



SCRUTINY BOARD (CULTURE AND LEISURE)

Meeting to be held in the Civic Hall on
Monday, 10th December, 2007 at 10.00 am

A pre-meeting will take place for ALL Members of the Board
in a Committee Room at 9.30 am

MEMBERSHIP

Councillors

B Atha	-	Kirkstall
A Barker	-	Horsforth
B Gettings	-	Morley North
T Hanley (Chair)	-	Bramley and Stanningley
A Hussain	-	Gipton and Harehills
B Jennings	-	Weetwood
G Kirkland	-	Otley and Yeadon
V Morgan	-	Killingbeck and Seacroft
L Mulherin	-	Ardsley and Robin Hood
L Rhodes-Clayton	-	Hyde Park and Woodhouse
G Wilkinson	-	Wetherby

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

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

Andy Booth

247 4356

Principal Scrutiny Adviser:
Steven Courtney
Telephone No: 2474707

CONFIDENTIAL AND EXEMPT ITEMS

The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

9.0 Confidential information – requirement to exclude public access

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

9.2 Confidential information means

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

10.0 Exempt information – discretion to exclude public access

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and**
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p>	
2			<p>EXCLUSION OF THE PUBLIC</p> <p>To identify items where resolutions may be moved to exclude the public.</p> <p>Item 11 - Appendices</p>	
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>MINUTES</p> <p>To approve as a correct record the minutes of the meeting held on 12 November 2007.</p>	1 - 4
7			<p>PERFORMANCE REPORT QUARTER 2</p> <p>To receive and consider the attached report of the Head of Policy, Performance and Improvement.</p>	5 - 8

8		MEMBERS' QUESTIONS	9 - 10
		To receive and consider the attached report of the Head of Scrutiny and Member Development.	
9		PARKS AND COUNTRYSIDE UPDATE	11 - 18
		To receive and consider the attached report of the Head of Scrutiny and Member Development.	
10		WHARFEMEADOWS INQUIRY UPDATE	19 - 20
		To receive and consider the attached report of the Head of Scrutiny and Member Development	
11	10.4(3)	ROUNDHAY MANSION	21 - 34
		To receive and consider the attached report of the Head of Scrutiny and Member Development.	
12		WORK PROGRAMME	35 - 52
		To receive and consider the attached report of the Head of Scrutiny and Member Development.	
13		DATE AND TIME OF NEXT MEETING	
		Monday, 14 th January 2008 at 10.00 a.m. (pre-meeting for all Members at 09.30 a.m.).	

Agenda Item 6

SCRUTINY BOARD (CULTURE AND LEISURE)

MONDAY, 12TH NOVEMBER, 2007

PRESENT: Councillor T Hanley in the Chair

Councillors B Atha, A Barker, B Gettings,
B Jennings, G Kirkland, V Morgan,
L Mulherin, L Rhodes-Clayton and
G Wilkinson

44 Declarations of interest

Councillor Atha declared a personal interest in Agenda item 9, Inquiry into Middleton Park Equestrian Centre due to his position as trustee of the Centre. (Minute No. 51 refers).

Councillor Mulherin declared personal interest in Agenda Item 9, Inquiry into Middleton Park Equestrian Centre due to her position as a Governor at Joseph Priestley College. (Minute No. 51 refers).

Councilor Kirkland declared a personal interest in Agenda Item 8, Inquiry into Wharfemeadows Park Fencing and the Council's Water Safety Policy due to his position on Otley Town Council. (Minute No. 50 refers).

45 Apologies for Absence

An apology for absence was submitted on behalf of Councillor Arif Hussian.

46 Minutes

RESOLVED – That the minutes of the meeting held on 8 October 2007, be confirmed as a correct record subject to the inclusion of the following comments:

- Councillor Mulherin joined the meeting during the discussion of Item 9, Major Projects Update. (Minute no. 39 refers).
- Minute no.39 – Major Projects Update – An update report was requested on progress at Roundhay Mansion. It was agreed that a report would be submitted to the December meeting.

47 Matters arising from the Minutes

Minute no. 39 – Major Projects Update

Concern was expressed over proposed measures to prevent skateboarders and the cost of these measures. It was requested that the Executive Member

be presented with the views of the Board, that enforcement of existing bye laws be used to prevent unlawful skateboarding activity across the City.

48 Executive Board Minutes

With regard to Minute no.8, The Mansion, Roundhay Park, it was requested that further information be presented to the Board on the selected options.

RESOLVED – That the minutes of the Executive Board held on 17 October 2007 be noted.

49 Overview and Scrutiny Committee Minutes

In response to a query on Minute no.31, Annual Audit and Inspection Letter, and a concern regarding the City's rating drop in the 'Culture' block. It was reported that there would be a performance update at the Board's next meeting.

RESOLVED – That the minutes of the Overview and Scrutiny Committee held on 11 September 2007 be noted.

50 Inquiry into Wharfemeadows Park Fencing and the Council's Water Safety Policy

The Head of Scrutiny and Member Development submitted a report regarding the Board's inquiry into the decision to erect a fence at Wharfemeadows Park, Otley and the Council's general water safety policy. Appended to the report were two reports prepared by the Royal Society for the Prevention of Accidents (ROSPA) and terms of reference for the inquiry.

The Chair welcomed the following to the meeting:

- Peter Cornall, Head of Water and Leisure Safety, ROSPA
- Chris Ingham, HR Manager (Safety, Well-being and Attendance)
- Sean Flesher, Principal Area Manager (West), Parks & Countryside

Peter Cornall addressed the meeting. He reported that ROSPA had been commissioned to work closely with the Council following the tragic drowning incidents in Roundhay Park in 2005. The work had involved risk assessment, training and site management of water sites. ROSPA had been requested to look at sites at Wharfemeadows Park and Roundhay Park and site audits were subsequently undertaken.

In response to a question of why the Roundhay and Wharfemeadows sites had been selected, it was reported that these had been chosen by an Officer working group which consisted of representatives from Health and Safety, Legal, Insurance, Education Leeds and others. ROSPA were then commissioned to carry out site audits as they were considered the most appropriate body to do this.

Further to questions of why Wharfemeadows Park was chosen, it was reported that the site provided a good example of an urban park area with fast running water to undertake a site specific assessment.

The Chair welcomed Tony Hartigan and Sylvia Reid of the Wharfemeadows Action Group who addressed the Board, tabling a paper that elaborated on evidence that had previously been submitted.

Further comments were made regarding the poor condition and quality of the recently erected fence. The Principal Area Manager reported that the on-site work had not been completed and that all works would be checked for quality and completeness. In line with standard contract procedures, any defects would be corrected prior to final completion.

The Chair reported that the Inquiry was coming to a conclusion and that a draft report would be prepared. It was hoped that this draft report would be available for the Board's December meeting.

RESOLVED –

- (1) That the contents of the two ROSPA reports be noted.
- (2) That a draft report on the Inquiry into Wharfemeadows Park and the Council's Water Safety Policy be prepared.

51 Inquiry into Middleton Park Equestrian Centre

The Head of Scrutiny and Member Development submitted a report regarding the Board's Inquiry into Middleton Park Equestrian Centre. Appended to the report was a copy of the management agreement currently in operation between the Equestrian Centre and the Council.

Councillor Atha and Charlotte Bromet (Chair of Trustees) addressed the Board on behalf of the trustees. It was reported that the centre catered for approximately 220 rides per week, including carriage rides for the severely disabled. Members of the Board who had visited the centre reported how they had been impressed by what they had witnessed and felt that the centre provided a valuable service for some of the most vulnerable people across the City.

Pat Kelly, Legal and Democratic Services reported and confirmed that current funding arrangements would remain in place until the end of the financial year. He also referred to the ongoing exchanges of correspondence between the centre and the Council; however a consensus view on how to move forward had not yet been reached.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Monday, 10th December, 2007

- (1) That the recent dialogue between the Council and the Centre be welcomed.
- (2) That both parties be urged to continue in constructive negotiations in order to resolve the matters at point and provide clarity over the future of the Middleton Park Equestrian Centre.
- (3) That the Board be kept informed of the outcome of the continuing negotiations and a further report be brought to the Board detailing the final position and the associated implications.

52 Work Programme

The Head of Scrutiny and Member Development submitted a report which detailed the Board's current work programme. Also attached to the report was an extract from the Forward Plan of Key Decisions which highlighted decisions that fell within the Board's remit.

RESOLVED –

- (1) That, with the addition of a report on Roundhay Mansion, the work programme be agreed as presented.
- (2) That the Principal Scrutiny Adviser review the outcomes of the Board's previous meetings (during the current municipal year) and present a further report at the December meeting.

53 Date and Time of Next meeting

Monday, 10th December 2007 at 10.00 a.m. (Pre-meeting for all Board Members at 09.30 a.m.).



Originator:
Steve Clough
Tel: 74582

Report of the Head of Policy, Performance and Improvement

Meeting: Culture and Leisure Scrutiny

Date: 10 December 2007

Subject: Performance Report Quarter 2 2007/08

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1 Executive Summary

1.1 This report discusses the key performance issues considered to be of corporate significance identified for the Culture and Leisure Scrutiny Board as at end September 2007. In addition, the report also includes a predicted CPA score for 2007/08 and a performance table detailing all PI's for this Board.

2 Purpose of the Report

2.1 The purpose of this report is to present the key areas of under performance at the end of Quarter 2 (1st July to 30th Sept 2007).

3 Background Information

3.1 This 'highlight report' has been prepared in readiness for the Accountability process, which includes the CLT meeting on 30th October 2007, Leader Management Team on 1st November 2007 and Overview and Scrutiny Committee on 6th November; separate reports will be prepared for each of the scrutiny boards in readiness for the November/December cycle of meetings.

3.2 The issues discussed in this report have been identified because performance in these areas impacts upon one or more of the following; the delivery of effective services, the delivery of our corporate priorities; our CPA score; or our ability to deliver efficiency savings. This report is supported by detailed PI information.

3.3 Any improvement in assessment scores should potentially have a positive impact on the council's Direction of Travel assessment and overall CPA Star Rating.

4 CPA Performance issues

4.1 The table below summarises our predicted CPA scores for February 2008.

	Direction of Travel	Star Category	Corporate Assessment	Level 1 Services			Level 2 Services			
				Use of Resources	Children & Young People	Social Care (Adults)	Benefits	Culture Service Assessment	Environment Service Assessment	Housing Service Assessment
CPA 2006	Improving Adequately	3 star	3	3	3	3	3	2	3	3
CPA 2007 (provisional)		3 star	3	3	3	3	3	2 (Provisional)	3 (Provisional)	3 (Provisional)

4.2 The CPA 2007 provisional score is based on, the category scores allocated in 2006, and our best informed judgement of our performance over the last year. This information will be updated as and when assessment scores are confirmed during 2007/08. Scores highlighted in grey have been confirmed.

4.3 The Audit Commission have confirmed the PIs which are to be included in the 2007 CPA Service Assessments and the thresholds to be used to calculate the scores. The above Culture, Environment and Housing service assessment scores have been updated to reflect this. Please note that these scores are still subject to verification by the Audit Commission.

4.4 At this stage we are unable to make an informed judgement as to our predicted Direction of Travel score.

5 Scrutiny Board Performance Issues – Culture and Leisure

5.1 In Quarter two there are no significant performance issues to report within the Culture and Leisure portfolio. The number of pupils visiting museums and galleries in organised groups remains relatively low. However, this issue was reported in the previous quarter and improvements are not expected until quarter four.

6 Recommendations

6.1 It is recommended that the Culture and Leisure Scrutiny Committee considers the Quarter 2 performance information and highlight any areas for further scrutiny.

Culture and Leisure Scrutiny Board Quarter 2 Performance Report 2007/08

	07/08 Result to Date	2006/07 Result
Percentage of indicators achieving target at year end - based on Predicated Full Year Result	75%	54%
Percentage of indicators showing a year on year improvement based on Predicated Full Year Result*	50%	68%
Percentage of indicators showing a year on year decline based on Predicated Full Year Result*	25%	24%

Please note predicted performance can change each quarter*

1	2	3	4	5	6	7	8	9	10	11	11a	12	13	14
Reference	Title	Service	Frequency & Measure	Good Performance	2006/07 Year-End	2007/08 Target	Current Position as at 30 June 07	Predicted Full Year Result	Year on Year Improvement Trend	All England Top Quartile (Based on 2005/06 Year-End data)	All England Bottom Quartile (Based on 2005/06 Year-End data)	Core City Average (Based on 2005/06 Year-End data)	Core City position 1 = Top 8 = Bottom (Based on 2005/06 Year-End data)	Data Quality Issues
BV-170a	a. The number of visits/enquiries/website hits to museums per 1,000 population.	Museums and Galleries	Quarterly Numerical	Rise	942.00	935.00	539.00	1078.00	↑	958.00	133	2093	8	No concerns
Comments	This quarter saw the first full quarter opening of the refurbished Art Gallery, the 'soft' opening period of the Leeds Museum Discovery Centre and the recovery of Thwaite Mills from the devastating floods of June 2007. Work on developing a completely new approach to the service's website has not yet come into fruition. The new website is now likely to come on line in Quarter 4. The restructuring of the service began to take effect this quarter but new staff will not be in post until Q3. As a result the service had a significant level of vacancies throughout the period of Quarter 2. The number of visits/enquiries/website hits to museums per 1,000 population was 354 in Q2.													
BV-170b	The number of those visits that were in person per 1,000 population	Museums and Galleries	Quarterly Numerical	Rise	534.00	530.00	329.00	658.00	↑	523.00	87	1330	6	No concerns
Comments	This quarter has seen visitors in person bounce back. The reopened Art Gallery is proving to be particularly popular and Thwaite Mills was open for the majority of the quarter although one significantly large event was lost in July due to flood damage at the site. Several sites also experienced high numbers of visitors during the Heritage Open Weekend in September. Given that the Art Gallery was closed for much of quarters 3 and 4 last year, it is anticipated that there will be continued recovery in visitor numbers in the second half of this year. Group visits to the new Discovery Centre are also beginning to have an impact on the visitor figures and should continue to grow over the remainder of the year. The work being undertaken at this site also contributes strongly to achieving qualitative outcomes such as community engagement. The number of visits in person to museums was 244 in Q2.													
BV-170c	The number of pupils visiting museums and galleries in organised school groups	Museums and Galleries	Quarterly Numerical	Rise	26151.00	27900.00	8035.00	16070.00	↓	8156.00	641	34406	5	No concerns
Comments	School visits remained relatively low during quarter 2 due to most of it being school holidays and despite the reopened Art Gallery and the modest beginnings of a service at the Leeds Museum Discovery Centre. Vacancies were being filled during this period but postholders were not in place to be able to promote a service at the start of the new academic year. The impact of having new staff in place will really only start to be seen in Quarter 4. Once in place, these posts will enable the service to build on its relationships with schools, market the service, develop new activities which will broaden its appeal and generally build on its capacity to lead on activities with school children and young people. The number of pupils visiting museums and galleries in organised school groups was 2440 in Q2.													

Culture and Leisure Scrutiny Board Quarter 2 Performance Report 2007/08

Reference	Title	Service	Frequency & Measure	Good Performance	2006/07 Year-End	2007/08 Target	Current Position as at 30 June 07	Predicted Full Year Result	Year on Year Improvement Trend	All England Top Quartile (Based on 2005/06 Year-End data)	All England Bottom Quartile (Based on 2005/06 Year-End data)	Core City Average (Based on 2005/06 Year-End data)	Core City position 1 = Top 8 = Bottom (Based on 2005/06 Year-End data)	Data Quality Issues
CP-CU50b LKI-SP9c LAA-EDE23b	Visits to the City Council's cultural facilities - Sport & Active Recreation	Sport	Quarterly Numerical	Rise	4152075.00	4100000.00	2024524.00	4100000.00	↔	N.A.	N.A.	N.A.	N.A.	No concerns
Comments	<p>The number of visits in Q2 in 2006/07 was 920,444. For the same period in 2007/08 there were 982,206 visits, an increase of 6.7%. This increase is mainly due to the fact that the John Smeaton Leisure Centre generated 51,382 visits. Increased throughput was also achieved at South Leeds Sports Centre with 14,693 visits (this site was closed for the same period last year) and Aireborough Leisure Centre who achieved 50% more throughput on the same time last year when it's pool was closed for refurbishment.</p> <p>In 2006/07 the service achieved a result of 4,152,075 visitors to sports facilities against a target of 3,950,000. This exceptional performance was based on a high take up of Bodyline membership for the City Council's gym and swimming facilities. The target for 2007/08 of 4,100,000 is higher than the previous year's target but lower than the actual result to take into account the likelihood that Bodyline take up would level off in the face of competition in the city.</p>													

Report of the Head of Scrutiny Support and Member Development

Scrutiny Board (Culture and Leisure)

Date: 10 December 2007

Subject: Members' Questions

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 From time to time Scrutiny Boards may request the opportunity to discuss a range of issues with a representative of the department which may not result in an Inquiry or further scrutiny. For example it may be appropriate for items on the Forward Plan, or current issues facing the department to be briefly discussed with the Portfolio Holder, Director or a representative of a department/ service area.
- 1.2 As such, the Chair has arranged for the Executive Member for Leisure to be invited to attend the meeting and answer questions relevant to the remit of the Board: In particular, the Chair has asked for an outline of the Key Strategic Cultural Issues/ Challenges facing the City and plans for addressing these. Members may wish to focus on the Board's role in addressing some of the issues identified.

2.0 RECOMMENDATION

- 2.1 That the Board identifies any issues for further scrutiny arising from the Members' Questions session.

This page is intentionally left blank

Report of the Head of Scrutiny Support and Member Development

Scrutiny Board (Culture and Leisure)

Date: 10 December 2007

Subject: Parks and Countryside Update

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

1.1 At the beginning of the municipal year, Members of the Board requested updated information on the Parks and Countryside service.

2.0 INFORMATION SUBMITTED TO THE BOARD

2.1 Attached to this report is a presentation provided by the department: This outlines the service context alongside both national and local issues. Research undertaken by the department, along with the associated outcomes and agreed priorities are also highlighted.

3.0 RECOMMENDATION

3.1 Members are requested to:

3.1.1 Consider the information provided and make comments and/or recommendations as appropriate;

3.1.2 Identify any specific issues to be included in the Board's work programme for further and/or more detailed scrutiny.

This page is intentionally left blank

Leeds
CITY COUNCIL

Parks and Countryside
Scrutiny Board update

Leeds
www.leeds.gov.uk

Parks and Countryside - Service Context

- 3,809 hectares of land
- 7 major parks
- 73 community parks
- 22 cemeteries
- 799km public rights of way
- 107 Friends of / community groups
- Gross expenditure of £26m and £11m income target

Leeds
www.leeds.gov.uk

Local Issues

- In Leeds before late 1980's: 1,000 front line staff
- Current: 370 front line staff
- Bulk grass cutting service; loss of horticultural skills
- Buildings and infrastructure deteriorated

Leeds
www.leeds.gov.uk

and at a National level...

- ❖ 1987/88 - £825m per annum spend on parks & green space maintenance
- ❖ 2004/05 - £537m per annum spend on parks & green space maintenance
- ❖ This is a reduction of 35% over the last 17 years
- ❖ National Lottery funds diverted to the Olympics
- ❖ Local Area Agreement funding is short-term & ultra-competitive

(Published in the May 07 edition of 'green places' in an article by Alan Barber, CABE Commissioner)

Leeds
www.leeds.gov.uk

Resulting in crumbling parks...

Leeds
www.leeds.gov.uk

...green deserts...

Leeds
www.leeds.gov.uk

...that have felt abandoned.



Leeds

www.leeds.gov.uk

In order to market parks and their benefits we need to understand what we provide, the standards of provision, and what users want...

Leeds

www.leeds.gov.uk

Measuring our own perception



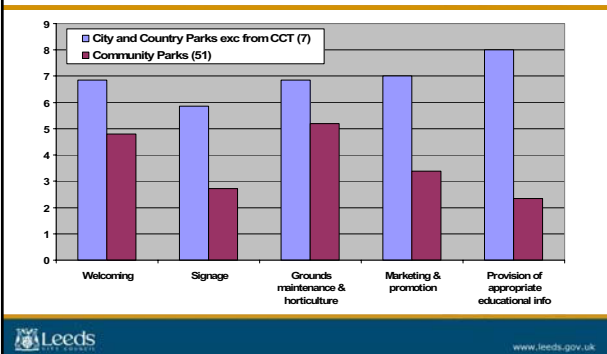
Leeds Quality Parks

Leeds

www.leeds.gov.uk

Site	W	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
2																															
3																															
4																															
5																															
6																															
7																															
8																															
9																															
10																															
11																															
12																															
13																															
14																															
15																															
16																															
17																															
18																															
19																															
20																															
21																															
22																															
23																															
24																															
25																															
26																															
27																															
28																															
29																															
30																															
31																															
32																															
33																															
34																															
35																															

Observations



Leeds

www.leeds.gov.uk

Measuring our users' perceptions

- Why? –baseline data to support strategy development and funding bids - ensure what we think is in line with what our customers think - ultimately to improve responsiveness to customers
- Postal questionnaire 2004 and 2005, and used the GreenSTAT postal questionnaire for 2006
- 30,000 households (Electoral Register) 90,000 in total
- 4,500 children and young people (Breeze Card) 13,500 in total
- Ask respondents to identify the greenspace they normally visit and provide answers for this area


Leeds

www.leeds.gov.uk

Household Survey – Adults

60 Million visits per year

Visits	2004	2005	2006	
Use a park	92%	86%	92%	
			Winter	Summer
Visit Daily (or most days)	15%	18%	20%	31%
Visit once or twice a week	35%	37%	23%	32%
Time: 30mins-1hr	42%	42%	42%	37%
Time: 1hr – 2 hrs	35%	34%	19%	33%

 www.leeds.gov.uk

Household Survey

Adults


Reason to Visit	No. of Visits		
	2004	2005	2006
To exercise	21.5m	30.6m	
Fresh air			29.9m
Keep Fit			12.4m
To contemplate / relax	19.5m	24.8m	
Relax or think			14.3m
To take children to play	20.0m	22.8m	
Visit play area			13.8m

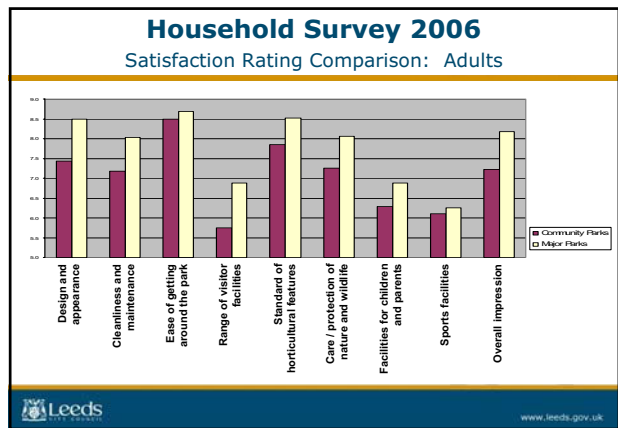
 www.leeds.gov.uk

Household Survey

Adults


Transport Method	2004	2005	2006
Walk	53%	54%	59%
Car	43%	38%	37%
Bus	4%	4%	2.3%
Cycle	3%	3%	1.9%

 www.leeds.gov.uk




Survey results for the South Inner Area

Satisfaction Criteria	City	Area
C1 Design and appearance	7.9	6.8
C2 Cleanliness and maintenance	7.6	6.4
C3 How easy is it for you to get around	8.5	8.0
C5 The range of visitor facilities	6.3	4.7
C6 The standard and maintenance of the trees, the flowers and flower beds, shrubs and grass areas	8.1	7.2
C7 The care and protection of nature and the wildlife that lives in the park or open space, the insects, birds, and animals etc	7.6	6.8
C8 The facilities and / or services that are provided for children and their parents	6.5	5.3
C9 The sports facilities	6.1	5.9
C10 Overall impression of the park or open space	7.6	6.4

 www.leeds.gov.uk

Future consultation

Have you ever been consulted on the running of parks and greenspace?	City %	
Yes	7.9%	
No	92.1%	
Would you wish to be consulted on the running of parks and greenspace?	City %	
Yes	48.8%	
No	51.2%	
If you would like to be consulted what format would you like this to take?	City %	
Occasional visitor surveys	25%	
Comment / suggestion cards	16%	
Public exhibitions	9%	
Public meetings	6%	
Talking to staff on-site	8%	
Joining a user / volunteer group	5%	
Through a regular newsletter	26%	
Direct access to managers	5%	

 www.leeds.gov.uk

How are we using our research?

- Information available for service as a whole, by type of green space, or down to individual park level
- Link satisfaction with LQP and Green Flag assessments, Super Output Area information, etc.
- Performance Indicators / Service Planning (see where we are; set realistic targets for improvement; plan actions to affect this improvement; and measure and report successes)
- Support Funding Bids
 - Capital Bids – Internal (Parks Renaissance)
 - Capital Bids – External (Lottery applications, etc.)
 - Revenue Bids – Site Based Gardeners



www.leeds.gov.uk

So, what were the top priorities?

- ❖ Better staff presence in parks
- ❖ Improved site infrastructure – footpaths, signage, etc.
- ❖ Horticultural features – more and properly looked after

To deliver these we needed to:

- ❖ Develop our team
- ❖ Raise our profile & attract funding
- ❖ Develop a strategy to give direction



www.leeds.gov.uk

Developing our team

- **PARKFORCE**
- Spend time with the team – 'Back to the Floor'
- Work with community groups



www.leeds.gov.uk

Developing our team

- Do all the jobs that staff have to do so you can see their problems and issues



www.leeds.gov.uk

Developing our team



Developing Craft Skills
Careerships
Partnerships with Colleges



www.leeds.gov.uk

Developing our team



Kinaesthetic Learning Project



www.leeds.gov.uk

Raising our profile

- Raise the profile of the sector locally and nationally



HorticultureWeek
Landscape & Amenity
Awards 2007



www.leeds.gov.uk

Direction-Draft Parks and Green Space Strategy



- In development
- Will sets out vision and key priorities to 2020
- Based around 5 themes
- Sets out how issues faced can be tackled



www.leeds.gov.uk

...and the end result?



www.leeds.gov.uk

Motivated staff...



www.leeds.gov.uk

...well managed sites...



www.leeds.gov.uk

... enjoyed by all



www.leeds.gov.uk

National satisfaction survey 2006/07

Core City	Percentage
Sheffield	80%
Leeds	79%
Liverpool	74%
Manchester	73%
Bristol	71%
Newcastle upon Tyne	71%
Birmingham	68%
Nottingham	67%



PARKS & COUNTRYSIDE
managing the environment for recreation
public parks . golf courses . country parks . playgrounds . nature reserves . woodlands

public rights of way . floral features . allotments . sports pitches . events . cemeteries & crematoria

 Leeds
CITY COUNCIL

www.leeds.gov.uk

Report of the Head of Scrutiny Support and Member Development

Scrutiny Board (Culture and Leisure)

Date: 10 December 2007

Subject: Wharfemeadows Inquiry – Progress Update

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 In July 2007, the Scrutiny Board (Culture and Leisure) received a request for scrutiny from the Wharfemeadows Action Group (WAG), relating to the proposed fencing arrangements within Wharfemeadows Park. Following a full presentation by WAG the Scrutiny Board agreed to undertake a Scrutiny Inquiry to examine the recent decisions of the Executive Board regarding Wharfemeadows, the grounds for those decisions and the advice submitted: Specific terms of reference for the Inquiry were agreed at the September 2007 Scrutiny Board meeting.
- 1.2 As part of the inquiry, the Board heard and took evidence from a range of witnesses, including WAG, the Council's Legal Department, a representative from the Royal Society for the Prevention of Accidents (RoSPA), the Council's Safety, Well-being and Attendance Manager and the Principal Area Manager (West). The Board has also undertaken a site visit and considered a written statement from Otley Town Council. Arrangements are in place for the Chair to have a face-to-face discussion with the Chair of Otley Town Council to discuss any specific issues in more detail.
- 1.3 At the previous Board meeting (12 November 2007), Members requested that a draft report be prepared for consideration: In this regard, the Chair will outline progress to date and the proposed next steps at the meeting.

2.0 RECOMMENDATION

- 2.1 That the Board notes and comments on the information presented and the proposed next steps.

This page is intentionally left blank

Agenda Item:

Originator: S Courtney

Tel: (0113) 247 4707

Not for Publication: 10.4(3) under the Council's access to Information Procedure Rules Annex 1, Appendices 1 and 2.

Report of the Head of Scrutiny Support and Member Development

Scrutiny Board (Culture and Leisure)

Date: 10 December 2007

Subject: Roundhay Mansion

Electoral Wards Affected: All

Specific Implications For:

Ethnic minorities

Women

Disabled people

Narrowing the Gap

1.0 Introduction

- 1.1 At the previous meeting of the Board (12 November 2007), the desire to receive an update on issues associated with Roundhay Mansion was restated.
- 1.2 Attached at Annex 1 is the Executive Board report considered on 17 October 2007. This details the marketing exercise of Roundhay Mansion that was undertaken and subsequent outcomes. It also presents the options considered by the Executive Board in order to take forward the letting of the commercial element of the property. The Executive Board subsequently resolved:

That the site be remarketed on the basis of option 6 as referred to above and as set out in the report, following further investigation of costs of refurbishment and that a further report on offers received be brought to this Board at the appropriate time.

2.0 Confidentiality of Executive Board report, Appendices 1 and 2

- 2.1 When presented to the Executive Board, it was stated that information contained in Appendices 1 and 2 relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory

registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through inviting offers for the property/land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of inviting bids and affect the integrity of disposing of property/land by this process. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties about the nature and level of offers which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time. It is therefore considered that these elements of the report should be treated as exempt under Rule 10.4.3 of the Access to Information Procedure rules.

2.2 Given the Executive decision to remarket the site, the position detailed in 2.1 (above) prevails at this current point in time.

3.0 Recommendation

3.1 The Board is requested to consider the information presented in the attached Executive Board report, alongside any details discussed at the meeting, and determine any areas for further action/ scrutiny.



Originator: Denise Preston /
Jean Dent
Tel: 2478395/2477828

Not for Publication: 10.4(3) under the Council's access to Information Procedure Rules Appendices 1 and 2. **Appendix 2 will be circulated at the meeting**

Report of the Director of City Development

Executive Board

Date: 17 October 2007

Subject: THE MANSION, ROUNDHAY PARK – OFFERS FOR THE REDEVELOPMENT OPPORTUNITY FOR CAFÉ / RESTAURANT / BAR / FUNCTION ROOMS (APPENDIX 1 ATTACHED & APPENDIX 2 TO BE CIRCULATED AT THE MEETING)

Electoral Wards Affected:

Roundhay

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In (Details contained in the report)

EXECUTIVE SUMMARY

- This report informs Members of Executive Board of the outcome of the marketing exercise of the Roundhay Mansion seeking a third party operator for the café/restaurant/bar/function rooms at the property.

The report details the marketing exercise that was undertaken, with a schedule of the offers received being circulated at the meeting and provides a number of options for the Executive Board to consider in order to take the letting of the commercial element of the property forward.

1.0 PURPOSE OF THIS REPORT

1.1 The purpose of the report is to:

- Inform Members of the outcome of the marketing exercise seeking a third party operator for the café/restaurant/bar/function rooms at the property.
- Outline the options now available to the Council and seek approval to proceed with one of the options.

2.0 BACKGROUND INFORMATION

2.1 In December 2005 the Council's Executive Board approved an injection of funds into the capital programme including £407,250 of Heritage Lottery Funding for the refurbishment of the Roundhay Mansion and the development of the Visitor and Education Centres, at a total cost of £1.9m. Buildings within the park – Park Cottages and the Stable block - are also being disposed of to meet the costs of the building work at the Mansion.

2.2 The above approval allowed the project to be tendered and the marketing exercise for the third party operator for the commercial café/restaurant/bar/function rooms facility to be undertaken with a closing date of April 2006.

The list of those organisations receiving the marketing information are attached at Appendix 1.

2.3 On 24th January 2006, the Heritage Lottery Fund approved the scheme described below in 2.4 and for the ground and first floor areas to the front of the Mansion to be left for use as a café/restaurant/bar/function room facility.

2.4 The design proposals included the partial internal refurbishment of the Mansion to provide a visitor centre and accommodation for the Roundhay Park rangers and site based Estates staff, the demolition of the single storey Phoenix Bar extension at the rear of the Mansion and rebuild as a new extension to accommodate an education centre and associate site works. Following receipt of tenders for the refurbishment/new build works, a further sum of £99,898 was injected into the Capital Programme in July 2006 funded through prudential borrowing from a future income flow from the commercial letting.

2.5 The design proposals outlined in 2.4 above excluded the internal refurbishment of those parts of the building to be let for use as a café/restaurant/bar/function room facility, that is, the ground and first floor areas to the front of the Mansion. The cost for this work was to be met by the third party commercial operator for the premises.

2.6 The Mansion which is a Grade II listed building, is vested in the former Learning and Leisure Department and was operated as a café/bar/restaurant by Craven Gilpin Caterers until 2002/2003. Craven Gilpin surrendered their interest in 2003.

2.7 Public consultation has been undertaken on the proposed uses for the Mansion (café/restaurant/bar/function rooms) for which there is positive support and the marketing exercise was based on these activities with an emphasis on catering and functions. Following consultation national marketing took place and interested parties were asked to indicate the level of commercial rent they would offer

together with the level of fit-out costs they would invest in the property as well as describes their proposed activities.

- 2.8 Following receipt of the offers further work was undertaken by Development and Leisure Services Officers to interview the companies that had been short-listed to operate the proposed Mansion facilities.

3.0 CONFIDENTIALITY OF APPENDICES 1 AND 2

- 3.1 The information contained in Appendices 1 and 2 (2 will be circulated at the meeting) relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through inviting offers for the property/land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of inviting bids and affect the integrity of disposing of property/land by this process. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties about the nature and level of offers which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time. It is therefore considered that these elements of the report should be treated as exempt under Rule 10.4.3 of the Access to Information Procedure Rules.

4.0 CURRENT POSITION

- 4.1 Officers have concluded the marketing and subsequent interviews and details of the financial offers and the operator's proposals will be circulated at the meeting.

5.0 CONSULTATIONS

- 5.1 As stated in 2.7 above, consultation took place with the local community, Friends of Roundhay Park, Ward Members and the Executive Member for Leisure.
- 5.2 The Executive Board report of 14 December 2005, provided information on the public consultation process, where 200 people responded in favour of the Visitor and Education Centre together with restaurant and café bar facilities as the preferred option for the development of the Mansion.
- 5.3 All of these groups were keen to ensure that the primary commercial activities in the Mansion were café/bar/restaurant and function rooms.
- 5.4 The Executive Member for Leisure has expressed concerns about any letting which would lead to it being primarily for pub and bar operations, even if food is supplied, rather than the primary focus being food, as this would be contrary to the views expressed by the public and Ward Members during the consultation.

6.0 OPTIONS CONSIDERED AND RISK IMPLICATIONS

6.1 In light of the offers received a range of options have been identified:

- **Option 1** – Do nothing -The risk with this option are that the HLF could require repayment of part, or the entire Roundhay Park Lottery Grant, up to a maximum of £6,100,000. Also, if the building remains empty for a considerable length of time, it may become subject to vandalism/arson and incur ongoing repair/security costs for the Council. This is not a feasible or realistic option.
- **Option 2** – Subject to agreement on the lease, accept an offer from one of the offerors. An evaluation has been undertaken and the outcome of this is set out in the confidential appendix 2 as a schedule of offers which will circulated at the meeting.
- **Option 3** – Repeat the marketing exercise for the third party operator for the commercial bar/restaurant facility on the same basis as the previous marketing exercise. The risk with this option is that further delays will be incurred, without the assurance that a suitable third party will be found, resulting in an abortive exercise, particularly as the original marketing exercise was on a national basis. Procurement Unit have confirmed that subsequent to a repeat marketing exercise, the original offers could not be accepted and any interested parties would have to make a new offer.

This remarketing exercise could be through a specialist external agent in leisure/café/restaurant premises and who is able to target the opportunity at suitable likely operators. In this respect there are a number of locally based agents the Council could consult and seek a fee quote from in order to decide whether re-marketing in this way would be appropriate. As stated earlier the property was advertised nationally previously, therefore, it still may not result in a suitable tenant and scheme

- **Option 4** – Expend further Council capital on stripping out and providing a shell for the commercial element of the development and then repeat the marketing exercise for the third party operator for the commercial facility. The risk with this option is that any stripping out and shell works could be abortive, as the requirements of any prospective third party operators are unknown at this stage, that is if a suitable operator can be found. The estimate is accounted for in the confidential appendix.
- **Option 5** – Consider and pursue alternative uses for the Mansion and instruct Council officers appropriately. The risk with this option is that alternative uses for the Mansion have previously been investigated and have not been supported by the public or local interest groups and Executive Board has supported the current scheme as the preferred option. Also, a third change request would need to be made to the HLF, which may not be well received and there would be no guarantee that such a request would be supported.
- **Option 6** – The considerable initial capital cost of works is putting off a wider range of potential tenants from putting a bid forward, as reported by prospective tenants. Therefore, the Council may wish to consider remarketing the opportunity on the basis that the Council will make a contribution towards

the cost of the initial capital fit out works. This could take the form of; either a reduced rent or; rent free contribution over a number of years to be offset against the Capital Costs or, prudential borrowing against the commercial rent to create a capital sum; or a capital contribution by the Council towards the fit-out costs which represent the shortfall in the commercial viability or; a combination of all of these. The Council would then work in partnership with the successful bidder in order to identify a mutually agreeable refurbishment scheme based on the criteria specified in the marketing exercise. This joint arrangement would minimise the inherent risk of abortive works which would be more likely if the Council decided to carry out refurbishment without a final occupier's input. At the same time this proposal would also allow the Council to take a more active part in steering the refurbishment to fit in with its own ideas and the aspirations / wishes of residents, members and local interest groups. The main criteria for the basis of assessing a suitable tenant could be:

- To be open all year round, opening times to be agreed with the Council.
- Primary uses to be licensed café/bar and restaurant with function rooms (subject to the necessary licence approvals). This should not be a pub and bar provision which serves food.
- The provision of quality food products.

The marketing exercise, which could be assisted by specialist agents, could ask interested parties to put forward proposals which fulfil the criteria and identify any funding gap to deliver their scheme.

A very initial estimate of the likely refurbishment costs will be circulated at the meeting as part of confidential Appendix 2. This information is confidential so as not to prejudice any negotiations regarding the Council's potential contribution with the parties bidding for the Mansion.

7.0 RESOURCE IMPLICATIONS

- 7.1 The Capital Programme currently includes a sum of £1,947,900 for the internal works at the Mansion, of which £ 407,250 is funded from the HLF, and £99,898 is funded from unsupported borrowing, resourced from income assumed, as a result of future letting of the Mansion to a third party operator. If works are not undertaken, the HLF could request repayment of part, or the entire Roundhay Park lottery grant, up to the maximum of £ 6,100,000.
- 7.2 The letting of the Mansion will minimize the inherent risk of vandalism and arson associated with empty buildings and the costs of repairing such damage, although the opening of the Education and Visitor Centres in the autumn should assist with security, as there will be a more marked presence on site. It will also create a revenue stream.
- 7.3 There is no provision within the capital programme for any capital contribution towards this refurbishment. Members agreed at the Executive Board in August 2007 that no further injections would be made to the capital programme without identifying a corresponding reduction or additional resources.

Should Members wish to pursue this option, unless any other sources of funding become available in the meantime, a reduction to the existing capital programme will be identified as part of the half year capital programme update due to be reported to Executive Board in November 2007.

8.0 LEGAL IMPLICATIONS

8.1 If it was decided to proceed on the basis of Option 6 (remarketing with a financial contribution by the Council), if the Council then offered a reduced rent or a rent free period to a potential tenant, it seems unlikely this could be construed as the Council disposing of this part of the property for less than the best consideration that could reasonably be obtained. This could only be the case if the Council were imposing obligations on the tenant to carry out works above and beyond those which a prudent landlord would require for a building of this nature, taking account of the internal refurbishment of other parts of the building via the Heritage Lottery Fund approved scheme. However, even if this were the case the General Disposal Consent (England) 2003 would permit the Council to dispose at less than best consideration if the Council was of the opinion that the disposal would be likely to contribute to the promotion or improvement of the economic, social or environmental well-being of its area or people living or working there, and the difference between the 'unrestricted value' and the actual consideration did not exceed £2m.

8.2 Again in relation to Option 6, if the Council considered a loan or grant towards the fit-out costs was appropriate, the Council could consider using the well-being powers for these purposes. Given the Council would be pursuing a competitive process, and would be considering a financial contribution in relation to all bidders, it seems highly unlikely that there would be any State aid implications.

9.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

9.1 Provision of the café/restaurant/function rooms by an external provider will allow the following corporate objectives to be met.

Vision II

- Going Up A League – by preserving and enhancing the environment in which residents and visitors work and spend their leisure time
- Developing Leeds as a Regional Capital – by ensuring that its heritage of architecturally important buildings are preserved and used in ways which may be enjoyed by the widest range of the general public as possible.

Core Values 2005/2006

- Looking after Leeds – by ensuring that landmark buildings which the Council is responsible for are safeguarded for future generations to enjoy.
- Putting customers first – the residents of Leeds and outlying areas are the recipients of the Park service provided by the Council. The proposal to provide café/restaurant/bar services at the Mansion will thus offer a wider

range of services to those choosing to visit the Park and will lead to increased visitor numbers.

- Treating People Fairly – by ensuring that the services to be offered have as wide a ranging appeal as possible including price, range of food and drink and alternative uses for the function rooms which may be made available on the upper floors.

10. RECOMMENDATION

- 10.1 That the Executive Board approve the remarketing of the site on the basis of Option 6 set out in Section 6 of this report, following the further investigation of costs of refurbishment and receive a report back on offers received at the appropriate time.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Report of the Head of Scrutiny Support and Member Development

Scrutiny Board (Culture and Leisure)

Date: 10 December 2007

Subject: Work Programme

Electoral Wards Affected: All

Specific Implications For:

Ethnic minorities

Women

Disabled people

Narrowing the Gap

1.0 Introduction

- 1.1 The attached appendix provides Members with a copy of the Board's current Work Programme (Appendix 1).
- 1.2 At Appendix 2 is the Forward Plan of Key Decisions for 1 December 2007 to 31 March 2007.

2.0 Recommendation

- 2.1 The Board is requested to:
 - (i) Consider the details presented in Appendix 1 and Appendix 2, and determine any additional items for the Work Programme.
 - (ii) Receive and make any changes to the attached Work Programme following any discussions and decisions arising from the meeting.

This page is intentionally left blank

SCRUTINY BOARD (CULTURE AND LEISURE) WORK PROGRAMME (DEC. 2007)

Item	Description	Notes	Type of item
Meeting date – December 2007			
Performance Management Information	To receive performance information relating to culture and leisure.		PM
Members' questions	The Chair has asked for an outline of the key strategic cultural issues/ challenges facing the City and plans for addressing these.	Cllr Procter invited to attend. Members may wish to focus on the Board's role in addressing some of the issues identified.	B
Parks and Countryside Update	To consider information provided by the department, outlining the service context alongside both national and local issues, research undertaken by the department, along with the associated outcomes and agreed priorities.		B
Wharfemeadows Inquiry	To consider progress to date and the proposed next steps.	The Board may wish to comment on the information presented and the proposed next steps	
Roundhay Mansion	Report on progress/ development at Roundhay Mansion including options and financial issues, incorporating implications of Option 6 (agreed at Executive Board on 17 October 2007).	Report sought through clarification of the minutes at the November meeting.	B

Key:			
CCFA / RFS	Community call for action / request for scrutiny	PM	Performance management
MSR	Monitoring scrutiny recommendations	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

SCRUTINY BOARD (CULTURE AND LEISURE) WORK PROGRAMME (DEC. 2007)

Meeting date – January 2008	
Major projects update	<p>To receive a report updating the Board on current/ proposed major projects, in particular:</p> <ul style="list-style-type: none"> • Town Hall • Swimming Pool • Museum • Art Gallery
Leeds Strategic Plan	To consider agreed priorities within the draft Strategic Plan, which take account of the feedback following initial consultation, prior to Executive Board's consideration toward the end of February 08.
Meeting date – February 2008	
Performance Management Information	To receive performance information relating to culture and leisure.
Grand Theatre and the City Varieties Music Hall	To receive a report updating the Board on current progress of the current/ proposed refurbishment works and to outline current governance arrangements.
Leeds Strategic Plan – draft indicators and targets	To consider the draft indicators and targets associated with the Strategic Plan, prior to Executive Board's consideration of the final draft toward the end of February 08.

Meeting date – January 2008	
Major projects update	B
Leeds Strategic Plan	DP
Meeting date – February 2008	
Performance Management Information	PM
Grand Theatre and the City Varieties Music Hall	B
Leeds Strategic Plan – draft indicators and targets	DP

Key:			
CCFA / RFS	Community call for action / request for scrutiny	PM	Performance management
MSR	Monitoring scrutiny recommendations	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

SCRUTINY BOARD (CULTURE AND LEISURE) WORK PROGRAMME (DEC. 2007)

Meeting date – March 2008			
Meeting date – April 2008			
Sports Trust Update	To receive a report updating the Board on progress around the development of a Sports Trust across the City.		B/ DP
Board's Annual Report	To agree the Board's contribution to the Scrutiny Annual Report		

Unscheduled Items			
Middleton Park Equestrian Centre	To receive a report on any proposed agreement between LCC and the Trustees.	The Board to maintain a watching brief on progress.	
Bowls provision		Briefing note requested	MSR/ PM
Recommendation Tracking			

Key:			
CCFA / RFS	Community call for action / request for scrutiny	PM	Performance management
MSR	Monitoring scrutiny recommendations	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

SCRUTINY BOARD (CULTURE AND LEISURE) WORK PROGRAMME (DEC. 2007)

Working Groups

Working group	Membership	Progress update	Dates of meetings
Wharfemeadows Inquiry	All Board Members	<p>The working group has met three times and undertaken a site visit.</p> <p>A summary of these meetings has been received by the board.</p> <p>The Board has received and considered evidence from a range of witnesses, including WAG, a number of Council Departments and a representative from the Royal Society for the Prevention of Accidents (RoSPA).</p> <p>The Board also considered a written statement from Otley Town Council. Arrangements are in place for the Chair to have a face-to-face discussion with the Chair of Otley Town Council to discuss any specific issues in more detail.</p>	<p>15th August</p> <p>22nd August</p> <p>29th August</p> <p>1st October</p>

Key:

CCFA / RFS	Community call for action / request for scrutiny	PM	Performance management
MSR	Monitoring scrutiny recommendations	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 December 2007 to 31 March 2008

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Corporate Contract for an Executive Search and Selection Service to Leeds City Council Award of Contract	Assistant Chief Executive (Corporate Governance)	1/12/07	Client Departments	Contract Award Report	Assistant Chief Executive (Corporate Governance)
Waiver of Contract Procedure Rules To continue expired contract with igen Ltd for 22 Personal Advisers working with young people during transition from pre 16 to post 16 learning. Value £706,260	Chief Executive of Connexions West Yorkshire	3/12/07	Connexions West Yorkshire Leeds Local Management Committee	Report to the Chief Executive of West Yorkshire Connexions	Chief Executive of Connexions West Yorkshire
Review of HR Structures To agree revised HR structure	Director of Resources	7/12/07	Extensive consultation with the Trade Unions and internal stakeholders	Report to the Director of Resources	Director of Resources

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Highway Maintenance Projects Estimated to Cost in Excess of £5,000 for Inclusion in the Highway Maintenance Capital Programme 2008/09	Director of City Services	10/12/07	Each elected member will be consulted on the proposed streets in their ward during October 2007	Report to the Director of City Services	Director of City Services
Capital Injection of BSF and Existing PFI ICT Funding To approve the injection of the capital and to provide the authority to spend	Executive Board (Portfolio: Children's Services)	19/12/07		The report will be sent to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
Leeds Climate Change Strategy To approve the consultation draft of the Leeds Climate Change Strategy for design and consultation	Executive Board (Portfolio: Development and Regeneration)	19/12/07	The consultation for the draft strategy will focus on organisations with a stake in climate change, particularly businesses, the public sector and 3 rd sector. Members briefings will be offered. The public will also be informed through the website and About Leeds.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Phase Two Children's Centres in Gipton Obtain authority to incur expenditure	Executive Board (Portfolio : Children's Services)	19/12/07	Full local consultation has been going on for 2 years	The report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
<p>Formation of the Garforth Schools Trust To note the formation of the Garforth Schools Trust and approve the transfer of land and premises assets from Council to Trust ownership.</p>	<p>Executive Board (Portfolio: Children's Services)</p>	<p>19/12/07</p>	<p>These proposals have been developed and pursued by the schools concerned, led by Garforth Community College. As part of the statutory process required for the change of school status and formation of the Trust, a detailed programme of consultation has been undertaken with (amongst others) local schools/educational establishments, the local authority, Diocesan representatives, staff, unions, LCC Scrutiny Board, Local Councillors and Members of Parliament. Responses were fed back to governing bodies and were overwhelmingly positive. Further details on the consultation process can be made available upon request. Proposals for asset transfer will be discussed by Education Leeds Capital Projects Board and LCC Asset Management Group prior to Executive Board discussion. The Councils Property and Finance Legal team and Asset Management team have been involved in the process throughout.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Chief Executive of Education Leeds</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
<p>Home Energy Conservation Act 11th Report</p> <p>Approval for release to DEFRA, signing off by Chief Officer prior to release for the 30 November deadline and for information to the December Executive Board.</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>19/12/07</p>	<p>None</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Environment and Neighbourhoods</p>
<p>Contract to allow advertising on a number of strengthened street lighting columns in Leeds</p> <p>The letting of a contract for advertising on a number of strengthened street lighting columns in Leeds(excluding the City Centre) 2007-2022.</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>19/12/07</p>	<p>Legal and Democratic Services, PPU and all affected Members</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Services</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
LEEDS/BRADFORD Corridor Project To support joint work with Bradford within the Leeds/Bradford corridor.	Executive Board (Portfolio: Neighbourhoods and Housing)	19/12/07	Already carried out with partner organisations eg METRO, WNW Homes Leeds, Firebird. All bodies are represented on the Partnership Working Group.	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Leeds Local Development Framework - Annual Monitoring Report 2007 Approval prior to submission to the Secretary of State by 31 st December 2007.	Executive Board (Portfolio: Development and Regeneration)	19/12/07	Officer and Member briefings, Development Plan Panel	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Leeds Local Development Framework - West Leeds Gateway Area Action Plan Preferred Options Approval for public consultation commencing in Early 2008.	Executive Board (Portfolio: Development and Regeneration)	19/12/07	Officer and Member Briefings, Development Plan Panel	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Regional Spatial Strategy - Proposed Changes - Leeds City Council Representations Approval prior to formal submission to the Secretary of State (Deadline 31 st December 2007).	Executive Board (Portfolio: Development and Regeneration)	19/12/07	Officer and Member briefings, Development Plan Panel	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Roundhay Road Proposed HOV Scheme Authority to implement the HOV lane and extension of the bus lane	Executive Board (Portfolio: Development and Regeneration)	19/12/07	Lead Member, Ward Members, West Yorkshire Passenger Transport Executive (WYPTE), Bus Operators and Frontagers	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Leeds West End Partnership - Memorandum of Understanding To agree to the principle of establishing a Memorandum of Understanding and to agree with its contents	Executive Board (Portfolio: City Development)	23/1/08	Legal Services West End Partnership Board Stakeholders	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
<p>Otley - Heavy Goods Vehicle Traffic To seek approval for HGV proposals for HGV Management in the Otley area.</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>23/1/08</p>	<p>Ward Members, Neighbouring Local Authorities</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Development</p>
<p>Town and District Centres Parking Strategy and Priorities To note the contents and recommendations of the Town and District Centres Parking Strategy and Priorities Study, and to approve recommendations for the development of local parking strategies for the centres identified in the report.</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>23/1/08</p>	<p>No specific consultation is associated with the report. The development of strategies for the centres recommended in the report will be progressed subject to approval by Elected Members to the detailed consultation stage.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Development</p>
<p>Waste Disposal Contract Extension To extend the current waste disposal contract by 6 months.</p>	<p>Director of City Services</p>	<p>1/2/08</p>	<p>Chief Officer</p>	<p>Contract Documents</p>	<p>Director of City Services</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Bridge Capital Maintenance 2008/09 Approval of programme of design and implementation of strengthening and maintenance schemes and authority to incur expenditure	Director of City Development	8/2/08	Ward members will be consulted at the appropriate time prior to construction	LTP Settlement 2008/09	Director of City Development

NOTES

Key decisions are those executive decisions:

- which result in the authority incurring expenditure or making savings over £500,000 per annum, or
- are likely to have a significant effect on communities living or working in an area comprising two or more wards

<u>Executive Board Portfolios</u>	<u>Executive Member</u>
Central and Corporate	Councillor Mark Harris
Development and Regeneration	Councillor Andrew Carter
Environmental Services	Councillor Steve Smith
Neighbourhoods and Housing	Councillor John Leslie Carter
Leisure	Councillor John Procter
Children's Services	Councillor Richard Brett
Learning	Councillor Richard Harker
Adult Health and Social Care	Councillor Peter Harrand
Leader of the Labour Group	Councillor Keith Wakefield
Leader of the Morley Borough Independent Group	Councillor Robert Finnigan
Advisory Member	Councillor Judith Blake

In cases where Key Decisions to be taken by the Executive Board are not included in the Plan, 5 days notice of the intention to take such decisions will be given by way of the agenda for the Executive Board meeting.

LEEDS CITY COUNCIL

BUDGET AND POLICY FRAMEWORK DECISIONS

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer

NOTES:

The Council's Constitution, in Article 4, defines those plans and strategies which make up the Budget and Policy Framework. Details of the consultation process are published in the Council's Forward Plan as required under the Budget and Policy Framework.

Full Council (a meeting of all Members of Council) are responsible for the adoption of the Budget and Policy Framework.

This page is intentionally left blank