



SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 17th June, 2015 at 1.30 pm

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

MEMBERSHIP

Councillors

- B Anderson (Chair) - Adel and Wharfedale;
- A Blackburn - Farnley and Wortley;
- C Campbell - Otley and Yeadon;
- Mrs A Carter - Calverley and Farsley;
- R Grahame - Burmantofts and Richmond Hill;
- M Harland - Kippax and Methley;
- G Hyde - Killingbeck and Seacroft;
- J Illingworth - Kirkstall;
- K Maqsood - Gipton and Harehills;
- M Robinson - Harewood;
- K Wakefield - Kippax and Methley;
- N Walshaw - Headingley;

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

Agenda compiled by:
Kirsty Ware
Scrutiny Support Unit
Tel: 22 43094

Principal Scrutiny Adviser:
Angela Brogden
Tel: 24 74553

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 - 20 APRIL 2015</p> <p>To confirm as a correct record, the minutes of the Scrutiny Board (Safer and Stronger Communities) meeting held on 20 April 2015.</p>	1 - 4
7			<p>SCRUTINY BOARD 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>	5 - 12
8			<p>CO-OPTED MEMBERS</p> <p>To receive a report of the Head of Scrutiny and Member Development on the appointment of co-opted members to the Scrutiny Boards.</p>	13 - 16
9			<p>SOURCES OF WORK FOR THE SCRUTINY BOARD</p> <p>To receive a report of the Head of Scrutiny and Member Development on potential sources of work for the Scrutiny Board.</p>	17 - 28

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 27 July 2015 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 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 (SAFER AND STRONGER COMMUNITIES)

MONDAY, 20TH APRIL, 2015

PRESENT: Councillor B Anderson in the Chair

Councillors A Blackburn, R Grahame,
J Jarosz, K Ritchie, B Urry and N Walshaw

66 Late Items

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

- Final Inquiry report – Peckfield Landfill site

The above information was not available at the time of agenda despatch but was subsequently made available on the Council's website. (Minute No. 72 refers)

67 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

68 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors J Bentley, J Dunn, M Harland, P Harrand and M Robinson.

69 Minutes - 16 February 2015

RESOLVED – That the minutes of the meeting held on 16 February 2015 be confirmed as a correct record.

70 Tackling illegal money lending - recommendation tracking

The report of the Head of Scrutiny and Member Development set out the progress made in responding to the recommendations arising from the earlier Scrutiny review on tackling illegal money lending in Leeds.

The following were in attendance to respond to Members' questions:

- James Rogers, Assistant Chief Executive
- Dave Roberts, Financial Inclusion Strategy Manager
- Hilary Farmery, Communications Manager
- Jim Hopkinson, Head of Service, Targeted Services
- Joanne Swain, Leeds Credit Union.

In summary the main areas of discussion were:

- Consideration of the position status of the Board's recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria
- The work being undertaken in Children's Services, particularly in relation to Children's' Social Worker
- The importance of Children Centres
- The initiatives in place to engage with secondary schools including meeting with clusters, cluster managers and service delivery managers and the recommendation that contact should also be made with Chairs of Governors
- The need to ensure financial inclusion work is embedded into all Council services and the acknowledgment of its stated importance within the refreshed Best Council Plan
- The importance of not forgetting the enforcement role of this initiative in terms of identifying and prosecuting illegal money lenders
- The role of Birmingham Trading Standards and the request that the appropriate Scrutiny Board receives the next update report to Executive Board
- The role of Housing Leeds in the delivery of the strategy
- The role of Leeds Credit Union in the delivery of the strategy
- The added value and tangible difference this Scrutiny Inquiry has made in relation to the work of the financial inclusion team, including the raising of the profile and embedding the work of the team across the authority, how the inquiry has helped the financial inclusion team gain access to difficult to reach areas of the council and its influence on the Families First programme.

RESOLVED –

- (a) That the report be noted
- (b) That recommendations 1, 2, 4, 5 be classified as 'achieved' (category 2) and that the remaining recommendations be classified as 'not fully implemented. Progress made acceptable. Continue monitoring (category 4)
- (c) That the successor Board be asked to keep a watching brief on the outstanding recommendations
- (d) That the appropriate Board receive the next update to Executive Board in relation to Birmingham Trading Standards
- (e) That contact is made with Chairs of Governors to help facilitate dialogue with schools.

71 Quarterly Performance Report

The Assistant Chief Executive (Citizens and Communities) and Director of Environment and Housing submitted a report providing performance information in relation to the Safer and Stronger elements of this Scrutiny Boards remit.

The following were in attendance to respond to Members' questions:

- James Rogers, Assistant Chief Executive
- Neil Evans, Director of Environment and Housing.

In summary the main areas of discussion were:

- The summary of the work of the Communities Board and proposals to refresh the Boards activities and focus
- To acknowledge that the Poverty Truth Challenge will report back in the summer
- The need to manage public messages in relation to crime statistics, particularly burglary in those instances where increased activity is a result of revised reporting arrangements
- That phase 4 of the implementation of Alternate Weekly will roll out in July 2015
- The need to work collectively across directorates to solve operation issues (for example, missed bins) rather than repeatedly making good and not tackling the root cause. It was acknowledged that in a busy service area it was sometimes difficult to make the time to reflect on management issues and smart solutions.

RESOLVED – That the report be noted.

72 Final Inquiry report - Peckfield Landfill Site

The report of the Head of Scrutiny and Member Development presented the Board's draft report following the Board Inquiry into the Peckfield Landfill Site.

RESOLVED –

- (a) That the draft report and recommendations be agreed
- (b) That the Head of Scrutiny and Member Development submit the report to those bodies to which recommendations are made.

73 Date and Time of Next Meeting

To be confirmed.

74 Chair's Closing Remarks

In closing the meeting the Chair thanked on behalf of the Board all those officers who had contributed to the work of the Board over the past year.

The Chair also thanked fellow members for their hard work and attendance at full meeting and at working groups.

Finally he wished those standing for re-election good luck.

(The meeting concluded at 11.00am)



Report author: Angela Brogden
Tel: 24 74553

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Citizens and Communities)

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 (Citizens and Communities) 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 (Citizens and Communities).

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 Assistant Chief Executive (Citizens and Communities). 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:

- **Councillor D Coupar (Executive Member for Communities)**

- Community Committees and Locality working
- The promotion and improvement of economic, social and environmental well being
- Customer services
- Community Support (including migration, consultation and engagement)
- Benefits administration and the promotion of welfare rights
- Administration and oversight of the Social Inclusion Fund;
- Parish Councils; and
- Third Sector Partnerships

- **Councillor J Lewis (Deputy Leader and Executive Member for Resources and Strategy)**

- The registration of births, deaths, marriages and civil partnerships;
- Licensing and other related functions², and enforcement;
- Land charges

- **Councillor M Rafique (Executive Member for Employment, Enterprise and Opportunity)**

- Equalities

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

3.1 Consultation and Engagement

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

3.2 Equality and Diversity / Cohesion and Integration.

3.2.1 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.

3.3 Council Policies and the Best Council Plan

3.3.1 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.

3.4 Resources and Value for Money

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

3.5 Legal Implications, Access to Information and Call In

3.5.1 This report has no specific legal implications.

3.6 Risk Management

3.6.1 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.

This page is intentionally left blank

Scrutiny Board (Citizens and Communities)

The Scrutiny Board (Citizens and Communities) 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 of 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 such 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 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; and
6. to make such reports and recommendations as it considers appropriate and to receive and monitor formal responses to any reports or recommendations made by the Board.

¹ In relation to the functions delegated to the Assistant Chief Executive (Citizens and Communities) 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.

This page is intentionally left blank

Assistant Chief Executive (Citizens and Communities)

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 Assistant Chief Executive (Citizens and Communities)³ is authorised to discharge any function⁴ of the Executive in relation to:

- a) Community Committees and locality working;
- b) the promotion and improvement of economic, social and environmental well being⁵
- c) customer services⁶;
- d) the registration of births, deaths, marriages and civil partnerships;
- e) licensing and other related functions⁷, and enforcement;
- f) land charges;
- g) benefits administration and the promotion of welfare rights;
- h) community support (including migration, consultation and engagement);
- i) equalities;
- j) administration and oversight of the Social Inclusion Fund;
- k) third sector partnerships; and
- l) parish councils..

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

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

³ The fact that a function has been delegated to the Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Assistant Chief Executive 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 Assistant Chief Executive as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

⁵ This function to be used in the respect of delegations to community committees (as set out in the Community Committee Executive Delegation Scheme) to allow urgent decisions relating to the use of the annual capital and revenue allocation to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.

⁶ Including the promotion of e-services

⁷ These functions were delegated to the Licensing Committee by full Council on 14 July 2010

This page is intentionally left blank

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Citizens and Communities)

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 of Head of Scrutiny and Member Development

Report to Scrutiny Board (Citizens and Communities)

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. James Rogers, Assistant Chief Executive (Citizens and Communities) has been invited to today's meeting.

Recommendations

4. 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. To assist the Scrutiny Board, a summary of the 2015/16 priorities for the Citizens and Communities Directorate is attached as Appendix 3.
- 3.3 Other common sources of work include pre-decision scrutiny, requests for scrutiny and other corporate referrals. 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.

Areas of Scrutiny work brought forward from the previous year

- 3.8 Last year, the Safer and Stronger Communities Scrutiny Board commenced a piece of work in assisting the Citizens and Communities directorate to explore viable options for future area based delegations. Unfortunately due to capacity issues, this piece of work was not concluded. As such, the Citizens and Communities Scrutiny Board may wish to pick up this issue again this year.
- 3.9 In February 2015, the Safer and Stronger Communities Scrutiny Board also received an update on a range of issues relating to migration in Leeds and recommended that further Scrutiny work surrounding this issue be undertaken in the new municipal year.

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.

This page is intentionally left blank

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

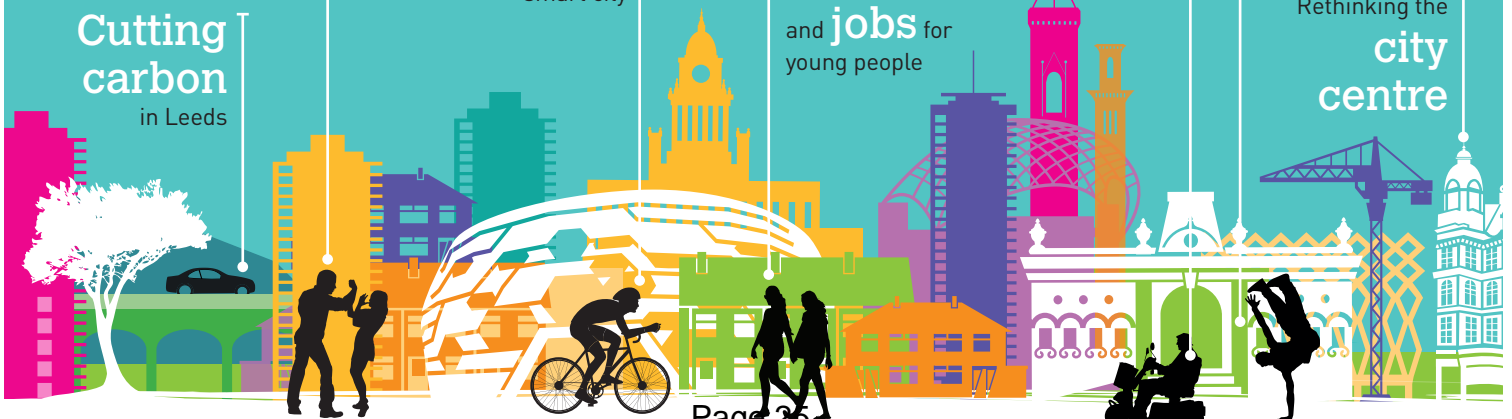
Making Leeds the
best place to
grow old

Reducing health
inequalities through
healthier
lifestyles

Cutting
carbon
in Leeds

Housing
growth,
and jobs for
young people

Rethinking the
city
centre



This page is intentionally left blank

Citizens@Leeds – Priorities for 2015/16

Ambition and Approach:

The Citizens@Leeds programme supports the council's ambition for Leeds to be the best city and for Leeds City Council to be the best council in the UK. Through our Citizens@Leeds approach we will ensure that: essential services are provided in an integrated and accessible way to the most in need of services, support and advice; those requiring financial assistance have quick and easy access to financial advice and cost effective credit facilities; those seeking employment and/or training have easy access to advice, support and awareness of training and employment opportunities and; that we are better connected with the citizens of Leeds.

Our Core Outcome:

To improve the quality of life for all our residents, particularly those who are vulnerable or experiencing poverty.

Objectives and priorities for 2015/16:

<p>Helping People out of Financial Hardship: Tackling the financial challenges of poverty, deprivation and inequality with a focus on:</p> <ol style="list-style-type: none"> 1. Delivering financial support schemes which support the most vulnerable. 2. Delivering integrated pathways of support within welfare and benefits services, community hubs and the corporate contact centre. 3. Providing more accessible advice services to meet demand. 4. Developing proposals for greater devolution of welfare responsibilities to core cities. 5. Tackling high cost lenders. 6. Working with Leeds City Credit Union to provide affordable credit services. 7. Maximising the impact of the Social Inclusion Fund at a local level. 	<p>Helping People into Work: Helping people into work by providing easy access to advice, support and awareness of training and employment opportunities with a focus on:</p> <ol style="list-style-type: none"> 1. Reconfiguring the employment and skills role within Community Hubs. 2. Delivering the new Council Tax Support scheme which has a clear focus on helping people into work. 3. Working with Community Committees to ensure a localised focus on helping people into work. 4. Creating an effective partnership with the Department of Works and Pensions that delivers an accessible and effective Universal Credit service. 5. Strengthening our partnership approach with Jobcentre plus and exploring integration/co-location with Community Hubs. 6. Ensuring that our approach to volunteering provides opportunities to develop the skills required for work. 7. Focussing our work on priority groups (e.g. mental health) to help those furthest away from the labour market.
<p>Strengthening local accountability and being more responsive to the needs of local communities: Supporting and enabling local people and communities to engage and interact with the council on issues that are important to them with a focus on:</p> <ol style="list-style-type: none"> 1. Working effectively with community committees, local members and the third sector to prioritise and tackle local issues. 2. Create a culture of effective partnership working to support the delivery of stronger and more cohesive communities. 3. Working with the Young Foundation, Joseph Rowntree Foundation and third sector partners to identify new opportunities to provide services and tackle inequality. 4. Establishing high standards for cross-council safeguarding. 5. Reviewing the taxi and private hire fleet to ensure there is a wide range of vehicles which meet customer access requirements. 6. Reviewing the statement of licensing policy to reflect local needs. 7. Delivering the joint general parliamentary, local and parish/town council elections in May 2015. 	<p>Providing accessible and integrated services: Creating integrated access to council and partner services that places the customer at the centre of what we do and meets their needs with a focus on:</p> <ol style="list-style-type: none"> 1. Rolling out a network of community hubs delivering integrated housing, welfare, health, library and advice services. 2. Creating spaces that support social inclusion and offer the opportunity to discover, relax and learn as well as supporting literacy through a love of reading. 3. Delivering the centres of excellence model within the corporate contact centre, including the delivery of a fully integrated council tax service. 4. Delivering integrated pathways under a think family approach to address vulnerability issues including safeguarding and domestic violence as well as a range of health issues including drugs and alcohol. 5. Developing a digital inclusion strategy which supports and helps citizens and communities in Leeds to get on-line. 6. Driving customer self-service through digital channels by delivering the Council's new Customer Contact Platform and a benefits e-claim solution. 7. Developing a coherent branding and marketing approach for all our Citizens@Leeds activities to support improved community engagement.

This page is intentionally left blank