)	(1,592)	(1,969)	(2,362)	(2,805)	(3,116)	(3,599)	(4,033)	(3,614)	(3,940)	(4,278)	(4,630)	(5,005)	(5,102)
Essential Investment Revised Total	809,438	2,582,784	64,902	74,464	76,536	76,525	79,974	82,949	86,598	85,683	89,094	92,715	77,561	79,214	80,860	82,497	84,307	81,437

SUSTAINABILITY STANDARD:

Sustainability Standards	10 yr Total	30 yr Total	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Conversions / Remodelling	6,050	37,750	-	-	-	-	-	1,150	1,180	1,210	1,240	1,270	1,300	1,330	1,360	1,390	1,420	1,450
Energy Efficiency Works to MSFs (EWI/Cladding)	6,307	42,461	1,190	1,226	1,261	1,297	1,333	-	-	-	-	-	949	971	993	1,015	1,037	1,059
Heating + Renewable Energy Measures	16,520	79,920	-	-	-	2,180	2,240	2,300	2,360	2,420	2,480	2,540	2,600	2,660	2,720	2,780	2,840	2,900
Energy Efficiency Measures to Hard to Treat Properties	19,070	179,248	-	-	-	-	-	-	-	6,203	6,357	6,510	6,664	6,818	6,972	7,126	7,279	7,433
Solar PV	2,431	2,431	2,431	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sustainability Investment Works Sub Total	50,378	341,809	3,621	1,226	1,261	3,477	3,573	3,450	3,540	9,833	10,077	10,320	11,513	11,779	12,045	12,310	12,576	12,842
Allowance for contract mgt, delivery fees	6,045	41,017	435	147	151	417	429	414	425	1,180	1,209	1,238	1,382	1,413	1,445	1,477	1,509	1,541
Total Sustainability Investment	56,423	382,826	4,055	1,373	1,413	3,894	4,002	3,864	3,965	11,013	11,286	11,559	12,895	13,192	13,490	13,788	14,085	14,383

Reduction in Investment for RTBs	(1,776)	(11,589)	(25)	(16)	(22)	(79)	(96)	(107)	(124)	(386)	(438)	(482)	(574)	(625)	(678)	(733)	(789)	(848)
Sustainability Investment Revised Total	54,647	371,237	4,031	1,357	1,390	3,815	3,905	3,757	3,840	10,626	10,848	11,077	12,321	12,567	12,812	13,055	13,296	13,535

BITMO	18,954	71,893	1,720	1,720	1,720	1,820	1,870	1,921	1,971	2,021	2,071	2,121	2,171	2,221	2,271	2,321	2,371	2,422
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Overall Investment Need Total	883,039	3,025,914	70,653	77,541	79,646	82,160	85,749	88,626	92,409	98,330	102,012	105,913	92,052	94,003	95,943	97,874	99,974	97,394
Average Annual Investment	88,304	100,864																
Avg Investment per Property	16.2	55.4																
Annual avg investment per property	1.6	1.8																

2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
4,177	4,261	4,346	4,431	4,515	4,600	4,685	4,769	4,854	4,939	5,023	5,108	5,192	5,277
-	-	-	-	1,100	140	140	140	140	-	-	-	-	-
148	151	154	157	160	163	166	169	172	175	178	181	184	187
-	-	-	-	-	-	-	-	-	-	-	-	-	-
7,233	7,379	7,526	7,673	7,819	7,966	8,112	8,259	8,406	8,552	8,699	8,845	8,992	9,139
-	-	-	-	-	-	-	-	-	-	-	-	-	-
5,198	5,411	5,628	5,849	6,075	6,305	6,539	6,777	7,020	7,267	7,519	7,774	8,034	8,298
2,170	2,214	2,258	2,302	2,346	2,390	2,434	2,478	2,522	2,566	2,609	2,653	2,697	2,741
18,925	19,416	19,911	20,411	22,015	21,563	22,075	22,592	23,113	23,498	24,028	24,562	25,100	25,642

2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
1,776	1,812	1,848	1,884	1,920	1,956	1,992	2,028	2,064	2,100	2,136	2,172	2,208	2,244
15,087	15,393	15,699	16,005	16,310	16,616	16,922	17,228	17,534	17,839	18,145	18,451	18,757	19,063
3,237	3,303	3,368	3,434	3,500	3,565	3,631	3,697	3,762	3,828	3,893	3,959	4,025	4,090
10,656	10,872	11,088	11,304	11,520	11,736	11,952	12,168	12,384	12,600	12,816	13,032	13,248	13,464
370	378	385	393	400	408	415	423	430	438	445	453	460	468
2,239	2,284	2,329	2,375	2,420	2,465	2,511	2,556	2,602	2,647	2,692	2,738	2,783	2,829
4,794	4,891	4,988	5,086	5,183	5,280	5,377	5,474	5,571	5,669	5,766	5,863	5,960	6,057
8,668	8,843	9,019	9,195	9,371	9,546	9,722	9,898	10,073	10,249	10,425	10,600	10,776	10,952
1,479	1,509	1,539	1,569	-	-	-	-	-	-	-	-	-	-
370	378	385	393	400	408	415	423	430	438	445	453	460	468
1,217	1,242	1,266	1,291	1,276	1,300	1,323	1,347	1,371	1,395	1,419	1,443	1,467	1,491
49,892	50,904	51,915	52,926	52,299	53,280	54,260	55,241	56,221	57,202	58,183	59,163	60,144	61,124

2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-

2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
3,817	3,895	3,972	4,049	4,438	4,521	4,605	4,688	4,771	4,854	4,937	5,021	5,104	5,187
2,220	2,265	2,310	2,355	2,400	2,445	2,490	2,535	2,580	2,625	2,670	2,715	2,760	2,805
-	-	-	-	512	522	531	541	557	-	-	-	-	-
2,960	3,020	3,080	3,140	3,200	3,260	3,320	3,380	3,440	3,500	3,560	3,620	3,680	3,740
362	369	377	384	391	399	406	413	421	428	435	443	450	457
74	76	77	79	80	82	83	85	86	88	89	91	92	94
340	347	354	361	368	375	382	389	396	403	409	416	423	430
9,774	9,972	10,170	10,368	11,390	11,603	11,817	12,030	12,450	11,897	12,101	12,305	12,509	12,713

78,591	80,291	81,996	83,705	85,703	86,446	88,152	89,863	91,785	92,598	94,312	96,030	97,753	99,480
9,431	9,635	9,840	10,045	10,284	10,373	10,578	10,784	11,014	11,112	11,317	11,524	11,730	11,938
353	360	367	374	381	388	396	403	410	417	424	431	438	446
74	76	77	79	80	82	83	85	86	88	89	91	92	94
88,448	90,361	92,280	94,202	96,449	97,289	99,209	101,134	103,295	104,214	106,142	108,076	110,014	111,957

2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
(5,474)	(5,860)	(6,258)	(6,669)	(7,118)	(7,473)	(7,922)	(8,384)	(8,880)	(9,281)	(9,782)	(10,298)	(10,828)	(11,373)
82,974	84,502	86,022	87,533	89,331	89,816	91,287	92,750	94,414	94,933	96,360	97,778	99,186	100,584

2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
1,480	1,510	1,540	1,570	1,600	1,630	1,660	1,690	1,720	1,750	1,780	1,810	1,840	1,870
1,080	1,102	1,124	1,146	2,368	2,412	2,457	2,501	2,546	2,590	2,634	2,679	2,723	2,768
2,960	3,020	3,080	3,140	3,200	3,260	3,320	3,380	3,440	3,500	3,560	3,620	3,680	3,740
7,587	7,741	7,895	8,048	8,202	8,356	8,510	8,663	8,817	8,971	9,125	9,279	8,278	8,413
-	-	-	-	-	-	-	-	-	-	-	-	-	-
13,107	13,373	13,639	13,904	15,370	15,658	15,946	16,235	16,523	16,811	17,099	17,387	16,522	16,791
1,573	1,605	1,637	1,669	1,844	1,879	1,914	1,948	1,983	2,017	2,052	2,086	1,983	2,015
14,680	14,978	15,275	15,573	17,215	17,537	17,860	18,183	18,506	18,828	19,151	19,474	18,504	18,806

(909)	(971)	(1,036)	(1,103)	(1,270)	(1,347)	(1,426)	(1,507)	(1,591)	(1,677)	(1,765)	(1,856)	(1,821)	(1,910)
13,772	14,007	14,240	14,470	15,944	16,190	16,434	16,675	16,915	17,152	17,386	17,618	16,683	16,896

2,472	2,522	2,572	2,622	2,672	2,722	2,772	2,822	2,872	2,923	2,973	3,023	3,073	3,123
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99,217	101,030	102,833	104,625	107,947	108,728	110,493	112,247	114,201	115,007	116,719	118,419	118,941	120,602
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Report author: Kate Arscott

Tel: 247 4189

## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Housing and Regeneration)

**Date: 24 February 2015**

**Subject: Work Schedule**

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

### Summary of main issues

1. The Board's work schedule is attached as appendix 1. The work schedule reflects discussions at the Board's January meeting. It will be subject to change throughout the municipal year.
2. The minutes of the Tenant Scrutiny Board meeting held on 21 January 2015 are attached at appendix 2 for the Board's information.
3. The minutes of the Executive Board meeting held on 11 February 2015 are attached at appendix 3 for the Board's information.

### Recommendation

4. Members are asked to consider the work schedule and make amendments as appropriate.

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

None used

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

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

Area of review	Schedule of meetings/visits during 2014/15		
	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			Leeds Housing Standard WG 28/8/14
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 4 performance report SB 24/6/14		

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

Area of review	Schedule of meetings/visits during 2014/15		
	September	October	November
<b>Provision of cookers for tenants in need</b>		To consider a report back on proposals discussed with furniture re-use organisations in March and July SB 28/10/14	
<b>Rent Arrears</b>	To consider a detailed report on the management of rent arrears (Requested March 2014) SB 23/9/14		Further report on technical arrears and low-level arrears SB 11/11/14
<b>Housing delivery by the Private Sector</b>			
<b>East Leeds Extension</b>			East Leeds Extension/East Leeds Orbital Road Progress Update SB 11/11/14
<b>Requests for scrutiny</b>	Housing Growth Private Rented Sector Housing SB 23/9/14		Housing Growth – further evidence to support consideration of request SB 11/11/14
<b>Pre-decision Scrutiny</b>		Housing Lettings Policy SB 28/10/14	Housing Strategy WG 25/11/14
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>	Affordable housing by private developers Housing Growth Private Rented Sector SB 23/9/14		Affordable housing by private developers – recommendation 9(i) SB 11/11/14 (Linked to request for scrutiny)
<b>Performance Monitoring</b>	Housing Management Review Financial Health Monitoring Housing on Brownfield Land Progress Tracking SB 23/9/14	Housing repairs performance monitoring process SB 28/10/14	

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

WG – Working Group Meeting



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

Area of review	Schedule of meetings/visits during 2014/15		
	December	January	February
<b>Council house building programme</b>	Buyback of Right to Buy properties SB 9/12/14		
<b>East Leeds Extension</b>	East Leeds Orbital Road Progress Update SB 9/12/14		
<b>Insurance</b>		Contents Insurance for Council tenants SB 20/1/15	
<b>Housing Mix Inquiry</b>			Session 1 WG 24/2/15
<b>Requests for scrutiny</b>			
<b>Pre-decision Scrutiny</b>	Lettings policy consultation proposals WG 17/12/14	Leeds Housing Standard explanatory memorandum SB 20/1/15	Housing Investment Plan SB 24/2/15
<b>Budget &amp; Policy Framework Plans</b>		Executive Board's initial budget proposals SB 20/1/15	
<b>Recommendation Tracking</b>		Affordable Housing by Private Developers – rec 3(ii) SB 20/1/15	
<b>Performance Monitoring</b>	<ul style="list-style-type: none"> <li>Quarter 2 performance report</li> <li>Delivery of Housing on Brownfield Land quarterly progress report</li> <li>Quarterly Financial Position Statement SB 9/12/14</li> </ul>	Report of Student Accommodation Working Group SB 20/1/15	
<b>Contribution to the work of other Scrutiny Boards</b>			Community Infrastructure Levy (CIL) (led by Sustainable Economy and Culture ) WG 03/02/15

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

WG – Working Group Meeting

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

Area of review	Schedule of meetings/visits during 2014/15	
	March	April
High-rise flats		Project Plan SB 28/4/15
Housing Mix Inquiry	Sessions 2 and 3 WG (Date TBC)	
Requests for scrutiny		
Pre-decision Scrutiny	Lettings Policy – Feedback from consultation WG March TBC	
Budget & Policy Framework Plans		
Recommendation Tracking	Private Rented Sector – recommendation 2(ii) SB 24/3/15	
Performance Monitoring	<ul style="list-style-type: none"> <li>Quarter 3 performance report</li> <li>Delivery of Housing on Brownfield Land quarterly progress report</li> <li>Quarterly Financial Position Statement</li> <li>East Leeds Orbital Road progress report</li> </ul> SB 24/3/15	<ul style="list-style-type: none"> <li>Annual Tenancy Visit Outcomes</li> <li>Tenant Scrutiny Board inquiry report – Annual Tenancy Visits</li> </ul> SB 28/4/15

### Unscheduled

- Repairs contract renewal – timing to be confirmed
- Institutional Investment – scope and timing to be determined
- Pre-tenancy training – to be scheduled once programme developed

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

WG – Working Group Meeting

## **TENANT SCRUTINY BOARD**

**WEDNESDAY, 21ST JANUARY, 2015**

**PRESENT:** John Gittos in the Chair

Jim Fergusson, Michael Healey, Roderic Morgan, Keith Newsome, Barry Stanley, Maddie Ullah and Jackie Worthington

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

There were no exempt items.

### **50 Late Items**

There were no late items, but the following additional information was submitted to the meeting:

- Annual Tenancy Visits (ATVs) – Answers to questions arising from ongoing inquiry work
- Information regarding complaints report
- Draft questions for visit to Wakefield District Housing (WDH)
- Draft redesigned front sheet for agendas.

The above information was subsequently made available on the Council's website.

### **51 Apologies for Absence**

An apology for absence was submitted by Carol Bennett.

The Board was advised that Phil Rone had resigned from the Tenant Scrutiny Board. The Chair thanked Phil for his contribution to the Board's work and wished him all the best for the future.

### **52 Minutes - 18 December 2014**

**RESOLVED** – That the minutes of the meeting held on 18 December 2014 be approved as a correct record.

### **53 Matters arising from the minutes**

#### **Minute No. 47 – Any Other Business**

Members were advised that the visit to WDH had been arranged for Tuesday, 27 January 2015. Carol Bennett and Maddie Ullah had agreed to attend. The Board was informed that Guy Close and Sharon Guy were attending to assist with note taking and to answer any technical housing questions.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 18th February, 2015

## **54 Annual Tenancy Visit - Inquiry**

The Chair invited the Board to undertake a final review of the information collected and consider the answers to questions raised since the December meeting.

A form was circulated at the meeting which requested Members to propose up to six recommendations, the reasons for the recommendations and any supporting evidence that had been gathered. These were to be handed in at the start of the February meeting.

The key areas of discussion were:

- Suggestion that Members unable to attend the February Board meeting contacted either the Chair or Peter Marrington to provide details of their recommendations to put before the Board for consideration.
- Confirmation that the % of completed ATVs across Leeds, as at rent week 40, was 63%.
- Acknowledgement that further training was required regarding how information was being signposted, particularly in relation to sheltered housing.
- Clarification sought whether the use of PDAs reduced the cost of undertaking ATVs. The Board was advised that this was dependent on whether PDAs could be used to access all services, e.g. booking a repair.
- Confirmation that ATVs were not currently used to publicise the Council's tenant home content insurance scheme.
- Clarification sought regarding the cost to the Council of fraud detection. The Board was advised that there were significant challenges to calculating the exact cost of undertaking ATVs.
- Confirmation that tenancy fraud did not just include sub-letting.
- Clarification sought regarding the % of sub-letting in Leeds in the period 2013/14. Also, how many cases had been upheld in relation to sub-letting?
- Clarification sought regarding how many cases of permission for sub-letting had been approved by the Council in 2013/14.
- A query of the 186 fraud investigations in 2014/15 (to date) how many of these were identified by ATVs or other detection methods?

### **RESOLVED –**

- (a) That the Board notes the information contained in the evidence pack and the additional information circulated at the meeting.
- (b) That Members unable to attend the February Board meeting, contact either the Chair or Peter Marrington to provide details of their recommendations to put before the Board for consideration.
- (c) That the above requests for information be provided.

(Jim Fergusson joined the meeting at 1.45pm during the consideration of this item.)

## **55 Recruitment**

The Chair invited Members to consider information as part of the Board's ongoing work regarding future recruitment.

The following information was appended to the report:

- Draft information flyer 'Tenant Scrutiny Board – Involving Tenants to Improve Council Housing Services'
- Draft information pack and application form.

Members were provided at the meeting with a list of tenant groups which may act as a source of recruitment.

Amendments to the draft information flyer and draft application pack were suggested as follows:

### **Draft information flyer**

- Delete 'quality control' and replace with 'examine'

### **Draft information pack**

- Insert 'the' to read 'What is the Tenant Scrutiny Board'.
- Amend term of office from 4 years to 3 years (the introduction of a staggered term of office was also suggested)
- Insert 'travelling' to read '...we will pay all reasonable travelling expenses' (clarification was sought whether expenses was extended to include childcare. Peter Marrington agreed to report back with a response.)
- Addition to 2nd from last bullet point to read 'Tell us any private or personal interests, financial or otherwise which may conflict with the work of Tenant Scrutiny Board'
- Delete section of the application form in relation to which service group the applicant would like to be considered for.

The other key points of discussion were:

- Potential promotion of Tenant Scrutiny Board on 'Made in Leeds' television station.
- Suggestion for recruitment to be a standing item on future agendas.

## **RESOLVED –**

- (a) That the Board approves the use of the yellow and white draft information flyer, subject to the amendment identified above.

- (b) That the draft information pack be amended and re-submitted to the February Board Meeting for approval.
- (c) That recruitment be included as a standing item on future agendas.

## **56 Work Schedule**

Members were asked to note that Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel) had been invited to attend the February meeting. It was anticipated that Councillor Gruen would attend the first part of the meeting and would then leave when Board Members discussed their recommendations. It was suggested that Members may wish to consider potential future areas for Scrutiny and seek Councillor Gruen's views on these.

The February meeting will also receive the quarterly performance report and an update on the STAR survey.

The March meeting will agree the Board's report on ATVs. Councillor John Procter (Chair of Scrutiny Board Housing and Regeneration) had accepted an invitation to attend the Board in March to discuss the work programme.

There was a brief discussion about the process for undertaking scrutiny inquiries, making recommendations and the importance of recommendation tracking.

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

## **57 Any Other Business**

The Board discussed potential training opportunities at Trafford Hall. Peter Marrington undertook to seek clarification regarding the potential need for tendering.

Following a brief discussion, Members opted to retain the existing agenda front sheet design, which it was pointed out was consistent with the Council's other Scrutiny Boards.

Additional questions were suggested for the visit to WDH in relation to the effectiveness of PDAs and any issues associated with transferring data to new software.

**RESOLVED** – That the above related questions be included for the visit to Wakefield District Housing.

## **58 Date and Time of Next Meeting**

Wednesday, 18 February 2015 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 3.45pm)

## **EXECUTIVE BOARD**

**WEDNESDAY, 11TH FEBRUARY, 2015**

**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

### **140 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 A and Appendix F to the report entitled, 'Approval to Proceed with Proposal to Develop a Social Enterprise in the form of a Staff led Mutual to Deliver the Learning Disability Community Support Service', referred to in Minute No. 145 are designated as exempt from publication, with Appendix A being exempted in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 and Appendix F being exempted in accordance with paragraph 10.4(5) of the same schedule. Such resolutions are on the grounds that they contain commercially sensitive financial information and information about business affairs, and (in relation to Appendix F) information relating to consultations or negotiations in connection with labour relations matters arising between the Council and its employees. It is suggested that the publication of this information would or would be likely to prejudice the commercial interests of the Social Enterprise, and of the Council. It is acknowledged that there is always a strong public interest in transparency and accountability in relation to contracts entered into by the Council, and also that there is a strong public interest in the public understanding the new arrangements for the Learning Disability Community Support Service. However, there is also a strong public interest in the new Social Enterprise being placed on a "level playing field" with potential competitors. In addition, the new Social Enterprise and its subsidiary will be subject to statutory requirements for the publication of certain financial and business information in the same way as all other Community Benefit Societies, and private companies. It is therefore deemed that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (b) Appendix 1 to the report entitled, 'East Leeds Leisure Centre, Neville Road, Halton, Leeds 15', referred to in Minute No. 154 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of a particular person or organisation, and of 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 was obtained through one to one negotiations for the disposal of the property/land then 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 Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (c) Appendix 6 to the report entitled, 'Site Allocations Plan and Aire Valley Leeds Area Action Plan: Site Allocation Proposals', referred to in Minute No. 144 is designated as exempt from publication in accordance with paragraph 10.4(5) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. It is considered that the public interest in maintaining the content of Appendix 6 as exempt outweighs the public interest in disclosing the information.
- (d) Appendix B to the report entitled, 'Grand Theatre and Opera House Ltd. – Future Operation and Governance Options Appraisal' referred to in Minute No. 159 is designated as exempt from publication 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 considered that the public interest in maintaining the content of Appendix B as exempt from publication outweighs the public interest in disclosing the information as this appendix contains soft-market testing.

## **141 Late Items**

With the agreement of the Chair, a late item of business was admitted to the agenda entitled, 'Final Local Government Finance Settlement 2015/16'. This report had been submitted as a late item of business, as there was not the opportunity to include this latest information within the related report, as detailed elsewhere on the agenda papers for this meeting, given that the final



local government settlement was not published until 3<sup>rd</sup> February 2015. However, given that the Board was scheduled to consider the proposals for the Council's 2015/16 Revenue Budget at this meeting, it was deemed essential for the Board to be informed of the final settlement figures at the earliest opportunity (Minute No. 149 refers).

In addition, Appendix 2 to item 17 entitled, 'The Leeds Community Infrastructure Levy: Strategic and Neighbourhood Spending' which detailed the related comments and recommendations of the Scrutiny Board (Sustainable Economy and Culture) had been circulated to Board Members for their consideration prior to the meeting. This information was not circulated with the agenda agenda papers due to the fact that the Scrutiny Board did not meet to consider such matters until 3<sup>rd</sup> February 2015 (Minute No. 156 refers).

**142 Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'Grand Theatre and Opera House Ltd. – Future Operation and Governance Options Appraisal Outcomes', Councillor Yeadon drew the Board's attention to her position as Chair of the Leeds Grand Theatre and Opera House Board of Management and clarified that her participation in the above report at today's meeting was in her capacity as Executive Member for Digital and Creative Technologies, Culture and Skills (Minute No. 159 refers).

**143 Minutes**

**RESOLVED** – That the minutes of the meeting held on 17<sup>th</sup> December 2014 be approved as a correct record.

**NEIGHBOURHOODS, PLANNING AND PERSONNEL**

**144 Site Allocations Plan and Aire Valley Leeds Area Action Plan: Site Allocation Proposals**

The Chief Planning Officer submitted a report which sought the Board's agreement to the site allocations proposals, as presented, as the basis on which to prepare the Site Allocations Plan and the Aire Valley Leeds Area Action Plan Publication Draft Plans, for consideration by the Development Plan Panel and approval of the Executive Board prior to deposit for the purposes of public consultation in 2015. The report also sought agreement to the areas identified for further work, whilst noting that further refinement to the proposed allocations may be necessary in the light of the work on plan preparation and further evidence coming forward. Finally, the report also invited the Board to agree to withdraw the Council's Interim Protected Areas of Search (PAS) Policy with immediate effect.

In introducing the report, the Executive Member for Neighbourhoods, Planning and Personnel outlined the extent of the work and consultation which had been undertaken to date in the development of the draft plans. In addition, he highlighted the key areas of infrastructure, employment, green space, retail and housing to which the proposed allocations related, identified those matters as detailed within the report which remained outstanding as they

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required further deliberation, and in making reference to the range of correspondence on the proposals which had been received to date, emphasised that such correspondence would be taken into consideration as appropriate.

In considering the submitted report and appendices, the following key points were raised:-

- Whilst acknowledging the key importance of ensuring a thorough and robust consultation process continued, a Member highlighted the need to ensure that any period of uncertainty for residents of Leeds was minimised;
- Members discussed the population forecasting data which had been used as a basis for the submitted proposals and it was highlighted that related Government statistics would be taken into consideration once they had been released;
- The Board considered the approach which had been proposed regarding the phasing of sites allocated for housing, and also the proposed approach regarding the development of brownfield land, and the factors which affected such respective approaches;
- Discussion took place on specific matters relating to several individual sites, as detailed within the draft proposals;
- Clarification was provided around the proposed scheduling of the matter being re-submitted to the Board for further consideration, and also in relation to the proposed next steps, with emphasis being placed upon the opportunity that remained for members of the public to submit their views on such matters;
- The Board's attention was drawn to the fact that over 70 items of correspondence had been received since Development Plan Panel met to consider such matters on 13<sup>th</sup> January 2015, and it was noted that this correspondence largely related to sites in Aireborough, Weetwood and Scarcroft.

For the purposes of clarification, the Board was advised of several corrections which were to be made to the published documentation on this item. Also, in a proposed amendment to the published report, in respect of site 1143B (Old Thorpe Lane, Tingley), it was proposed that no decision be taken in respect of this site until further work had been undertaken.

Following consideration of Appendix 6 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(5), which was considered in private at the conclusion of the meeting, it was

#### **RESOLVED –**

- (a) That subject to the corrections to be made as reported at the meeting and also subject to the inclusion of site 1143B (Old Thorpe Lane, Tingley) in the 'Outstanding Matters' category, the site allocations proposals, as set out in the submitted report and its appendices, be agreed as the basis on which to prepare the Site Allocations Plan and the Aire Valley Leeds Area Action Plan Publication Draft Plans, for

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consideration by the Development Plan Panel and also for approval by Executive Board prior to being placed upon deposit for the purposes of public consultation in 2015;

- (b) That the areas identified within the submitted report for further work be agreed, subject to the inclusion of site 1143B (Old Thorpe Lane, Tingley) in this category, and that it be noted that further refinement to the proposed allocations may be necessary in the light of the work on plan preparation and further evidence coming forward;
- (c) That approval be given to withdraw the Council's Interim PAS Policy with immediate effect.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he voted against the matters referred to within this minute, whilst under the same provisions, Councillor Golton required it to be recorded that he abstained from voting on resolutions (a) and (b) above)

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to within this minute were not eligible for Call In as the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules, which includes the resolutions above)

### **ADULT SOCIAL CARE**

#### **145 Approval to Proceed with proposal to develop a Social Enterprise in the form of a staff led mutual to deliver the Learning Disability Community Support Service**

Further to Minute No. 176, 14<sup>th</sup> February 2014, the Director of Adult Social Services submitted a report which sought approval to complete all outstanding work including specifications and supporting documentation in order to enable the creation of an independent Social Enterprise in the form of a staff-led public service mutual, from the Council's current in house Learning Disability Community Support Service; the transfer of business to that Social Enterprise and the awarding of a contract for the delivery of services for a 5 year period, subject to the value of the contract in the first year not exceeding £21.454m per annum.

The Board welcomed the proposals detailed within the submitted report, specifically the innovative and creative approach which was being taken towards meeting the increased demand for such services at a time of limited resource.

Following consideration of Appendices A and F to the submitted report, being designated as exempt from publication under the provisions of Access to Information Procedure Rules 10.4(3) and 10.4(5) respectively, which were considered in private at the conclusion of the meeting, it was

## **RESOLVED –**

(a) That the following be noted:-

- (i) The significant progress which has been made to date (including obtaining staff support), in relation to the creation of a Social Enterprise for the Learning Disability Community Support Service;
- (ii) The creation of Aspire Community Benefit Society Limited as a separate legal entity as the Social Enterprise;
- (iii) The revised social enterprise organisational structure and contractual arrangements as detailed in section 3.6 of this report;
- (iv) The requirement to complete all outstanding work required to:
  - finalise all necessary supporting agreements required for the enterprise to function, including those relating to the transfer of the business including staff and non-buildings based assets, provision of support services by the Council and those relating to the occupation / use of property by the Social Enterprise;
  - award a contract for the delivery of services to the newly formed Community Benefit Society or its subsidiary, as detailed in paragraph 3.6 of the submitted report;
  - complete formal consultation with staff and trade unions in relation to the TUPE transfer of all staff defined as 'in scope' for this service.

(b) That approval be given to the Council's participation in Aspire via the nomination of 3 Elected Members, as approved by Member Management Committee, to join the board of directors of Aspire, and (if so nominated by the Aspire board), the board of directors of Aspire Services (Leeds) Ltd.

(c) That subject to the satisfactory completion of the tasks identified in the resolutions above, it be noted that the (Interim) Director of Adult Social Services will:

- (i) approve the award of the contract for services to the newly formed Social Enterprise;
- (ii) approve the detail of any necessary documentation to complete the transfer of business and contract for services to the Social Enterprise, subject to the value of the contract in the first year not exceeding £21.454M per annum (which in turn is less than the cost of provision had the service remained within the Council);
- (iii) In relation to pensions, agree that the Council will act as a guarantor to the Social Enterprise's admitted body status to the West Yorkshire Pension Fund, as detailed in sections 3.5.7 to 3.5.9 of the submitted report.

(d) That approval be given for the Director of City Development to enter into negotiations with the Social Enterprise in order to agree the necessary leases/licences (co-terminus with the Services Agreement) to document the occupation of premises to be utilised for the provision of the service and to agree details of rent/service charges to be paid;

- (e) That the following key next steps be noted:-
  - (i) February/March 2015 - Finalise and award contract;
  - (ii) February - May 2015 – Mobilisation;
  - (iii) 1 June 2015 - Full service commencement.
- (f) That it be noted that the Interim Director, Adult Social Care is the lead officer on such matters.

**146 Even Better Lives Lived - Leeds Local Account of Adult Social Care 2014/15**

The Director of Adult Social Services submitted a report which introduced the 2014/2015 Leeds Local Account of Adult Social Care Services for its citizens. The report provided an explanation of the new responsibilities placed upon Councils and the Local Account's contribution towards enhancing local accountability to the public, whilst also acting as a tool to support sector led service improvement. Finally, the report presented a summary of the key areas of achievement of Adult Social Care and indicated those areas of service identified within the Leeds Local Account as requiring further development in order to sustain or improve performance.

The Board welcomed the contents of the Local Account for Leeds, and noted the co-ordinated work which was being undertaken with the Health and Wellbeing Board in a number of areas.

**RESOLVED –**

- (a) That the contents of the submitted report, together with the appended Local Account for Leeds, entitled “Even Better Lives Lived”, be noted;
- (b) That those areas for improvement, as identified within the submitted Local Account, be referred to the Scrutiny Board (Health and Wellbeing and Adult Social Care) for the purposes of overseeing performance in those specified areas.

**FINANCE AND INEQUALITY**

**147 Financial Health Monitoring 2014/15 - Month 10**

The Deputy Chief Executive submitted a report presenting the Council's projected financial position for 2014/15 after ten months of the financial year. In addition, the report also highlighted the key issues impacting upon the overall achievement of the budget for the current year.

The Board noted the improved position with regard to the Council's financial health projection, given that at month 10 of the financial year, an underspend of £0.2m was projected.

Responding to an enquiry, the Board received an update on the work being undertaken to address the level of disrepair claims being made against the Council and also received further information on the Council's programme of annual tenancy visits.

**RESOLVED –** That the projected financial position of the authority after ten months of 2014/2015 be noted.

**148 Revenue Budget Proposals and Capital Programme**

**(A) Leeds City Council Revenue Budget and Council Tax 2015/2016**

Further to Minute No. 128, 17<sup>th</sup> December 2014, the Deputy Chief Executive submitted a report regarding the proposals for the City Council's Revenue Budget for 2015/2016 and the Leeds element of the Council Tax to be levied in 2015/2016.

The Board was advised that the budget proposals which would be submitted to Council for determination would include details of the recently announced final local government finance settlement and also the £4.85m which had been awarded to the Council from the Department for Education's (DFE) Innovation Fund. In noting this information, the Chair outlined details, which would be submitted to Council for determination, of proposals regarding the allocation of the £1.151m which had been received by Leeds as part of the final local government finance settlement.

Emphasis was placed upon the unprecedented financial challenges that the Council continued to face, and the pressures which were being placed upon Local Authorities with regard to ensuring the delivery of key public services.

In response to an enquiry, the Board was provided with details of how much money the Council had received from New Homes Bonus to date and how much it expected to receive over the coming year. Also, officers undertook to provide specific figures to the Member in question on this matter in due course.

**RESOLVED –**

- (a) That Council be recommended to approve the Revenue Budget for 2015/2016, totalling £522.632m, as detailed and explained in the submitted report and accompanying papers, with a 1.99% increase in the Leeds' element of the Council Tax for 2015/2016, subject to the following increases: £300k in respect of local welfare support; £250k in respect of Children's Services and £601k in respect of Adult Social Care, together with the inclusion of associated expenditure and income in respect of £4.85m grant which has been awarded from the DFE's Innovation Fund;
- (b) That Council be recommended to approve the allocation of grants totalling £92k to Parishes, as detailed in paragraph 6.18.3 of the submitted report;
- (c) That in respect of the Housing Revenue Account, Council be recommended to: -
  - (i) approve the budget, with an average rent increase figure of 2.88%;
  - (ii) approve that the charge for garage rents be increased to £7.39 per week (based on 52 rent weeks);

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- (iii) approve that service charges of £1 per week be introduced for low/medium rise properties in receipt of additional services;
  - (iv) approve that service charges for multi-storey flats are increased by £1 per week to £1.86p;
  - (v) approve that the earmarked reserve for Welfare Change is reduced by £1,303k.
- (d) That Executive Board approval be given to transitional relief for business properties with rateable values up to and including £50,000 being added to the Local Scheme of Reliefs approved by Executive Board on 14th February 2014.

### **(B) Capital Programme Update 2015-2018**

The Deputy Chief Executive submitted a report setting out the proposed Capital Programme for the period 2015-2018, which included details of forecast resources for that period. In addition, the report also provided a review of 2014/2015 scheme spend.

Members discussed in detail the importance of fiscal devolution, and the key benefits which could be realised by such freedoms. Specific examples were provided of how fiscal devolution could assist the city and city region, with Members highlighting the need to continue to raise such matters with the Government.

### **RESOLVED –**

- (a) That the following be recommended to Council:-
  - (i) That the capital programme, as presented in Appendix G to the submitted report, be approved;
  - (ii) That the revised Minimum Revenue Provision (MRP) policy for 2014/2015, as set out in Appendix D to the submitted report be approved;
  - (iii) That the proposed MRP policies for 2015/2016, as set out in Appendix E to the submitted report, be approved.
- (b) That Executive Board approval be given to the list of land and property sites, as shown in Appendix B to the submitted report, being disposed of in order to generate capital receipts for use in accordance with the MRP policy.

### **(C) Treasury Management Strategy 2015/2016**

The Deputy Chief Executive submitted a report setting out the Treasury Management Policy and Strategy for 2015/2016, together with the revised affordable borrowing limits under the prudential framework. In addition, the report also provided a review of strategy and operations in 2014/15.

Responding to an enquiry, the Board received further detail regarding the Council's borrowing strategy.

**RESOLVED –**

- (a) That Executive Board approval be given to the initial treasury strategy for 2015/2016, as set out within Section 3.3 of the submitted report, and that the review of the 2014/2015 strategy and operations, as set out in Sections 3.1 and 3.2 of the submitted report, be noted;
- (b) That Council be recommended to set the borrowing limits for 2014/15, 2015/16, 2016/17 and 2017/18, as detailed in section 3.4 of the submitted report, and to note the changes to both the Operational Boundary and the Authorised limits (both have been reduced for borrowing, whilst both have been increased for other long term liabilities reflecting new PFI schemes);
- (c) That Council be recommended to set the treasury management indicators for 2014/15, 2015/16, 2016/17 and 2017/18 as detailed in section 3.5 of the submitted report;
- (d) That Council be recommended to set the investment limits for 2014/15, 2015/16, 2016/17 and 2017/18 as detailed in section 3.6 of the submitted report;
- (e) That Council be recommended to adopt the revised Treasury Management Policy Statement.

(The matters referred to in Minute Nos. 148(A)(a)-148(A)(c)(v), 148(B)(a)(i) – 148(B)(a)(iii) and 148(C)(b) - 148(C)(e) being matters reserved to Council, were not eligible for Call In)

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton both required it to be recorded that they respectively abstained from voting on the decisions referred to within this minute)

**149 Final Local Government Finance Settlement**

The Deputy Chief Executive submitted a report which provided details of the final local government finance settlement which was announced on 3<sup>rd</sup> February 2015.

The submitted report was circulated to Board Members prior to the meeting for their consideration. There was not the opportunity to include this latest information within the overarching revenue budget proposals report, found elsewhere within the agenda papers for this meeting, due to the publication timeframe of the final local government settlement.

**RESOLVED –**

- (a) That the outcome of the final local government settlement, as announced on 3<sup>rd</sup> February 2015, particularly that £1.151 million of extra funding is to be allocated to Leeds for 2015-16, be noted;



- (b) That it be noted that the Referendum Principles which would require a referendum to be held for a Council Tax increase of 2.0% or greater remain unchanged for 2015/16.

**150 Covenant between Religion or Belief Organisations and Leeds City Council**

The Assistant Chief Executive (Citizens and Communities) submitted a report which set out the background and context to the proposal to sign a covenant for engagement between the Council and Religion or Belief organisations in Leeds. The report informed of the work that had been undertaken with Leeds University over the last three years to give due regard to religion or belief equality in terms of the delivery of the Council's services. It also presented proposals for ongoing support to, and engagement with the Religion or Belief Third Sector via the Third Sector Partnership.

**RESOLVED –**

- (a) That the work being undertaken to deliver the recommendations from the report entitled, 'Leeds City Council – Taking Religion or Belief Seriously', be noted;
- (b) That approval be given for the Assistant Chief Executive (Citizens and Communities) to make arrangements for the City Council to formally sign the covenant, as appended to the submitted report, between the Council and Religion or Belief organisations in the city.

**HEALTH AND WELLBEING**

**151 Best Start Programme**

The Director of Public Health and the Director of Children's Services submitted a joint report highlighting the Leeds Best Start Programme, in order to emphasise the importance of this priority in relation to longer-term outcomes for children, families and future generations in the city. In addition, the report also provided details of the innovative work which was already being driven forward under this priority, including the essential work done by the integrated Early Start Service (Health Visiting working with Children's Centres).

Members welcomed the contents of the submitted report and the benefits to children and families which were being realised by the work of the Best Start programme.

**RESOLVED –**

- (a) That the Best Start Priority and Plan be noted, and that support be given to the important and exciting programme of work to be developed by the Best Start Strategy Group, co-chaired by the Consultant in Public Health (Children and Maternity) and the Chief Officer Children's Services (Partnership Development and Business Support);
- (b) That the transfer of commissioning responsibility for 0-5 Children's Public Health Services to the Council from 1<sup>st</sup> October 2015 which will

be led by the Office of the Director of Public Health, be noted, together with the importance of the integrated Early Start Service (Health Visiting integrated with Children's Centres) to this agenda;

- (c) That the evidence which illustrates that investing in the early years yields the highest return on investment, be noted.

**152 Contract Award for Drug and Alcohol Treatment and Recovery Service**

Further to Minute No. 120, 6<sup>th</sup> November 2013, the Directors of Public Health, Children's Services, Environment and Housing and Adult Social Services submitted a joint report regarding the recent decision to award the contract for drug and alcohol treatment and recovery services. In addition, the report highlighted the anticipated contribution that the service would make towards meeting key strategic priorities for the Council, and the benefits that would be realised as a consequence of this contract award.

Members welcomed the contents of the submitted report, together with the joined up and inclusive approach which had been taken towards the re-procurement of the service. The Board conveyed its thanks to all of those who had been involved in this process.

**RESOLVED –**

- (a) That the recent contract award for drug and alcohol treatment and recovery services, be noted;
- (b) That the inclusive way in which service users have been involved in the re-procurement of the service, be noted;
- (c) That the contribution that the service will make towards meeting key strategic priorities for the Council and the benefits that will be realised as a consequence of this contract, be noted.

**153 Contract Award on Integrated Sexual Health Services**

The Director of Public Health submitted a report which provided details on the recent decision to award the contract for the provision of Integrated Sexual Health services. In addition, the report highlighted the anticipated contribution that the service would make towards meeting key public health priorities for the Council.

The Board welcomed the contents of the submitted report and conveyed its thanks to all of those who had been involved in this process.

**RESOLVED –**

- (a) That the recent contract award for integrated sexual health services be noted;
- (b) That the inclusive way in which service users have been involved in the re-procurement of this service, be noted;

- (c) That the contribution that the service will make towards meeting strategic public health priorities, be noted.

## **TRANSPORT AND THE ECONOMY**

### **154 East Leeds Leisure Centre, Neville Road, Halton, Leeds 15**

The Director of City Development and the Director of Children's Services submitted a joint report which sought approval of the sale of the subject site on the terms as detailed within the exempt appendix to the submitted report.

The Board noted a point of clarification that the proposal was to sell the site to the Temple Learning Foundation, and not the Temple Newsam Partnership, as detailed within the submitted report.

Following consideration of Appendix 1 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 sale of the subject site to the Temple Learning Foundation for development as a new school and on the terms as detailed within the exempt appendix to the submitted report, be approved;
- (b) That it be noted that the Head of Land and Property will be responsible for the implementation of such matters, as outlined within the submitted report.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In if it is considered that any delay would seriously prejudice the Council's or the public's interests. As such, it was determined that the resolutions relating to this report were exempt from the Call In process as timetabling for the proposed opening of the first phase of the school is September 2015, creating a very tight deadline in which to finalise legal work associated with the sale, obtaining planning consent, works procurement and completion of the conversion of the leisure centre)

## **CHILDREN AND FAMILIES**

### **155 Transforming Children's Social Work in Leeds: Progress and Further Developments**

The Director of Children's Services submitted a report providing an update on the progress made in services for children, young people and families in Leeds with a particular focus placed upon the ongoing transformation of children's social work services. The report highlighted Leeds' success in being awarded £4.85 million from the Department for Education's (DfE) Innovation Fund and the work taking place as a result of this. Also, the report outlined further improvements planned across the service that would sit alongside the innovation fund to create system-change throughout the city.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 18th March, 2015

The Board welcomed the contents of the submitted report, specifically the fact that the Council had successfully been awarded £4.85m from the Department for Education's Innovation Fund. Further to this, it was proposed that cross-group support was obtained in order to seek greater flexibility around the timescales by which such funding needed to be spent.

**RESOLVED –**

- (a) That the success of the Leeds Innovation Fund bid be noted, and that the activity as a result of the fund which will signal a step-change in the use of restorative approaches for working with vulnerable families in Leeds be supported;
- (b) That the wider work planned to develop children's social work in Leeds as part of our ambitions to make Leeds the best city for children and young people to grow up in, be endorsed, and that in particular, the proposals to enhance the role of the corporate carers group, be noted.

**NEIGHBOURHOODS, PLANNING AND PERSONNEL**

**156 The Leeds Community Infrastructure Levy - Strategic and Neighbourhood Spending**

Further to Minute No. 66, 17<sup>th</sup> September 2014, the Director of City Development and the Deputy Chief Executive submitted a joint report which proposed the key parameters for the spending of the Community Infrastructure Levy (CIL) income across Leeds, including the proportion given to local communities, governance and engagement arrangements for that proportion, together with strategic spending principles.

Appendix 2 to the submitted report which contained the comments and recommendations of the Scrutiny Board (Sustainable Economy and Culture) was circulated to Executive Board Members prior to the meeting. The Scrutiny Board met on 3rd February 2015 to consider such matters. In considering Appendix 2, the Scrutiny Board was thanked for its work on this subject, and it was noted that such recommendations would be taken into consideration.

Responding to enquiries, the Board received further information on the following:-

- The consultation and engagement procedures which would be undertaken by the Council with Parish and Town Councils and those community organisations with Neighbourhood Plans throughout the CIL process;
- The proposed timeframes by which neighbourhood funding would be allocated;
- The respective roles envisaged for Ward Members and for Community Committees when considering the allocation of the neighbourhood fund;
- The ways in which the retained element of the CIL would be utilised by the Council.

In acknowledging the complex nature of the arrangements for spending local CIL funds, it was requested that a further report be submitted to Executive Board providing further detail on such matters.

**RESOLVED –**

- (a) That the following be agreed:-
  - (i) The Council will retain 5% of the CIL to cover administration and implementation costs;
  - (ii) 15% of CIL income to be the neighbourhood fund, subject to the cap set in national Regulations, or 25% in areas with an adopted neighbourhood plan;
  - (iii) To retain the default timetable in the CIL Regulations for transferring the neighbourhood fund: 1st October to 31st March transferred by 28th April, and 1st April to 30th September transferred by 28th October each year.
  - (iv) To continue to work closely with Parish Councils and other community groups and infrastructure providers, including through the Site Allocations Plan and maximising use of CIL resources;
  - (v) To use existing Community Committee structures to direct spending of the neighbourhood fund;
  - (vi) For guidance/protocols to be established to ensure a consistent approach to defining the locality for spending and consultation purposes. Community Committees may then publish their own parameters for the spending of the neighbourhood fund in their area. This will need to include consultation and joint working with adjoining Committees to determine the approach to CIL spending from development that may occur on or near Committee boundaries, and with Parish Councils in recognising the control parishes have over the neighbourhood fund for their own parish;
  - (vii) That priorities for strategic CIL spend are decided on an annual basis as part of the Council's budget setting process, in line with the Regulation 123 List, and taking into account the impact of specific and cumulative infrastructure needs arising from new development.
- (b) That it be noted that the following steps will be undertaken in order to deliver the resolutions of the Board:-
  - (i) The appropriate internal procedures will be put in place to set the necessary systems for collection, distribution, and monitoring of the CIL Income;
  - (ii) The timescales for the implementation of the decisions are that Leeds City Council will start charging the CIL from 6th April 2015 and so the necessary procedures will be in place from that date and ongoing;
  - (iii) The Chief Planning Officer will be the officer responsible for the implementation of such matters.
- (c) That a further report be submitted to Executive Board providing further detail on the arrangements for spending the local CIL funds (15% or 25%), particularly in those areas without a parish or town council.

**157 Changing The Workplace: progress report to end of 2014**

Further to Minute No. 38, 17<sup>th</sup> July 2013, the Deputy Chief Executive and the Director of City Development submitted a joint report providing an overview of Phase 1 of the Changing the Workplace (CTW) scheme, presenting the benefits delivered to date and the opportunities available for further savings to be delivered. In addition, the report also looked to consider moving forward on phase 2 in the localities, linking in with the community hubs and asset rationalisation agendas.

In receiving the update, Members noted the financial savings which were being realised by the initiative and the ways in which CTW was promoting new and innovative ways of working across the Council.

**RESOLVED –**

- (a) That the progress made to date, together with the anticipated additional benefits including potential to release further buildings on completion of phase 1 of the CTW programme, be noted;
- (b) That the linkages to 'How We Work' and other cross-Council activities, such as those recently considered by Executive Board namely; asset rationalisation and community hubs, be noted;
- (c) That a further report be submitted to the Board by the Deputy Chief Executive and the Director of City Development in mid-2015 showing the refreshed financial costs and savings to be delivered in Phase 1, together with costs and opportunities for a phase 2 business case.

**158 City-wide Housing Repairs and Maintenance Procurement Strategy 2016**

The Director of Environment and Housing submitted a report providing an overview of the proposed strategy for key strategic procurement exercises that Housing Leeds would conduct between 2015 and 2020. In addition, the report also outlined the approach proposed to be taken in respect of future contracts or internal arrangements regarding the delivery of a number of key services.

**RESOLVED –**

- (a) That the overall strategy and direction of travel, as set out within the submitted report, be approved;
- (b) That the proposed extensions to the Mears Contracts be noted;
- (c) That the Director of Environment and Housing be authorised to implement the strategy following Executive Board approval under existing powers within the Director's scheme of delegation.

## **DIGITAL AND CREATIVE TECHNOLOGIES, CULTURE AND SKILLS**

### **159 Grand Theatre and Opera House Ltd. - Future Operation and Governance Options Appraisal Outcomes**

Further to Minute No. 44, 16<sup>th</sup> July 2014, the Director of City Development submitted a report which sought approval for the next phase in the development of the Leeds Grand Theatre and Opera House (LGTOH).

In receiving the report, the Board emphasised the vital contribution that all three venues made to the city's cultural offer. As such, it was highlighted that the key objective of the submitted report was to ensure that the venues remained sustainable and were allowed to prosper in the future.

The Board paid tribute to the work which had been undertaken by the staff of the venues, Trustees of the Leeds Grand Theatre and Opera House, Scrutiny Board (Sustainable Economy and Culture), Council officers and the consultants, who had undertaken a piece of work as part of the review, all of whom had made valued contributions towards the progress which had been achieved to date.

Following consideration of Appendix 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 it be recommended to the LGTOH Board that it restructures to become a fully independent charitable trust;
- (b) That it be noted, that once established, the fully independent charitable trust may decide to contract a commercial operator to run Leeds Grand Theatre and/or City Varieties, (subject to agreement to any requirements imposed upon it by Arts Council England, The National Heritage Memorial Fund or the Charity Commission) or may decide to retain this function in-house;
- (c) That the reduction of Member representation on the new board to a maximum of 3 be approved, which would be a condition of any future grants to the new trust, and/or a condition of any other financial contribution to the operation of LGTOH that the Council may make;
- (d) That support be given to the principle that the Board of LGTOH moves immediately to appoint an interim full-time Chief Executive to lead the process of change and development that will flow from the changes to governance, including the responsibility for managing the recruitment of an independent chair, to continue the progress made in turning around the current deficit-generating business model and developing a capital refurbishment plan with other stakeholders as per paragraph 3.7.3 of the submitted report;

- (e) That approval be given for any rental income, net of costs, from The Swan public house from 1 April 2015 is formally hypothecated from City Development to the benefit of City Varieties in recognition that the existence of The Swan significantly limits City Varieties capacity to raise income from secondary spend;
- (f) That it be agreed that any decision to separate governance arrangements for the Hyde Park Picture House be held in abeyance for further consideration by the independent trust in consultation with the Council, the local community and 'friends' groups;
- (g) That the Board convey its thanks to the staff, Trustees of LGTOH and the council officers involved for their work in improving the financial performance of the company, and that the Director of City Development and the Deputy Chief Executive be authorised to take the lead on behalf of the Council in the implementation of these changes under their respective schemes of delegation;
- (h) That the Director of City Development, on behalf of the Council, be authorised to enter into discussions and agree necessary documentation with Arts Council England and the National Heritage Memorial Fund with regard to necessary changes to the existing arrangements which would enable LGTOH to become a fully independent charitable trust.

**DATE OF PUBLICATION:** FRIDAY, 13<sup>TH</sup> FEBRUARY 2015

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00PM, FRIDAY, 20<sup>TH</sup> FEBRUARY 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 23<sup>rd</sup> February 2015)