



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 20th June, 2007 at 1.30 pm

Members of the Council are invited to attend and transact the following business:

1. Minutes

To confirm the minutes of the Annual Council Meeting held on 24th May 2007

2. Declarations of Interest

To receive any declarations of interest from Members

3. Communications

To receive such communications as the Lord Mayor, the Leader, Members of the Executive Board or the Chief Executive consider appropriate

4. Deputations

To receive deputations in accordance with Council Procedure Rule 10

5. Reports

To consider reports as follows (the Monitoring Officer considers that these reports are appropriate to be received at this meeting in accordance with Council Procedure Rule 2.2(f))

- (a) The Scrutiny Boards' Annual Report to Council prepared in accordance with Article 6 of the Constitution

J PROCTER

- (b) The report of the Assistant Chief Executive (Corporate Governance) on appointments

J PROCTER

6. Questions

To deal with questions in accordance with Council Procedure Rule 11

7. Recommendations of the Executive Board

TO consider the reports of

- (a) the Chief Executive on recommendations of the Executive Board in relation to

the Council Plan (*to follow), and

- (b) the Assistant Chief Executive (Corporate Governance) in relation to the 2007 Review of the Children and Young People's Plan (*to follow)

M HARRIS

8. Recommendations of the Standards Committee

To consider the report of the Assistant Chief Executive (Corporate Governance) on recommendations of the Standards Committee

J L CARTER

9. Minutes

To receive the minutes in accordance with Council Procedure Rule 2.2(m)

M HARRIS

10. White Paper Motion - Reduction in Packaging

This Council recognises the need to take action to reduce the waste stream, with this in mind Council instructs its Chief Executive to write to the Secretary of State for Environment, Food and Rural Affairs to request that the Government bring in improved legislation which puts the onus on suppliers and manufacturers to cut down on packaging, particularly from non-renewable sources

A BLACKBURN

11. White Paper Motion - Delegation of Powers to Area Committees

This Council believes that Area Committees should have more power, financial resources and greater freedoms to take decisions about their communities locally.

Council therefore resolves to set up an all party working group to bring forward a report to consider its recommendation by the end of this municipal year.

J LEWIS

12. White Paper Motion - Award of Contracts for Adult Social Services

This Council deplores the distress and uncertainty caused to vulnerable people and their carers because of the inability of the Executive Member for Adult Social Care and his department to ensure that contracts are awarded and renewed in a timely and transparent manner.

D COUPAR

13. White Paper Motion (Procedure Rule 3.1(d) - Governance Arrangements

This Council calls for an all party working group to be established to examine the governance arrangements of this Councils assets and services, including its democratic processes.

B ATHA

- * The Council Plan, the Leeds Children and Young People's Plan Annual Review and the minutes of the Executive Board meeting held on 13th June 2007 will be circulated as late items as the Board meeting will be held after the despatch of the Council agenda, there is a requirement that the Council Plan be published by 30th June and it is considered desirable that the Council be given timely opportunity to comment upon the minutes.

NOTE – The order in which White Paper motions will be debated will be determined by Whips prior to the meeting

Chief Executive

Civic Hall
Leeds
LS1 1UR

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Proceedings of the Annual Meeting of the Leeds City Council held
Civic Hall, Leeds on Thursday, 24th May, 2007

PRESENT: The Lord Mayor Councillor Mohammed Iqbal in the Chair

WARD

ADEL & WHARFEDALE

John Leslie Carter
Clive Fox
Barry John Anderson

ALWOODLEY

Ruth Feldman
Peter Mervyn Harrand
Ronald David Feldman

ARDSLEY & ROBIN HOOD

Jack Dunn
Lisa Mulherin
Karen Renshaw

ARMLEY

James McKenna

Alison Natalie Jane Lowe

BEESTON & HOLBECK

Adam Ogilvie
David Congreve
Angela Gabriel

BRAMLEY & STANNINGLEY

Ted Hanley
Neil Taggart
Angela Denise Atkinson

BURMANTOFTS & RICHMOND HILL

Richard Brett
David Hollingsworth
Ralph Pryke

WARD

CALVERLEY & FARSLEY

Amanda Lesley Carter
Frank Robinson

CHAPEL ALLERTON

Mohammed Rafique
Jane Dowson
Sharon Hamilton

CITY & HUNSLET

Patrick Davey
Mohammed Iqbal
Elizabeth Nash

CROSS GATES & WHINMOOR

Pauleen Grahame
Peter John Gruen
Suzi Armitage

FARNLEY & WORTLEY

Ann Blackburn
Luke Russell
David Blackburn

GARFORTH & SWILLINGTON

Mark Dobson
Thomas Murray
Andrea Harrison

GIPTON & HAREHILLS

Arif Hussain

Alan Leonard Taylor

GUISELEY & RAWDON

Stuart Andrew
John Bale
Graham Latty

HAREWOOD

Rachael Procter
Alec Shelbrooke
Ann Castle

HEADINGLEY

James John Monaghan
Martin Hamilton
David Morton

HORSFORTH

Andrew Barker
Brian Cleasby
Christopher Townsley

HYDE PARK & WOODHOUSE

Kabeer Hussain
Linda Rhodes-Clayton
Penny Ewens

KILLINGBECK & SEACROFT

Veronica Morgan
Brian Michael Selby
Graham Hyde

KIPPAX & METHLEY

James Lewis
Keith Ivor Wakefield
John Keith Parker

KIRKSTALL

John Anthony Illingworth
Bernard Peter Atha
Elizabeth Minkin

MIDDLETON PARK

Judith Blake
Debra Ann Coupar
Geoffrey Driver

MOORTOWN

Brenda Lancaster
Richard Harker
Mark Daniel Harris

MORLEY NORTH

Thomas Leadley
Robert Finnigan

MORLEY SOUTH

Terrence Grayshon
Christopher James Beverley
Judith Elliot

OTLEY & YEADON

Colin Campbell
Ryk Downes
Graham Peter Kirkland

PUDSEY

Richard Alwyn Lewis
Mick Coulson
Josephine Patricia Jarosz

ROTHWELL

Steve Smith
Barry Stewart Golton
Donald Michael Wilson

ROUNDHAY

Valerie Kendall
Paul Wadsworth
Matthew Lobley

TEMPLE NEWSAM

Jacqueline Langdale
Michael Lyons
William Schofield Hyde

WEETWOOD

Susan Bentley
Judith Mara Chapman
Brian David Timothy Jennings

WETHERBY

Alan James Lamb
John Michael Procter
Gerald Wilkinson

1 Election of Lord Mayor

It was moved by Councillor Lancaster, seconded by Councillor Minkin, supported by Councillors Bale, Grayshon and A Blackburn and

RESOLVED UNANIMOUSLY – That Councillor Brian Cleasby be elected the Lord Mayor of the City of Leeds to hold office until the date of the Annual meeting of the Council in 2008.

Councillor Cleasby made the declaration of acceptance of office and took the Chair.

2 Vote of Thanks to the Retiring Lord Mayor

Councillor Atha moved a vote of thanks to the retiring Lord Mayor, Councillor M Iqbal. This was seconded by Councillor Lancaster, supported by Councillors J L Carter, Finnigan and D Blackburn.

3 Deputy Lord Mayor

It was moved by the Lord Mayor seconded by Councillor M Hamilton and

RESOLVED UNANIMOUSLY – That Councillor Alan Taylor be appointed Deputy Lord Mayor of the City of Leeds to hold office until the date of the Annual meeting of the Council in 2008.

4 Minutes

It was moved by Councillor M Hamilton seconded by Councillor Gruen and

RESOLVED – That the minutes of the Council meeting held on 18th April 2007 be approved as a correct record.

5 Election of Leader

It was moved by Councillor M Hamilton seconded by Councillor J Procter

To elect as leader Councillor Harris for the period 24th May 2007 to 30th November 2007 and Councillor A Carter for the period commencing 1st December 2007 to the Annual Meeting in 2008.

An amendment was moved by Councillor Gruen seconded by Councillor Lyons

Delete all after 'To elect as leader' and replace with the following:

“Councillor Keith Wakefield for the Municipal Year 2007/08”

The amendment was declared lost and upon the motion being put to the vote it was

RESOLVED – To elect as leader Councillor Harris for the period 24th May 2007 to 30th November 2007 and Councillor A Carter for the period commencing 1st December 2007 to the Annual Meeting in 2008

On the requisition of Councillors Gruen and Lyons the voting was recorded as follows:

On the amendment in Councillor Gruen's name:

YES

Armitage, Atha, Atkinson, Blake, Congreve, Coulson, Coupar, Davey, Dobson, Driver, Dunn, Gabriel, Grahame, Gruen, S Hamilton, Hanley, Harrison, A Hussain, G Hyde, Illingworth, Iqbal, Jarosz, Langdale, J Lewis, R Lewis, Lowe, Lyons, McKenna, Minkin, Morgan, Mulherin, Murray, Nash, Ogilvie. Parker, Rafique, Renshaw, Selby, Taggart, Wakefield

40

NO

Anderson, Andrew, Bale, Barker, Bentley, Beverley, Brett, Campbell, J L Carter, Mrs A Carter, Castle, Chapman, Downes, Elliott, Ewens, Mrs R Feldman, R D Feldman, Finnigan, Fox, Golton, Grayshon, M Hamilton, Harker, Harrand, Harris, Hollingsworth, K Hussain, W Hyde, Jennings, Kendall, Kirkland, Lamb, Lancaster, Latty, Leadley, Lobley, Monaghan, Morton, J Procter, R Procter, Pryke, Rhodes-Clayton, Robinson, Shelbrooke, Smith, Taylor, Townsley, Wadsworth, Wilkinson, Wilson

50

ABSTAIN

A Blackburn, D Blackburn, L Russell

3

On the Motion

YES

Anderson, Andrew, Bale, Barker, Bentley, Brett, Campbell, J L Carter, Mrs A Carter, Castle, Chapman, Downes, Elliott, Ewens, Mrs R Feldman, R D Feldman, Finnigan, Fox, Golton, Grayshon, M Hamilton, Harker, Harrand, Harris, Hollingsworth, K Hussain, W Hyde, Jennings, Kendall, Kirkland, Lamb, Lancaster, Latty, Leadley, Lobley, Monaghan, Morton, J Procter, R Procter, Pryke, Rhodes-Clayton, Robinson, Shelbrooke, Smith, Taylor, Townsley, Wadsworth, Wilkinson, Wilson

49

NO

Armitage, Atha, Atkinson, Blake, Congreve, Coulson, Coupar, Davey, Dobson, Dowson, Driver, Dunn, Gabriel, Grahame, Gruen, S Hamilton, Hanley, Harrison, A Hussain, G Hyde, Illingworth, Iqbal, Jarosz, Langdale, J Lewis, R Lewis, Lowe, Lyons, McKenna, Minkin, Morgan, Mulherin, Murray, Nash, Ogilvie. Parker, Rafique, Renshaw, Selby, Taggart, Wakefield

41

ABSTAIN

C Beverley, A Blackburn, D Blackburn, L Russell

4

6 Recommendations of the Standards Committee

It was moved by Councillor M Hamilton seconded by Councillor Gruen and

RESOLVED – That the recommendations of the Standards Committee with regard to the adoption of a Members' Code of Conduct in place of the existing code as detailed in the report of the Assistant Chief Executive (Corporate Governance) be approved.

7 Recommendations of the Corporate Governance and Audit Committee

It was moved by Councillor M Hamilton seconded by Councillor Gruen and

RESOLVED – That the recommendations of the Corporate Governance and Audit Committee with regard to amendments to the Constitution as detailed in the report of the Assistant Chief Executive (Corporate Governance) be approved.

8 Establishment of Committees and Appropriate Terms of Reference

It was moved by Councillor M Hamilton seconded by Councillor Gruen and

RESOLVED – That Committees be established having Terms of Reference as detailed in Schedule 9(a) to the agenda.

9 Appointments to Committees and Outside Bodies

It was moved by Councillor M Hamilton seconded by Councillor Gruen and

RESOLVED – That appointments to seats on committees and outside bodies as detailed in schedules 9(b)(i), (ii) and (iii) and 9(c) to the agenda be approved, subject to an amendment to schedule 9(b)(i) to appoint Councillor Driver to the Scrutiny Board (City Services) instead of Councillor Minkin, alternative arrangements in accordance with Section 17 of the Local Government and Housing Act 1989 being applicable to schedule 9(b)(ii).

10 Executive Arrangements

It was moved by Councillor M Hamilton seconded by Councillor Gruen and

RESOLVED – That the list presented by the Leader setting out the arrangements for the discharge of executive functions detailed in schedule 10(a) to the agenda be noted.

11 Lead Members

It was moved by Councillor M Hamilton seconded by Councillor Gruen and

RESOLVED – That Group Leaders be authorised to appoint Lead Members to support members of the Executive Board in the discharge of their responsibilities as detailed in schedule 10(b) to the agenda.

12 Calendar of Meetings

It was moved by Councillor M Hamilton seconded by Councillor Gruen and

RESOLVED – That the Calendar of Meetings as contained in Schedule 11 to the agenda be approved.

Council rose at 7.30 pm.

Scrutiny at Leeds City Council



Annual Report 2006/07

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Foreword



Cllr Driver, Chair of Overview and Scrutiny Committee

Welcome to the Annual report of the Council's Scrutiny Boards. This report details the work undertaken by the Council's seven Scrutiny Boards in 2006/07.

A look at the work carried out by each of the Boards shows that different Boards and Members have different approaches to scrutiny's core activities of holding the Executive to account for its performance and shaping the future policies of Leeds City Council.

In the past year we have tried to carry out this task using methods which are at the same time more systematic, comprehensive and sensitive to the many issues involved. Indeed it is the variety and diversity of approaches involved which makes scrutiny such an interesting activity.

It is with this in mind that the Chairs of the Scrutiny Boards, working within the Overview and Scrutiny Committee, have sought to develop a number of initiatives which will be implemented across all Boards. Of particular importance has been an improved performance management regime to respond to the challenges of the Comprehensive Performance Assessment, a revised approach to budget monitoring and work around improving how we monitor and track scrutiny recommendations. Details of all three initiatives appear further on in this annual report.

We have also been working to meet the targets identified in the Scrutiny Development Action Plan. This was drawn up last year following an IDeA facilitated evaluation of the scrutiny function in Leeds. Again further information appears later on in this report.

In addition to the above activities, I am pleased to report that individual Scrutiny Boards continue to work in innovative and interesting ways. The Children's Services Scrutiny Board continues to develop the Young Person's Scrutiny Forum with another successful inquiry managed by young people, whilst the City Services and Leisure Scrutiny Boards have undertaken a number of very successful site visits and held meetings in the community to rave reviews.

The Health and Adult Social Care Board is also breaking new ground after being awarded £20,000 from the Government to carry out a project around Community Development in health and Wellbeing.

There are considerable challenges for scrutiny in the next few years. The Local Government Bill has laid down the gauntlet for scrutiny to become at the same time more strategic in its work programming whilst playing a greater role in developing 'area focused' scrutiny and holding outside agencies to account. To meet these challenges, set for us by a Government which is increasingly convinced of the worth of scrutiny, we will need to build on this year's strong and systematic role of monitoring the performance of local government and its services, together with those of other related agencies in the public sector.

Such challenges will require us to review the training needs of scrutiny Members. Therefore we look forward to working with the Member Development Working Group in drawing up a programme of training opportunities.

Cllr Geoff Driver Chair of Overview and Scrutiny Committee

"If we want Overview and Scrutiny to really affect the way in which local authorities work, then it needs to become part of the culture.... The whole aim of Scrutiny is to create within the political management of each authority, a culture of public monitoring of all activities."

I&DeA

Work of the Boards

In 2006/07 there were 7 Scrutiny Boards:

- Scrutiny Board (Development)
- Scrutiny Board (Neighbourhood and Housing)
- Scrutiny Board (City Services)
- Scrutiny Board (Leisure)
- Scrutiny Board (Children's Services)
- Scrutiny Board (Health and Adult Social Care)
- Overview and Scrutiny Committee

A number of Boards have maintained a working dialogue with the appropriate Executive Board Member, including question sessions in the public meetings as well as the consultation process before and after inquiries.

Boards have held meetings outside the Civic Hall and have used working groups and site visits to gather information.

There have been two Call Ins this year, one regarding the closure of a primary school and one regarding the services provided at Terry Yorath House. The first decision was released for implementation and the second was referred back for reconsideration.

Each individual Board has reported its work in more detail in this report.



Overview and Scrutiny Committee



*Cllr Geoff Driver
Chair of Overview and Scrutiny Committee*

Membership of the Board:

Cllr Geoff Driver (Chair)
Cllr Barry Anderson
Cllr John Bale
Cllr Brian Cleasby
Cllr Pauleen Grahame
Cllr Brenda Lancaster
Cllr Ralph Pryke
Cllr Tom Leadley

The Chair's Summary

This year the Committee has focused on two significant Inquiries; Narrowing the Gap and Planning Performance. Both Inquiries have resulted in the publication of reports with specific recommendations.

Whilst these Inquiries took up a large part of our work programme I am very pleased that we were also able to focus on other important issues. Particularly into how as a scrutiny function we can evolve and do our job better.

To this end I am very pleased in the work the Committee has progressed in relation to Tracking and Monitoring Scrutiny Board recommendations and Performance and Budget Monitoring. These two initiatives will, I believe, help Scrutiny Boards to demonstrate the difference they can make if they focus on the right things and produce practical and measurable recommendations. We have already seen the benefit of this in Overview and Scrutiny Committee in relation to Planning Performance and the budget.

In terms of other business, the Committee has kept a watchful eye on the recommendations made by the Scrutiny Commissions last year. The establishment of working groups to do this has proven a very powerful tool in this regard.

As always I am extremely grateful to my Committee colleagues for the support, commitment and enthusiasm they have shown and I look forward to another successful year in 2007/08.

Cllr Geoff Driver
Chair of Overview and Scrutiny Committee

Inquiry into Narrowing the Gap

Members were interested to understand “How well is Leeds City Council working with a range of public and private sector partners in 'Narrowing the Gap'?”

Members were also interested in how the narrowing the gap aim was integrated into the work of other corporate strategies and Departmental and Area Plans. In addition, Members were interested in discussing the Local Area Agreement for Leeds 2006 – 2009 and how this supports the delivery of the Vision for Leeds and how the aspirations within the Vision for Leeds and the Local Area Agreement for Leeds are translated into practical actions.

“Councils Have a unique community leadership role. The challenge to councillors is to:

lead the provision of public services in the area

engage with local communities

define with them the future of the place

achieve the strategies and vision which people agree”

I&DeA

Other recommendations included:

That a work programme be developed by the Department of Neighbourhoods and Housing setting out a systematic and robust approach to community engagement in the Intensive Neighbourhood Areas in the first instance.

That this be reviewed to assess its effectiveness and then rolled out

That the Regeneration Team adopt the model of data analysis and presentation used by the Overview and Scrutiny Committee during this inquiry.

That the draft Neighbourhood Improvement Plans developed in the Intensive Neighbourhood Management Areas are reviewed against the data profiles.

That Executive Board have a debate on the levels of devolving services to area management, including the corresponding capacity of area management arrangements.

Our main recommendations were:

- **That Leeds Initiative undertakes a review of the district partnership structure alongside appropriate consultation with partners in order to mirror other existing administrative boundaries.**
- **That the connectivity and relationships between the Vision for Leeds, the Local Area Agreement and the Regeneration Plan is explored, thus making possible an integrated framework geared to tackling neighbourhood needs and priorities.**
- **That the Narrowing the Gap Executive draws together the most influential partners and council service providers to plan, monitor and bring coherence and connectivity to the numerous activities that take place at a local level.**
- **That Leeds Initiative considers how strategic leadership is manifested and whether a more robust leadership model is required, taking into account the distinction between political and operational leadership.**

Performance Management – Planning Performance

In November of this year the Committee agreed to change its performance management arrangements to allow:

- Greater involvement of Members in the process;
- Presentation of more timely and more detailed information;
- The opportunity for performance issues to be examined in more detail throughout the year
- The opportunity for performance data to influence Scrutiny Board work programmes
- The opportunity for service performance data to influence budget setting decisions.

In order to ensure that Scrutiny Board Members can become more involved with leading performance management, it was agreed that key performance and budget information be presented to Overview and Scrutiny Committee on a quarterly basis.

At its December meeting this Committee received quarter 2 Corporate Priority Board Performance Information. At this meeting the Committee voiced concerns about BV 109 (a,b,c) Planning Speed Targets and BV 204 – The percentage of appeals allowed against the authority’s decision to refuse on planning applications.

Members discussed the consequences of not achieving the BVPI target levels. Members also acknowledged that if this was coupled with a failure to achieve any of the BV 109 targets this would limit the Environment Block score to 2 for CPA purposes and subsequently may impact on the council’s overall CPA score.

After a full Inquiry involving the responsible Executive Member and Plans Panel Chairs, the Committee issued its final report.

“We welcome the commitment shown by Panel Chairs and officers to the delivery of the five Improvement Themes endorsed by Executive Board.”

Cllr Driver, Chair OSC

Our recommendations were:

- **That the Chief Planning Officer in conjunction with the Member Development Officer, develop a programme of non compulsory training for all elected Members to commence in the new municipal year.**
- **That officers consider the appropriateness and legality of having Members sitting only on Panels which do not cover their own wards**
- **That the Council’s Chief Planning Officer develop protocols for how and when Ward Members will be consulted on pre-applications**
- **That a consistent approach to pre-application presentations to Panels be developed to improve the quality of developments in the city**

Tracking and Monitoring Scrutiny Recommendations

The terms of reference for Overview and Scrutiny Committee allow it to “*develop common practice in relation to the discharge of overview and scrutiny functions*”. In December the Committee agreed a process to improve the system for tracking scrutiny recommendations.

The Committee identified three main issues:

- a) The need for a new recommendation tracking system
- b) The need for more specific recommendations, e.g. of a SMART format to base this tracking on
- c) The need for a new process for tracking recommendations.

It was agreed that a formal tracking system was required so that Scrutiny Boards can monitor the implementation of their recommendations in a more systematic way. This would have the following advantages:

- address current weaknesses in following up progress towards completion of recommendations
- provide a more detailed update to members on progress made
- highlight areas where little progress has been made
- classify the implementation of recommendations (e.g. complete on time, insufficient progress made, not complete etc)
- hold the decision maker to account
- provide evidence for internal assessors that recommendations are monitored
- help to assess what difference scrutiny makes to local people.

The introduction of a formal recommendation tracking system will also provide information for the Scrutiny Annual Report and allow full Council to see the progression of scrutiny recommendations.

Process for tracking recommendations

When final reports and recommendations are produced, a formal response is produced, setting out how the recommendation will be implemented (if it is agreed). It was agreed that the new system would be much more focused, as the recommendations made by Boards would be more specific in what actions they suggest for improvement. The responses should set out how the implementation of the recommendations is progressing, timescales, responsibility for implementation, implications for budgets etc.

Scrutiny Boards would commission and consider an update on the implementation of its inquiry recommendations **every 3 months**. Members would consider the progress made at their Board meeting (inviting the relevant people as appropriate). When assessing progress made with implementing recommendations, Members will follow a process to assess whether the progress made is acceptable, and classify the response, using classifications.

The new recommendation tracking system will be introduced in 2007/08 tracking recommendations published in 2006/07. The system will deal only with recommendations that have been accepted.

The new system does not preclude Scrutiny Board members from conducting any other recommendation monitoring which they feel is appropriate or that which may be detailed in the inquiry terms of reference.

The Overview and Scrutiny Committee will receive a report the cycle after the Scrutiny Boards have received their updates. The OSC report will highlight all areas of concern identified in individual Scrutiny Board minutes. The report to OSC will allow OSC to have an overview of the issues arising, perhaps identifying common themes and concerns.

The Overview and Scrutiny Committee will decide what action (if any) will be taken in response to unsatisfactory progress in implementing recommendations. It is suggested that any areas of concern will feed into the work programme of future scrutiny meetings, for more detailed investigation.

The Committee's full work programme 2006/07

- Inquiry - Narrowing the Gap
- Scrutiny Inquiry – Safety, Well being and Attendance
- Scrutiny Inquiry - Quarter 2 Performance Highlight Report – City Development Priority Board – Issues around Planning.
- Scrutiny Inquiry – Energy and Water Management – Response to Committee's Recommendations
- Call In – School Closure
- The Council's statement of gambling policy
- Performance report Full Year 2005/06
- Financial Health Monitoring 220/07. Half Year Report, Financial Plan Annual Review and Quarter 2 Performance Highlight Reports of the Corporate Priority Boards
- Quarter 3 Performance Highlight Report General Fund Financial Health Monitoring
- General Fund Financial Health Monitoring
- Scrutiny Commission – (Avoiding Alcohol Misuse) – Response to Recommendations)
- Monitoring the Implementation of Alcohol scrutiny Inquiry Recommendations
- The Registration of Requests to Waive or for exceptional Use of contract procedure rules
- Update To Overview and Scrutiny Committee on the Development of Information Management within the City Council
- Consideration of Requests for scrutiny
 - Disability Equality Scheme
 - information management
- Consideration of a number of Operational/Constitutional matters
 - Tracking and Monitoring scrutiny Recommendations
 - Local Government White Paper – Implications for Overview and Scrutiny
 - Performance Management and Financial Health Monitoring
 - Amendments to Scrutiny Board Procedure Guidance Notes
 - Comprehensive Performance Assessment – Role of Overview and Scrutiny

Scrutiny Board (Development)



*Cllr Brian Cleasby
Chair of Scrutiny Board (Development)*

Membership of the Board:

Cllr Brian Cleasby (Chair)
Cllr Patrick Davey
Cllr David Hollingsworth
Cllr Graham Latty
Cllr Richard Lewis
Cllr Mathew Lobley
Cllr Alison Lowe
Cllr Andrew Millard
Cllr Adam Ogilvie
Cllr Neil Taggart

The Chair's Summary

I am once again delighted to present this year's Annual Report for Scrutiny Board (Development). I would like to take this opportunity to thank members of the Board for their support through out this municipal year. I am constantly surprised at the range of expertise and knowledge that members are able to draw upon and which adds value to the scrutiny process.

The Local Government and Participation in Public Health Bill refers to scrutiny as a way of ensuring that members are in a stronger position to support citizens in challenging policies and practices in the local area. This for me is an extremely exciting and positive development for scrutiny. In addition the proposed strengthening of the scrutiny role that will require other public bodies as service providers to report and give evidence to our Scrutiny Boards is welcomed.

This year the Scrutiny Board concluded its inquiry on the Leeds City Region. Since starting this inquiry last year the City Region Development Programme has now been prepared and agreed by the 11 Councils which makes up the Leeds City Region Partnership. This initiative focuses the economic plan for the city region on areas where we can add value and deliver our Vision for the City. This will require a more co-ordinated and complementary action from all partners and stakeholders within the city region. Scrutiny will have a further role to play here. In the meantime we were pleased to have been involved at an early stage in this initiative.

The uncertainty around Supertram last year demanded that we review alternative transport plans. We received a presentation on the short, medium and long term transport policy for the city. We monitored what had been delivered against targets set in the Local Transport Plan (LTP1) and what was being planned for the future. We heard from METRO on the work being undertaken with the bus companies to beat the traffic and heard from First Bus about operational issues.

We have actively monitored and challenged the performance indicators of the Development Department particularly those which could impact on the Council's CPA score. We have continued to receive and comment upon ongoing plans and strategies which provide a framework for many other projects. We considered two formal requests for scrutiny during the course of the year. The Board has had a busy and productive year and a brief summary of our work follows.

As Lord Mayor elect I would like to take this opportunity to thank all those who have contributed to the Board's work throughout the 3 years I have Chaired this Board. I look forward to seeing scrutiny develop further in 2007/2008.

**Cllr Cleasby
Chair of Scrutiny Board (Development)**

Inquiry on the Leeds City Region

We commenced this inquiry last year on the Leeds City Region. We wanted to know what the current Government thinking was on this issue and obtain details of other city region initiatives. We were keen to examine more specifically the implications of this work for the delivery of the aspirations in the Council's Corporate Plan. In particular we were interested in what difference it could make to the development of high quality transport and the delivery of the skills agenda? Since concluding our inquiry the Leeds City Region partners have joined forces to deliver a dynamic, successful and prosperous city region that supports innovation and enterprise and is capable of competing with the best that Europe has to offer. It has agreed the City Region Development Programme which has been signed by the 11 Councils which make up the partnership.

Our main recommendation was:
That the Board supports the city region approach as the functionally coherent unit for developing interventions aimed at achieving enhanced economic growth, particularly relating to interventions around transport connectivity; economic development (including innovation); skills and housing / building sustainable communities (i.e. places where people choose to live) where city region working can bring real added value.

“Our shared vision for the Leeds City Region is to develop an internationally recognised city region to raise our economic performance to spread prosperity across the whole of our city region and to promote a better quality of life for all of those who live and work here.”

Leaders of 11 Local Authorities which make up the Leeds City Regions Partnership

Our other recommendations were:

- That the Board endorses Leeds City Council's contribution to the broader city region partnership and to its efforts to enhance overall economic performance.
- That the Board endorses the view that other regional and national public bodies, government agencies and departments with a remit to promote economic growth, improve transport connectivity, improve skills levels etc, should seek to align their strategy and delivery plans to the city region.
- That the Board recognises that developing a city region strategy and policy in all areas will proceed at different rates dependent on the level of existing understanding, so for example transport thinking at a city region level is well advanced and moving forward, whereas a distinct city region skills offer is less well developed.
- That an update report be presented to the Board in a year's time or when there were significant developments particularly with regard to governance arrangements.



Scrutiny Board (Development)

“Our growth strategy identified 8 Northern city regions, Liverpool, Central Lancashire, Manchester, Sheffield, Leeds, Hull and the Humber ports, Tees Valley and Tyne and Wear as the places where our ambitions to create a step change in economic growth in the North can be achieved.”

The Northern Way

Request for Scrutiny Former Blackgates School

We considered a request for scrutiny from a community safety representative on behalf of residents of Shancara Court opposed to the sale, demolition and redevelopment of the former Blackgates School at Tingley. The Board agreed unanimously on the evidence presented that further scrutiny was necessary. We investigated thoroughly the concerns and allegations raised by residents and received a detailed report from the Director of Development and heard from a number of witnesses. Our conclusions are set out below. We are grateful to the residents for raising this matter with us.

Our main recommendation was:

That the Director of Development be asked to expedite the Heads of Terms with Mintons as quickly as possible, preferably within 30 days

“We noted in our discussions the capital spent on remodelling Blackgates and Drighlington schools under the Primary School Review and Leeds Primary Schools PFI programmes and the anticipated income from the sale of the former school sites”

Cllr Cleasby Chair Scrutiny Board

Our other comments were the view:

- That in order to ensure transparency in assessing whether best consideration had been achieved in negotiations of this kind that more than one tender should be obtained.
- That consultation with residents, Parish and Ward Councillors on the disposal of the site had sometimes been misleading and lacked transparency.
- That where a second external valuation is obtained that this should be from a different company.
- That consultation procedures with Parish and Ward Councillors should be strengthened, and in particular all Members of Council should be advised as to the proper course of action to be taken to enlist the help of a sponsoring department in the event of an asset becoming surplus.



New Blackgates Primary School

Request for Scrutiny Former Drighlington Primary School

We considered a request for scrutiny from Drighlington Parish Council / Drighlington Conservation Group, relating to the disposal of the former Drighlington Primary School.

We heard from Councillor James Durning, Parish Councillor for Drighlington, who outlined in detail the reasons for the request for scrutiny.

Officers responded to the two main grievances raised by Councillor Durning, namely the legal ownership of the asset and the lack of consultation over its disposal and answered questions raised by the Board. We were satisfied with the responses received from officers and agreed that no further scrutiny was required on this matter. However, we did make the following recommendation.

Our recommendation was:

That with regard to the consultation process concerning the disposal of property assets in general, that the Board's concern regarding the Department's reliance on Ward Councillors forwarding information to Parish Councillors be conveyed to the relevant senior officers and that it be recommended in future that the Development Department consult directly with Parish Councils.

Presentations

We received during the course of the year a number of reports and presentations on a wide range of issues as part of our monitoring and review role. These included:



Guided Bus



Cyclists Kirkstall Road

- *Climate Change*

We considered a report summarising the latest evidence for climate change and reviewed the timetable for the development of a climate change strategy and action plan for Leeds. We have continued to monitor progress on this important issue. We have shown the documentary “An inconvenient Truth” and made the DVD available and encouraged all Members of Council to see it.



- *Transport*

We received a detailed report on the short, medium and long term transport strategy for the city in the light of the Government’s decision not to support the Council’s supertram application.

We took this opportunity to consider what had been delivered against the actions and targets set in the first West Yorkshire Local Transport Plan 2001 - 2006 and in particular progress on the key areas for Leeds over this period.

We also discussed with Metro and First Bus a range of issues and concerns including modernisation of the buses, investment, fares and the social needs of communities set against the operation of a commercial bus service.



- *Sustainable Design and Construction and Sustainability Assessments*

We received details of the three draft guidance documents being prepared by consultants EDAW on the Sustainable Design and Construction Supplementary Planning Document, the Householders Guide and the Developers Assessment Supplementary Planning Document. We also considered the timetable for completion of these drafts and continued to monitor progress through the year.

- *Water Asset Management Working Group*

We monitored the progress being made by the Water Asset Management Working Group which was established following a series of flooding incidents affecting Leeds in 2004.



Drainage Works

- *Planning a Better Future – Planning and Development Services*

We received a detailed report from the Chief Planning Officer in order that we could consider and comment on the progress being made on implementing the solutions within the five improvement themes of the strategic review for the Planning and Development Services.



Plans

- *Travelwise Campaign Update*

We received a report providing information on the development of the Council's TravelWise campaign to promote sustainable methods of travel, and highlighted key achievements and progress in Leeds since 2004.

The paper showed how this activity has been fully integrated into the objectives of the Local Transport Plan and of the resource pressures in the Unit. Members were pleased to note how the Leeds TravelWise was closely involved in the development and launch of the West Yorkshire Travel Plan Network.

- *Night Time and Evening Economy*

We reviewed the impact of new licensing laws and considered whether partners are working effectively together. We also examined what facilities are being provided for the new burgeoning community in the city centre.

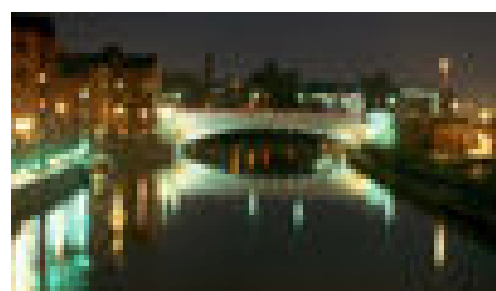
Leeds Waterfront

- *Addressing Worklessness*

We considered a number of papers on the work being carried out to address worklessness in the city. We continued to monitor progress during the year. We made two specific recommendations

Our recommendations were

- ◇ That responsibility for tackling Worklessness be brought under one body or department within the Council.
- ◇ That a framework be developed, aligned to Local Area Agreements that will enable effective monitoring of the objectives and targets set to drive forward the changes necessary on Worklessness and that a paper on this be brought to the Scrutiny Board for consideration.





Scrutiny Board (Development)

- *Town and District Centre Car Parking Strategies*

We considered the framework and prioritisation for introducing town and district centre car parking strategies in 28 of our town and district centres.

We agreed to support the general approach approved by the Executive Board at its meeting in September 2006.

We requested that the outcome of the town and district centres parking study commissioned in February 2007 be considered by the appropriate Scrutiny Board in the new municipal year.



Civic Hall

The Board's full work programme 2006/07

- **Leeds City Region inquiry concluded**
- **Request for scrutiny former Blackgates School site**
- **Presentation on transport strategy for the city**
- **Presentation by METRO and First Bus on bus services in the city**
- **Reviewed procedures for applications to erect Telecom masts**
- **Presentation on sustainable design & construction and sustainability assessments**
- **Request for scrutiny former Drighlington school site**
- **London 2012 Olympic Games**
- **Climate Change**
- **Progress of the Water Asset Management Group**
- **Tackling Worklessness**
- **Ring Road Moortown Road safety**
- **Performance management indicators for quarters two and three**
- **Local Development Framework Annual Monitoring Report**
- **Presentation from the Chief Planning Officer**
- **Update on the Strategic Review of Planning & Development Services**
- **Development of the Travelwise campaign**
- **Town and district centre car parking strategies**

Scrutiny Board (Leisure)



*Cllr Pauleen Grahame
Chair of Scrutiny Board (Leisure)*

Membership of the Board:

Cllr Pauleen Grahame (Chair)
Cllr Bernard Atha
Cllr Andrew Barker
Cllr Anne Castle
Cllr Jane Dowson
Cllr Judith Elliot
Cllr Kabeer Hussain
Cllr William Hyde
Cllr Veronica Morgan
Cllr James Monaghan
Cllr Gerald Wilkinson

The Chair's Summary

This year has been a significant one for the Leisure department. With a number of major projects underway, the Board has received regular updates on a variety of issues, all of which are high profile and have an important impact on the cultural life of the city.

We visited the Carriageworks, the City Varieties theatre, the Grand Theatre and the Art Gallery – all venues which have undergone, or are undergoing, tremendous and exciting change.

Following discussions we issued a statement regarding the Carriageworks highlighting issues we felt were important. The department has discussed a number of these issues with the Board and we have looked in detail at work already undertaken both by the previous Board and by audit. We wished to consolidate this work and ensure that any outstanding issues were dealt with. We have appreciated the full and diverse programme that the theatre is now developing and given the high profile nature of the venue and its importance to community-based arts, we were keen to ensure its future success.

The longevity of some of the other projects has meant the Board could only take a snap shot of progress. No doubt the successor Board will follow up some of our work on the major projects.

Our major inquiry of the year focused on the Leisure Centre provision within Leeds. We looked closely at the PFI process and the options that have been debated. We held our first inquiry session in a leisure centre, which gave us a feel of what is involved in the task ahead in refurbishing those centres outside the PFI scope. Having agreed and issued our final report, we recognise that this will be a longer term piece of work for Scrutiny.

I would like to thank my colleagues on the Board for their thoughtful and incisive contributions throughout the year and for the continued development of the Board's work programme.

**Cllr Pauleen Grahame
Chair of Scrutiny Board (Leisure)**

Inquiry into Leisure Centres

The terms of reference for this inquiry were necessarily wide ranging. We understood that the leisure centre provision in the city required careful debate and our aim was to look at the options presented by the PFI bid and the potential for refurbishing and improving those centres outside the PFI scope. Whilst our inquiry finished long before the details were established, we discussed the Sports Trust and the potential for this arrangement to ensure continued investment in leisure centres. We received information regarding the governance arrangements of the Trust after the inquiry was completed and this will undoubtedly be something that a future Board will take an interest in.



“As a Board we understood the need for Leeds to have top class facilities. Our inquiry into Leisure Centres aimed to debate a whole range of options and solutions that would provide a sustainable future.”

Cllr Grahame – Chair

- That the Trust is obliged to refer to the Council when proposing to dispose of any leisure assets.
- That the Executive Board recommends to Council the inclusion of some resources for refurbishment of leisure centres in the budget for 2008/09.
- That the department report back to the appropriate Scrutiny Board the resources to be released by the establishment of a Sports Trust and how this is to be allocated.

Our main recommendations were:

- That during the next municipal year, the department and the Executive Board Member use the relevant Scrutiny Board to discuss issues and major decisions regarding any future bidding rounds for PFI Credits for Leisure projects to establish a consensus.
- That the department continues to implement the consultation and communication strategy which commenced in November 2006 and is proving successful with Stakeholder Boards established in Morley and Armley. It is recommended that this approach is adopted for any future leisure PFI projects under subsequent bidding rounds.
- That as any new PFI leisure project develops, the department brings to the appropriate Scrutiny Board details of potential sites and the associated studies.
- Executive Board in 2005 approved a robust governance structure for PFI projects which is adhered to. Each project team reports to a Project Board. In the case of the New Leaf Leisure Centres Project the relevant Project Board is the Education / BSF PFI Project Board chaired by the Deputy Chief Executive. It is recommended that this approach continues to be followed.
- That the relevant Executive Board Member be briefed regularly throughout the project and be made aware of any circumstances that may lead to budget and timing issues.
- That the Sports Trust has within its governance arrangements the obligation to consult with local communities when a change to the service is proposed.

Major Projects monitoring

A number of items on the Board's agenda this year focused on the major projects in which the Learning and Leisure department is currently involved. These are exciting and important schemes and include works to the Grand Theatre, City Varieties Theatre and the Art Gallery. We have visited all three of these venues and discussed in some depth the plans that are being developed.

We established a reporting method which allowed us to systematically monitor the major aspects of each project, looking at the budget and the time scales in order to help pinpoint the early warning signs of problems. This may well be something the next Board wishes to continue as it has proved a useful starting point in our discussions this year.



Visit to City Varieties Theatre

“We were very interested in the progress of a number of schemes. It has been beneficial to be involved in the earliest stages of projects, such as the City Varieties Theatre. We combined this work with a visit to the theatre which helped to put into context the issues and challenges that this venue presents.”

Cllr Grahame, Chair

The Board visited the Art Gallery and saw at first hand the striking original tiles that have been discovered and we look forward to this project being completed. We learnt that phase 1 started work in August and has been focused on ‘making an entrance’ with the purpose of showing the public and the critics that Leeds is serious about improving provision. The work will include changing the current shop into exhibition space, the creation of a ‘white box’ space for touring exhibitions, the creation of a family and learning centre and the establishment of a new café space in the old reading room (which we anticipate will be a stunning place for the public to enjoy).

We discussed the Carriageworks Theatre at some length, following on from the work done by last year's City Development Scrutiny Board. We noted that an audit report had been published on this project, but we felt that there were some outstanding issues that needed to be highlighted. Whilst this was not a formal inquiry, we issued a statement to the department detailing the comments and recommendations we wished to make. We visited the theatre in order to put into context some of the issues that had previously been raised. We have been pleased with the full programme that has been developed and at the same time we are conscious of the theatre's community focus. Our recommendations to the department have focused on the practical issues, taking the theatre goers' perspective. Such recommendations included signage and seating. These were issues which we felt had a direct impact on the public's relationship with the theatre and therefore we have gone to some lengths to establish a dialogue with the department to emphasise how important the conclusions to these matters are.

Policy Development and Review – Sports Pitch Strategy

The Sports Pitch Strategy and a report on its developments was submitted to the Board. This had been received by the Executive Board in December 2006 and highlighted the impact of the Children Act 2004 in particular. We were keen to maintain an input into this developing area to ensure that not only do we remain knowledgeable about the progress being made, but that we are also able to influence the discussions taking place around this important area. We recognised that current legislation and the priority of the health and wellbeing of citizens of Leeds that the Council is committed to means that our Sports Pitch Strategy needs to be higher on the agenda.

Through our discussions we recognised that often the use and maintenance of sports pitches is of particular local interest and a number of members were pleased to report the work achieved by the department in their own wards. We understand that funding is a perennial issue and that some facilities are in need of upgrading and maintenance. We were interested in how user groups are being proactive in attracting funding. Our main focus was on the facilities that are attached to schools and the possibility of some of these being opened up for use outside of school hours. We understand that this is within the powers of each Board of Governors and we hope the Extended Schools Programme (now increasingly being referred to as Extended Services Programme) will help in opening up facilities for wider use.

2012 Olympics and the Benefits to the Region

This subject has also been discussed by Scrutiny Board (Development) and we felt that it was an important subject for the Leisure Board to contribute to.

We were interested to know how the London Olympics might benefit the region in terms of actual involvement (by hosting teams) and by generating interest in sport and physical activity between now and 2012. We noted the process for applying to host teams and we are keen that Leeds' strengths come to the fore. We particularly noted the diving facilities on offer, which are of an extremely high standard. Whilst we accept there is no money for capital projects related to training and sport, all the Olympic Associations are able to use grants to purchase training facilities.

We emphasised the opportunity this event presents to us to enthuse people and invigorate the interest in taking part in sporting activities. We noted that the Council could also capture the post Olympics interest. We noted that the Leeds Sports Federation does have grant making powers which we hope will be of use and encouragement to our young athletes.



The Board's full work programme 2006/07

**Inquiry into Leisure Centres
City Museum Update
Millennium Square Screen and its use
Grand Theatre update
City Varieties Update
Carriageworks
Art Gallery Scheme
Free Ticket Distribution
2012 Olympics report
Major Events Organisation
Performance Management Information
Museum and Gallery Restructure
Sports Pitch Strategy
Sports Trust Update
Ombudsman Letter**

Scrutiny Board

(Health and Adult Social Care)



*Cllr Brenda Lancaster
Chair of Scrutiny Board
(Health and Adult Social Care)*

Membership of the Board:

Cllr Brenda Lancaster (Chair)
Councillor Sue Bentley
Councillor Debra Coupar
Councillor Ruth Feldman
Councillor Sharon Hamilton
Councillor Roger Harington
Councillor John Illingworth
Councillor Graham Kirkland
Councillor James Lewis
Councillor Luke Russell
Councillor Alec Shelbrooke

Co-opted Members of the Board:

Eddie Mack – Leeds Voice Health Forum Co-ordinating Group
Melanie Ndzinga – Leeds Voice Health Forum Co-ordinating Group
Arthur Giles – Leeds PPI Forums
Joy Fisher – Alliance of Service Users and Carers

The Chair's Summary

I am very pleased to present the 2006/07 annual report of the Scrutiny Board (Health and Adult Social Care). As Chair of the Board for the second year, I continue to acknowledge the challenge of managing such a demanding and wide ranging portfolio. However, it remains vital that we continue to develop more integrated health and social care services for Leeds.

This year, we have focused on a number of high profile issues, such as NHS Dentistry, Dignity in Care for Older People, and Home Care Services. I am very proud that the Scrutiny Board was also awarded £20,000 of Government funding to carry out an action learning project around Community Development in Health and Wellbeing. Leeds was one of only nine Local Authorities to be awarded this funding. Through action learning with our key partners, we set out to gain a better understanding of Community Development and to raise its profile, particularly within the statutory sector. Our project has also helped to establish a Community Health Development Network for Leeds, which will enable organisations to continue to learn from each other, develop new skills and celebrate achievements together.

This year the Scrutiny Board has actively contributed to a number of NHS statutory consultations. However, we have had to react to public concerns regarding lack of consultation when decisions have been made within the NHS. As a result, we discussed with all NHS bodies how we can work more effectively together to ensure that where the need for consultation is identified, that such consultation is carried out effectively. We value the close working relationship with our key partners and wish for this to continue in the future. One of the key challenges next year will be to develop a Local Involvement Network (LINK) for Leeds to empower local people to be active partners in their health and social care, building on the valuable work of patient and public involvement forums. Next year we will also continue to work towards achieving the much needed Children's and Maternity Hospital for Leeds as part of the Making Leeds Better Programme.

Finally, I would like to sincerely thank my fellow Members of the Board for their commitment and contribution to the work of the Board this year.

Cllr Brenda Lancaster, Chair of Scrutiny Board (Health and Adult Social Care)

Community Development in Health and Wellbeing - Action Learning Project

In May 2006, the Scrutiny Board (Health and Adult Social Care) was awarded £20,000 funding from the Government to carry out an action learning project around Community Development in Health and Wellbeing.

Community Development is a way of working that starts from local people's agendas, supporting people to articulate their needs and ways they might be met and then enabling action by local people. The Government White Paper 'Our Health, Our Care, Our Say' states that service providers and commissioners must continuously find out what people want from their services – this is now a fundamental duty. It emphasises the strengths of community-based health provision and the importance of giving people a choice in services. Through action learning with our key partners, we aimed to raise awareness of community development as an approach for reducing health inequalities and promoting healthier lifestyles. As the health and social care statutory sector moves further towards commissioning models, and particularly joint commissioning, we set out to establish a much firmer understanding of Community Development and to gather credible evidence which can be used by commissioners of services. Leeds Metropolitan University played a vital role in helping to facilitate this action learning process.

"This project provided a unique opportunity to work closely with the Leeds Metropolitan University and our key partners to look at the influence of community development in reducing inequalities in health. Our project has also supported the establishment of a Community Health Development Network for Leeds and I hope that this network will enable organisations to continue to learn from each other, develop new skills and celebrate achievements together".

Councillor Brenda Lancaster – Chair

During our project, we visited a wide variety of community health organisations around the city and have welcomed the opportunity to meet with people who have really benefited from the work of these organisations. We have also met with staff from these organisations who have demonstrated a real commitment and dedication towards their organisations and to community development work in general. We also set up a small grants scheme where community organisations could bid for funding for a community health development project which could then be used as case study evidence to support the work of the Scrutiny Board.

At the time of our project, we learned that one of the objectives within the Leeds Initiative Health and Wellbeing Plan 2005-2008 was to establish a Community Health Development Network for Leeds. In supporting this initiative, we allocated funding to help resource the network during its early stages of development. A very successful event was held at the Carriageworks on 29th March 2007 to formally launch the network. At this event, we consulted on our initial recommendations arising from our project, which focused on raising the profile of Community Development, the role of the Network and its long

term sustainability, and skills building for all sectors. Feedback from the event will help to inform our final inquiry report, which we hope to publish by June 2007.



Community Health Development
Network Launch Event

Inquiry into Dignity in Care for Older People

We believe that high quality health and social care services should be delivered in a person-centred way that respects the dignity of the individual receiving them. However, in acknowledging that older people in particular are not always treated with the respect they deserve, we agreed to conduct an Inquiry into Dignity in Care for Older People.

The scope of our Inquiry was based on the aims set out within the Department of Health's document 'A New Ambition for Old Age'. However, the scope did not extend to the aims and principles surrounding dignity at the end of life. Whilst part of a continuum of care, it was felt that the complexities and sensitivity surrounding end of life care would justify a separate and more detailed inquiry.

Our Inquiry commenced in November 2006 and at the same time, the Department of Health also launched its Dignity in Care campaign. This campaign aimed to stimulate a national debate around dignity in care and create a care system where there is zero tolerance of abuse and disrespect of older people.

However, we were extremely pleased to learn that the Leeds Older People's Modernisation Team was leading on a project to drive forward the Department of Health's dignity agenda at a local level. This project includes the establishment of a Dignity in Care Champions Network for Leeds, which we fully support.



Ivan Lewis MP, Councillor Brenda Lancaster, Councillor Peter Harrand and Councillor Andrea Harrison at the DOH Dignity event in Leeds.

The Department of Health hosted an event in Leeds on 6th March 2007 on Dignity in Care. The Minister for Care Services, Ivan Lewis MP, attended this event and emphasised dignity in care as core business fundamental to the way organisations deliver services and not 'another initiative'. Throughout our own Inquiry we have also repeated this message. It is vital that we create a zero tolerance of lack of dignity in the care of older people, in any care setting. There is a need to inspire and equip local people, be they service users, carers, relatives or care staff with the information, advice and support they need to take action to drive up standards of care with respect to dignity for the individual. We hope that our recommendations will help to achieve this for Leeds. Our final recommendations were as follows:

- That health and social care agencies in Leeds continue to raise the profile of the Dignity Campaign using existing publicity materials and practice guidance.
- That statutory care providers set up internal Dignity task groups to co-ordinate dignity improvements across their organisation or incorporate the Dignity role in an existing senior group. This should be led by an appropriate Dignity Champion.
- That the Leeds Older People Champions continue to act as Dignity Champions for the city to ensure that good practice developments continue to be shared between providers.
- That relevant local professional bodies support policy and practice development in their sectors in order to promote a culture of dignity.
- That an appropriate training package is developed by the Leeds Older People's Strategic Partnership and Service Development Team, aimed at front line staff, to address and challenge attitudes to older people.
- That all commissioners of health and social care services in Leeds incorporate dignity requirements into contracts and monitor the implementation of these requirements.
- That the relevant local professional bodies consider the development of more consistent and patient focused complaints procedures and develop common standards across health and social care services in Leeds.
- That the Leeds Older People's Strategic Partnership and Service Development Board ensures that any actions, concerns and best practices arising from the Healthcare Commission's national review of acute services around dignity in care is considered by the relevant local services.

Inquiry into the NHS Dental Contract

New contractual arrangements for NHS Dentistry were implemented in April 2006 and marked a radical change in how primary care dental services from dental practices are provided and funded in England. In September 2006, the Scrutiny Board (Health and Adult Social Care) established a working group to investigate the impact of the new NHS Dental Contract on Leeds residents and on the dentists themselves.

The working group sought the views of key stakeholders on the new NHS Dental Contract, looking at initial barriers and opportunities for improvement. These stakeholders included the Yorkshire and the Humber Strategic Health Authority, the Leeds Primary Care Trust, the Leeds Dental Institute, the Leeds Local Dental Committee, and the Patient and Public Involvement Forums. A number of visits to local NHS dental practices were also conducted in order to seek the views on the ground.

The main aims for the changes to the NHS Dental Contract were to improve patient care (by encouraging a more preventative approach), simplify the patient charging system, improve the working lives of dental teams, and ensure services are appropriate for the local population.

The new system resulted in national funding being devolved to Primary Care Trusts, which enables them to set capacity levels and control the spending in line with allocated budgets for provision of dental care. To monitor the amount of NHS work provided by each dental practice, the new 'contract currency' is Units of Dental Activity (UDAs) and each practice is set a number of UDAs to be delivered based on previous patterns of work.

"Following the introduction of the new dental contract, it became apparent that there was a high proportion of General Dental Practitioners who were not signed up to the new contract and who had decided to shift from NHS dental service delivery to the private dental care provision..... The new contract has had a major impact on recruitment and retention of Dentists in the NHS service, especially in the Leeds area".

Dr Betty Patterson
Clinical Director for Dental Services

However, during our Inquiry, we learned that a major criticism of the new contract currency is that it does not accurately reflect the work involved, for example, a dentist will achieve the same amount of UDAs for a patient needing one filling compared to a patient needing 20 fillings. Whilst the patient charging system has been simplified into 3 bands, it was felt that this system could disadvantage regular attendees. Those patients having short and simple regular treatments are likely to pay more than an irregular attendee needing a great deal of care after years of dental neglect. Our Inquiry demonstrated that there continues to be concerns about the new NHS Dental Contract and as a result, we made the following recommendations:

- That the Leeds Primary Care Trust shows a commitment to ensure that NHS dentistry in Leeds is well resourced after 2009, when national funding for dentistry ceases to be ring-fenced.
- That the Leeds Primary Care Trust lobbies for a national review of the patient charging bands.
- That the Leeds Primary Care Trust works closely with the Leeds Local Dental committee to explore how communication links with local NHS dental practices can be further improved to aid the contract negotiation process.
- That future funding for NHS dentistry takes into account current need for NHS dental provision and not be based purely on historical trends.
- That the Leeds Primary Care Trust ensures that the Emergency Dental Service develops a policy aimed at educating patients about the role of the service and its appropriate use.
- That the Leeds Primary Care Trust works closely with the Leeds Dental Institute to review the best skill mix for providing high quality services to the residents of Leeds.
- To help significantly improve the publicity of the dental advice line, we recommend that Leeds Primary Care Trust engages with Leeds City Council to utilise its existing communications and links with community and voluntary groups.
- That the Department of Health's report following its 12 month review of the new NHS Dental Contract is brought back to the Scrutiny Board for consideration.

Home Care Services in Leeds

We were very concerned about the standard of home care services delivered by independent sector providers in Leeds and agreed in October 2006 to receive bi-monthly reports from the Director of Adult Social Services on the performance of independent sector home care providers and the contract monitoring arrangements in place by the Department. We also established a working group to meet with members of the Alliance of Service Users and Carers to obtain their views on this matter. In commissioning services for such a vulnerable service user group, it is vital that the procurement process reflects the needs of the service user as well as ensuring value for money. We have recommended that the issue of home care services continues to be monitored in the new municipal year.



In relation to the Making Leeds Better Programme, we were very disappointed to learn in March 2007 that the application to fund a new Children's and Maternity Hospital in Leeds will be delayed until such time as a compelling financial case can be made. As a Scrutiny Board we have requested to be kept up-to-date on the work being carried out in making a financial case for the much needed Children's and Maternity Hospital for Leeds.

The Board's full work programme 2006/07

Main Inquiries:

- Community Development in Health and Wellbeing
- Dignity in Care for Older People
- NHS Dental Contract

Previous Inquiries – Formal Responses and update reports:

- Childhood Obesity Management and Prevention
- Adult Day Services Review
- Older People's Mental Health Services in Leeds

Other:

- Leeds Mental Health Teaching NHS Trust Fire Safety Standards
- Draft Leeds Oral Health Strategy
- Reconfiguration of Renal Services in Leeds
- Leeds Mental Health Teaching NHS Trust Consultation for Foundation Trust Status
- Food Standards Agency Audit Report and Action Plan
- Proposals for new GP services in Leeds
- Partnerships for Older Peoples Programme
- Challenging Age Discrimination – Quarterly Update Reports
- Home Care Services in Leeds
- Making Leeds Better
- Direct Payments
- Closure of Ward 1 at Wharfedale Hospital
- Wharfedale Hospital Strategy
- Quarter Three Performance Report
- NHS Annual Health Check
- Food and Health Team Service Plan 2007/08
- Proposals for the re-design and re-commissioning of Urgent Care Services in Leeds and West Yorkshire
- Request for Scrutiny from Volition on the re-tendering of Voluntary Sector Contracts
- Review of the Protocol between the Scrutiny Board and NHS bodies in Leeds

Scrutiny Board (Neighbourhoods and Housing)



*Cllr Ralph Pryke
Chair of Scrutiny Board (Neighbourhoods and Housing)*

Membership of the Board:

Cllr Ralph Pryke (Chair)
Cllr Denise Atkinson
Cllr Angela Gabriel
Cllr Graham Hyde
Cllr Mohammed Rafique
Cllr Suzie Armitage
Cllr Javaid Akhtar
Cllr Penny Ewens
Cllr Mark Phillips
Cllr David Schofield
Cllr Robert Finnigan

The Chair's Summary

This year our programme has ranged from the highly strategic priorities of the Council to the study of the impact of frontline services on communities. We have discussed issues that are affecting vulnerable individuals and been involved in the discussions around fundamental structure shifts and broader partnerships such as Safer Leeds.

My colleagues on the Board have injected a great deal of compassion and understanding of individual topics, which has been of immeasurable value and has breathed life into some of the difficult subjects we have chosen to tackle as a Board. I have appreciated the personal illustrations that Members have shared, which have reminded us all that whilst we are discussing strategies and policies, there are real people with real issues at the end of the process. We have tried to make these links in our main inquiry into Regeneration in Beeston Hill and Holbeck and our discussions around the ALMOs and Area Management.

We are grateful to the department for the amount of information they have produced and discussed in great detail with us. We all acknowledge that part of our job is to hold decision makers to account and to drive improvement in performance and we have undertaken this role with co-operation and good humour from officers and Members alike.

Our aim has been to challenge and hold to account the decision makers, and we were therefore pleased eventually to begin a meaningful dialogue with the Executive Board Member under our 'Members Questions' item. This resulted in a lively, incisive and informative session resulting in a number of suggestions for further scrutiny, particularly in the area of community safety. I am particularly keen to see this type of dialogue continue and deepen, as it is vital that Scrutiny Boards and the Executive Board both understand each other's issues.

I have included two detailed reports on items of work we have undertaken. One is the Inquiry into Regeneration in Beeston Hill and Holbeck – a project that is likely to be raised in Scrutiny again. The other, the Respect Agenda, illustrates the link between a number of pieces of work and demonstrates how the issues discussed in Scrutiny are 'live' and impact directly on people's lives.

I would like to thank Members of the Board for the time and effort they have contributed to the Board this year in developing an interesting and stimulating work programme.

Cllr Ralph Pryke
Chair of Scrutiny Board (Neighbourhoods and Housing)

Inquiry into Regeneration in Beeston Hill and Holbeck

This year our main focus has been on regeneration. Whilst this is a huge topic, we felt it was important to look at the detail and the ‘nuts and bolts’ of a regeneration programme and physically see the outcomes of completed schemes. This gave rise to our inquiry into Regeneration in Beeston Hill and Holbeck. We included a site visit in the initial stages, which rooted our discussions in actual places and programmes.

Another reason we chose this particular scheme was the potential PFI funding hoped for. We felt that it was important for Scrutiny to have some input into this process at the very beginning. We, like the officers, were disappointed that the initial bid did not generate the funds that were needed to underpin the major regeneration taking place. However, we understand that this project will be first in line for a future round of funding. Clearly, any future Scrutiny Board will seek to be kept informed of developments here.

Our report sets out a number of observations and recommendations. We are particularly interested in how affordable housing can be introduced into the area and the huge potential of the school site that is currently being prepared for development. Shaftesbury House is also a key building for the area and we look forward to this being a ‘flagship’ project.

“Regeneration in Beeston Hill and Holbeck has largely been housing based. We have seen at first hand the issues inappropriate housing raises, particularly for families. We hope that the regeneration activity goes a long way to remedying this.”

Cllr Pryke – Chair

- That the department ensures that lessons from previous consultation exercises are applied to the ongoing communication and consultation within Beeston Hill and Holbeck.
- Having emphasised the continued importance of Government financial support, we also wish to urge the Regeneration Board to continue with those activities that are still viable and to begin to seek contingency arrangements should future PFI credits not be forthcoming.
- That the appropriate Scrutiny Board receives six monthly updates on the status of the funding streams on which the current level of regeneration activity depends.
- That wherever possible, local businesses within the regeneration area are employed to undertake regeneration activities.

Our main recommendations were:

- Shaftesbury House be used as a flagship for promoting the regeneration of the area.
- That clear and regular communication is offered to residents currently not included in regeneration projects in order to keep them informed of progress and the likely timescale of future schemes and that the strategy for achieving this is reported back to the Board.
- That the department report back to the Board outlining the benefits and risks of extending the licensing scheme to all private landlords
- That the Regeneration Board make shop fronts a priority (where this has not already been done) and that such schemes include wider factors such as traffic and environmental improvements
- That consideration is given to the appropriate development of the Matthew Murray school site. We recommend that the primary consideration should be the development of affordable housing.
- That the Regeneration Partnership Manager is proactive in promoting Social Enterprise support in Beeston Hill and Holbeck with the aim of increasing the number of social enterprise businesses being supported specifically in this area.



Respect Agenda

Respect is a major government initiative that broadens the drive to address anti-social behaviour. This report outlines the Respect Action Plan and the activity underway in Leeds that contributes to this agenda. Leeds has been chosen by the government to be one of the pilot areas for implementing Respect. The Respect Action Plan builds upon the government's previous work to address anti-social behaviour and we were particularly keen to be involved in the discussions around how Leeds will be implementing this. We understood that the principles apply city wide.

At an operational level, we understand that there are a number of tangible examples of delivery. Significant investments have been made in a large anti-social behaviour unit (ASBU), in joint-funding PCSOs and in neighbourhood wardens. We have made great efforts this year to review and study these elements closely, not only to gain and understanding of the relationships between these various officers but also to influence the flow of information, particularly to Elected Members.

We have acknowledged that the Authority uses the full panoply of powers available – housing powers, ASBOs, dispersal orders, crack house closures, Drinking in Public Places Order (DPPOs), and so forth. We were particularly pleased to note that the use of multi-agency targeted operations was shortlisted for the Tilley Award for best practice in crime reduction. The Signpost project has also been a feature in previous scrutiny work and we have noted how this project engages with problematic households to address anti social behaviour.

We noted that a number of the five principles on which the Action Plan is built have been covered by work already done by the Scrutiny Board, including the establishment of a family intervention project and methods of tackling anti-social behaviour. Other issues likely to be raised at future Scrutiny Boards include how the authority is establishing parenting programmes for families at risk of behaviour anti-socially, how the Face the People Sessions will be facilitated as well as a continuing focus on the role of key landlords (an issue that has also been picked up as part of the Regeneration in Beeston Hill and Holbeck inquiry).

We have done significant work on the relationship between the Police and the Council, particularly with regard to the Safer Leeds Partnership and the performance indicators related to crime reduction and community safety. By discussing the Respect Action Plan we raised the issue of how this relationship and the engagement with the public can be further enhanced, particularly through the 'face the people' mechanism now being developed. This will be a future topic for Scrutiny in the months to come.

"We have done work previously on anti-social behaviour. The Respect Action Plan was of particular interest to us as it is an extension of the work already done by the department. We hope this initiative will provide a boost to the established process of dealing with anti-social behaviour."

Cllr Pryke - Chair

Respect your street... to fight the yobs

LEEDS has been thrust into the forefront of Tony Blair's fight to stamp out the scourge of anti-social behaviour.

The city is one of 40 places nationwide which have been chosen as Respect Action Areas by the Government, it was announced today. Civic chiefs will now be able to tap into tens of thousands of pounds of extra funding to help provide:

The Respect Action Area has been covered in the local press

PCSO Evaluation

The evaluation of PCSOs and their impact on the local communities was an item of work that began last year. A full study was commissioned by the Scrutiny Board and we received the results of this.

This study has found that PCSOs and wardens are highly valued and have generally made a significant impact in Leeds. We acknowledge that there is however ongoing debate regarding their roles and responsibilities, particularly in terms of environmental enforcement work. Currently PCSOs prioritise anti-social behaviour and intelligence gathering while wardens concentrate on tackling environmental issues. Both have made promising achievements in terms of public reassurance, although the study has identified differences between the impact of PCSOs in inner and outer wards.

We have discussed the communication mechanisms between PCSOs and other relevant officers and Ward Members at a local level. We have been particularly keen to evaluate the role of PCSOs, not only to ascertain their level of effectiveness in the community, but also how intelligence in a local area is passed between active personnel and the local Members.

This piece of work also linked in to discussions on tasking meetings, Wardens and how we as a Council deal with ASBO enforcement and breaches.

The Board's full work programme 2006/07

Inquiry into Regeneration in Beeston Hill and Holbeck

Partnership Working

Supporting People

Performance Indicators

Respect Agenda

Emergency Accommodation for Young People

PCSO Evaluation

EASEL Update

Lettings Policy

Ombudsman Briefing

Area Management Review

Social Enterprise

Wardens Briefing

Asylum Seekers

Prostitution Strategy

Single Regional Housing Pot

Demos Report

Monitoring Report

Communications Publications

Scrutiny Board (Children's Services)



*Cllr John Bale
Chair of Scrutiny Board (Children's Services)*

Membership of the Board:

Councillor John Bale (Chair)	Mr Tony Britten
Councillor Judith Chapman	Ms Celia Foote
Councillor Brian Cleasby	Mr Paul Gathercole
Councillor Ronald Feldman	Prof Peter Gosden
Councillor Andrea Harrison	Mr Robert Greaves
Councillor Valerie Kendall	Mr Tim Hales
Councillor James Lewis (part)	Mrs Sandra Hutchinson
Councillor Lisa Mulherin	Ms Taira Kayani
Councillor Tom Murray (part)	Mrs Sue Knights
Councillor Karen Renshaw	Mr Cluny Macpherson
Councillor Brian Selby	

The Chair's Summary

Once again it has been a privilege to chair the Scrutiny Board (Children's Services) in its second full year of operation. My thanks go to all colleagues on the Board who have faced the challenge of such a huge agenda with their customary enthusiasm, good humour and rigour throughout the year.

This year the Board has sought to build on the experiences of last year, and to refine our dual approach to maintaining an overview across the whole range of services that come under the children's services umbrella, as well as tackling a small number of important issues through more in depth inquiries where we can make a difference.

One of the key features of each of our three main pieces of work this year - on adoption, youth services and trust schools - has been the involvement of stakeholders both from within the council and from other partner agencies, thus reflecting the integrated approach to the delivery of all children's services that is a cornerstone of the every child matters agenda.

In particular our inquiry about the implication of the emerging trust schools model for the local authority demonstrated the potential of Overview and Scrutiny to assist the Council and Executive with policy development, and to afford non executive Members the opportunity to shape the delivery of services.

Once again, visits have formed an extremely valuable counterpoint to the Board's questioning in formal Scrutiny Board meetings. We have been able to meet informally with front line staff and with children and young people, their parents and carers, to discuss the day to day reality as well as the strategy and policy surrounding service delivery.

I am pleased to report that the Board has once again sponsored an inquiry by the Young People's Scrutiny Forum. This year's subject - catching the bus - was again derived from the Youth Council manifesto.

My thanks to the Board's support officers and to all those witnesses from within and outside the council who have contributed their experience and professionalism to our work over the past year, helping us to make a positive contribution to a bright future for children's services in Leeds.

Cllr John Bale
Chair of Scrutiny Board (Children's Services)

Catching the Bus

This year, the young people's inquiry was carried out jointly by Leeds Youth Council and ROAR (Reach Out and Reconnect). They decided that they wanted to help remove some of the barriers young people face when using buses.

309 young people returned a questionnaire, from which it emerged that the cost of travel was by far the biggest barrier.



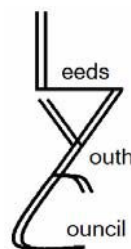
The Forum's recommendations

The young people's main recommendation was

- That the Youth Council and ROAR lead a campaign with one aim- to achieve free bus travel for all young people - and that everyone who works with and for young people joins with and supports them in achieving it.

Other recommendations included

- Various proposals for improving concessionary schemes
- The ability to send complaints by text message
- CCTV with sound recording on buses
- Taking account of transport needs in all decisions about services to children and young people
- A review of how school transport money is allocated



Adoption in Leeds

Our inquiry into adoption was sparked by concern at a decline in the number of adoptions in Leeds in recent years, and was focused on action that could be taken to avoid unnecessary delays in the adoption process, as well as encouraging more people to come forward as adopters. We heard from representatives of all stakeholders and participants in the adoption process including social services, the courts, CAFCASS (the Children and Family Court Advisory and Support Service), the regional adoption consortium, voluntary agencies, other local authorities and the Adoption Panel, as well as adoptive parents and adopted children themselves.

We were very pleased that, by the time we completed our inquiry, agreement had been obtained for medical support to enable a third Adoption Panel to be set up, which will help to speed up the approval process.

Some of our main recommendations were:

- **For proposals to be brought forward for further reducing administrative delays, including the possibility of cases transferring to the adoption team earlier in order to avoid 'drift', and meeting court targets for dealing with adoption cases;**
- **To examine the case for change in the adoption process to make more effective use of combined inter-agency resources**
- **To raise awareness of the range of people who can adopt and to challenge lingering public misconceptions**
- **To develop arrangements for keeping prospective adopters engaged while they wait to adopt**
- **To improve the education support for adopted children and their families**

**make a real
difference**



**foster or adopt with
Leeds Social Services**

“Leeds has made great strides in providing an adoption service that works in the best interests of children and adoptive parents. Nevertheless, more remains to be done.

Red tape and delays in the system are distressing for adoptive parents and prolong the period some children have to remain in less than ideal environments.

This valuable report will, I hope, assist all involved in the adoption service to help more children and young people in Leeds to find contentment with their adopted families.”

Councillor Bale

Youth Services

All Children's Services authorities will be obliged to produce a 'youth offer' this year to provide sufficient educational leisure time activities and facilities for young people's personal and social development. Our inquiry was designed to inform the development of the youth offer in Leeds.

We spoke to representatives from a range of providers of services for young people, including the council's youth service and other providers of youth work, as well as partners in community safety and information, advice and guidance services, and universal providers such as leisure services. Members of the Board visited a wide range of different types of youth provision, and talked to young people about their views and experiences of the current service and ideas for the future.

Some of our main recommendations were:

- **About what should be included in the youth offer, including the need for services to be extended to a younger age group**
- **That resources are prioritised to support the work of Youth Inclusion Projects (YIPs)**
- **To ensure that the voluntary, community and faith sector are enabled to fully contribute to service development and delivery**
- **For young people to be better consulted and to have more involvement in the running of services**

Youth Matters: Next Steps

Something to do, somewhere to go, someone to talk to



Trust Schools

With one of the pilot Trusts being developed here in Leeds, we decided to look at the implications of the implementation of Trust Schools for the local authority. We looked not just at the educational consequences, but also the wider community implications for the children's services authority.

This inquiry has provided an opportunity for the Scrutiny Board to contribute to the development of a proactive approach to the development of Trust Schools in Leeds, as an example of scrutiny's role in shaping policy.



Our main recommendations were:

- **That the council needs to be proactive in taking a strategic approach to Trust School status, for example by exploring the potential for trust models in deprived areas, possibly instigated by the council**
- **That the council considers requesting membership of any trust established in Leeds**
- **That the council's response to school proposals for trust status takes account of wider issues such as community cohesion, narrowing the gap and the proposed trust's potential contribution to the Every Child Matters agenda**

The Board's full work programme 2006/07

Review of existing policy

Inquiry into Adoption in Leeds

Catching the Bus Inquiry (conducted by the Young People's Scrutiny Forum)

Departmental Communications

Library Charges

Development of new policy

Youth Services Inquiry

Inquiry into the implications of Trust Schools for the local authority

Review of 14-19 education and training provision in Leeds

Corporate consultation and engagement

Performance Management and Monitoring

Overview of Children's Services

Monitoring support to children in need and in public care

Performance Management information

Standards in Leeds schools and Ofsted inspections

Children's Services performance and inspection

Monitoring of recommendations from previous inquiries including:

- Implementing the Children Act
- Specialist Inclusive Learning Centres (SILCs)
- Secondary Achievement
- Transfer from primary to secondary school
- Recruitment, Retention and Workload of Children's Social Workers

Budget and Policy Framework

Children and Young People's Plan

Briefings

Safeguarding Children

Extended Schools

School admissions and appeals

Area Management Boards

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. We would

also like to express our thanks in particular to Councillors J Lewis and R Harington for their contribution to the work undertaken by our working groups whilst members of this Board.

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 12th 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 18th 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 2nd and 3rd 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"**

Developing Scrutiny

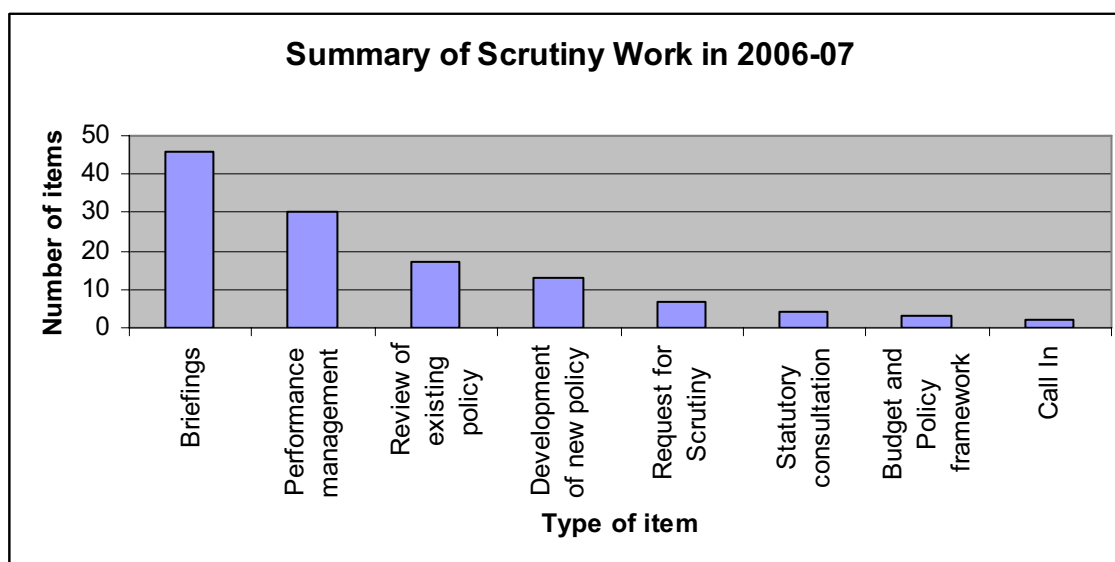
This section of the annual report sets out how the scrutiny function has developed over the last municipal year and explains plans for further developments over the next year.

In the last scrutiny annual report we published an Action Plan for 2006-07. The achievements against the actions in the plan are detailed in the following pages. Many of the actions focus on developing the relationships that the scrutiny function has, for example, with the Executive, with stakeholders and with outside bodies.

We have developed a further action plan for 2007-08 to ensure continuous improvement of the scrutiny function. The plan is based on developments in recent legislation such as the Local Government and Public Involvement in Health Bill. A new training programme will ensure that Members are well prepared to implement the new powers that the legislation provides.

Other actions in the plan are about embedding the Corporate Performance Assessment principles in to the scrutiny process, for example developing councillors' involvement in performance management and scrutiny of the budget. A new improved recommendation tracking system will help us to produce specific focused recommendations and track their implementation, clearly identifying successes and any obstacles.

The bar chart below represents the types of work that the Scrutiny Boards have done this year.



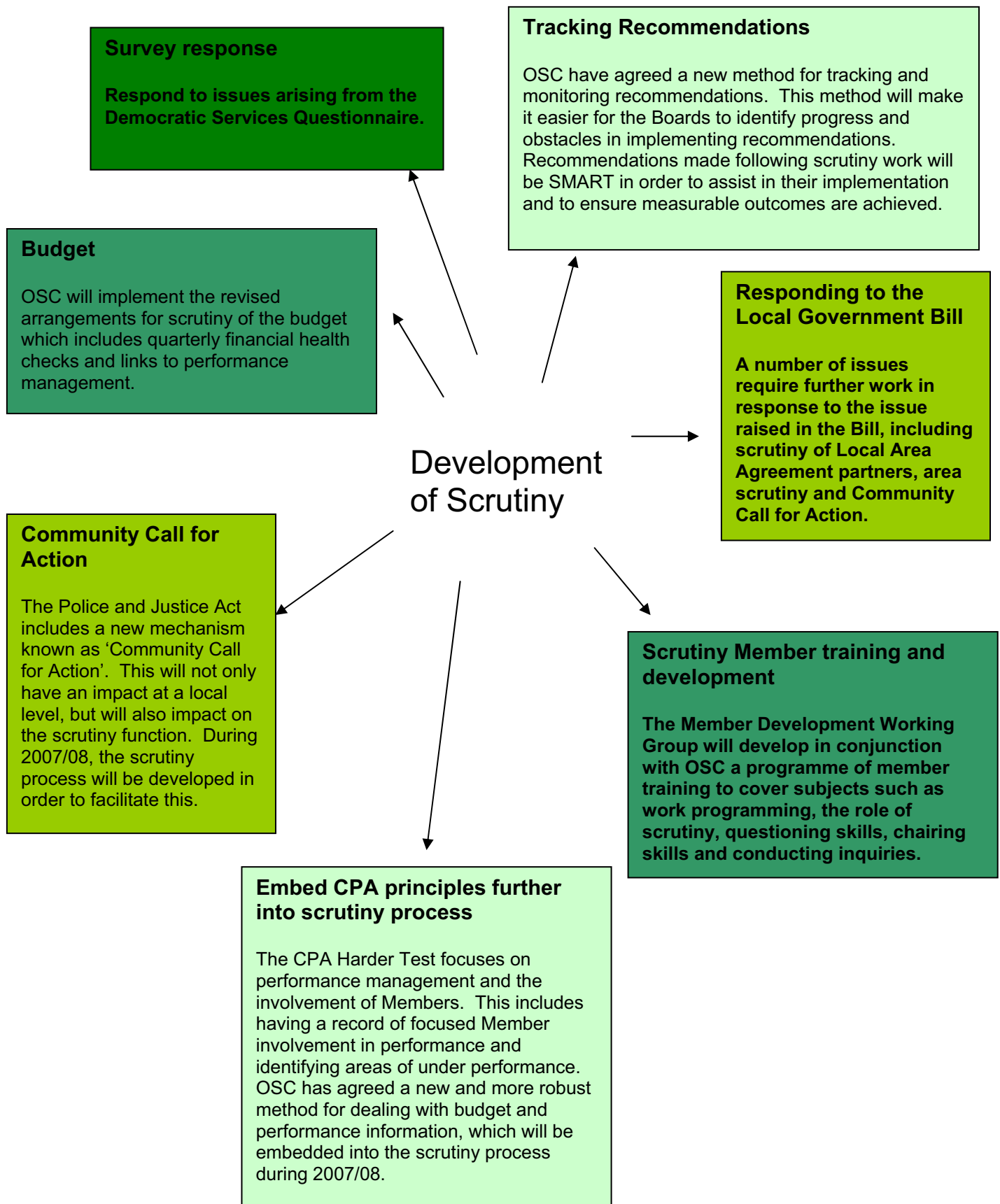
In the 2007-08 municipal year, each Scrutiny Board will include a similar summary of its work (both completed and planned) as part of the work programme item each month. This will allow scrutiny Members to see at a glance the balance of the items on their work programme and support them in deciding what types of work they would like to focus the energies of the Board on.

Action Plan 2006/07

Progress

<p>Discuss with the Executive the creation of a forum (either formal or informal) for the Executive and Scrutiny Chairs to meet</p>	<p>Other activities have taken place to develop the relationship. A forum at the start of the municipal year to discuss work progress is suggested.</p>
<p>Further develop the relationship between the Executive and Scrutiny</p>	<p>The Chair of OSC has established a regular dialogue with the Executive, this includes keeping the Group Leaders informed of current work programmes. The newly adopted performance monitoring regime also provides a link between Leader Management Team and OSC to work jointly on performance issues.</p>
<p>Address issues arising from Members' survey</p>	<p>Ongoing.</p>
<p>Continue the rigour of formulating work programmes that demonstrate linkage to the Council's Corporate Plan.</p>	<p>This is an ongoing activity. The strategic work of the Boards must be balanced by addressing issues which have immediate impact and importance to local residents. This issue will feature in the proposed scrutiny training.</p>
<p>Overview and Scrutiny Committee to facilitate an opportunity for an annual review of the Scrutiny function</p>	<p>OSC is working with the Member Development working group to establish a number of key learning activities, one of which will be around effective scrutiny.</p>
<p>Develop the wider linkages between scrutiny and external delivery vehicles</p>	<p>This is an area for future development. The Local Government Bill puts a 'duty of co-operation' with Scrutiny on a number of external partners. The Scrutiny Unit has started to draft proposals on how this will operate.</p>
<p>Develop the role of scrutiny in monitoring the Local Area Agreement</p>	<p>The Council's change programme positively responds to the challenges of the LAA and scrutiny will respond accordingly.</p>
<p>Discuss with the Chief Democratic Services Officer improvement to the Forward Plan of Key Decisions including the classification of key decisions by Strategic Outcome.</p>	<p>These discussions are ongoing.</p>
<p>Increase public awareness of Overview and Scrutiny</p>	<p>The development of 'Community Calls for Action' as described in the Police and Justice Act and the Local Government White Paper will potentially raise awareness of scrutiny.</p>
<p>Maintain and develop the process by which Executive Members attend Scrutiny Board meetings</p>	<p>This is an ongoing activity and has this year seen increased attendance at Scrutiny Boards by Executive Board Members.</p>
<p>Develop strategies to encourage an increased diversity of opinion feeding into Scrutiny Board Inquiries</p>	<p>This is an ongoing activity which previous surveys have indicated is important to Members.</p>

Action Plan 2007/08



Scrutiny Publications 2006/07

Guide to Scrutiny – comprehensive publication

Information Leaflets:

Guide to Scrutiny – officers

Guide to Scrutiny – Members

Guide to Scrutiny – external witnesses

Final Reports issued in 2006/07:

- Dignity in care for older people
- NHS dental contract
- Community development in health and wellbeing
- Scrutiny of the Financial Plan
- Crown Cuisine
- Adoption in Leeds
- Youth Services
- The implications of trust schools for the local authority
- Catching the bus
- Think big, act local in narrowing the gap
- Planning performance

Statements issued by Scrutiny Boards in 2006-07

- City region
- Departmental communication
- 14-19 review
- Information management in Leeds
- Performance management and budget monitoring

A list of all final reports since 1999 can be found on our internet site.

www.leeds.gov.uk/scrutiny

Contact details

Tel. Peter Marrington Head of Scrutiny and Member Development
0113 39 51151

e-mail: peter.marrington@leeds.gov.uk

General e-mail address: scrutiny@leeds.gov.uk

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Report of the Assistant Chief Executive (Corporate Governance)

Council

Date: 20th June 2007

Subject: Appointments

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Appointments following the Annual Meeting

1.1 At the Annual Meeting Party Whips were authorized to allocate seats in accordance with the proportions set out on the schedules, subject to their subsequent report to Council.

1.2 Relevant Party Whips have allocated seats as follows:

Councillors Anderson and W Hyde to the Overview and Scrutiny Committee.

Councillors Campbell, R D Feldman and Lamb to the Scrutiny Board (Children's Services)

Councillors Lobley, R Procter and Shelbrooke to the Scrutiny Board (City Development)

Councillors Mrs R Feldman and Robinson to the Scrutiny Board (Environment and Neighbourhoods)

Councillors Bale and Wadsworth to the Scrutiny Board (Health and Social Care)

Councillors Kirkland, Jennings and Wilkinson to the Scrutiny Board (Culture and Leisure)

Councillors Kendall, Latty and Fox to the Scrutiny Board (Resources)

Councillors R D Feldman, Robinson and Wilkinson to the Licensing Committee

Councillors Castle and Wadsworth to the Plans Panel (East)

Councillors Andrew and Jennings to the Plans Panel (West)

Councillor Latty to the Plans Panel (City Centre)

Councillor Wilkinson to the Licensing and Regulatory Panel

Councillor Anderson to the Development Plan Panel

Councillor J L Carter to the Standards Committee

Councillors Harrand and Wilkinson to the West Yorkshire Fire and Rescue Authority

Councillors A Carter and Jennings to the West Yorkshire Passenger Transport Authority

Councillor J L Carter to the West Yorkshire Police Authority

Councillor Fox to the West Yorkshire Pension Fund Joint Advisory Group and to the West Yorkshire Pension Fund Investment Panel

Councillor A Carter to the West Yorkshire Joint Services Committee and Councillor R D Feldman as substitute to the same.

2.0 Recommendations

2.1 That the appointments detailed in paragraph 1.2 be noted



Originator:	Heather Pinches
Tel:	22 43347

Report of the Chief Officer (Executive Support)

Full Council

Date: 20 Jun 2007

Subject: The Council Plan 2007/8

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. The report seeks the approval of Full Council with regard to the publication of the council's Best Value Performance Plan – the Council Plan 2007/08. The plan provides the second annual progress report on the council's Corporate Plan (2005 – 2008) and sets out what the council intends to achieve against our corporate priorities over the course of the twelve months ending March 2008. The plan also reports against the statutory, local area agreement and local performance indicators for the year ending 31 March 2007.

1.0 Purpose Of This Report

- 1.1 The purpose of this report is to seek approval of the Council Plan 2007/8 from Full Council for publication in line with statutory requirements.

2.0 Background Information

- 2.1 Under Section 6 of the Local Government Act 1999 the council is required to publish an annual performance plan by 30 June each year. All authorities categorised in Comprehensive Performance Assessment (CPA) as three or four star must include the following items in their Performance Plan:

(a) Details of performance:

- outturn performance over the past year on all Best Value Performance Indicators (BVPIs)¹
- targets for the current year and subsequent 2 years for all BVPIs.

(b) A brief statement on contracts. The authority should state and certify that all individual contracts awarded during the past year which involve a transfer of staff comply, where applicable, with the requirements in the Code of Practice on Workforce Matters in Local Authority Service Contracts.

- 2.2 The council chooses to comply with this statutory requirement through the publication of the Council Plan, which is prepared by officers from across the council.

3.0 Main Issues

- 3.1 This year's Council Plan will be the second annual progress report of the council's Corporate Plan (2005-2008), highlighting what the council has achieved. The 2007/08 Council Plan also sets out what the council aims to achieve against the corporate priorities over the next twelve months.
- 3.2 Whilst this is now a substantially complete document, the nature of the Council Plan is such that work will continue to refine the information it contains right up to the statutory deadline of 30 June 2007; Members will be sent an up to date copy of the Council Plan on Friday 15th June. In receiving the Council Plan, Members are asked to authorise the Chief Executive to update and complete the plan with any outstanding information prior to its publication on 30 June 2007.
- 3.3 The final version of the plan will be available on the council's Internet site on the 30 June in line with statutory guidance. Printed copies of the plan will be available in August. Members of Executive Board will receive the full and final plan at their meeting in August.
- 3.4 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000, provide that any modification to any plan or strategy which comprises the council's Budget and Policy Framework must be approved or adopted by Full Council unless at the time of approving the plan or strategy, the Council has delegated freedom to the Executive to make any necessary "in-year" modifications.

¹ For plans published by June 2007, the reference to 'past year' relates to 2006/07

- 3.5 The guidance suggests that the council should, at the same time as approving or adopting the relevant plan or strategy, agree which elements of it the Executive will have the freedom to amend. However, non-urgent decisions which are contrary to the plans or strategies agreed by Full Council must be taken by the Full Council.
- 3.6 If the Executive makes any such modifications to any plan or strategy which comprises the Council's Budget and Policy Framework, then these modifications should be reported to Full Council at the next available Council meeting.
- 3.7 It is, therefore, proposed to recommend to Full Council that the Executive be authorised to make any necessary "in year" amendments in the light of experience gained in implementing the Plan and these changes be reported retrospectively to Full Council.

4.0 Implications for Council Policy and Governance

- 4.1 The following paragraph is included in the council's Corporate Governance Statement:

The council has a statutory responsibility to produce an annual report containing Best Value Performance Indicator information – The Best Value Performance Plan by 30th June. The council chooses to comply with this statutory requirement through the publication of the Council Plan. The BVPIs are subject to independent verification by the council's appointed auditors; any amendments to the BVPI information following verification will be published as an addendum at a later date, this information will also be available on the council's internet site.

5.0 Legal And Resource Implications

- 5.1 The council has a statutory responsibility to produce an annual report containing Best Value Performance Indicator information – The Best Value Performance Plan by 30 June.
- 5.2 Financial resources required for the publication of the Council Plan are budgeted for within the council's revenue budget.

6.0 Recommendations

- 6.1 Full Council is asked to:
- Approve the Council Plan to allow publication by 30 June 2007;
 - Authorise the Chief Executive to update and complete the Council Plan with any outstanding information prior to its publication on 30 June 2007; and
 - Authorise the Executive to make any necessary in-year amendments to the Council Plan subject to the amendments being reported to the next available Council meeting.

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Report of the Assistant Chief Executive (Corporate Governance)

Council

Date: 20th June 2007

Subject: The 2007 Review of the Children and Young People's Plan and the Annual Performance Assessment

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose Of This Report

- 1.1 To inform Council that the Executive Board will be considering the attached report on 13th June 2007 (the day after the dispatch of the Council agenda) and of the requirement that Council be informed of the Board's decision.

2.0 Background Information

- 2.1 The attached report presents to the Executive Board the Review of the Children and Young People's Plan. In the event that the Executive Board approve the Review it will constitute an 'in year amendment'. In approving the Plan on 5th April 2006 the Council authorised the Board to make any such amendments subject to them being reported to the next available Council meeting.
- 2.2 The minutes of the Executive Board meeting of 13th June will be circulated on 15th June as a late item for the Council meeting. In the event that the Board approve the Review document it will be circulated with those minutes.

3.0 Recommendations

- 3.1 That the decision of the Executive Board with regard to the Review of the Children and Young People's Plan and the Review document (if approved) be noted.

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Report of the Director of Children's Services

Executive Board

Date: 13th June 2007

Subject: The 2007 Review of the Children and Young People's Plan and the Annual Performance Assessment

<p>Electoral Wards Affected:</p> <input type="checkbox"/> Ward Members consulted (referred to in report)		<p>Specific Implications For:</p> <p>Equality and Diversity <input checked="" type="checkbox"/></p> <p>Community Cohesion <input checked="" type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>			
Executive Board Decision	<input checked="" type="checkbox"/>	Eligible for Call In	<input checked="" type="checkbox"/>	Not Eligible for Call In	<input type="checkbox"/>

(Details contained in the report)

EXECUTIVE SUMMARY

1. The purpose of this report is to seek endorsement of the Executive Board for the 2007 Review of the Children and Young People's Plan.
2. Under the new arrangements for the Children's Services Inspection Framework each local authority and its partners is required to annually undertake and publish a review of its Children and Young People's Plan (CYPP). This review is then used as the main self-assessment of progress and outcomes that is used by inspectors to inform the Annual Performance Assessment (APA) and Joint Area Review (JAR). In addition, each year at the same time as the CYPP Review the authority must provide seven self-assessment grades for the Annual Performance Assessment of local authority children's services.
3. The CYPP Review has been underway since early this year but has had to adapt to ongoing changes to the Inspection Framework during this period. The Review has involved the full range of partners from across the Children's Trust Arrangements and has included considerable consultation with key stakeholders including children and young people, parents, elected members, partnership groups and service staff and managers.

4. The Review forms a self-assessment for both the local partnership and inspectors and has been used to inform the self-evaluation grades for the Annual Performance Assessment. In addition the Review has provided a timely opportunity to refresh the strategy, action plans and management arrangements for the Children and Young People's plan to support the work of children's services and prepare for the Joint Area Review in December this year.

1.0 Purpose Of This Report

- 1.1 The purpose of this report is to seek the Executive Board's endorsement of the 2007 Review of the Children and Young People's Plan (see the 'arrangements for the report' section below).

2.0 Background Information

- 2.1 The first Leeds Children and Young People's Plan was approved and published in 2006. The plan is for the period 2006-2009 and included the overall strategy, needs analysis, priorities and an annual action plan for delivery.

- 2.2 Between January and April this year the Department for Education and Skills (DfES) and OfSTED published a series of significant changes to the Children's Services Inspection Framework and the related guidance on Children and Young People's Plans. The main features of the changes were as follows:

- All local authorities and partners are required to undertake and publish an annual review of their Children and Young People's Plan.
- This annual review will replace previous self-assessment processes and form the main evidence of self-evaluation for inspection.
- All local authorities to be subject to Annual Performance Assessment (APA) each autumn. This will be a light touch process with only one day's visit from inspectors and limited 'desk top' assessment by inspectors. This APA will consider *local authority* children's services contribution to improving outcomes, overall effectiveness and capacity to improve. The APA grades will contribute to the authorities overall Corporate Performance Assessment (CPA) assessment.
- All remaining local authorities not yet inspected under the OfSTED Joint Area Review (JAR) process will be subject to a revised inspection regime. The new JAR process will be more limited and targeted on key issues and areas of underperformance and risk. All JARs will include a common core agenda of *all local services* collective contribution to: safeguarding; outcomes for Looked After Children; outcomes for children with Learning Difficulties and/or Disabilities; service management; and capacity to improve. In addition inspectors will select a small number (expected to be between three and five) of areas for more detailed investigation, based on an assessment of performance and risk.

3.0 The Children and Young People's Plan Review 2007

- 3.1 The CYPP Review has been underway since early this year but has had to adapt to ongoing changes to the Inspection Framework during this period. The Review has involved the full range of partners from across the Children's Trust Arrangements and has included considerable consultation with key stakeholders including children and young people, parents, elected members, partnership groups and service staff and managers. Key features of the process have included:

- Multi-agency project team: the Review has been led by a multi-agency team including all major council services as well as the Primary Care Trust and voluntary sector representatives
- Involvement of children and young people: including events, workshops and an online survey of over 1,000 local children and young people
- Involvement of elected members: including members workshops, consultation briefings with all Area Committees, Scrutiny Board discussion
- Involvement of local partners: including seven multi-agency 'Outcome Conversation' review and planning workshops, Children Leeds partnership

discussions, online surveys and briefings for wider groups e.g. Headteachers' Forum

3.2 The Leeds CYPP Review has been designed to form an effective self-assessment for both the local partnership and inspectors, but has also been used as an opportunity to refresh the local strategy and action plans for children's services. The full document is structured as follows:

- A restatement of the Leeds approach and strategy for children's services
- Updated priorities for the local partnership
- A review of outcomes, progress and the effectiveness of local services
- The APA self-assessment grades
- Updated annual action plans

Arrangements for the Report

3.3 Due to the size of the plan, a final copy will be sent separately to all Executive Board Members. A copy will also be available electronically on the Leeds Council website and by request of the clerk named on the front of these papers in line with standard practice.

3.4 In line with a recommendation made by the Executive Board when it considered the Children and Young People's Plan in 2006, Council agreed to authorise the Executive Board to make any necessary in year amendments to the Plan subject to the amendments being reported to the next available Council meeting. As such, the amendments presented to Cabinet will also be reported for information to Council on 20th June.

4.0 Implications For Council Policy And Governance

4.1 There are no direct implications for Council Policy and Governance.

5.0 Legal And Resource Implications

5.1 There are no direct legal and resource implications from this report.

6.0 Conclusions

6.1 The Children and Young People's Plan Review provides both a rigorous self-assessment of outcomes and progress as well as a renewed framework for integrated working within children's services.

7.0 Recommendations

7.1 Executive Board is recommended to:

- Approve and endorse the 2007 Children and Young People's Plan Review



Originator: Amy Kelly

Tel: 0113 39 50261

Report of the Assistant Chief Executive (Corporate Governance)

Council

Date: 20th June 2007

Subject: Standards Committee Annual Report 2006/7

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. The purpose of this report is to make the Council aware of the Standards Committee Annual Report 2006/7. The appearance of this report reflects the Standards Committee's concern to enhance awareness of its role and activities. This report provides an outline of the content of the report, which is attached at Appendix 1.
2. Members of the Council are asked to note the Standards Committee Annual Report 2006/7 at Appendix 1.

1.0 Purpose Of This Report

- 1.1 To make the Council aware of the Standards Committee Annual Report 2006/7. The report is attached at Appendix 1.

2.0 Background Information

- 2.1 It has been proposed that an annual report be submitted to the Council to outline the achievements of the previous year and plans for the year 2007/8. The appearance of this report reflects the Standards Committee's concern to enhance awareness of its role and activities. The final draft of the report was approved by the Standards Committee at its meeting on 11th April 2007.
- 2.2 At this meeting, it was also agreed that the annual report would be presented to the Council at the earliest opportunity.

3.0 Main Issues

- 3.1 The following section of the report summarises the content of the Standards Committee annual report.

3.2 The Work of the Committee 2006-2007

The section about the work of the Committee in this municipal year is split up into five issue areas which reflect the Committee's terms of reference. The content of these sections is summarised below.

3.3 Promoting, monitoring and reviewing the Codes of Conduct

- Ethical Audit
- Reviewing the Codes and Protocols
- Promoting the Local Codes and Protocols
- Monitoring compliance with the Code of Conduct
- Register of Interests and gifts and hospitality
- Local hearings
- Officer Code of Conduct
- Raising the profile of the Committee

3.4 Providing Guidance and Training

- Induction for City Councillors
- E-learning modules
- Training on the new Code of Conduct
- Parish Council training
- Case reviews
- Insurance arrangements
- Governance Matters

3.5 Relationship with Parish and Town Councils

- Register of Interests and Gifts and Hospitality
- Improving awareness

3.6 Corporate Governance Issues

- Comprehensive Performance Assessment
- Corporate Governance Statement
- Corporate Governance and Audit Committee

- 3.7 Working with other agencies
- Consultation and research
 - Independent Members' Regional Forum
 - Standards Board for England
 - Adjudication Panel for England
 - Association of Independent Members of Standards Committees in England

3.8 Issues for 2007-2008

The potential work of the Committee for the next municipal year is summarised at the end of the report. These issues are outlined below:

- New codes of conduct
- Implementation of the Ethical Audit action plan
- Implementation of Parish Council training
- Changes in the role of the Standards Board
- Standards Committee membership

4.0 Implications For Council Policy And Governance

4.1 There are no implications for Council policy.

4.2 By producing a report which details its work throughout the year, and the principal decisions it has taken, the Standards Committee is promoting transparency in its actions.

4.3 The annual report is also a method by which Members and officers can be informed of the Standards Committee's role and its inputs and outputs. This is an objective of the corporate governance communication plan which seeks to cascade regular information to Members and officers. The annual report will therefore have a fundamental contribution to the corporate governance arrangements of the Council.

5.0 Legal And Resource Implications

5.1 There are no legal or resource implications.

6.0 Conclusions

6.1 The publication of this annual report will support the Council's governance arrangements by promoting transparency in the Standards Committee's actions and help fulfill the corporate governance communication plan.

7.0 Recommendations

7.1 Members of the Council are asked to note the Standards Committee Annual Report 2006/7 as set out in Appendix 1.

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Standards Committee

Annual Report 2006 – 2007



Introduction

The Local Government Act 2000 requires councils to set up a standards committee. Standards committees have a proactive role in creating an ethical framework which governs the relationship between high standards of conduct and transparency and openness in decision making.

This is the Committee's second Annual Report and it presents a summary of the Leeds City Council Standards Committee's work during 2006/2007 and supports the Corporate Governance arrangements of the Council by promoting good conduct and cascading information.

Foreword from the Chair

This is the second Annual Report to be prepared by the Standards Committee. Its content illustrates the range and depth of our work during the municipal year 2006-2007. We are particularly pleased with the work that has been undertaken with conducting the ethical audit. The action plan included within the Annual Report identifies an extensive programme of further activities. Together with the agenda identified in the report under "Issues for 2007-2008" this constitutes a challenging schedule of work for the Committee in the coming year.

When I introduced last year's report I noted the impending significant changes arising from redefinition of the national framework. Progress at national level has been slower than anticipated and the local impact will now be felt in 2007-2008.

M. Wilkerson

Members of the Committee

The Standards Committee is composed of two independent members, three City Councillors, and one Parish Councillor. There are also two reserve members; an independent reserve member and a parish reserve member.

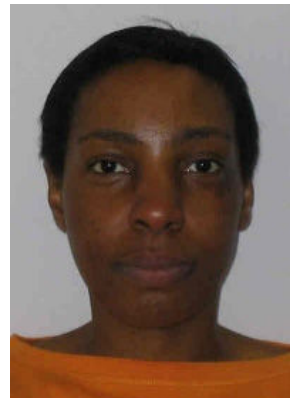
Mike Wilkinson

has been an independent member and Chair of the Committee since 2002. Until 2001 he was a University Secretary and Clerk to the Board at Leeds Metropolitan University. He is a magistrate on the Leeds Bench and also acts as an Independent Assessor to the Student Loans Company. He is a Director of UNIPOL Student Homes.



Cheryl Grant

joined the Standards Committee in 2003 as a reserve independent member, and was appointed as a full independent member in 2004. Cheryl currently works at the Leeds Metropolitan University as Associate Senior Lecturer in the School of Film, Television and Performing Arts. She also works as a freelance producer.



Rosemary Greaves

joined the Standards Committee in 2004 as a reserve independent member. Rosemary currently works for BT as a Business Manager specialising in business development and strategy which includes developing significant new business propositions or identifying potential acquisition requirements.



Councillor Les Carter

is a member of the Conservative Group and has been a Leeds City Councillor since 1974. He represents the Adel and Wharfedale ward on Leeds City Council and is also an Executive Board Member with responsibility for Neighbourhoods and Housing. Councillor Carter's areas of responsibility include housing policy and strategy, community safety, regeneration, homelessness and environmental health.



Councillor Elizabeth Nash

is a member of the Labour Group and has been a Leeds City Councillor since 1973. She represents the City and Hunslet ward on Leeds City Council, has been a member of the Committee since 2003, and is also a member of the City Centre Plans Panel.



Councillor Graham Kirkland

is a member of the Liberal Democrat Group and represents the Otley and Yeadon ward on Leeds City Council. He has been a Councillor for a total of 40 years, and was Lord Mayor from 1998-1999. Councillor Kirkland is also a member of the Health and Adult Social Care Scrutiny Board, and is the Chair of the Personnel and Training Committee of West Yorkshire Fire and Rescue Authority.



Councillor Mrs Pat Walker

is a member of Pool-in-Wharfedale Parish Council which she was elected to for the first time 6 years ago. She is lead member on conservation matters. Previously a Harrogate District Councillor, she has been involved in politics at local, national and European levels. A business manager in Leeds and Harrogate for 25 years, she is now an active member of the Ruskin Society and is presently a Foundation Governor of Prince Henry's Grammar School, Otley.



Councillor John C Priestley

joined the Committee in 2005 as a reserve parish member. He is a retired (litigation) solicitor and was a senior partner of Booth & Co. Leeds. He retired in 2002 and is now an elected Parish Councillor with East Keswick Parish Council and a member of the Wetherby and District Crime Prevention Committee. He is also a Trustee of the W.W. Spooner Charitable Trust and a Trustee of Yorkshire Rural Community Council.



Introduction to the Standards Committee

The general functions of the Standards Committee are:

- ▶ Promoting and maintaining high standards of conduct by Members and co-opted members; and
- ▶ Assisting Members and co-opted members to observe the Code of Conduct.

The terms of reference for the Committee are:

- ▶ Promoting, monitoring and reviewing the rules controlling the behaviour of Councillors and Officers (Code of Conduct);
- ▶ To consider any complaints made about the behaviour of Councillors and decide whether their behaviour has broken the rules described above. If the Councillor is found to have broken the rules, the Committee decide what punishment to impose;
- ▶ To make suggestions to and work with other agencies about standards issues and the different codes of conduct. This involves taking part in research projects and consultation exercises, as well as making suggestions for improvement and best practice to the Standards Board for England;
- ▶ To provide advice and guidance to Members and officers and to make arrangements for training them on standards issues;
- ▶ To advise the Council about changes which need to be made to the code of conduct for Officers and to promote, monitor and review this code.

To carry out the above functions the Committee works closely with the Parish and Town Councils in the Leeds area and with the authority's Monitoring Officer. You can find out more about them on pages 20 and 21 of this report.

The Work of the Committee 2006 – 2007

Promoting, monitoring and reviewing the Codes of Conduct

The Standards Committee exists to promote and maintain high standards of conduct within the Council, and has considered several important standards issues over the past year. The Committee has also sought to promote awareness of its existence and its functions amongst other Members of the Council.

► **Ethical Audit** - The Standards Committee has been involved in launching and championing an ethical audit carried out with the Audit Commission testing the level of ethical awareness in the authority amongst Members and officers. Although the audit covered all elements of the ethical framework, a large proportion of the questions related to Member's awareness and understanding of the requirements of the Code of Conduct, as well as the contents of the protocol on Member/officer relations. The Committee will be using these results to inform future training and guidance on these issues. The Standards Committee took to decision to include Parish and Town Councillors and Clerks in the recent ethical audit too. This meant that the Committee were also able to learn more about how it is perceived at a Parish level and how useful the current training is to Parish and Town Councillors. These results have been used to contribute to the ethical audit action plan (Appendix 1 to this report).

► **Reviewing the Codes and Protocols** - The Standards Committee has responsibility for several codes and protocols in the Constitution. To ensure that these are operating effectively, are being complied with, and are fit for purpose the Standards Committee has added regular reports regarding these codes and protocols to the work programme for the municipal year. The Standards Committee has reviewed the Protocol on Member/officer Relations, the Protocol on Member/Education Leeds Relations, and has received an annual report

from the Monitoring Officer. In particular further guidance has been included regarding publicity and press releases, and the specific roles of Members and officers. After consideration and consultation on these documents, the Standards Committee believes that they are fit for purpose. The Standards Committee has also approved two new sets of guidelines. These are a Code of Practice for the Determination of Regulatory Matters and the guidelines for the use by Members of their Council supplied ICT facilities.

- ▶ **Promoting the local codes and protocols** - In order to promote the local codes and protocols and to ensure that Members are aware of them, the Standards Committee has produced a plain English guide to the local codes. This guide will be reissued at the start of every municipal year to ensure it remains as up to date as possible.
- ▶ **Monitoring compliance with the Code of Conduct** - In order to monitor compliance with the Members' Code of Conduct the Standards Committee receives 6 monthly reports on the number and types of complaints that have been referred to the Standards Board regarding Leeds City Council Members and Parish and Town Councillors in the Leeds area. The report also identifies any trends in the information so that the Committee can seek to address these matters through guidance and training.

The table below shows the number of complaints which have been made about Councillors in Leeds during this municipal year, and the number which have been referred for further investigation. The Committee did not identify any widespread problems or trends in the complaints before them.

Authority	Number of Complaints	Number referred for further investigation
Leeds City Council	11	2 (1 resulting in a local hearing)
Parish and Town Councils	2	0

-
- ▶ **Register of Interests and Gifts and Hospitality** - The Standards Committee also seeks to reassure itself that the Members' register of interests is being reviewed and updated by Members on a regular basis and that the register of gifts and hospitality is being used appropriately. The Committee does so by considering annual reports on these subjects.
 - ▶ **Local Hearings** - The Standards Committee carried out its first local hearing into an allegation of misconduct this year. The hearing was a result of a local investigation. The Standards Committee determined that the Member had breached the Code of Conduct as alleged, and sanctioned him accordingly. The Standards Committee also sought to make improvements to the process of preparing for a local hearing as a result of the feedback received from the Member concerned and Members of the Committee, during an additional informal meeting. To this end, the Procedure Rules of the Committee were amended in order to clarify the deadlines in the pre-hearing process and to offer a wider choice of dates for the Member. The pre-hearing forms which have to be completed by the Member and the investigator have also been reviewed to make them clearer and more user friendly.
 - ▶ **Officer Code of Conduct** - The Standards Committee has monitored compliance with the officer code of conduct, particularly the requirement to register interests and offers of gifts and hospitality, through regular reports from Human Resources. The Committee has considered a further report which outlines the steps that have been taken so far to embed the existing arrangements for officers to make declarations of interests and declarations of offers of gifts and hospitality. This will be an area the Standards Committee will continue to support the Council in addressing.
 - ▶ **Raising the profile of the Committee** – In order to raise the profile of the Standards Committee and the profile of the ethical framework,

the Chair of the Standards Committee attends regular meetings with the Leader of the Council. The Chair is a co-opted member of the Corporate Governance and Audit Committee and also attends full Council meetings when he is able to. Other members of the Committee have also attended Parish and Town Council training sessions during this year. The Committee also features heavily in the regular bulletin 'Governance Matters'.

Providing Guidance and Training

The Standards Committee has a special responsibility for ensuring that Members are trained in matters relating to the code of conduct and arranging for appropriate training to be provided. During this year, the Standards Committee has both reviewed and recommended training for City Councillors and Parish and Town Councillors.

- ▶ **Induction for City Councillors** – The Standards Committee supported the induction training programme for new Members; all new Members received the required training on the Code of Conduct and had completed their Acceptance of the Code of Conduct and Register of Interests forms. The Committee has also contributed to the new Member Development Strategy for 2006-2008.
- ▶ **E-learning Modules** - The Standards Committee have also sought to make training on the Code of Conduct and local codes and protocols more accessible and convenient for Members by supporting the creation of the new e-learning module called “Cracking the Code”. Part 1 covers the requirement for Members to make declarations of interest during meetings and to complete their register of interests. This initiative has been well received by Leeds’ Members. The e-learning module has also been published on the IDeA’s Learning Pool site; this has resulted in feedback from other local authorities and the Standards Board for England. The Standards Board for England have also stated that they were very impressed with the e-learning module and may reference the project as an example of good practice in future. The second part of the module covers the general obligations of the Code and the requirement to declare acceptance of gifts and hospitality.
- ▶ **Training on the new Code of Conduct** – In anticipation of a new model code of conduct being published by the Department for Communities and Local Government, the Standards Committee has been proactive in considering how to address the training needs of City Councillors and Parish and Town Councillors. The Committee has

approved a plan of action for this eventuality, including the provision of more local and centrally held training sessions and re-drafting and re-issuing existing guidance and training materials.

- ▶ **Parish Council Training** – The Standards Committee have sought to improve the training offered to Parish and Town Councils in the Leeds area. The Standards Committee keeps the training available and received by Parishes under review through 6 monthly reports on the work programme. In response to requests by Parish Clerks that training could be carried out in group sessions, two locally based training sessions have taken place. These were also attended by representatives from surrounding Parishes and from the Standards Committee, and a total of 8 Parish and Town Councils took part. In order to make the training even more accessible to Parishes, the Chair of the Committee and the Parish representatives on the Committee held an informal meeting to discuss the training offered and how take up could be improved. Following this meeting an action plan has been produced which identifies several projects designed to improve the training currently offered to Parish and Town Councils.

However the Committee is continually seeking to improve the services it offers to Parish and Town Councils, and build on its relationship with the Parishes (see the next section for details).

- ▶ **Case Reviews** - By receiving reports on high profile standards cases and judicial reviews, the Standards Committee is able to monitor the development of case law. The Committee has received reports on the issue of bias and predetermination, the result of the Ken Livingstone High Court appeal, and lessons from cases which have been considered by the Adjudication Panel case tribunals. Through these reports the Standards Committee has been able to provide more thorough guidance and training to Members. For example, the Committee recently became aware through a case tribunal decision that the rules surrounding bankruptcy and elections had altered, and were able to

contact the Department for Constitutional Affairs and request them to update their national guidance to local authorities.

- ▶ **Insurance arrangements** - The Standards Committee have been considering the issue of insurance arrangements for Members throughout this municipal year. The Standards Committee were concerned that Members may be unaware of the provisions in place to assist them during an investigation or hearing, and have sought to address this by providing additional guidance in the form of a briefing note to all Members on insurance arrangements at the Council.
- ▶ **Governance Matters** - The Standards Committee also features heavily in the regular bulletin 'Governance Matters' which is distributed to all Members of the Council and selected officers. This bulletin contains a 'spotlight on' section which provides advice on specific standards or governance issues, front page news and feedback from the Council's governance committees. There have been ten issues so far, they are published on a bi-monthly basis and are available to download from the Council's website¹.

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http://www.leeds.gov.uk/Council_and_democracy/Councillors_democracy_and_elections/Council_documents/page.aspx?pageID=55b2fa06-5680-44f1-a190-a9110910cbb5

Relationship with Parish and Town Councils

The Standards Committee has sought to develop its relationship with the Parish and Town Councils in the Leeds area during this municipal year.

- ▶ **Register of Interests and Gifts and Hospitality** - The Standards Committee has corresponded with Parish Clerks to remind them of the need to review their register of interests and register of gifts and hospitality. The letter included guidance that Parish Clerks should aim to carry out this exercise quarterly, and the majority of Clerks replied to say that they would endeavour to do so. This letter is sent out annually to ensure that the Parish registers are also kept up to date.
- ▶ **Improving awareness** - The Standards Committee is continuing to work with Parish and Town Councils to ensure that information is available for people who wish to make complaints about the conduct of Parish Councillors, either through Parish and Town Council websites or through the Standards Board leaflet on the subject. The Committee have also sought to encourage Parish and Town Councils to create their own websites if they have not already done so, and have provided guidance as to where help can be found.

Corporate Governance Issues

The Standards Committee shares responsibility for Corporate Governance issues with the Corporate Governance and Audit Committee. The Chair of the Standards Committee is a co-opted member of that Committee. The Committee has considered the following corporate governance issues during the year:

- ▶ **Comprehensive Performance Assessment** – The Committee has considered how the Council has performed against the criteria in relation to ethical standards and the Use of Resources Key Lines of Enquiry, and any improvements which could be made to the ethical framework.
- ▶ **Corporate Governance Statement** – The Standards Committee and its work regarding the conduct of Members and officers feature in the Council’s Corporate Governance Statement. In particular the Committee’s monitoring of complaints about Members and compliance with the codes of conduct.
- ▶ **Corporate Governance and Audit Committee** – The Standards Committee has further developed its relationship with the Corporate Governance and Audit Committee during this municipal year. The Chair of the Standards Committee remains a co-opted member of the Corporate Governance and Audit Committee, and the minutes of each Committee are received by the other. The Corporate Governance and Audit Committee have also approved new reporting arrangements which involve the Standards Committee submitting a report on its work every six months.

Working with Other Agencies

During the year, the Standards Committee has taken part in research and policy development on a national scale through various consultation exercises. The Independent Members of the Standards Committee are involved in the Standards Committee Independent Members' Regional Forum of Yorkshire and Humberside.

- ▶ **Consultation and research** – The Standards Committee has taken part in research projects during this municipal year, both locally and nationally. Several Standards Committee Members were approached by BMG to take part in a research project commissioned by the Standards Board for England on the size and make up of Standards Committees.
- ▶ **Independent Members' Regional Forum** – The Independent Members of the Committee have also maintained their involvement with the Standards Committee Independent Members Forum for the Yorkshire and Humberside Region this year, with the Chair of the Standards Committee acting as Chair of the Forum at the last meeting in Hull on 24th October 2006. The Forum enables the sharing of good practice between local authorities and consultation and discussion on the various codes and protocols. Further discussions concerning the direction of the regional forum are currently taking place.
- ▶ **Standards Board for England** - The Chair of the Standards Committee has attended the Sixth Annual Assembly of Standards Committees held by the Standards Board for England on 15th and 16th October 2006, which provided opportunity for training and guidance and also feedback to the Standards Board on their work. The Standards Committee is kept up to date on national conduct issues by receiving regular Standards Board Bulletins through the agenda and issues of the Town and Parish Standard. The Standards Committee

also received and considered the Standards Board Annual Report this year.

- ▶ **Adjudication Panel for England** – The Standards Committee is able to monitor the way in which the Code of Conduct is being interpreted and how sanctions are applied at a national level through the regular reports it receives on Adjudication Panel for England cases. The Committee also considered the Adjudication Panel’s second annual report this year. This report contained a statement made by the President of the Adjudication Panel that there should be a requirement for the hearings by standards committees to be chaired by a lawyer who is familiar with the Competency Framework for Chairmen and Members of Tribunals. After discussion of this point the Standards Committee decided to write a letter to the President outlining their concerns and to copy to the letter to the Standards Board for England, and the Committee for Standards in Public Life.
- ▶ **Association of Independent Members of Standards Committees in England (AIMSce)** - One of the various fringe sessions at the Annual Assembly hosted the launch of the new Association for Independent Members of Standards Committees in England (AIMSce), of which the Chair of the Standards Committee and the Independent Member are now members. The Chair was also a member of the steering committee for this new association and has now been appointed to the position of Director without Portfolio. The Association will provide support and guidance to independent members in carrying out their statutory responsibilities, and will also act as a forum for exchanging views and ideas with other organisations and stakeholders.

Issues for 2007 – 2008

The Standards Committee will have many important issues to address in the coming the year, including the following:

- ▶ **New codes of conduct** – The Standards Committee is anticipating the release of the new national code of conduct for officers from the Department for Communities and Local Government, and the adoption of the new model code of conduct for Members. The Committee will also have to consider how to aid the implementation of these revised codes of conduct, for example through updated guidance and training.
- ▶ **Implementation of the Ethical Audit action plan** – The action plan formulated by the Standards Committee during this municipal year will be implemented and monitored by the Standards Committee throughout the new municipal year. The action plan is attached as an appendix to this report.
- ▶ **Implementation of Parish Council Training** – The plan for extending the training provision for Parish and Town Councils agreed by the Standards Committee this municipal year will be implemented at the beginning of the new municipal year.
- ▶ **Changes in the role of the Standards Board** – As a result of the review of the Standards Board’s performance, the Standards Board will be altering its role to become more of a strategic regulator. This will mean that complaints against Members are more likely to be referred to the Leeds Standards Committee for local investigation and determination.
- ▶ **Standards Committee membership** – From May 2007 both reserve members of the Committee will become full Members, being able to vote and participate in all the Committee’s activities. Also the number of Leeds City Councillors on the Standards Committee will be increased from three to five, with at least one new Member not being a representative of one of the largest three political groups.

Useful Links

If you would like to find out more about standards issues and the work of the Committee, as well as keep up to date with national issues, you may find the following links useful:

- ▶ **The Standards Board for England** (for guidance on standards issues, standards committees and outcomes of recent cases)
www.standardsboard.co.uk
- ▶ **The Adjudication Panel for England** – www.adjudicationpanel.co.uk
- ▶ **The Audit Commission** – www.audit-commission.gov.uk
- ▶ **Department for Communities and Local Government** –
www.dclg.gov.uk
- ▶ **Leeds City Council** – www.leeds.gov.uk
- ▶ **National Association of Local Councils** – www.nalc.co.uk
- ▶ **Yorkshire Local Council Association** -
www.visionwebsites.co.uk/Contents/Text/Index.asp?SiteId=490&SiteExtra=13134021&TopNavId=459&NavSideId=5536
- ▶ **The Countryside Agency** – www.countryside.gov.uk
- ▶ **Chartered Institute of Public Finance and Accountancy** –
www.ipf.co.uk
- ▶ **Association for Independent Members of Standards Committees in England** – www.aimsce.org.uk

Parish Councils

The Standards Committee has a special responsibility to the Parish and Town Councils in Leeds. The Standards Committee is responsible for ensuring high standards of conduct are met within the parishes and that every Member is aware of their responsibilities under the code of conduct.

The Parish and Town Councils in the Authority's area are:

Aberford & District	Drighlington	Otley
Allerton Bywater	East Keswick	Pool-in-Wharfedale
Arthington	Gildersome	Pudsey
Austhorpe	Great and Little Preston	Scarcroft
Bardsey Cum Rigton	Harewood	Shadwell
Barwick in Elmet & Scholes	Horsforth	Swillington
Boston Spa	Kippax	Thorner
Bramham cum Oglethorpe	Ledsham	Thorp Arch
Bramhope and Carlton	Ledston	Walton
Clifford	Micklefield	Wetherby
Collingham with Linton	Morley	Wothersome

The Monitoring Officer

In Leeds City Council, the role of the Monitoring Officer rests with the Assistant Chief Executive (Corporate Governance)². The Monitoring officer has a key role in promoting and maintaining standards of conduct.

As well as acting as legal advisor to the Standards Committee, the Monitoring Officer carries out the following functions:

- ▶ reporting on contraventions or likely contraventions of any enactment or rule of law;
- ▶ reporting on any maladministration or injustice where the Ombudsman has carried out an investigation;
- ▶ establishing and maintaining registers of Members' interests and gifts and hospitality;
- ▶ maintaining, reviewing and monitoring the Constitution;
- ▶ supporting the Standards Committee;
- ▶ receiving reports from Ethical Standards Officers and decisions of case tribunals;
- ▶ conducting investigations into misconduct;
- ▶ performing ethical framework functions in relation to Parish Councils;
- ▶ acting as the proper officer for access to information;
- ▶ advising whether executive decisions are within the budget and policy framework; and
- ▶ advising on vires issues, maladministration, financial impropriety, probity, and budget and policy issues to all Members.

² Previously known as the Director of Legal and Democratic Services.

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