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## SCRUTINY BOARD (CITY SERVICES)

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Meeting to be held in the Civic Hall, Leeds on  
Wednesday, 18th April, 2007 at 12.30 pm\*

**N.B. Please note change of date and time of meeting**

**\*There will be no pre- meeting for Board Members**

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### MEMBERSHIP

#### **Councillors**

B Anderson (Chair)	-	Adel and Wharfedale
C Beverley	-	Morley South
A Blackburn	-	Farnley and Wortley
S Golton	-	Rothwell
P Gruen	-	Crossgates and Whinmoor
J Jarosz	-	Pudsey
J McKenna	-	Armley
T Murray	-	Garforth and Swillington
L Rhodes-Clayton	-	Hyde Park and Woodhouse
F Robinson	-	Calverley and Farsley
P Wadsworth	-	Roundhay

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

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**Agenda compiled by:  
Governance Services  
Civic Hall  
LEEDS LS1 1UR  
Telephone No:**

**Stuart Robinson  
  
  
  
247 4360**

**Principal Scrutiny Adviser:  
Richard Mills  
Telephone No: 2474557**

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Rules (in the event of an Appeal the press and public will be excluded)</p>	
2			<p><b>EXCLUSION OF THE PUBLIC</b></p> <p>To identify items where resolutions may be moved to exclude the public.</p>	
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstance shall be specified in the minutes).</p>	
4			<p><b>DECLARATION OF INTERESTS</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 13 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To receive and approve the minutes of the meeting held on 22<sup>nd</sup> March 2007.</p>	1 - 6
7			<p><b>EXECUTIVE BOARD - MINUTES</b></p> <p>To receive the minutes of the Executive Board meeting held on 14<sup>th</sup> March 2007.</p>	7 - 16

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p><b>ANNUAL REPORT</b></p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's submission to the Scrutiny Board's Annual Report.</p>	17 - 24

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# Agenda Item 6

## SCRUTINY BOARD (CITY SERVICES)

THURSDAY, 22ND MARCH, 2007

**PRESENT:** Councillor B Anderson in the Chair

Councillors C Beverley, A Blackburn,  
S Golton, P Gruen, J McKenna, T Murray,  
F Robinson and P Wadsworth

### 91 Chair's Opening Remarks

The Chair welcomed everyone to the March meeting of the Scrutiny Board (City Services).

He informed the meeting that Paul Markham, Head of Highways Services, City Services Department would be retiring today after 40 years service with the Council. On behalf of the Board, the Chair paid tribute to him for all the work and support he had given to this Scrutiny Board and the Council.

In concluding, the Chair and Members of the Board wished him well for the future.

Helen Finister, Chief Officer, Streetscene, City Services Department was in attendance and outlined the interim acting up arrangements within the department, as a consequence of his retirement and having regard to the current restructuring of the Council, following which she agreed to e mail details to Board Members for their information/retention.

### 92 Declaration of Interests

There were no declarations of interest made at the meeting.

### 93 Apologies for Absence

An apology for absence was made on behalf of Councillor J Jarosz.

### 94 Minutes of the Previous Meeting

**RESOLVED** – That the minutes of the meeting held on 22<sup>nd</sup> February 2007 be approved as a correct record.

### 95 Overview and Scrutiny Committee - Minutes

**RESOLVED** – That the minutes of the Overview and Scrutiny Committee meetings held on 5<sup>th</sup> February and 5<sup>th</sup> March 2007 be received and noted.

### 96 Highways Asset Management Plan (HAMP)

The Director of City Services submitted a report on the Highways Asset Management Plan (HAMP).

The purpose of the report was to advise the Board of the progress being made towards publishing a Highways Asset Management Plan (HAMP).

Helen Finister, Chief Officer, Streetscene, City Services Department and Helen Franklin, Acting Head of Highways Services, City Services Department were in attendance and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

### **General Issues**

- clarification of the next steps in respect of approving and publishing the Highways Asset Management Plan  
*(The Board noted that the department would be arranging **workshops/seminars** in the summer on the overriding parent document of the Highways Asset Management Plan in order to engage contributors including Members of the Council)*
- clarification of **joint working arrangements with partner authorities**  
*(The Acting Head of Highways Services confirmed that joint working across the Council departments and with our partner authorities was essential in developing the parent and sibling documents. The Acting Head of Highways Services referred to the West Yorkshire working group which she Chair's and which was established to ensure a consistent approach by authorities in developing their individual reports on HAMP as part of the Local Transport Plan (LTP2) submission in 2005. She stated that the Council leads on this issue as much was already imbedded in our policies and procedures)*
- clarification of the **quality of materials used in road repairs**  
*(The Acting Head of Highways Services reported that trials using different repair materials had been inconclusive and were more expensive. She reported that the importance of quality control was deemed effective to ensure that the repair was properly compacted which would increase the life expectancy of the repair)*

### **Street Signage Issues**

- clarification as to whether the department had consulted Board Members in respect of the sibling document for street name plates which had now been completed and the need for Members to be supplied with this information  
*(The Acting Head of Highways Services agreed to provide Members of the Board with details)*
- clarification as to the feasibility of **erecting street nameplates on both sides of the road** and the policy for **repairing and replacing street nameplates**  
*(The Acting Head of Highways Services responded and agreed to consult with the Traffic Engineering Manager with a view to a report being submitted on these issues at a future Board meeting)*
- clarification of the **cleaning programme** currently undertaken by the department in respect to **street signs and illuminated street signs**

### **RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That the Traffic Engineering Manager be requested to bring a report back on the issues identified above to a future meeting of the Scrutiny

Draft minutes to be approved at the meeting  
to be held on Wednesday 18<sup>th</sup> April 2007

Board and that the Acting Head of Highways Services be also requested to send details on the sibling street name plates document to Board Members.

(Councillor S Golton joined the meeting at 11.05am during discussion of the above item)

(Councillor A Blackburn joined the meeting at 11.10am during discussion of the above item)

## 97 **Traffic Management Act 2004**

The Director of City Services submitted a report on the development of the Traffic Management Act 2004.

Helen Finister, Chief Officer, Streetscene, City Services Department; Helen Franklin, Acting Head of Highways Services, City Services Department and Andrew Molyneux, Highways Planning Engineer, City Services Department were in attendance and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

### **General Highway Issues**

- clarification of the ways in which forthcoming changes in legislation governing streetworks under the Traffic Management Act 2004 could be used to ensure suggested **highway works don't unnecessarily impede traffic flows**
- the balance to be achieved to enable **statutory undertakers** to carry out **essential repairs** whilst keeping traffic moving in the city
- clarification of the audit arrangements in place to ensure delivery of the authorities duty under this legislation  
*(The Highways Planning Engineer referred to the Department for Transport's criteria for intervention under this Act and confirmed that the first audit would be carried out in 2008)*
- the development of **Leeds Travel Information website** and its expansion to include CCTV footage and mobile phone access

### **Utilities/Road work issues**

- the need to ensure that **enforcement action** was taken against **statutory undertakers** who carry out road works beyond the date registered on the network management system and **vehicle owners** who park on the highway illegally causing obstruction particularly at peak times
- details of the **finest imposed on utility companies** who exceed the registered date
- the view that the department should also give **advance warning of road works** via public notices in addition to providing details on the internet
- examples cited where action was needed to be taken against contractors and statutory undertakers who disregard the **safety of pedestrians** (including those with disabilities) when carrying out repairs

*(The Chief Officer, Streetscene responded to these concerns and assured Members that where incidents are reported they were followed up and actioned appropriately, but resources were limited)*

**RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That a progress report on this issue be submitted to a future meeting of the Board.

**98 City Services Newsletter - 'City Scene'**

The Director of City Services submitted a report evaluating the benefits of staff newsletters and the magazine 'City Scene' against expenditure involved.

Randal Brown, Director of City Services; Tom Smith, Head of Performance Management, City Services Department and Emma Kennedy, Senior Communications Officer, City Services Department were in attendance and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

**Staff Feedback/Distribution Issues**

- the view expressed that feedback should be sought from staff as to the value of this publication and further clarification as to how this publication was distributed  
*(The Board noted that the department had previously attached copies of the newsletter to wage slips, but this practice had recently ceased following a charge imposed by the Employee Administration Service (EAS) and that e mail was not always the best solution in view of the diversity of staff working in the department. Postage was only used as a last resort)*

**Environmental Issues**

- the view of a Member that whilst accepting that the paper used for "City Scene" included a percentage of recycled paper, the production techniques to produce a glossy finish required the use of a number of chemicals  
*(The Director of City Services responded that this was the only publication his department produced on glossy recycled paper as a quality publication conveyed the right message to staff)*

**Value for Money Issues**

- the overall view expressed by Board Members that 'City Scene' was a high quality, highly effective internal communications mechanism within the department where the benefits of a departmental newsletter outweigh the relatively **low cost** of production and distribution

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



**99 Work Programme**

The Head of Scrutiny Support and Member Development submitted a report on the Board's work programme.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- (a) Scrutiny Board (City Services) – Work Programme (Appendix 1 refers)
- (b) Leeds City Council – Forward Plan of Key Decisions for the period 1<sup>st</sup> March 2007 to 30<sup>th</sup> June 2007 (Appendix 2 refers)

Randal Brown, Director of City Services was in attendance.

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That approval be given to the work programme for the April meeting as now reported and that other outstanding issues be referred to the relevant Scrutiny Board for consideration in the new Municipal year.
- (c) That progress on the Board's recommendations be reported at the next meeting during consideration of the Board's draft Annual report.

**100 Date and Time of Next Meeting**

**RESOLVED –** That the next meeting of the Scrutiny Board (City Services) be held on Thursday 19<sup>th</sup> April 2007 commencing at 10.00 am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30 am)

(The meeting concluded at 12.15pm)

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## EXECUTIVE BOARD

WEDNESDAY, 14TH MARCH, 2007

**PRESENT:** Councillor A Carter in the Chair

Councillors M Harris, D Blackburn, R Brett,  
J L Carter, R Harker, P Harrand, J Procter,  
S Smith, K Wakefield and J Blake

Councillor Blake – Non-voting Advisory Member

### 190 Exclusion of Public

**RESOLVED** – That 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 the exempt information so designated as follows:

- (a) Appendix 1 to the report referred to in minute 207 under the terms of Access to Information Procedure Rule 10.4(1) and (3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because it deals with the financial and business affairs of another body and also publication could be prejudicial to the Council's interest in terms of any ongoing negotiations.
- (b) Appendix A to the report referred to in minute 209 under the Terms of Access to Information Procedure Rule 10.4(4) and (5) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as negotiations on equal pay, in particular pay protection arrangements, are ongoing, the Council is currently defending a large number of equal pay cases before the Employment Tribunal and release of the information at this time could prejudice negotiations and the outcome of tribunal claims proving costly to the Council and thereby having an adverse impact on the public.

### 191 Declaration of Interests

Members declared personal interests in relation to school governorships, as contained in the register of interests, in the item relating to the Leeds Scheme for Financing Schools (minute 198).

Further declarations of interest made during the meeting are referred to in minute 194 (Councillor J L Carter) and Minute 214 (Councillor Harris).

### 192 Minutes

**RESOLVED** – That the minutes of the meeting held on 9<sup>th</sup> February 2007 be approved.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 4th April, 2007

## **NEIGHBOURHOODS AND HOUSING**

### **193 Disposal at Less Than Best Consideration - Shay Street Woodhouse**

The Director of Neighbourhoods and Housing submitted a report on a proposal to grant a long lease at less than best consideration for 56 three bedroomed flats at Shay Street and Holborn Terrace to Connect Housing Association, for the purpose of refurbishing and improving the buildings for accommodation for mature students with families.

The report identified the benefits to be brought by the schemes as being preferable to the option of marketing without restrictions.

**RESOLVED** – That the principle of a disposal to Connect at less than best consideration be approved, subject to obtaining the Secretary of State's consent and subject to approval by the Director of Development of the terms of the lease and a reasonable rental level to be payable during the term of the lease, having regard to the level of social rents receivable and costs of refurbishment, subsequent maintenance, management and other outgoings.

### **194 Establishment of a Strategic Partnership to Deliver Affordable Housing**

The Director of Neighbourhoods and Housing submitted a report on the options for the establishment of a Strategic Partnership to make a significant contribution to the increase of affordable housing in the city.

The report examined the three options of a Leeds Partnership Homes model, the establishment of an arms length company or of a strategic partnership.

#### **RESOLVED –**

- (a) That a Strategic Partnership, as described within the submitted report, be established with the purpose of increasing the supply of affordable housing in the city.
- (b) That the transfer or utilisation of 77 acres of Council land to the Strategic Partnership or other social housing partners for the purpose of developing affordable housing schemes across the city be approved
- (c) That necessary capital receipts generated from the sale of the 77 acres of Council land be made available to the Strategic Partnership to deliver 375 affordable housing units per year for the next 6 years.
- (d) That this Board notes that any additional capital receipts over and above those needed to develop 375 units per year and any subsequent equity generated from shared equity schemes, resulting from the development of the 77 acres, will be returned to the Council to allocate to its capital spending priorities, including the further expansion of affordable housing.
- (e) That the Director of Neighbourhoods and Housing be authorised to make arrangements for the establishment of the Strategic Partnership.

(Councillor J L Carter declared a personal interest in this minute as Chair of Renew and Renewal Ltd)

**195 Progress report on Regeneration and Development issues in South Leeds**

The Director of Neighbourhoods and Housing submitted a report on the proposed principles to underpin the development of a regeneration strategy for the South Leeds area with a view to detailed proposals being presented to a future meeting of the Board in the summer of 2007.

**RESOLVED –**

- (a) That the decision of the Department for Communities and Local Government on the Beeston Hill and Holbeck Round 5 Housing PFI scheme be noted.
- (b) That an Outline Business Case for the Beeston Hill and Holbeck PFI scheme be prepared.
- (c) That a Regeneration Investment Plan for South Leeds, which includes the following specific priorities be prepared:
  - Developing and progressing regeneration proposals for the Beeston Hill and Holbeck area
  - Developing and progressing a scheme that will integrate the major private sector housing development at Sharp Lane, Middleton with adjacent older housing areas
  - Strengthening the role of the Parkside industrial area and the John Charles Centre for Sport and South Leeds High School as an employment/recreation/learning campus and improving accessibility from adjacent communities
- (d) That the Council owned land off Throstle Road, Middleton marked as A on the plan attached to the report be retained in Council ownership until the potential to integrate the development of adjacent areas has been assessed.

**CHILDREN'S SERVICES**

**196 The Leeds Play Strategy and Big Lottery Play bid**

The Director of Children's Services submitted a report on the proposed Leeds Play Strategy to be implemented through local action and supported through the bid for 'Big Lottery' play funds.

**RESOLVED –** That the Leeds Play Strategy be approved and that further information be provided to members of the Board on the processes by which specific bids for funding are being determined.

**197 Provision Of Children's Centres**

The Director of Learning and Leisure submitted reports on the proposed provision of children's centres at Horsforth Broadgate, Swinnow and Yeadon Queensway.

**RESOLVED –**

- (a) That £534,500 be transferred from the Phase 2 Children's Centre Parent Scheme 12394 and that authority be given to incur expenditure on the provision of a Children's Centre at Horsforth Broadgate at a total cost of £534,500.

- (b) That a £23,000 contribution from Swinnow Primary School devolved capital be injected into the Learning and Leisure Capital Programme, that £525,800 be transferred from the Phase 2 Children's Centre Parent Scheme 12394 and that authority be given to incur expenditure on the provision of a Children's Centre at Swinnow at a total cost of £548,800.
- (c) That £526,000 be transferred from the Children's Centre Phase 2 Parent Scheme 12394 and that authority be given to incur expenditure on the provision of a Children's Centre at Yeadon Queensway at a total cost of £526,000.

**198 Changes to the Leeds Scheme for Financing Schools**

The Chief Executive of Education Leeds submitted a report on statutory amendments to the scheme for financing schools as required by the Secretary of State and on a proposed local scheme amendment to protect the financial interest of the City Council.

**RESOLVED –**

- (a) That the Statutory Scheme Changes required by the Secretary of State be noted.
- (b) That the proposed local scheme change as described in paragraph 3.2.1 of the submitted report be approved.
- (c) That the Secretary of State be requested to approve the revised Leeds Scheme for Financing Schools incorporating the amendments.

**199 Education and Inspections Act 2006**

The Chief Executive of Education Leeds submitted a report on the implications for the City Council arising from the key provisions of the Education and Inspections Act.

**RESOLVED –** That the detailed requirements in the Education and Inspection Act 2006 be noted together with the issues raised in regard to each of the specific areas of the Act described in the report.

**200 Proposed Prescribed Alteration at Harehills Primary School**

The Chief Executive of Education Leeds submitted a report on a proposal to permanently increase the admission number at Harehills Primary School from 60 to 90 places establishing a three form entry school.

**RESOLVED –** That formal public consultation be undertaken on a proposal to make a prescribed alteration at Harehills Primary School by raising the admission number from 60 to 90 pupils with effect from September 2009 to permanently establish a three form entry school.

**201 Harehills Primary School - Provision of Additional Classrooms**

The Chief Executive of Education Leeds submitted a report on a proposed scheme to provide additional accommodation at Harehills Primary School.

**RESOLVED –**

- (a) That the design proposals for additional accommodation at Harehills Primary School be approved.
- (b) That expenditure of £579,700 from capital scheme 13286 be authorised.

**202 Primary Review: Alwoodley Primary Planning Area**

Further to minute 123 of the meeting of the Board held on 13<sup>th</sup> December 2006 the Chief Executive of Education Leeds submitted a report on the outcome of the statutory representation period for the reorganisation of primary provision in the Alwoodley Primary Planning Area.

**RESOLVED –**

- (a) That having considered the representations received authority be given to proceed with the proposal to close Fir Tree Primary School and Archbishop Cranmer Church of England (Aided) Primary School on 31<sup>st</sup> August 2007 and for the Church of England Diocese to establish a one and a half form entry voluntary controlled school in the existing Archbishop Cranmer building on 1<sup>st</sup> September 2007.
- (b) That it be noted that as a result of the representations the determination of the notice falls to the School Organisation Committee.
- (c) that the comments prepared by Education Leeds and contained in the submitted report serve as the Local Authority's response to the representations for consideration.

**203 Horsforth West End: Outcome of Statutory Notice**

Further to minute 71 of the meeting of the Board held on 21<sup>st</sup> September 2005 the Chief Executive of Education Leeds submitted a report on the outcome of a statutory notice posted in January 2007 about a proposal to close the resourced provision for deaf children at Horsforth West End Primary School.

**RESOLVED –** That the resourced provision for deaf children at Horsforth West End Primary School be closed with immediate effect.

**204 Bracken Edge Primary School - Extension and Adaptation Project**

The Chief Executive of Education Leeds submitted a report on a proposed scheme to provide Bracken Edge Primary School with suitable and sufficient accommodation to meet curriculum needs.

**RESOLVED –** That the design proposals be approved and authority be given to incur expenditure of £757,800 on the scheme.

**205 Leeds Building Schools for the Future**

The Deputy Chief Executive submitted a report giving an update on progress towards financial close of the BSF programme.

**RESOLVED –**

- (a) That the contents of the report and progress towards Financial Close be noted together with the decision of the Chair of the Education PFI/BSF Projects Board to enter into an Early Works Agreement with Interserve Project Services Limited on behalf of the E4L Consortium

- (b) That a revised PFI affordability threshold of £13,148,000 be approved, being the first full year Unitary Charge in 2010/11 to protect the programme against further adverse upward movement in interest rates
- (c) That approval be given to the incurring of additional capital expenditure above the current Capital Programme provision of £30,934,000 amounting to £947,192 on Cockburn and Temple Moor High Schools

(This decision was exempt from Call In by reasons of urgency as detailed in paragraphs 2.1 and 2.2 of the report)

## **LEISURE**

### **206 John Davies**

Noting that this would be his last meeting of the Board before retirement the Board expressed thanks to John Davies for his work for the Council, for his dedication to the City and wished him a happy retirement.

### **207 Roundhay Park Golf Course**

Further to minute 294 of the meeting of the Board held on 18<sup>th</sup> May 2005 the Director of Learning and Leisure submitted a report on the current position with regard to the bid for a 75 year lease of the Roundhay Park Golf Course.

**RESOLVED** – That it be noted that the 75 year leasing of Roundhay Park Golf Course will not now proceed and that management and maintenance of the Course will remain with the City Council's Parks and Countryside service.

### **208 Middleton Park Equestrian Centre**

The Directors of Learning and Leisure and Corporate Services submitted a joint report on current arrangements with regard to the Middleton Park Equestrian Centre and on options for its future operation.

Following consideration of Appendix 1 to the report designated exempt under Access to Information Procedure Rule 10.4(1) and (3), which was considered in private at the conclusion of the meeting, it was

#### **RESOLVED –**

- (a) That the report be noted and confirmation given of the Council's support to maintaining a riding for the disabled facility at the centre.
- (b) That the contents of the exempt appendix be noted and approval given to the action proposed in paragraph 3.4 of the appendix in the event that the revised governance proposals detailed in paragraph 3.3 are rejected by the trustees.

## **CENTRAL AND CORPORATE**

### **209 Leeds Comprehensive Performance Assessment Scoreboard 2006 - 2007**

The Chief Executive submitted a report on the Council's CPA rating for 2006.

#### **RESOLVED –**

Draft minutes to be approved at the meeting  
to be held on Wednesday, 4th April, 2007



- (a) That the report be noted.
- (b) That a report be brought back to the Board on the result of the Audit Commission's review of the Council's Direction of Travel judgement.
- (c) That the recommendation of this Board be put to Overview and Scrutiny Committee that an inquiry be undertaken on this matter, with a particular focus on the Council's predicted CPA position for future years.

**210 Implementation of New Pay and Grading Structure - Phase 1**

The Director of Corporate Services submitted a report on the proposed new pay and grading structure and pay protection proposals for the Council and on issues associated with implementing the new pay and grading structure.

Appendix A to the report was designated exempt under Access to Information Procedure Rule 10.4(4) and (5), was considered in private at the conclusion of the meeting, and it was

**RESOLVED –**

- (a) That the new pay and grading structure as presented in the report be implemented.
- (b) That, subject to final negotiations with the Trade Unions, the pay protection arrangements as set out in the report be approved.

**211 Gambling Act 2005 - Statement of Licensing Policy**

The Director of Legal and Democratic Services submitted a report on the proposed amendment of Part F of the Council's statement with regard to the manner in which the Council should determine any competing applications for a large scale casino in Leeds.

**RESOLVED –** That the Director of Legal and Democratic Services be authorised to undertake a consultation on a revision to Part F of the Council's 'Gambling Act 2005 – Statement of Licensing Policy' as soon as practicable.

(Under the provisions of Council Procedure Rule 16.5 Councillor Brett required it to be recorded that he abstained from voting on this decision)

**DEVELOPMENT**

**212 Leeds Local Development Framework - Revised Local Development Scheme**

The Director of Development submitted a report following a recommendation by Development Plan Panel to consider proposed updates, rolling forward and new injections into the Local Development Scheme for submission to the Secretary of State.

**RESOLVED –**

- (a) That the updated and revised Local Development Scheme as attached at Appendix 1 to the report be approved for submission to the

Secretary of State pursuant to Section 15 of the Planning and Compulsory Purchase Act 2004.

- (b) That the revised Local Development Scheme shall be brought into effect as from 1 June 2007, subject to one of the requirements set out below having been met. Namely that either:
- during a period of 4 weeks starting on the day the Council submits the scheme to the Secretary of State the Council receives from the Secretary of State notice that he does not intend to give a direction to amend the scheme, or
  - the Council has received such a direction and has either complied with it or received notice that it has been withdrawn, or
  - the Council has received notice that the Secretary of State requires more time to consider the scheme and either has subsequently received notice that the Secretary of State does not intend to give a direction or a direction has been complied with or withdrawn, or
  - the 4 week period has ended and the Council has not received either:
    - (i) a notice that the Secretary of State does not intend to give a direction
    - (ii) a direction
    - (iii) notice that the Secretary of State requires more time to consider the scheme.
- (c) That Director of Development be authorised to make any necessary changes to the revised Local Development Scheme prior to it coming into effect in order to comply with a direction from the Secretary of State pursuant to Section 15(4) should one be received.

### **213 UDP Saved Policies Review**

The Director of Development submitted a report on recommendations of Development Plan Panel that this Board consider and agree which planning policies of the UDP should be 'saved' and which should be 'deleted' and agree that the proposals be submitted to the Secretary of State.

**RESOLVED** – That proposals to save and delete UDP policies as set out in the Appendix to the report be approved for submission to the Secretary of State.

### **214 Local Enterprise Growth Initiative**

The Director of Development submitted a report on the successful outcome of the Round 2 Leeds LEGI bid.

#### **RESOLVED-**

- (a) That the three year programme set out in the bid and the indicative funding allocations detailed in Appendix A to the report be endorsed.
- (b) That the £500,000 grant and the disposal of the former Hillside Primary School as set out in Appendix B to the report be noted.
- (c) That it be noted that decisions on expenditure will be made by the Director of Development in consultation with the LEGI Board
- (d) That reports on progress of implementation be brought to this Board as appropriate.

(Councillor Harris declared a personal and prejudicial interest in this decision as a Fellow of Leeds School of Entrepreneurship. He also declared a personal and prejudicial interest in the decision referred to in minute 215 in relation to his business interests and left the meeting during the discussion and voting on both matters)

**215 Elland Road Master Plan**

The Director of Development submitted a report on the work undertaken towards the development of a Masterplan proposal for land in the vicinity of Elland Road Football Ground and on proposed public consultation to enable the development of an informal planning statement for the site.

**RESOLVED –**

- (a) That the Director of Development be authorised to procure consultants to undertake a preliminary public consultation exercise on the draft masterplan proposals contained in Appendix 1 of the report.
- (b) That the Director of Development be authorised to develop an informal planning statement for the site, taking account of the outcome of the public consultation exercise.
- (c) That a report be brought back to this Board with a revised masterplan/ planning statement produced, prior to inviting bids from developers for their arena proposals.
- (d) That a report be brought back to this Board with proposals as to how any development of the Elland Road site may be brought forward once the preferred site for an arena development has been identified.

DATE OF PUBLICATION: 16<sup>TH</sup> MARCH 2007  
LAST DATE FOR CALL IN : 23<sup>RD</sup> MARCH 2007 (5.00 PM)

(Scrutiny Support will notify relevant Directors of any items Called In by 12 noon on 26<sup>th</sup> February 2007)

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (City Services)

Date: 18<sup>th</sup> April 2007

Subject: Annual Report 2006/2007

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**Electoral Wards Affected: All**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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### 1.0 Purpose of the report

1.1 The purpose of this report is to present the draft of the Board's contribution to the Scrutiny Board Annual Report.

### 2.0 Introduction

2.1 Members will be aware that the operating protocols for Scrutiny Boards require the publication of an Annual Report to Council. This year the report will combine a commentary on each of the Board's work, progress on the Action Plan 2006/07 and details of the Action Plan which has been developed for 2007/2008 and an overall summary in bar chart form representing the types of work that the Scrutiny Boards have done during the year.

2.2 This is the Board's opportunity to contribute to the Annual Report which will be presented to Council.

### 3.0 Draft report

3.1 Attached is a draft of this Board's proposed submission which includes an introduction from the Chair and details of the work undertaken by the Board in this municipal year.

### 4.0 Recommendation

4.1 Members are asked to approve the Board's contribution to the composite Annual Report.

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# Scrutiny Board (City Services)



*Cllr Barry Anderson  
Chair of Scrutiny Board (City Services)*

## **Membership of the Board:**

Cllr Barry Anderson (Chair)  
Cllr Ann Blackburn  
Cllr Christopher Beverley  
Cllr Stewart Golton  
Cllr Peter Gruen  
Cllr Josephine Jarosz  
Cllr James Mckenna  
Cllr Thomas Murray  
Cllr Frank Robinson  
Cllr Linda Rhodes-Clayton  
Cllr Paul Wadsworth

## ***The Chair's Summary***

It has been a challenging year for the Board as the department continues to develop a number of major initiatives and review the Streetscene Grounds Maintenance contract. We quickly established working groups to monitor progress with regard to the Streetscene Grounds Maintenance contract and the integrated Waste Strategy for Leeds 2005 – 2035 and to carry out detailed work following the decision of the Board to undertake an inquiry into Crown Cuisine. Details of the working groups and the Board's final recommendations following completion of our inquiry into Crown Cuisine are set out later in this report.

We were pleased to be able to take scrutiny in to the community this year by holding a Board meeting in the Kippax and Methley Ward. We included an open forum item on the agenda and relevant officers from the City Services Department were in attendance to respond to comments and questions raised by residents. I was delighted that over 35 members of the public, local and Parish Councillors attended the meeting. It was very well received and we had a great deal of positive feedback from it. This is clearly an effective means of engaging the public in scrutiny. The Board is mindful of the increasing importance of this which is recognised in the recent Local Government and Participation in Public Health Bill.

We took the opportunity whilst visiting the Methley and Kippax Ward to see at first hand the work of the Catering Agency. We visited Brigshaw High School and Language College to see the initiatives being promoted by the Catering Agency to provide balanced school meals under the healthy eating initiative.

We visited the Scottish Electric Contracting (SEC) Ltd headquarters at Swillington and met with the Regional Director and their Operations Manager to discuss issues on the implementation of the street lighting Private Finance Initiative (PFI) contract. This was highly beneficial to all concerned as it clarified the responsibilities and issues on all sides and how they were being addressed.

We received a number of Member briefing papers on a wide range of issues with a view to undertaking further scrutiny and details of some of these are set out in this report.

We are grateful to Councillor Steve Smith, the Executive Board Member who attended and discussed with us a number of key issues that were facing the department.

It has been a privilege to Chair the Scrutiny Board (City Services) this year. I am extremely grateful to my colleagues, officers, and other witnesses who are committed to improving services to the residents of Leeds.

Councillor Barry Anderson  
Chair of Scrutiny Board (City Services)

### **Inquiry into Crown Cuisine**

We undertook this inquiry in order to review the purpose, role and core business of Crown Cuisine. We agreed that our inquiry would only apply to the commercial side of the Catering Agency (trading as Crown Cuisine). It therefore excluded the school meals service. We established a working group to undertake a detailed investigation. As part of our inquiry we carried out a detailed customer satisfaction survey and found that customers of Crown Cuisine were pleased with the overall quality of the service they receive.

*"We acknowledged that the decision by Crown Cuisine not to tender for the catering contract to service the prestige developments in the new civic cultural quarter encompassing the Town Hall, Art Gallery and Library, Carriageworks, New Museum and Abbey House Museum was a major turning point in the future of Crown Cuisine"*

*Councillor Barry Anderson  
Chair Scrutiny Board (City Services)*



*Scrutiny Board (City Services)*



### **Our main recommendation was:**

That the Director of City Services commission a report into the future operation of the Commercial Section of the Catering Agency known as Crown Cuisine during the current budget review. This is necessary in the light of Crown Cuisine's reduced turnover from £2.222 million in 2003/04 to £980,000 in 2007/2008 and a projected operating loss in the next 2 years.

That in considering the future of Crown Cuisine the Director has regard to the options available including the 3 we identified.



### **Our other recommendations were:**

- That the cafes in Learning and Leisure venues be supported to be economic and that the prices are monitored as part of the contract to make sure they are realistic and remain affordable.
- That the Director of City Services conveys the thanks of this Scrutiny Board to all the staff of Crown Cuisine for their professionalism and consistent high quality of service.

*"I was concerned that whilst the introduction of new and improved catering facilities in our parks is to be applauded the Council should retain a public conscience by ensuring that park users have a choice of cheaper catering options wherever possible"*

*Councillor Peter Gruen  
Member of Scrutiny Board  
(City Services)*



## Street Lighting Private Finance Initiative

The Board recognised the importance of the Council's Street lighting PFI contract with Scottish Electric Contracting (SEC) Ltd and were concerned at the complaints some Members were receiving on this issue.

We visited the company's Headquarters, Swillington on 12<sup>th</sup> October 2006 and met with the Regional Director North and the Operations Manager SEC together with appropriate officers from the Council.

The meeting was extremely useful and we were able to raise a number of issues and concerns directly with the company and received assurances that these were being addressed. It also provided the company with an opportunity to highlight some of their operational issues.

We were impressed at the amount of investment that had been undertaken by the company for this contract and their commitment to Leeds.

We were particularly pleased that the company had a strong recycling policy and that we were able to see at first hand the arrangements in place for carrying this out.



*Scrutiny Board (City Services) about to depart for Swillington*



*SEC depot Swillington showing some of their new vehicles*



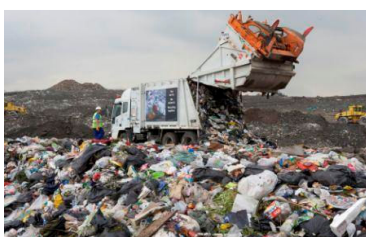
*SEC's new depot Swillington*



*Recycling*



*Visit to Doncaster*



*Reduce the amount we bury in the ground*

## Working Group on the Integrated Waste Strategy for Leeds 2005 - 2035

This issue has been a major piece of work for scrutiny over the last 2 years. We established a Working Group which met on three separate occasions during the year. The Board received regular progress reports in order to keep Members up to date with developments.

We received and commented upon the formal response by the City Services Department on the progress they had made in implementing the recommendations of Scrutiny Board (Environment and Community Safety) following completion of its Inquiry into the Council's waste solution strategy in April 2006.

We took the opportunity to comment on the report of the Director of City Services on the Integrated Waste Strategy for Leeds 2005 -2035 which had been approved by Executive Board on the 18<sup>th</sup> October 2006 and the action plan for 2006/07-2008/09.

The Working Group visited Doncaster Council to see their Community Recycling Partnership in action.

## Review of the Streetscene Grounds Maintenance Contract



In view of Members' concerns last year with regard to this contract we established a Working Group to carry out a review of the progress made in improving the Streetscene Grounds Maintenance Contract.

The Working Group met and considered the formal response of the City Services department to implementing the recommendations of the Scrutiny Board (Environment and Community Safety) following completion of its inquiry in October 2005. These were subsequently reported to the Scrutiny Board.

In February 2007 we considered a report of the Director of City Services updating Members on the current position with regard to this contract.

We also received and commented upon the Service Improvement Plan for the Streetscene Grounds Maintenance Plan which had been submitted by Glendale Managed Services for the period March 2007 to February 2008 and had the approval of the Executive Board.

### Open Forum Methley and Kippax Ward



*Open Forum Discussion*

We were pleased at the success of a Scrutiny Board meeting held in the Methley and Kippax Ward which included an open forum item on the agenda.

Over 35 residents attended the meeting in January 2007. Local Ward and Parish Councillors took part in a lively and interesting debate covering a number of issues.

We were grateful to all the officers who attended the meeting from the City Services Department. Many officers met with residents after the meeting and in the following days to resolve a number of issues that had been identified during this session.



*Residents at the open session*

"I was delighted that the Scrutiny Board (City Services) took the decision to hold a meeting in my Ward. It gave local residents the opportunity to scrutinise the service provided by the City Services department and meet many of its most senior officers"

*Councillor Keith Parker  
Methley & Kippax Ward Councillor*

The topics discussed during consideration of the open forum item included policies and procedures with regard to Streetscene, specific issues concerning refuse collection and recycling, highways maintenance matters, vehicles misusing private streets, ownership of trees, enforcement concerns and street lighting including the private finance initiative.

## Members Briefing Papers

The Board requested a number of briefing papers on specific issues that Members had identified as areas of interest or concern and which might lead to possible areas for further scrutiny. These included:-

- *Highways Maintenance Funding*

We received a detailed report on the progress made by the department of City Services in reducing the backlog of highway maintenance repairs. Members also considered and commented upon the impact of high inflation and the Council's ability to achieve this agreed programme within its present budget.



*Highway repairs Leeds*

- *The School Meals Service*

We received a paper giving an overview of the school meal service provided by the Catering Agency. We considered the government agenda for improving school meals nationally and the pressures and opportunities facing the service.

Having studied details of the healthy eating initiative for schools, we visited Brigshaw high school to see how this is being put in to practice.



*Brigshaw High School and Language Centre*

- *Review of the Scheme to Control Litter by Restricting the Free Distribution of Printed Matter*

Linking in to other aspects of our work programme we reviewed how the scheme to help control litter from flyers was operating in the delineated area around the city centre and a corridor following Otley Road to the Shaw Lane/Otley Road junction, Headingley. We noted that the scheme had required intensive enforcement action in the initial stages.

- *Legislative Framework*

We considered a number of papers on the legislative framework affecting the City Services department. These included the implementation of the Clean Neighbourhoods and Environment Act 2005 and the implications and progress made as a consequence of the Traffic Management Act 2004. We also looked at the services which had been delegated from the City Services department to Area Committees as set out in the Area Function Schedules 2006/2007.



*Area Management Wedges*

## **The Board's full work programme 2006/07**

- **Inquiry into Crown Cuisine**
- **Progress reports from the Board's Working Group looking at Crown Cuisine**
- **Update from the Director of City Services and relevant Executive Board Member**
- **Highways Maintenance Funding – Impact of inflation on backlog of repairs**
- **Legislative framework affecting City Services**
- **The School Meals Service – The Catering Agency**
- **Implementation of the Clean Neighbourhoods and Environment Act 2005**
- **Private Finance Initiative (PFI) Street lighting – visit to the Scottish Electric Contracting (SEC) Ltd, Headquarters at Swillington**
- **Highways Asset Management Plan (HAMP)**
- **Integrated Waste Strategy for Leeds 2005 – 2035 Progress reports by the Board's Working Group**
- **Streetscene Grounds Maintenance Contract Progress reports by the Board's Working Group**
- **Highways Maintenance & backlog of repairs**
- **City Services EMAS and actions taken to reduce CO2 emissions**
- **Performance Management Information 2<sup>nd</sup> and 3<sup>rd</sup> quarters**
- **Traffic management Act 2004 – implications and progress**
- **Review of the Leeds scheme to control litter from flyers and free printed material**
- **Catering provision in PFI schools**
- **Open Forum Kippax and Methley Ward**
- **Devolution of services to Area Committees from City Services department**
- **Narrowing the Gap**
- **City Services department awards and accreditation**
- **Staff Newsletter and magazine "City Scene"**