
SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 27th October, 2014 at 10.30 am

(A pre-meeting will take place for ALL Members of the Board at 10.00 a.m.)

MEMBERSHIP

Councillors

- S Bentley - Weetwood;
- J L Carter - Adel and Wharfedale;
- J Cummins - Temple Newsam;
- N Dawson - Morley South;
- P Grahame (Chair) - Cross Gates and Whinmoor;
- J Jarosz - Pudsey;
- A Khan - Burmantofts and Richmond Hill;
- A Lowe - Armley;
- C Macniven - Roundhay;
- T Wilford - Farnley and Wortley;
- R Wood - Calverley and Farsley;

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

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A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notifications of substitutes.</p>	
6			<p>MINUTES - 29 SEPTEMBER 2014</p> <p>To confirm as a correct record, the minutes of the meeting held on 29 September 2014</p>	1 - 4
7			<p>DISCUSSION WITH RICHARD CORBETT MEP</p> <p>To receive a report from the Head of Scrutiny and Member Development providing Members with an opportunity to ask Richard Corbett MEP a broad range of questions.</p>	5 - 6
8			<p>WORK SCHEDULE</p> <p>To consider the Scrutiny Board's work schedule for the 2014/15 municipal year.</p>	7 - 12
9			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 24 November 2014 at 10.00 a.m. (Pre meeting for all Board Members at 9.30 a.m.)</p>	

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

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 29TH SEPTEMBER, 2014

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, J L Carter,
N Dawson, K Groves, J Jarosz, A Khan,
C Macniven, M Rafique and T Wilford

25 Late Items

There were no late items.

26 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

27 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors J Cummins, A Lowe and R Wood.

Councillor M Rafique substituted for Councillor J Cummins and Councillor K Groves substituted for Councillor A Lowe.

28 Minutes - 22 July 2014

RESOLVED – That the minutes of the meeting held on 22 July 2014 be confirmed as a correct record.

29 Local Council Tax Support Scheme

The Chief Officer (Welfare & Benefits) submitted a report setting out proposals to change the Local Council Tax Support Scheme from April 2015. Public consultation was currently underway in relation to the scheme proposals and the views of Scrutiny Board (Resources and Council Services) were sought.

The following were in attendance and responded to Board Members questions and comments;

- Steve Carey, Chief Officer (Welfare and Benefits)
- Jane McManus, Project Manager (Council Tax Support).

In summary the main areas of discussion were:

- Reasons behind the proposed change to the current scheme and the desired outcomes.

- The recognition that the success of the proposed scheme would be dependent on successful collaboration between Jobs and Skills and the Welfare team. Similarly working arrangements between the Council and other agencies (for example Job Centre Plus) will be crucial.
- The capacity of the Jobs and Skills section to fulfil its part of the scheme.
- The budget implications in terms of increased or decreased caseloads.

RESOLVED –

- (i) That consideration be given for any savings in the support scheme budget accrued through none payment as a result of a claimant not engaging with the council, to be diverted into specific job seeking support initiatives (and not diverted into the Council's general fund)
- (ii) That the Chief Officer (Welfare & Benefits) consults with the equalities team on the development of the impact assessment for the scheme.
- (iii) That the introduction of a hardship fund into the proposed scheme be considered.
- (iv) That assurances are sought from the Chief Officer (Welfare & Benefits) and from the Chief Officer (Employment and Skills) that the Jobs and Skills section has the capacity and resources to fulfil its part of the proposed scheme.

30 Effective Procurement and Contract Procedure Rules

The Chief Officer PPPU and Procurement submitted a report updating the Scrutiny Board on progress in implementing the new Contract procedure Rules and the other Effective Procurement documentation, and on anticipated changes to legislation and guidance.

Andy Eaton, Executive Manager, Legal, Strategy and Resources attended and responded to Board Members questions and comments.

RESOLVED – To receive at a future meeting the following information:

- (i) Further detail from the spend analysis of spend not on-contract
- (ii) A report on information available in relation to effectiveness of use of the contracts register and procurement calendar for procurement planning [to ensure sufficient time for decision-making and call-in and to prevent unplanned extensions of contracts and waivers.

31 Best Council Plan 'Scorecard'

The Deputy Chief Executive submitted a report presenting a set of key performance indicators selected to form a 'scorecard', against which progress to meet the Best Council Plan 2013 – 17 will be measured.

Coral Main, Principal Risk Management Officer, attended and responded to Board Members questions and comments.

Draft minutes to be approved at the meeting
to be held on Monday, 27th October, 2014

In summary the main areas of discussion was the number of 'key' performance indicators and whether there was scope for reducing these further and those scorecard KPIs for which no targets are set.

RESOLVED – To receive the quarterly scorecard reports that will go to Corporate Leadership Team in future.

32 Work Schedule

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year.

27 October 2014 Meeting

To add a discussion on Jobs and Skills

24 November 2014 Meeting.

To add a referral from Corporate Governance and Audit Committee in relation to Officer interests.

To add a discussion on Procurement.

RESOLVED – That the Board's work schedule be updated to reflect the work areas identified during today's meeting.

33 Date and Time of Next Meeting

Monday, 27 October 2014 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.00 am).

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Resources and Council Services)

Date: 27th October 2014

Subject: Discussion with Richard Corbett MEP

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

Summary of main issues

1. Scrutiny Board (Resources and Council Services) has invited Richard Corbett MEP for Yorkshire & Humber, to attend today's meeting. This meeting provides members with an opportunity to ask Mr Corbett a broad range of questions; however the Board has previously indicated its interest in the following areas;
 - Given England no longer operates at a Regional level it is often felt the regional voice is now missing (with the demise of Brussels office, other regional structures). MEPS and the EC however still recognise regions – how can we better influence and shape 'regional policy' without any regional infrastructure?
 - As a city or city region how can we ensure we have influence with the Commission and develop the relationships needed to position Leeds to take maximum advantage of what European funding may become available?
 - How can MEPs help shape the funding arrangements for the future to make them more sensitive to local government?
 - Are there opportunities for Councils to work effectively with our local MEPs in the future?

Recommendations

2. With the above in mind, Members are asked to hold a discussion with Mr Corbett MEP and make appropriate comment, observations or recommendations.

Background papers¹

None used

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

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Resources and Council Services)

Date: 27th October 2014

Subject: Work Schedule

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

Summary of main issues

1. The Board's draft work schedule is attached as appendix 1. The work schedule reflects discussions at the Board's meeting in June. It will be subject to change throughout the municipal year.

Recommendations

2. Members are asked to note the work schedule and make amendments as appropriate.

Background documents¹

None used

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

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Scrutiny Board (Resources and Council Services) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2014/15		
	June	July	August
People Plan		Update	
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
Briefings			
Budget & Policy Framework Plans			
Recommendation Tracking		Welfare Reform Civic Enterprise Leeds Translation Services Contact Centre – performance	
Performance Monitoring			
Budget		Out turn Report	

Scrutiny Board (Resources and Council Services) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2014/15		
	September	October	November
People Plan			Potential date to discuss People Plan with Directorates if so determined by Scrutiny Working Group
Briefings	Contract Procedure Rules - revision	Richard Corbett MEP	Commissioning
Procurement			Off contract spend and waivers
Council Tax Relief Scheme	Council Tax		
Budget & Policy Framework Plans			
Recommendation Tracking			Officer Interests
Performance Monitoring	Best Council Plan – Key Indicators		
Budget			Two year Financial Strategy

Scrutiny Board (Resources and Council Services) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2014/15		
	December	January	February
People Plan			Potential date to discuss People Plan with Directorates if so determined by Scrutiny Working Group
Member Development			
Briefings	Individual Electoral Registration - update		
Budget & Policy Framework Plans	To receive Executive Board's initial budget proposals Best Council Plan 2013-17	To agree any recommendations arising from the discussion on the Executive Board's initial budget proposals and also to note comment from other scrutiny boards	Best Council Plan 2013-17
Recommendation Tracking			
Performance Monitoring			
Budget			

Scrutiny Board (Resources and Council Services) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2014/15		
	March	April	May
People Plan	Potential date to discuss People Plan with Directorates if so determined by Scrutiny Working Group		
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
Briefings			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring			
Budget			

People