
SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 24th November, 2014 at 10.00 am

(A pre-meeting will take place for ALL Members of the Board at 9.30 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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the 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 - 27 OCTOBER 2014</p> <p>To confirm as a correct record, the minutes of the meeting held on 27 October 2014.</p>	1 - 2
7			<p>EXECUTIVE BOARD MINUTES - 15 OCTOBER 2014</p> <p>To receive for information the minutes of the Executive Board held on 15 October 2014.</p>	3 - 12
8			<p>EXTERNAL PUBLICATION OF EMPLOYEE INTERESTS FOR HIGH RISK POSTS</p> <p>To consider a report from the Director of Resources responding to a request from the Corporate Governance and Audit Committee meeting on 19 September 2014 that the Scrutiny Board (Resources and Council Services) seek assurances around the Board's recommendations to the Executive on officers interests.</p>	13 - 18

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9			<p>EFFECTIVE PROCUREMENT AND CONTRACT PROCEDURE RULES</p> <p>To consider a report from the Head of Scrutiny and Member Development presenting an update on progress in implementing the new Contracts Procedure Rules and the other Effective Procurement documentation.</p>	19 - 28
10			<p>WORK SCHEDULE</p> <p>To consider the Scrutiny Board's work schedule for the 2014/15 municipal year.</p>	29 - 34
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 22 December 2014 at 10.00am (Pre meeting for all Board Members at 9.30am)</p> <p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

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SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 27TH OCTOBER, 2014

PRESENT: Councillor P Grahame in the Chair

Councillors B Anderson, S Bentley,
J Cummins, N Dawson, J Jarosz, A Khan,
A Lowe, C Macniven, T Wilford and
R Wood

34 Late Items

There were no late items.

35 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

36 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor J L Carter.

Notification was received that Councillor B Anderson was substituting for Councillor J L Carter.

37 Minutes - 29 September 2014

RESOLVED – That the minutes of the meeting held on 29 September 2014 be approved as a correct record.

38 Discussion with Richard Corbett MEP

The Head of Scrutiny and Member Development submitted a report providing Members with an opportunity to ask Richard Corbett MEP a broad range of questions.

In summary the main areas of discussion were:

- The role of an MEP and the role of Parliament and Council of Ministers.
- The implementation of the European budget, particularly the European Structural and Investment Fund (ESIF) and the role of MEPs and Local Enterprise Partnerships (LEPS).
- The Leeds City Region ESIL strategy and the role of central government in its approval.
- The limited European funding directed at the health agenda.
- The opportunities provided by Horizon 2020, a EU Research and Innovation programme with nearly €80 billion of funding available over 7 years (2014 to 2020) with €1.7 billion available for health.

- The need to work with other partners to get match funding for the ESIF strategy and to pursue opportunities for other partners to deliver programmes.
- The priorities identified in the LEP ESIF strategy around ‘investing in Education, skills and lifelong learning’.
- The Democratic accountability of LEPs and the role of local councillors in relation to ESIF. It was noted that a LEP representative will be attending Scrutiny Board (Sustainable Economy and Culture) in the near future.
- The consequences of not having a regional voice at the Yorkshire and Humber level.
- The amount of trade undertaken from the Yorkshire and Humber with the EU.
- The auditing of the effectiveness of spend.
- The need to view Yorkshire as a diverse county with different areas having different needs.
- The role of City Regions in Europe.
- The recent publicity around the recent budget surcharge announcement.
- The positive effects of migration and the need to recognise consequences on front line services.

RESOLVED –

- (i) That Mr Corbett be thanked for his attendance at the meeting
- (ii) That those Elected Members who submitted a question and do not sit on the Scrutiny Board be given a written reply.
- (iii) That the Scrutiny Board (Sustainable Economy and Culture) raise with the LEP the issue of democratic accountability.

39 Work Schedule

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

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

40 Date and Time of Next Meeting

Monday, 24 November 2014 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.30 am).

EXECUTIVE BOARD

WEDNESDAY, 15TH OCTOBER, 2014

PRESENT: Councillor K Wakefield in the Chair

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

SUBSTITUTE MEMBER: Councillor J Procter

79 Substitute Member

Under the terms of Executive and Decision Making Procedure Rule 3.1.6, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

80 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:-

Appendix A to the report entitled, 'Leeds City Region Green Deal and ECO Scheme', referred to in Minute No. 86 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the appendix is commercially sensitive and is extracted from bids received by the Council. The publication of such information would prejudice the commercial interests of the bidders involved, and it would also damage the Council's interests, as it would decrease bidders' confidence in the Council's procurement processes. It is therefore determined that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

81 Late Items

There were no late items as such, however, prior to the meeting an updated version of exempt Appendix A to agenda item 7 entitled, 'Leeds City Region Green Deal and ECO Scheme' had been circulated to Board members for their consideration (Minute No. 86 refers).

82 Declaration of Disclosable Pecuniary Interests

There were no declarations of Disclosable Pecuniary Interests made during the meeting.

83 Minutes

RESOLVED – That the minutes of the previous meeting held on 17th September 2014 be approved as a correct record.

TRANSPORT AND THE ECONOMY

84 Leeds Bradford International Airport

The Director of City Development submitted a report setting out the main principles for the development of the Council's policy relating to the growth of Leeds Bradford International Airport (LBIA). The report considered the Council's approach towards enhancing the positive role of LBIA in supporting economic and jobs growth and providing international connections. Additionally, the report presented the framework for the planned growth and improvement of the airport and its wider supporting infrastructure; together with the Council's intentions around developing a unified approach across site allocations, transport and economic development.

Emphasis was placed upon the integral role played by the airport in ensuring the future economic competitiveness of both the local and regional economy, whilst the support which existed for improvements to the airport's accessibility and connectivity was highlighted.

Responding to an enquiry, the Board received an update regarding the development of the Surface Access Strategy and the wider work being undertaken around the improvement of road access to the airport.

RESOLVED – That in the context of the White Paper Motion approved at the meeting of Council on 26th March 2014, and the growth potential of LBIA as outlined by the Department for Transport (DfT):-

- (a) That the main policy principles relating to the growth of LBIA, as set out at section 5.1 of the submitted report be agreed;
- (b) That officers be requested to work with LBIA in order to support them in the timely completion of the Airport Masterplan and Surface Access Strategy work, to inform the development of the Council's policy position;
- (c) That officers be requested to develop work on the proposals for surface access, working closely with LBIA, DfT and the West Yorkshire Combined Authority;
- (d) That Development Plans Panel be requested to take account of the submitted report in preparing land proposals through the Site Allocations Plan process for land use in the area surrounding LBIA;
- (e) That officers be requested to develop proposals for the sustainable growth and enhancement of the economic and employment role of LBIA, working closely with the Local Enterprise Partnership (LEP); and

- (f) That the Director of City Development be instructed to co-ordinate the work set out in the resolutions above and to submit a progress report on such matters to Executive Board in mid-2015.

NEIGHBOURHOODS, PLANNING AND PERSONNEL

85 Update on Response to Leeds Students' Unions Deputation of March 2014

The Deputy Chief Executive submitted a report responding to the deputation presented to full Council on 26th March 2014 by representatives of Leeds University Union, Leeds Beckett Students' Union and Leeds Trinity Students' Union regarding "Student Representation at Policy Making Level".

By way of an introduction to the submitted report, the Executive Member for Neighbourhoods, Planning and Personnel provided an update on the continuing actions being taken to ensure increased student involvement in policy making in Leeds. Furthermore, the Executive Member made a specific request to the relevant officers to ensure the establishment of appropriate students' union representation/input on the Communities Partnership Board and also the Housing Forum.

RESOLVED – That the contents of the submitted report be noted.

CLEANER, STRONGER AND SAFER COMMUNITIES

86 Leeds City Region Green Deal and ECO scheme

Further to Minute No. 39, 16th July 2014, the Director of Environment and Housing submitted a report which provided the Board with information on the progress made to date on the procurement of the Leeds City Region (LCR) Green Deal and Energy Companies' Obligation (ECO) scheme and which sought approval to call off from the Framework Agreement. In addition, the submitted report also detailed the benefits of the scheme in order to assist with the decision making in respect of call-off.

An updated version of exempt Appendix A to the submitted report had been circulated to Board Members prior to the meeting for their consideration.

The Executive Member for Cleaner, Stronger and Safer Communities highlighted the range of potential benefits which would be realised by the initiative detailed within the report, whilst also highlighting how the collaborative procurement process had provided a good example of the Leeds City Region and Local Authorities effectively working in partnership in order to deliver large scale projects for the benefit of the community.

Following consideration of the updated Appendix A 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 participation of Leeds City Council in the Leeds City Region Green Deal and ECO scheme, including support for the Framework and commitment to use the Call-Off Contract be approved in principle;
- (b) That the necessary authority be delegated to the Director of Environment and Housing in order to agree the commercial terms of the Call-Off Contract and to sign the Contract;
- (c) That the necessary authority be delegated to the Director of Environment and Housing in order to take operational decisions, including attendance at the Home Energy Project Board (HEPB);
- (d) That the progress being made in respect of this matter be monitored through the HEPB and that annual progress reports be submitted to the Executive Board for consideration.

DIGITAL AND CREATIVE TECHNOLOGIES, CULTURE AND SKILLS

87 Review of Library Opening Hours

The Director of City Development submitted a report outlining the outcomes arising from the period of consultation and analysis which had taken place as part of the review of library opening hours. In addition, the report sought approval to implement the resulting proposed hours, with the aim of delivering identified savings, whilst also ensuring that the service was provided in the most efficient manner to meet customers' needs.

Members welcomed the comprehensive consultation exercise which had been undertaken on this matter, the outcomes from which had been reflected within the proposals detailed within the submitted report. In addition, emphasis was placed upon the difficult decisions which needed to be taken in respect of library provision, however it was highlighted that the proposals under consideration aimed to ensure that a sustainable and innovative service continued in Leeds which was responsive to changing local circumstances.

On behalf of the Board, the Executive Member for Digital and Creative Technologies, Culture and Skills thanked all of those who had been involved in the delivery of the consultation and analysis exercise, which had been integral to the proposals detailed within the submitted report.

RESOLVED –

- (a) That the changes to library opening hours, as identified in Appendix 1 to the submitted report, be approved with effect from Monday, 1st December 2014;
- (b) That it be noted that the Head of the Library and Information Service will be responsible for the implementation of such matters.

ADULT SOCIAL CARE

88 Out of the Shadows: Time to Shine

The Director of Adult Social Services and the Director of Public Health submitted a joint report providing a briefing on the vision of the 'Time to Shine' project, the aim of which was to reduce loneliness and isolation by breaking down barriers and building strong communities. In addition, the report described the project's strategy for making better use of existing assets, whilst also changing society's attitudes and behaviours towards older people.

On behalf of the Board, the Executive Members for Adult Social Care and Health and Wellbeing welcomed the grant which had been awarded to the city of Leeds and respectively paid tribute to the Leeds Older People's Forum for the work that the organisation had undertaken as part of the successful bid submission process.

RESOLVED –

- (a) That the Leeds Older People's Forum and its partners be congratulated on the success of their bid;
- (b) That the aims, vision and strategy of the 'Time to Shine' project be noted and endorsed;
- (c) That further annual updates on the progress of the project be received by the Executive Board over the next six years;
- (d) That it be noted that the lead officer for ensuring updates are submitted to Executive Board is the Deputy Director, Adult Social Care.

89 Director of Adult Social Services - Sandie Keene

On behalf of the Board, the Chair paid tribute to and thanked the Director of Adult Social Services, Sandie Keene, for her services to the Council, as this would be the final Executive Board meeting in which she would be in attendance prior to her retirement.

FINANCE AND INEQUALITY

90 Discretionary Housing Payments

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on Discretionary Housing Payment (DHP) expenditure and the actions which were being taken to both meet the needs of vulnerable tenants and also manage the scheme's expenditure within the available budget.

In addition, it was noted that the report also sought the Board's approval to submit an application to the Department for Communities and Local Government (DCLG) to utilise Housing Revenue Account funding up to a maximum of £250,000, in order to help deal with DHP awards for Housing Leeds tenants with severe disabilities living in significantly adapted properties.

In considering the report, Members discussed a number of matters which related to the current national policies affecting vulnerable tenants and the impact of such policies upon the demand for DHPs.

RESOLVED –

- (a) That the pressures on the DHP fund and the actions being taken to deal with the pressures, be noted;
- (b) That the application to the DCLG to use Housing Revenue Account funding up to a maximum of £250,000 to help deal with DHP awards for Housing Leeds tenants with severe disabilities living in significantly adapted properties, be approved;
- (c) That a report be received in the new year from the Assistant Chief Executive (Citizens and Communities) on a proposed DHP scheme for 2015/16, following Department for Work and Pensions (DWP) confirmation of DHP funding.

91 Medium Term Financial Strategy 2015/16 - 2016/17

The Deputy Chief Executive submitted a report which set out the principles and assumptions underlying the proposed financial strategy covering the years 2015/16 to 2016/17. It was noted that the financial strategy would provide the framework for the preparation of the 2015/16 initial budget proposals which were scheduled to be presented to Executive Board in December 2014.

In considering the proposed medium term financial strategy, the Board discussed the national context specifically in respect of the cumulative funding reductions which had been experienced by the Council to date, together with the indicative financial settlement proposals for 2015/16. Members also gave consideration to a range of issues relating to the Government's current funding model for Local Authorities and looking to the future, highlighted the unprecedented financial challenge that the Council faced.

RESOLVED – That the Medium Term Financial Strategy for 2015/16 - 2016/17 be approved, and that the assumptions and principles outlined in the submitted report be used as a basis for the detailed preparation of the Initial Budget Proposals for 2015/16.

92 Financial Health Monitoring 2014/15: Month 5

The Deputy Chief Executive submitted a report presenting the Council's projected financial position for 2014/15 after five months of the financial year.

The Deputy Chief Executive provided an update to the Board and indicated that the draft month 6 figures showed a further deterioration in the Council's financial position by approximately £1,000,000.

RESOLVED – That the projected financial position of the authority after five months of 2014/15, as detailed within the submitted report, be noted.

93 Citizens@Leeds:Delivering Community Hubs Across the City

Further to Minute No. 47, 16th July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report which set out proposals aimed at the delivery of a sustainable network of Community Hubs across the city. The report outlined the high-level basis upon which a city-wide network of Community Hubs could be developed; building upon the successes and learning from the three pathfinder hubs agreed by Executive Board in November 2013.

Members welcomed the proposals detailed within the submitted report, particularly with regard to their integrated and innovative nature.

RESOLVED –

- (a) That the adoption of a city-wide community hub model which sees a network based approach, developed in partnership with Community Committee's and local Ward Councillors, and supported by a city centre community hub, be approved;
- (b) That the proposal to bring together all existing community based one stop centres, libraries and housing management offices, to be managed as a single set of 'front of house' services, in order to enable the development of a city-wide network of community hubs, be approved;
- (c) That the proposal to create a single 'front of house team' in order to provide the community hub workforce, be approved, with the team being made up from all existing 'front-of-house' staff based in customer services, libraries, housing Leeds and jobs and skills;
- (d) That the Assistant Chief Executive (Citizens and Communities) be authorised to progress the detailed design of the proposed city-wide community hub network and associated workforce arrangements, as set out within Section 5 of the submitted report;
- (e) That an update report be submitted to Executive Board in March 2015 providing an update on the progress being made and the development of a detailed business case to support delivery of the aspirations, as outlined within the submitted report.

HEALTH AND WELLBEING

94 Due North: Report of the Inquiry on Health Equity for the North

The Director of Public Health submitted a report which outlined the key recommendations arising from the report entitled 'Due North', a document which reported the findings from the inquiry undertaken in relation to health equity for the North. In addition, the report sought agreement on ways to implement those recommendations through the Leeds City Region.

Members discussed the detail of the Executive Summary from the 'Due North' report, which had been compiled by the Inquiry Panel on Health Equity for the North of England, specifically around the nature of the associated recommendations, the narrative used and also the findings in respect of young people.

RESOLVED –

- (a) That the findings and recommendations of the 'Due North' report be supported;
- (b) That the Board's influence be used in the Leeds City Region and the Combined Authority in order to progress the recommendations of the 'Due North' report and to help achieve the ambitions of the city;
- (c) That the Health and Wellbeing Board be requested to review the recommendations and to identify opportunities for further progress at both city wide and local level.

TRANSPORT AND THE ECONOMY

95 Asset Management Plan

The Director of City Development submitted a report which sought approval of the Asset Management Plan for the period 2014 - 2017, as presented within Appendix 1 to the submitted report.

Councillor Groves, as Chair of the Scrutiny Board (Sustainable Economy and Culture) presented the key findings of the Scrutiny Board arising from its prior consideration of the draft Asset Management Plan. The Scrutiny Board's comments were detailed within Appendix 2 to the submitted report.

The work which was being undertaken in line with the Government's 'One Public Estate' programme was noted, together with the progress which was being made with other public sector partners as part of this initiative.

RESOLVED –

- (a) That the Asset Management Plan be approved;
- (b) That it be noted that the implementation timescale for the plan is 2014-2017; and
- (c) That it be noted that the Head of Asset Management is responsible for implementation of the plan.

96 Chief Asset Management and Regeneration Officer - Christine Addison

On behalf of the Board, the Chair paid tribute to and thanked the Chief Asset Management and Regeneration Officer, Christine Addison, for her services to the Council, as this would be the final Executive Board meeting in which she would be in attendance prior to her leaving the Council for a new position.

CHILDREN AND FAMILIES

97 Domestic Violence and Abuse Programme Update

The Director of Children's Services, the Director of Environment and Housing and the Director of Public Health submitted a joint report providing an update on the progress made in tackling domestic violence and abuse, both in terms of response to Scrutiny Board findings and in the wider programme of work aimed at addressing Domestic Violence and Abuse in Leeds. In addition, the report also sought support for the approach being adopted to tackle such matters in Leeds.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) presented the key findings and recommendations of the Scrutiny Board following its Inquiry into this matter. A summary of the Scrutiny Board's desired outcomes and recommendations were detailed within Appendix A to the submitted report.

Members welcomed the submitted report and paid tribute to the members of the Scrutiny Board (Safer and Stronger Communities) for the considerable work which they had undertaken on this wide ranging Inquiry. In considering the report, specific emphasis was placed upon the vital importance of a cross-departmental and multi-agency approach when tackling the issues arising in this area.

RESOLVED –

- (a) That the actions being taken across the Council and by partners to tackle Domestic Violence and Abuse be noted, and that the direction of travel being taken, be agreed;
- (b) That the recommendations of the Scrutiny Board (Safer and Stronger Communities), as detailed within Appendix A to the submitted report, be received and endorsed.

98 Information on the annual admissions round for September 2014 entry and upcoming consultation for 2016 policy.

The Director of Children's Services submitted a report which provided statistical information on the annual admissions round for entry to Reception and Year 7 for September 2014. The report highlighted that the rising birth rate had been impacting upon entry to Reception particularly since 2009 and the impact on entry to year 7 was now affecting some areas of the city. In addition, the report further considered the potential effect of the latest government consultation on changes to the Admissions Code, and the potential for changes within the Leeds City Council Admissions Policy.

RESOLVED – That the following be noted:-

- The numbers of applications for both phases of education, the percentage of successful first preferences for secondary admissions was 86% (up from 84% last year) and for Reception admissions was 85% (same as last year).

- The percentage of parents receiving one of their top three preferences was 96% for secondary and 94% for primary, compared to 94% for each last year.
- The percentage of parents getting none of their preferences and made an alternative offer instead was 3.2% in secondary (6.5% last year) and 5% in primary (same as last year)
- The contents of the government consultation on changes to the admissions code for 2016.
- The work with key partners in order to provide a package of measures to support families to ensure their applications are made appropriately and in a timely fashion.

DATE OF PUBLICATION: FRIDAY, 17TH OCTOBER 2014

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** FRIDAY, 24TH OCTOBER 2014 AT
5.00P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 27th October 2014)

Report of the Director of Resources

Report to the Scrutiny Board (Resources and Council Services)

Date: 24 November 2014

Subject: External publication of employee interests for High Risk posts

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): n/a	<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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: n/a Appendix number: n/a	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

Corporate Governance and Audit Committee of 19 September 2014 have requested that the Scrutiny Board (Resources and Council Services) seek assurances around the implementation of the Board's recommendations to the Executive Board on officers interests.

Public access and access by Members to the declared interests of officers in high risk posts has been discussed at a number of Scrutiny Boards, and was referred to the Executive Board in 17 July 2013.

The Executive Board agreed proposals and recommendations on how these assurances could be met. This report expresses how these recommendations have been implemented and considers how we can provide a greater level of assurance that employees are declaring relevant interests and that Directors are reviewing and taking appropriate action as the need arises.

Recommendations

It is recommended that the Scrutiny Board note the contents of this report, and in particular that the information about officers' interests is available to members and can be requested

It is recommended that members are reminded of this process and also the additional safeguards which have been put in place for planning officers to declare interests whenever planning decisions are made.

Purpose of this report

- 1.1 This report responds to the Corporate Governance and Audit Committee of 19 September 2014 request that the Scrutiny Board (Resources and Council Services) seek assurances around the Boards recommendations to the Executive on officers interests.
- 1.2 The report also considers the arrangements that the Council could consider putting in place to make certain interests of officers accessible to the public, where officers have relevant interests relating to their decision making or advisory role.
- 1.3 The report also shows how we provide a greater level of assurance that employees are declaring relevant interests and that Directors are reviewing and taking appropriate action as the need arises. Specifically in light of Corporate Governance and Audit discussions, concerns were raised about how processes interface with planning decisions.

2 Background information

- 2.1 A person in public office, or employment, should expect their public actions and work duties to be subject to greater scrutiny than their private lives. However the individual's reasonable expectations as to privacy must be considered, and in considering whether expectations are reasonable, they must be seen within this context.
- 2.2 A decision by the First Tier Tribunal (Information Rights) in relation to Bolton MBC provided a landmark judgement on which information on officers should be made publicly available. Following this a register of business interests declared by senior officers has been compiled and published externally.
- 2.3 These business interests for senior officers (defined as Chief Officer level and above), are now published on open data, which means the information is available to both Members and to members of the public without having to make a request.
- 2.4 In addition to this the Council holds information on a wider range of interests declared by employees deemed to occupy 'high risk posts' in terms of their role in the council and their influence on decisions, on property and contracts for example.
- 2.5 It is for officers and directors to use information judiciously to ensure that interests are recognised and appropriate action taken where there is a view that there is a conflict of interest or perceived conflict of interest.
- 2.6 Requests from Members for access to this information were considered and, subject to legal advice, a series of proposals were put forward to facilitate access to officer interests.

2.7 The Executive Board in 17 July 2013 agreed the following proposals regarding access to officers' declaration of interests:

- The introduction of a process in relation to Members' access, acknowledging they may wish to access employee interests in certain circumstances. The constitution provides a mechanism for gaining information through directors and using this enables access while minimising risks on releasing information.
- The Council will publicise the fact that it holds a register of interests for officers who hold posts deemed as 'high risk'. Access to this for members of the public would be through the normal Freedom of Information legislation.
- In dealing with any such FOI requests in relation to the above, advice will be taken regarding whether personal information can be released. In all cases caution must be applied due to the need to protect the privacy of individuals and the risks of fines to which the council would be exposed.
- Specific agreed processes should be put in place for planners because of their delegated powers, that Planning Officers should declare no interest on planning applications. It was agreed that in addition to the annual declaration of interests that Planning Officers make, the decision notice accompanying a planning application will also append a declaration of no interest. This would be signed by the case officer and the Principal Planning Officer responsible for signing off the Delegated Decision.

3 Main Issues

- 3.1 Accessing records of officers' declarations of interest through the Access to Information Procedure Rules outlined in the constitution, provides a balance between transparency in decision making and respect of individual privacy, and contains sufficient safeguards in releasing the information.
- 3.2 The procedure has now been in place since August 2013, however there have been no requests for access to date.
- 3.3 Since the Executive Board decision, the list of High Risk posts has been reviewed, and each person on the High Risk register was asked to complete a new declaration in autumn of 2013
- 3.4 Directors reported back on response rates, and on any actions taken on each declaration of interest by individual officers.
- 3.5 The review of high risk posts has included extending the number of employees who work in Planning who will be required to declare their interest, to recognise that it is not grade, but role that will dictate whether there is a need to know information on interests which could conflict, or be perceived to conflict with their role.
- 3.6 The Chief Planning Officer has now introduced the procedure of declaring interest in the planning application process. When the proposed procedure at para 2.7 final

bullet point was discussed with staff there were concerns from Trade Unions on the process and on the views of planning officers.

- 3.7 The position which was reached with Unions, Chief Planning Officer and the Deputy Leader was that officers would not make a declaration on every decision but delegated officers at PO4 and above would make an annual declaration of interests and then would declare particular interests on applications as and when they apply and let the Head of Service and Case Planning Officer know and take no active part in them.
- 3.8 On the last exercise for register of interests there were 7 declarations of interests from planning officers in high risk posts, one of which was concerning ownership of property.
- 3.9 Leeds council already have robust governance arrangements in the annual review of information on 'high risk' officer interests, noting receipt of any declarations and taking appropriate action when a declaration is made. Other city councils do not have a review process for conflict of interest and put the onus on the individual to notify any changes or new interests. Examples are as follows:
- Manchester City Council do not review arrangements after an officer declares other than a reminder to officers (including planners) of their duty to declare.
 - Bradford Council do not review the declaration and leave it to the individual to notify any new interests
 - Bristol Council do not review the declarations once made, and have a paragraph in the code of conduct and in the Constitution specifically about planners to remind them that they must not be involved in planning decisions if they have an interest.
 - Birmingham Council do not have an annual review or register, but they do have a Planning Code of Conduct for officers and Members which covers declarations of interests and a committee process for any planning applications received from planners or members.

4 Consultation and Engagement

- 4.1 The procedure for collecting data is explained in the code of conduct and therefore there is no need for consultation. Engagement in the process is managed through Business Support Centre and local HR officers in ensuring the exercise is completed.

5 Equality and Diversity / Cohesion and Integration

- 5.1 There are no significant issues.

6 Council policies and City Priorities

- 6.1 The policy of data collection of officer interest and publication of senior officer interest is outlined in the existing policy as part of the officer code of conduct.

7 Resources and value for money

- 7.1 There are resource issues in relation to the time involved in keeping the register and in ensuring appropriate access to the register by Members, and in relation to ensuring appropriate wider publication of this information. .

8 Legal Implications, Access to Information and Call In

- 8.1 The report highlights the possible legal implications of accessing information and specifically data protection and human rights risks.
- 8.2 The Information Commission does not require councils to publish data including registers, only to publicise what registers it holds and how the information can be made available to the public. This is outlined in the Definition Document for Local Authorities.

9 Risk Management

- 9.1 If there was access to officer interest which was not subject to a need to know process as in Access of Information Procedure rules, or if there was a general publication of all interests declared by all officers in “high risk” posts, there would be a breach of the principles of the Data Protection Act. There would also be breaches of the Human Rights Act. In relation to serious breaches of the data protection principles the Information Commissioner can impose a monetary penalty on the Council up to £500k.

10 Conclusions

- 10.1 It is acknowledged that Members have a legitimate need to know about information on employee interests in certain circumstances. A process is now in place which can enable this while minimising risks on releasing information.
- 10.2 All directors now hold a copy of the register of interests for the relevant officers in their directorate.
- 10.3 Accessing these records through the Access to Information Procedure Rules, provides a balance between transparency in decision making and respect of individual privacy, and contains sufficient safeguards in releasing the information.
- 10.4 The Chief Planning Officer has implemented the Scrutiny Board recommendation that planning officers should declare no interest in specific planning applications.
- 10.5 A further review and collection of data will take place early in 2015

11 Recommendations

- 11.1 It is recommended that the Scrutiny Board note the contents of this report, and in particular that the information about officers’ interests is available to members and can be requested

11.2 It is recommended that members are reminded of this process and also the additional safeguards which have been put in place for planning officers to declare interests whenever planning decisions are made.

12 Background documents¹

None

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



Report author: Andy Eaton
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Report of the Chief Officer PPPU and Procurement

Report to Scrutiny Board (Resources and Council Services)

Date: 24 November 2014

Subject: Effective Procurement and Contract Procedure Rules

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

Executive Board approved a refreshed procurement policy for the council at its meeting on 24 April 2013. The policy was developed as the Transforming Procurement Programme, and the approved documentation and approach is now called Effective Procurement.

A report was brought to the September meeting of this Board updating members of Scrutiny Board (Resources and Council Services) on progress in implementing the new Contracts Procedure Rules and the other Effective Procurement documentation, and on anticipated changes to legislation and guidance.

Members requested a report back to this Board on the following matters

- (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.

Recommendations

Members of Scrutiny Board (Resources and Council Services) are asked to note the contents of this report, and advise what further recommendations (if any) they have as a result.

1 Purpose of this report

- 1.1 To provide a further report to the Board as requested.

2 Background information

- 2.1 The council currently spends £800 million externally each year, across both revenue and capital. A large proportion of this is spent with external suppliers, and we use a variety of contracts, from simple purchase orders to long-term partnership agreements. Some contracts are with a single provider, others are frameworks with multiple providers.
- 2.2 Members approved a 2 year implementation and embedding period for the new Procurement Strategy and documentation, ending in March 2015.
- 2.3 Details of spend, savings and performance against on/off and non-contract spend, and targets are reported on a quarterly basis to Executive Board, together with a summary of spend with local suppliers, third sector organisations and Small and Medium Enterprises.
- 2.4 The proportion of on-contract spend is increasing, however there is still a proportion of contract activity (including through finance feeder systems) which is not clear and/or not registered on YORtender (the regional electronic tendering system) in accordance with Contracts Procedure Rules, and is currently difficult to report accurately on. This report confirms the steps being taken to remedy this.

3 Main issues

3.1 Procurement planning

- 3.1.1 The Council's Contracts Procedure Rules confirm that each Directorate is accountable for the procurements that they need in order to deliver the services and secure the outcomes that they are responsible for. The central procurement function is accountable for providing a central source of expertise, advice and support, providing check and challenge as appropriate.
- 3.1.2 Category planning enables spend in an identified area to be planned so that the volume of procurements undertaken is reduced by 1) using in-house providers, 2) using existing contracts, 3) pooling contract needs across time, 4) pooling contract needs across service areas, and 5) pooling contract needs with other public sector bodies
- 3.1.3 Contracts Procedure Rules require registration of procurements undertaken where the value exceeds £10k. They also require the Chief Officer (PPPU and Procurement) to be informed and consulted where procurements in excess of £100k are planned. The Chief Officer only has visibility of procurements undertaken and extensions to contracts where advised by the relevant Directorate. The Chief Officer PPPU and Procurement should also be advised when waivers are granted under

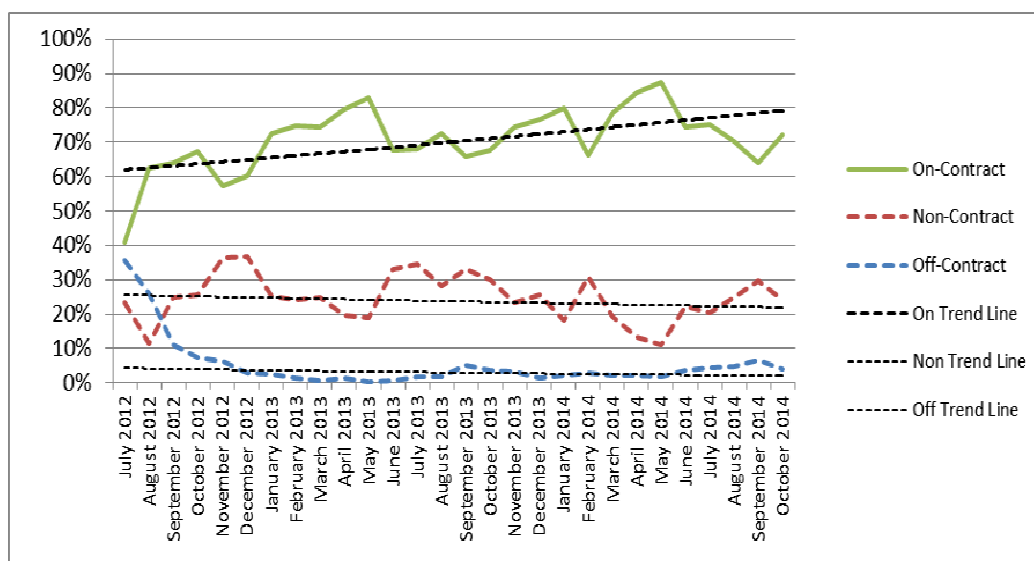
Contracts Procedure Rules. A more formal system to monitor compliance with this requirement is currently being implemented and a new toolkit has been developed as evidence suggests there is a level of non-compliance.

- 3.1.4 In line with Data Transparency requirements the contracts register is published every month publicly on Leeds Data Mill and within the council on SharePoint. The contracts register contains the review dates for contracts and YORTender automatically issues email reminders with pre-determined lead times to the designated owner and PPPU/PU category teams ensuring that re-procurements can be undertaken within appropriate timescales. This alert system has been in place for over a year for all new contracts registered on Yortender.
- 3.1.5 In addition to the automatic Yortender alerts PPPU/Procurement Unit category teams also use the contracts register to work together with Directorates to identify and review contracts on a monthly basis and plan procurement activity. In some instances Directorates also have their own calendars for this purpose. Other than utilising Yortender the Chief Officer PPPU and Procurement has no means to centrally monitor the whole of the contract activity (i.e. if the contract is not registered on Yortender then it is not captured on the central contracts register).
- 3.1.6 Many contracts entered into by the council permit extensions in accordance with the contract terms. Good practice in procurement includes applying such extensions in appropriate circumstances where the relevant Chief Officer is satisfied that it is good value for money and in some cases where an extension will enable better procurement planning (for example where a category plan has identified spend across directorates and a single aligned procurement is needed). In addition there are a number of emergency care placement and similar procurements which cannot be planned in advance (an exemption from Contracts Procedure Rules applies to such urgent cases).
- 3.1.7 However, in some cases unplanned extensions or waivers of Contracts Procedure Rules are required because a new procurement has not been undertaken in time. This may be due to lack of planning or resources or factors within the procurement process which could not have been foreseen.
- 3.1.8 Internal audit have undertaken a sample of contract extensions and a summary of their findings are attached at appendix 1. The report suggests that some extensions result from lack of planning, and emphasises the need to ensure robust processes are in place both at contract commencement (when the potential for extensions is incorporated into contracts) and through contract planning. The recommendations made by Internal audit are being considered by the Chief Officer PPPU and Procurement.

3.2 Procurement spend analysis

3.2.1 The analysis of spend within an organisation the size of the council is complex in light of the substantial number of diverse transactions and arrangements which are in place for service delivery. The original target was to increase spend identified as on-contract from the 40% level in 2012 to 95% in 2015, and substantial progress has been made towards that target. The target for 2014/15 is 82.5% on-contract.

3.2.2 PPPU/ PU continue to monitor on/off contract and non-contract spend and report this quarterly to Executive Board. The report includes details of spend, savings and performance against on/off and non-contract spend, a together with a summary of spend with local suppliers, third sector organisations and SMEs. The most recent Executive Board update (Quarter 1) shows that recorded on-contract spend has increased from 40% (2012) to 80% (2014); savings achieved/forecast for 12/13 = £6.3m; 13/14 = £6.4m; 14/15 (est.) £8.3m. Most of these savings are built into Directorate budget plans. Preliminary figures for Quarter 2 do however show a small reduction in on-contract spend, although the overall total for the year remains above 80%. The graph below shows the overall trend.



3.2.3 The figures above are based on the best available data, however the following should be noted.

- analysis to date has been taken from the Council's financial management system (FMS), which does not include all spend as feeder systems are not included
- the Unit has been able to identify and re-categorise a significant amount of spend and refine the information. Items removed include contracts which were procured in accordance with the old Contracts Procedure Rules but not registered on the system, (SCMS (Supplier and Contractor Management

System) and/or Yortender); spend with statutory undertakers which have exclusive rights to carry out works; some grant aid; and spend with other public authorities for cross-boundary functions

- there is evidence of mis-coding spend in FMS which has the effect of increasing the overall total of off contract spend. This has been highlighted at Corporate Commissioning Group as an issue and is being highlighted through the work undertaken by category teams
- A large amount of off-contract spend showing until recently relates to placements of individuals by Adult Social Services and Children's Services with care and support providers, on an urgent/emergency basis. This is now being resolved, with both services working to ensure that such providers are placed within arrangements which can be treated as on-contract moving forward (primarily through frameworks)
- some spend is showing as payments to suppliers after contracts have expired, however it should be noted (pending further detailed analysis) that a proportion of this spend may have been made within the terms of the contract for goods/services provided prior to expiry.

3.2.4 Spend data is also shared with directorate commissioning colleagues and discussed in most cases on a monthly basis.

3.2.5 An analysis by Directorate of spend for 2014/15 to date shows the following information (note that our codes do not exactly match the Directorates) This is as stated above based on FMS orders only, and so does not include all spend from feeder systems.

- Directorates/services where on-contract spend is already around/above the current years target – Adult Social care, Children's Services, Civic Enterprise Leeds, Environment and Housing, Learning Disability service and Leeds Community Equipment Store, Public health, Strategy and Resources.
- Directorates/services where work is continuing to reach the target – Citizens and Communities, City Development, Legal and Democratic Services, and Strategic landlord.

3.2.6 The above information reflects the fact that PPPU/PU has to date prioritised the areas listed as above target and supported those Directorates to increase on-contract spend. The other areas are subject of ongoing work to achieve the current year target. The following should be noted:

- The Citizens and Communities off/non-contract spend appears to contain grant aid and other locality spending which needs investigation and may be wrongly categorised
- The City Development off/non-contract spend appears to include some corporate rents which need further investigation and if that is the case these should not form part of the procurement spend analysed
- The legal services spend appears to include fees for QCs/barristers engaged on an urgent basis and will be investigated further

3.2.7 As part of a regional collaboration, the council has invested in a spend analysis tool called Prospend. Once this is fully configured improved analysis of spend from FMS and eventually feeder systems will be available. This is anticipated to be fully in place at the beginning of the new financial year and has already been populated with 13/14 spend information and its functionality is currently being tested using this data. It should be noted that this new approach will affect the figures for on and off-contract spend, as new types of spend will be added to the existing.

3.2.8 The units adults and health category team is also piloting a new process to automatically bring forward notes from the internal version of the previous month's contract register which will promote accuracy and efficiency. It is anticipated that this process will be rolled out to the other category teams in the new calendar year

3.2.9 The Unit will continue to provide monthly updates in respect of the spend analysis to Directorates and will continue to work with them to reduce non contract and off-contract spend.

4 Corporate Considerations

Consultation and Engagement

4.1 The previous reports to this Scrutiny Board detailed the extensive consultation and engagement undertaken under the Transforming Procurement Programme.

Equality and Diversity / Cohesion and Integration

4.2 The Transforming Procurement Programme included equality issues as one of its workstreams and has undertaken a formal screening, which was published alongside the 24 April 2013 Executive Board report. The screening highlighted the importance of screening categories and procurements for their equality impacts and responding accordingly in line with the council's equality and diversity policies. There have been no major changes at a policy level. Contracts Procedure Rules require consideration of equality matters when undertaking a procurement and the key template documents that Contracts Procedure Rules refer to provide specific prompts in this respect.

Council policies and City Priorities

- 4.3 Contracts Procedure Rules and the Effective Procurement documentation support the council value of 'spending money wisely', and seek to ensure that the council's other values are embedded in all of the council's procurement activities.

Resources and value for money

- 4.4 This report considers analysis of procurement spend and good procurement planning

Legal Implications, Access to Information and Call In

- 4.5 None

Risk Management

- 4.6 Monthly on/off contract report produced which is shared with category teams directorates and internal audit.

5 Conclusions

- 5.1 Directorates are accountable for their own procurement activity with support provided by PPPU/PU.
- 5.2 Spend and savings are monitored and reported to Executive Board, but work is still required to achieve full transparency, especially where spend is processed through feeder systems.
- 5.3 This report sets out the process in place to enable procurement planning, and also provides details of next steps in the work being undertaken to achieve greater transparency of spend on procurement within the Council.

6 Recommendations

- 6.1 Members of Scrutiny Board (Resources and Council Services) are asked to note the contents of this report and advise what further recommendations (if any) they have as a result.

7 Background documents¹

- 7.1 Previous reports to this Board in July 2013 and September 2014

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.

Appendix 1 - – Internal Audit report summary

- 1.1 Internal Audit undertook a review of contract extensions with the objective being to provide assurance that these are processed in line with Contract Procedure Rules (CPRs) and value for money is being obtained.
- 1.1 A sample of 10 recently expired contracts which included a clause for contract extensions was selected for testing. The sample included a cross section of contracts awarded from all Directorates.
- 1.2 The review found that where contracts were extended these were appropriately authorised and notified to the contractor and where the contracts were not extended the expenditure with the contract had ceased.
- 1.3 The decision to re-procure/extend a contract should be made with adequate lead time to enable a full re-procurement to be undertaken if required. The review found that the option to extend the contract or re-procure was generally not reviewed sufficiently in advance of the end of the contract.
- 1.4 In 7 instances the extension decision was being considered too close to the end of the contract to allow time for a re-tender exercise to be completed prior to expiry of the contract. In 3 of these cases, Internal Audit found that the delay was due to a lack of ownership of the contract. It was unclear whose responsibility the contract was; therefore once the appropriate officer had been made aware of the need to consider the extension, there was no adequate time to retender prior to the contract's expiry.
- 1.5 The YORtender system includes functionality to alert the relevant officers of the need to review a contract with a view to re-procuring (or extending). This relies on a review date being input into the system. A review of the contract information form YORtender publically available on the open data site confirmed that the review dates were being populated, but some discrepancies still remained, such as some review dates remained unpopulated, and some had been set to be reviewed at a date after the contract had expired
- 1.6 Under CPRs contracts should only be extended if the extension delivers best value. The review identified that there was insufficient evidence that a best value analysis had been undertaken of the options available.
- 1.7 In 5 instances, although the service was able to advise Internal Audit verbally of the factors that had influenced the decision to extend the contract, this had not been formally documented.
- 1.8 In 3 instances, the contract extension was processed to ensure the service was not provided 'off contract' whilst a new tender exercise was undertaken. Two of these instances were where there was an initial lack of ownership over the contract.
- 1.9 Contract extensions should only be processed if they are in line with the terms and conditions of the contract. It was found that in 4 instances, the contract had been varied for a different

length of time than had been specified in the contract (in all instances the total months extended by in total were shorter or the same as provided for in the contract). In one particular instance the contract included a provision to extend for 1 x 12 month term but it had actually been extended for 6 months to allow for a re-procurement exercise to be undertaken. However, this took longer than expected and the contract was then extended for a further 3 months and then a further 2 months (11 months in total). Whilst these differing extension lengths remain within the intention of the contract and therefore do not raise any concerns about their legality, on each occasion a new report and DDN must be completed, requiring additional resources in each instance.

- 1.10 A report has been issued to the Public Private Partnership and Procurement Unit which makes a number of recommendations to ensure that contract extensions are made in line with CPRs and value for money is obtained. These were discussed and agreed with the Principal Governance Officer, Senior Business Officer and Chief Officer, Public Private Partnership & Procurement Unit. The key recommendations were:
- PPP & PU should remind the Contract Manager of the need to populate the contract award memo with a review date, thus providing the information to the Systems & Resourcing team with a date to input in YORtender.
 - Analysis should be undertaken to establish that extending a contract offers the Best Value prior to extension. Evidence of this should be retained.
 - When extensions are processed the length of extension should adhere to the specification detailed in the contract, and only in exceptional circumstances should a contract be extended for a different period and where this is the case a variation to the contract should be processed.
 - It should be ensured that realistic extension periods are invoked to minimise the use of resources.



Report author: Peter Marrington
Tel: 39 51151

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Resources and Council Services)

Date: 24th November 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 October. 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			
Briefings	Contract Procedure Rules - revision	Richard Corbett MEP	
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		

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
Briefings	How we work – presentation on changers to customer access, business management and changing the workplace	Commissioning	
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			