



SCRUTINY BOARD (CITY DEVELOPMENT)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 17th June, 2015 at 10.30 am

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

MEMBERSHIP

Councillors

- A Castle - Harewood;
- D Cohen - Alwoodley;
- P Davey - City and Hunslet;
- R Harington - Gipton and Harehills;
- J Heselwood - Bramley and Stanningley;
- M Ingham - Burmantofts and Richmond Hill;
- S McKenna - Garforth and Swillington;
- C Townsley - Horsforth;
- P Truswell (Chair) - Middleton Park;
- P Wadsworth - Guiseley and Rawdon;
- J Walker - Headingley;

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

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A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 14 APRIL 2015</p> <p>To confirm as a correct record, the minutes of the Scrutiny Board (Sustainable Economy and Culture) meeting held on 14 April 2015.</p>	1 - 4
7			<p>CO-OPTED MEMBERS</p> <p>To receive a report from the Head of Scrutiny and Member Development on the appointment of co-opted Members to Scrutiny Boards.</p>	5 - 8
8			<p>SCRUTINY BOARD (CITY DEVELOPMENT) TERMS OF REFERENCE</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting the Board's terms of reference.</p>	9 - 18
9			<p>SOURCES OF SCRUTINY WORK 2015/2016</p> <p>To receive a report of the Head of Scrutiny and Member Development on potential sources of work for the Scrutiny Board.</p>	19 - 30

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>Wednesday, 22 July 2015 at 10.30am (pre meeting for all Board Members at 10.00am)</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 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 (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 14TH APRIL, 2015

PRESENT: Councillor K Groves in the Chair

Councillors B Anderson, A Castle,
J Chapman, D Cohen, P Davey,
R Harington, A Hussain, M Ingham,
S McKenna and B Selby

88 Late Items

There were no formal late items of business to consider.

89 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

90 Apologies for Absence and Notification of Substitutes

An apology for absence was received from Councillor P Wadsworth.
Notification was received that Councillor B Anderson was substituting for Councillor P Wadsworth.

91 Minutes - 17 March 2015

RESOLVED – That the minutes of the meeting held on 17 March 2015 be confirmed as a correct record.

92 Strategic Partnership Board

The Board received a presentation on the progress of the Sustainable Economy and Culture Board.

The following were in attendance for this item:

- Nigel Foster, Chair of the Sustainable Economy and Culture Board
- Martin Farrington, Director of City Development
- Paul Maney, Head of Strategy
- Dinah Clark, Policy and Performance Manager.

The key areas of discussion were:

- The purpose of the SEC Board Partnership
- The three priorities of the Partnership, (maximising job growth, becoming a low carbon city and enjoying an active and creative city) and the activities to deliver on these
- The direction of the Partnership in the next 12 months

- The joint role of the private sector, government, LEP and Leeds City Council in the delivery of many of the Partnerships 'Big Ideas'
- The need to refresh Partnership membership and the Millennial proposal
- Transport links within the city and the capacity of the train station and airport
- The current position regarding the waterfront
- The effect of new retail and office developments on existing premises in terms of movement and demand
- The role of the City's Universities and other learning establishments and the proposal to invite the two Vice Chancellors to a future meeting
- Collaboration with the Joseph Rowntree Foundation in terms of identifying the relationship between poverty, economic growth and the creation of 'good' jobs.

RESOLVED – That the Board thank officers for their presentation and acknowledge the excellent work of the Partnership Board.

93 Events Marketing

The Board considered a report which presented information on the current approach to events marketing and future opportunities, including whether there is a business case for additional investment in marketing.

The following were in attendance for this item:

- Cluny Macpherson, Chief Officer, Culture and Sport
- Matthew Sims, Head of Arts and Events
- Danni Brearley, Senior Communications Manager.

The main areas of discussion were:

- The need, as a matter of urgency, to reduce the current 20% of lost calls and resulting loss of income at the city centre box office
- The implementation of opportunities to increase secondary income
- The need for better integration and coordination of marketing across the events programme
- The development of a 'What's On section on the leeds.gov website
- The opportunities to use alternative web sites to advertise events in order to maximise revenue
- Better customer data collection and use
- The development of an events strategy
- The acknowledgement that the investment made in marketing needs to be measurable in terms of success
- The need to continue to improve services provided by the newly located visitor centre.

RESOLVED –

- (i) That the Board note and support the proposals in the report
- (ii) That the Chief Officer, Culture and Sport reports back on actions taken to reduce the number of lost calls at the city centre box office
- (iii) That the successor Scrutiny Board reviews progress on this matter.

(Councillor A Hussain and Councillor S McKenna left the meeting during this item)

94 Recommendation Tracking

The Board considered a report providing information on progress on the one outstanding recommendation from the Board's inquiry report on the engagement of young people in culture, sporting and recreational activities

In attendance to address the Board and answer Members' queries were:

- Cluny Macpherson, Chief Officer, Culture and Sport
- Sally Coe, Out of school Activities Manager
- Matthew Sims, Head of Arts and Events.

The following issues were raised in discussion:

- The current activities undertaken by the Out of School Activities Team
- The current take up figures of Breeze cards
- The need for members to have detailed data on take up in order for them to promote the Breeze Card
- The acknowledgement that the original Scrutiny Board recommendation had been achieved in terms of the establishment of a system of accurate data collection which identifies take up of Breeze programmes, and that the Board's focus was now on what was being done with that information. In that regard therefore a category 2 (achieved) would be assigned to the recommendation.

RESOLVED –

- (i) That the Board's original recommendation had been achieved
- (ii) That Board Members receive the data available on Breeze cards take up
- (iii) That the successor Scrutiny Board be asked to monitor how data collection informs service provision.

(Councillor J Chapman and Councillor R Harington left the meeting during this item)

95 Arts@Leeds Scheme

The Board considered a report setting out the Directorates response to recommendations made by the Scrutiny Board in relation to the Arts@Leeds Scheme.

RESOLVED –

- (i) That the Board welcomes the Directorates positive response to the Board's recommendations.
- (ii) Requests that the Head of Arts and Events reports back to the successor Board, before the next budget allocation, progress made by the review group to address issues in relation to the Reggae Concert and West Indian Carnival.

96 Date and Time of Next Meeting

To be confirmed.

97 Chair's closing remarks

In closing the meeting the Chair thanked all Board members for their hard work and positive contribution to this Scrutiny Board over the past municipal year. The Chair also wished Councillor Chapman good luck for her year as Lord Mayor. Finally she gave best wishes to all those standing for re-election.

(The meeting finished at 4.00pm)

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (City Development)

Date: 17th June 2015

Subject: Co-opted Members

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

Summary of main issues

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

Recommendation

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

1 Purpose of this report

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

2 Background information

- 2.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. For those Scrutiny Boards where co-opted members have previously been appointed, such arrangements have tended to be reviewed on an annual basis, usually at the beginning of a new municipal year.

3 Main issues

General arrangements for appointing co-opted members

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

Issues to consider when seeking to appoint co-opted members

- 3.5 The Constitution makes it clear that 'co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board'. In considering the appointment of co-opted members, Scrutiny Boards should be satisfied that a co-opted member can use their specialist skill or knowledge to add value to the work of the Scrutiny Board. However, co-opted members should not be seen as a replacement to professional advice from officers.

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

4.0 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration.

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

4.3 Council Policies and Best Council Plan

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 As stated in paragraph 3.7 above, when Scrutiny Boards are considering the appointment of a standing co-opted member for a term of office, they should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference.

5.0 Conclusions

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

6.0 Recommendations

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

7.0 Background documents¹

7.1 None.

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



Report author: Sandra Pentelow
Tel: 0113 2474792

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (City Development)

Date: 17th June 2015

Subject: Scrutiny Board Terms of Reference

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

Summary of main issues

1. This report presents the terms of reference for Scrutiny Board (City Development) for Members' information.

Recommendation

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

1.0 Purpose of this report

- 1.1 This report presents the terms of reference for Scrutiny Board (City Development).

2.0 Background information

Scrutiny Board's terms of reference

- 2.1 Each year, the Scrutiny Officer conducts a review of scrutiny arrangements to ensure that they are fit for purpose. This year, the focus of the review has been to consider the Board's terms of reference.
- 2.2 In the light of changes to the Council's key partnerships Council resolved that the terms of reference for Scrutiny Boards be drafted to mirror the executive functions of the Council's directorates. This would provide clarity over the respective remit of each Scrutiny Board.

2.3 This Board's terms of reference are related to functions delegated to the Director of City Development and the Chief Planning Officer. The terms of reference are shown as Appendix 1 and the relevant officer delegations as Appendix 2.

2.4 In terms of Executive Members, the Scrutiny Board's role encompasses the areas of responsibility assigned to;

Cllr Blake - The promotion of economic development and economic lead regeneration, culture, tourism and promotions

Cllr L Mulherin - Sport and active lifestyles (including community sports facilities (excluding golf courses and outdoor pitches in parks))

Cllr R Lewis – Any function relating to contaminated land

- Obtaining of information as to interests in land
- Land and asset management (including strategic investment in the Council's land and property portfolio including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land) so far as they relate to investments, strategic holdings, surplus land / property and regeneration sites;
- The operation of retail and wholesale markets and car boot sales;
- The management of the city centre (including the promotion of the city centre and management of public spaces);
- Building control (whether under the Building Act 1984 or otherwise);
- The authority's role as highways authority (including the making of agreements for the execution of highways works under S278 Highways Act 1980) and road traffic authority (including transport (including car parking) policy and transportation) except in relation to parking enforcement;
- Safety at sports grounds;
- Flood and water management (including land drainage activities);
- Architectural and design related services
- Street naming and numbering
- Housing policy and investment
- Role of Local Planning Authority

Councillor D Coupar - Land and asset management (in relation to the efficient and effective use of land and property within communities in so far as they relate to front line service delivery).

- Libraries and record repositories
- Assets of community value

2.5 Cross directorate working is encouraged and there will potentially be occasions when other directors or Executive Members may be asked to contribute to a Scrutiny inquiry should their portfolio responsibilities be relevant.

3.0 Corporate Considerations

Consultation and Engagement

- 3.1 These terms of reference were formally considered and approved by Council on 21st May 2015.

Equality and Diversity / Cohesion and Integration.

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

Council Policies and the Best Council Plan

- 3.3 The terms of reference of the Scrutiny Board will continue to promote a strategic and outward looking Scrutiny function that focuses on the Best Council Plan.

Resources and Value for Money

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

Legal Implications, Access to Information and Call In

- 3.5 This report has no specific legal implications.

Risk Management

- 3.6 This report has no risk management implications.

4.0 Recommendation

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

5.0 Background documents¹

- 5.1 None

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

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Scrutiny Board (City Development) Appendix 1

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

1. to review or scrutinise decisions made or other action taken in connection with any council or executive function, or any matter which affects the authority's area or the inhabitants of that area;²
2. to receive and consider requests for Scrutiny from any source;
3. to review or scrutinise the performance of Trust / Partnership Boards as fall within its remit;
4. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy within the Budget and Policy Framework which falls within its remit;³
5. to review or scrutinise executive decisions that have been Called In;
6. to review and scrutinise the exercise by risk management authorities⁴ of flood risk management functions⁵ which may affect the Leeds City Council area;⁶ and
7. to make such reports and recommendations as it considers appropriate and to receive and monitor formal responses to any reports or recommendations made.

¹ In relation to functions delegated to the Director of City Development and the Chief Planning Officer under the Officer Delegation Scheme whether or not those functions are concurrently delegated to any other committee or officer.

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

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ As defined by Section 6 Flood and Water Management Act 2010

⁵ As defined by Section 4 Flood and Water Management Act 2010

⁶ In accordance with Section 9FH Local Government Act 2000

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The Director Of City Development Appendix 2a

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration² and with the exception of those matters reserved to the Executive Board³, the Director of City Development⁴ is authorised to discharge the following functions⁵:

- 1) Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
 - a) any function related to contaminated land;
 - b) obtaining of information as to interests in land; and
 - c) the making of agreements for the execution of highways works under S278 Highways Act 1980.

- 2) Any function of the Executive⁶ in relation to:
 - a) land and asset management⁸(including strategic investment in the Council's land and property portfolio including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land);
 - b) the operation of retail and wholesale markets and car boot sales;
 - c) the promotion of economic development and economic led regeneration;
 - d) the management of the city centre (including the promotion of the city centre and management of public spaces);
 - e) building control (whether under the Building Act 1984 or otherwise);

¹ An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

² The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

³ Certain disposals of land are currently required to be referred to an appropriate committee for consideration.

⁴ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

⁵ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁶ The Director of City Development will be mindful of the potential for conflicts of interest arising and will make appropriate arrangements in this respect.

⁸ Asset Management does not include the purchasing of energy under the terms of an energy supply contract (including the purchasing of energy for schools) responsibility for which is delegated to the Deputy Chief Executive.

Officer Delegation Scheme (Executive Functions)

- f) the authority's role as highways authority and road traffic authority (including transport (including car parking) policy and transportation) except in relation to parking enforcement;
- g) safety at sports grounds;
- h) flood and water management (including land drainage activities);
- i) architectural and design related services;
- j) street naming and numbering;
- k) tourism and promotions;
- l) culture;
- m) libraries and record repositories
- n) sport and active lifestyles (including community sports facilities (excluding golf courses and outdoor pitches in parks))
- o) assets of community value
- p) housing policy and investment;

Chief Planning Officer Appendix 2b

- (a) With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration² the Chief Planning Officer³ is authorised to discharge any function⁴ of the Executive in relation to the authority's role as local planning authority⁵.

¹ An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

² The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board

³ The fact that a function has been delegated to the Chief Planning Officer does not require the Chief Planning Officer to give the matter his/her personal attention and the Chief Planning Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Planning Officer remains responsible for any decision taken pursuant to such arrangements.

⁴ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Planning Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁵ Save where any such functions are exercisable by a Plans Panel, the discharge of all **Council functions** relating to town and country planning and development control has been delegated to the Chief Planning Officer. No such **Council functions** will be exercisable by the Director of City Development

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (City Development)

Date: 17th June 2015

Subject: Sources of work for the Scrutiny Board

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

Summary of main issues

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

2. The vision for Scrutiny, agreed by full Council on 21st May 2015 (Appendix 1) also recognises that resources to support the Scrutiny function are, (like all other Council functions), under considerable pressure and that requests from Scrutiny Boards cannot always be met. Consequently, when establishing their work programmes Scrutiny Boards should
 - Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
 - Avoid pure “information items” except where that information is being received as part of a policy/scrutiny review
 - Seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources
 - Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue
 - Balanced in terms of the workload across the Scrutiny Boards and as to the type of Scrutiny taking place

- Sufficiently flexible to enable the consideration of urgent matters that may arise during the year
3. This report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Directors and Executive Board Members, the Scrutiny Board is requested to consider areas of Scrutiny for the forthcoming municipal year. Martin Farrington, Director of City Development has been invited to today's meeting.

Recommendations

3. Members are requested to;
- Use the attached information and the discussion with those present at the meeting to draw up a list of areas for Scrutiny for the forthcoming municipal year.
 - Request that the Chair and the Scrutiny Officer consult with the relevant Director and Executive Board Members regarding resources in line with the agreed Vision for Scrutiny and report back to the next meeting with a draft work programme.

1.0 Purpose of this report

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

2.0 Background information

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

3.0 Main issues

Best Council Plan

- 3.1 A refresh of the Best Council Plan was agreed at Executive Board in March 2015, to reflect the progress made over the past year and the significant changes to the context in which the council is working. The resulting 'Best Council Plan – Summary' is attached as Appendix 2.

Other sources of Scrutiny work

- 3.2 The Scrutiny Boards' terms of reference are also determined by reference to Directors' delegations. As such, Scrutiny Boards have always challenged service directorates across the full range of council activities and the Scrutiny Board may therefore undertake pieces of scrutiny work in line with its terms of reference, as considered appropriate.
- 3.3 Other common sources of work include pre-decision scrutiny, requests for scrutiny and other corporate referrals.
- 3.4 The Board is also required to be formally consulted during the development of key policies which form part of the council's budget and policy framework. For this Scrutiny Board this means the Executive's initial budget proposals
- 3.5 A list of topics recently covered by this Scrutiny Board is also attached as Appendix 3 for Members' information.
- 3.6 The most recent City Development performance data will be circulated in advance of the meeting as late supplementary information to provide the Board with a relevant summary of performance against the strategic priorities for the department. This information should also support the board to identify further potential sources of work.

4.0 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 It is recognised that in order to enable Scrutiny to focus on strategic areas of priority, each Scrutiny Board needs to establish an early dialogue with the Directors and Executive Board Members holding the relevant portfolios. The Vision for Scrutiny, agreed by full Council in May 2015 also states that Scrutiny Boards should seek the

advice of the Scrutiny officer, the relevant Director and Executive Member about available resources prior to agreeing items of work

4.2 Equality and Diversity / Cohesion and Integration.

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

4.3 Council Policies and the Best Council Plan

4.3.1 The terms of reference of the Scrutiny Boards promote a strategic and outward looking Scrutiny function that focuses on the best council objectives.

4.4 Resources and Value for Money

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

4.4.2 The Vision for Scrutiny, agreed by full Council also recognises that resources to support the Scrutiny function are, (like all other Council functions), under considerable pressure and that requests from Scrutiny Boards cannot always be met. Consequently, when establishing their work programmes Scrutiny Boards should

- Seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources
- Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report has no specific legal implications.

4.6 Risk Management

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

5.0 Conclusions

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

6.0 Recommendations

6.1 Members are requested to;

- Use the attached information and the discussion with those present at the meeting to draw up a list of areas for Scrutiny for the forthcoming municipal year.
- Request that the Chair and the Scrutiny Officer consult with the relevant Director and Executive Board Members regarding resources in line with the agreed Vision for Scrutiny and report back to the next meeting with a draft work programme.

7.0 Background papers¹

7.1 None

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

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Vision for Scrutiny at Leeds

“To promote democratic engagement through the provision of an influential scrutiny function which is held in high regard by its many stakeholders and which achieves measurable service improvements which add value for the people of Leeds through a member led process of examination and review”

To achieve this Scrutiny will follow the nationally agreed ‘Four Principles of Good Scrutiny’;

1. Provide ‘critical friend’ challenge to decision makers, through holding them to account for decisions made, engaging in policy review and policy development;
2. Promote Scrutiny as a means by which the voice and concerns of the public can be heard;
3. Ensure Scrutiny is carried out by ‘independent minded’ Board members;
4. Improve public services by ensuring reviews of policy and service performance are focused.

To succeed Council recognises that the following conditions need to be present;

- Parity of esteem between the Executive and Scrutiny
- Co-operation with statutory partners
- Member leadership and engagement
- Genuine non-partisan working
- Evidence based conclusions and recommendations
- Effective dedicated officer support
- Supportive Directors and senior officer culture

Council agrees that it is incumbent upon Scrutiny Boards to recognise that resources to support the Scrutiny function are, (like all other Council functions), under considerable pressure and that requests from Scrutiny Boards cannot always be met. Therefore Council agrees that constructive consultation should take place between the Executive and Scrutiny about the availability of resources prior to any work being undertaken.

Consequently, when establishing their work programmes Scrutiny Boards should

- Seek the advice from the Scrutiny officer, the relevant Director and Executive Member about available resources
- Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue (e.g. Plans Panel, Housing Advisory Board, established member working groups, other Scrutiny Boards)
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within our agreed time frame.

LEEDS CITY COUNCIL SUMMARY BEST COUNCIL PLAN 2015-20 UPDATE 2015-16

“We have a positive and distinctive vision for the future of Leeds City Council: where the council becomes more enterprising; businesses and partners more civic; and the public more engaged. We will meet our responsibilities in a way that serves our communities even better, reducing inequalities and achieving our ambitions of Leeds being the UK’s best council and best city: a city that is great for all ages; where people are earning, learning, safe, healthy and engaged.”

Tom Riordan
Chief Executive of
Leeds City
Council

Cllr Keith Wakefield
Leader of Leeds
City Council



Our values will influence how we work

Working as a
team for Leeds

Being open, honest
and trusted

Working with
communities

Treating
people fairly

Spending
money wisely

For the next 12 months this is what we will be doing:

- 1 Supporting communities and tackling poverty
- 2 Promoting sustainable and inclusive economic growth
- 3 Building a child-friendly city
- 4 Delivering the better lives programme
- 5 Dealing effectively with the city’s waste
- 6 Becoming a more efficient and enterprising council

Our breakthrough projects will help us achieve these objectives by cutting through traditional boundaries and engaging partners and communities differently.

“We are again asking our colleagues to do more with less and to deliver the very best for Leeds. Thank you for all you have achieved so far and for the hard work that is going to be needed ahead.”

Our breakthrough projects will help us develop new ways of working

Domestic
violence
and abuse

Hosting world
class events
on a global stage as a
smart city

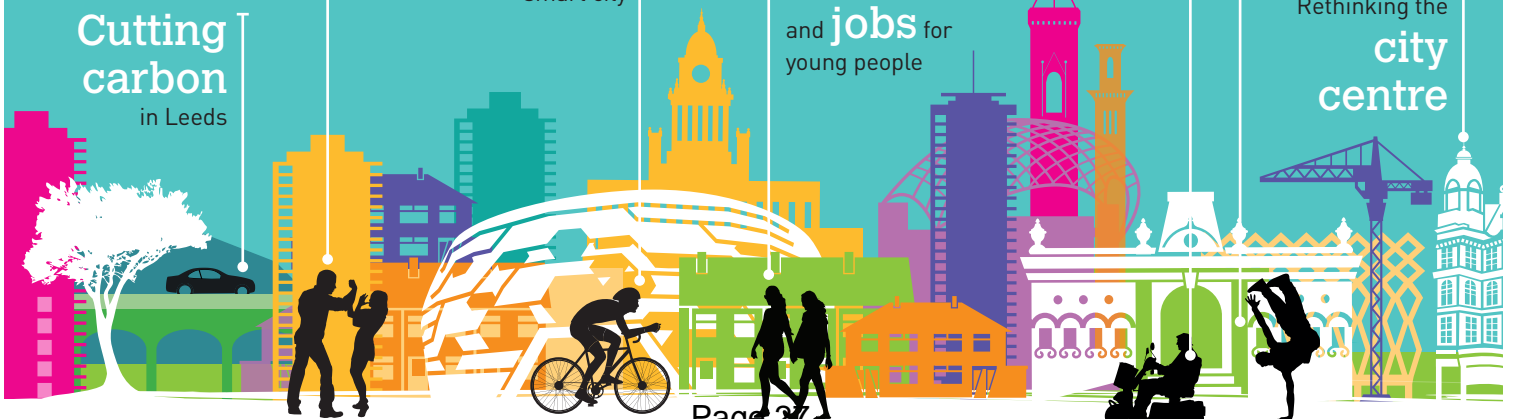
Making Leeds the
best place to
grow old

Reducing health
inequalities through
healthier
lifestyles

Cutting
carbon
in Leeds

Housing
growth,
and jobs for
young people

Rethinking the
city
centre



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Table of Scrutiny Inquires and Statements Relevant to City Development

Inquiry	Scrutiny Board	Year
Asset Management	Sustainable Economy and Culture	2014/15
Arts Grants	Sustainable Economy and Culture	2014/15
Community Infrastructure Levy	Sustainable Economy and Culture	2014/15
Employment and Skills	Sustainable Economy and Culture (from 2015/6 Jobs and Skills now comes under the delegated responsibility of the Director of Children's Services)	2014/15
Grand Theatre	Sustainable Economy and Culture	2014/15
20 mph Zones	Sustainable Economy and Culture	2014/15
Sport and Active Lifestyles	Sustainable Economy and Culture	2014/15
Housing Strategy	Housing and Regeneration	2014/15
Housing Mix	Housing and Regeneration	2014/15
Cultural Organisations' Engagement with Communities	Sustainable Economy and Culture	2013/14
Apprenticeships	Sustainable Economy and Culture	2013/14
Housing Growth	Regeneration	2011/12
Affordable Housing by Private Developers	Regeneration	2011/12
Maximising Powers to Promote, Influence and Create Local Employment and Skills Opportunities	Sustainable Economy and Culture	2011/12
Engaging Young People in Culture, Sport and Recreation	Sustainable Economy and Culture	2011/12
Kirkgate Market	City Development	2010/11

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