



SCRUTINY BOARD (CULTURE AND LEISURE)

Meeting to be held in on
Monday, 14th April, 2008 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

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p>	
2			<p>EXCLUSION OF THE PUBLIC</p> <p>To identify items where resolutions may be moved to exclude the public</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>MINUTES</p> <p>To approve as a correct record the minutes of the meeting held on 10 March 2008</p>	1 - 6
6			<p>EXECUTIVE BOARD MINUTES</p> <p>To note the minutes of the Executive Board held on 12 March 2008</p>	7 - 14

Item No	Ward/Equal Opportunities	Item Not Open		Page No
7			<p>OVERVIEW AND SCRUTINY COMMITTEE MINUTES</p> <p>To note the minutes of the Overview and Scrutiny Committee held on 5 February 2008</p>	15 - 20
8			<p>REQUEST FOR SCRUTINY - DISABLED ACCESS (GRAND THEATRE)</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	21 - 28
9			<p>COUNCIL BUSINESS PLAN</p> <p>To receive and consider the attached report of the Assistant Chief Executive (Planning, Policy and Improvement)</p>	29 - 34
10			<p>SPORTS TRUST UPDATE</p> <p>To consider the report of the Head of Scrutiny and Member Development</p>	35 - 36
11			<p>ANNUAL REPORT</p> <p>To receive and consider the report of the Head of Scrutiny and Member Development</p>	37 - 38
12			<p>WORK PROGRAMME</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development</p>	39 - 56

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SCRUTINY BOARD (CULTURE AND LEISURE)

MONDAY, 10TH MARCH, 2008

PRESENT: Councillor T Hanley in the Chair

Councillors B Atha, B Gettings, A Hussain,
B Jennings, G Kirkland, V Morgan and
L Mulherin

85 Late Items

Although there were no late items as such, an amended report to Item 10, Major Arts Organisations Grant Aid was tabled.

86 Declarations of interest

There were no declarations made at this stage of the meeting.

87 Apologies

Apologies for absence were submitted on behalf of Councillors Barker, Rhodes-Clayton and Wilkinson.

88 Minutes

RESOLVED – That the minutes of the meeting held on 11 February 2008, be confirmed as a correct record.

89 Matters arising from the minutes

Minute No. 70 – Wharfemeadows Inquiry – Draft Report

Members expressed concern and extreme disappointment that the Executive Board's position regarding Recommendation 2 of the Board's Wharfemeadows Inquiry report (relating to public access to Counsel advice) had yet to be clarified. The Board noted that Executive Board minute 166 (from 8 February 2008) requested a further report from the Assistant Chief Executive (Corporate Governance) in this regard, but it remained unclear when this would be considered. Members had hoped that the Executive Board's position would have been clarified and reported back to the Scrutiny Board before the end of the current Municipal Year.

RESOLVED –

- (1) That the Principal Scrutiny Adviser seek clarification on the likely timing of the Executive Board's consideration of a further report in relation to the availability of Counsel's advice to the public.

- (2) That a formal response addressing each of the recommendations set out in the Board's Wharfemeadows Inquiry report, be presented to the Scrutiny Board (Culture and Leisure), as soon as practicable.

90 Executive Board Minutes

RESOLVED – That the minutes of the Executive Board held on 8 February 2008 be noted.

91 New Leaf Leisure Centres PFI Project

The Director of City Development submitted a report which updated Members on the New Leaf Leisure Centres PFI Project.

The Chair welcomed the following to the meeting:

- Angela Lawson, Executive Project Manager
- Martin Farrington, Acting Chief Recreation Officer

It was reported that since the Board had last been briefed in November 2006, significant progress had been made. Approval had been gained from the Department for Culture Media and Sport (DCMS) for the outline business case and confirmation of £30 million PFI Credits to build two leisure centres had been received.

A key area of scrutiny interest was the consultation process. It was reported that there had been six-weekly meetings of stakeholder groups from both the current facilities at Morley and Armley along with a specialist stakeholder group and consultation with schools.

Further issues reported included the following:

- Concept drawings of the new facilities had been drafted.
- Detailed planning applications would be submitted in April 2008.
- It was planned to close current facilities and commence works in August/September 2008 with an anticipated operational date of May/June 2010 for the new facilities.

In response to Members questions and comments, the following issues were discussed:

- Provision for users during closure of the Morley leisure centre for rebuilding:
 - Work was ongoing to consider and finalise alternative provision and locations during the rebuilding period. Meetings with stakeholder groups had already identified other suitable locations with various schools, community centres and surrounding leisure centres all being considered.
 - Transport to some alternative locations would be free and some budget provision had been identified to cover such costs,

however it was further reported that access to free transport would be determined on a group-by-group basis and it was unlikely that all groups would be provided with free transport.

- In response to a question of potential restrictions for use imposed by the contractors, it was reported that the buildings were initially for community use with opening hours from 7:30 am until 10:30/ 11:00 pm and that there would be options for increased opening hours, particularly in terms of licensing provision. The centres would also be available as Emergency Rest Centres if/ when needed.
- It was clarified that the centres would be built, maintained and cleaned by the contractors, with the Council retaining responsibility for delivering sports and leisure programmes at the centres.
- Concern was expressed that the Scrutiny Board should have had more general involvement in the project, and in particular advised of the feedback from the on-going consultation and any local concerns raised. It was reported that in general the outcomes from the stakeholder groups had been positive and the overall feedback had been that it would be better to replace facilities on existing sites.
- Approval for the Final Business case was due to be sought from Executive Board in May 2008.

RESOLVED – That the report, timescales for delivery of the project, consultation undertaken to date and proposed for the future be noted.

(Councillor Jennings joined the meeting at 10.15 a.m. during discussion of this item).

92 Roundhay Mansion

The Acting Chief Recreation Officer submitted a report which provided the Board with an update on the progress in the marketing of Roundhay Mansion.

The following were in attendance for this item:

- Martin Farrington – Chief Recreation Officer
- Chris Gomersall – Head of Property Services

It was reported that Christie & Co had been appointed as a specialist agent to recruit interest in the restaurant and function facilities at the mansion. This had proved productive and over 200 requests for information on the premises had been received. There was a need to maintain a competitive interest in the premises and it was envisaged that interested parties would be asked to submit initial offers towards the end of March 2008.

In response to a question of why the mansion had been without restaurant facilities for so long, it was reported that this had been affected by issues such as the changes to the visitor centre and office accommodation. There had also been a previously unsuccessful marketing exercise.

RESOLVED – That the report and current progress with the marketing of Roundhay Mansion be noted.

93 Major Arts Organisations Grant Aid

The Head of Scrutiny and Member Development submitted a report which outlined a formal delegated decision notification for Major Arts Organisations Grant Aid.

The Chair welcomed Catherine Blanshard, Chief Libraries, Arts and Heritage Officer to the meeting.

It was reported that following the publication of the Boards agenda, the delegated decision notification and associated report had subsequently been withdrawn and Members were provided with a revised draft report.

The Board was given a brief overview of the process for awarding grants to organisations and it was suggested that the Board could be provided with a future report that provided more detail on how the grant applications were made, assessed and monitored.

RESOLVED –

- (1) That the report be noted.
- (2) That the Board receive a future report on the assessments of grant applications and subsequent monitoring arrangements.

(Councillors Atha and Gettings declared personal and prejudicial interests in this item due to their respective positions with the Northern Ballet and Leeds Grand Theatre Board. They both withdrew from the meeting during the discussion and voting on this item).

94 Middleton Park Equestrian Centre

It was agreed that, as negotiations between the Council and Middleton Park Equestrian Centre were ongoing and at an advanced stage, this item should be deferred until such negotiations had been concluded.

RESOLVED – That the item be deferred to a future meeting of the Board.

95 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 a copy of the Forward Plan of Key Decisions.

Members attention was drawn to the issue of the Sports Trust. It was reported that at this stage, the project lead officer felt it was inappropriate to

include this on the Board's next agenda, but there was a commitment for a report to be submitted to this Board before being considered by the Executive Board. It was suggested that a Working Group could be established to ascertain the current position regarding the proposed Sports Trust and provide an update at the next Board meeting.

Further issues discussed included the following:

- Disabled access at Leeds Grand Theatre.
- New Leaf Leisure Centres – Forward Plan and future consideration at Executive Board
- Wharfemeadows Inquiry – that the outstanding recommendation regarding access to legal advice, be raised at Executive Board at the earliest available opportunity.

RESOLVED –

(1) That the report be noted.

(2) That a Sports Trust Working Group be established to ascertain the current position regarding the proposed Sports Trust and that a progress update be provided at the next Board meeting.

(3) That the membership of the aforementioned Sports Trust Working Group include all Members of the Board.

(4) That the project lead officer be invited to attend the initial meeting of the group to be held on Monday, 7 April 2008 at 2.00 pm, to provide members with a full update on the current status, progress and development of the proposals.

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96 Date and Time of Next meeting

Monday, 14th April 2008 at 10.00 a.m. (Pre-meeting for all Members at 9:30 a.m.).

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EXECUTIVE BOARD

WEDNESDAY, 12TH MARCH, 2008

PRESENT: Councillor A Carter in the Chair

Councillors R Brett, R Finnigan, S Golton,
R Harker, P Harrand, J Procter, S Smith,
K Wakefield and J Blake

Councillor Blake – Non-voting Advisory Member

188 Exclusion of Public

RESOLVED – That the public be excluded from the meeting during consideration of the following parts of the agenda designated exempt on the grounds that it is likely, in the view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:

- (a) Appendix 1 to the report referred to in minute 197 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that 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 will be obtained through inviting of best and final offers for the property/land then it is not in the public interest to disclose this information at this point in time and will 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 would be informed 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.
- (b) Appendices 1 and 3 to the report referred to in minute 198 under the terms of Access to Information Rule 10.4(3) and on the grounds that publication could prejudice the Council's commercial interests as they include financial information relating to land and property that if published could influence negotiations between the Council and private property owners. In these circumstances it is considered that the public interest in not disclosing this commercial information outweighs the interests of disclosure.

- (c) Appendix 5 to the report referred to in minute 202, which was circulated at the meeting under the terms of Council Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption in relation to the appendix outweighs the public interest in disclosing the information by reason of the commercially sensitive information concerning the individual site values contained therein.
- (d) Appendix 1 to the report referred to in minute 204 under the terms of Access to Information Procedure Rule 4 and on the grounds that publication could prejudice the City Council's commercial interests as it includes financial information relating to land and property.

189 Late Items

There were no late items but supplementary/revised information provided since the despatch of the agenda was noted as follows:

- Minute 194 - Supplementary information submitted by the Relate charity
- Minute 198 - A revised report circulated on 5th March 2008
- Minute 199 - A revised covering report circulated at the meeting

190 Declaration of Interests

Councillor Blake declared a personal interest in the item relating to 'Joint Service Centres' (Minute 200) due to her position as Non-Executive Director of Leeds North West Primary Care Trust.

Councillor Smith declared a personal and prejudicial interest in the item relating to a deputation to Council entitled 'Members of Relate regarding the Organisation's Funding' (Minute 194) as he had a client organisation operating a similar enterprise to Relate.

191 Minutes

RESOLVED – That the minutes of the meeting held on 8th February 2008 be approved.

192 Matters Arising from the Minutes

Inquiry into River Safety Management of Wharfemeadows Park, Otley – Officer Observations (Minute 166 refers)

RESOLVED – That a report be submitted by the Assistant Chief Executive (Corporate Governance) to the April meeting of Executive Board on recommendation 2 of the Scrutiny Board (Culture and Leisure) report entitled 'River Safety Management at Wharfemeadows Park, Otley', in relation to the availability of Counsel's advice.

Annual Standards Report – Secondary (Minute 182 refers)

RESOLVED – That a report be submitted by the Chief Executive of Education Leeds to the April meeting of Executive Board on the strategies being used to address identified areas of comparative under achievement in schools.

LEISURE

193 Deputation to Council - Tinshill Recreation De-fence Group regarding use of permitted development to fence off green space including Tinshill Recreation Ground

The Director of City Development submitted a report responding to each of the issues raised by the deputation from Tinshill Recreation De-Fence Group to full Council on 16th January 2008.

RESOLVED – That the report be noted.

(Under the provision of Council Procedure Rule 16.5, Councillor Wakefield required it to be recorded that he voted against the decisions taken in this minute).

ADULT HEALTH AND SOCIAL CARE

194 Deputation to Council - Members of Relate Regarding the Organisation's Funding

The Director of Adult Social Services submitted a report responding to the deputation from representatives of the charity Relate to full Council on 16th January 2008. Supplementary information submitted by the charity was circulated at the meeting.

RESOLVED – That the request for a recurring grant payment of £23,000 be not supported by Adult or Children's social care services and that it be noted that officers have provided advice to the Relate organisation in relation to other sources of funding that they might access to support their work.

(Having declared a personal and prejudicial interest, Councillor Smith left the meeting during the consideration of this matter).

(Under the provisions of Council Procedure Rule 16.5, Councillor Wakefield required it to be recorded that he voted against the decisions taken in this minute).

DEVELOPMENT AND REGENERATION

195 Deputation to Council- Local Residents Requesting the Council to Purchase Sports Facilities at Leeds Girls High School for use by Primary Schools and the Local Community

The Director of City Development submitted a report in relation to the deputation from local residents to full Council on 16th January 2008.

RESOLVED – That the interim response as contained in the report be noted and that a further report be brought back to this Board on the feasibility of bringing some or all of the playing pitches and sports facilities into public ownership.

196 Deputation to Council - Headingley Network Regarding the Future Use of the Elinor Lupton Centre

The Director of City Development submitted a report in response to the deputation from Headingley Network to full Council on 16th January 2008.

RESOLVED – That the report be noted.

LEISURE

197 Stage 1 Application for Parks for People Heritage Lottery Funding for Middleton Park

The Director of City Development submitted a report on the proposed submission of a Stage 1 Parks for People Programme Heritage Lottery Fund application for a Middleton Park restoration scheme with the support of Wade's Charity; the match funding for the scheme to be provided by the Council's surrender of its leasehold interest in 218 and 220 Middleton Town Street and adjoining land and the subsequent sale of the freehold in the properties by Wade's Charity.

Members noted that the restoration scheme would deliver a maximum of £1.65 million of capital investment into Middleton Park, rather than the £1.4 million as detailed within the report.

Following consideration of appendix 1 to the report designated as exempt under Access to information Procedure Rule 10.4(3) which was considered in private at the conclusion of the meeting it was

RESOLVED –

- (a) That approval be given to the proposal to submit a Stage 1 application to the Heritage Lottery Fund, with support from Wade's charity, to restore Middleton Park and that the Acting Chief Recreation Officer be authorised to sign off the application on the Council's behalf.
- (b) That approval be given to the surrender of the leases of 218 and 220 Middleton Town Street to Wade's Charity to facilitate the sale and subsequent use of the proceeds as match funding for the restoration project which will deliver up to £1,650,000 of capital investment into Middleton Park.

ADULT HEALTH AND SOCIAL CARE

198 Roundhay Road Relocation Project

The Director of Adult Social Services submitted a report on the proposed allocation of funding equal to the full capital receipt and service budget from Roundhay Road, in order to support the relocation costs of all the teams and

services from the site, and on the proposed injection of funds into the capital programme to enable the identified schemes to progress.

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

RESOLVED –

- (a) That the relocation proposals set out in appendix 1 to the report be approved, particularly in respect of the Mental Health Day Centre and Community Alternatives Team and office facility for Area Teams.
- (b) That funds equal to the capital receipt from Roundhay Road be used to support the capital requirements of the Social Care Services relocations, plus site disposal costs and resource costs.
- (c) That approval be given to the injection of £3,298,500 into the capital programme for acquisition of Digital/Dunbar, refurbishment of Lovall Park plus the other identified schemes in appendix 1 to the report plus associated site and project costs.
- (d) That authority to spend as indicated in appendix 1 to the report be given for the acquisition and fit out of Digital and Dunbar Houses subject to a satisfactory evaluation and mitigation of identified risk by the Director of City Development.
- (e) That in the event that the purchase of Digital and Dunbar Houses does not proceed, authority to spend an equivalent sum on alternative office accommodation be given subject to consultations between the Directors of City Development and Adult Social Care and the relevant Executive Members.
- (f) That the current revenue budget for Roundhay Road be retained within the service to meet relocation revenue requirements.
- (g) That a planning brief and marketing strategy be drawn up in preparation for the site disposal.
- (h) That the Director of Adult Social Services provides updates to Members of the Board on the risk assessments currently being undertaken through the Environment Agency with regard to the potential issue of flooding on the Sheepscar site.

CENTRAL AND CORPORATE

199 Leeds Strategic Plan 2008-2011

The Assistant Chief Executive (Policy, Planning and Improvement) submitted a report on the development, approach and broad content of the Leeds Strategic Plan 2008-2011 and presenting the text of the plan prior to negotiations with central government concerning priorities for improvement in Leeds. A revised version of the report was circulated at the meeting.

RESOLVED – That the text of the Leeds Strategic Plan, attached as appendix 1 to the report, be endorsed.

200 Joint Service Centres - Approval to Proceed to LIFT Stage 2 for Joint Service Centres at Chapeltown and Harehills

Draft minutes to be approved at the meeting
to be held on Wednesday, 16th April, 2008

The Director of Environment and Neighbourhoods submitted a report on a package of proposals from Leeds' Local Improvement Finance Trust (LIFT) to develop two joint service centres to be constructed at Chapeltown and Harehills.

RESOLVED –

- (a) That the Offer as prepared by Leeds Lift Limited be accepted and that the Deputy Chief Executive be authorised to formally accept that offer on behalf of the Council.
- (b) That the Deputy Chief Executive be authorised to submit the Offer to the Leeds Lift Strategic Partnering Board for Stage 1 Approval under the LIFT process.
- (c) That the Joint Service Centre Project Board be authorised to take the procurement of the project forward.

DEVELOPMENT AND REGENERATION

201 Town and District Centres Parking Strategy and Priorities

The Director of City Development submitted a report summarising the findings from the town and district parking strategy overview studies previously approved by Executive Board and setting out proposals for taking the parking strategy development work to the next stage of targeting priorities for detailed strategy development and for consultation with Ward Members and local communities.

RESOLVED –

- (a) That approval be given to the continued development of the parking strategy programme focusing on the centres described in sections 3.7 and 3.8 of the submitted report (Appendix 3) and to further consultation with Ward Members on the outcomes of the study and future priorities including those not specifically referred in this decision.
- (b) That a further report be brought to this Board on proposals for the implementation of the programme.

NEIGHBOURHOODS AND HOUSING

202 Regional Housing Board Funded Clearance Sites and Their Inclusion in the Strategic Affordable Housing Partnership

The Director of Environment and Neighbourhoods submitted a report on a proposal to incorporate the Regional Housing Board funded clearance sites into the pool of Council owned land which has been set aside for the development of affordable housing via the Strategic Affordable Housing Partnership.

Following consideration of Appendix 5 to the report designated as exempt under Access to Information Procedure rule 10.4 (3) which was circulated and considered in private at the conclusion of the meeting it was

RESOLVED – That the Regional Housing Board funded clearance sites, as outlined in paragraph 2.2 and in appendix 5 of the submitted report, be transferred to the Affordable Housing Strategic Partnership for the purpose of developing affordable housing schemes in these locations, subject to land swap arrangements for the Stanley Road site from the affordable housing land bank to enable a contribution of equivalent value to the capital programme within 2009/10.

203 Development and Hardware Costs for the Housing ICT Project

The Director of Environment and Neighbourhoods submitted a report on a proposal to allocate £1,150,000 to complete Phase 2 of the Housing IT Project, as outlined within the report.

RESOLVED – That approval be given for the injection of £1,150,000 of unsupported borrowing into the Environment and Neighbourhoods HRA Capital Programme and that expenditure in the same amount be authorised for the scheme.

CHILDREN'S SERVICES

204 Fountain Primary School - Rationalisation onto One Site

The Chief Executive of Education Leeds submitted a report on a proposal to ringfence all of the capital receipt received from the sale of Fountain Primary School Annex, in order to invest in a scheme to rationalise the accommodation at Fountain Primary School onto one site.

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

RESOLVED –

- (a) That approval be given for 100% of the capital receipt arising from the sale of Fountain Primary School Annex (formerly Cross Hall Infant School) to be invested in Fountain Primary;
- (b) That the design proposals in respect of Phase Two of the scheme to rationalise the school onto one site by providing an extension to the former Junior building be approved.
- (c) That expenditure of £1,844,300 from capital scheme 14095 EXT be authorised
- (d) That the incurred expenditure against this scheme be reimbursed from the realisation of a future capital receipt from the sale of the former Cross Hall Infant School site, to be injected into the Education Capital Programme for reinvestment in the Education estate.

205 Prescribed Alteration and Change of Lower Age Range of Hollybush Primary School

The Director of Children's Services submitted a report on a proposal to publish a statutory notice to formally alter the lower age limit for which education services are provided at Hollybush Primary School, in order to

facilitate the delivery of children's centre and extended school services on these sites.

RESOLVED – That approval be given for the publication of statutory notices to alter the lower age limit for Hollybush Primary School from 3 to 11 years of age to 4 to 11 years of age and that the provision on site by Early Years of a children's centre for children aged 0 to 4 be noted.

206 Annual Consultation on Admission Arrangements for 2009/2010

The Chief Executive of Education Leeds submitted a report outlining the proposed key changes to the Local Authority Admission Policy for the 2009/2010 academic year.

RESOLVED – That the following proposals be approved for implementation in the 2009 admission round:

- Primary and secondary school co-ordinated admission arrangements.
- Changing the sibling link criterion when the older child is in the sixth form in accordance with paragraph 3.5 of the report.
- Asking academies and foundation schools to adopt the 'nearest' criteria within their policies.
- Asking parents to confirm acceptance of the offer of a school place.
- Giving priority to pupils in the infant schools when transferring to their linked junior school.
- Changes to school admission numbers
 - Barwick in Elmet CE Primary 25 to 30
 - Swillington Primary 40 to 30
 - Haigh Road Infants 60 to 45
 - Guiseley Infant 80 to 90
 - Mill Field Primary 45 to 30
 - Farnley Park High 150 to 210
 - Roundhay High 240 to 250

DATE OF PUBLICATION - 14TH MARCH 2008

LAST DATE FOR CALL IN - 27TH MARCH 2008

(Scrutiny Support will notify Directors of any items Called In by 12.00 noon on Friday 28th March 2008).

OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY, 5TH FEBRUARY, 2008

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, J Chapman,
B Gettings, T Hanley, A McKenna, W Hyde,
E Minkin and R Pryke

APOLOGIES: Councillor B Anderson

77 Chair's Welcome

The Chair welcomed everyone to the meeting, in particular the representatives of local running clubs, who were present in connection with Agenda Item 9, Leeds Half Marathon, and Members and officers introduced themselves.

78 Declaration of Interests

The following Members made personal declarations of interest in respect of the following items:

Councillor Chapman – Agenda Item 11 (Minute No. 84 refers) – ALMO Working Group – Progress Report – Director of West North West Homes Leeds ALMO Board.

Councillor Gettings – Agenda Item 11 (Minute No. 84 refers) – ALMO Working Group – Progress Report – Member of Outer South Area ALMO Panel.

79 Minutes - 8th January 2008

- (a) Leeds Strategic Plan and Council Business Plan 2008-2011 – Outcomes and Priorities (Minute No 73 refers)
The Head of Scrutiny and Member Development undertook to pursue and circulate the proposed final amended wording referred to in the second bullet point of this minute

RESOLVED – That the minutes of the meeting held on 8th January 2008 be confirmed as a correct record.

80 Minutes - Executive Board - 23rd January 2008

RESOLVED – That the minutes of the meeting of the Executive Board held on 23rd January 2008 be received and noted.

Final minutes - approved at the meeting
held on Tuesday, 11th March, 2008

81 Scrutiny Inquiry - Responding to the Needs of Migrants and their Families

Further to Minute No 65, 11th December 2007, and Minute No 75, 8th January 2008, the Committee received an update from Neil Evans, Director of Environment and Neighbourhoods, who was present at the meeting, regarding the progress and work of the multi-agency officers New Migrant Communities Task Group on this issue in Leeds.

In brief summary, the main areas of discussion were:

- The fact that Leeds, due to its facilities and economy, was attractive to both economic migrants and refugees and asylum seekers;
- The need to bear in mind the distinction between **economic migrants**, who often were from EU Accession States in Eastern Europe, and **refugees/ asylum seekers**, often from world trouble spots, the different rules applying to these groups and their different needs. There was a national and local strategy in place for dealing with refugees and asylum seekers, their distribution across and within regions, and the Council was involved in discussion and negotiations with the Government in this regard. There was no such strategy or controls in respect of economic migrants. Economic migrants had no right to access **benefits or social housing** for the first 12 months, but having established themselves during that period, they were entitled under EU law to the same rights as a citizen of the UK – not preferential rights;
- The historical context to the current situation as outlined above;
- The **benefits of immigration**, as well as some of the difficulties, and the need to better disseminate information and dispel myths;
- The importance of **communicating directly with immigrant communities**, not just between agencies, taking on board the experience and support structures established by earlier immigrants, and the need not to forget the immigrant communities already well-established in the City, such as Kurds and French-speaking black immigrants;
- The recent Government decision to reduce funding nationally for **English lessons** for immigrants, and what Leeds could do to enhance this service and to provide appropriate **translation and interpretation services**;
- Members requested further information regarding the **numbers and ethnic breakdown** of refugees and asylum seekers across the Yorkshire and Humber region. The situation regarding the numbers of both refugees and asylum seekers and economic migrants arriving in the area had changed dramatically over the past 10 years, and this in turn would involve **service planning** changes to meet different needs.

The Director of Environment and Neighbourhoods undertook to take on board Members comments, to supply the additional information requested and to provide the Committee with a **further update report** following the proposed publication in March of the results of the research project currently being undertaken under the auspices of the Task Group.

Final minutes - approved at the meeting
held on Tuesday, 11th March, 2008

RESOLVED – That the report be noted, and the Director of Environment and Neighbourhoods submit a further progress report later in the year.

82 Leeds Half Marathon

Further to the cancelled Call-In meeting scheduled for 23rd January 2008, following a decision to reinstate the Leeds Half Marathon for 2008 and to review its long-term future, the Committee considered a report submitted by the Head of Scrutiny and Member Development and also received further evidence in respect of this matter.

Present at the meeting to respond to Members' queries and comments were Councillor John Procter, Executive Member (Leisure), Martin Farrington, Acting Chief Recreation Officer and Mark Allman, Head of Sport and Active Recreation. Also invited to speak were Bob Jackson (Valley Striders running club), Colin Morath (Abbey Runners) and Bob Foulkes (Horsforth Harriers).

In brief summary, the main areas of discussion were:-

- The **background** to and reasons behind the original decision to cancel the Half Marathon in 2008. Principally, these had been a desire to provide effective support to the Jane Tomlinson 'Run for All' 10k event, the close proximity of the proposed dates of the two events in May 2008, the pressures imposed on the Sport and Recreation Service by organising either of these events, let alone two virtually simultaneously, the relative importance and status of the Half Marathon and the number of participants in comparison with the 'Run for All', and long standing issues regarding the route and condition of the Half Marathon course and the amount of disruption caused by the necessary road closures. The officer decision to cancel the Half Marathon in 2008, taken in consultation and with the agreement of Councillor Procter, and pending a review of the long term future of the event, had therefore been taken for valid reasons. However, this decision had proved unpopular, especially amongst the running fraternity, and a decision had been taken to **reinstate** the race, but to move it to September. One possible date had been 21st September, but it was now more likely to be **7th September**, and this date was currently being canvassed with interested parties;
- The lack of **consultation** with Members and interested parties, which had it taken place might have avoided the controversy, and the need for appropriate consultation to always be a prime consideration whenever delegated decisions were taken. Two specific suggestions arising from the discussion were the proposed formation of a **forum** comprising representatives of local running clubs, with whom the Council could consult, and the **Council publishing details of local running events on its website**, both of which it was felt would aid communication and co-ordination. The decision also did not appear to have been included in the **Forward Plan of Key Decisions**, and the Head of Scrutiny undertook to investigate.

- **The long term future of the Half Marathon** – Councillor Procter indicated that the decision to reinstate the Half Marathon in September provided a breathing space for the Council and interested parties to review the longer term future of the event. In its early years, the Leeds Half Marathon had been an extremely popular, well supported and high profile event. Perhaps due to the proliferation of events since then, its popularity had waned somewhat, although it still attracted in the region of 3,000 runners. Councillor Procter indicated that while ever there was sufficient demand from participants for the Leeds Half Marathon, he was happy to support its continuation – it was up to the entrants to prove its popularity. The documented problems with the route, and the strain imposed on the Sport and Recreation Department in organising the event, were matters which would have to be taken into account when planning for the future.

The original decision had, in part, been taken in order to allow the Council and the Department to concentrate on trying to establish a high profile, nationally recognised event for the City, and it was possible that the **Jane Tomlinson 'Run for All'** would provide that opportunity in terms of possibly up to 10,000 participants, sponsorship and media coverage.

RESOLVED –

- (a) That the report be noted and Members be informed of the agreed final date of the 2008 Leeds Half Marathon.
- (b) That the matter be referred to the Scrutiny Board (Culture and Leisure) with a view to that Board monitoring the proposed review of the event for 2009 and beyond.
- (c) That OSC receive a further report in due course when the proposed future of the event is clearer.

83 Recommendation Tracking - Scrutiny Inquiry - 'When Contracts Go Wrong'

Further to Minute No 36, 11th September 2007, the Head of Scrutiny and Member Development submitted a report updating the Committee regarding progress on the implementation of its recommendations arising from the Committee's 2006/07 Inquiry entitled 'When Contracts Go Wrong'.

RESOLVED –

- (a) That the report be noted.
- (b) That in respect of the first two recommendations, these be categorised as 4 (not achieved, but progress made acceptable, and continue monitoring) and the third recommendation be categorised as 2 (Achieved).

84 ALMO Working Group - Progress Report

Further to Minute No 40, 9th October 2007, and Minute No 75, 8th January 2008, the Committee received a progress report from the Head of Scrutiny and Member Development regarding the work of the ALMO Working Group, which had been looking at issues surrounding the use of Right to Buy receipts within the capital programme and whether or not an Inquiry was necessary.

RESOLVED – That the report be noted and the Working Group meet at least one last time to resolve any outstanding issues.

85 Performance Report - Quarter 3 2007/08

The Head of Policy, Performance and Improvement submitted a report updating the Committee on performance against targets across a raft of statutory and local indicators, involving all the Scrutiny Board's areas of responsibility, highlighting achievement levels for Quarter 3 (1st October to 31st December 2007).

Marilyn Summers, Chief Executive's Department, attended the meeting and responded to Members' queries and comments. In brief summary, the main issues discussed were:-

- The significant improvements in performance in the areas of **crime reduction and adult social care**;
- Continuing concerns regarding **staff sickness absence levels**. It was agreed that this matter should be picked up by the Scrutiny Board (Resources);
- **Graffiti** – The on-going problems with tackling graffiti were noted, and Members expressed concern at the apparent lack of progress in tackling the problem. Surprise was also expressed at the reference to the 'targeting of resources to the areas of greatest need, such as recreation and industrial areas'. Whilst graffiti was an eyesore wherever it appeared, Members stated that residential areas were a greater priority, and called for greater consultation with Ward Members e.g. Inner North West area. The issue was referred to the Scrutiny Board (Environment and Neighbourhoods) for further consideration;
- **Youth Provision** – The patchy nature of the provision of the youth service across the City was remarked upon, with some areas having no provision at all and others having inadequate provision which did not take into account recent expansions in population numbers. Sickness levels amongst youth workers was also an issue. Councillor W Hyde stated that the Scrutiny Board (Children's Services) was considering these same statistics at its meeting on 14th February and would take into account Members' comments;
- **Adoptions** – It was noted that the Council would not achieve its target for raising the rate of adoptions for Looked-After Children and Young People in Leeds. It was felt that to a large degree this was a direct consequence of an increase in the number of social workers employed and the continuing high number of children and young people placed in care in Leeds for their own protection.

RESOLVED – That subject to the above comments, the report be received and noted.

86 Work Programme

The Head of Scrutiny and Member Development submitted a copy of the Committee's work programme, updated to reflect decisions taken at previous meetings, together with a relevant extract from the Council's Forward Plan of Key Decisions for the period 1st February to 31st May 2008.

RESOLVED – That subject to any changes necessary as a result of today's meeting, the Committee's work programme be received and noted.

87 Dates and Times of Future Meetings

Tuesday 11th March 2008

Tuesday 8th April 2008

Both at 10.00 am (Pre-meetings at 9.30 am)



Report of the Head of Scrutiny and Member Development

Scrutiny Board (Culture and Leisure)

Date: 14 April 2008

Subject: Request for Scrutiny – Disabled Access to Leeds Grand Theatre

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 the report

1.1 The purpose of this report is to present the Board with a request for scrutiny regarding disabled access to Leeds Grand Theatre and for members to determine any future action in this regard.

2.0 Introduction

2.1 Within the Council's Constitution, Section 12 (Requests for Scrutiny) of the Scrutiny Board Procedure Rules sets out the various sources of requests for scrutiny and the processes for dealing with such. Section 12.4 (Requests for Inquiries from other sources) states that the appropriate Scrutiny Board shall consider a request from any other source to undertake an inquiry¹.

2.2 A request for scrutiny regarding disabled access to Leeds Grand Theatre was received by the Head of Scrutiny and Member Development on 28 February 2008 and is presented to the Scrutiny Board (Culture and Leisure) for consideration (Appendix 1).

2.3 Before deciding whether or not to undertake a formal inquiry, it is important for Members of the Board to consider the context for any scrutiny request, including any current or planned actions and/or activity. As such, Members are asked to consider the additional information provided by the Chief Libraries, Arts and Heritage Officer, attached at Appendix 2

¹ Except in exceptional circumstances, the Proper Officer will not refer requests which relate solely to the interests of one individual or company to the Scrutiny Board for consideration, and will refer requests relating to matters of purely local concern to the relevant Area Committee.

- 2.4 In considering this request for scrutiny and the additional information presented by officers, the Board should be mindful of the use of the Council's resources and any duplication that may be caused as a direct consequence of undertaking a formal scrutiny inquiry. Members should also be mindful of the time available to undertake an inquiry during the current municipal year.
- 2.5 When considering this request, there are a number of options available to the Board, including:
- 2.5.1 Take no further action;
 - 2.5.2 Agree the recommendation of the Chief Libraries, Arts and Heritage Officer, detailed in Appendix 2;
 - 2.5.3 Make any appropriate recommendations based on the information presented in this report and its appendices;
 - 2.5.4 Refer this request to an alternative, and more appropriate, body (including an alternative Scrutiny Board or, where the issues are of a cross-cutting nature, the Overview and Scrutiny Committee);
 - 2.5.5 Request additional information to inform a future decision.
- 2.6 When determining what action to take, it is equally important for the Board to be clear about the reasons for taking such action. This information will then be used to inform and advise the relevant stakeholders of the Board's decision.
- 2.7 Should the Board decide to undertake an inquiry this will need to be included in the work programme, with terms of reference drawn up and submitted to a future meeting.

3 Recommendation

- 3.1 The Scrutiny Board (Culture and Leisure) is asked to consider the request for scrutiny (Appendix 1), alongside the additional information presented by officers (Appendix 2), and determine what, if any, further action to take.
- 3.2 That all interested parties, including the originator of the request, be advised of the Board's decision, the reasons for the decision taken and any following actions, as soon as practicable.

Request for Scrutiny: Disabled Access to Leeds Grand Theatre

I would like to request that the Scrutiny Board for Leisure urgently examine disabled access to Leeds Grand Theatre.

It is evident, from the Scrutiny at Leeds City Council Annual Report 2006/07, that the Board have previously visited the Theatre and are monitoring developments. However, access for wheelchair users has been incorrectly evaluated.

According to Scrutiny Board (Leisure) Minutes for Monday, 16th April, 2007, Item 95 Leeds Grand Theatre - Up-date and Presentation, under Refurbishment Issues, the Board were advised that the Theatre was DDA compliant, but that there remained the aspiration by the Leeds Grand Theatre to improve access arrangements when funds allowed - the minutes then move on to backstage improvements.

Improving access at Leeds Grand Theatre should not be an aspiration of the management - it should be a priority for the Council. Whilst a lift and disabled toilet facilities have been added to the Grand Theatre during the refurbishment works, these are of little use to a wheelchair user that is unable to access the building. A wheelchair lift exists but the access to this is narrow, awkward and requires assistance to make a sharp right angle turn to get the wheelchair on to the lift platform . Only the smallest wheelchairs can gain access to the theatre this way, those with larger chairs are excluded from the building.

Under the terms of the Disability Discrimination Act 2005, 21D Meaning of "Discrimination" in section 21B

(1) For the purposes of section 21B(1), a public authority discriminates against disabled people if:

- (a) for a reason which relates to the disabled person's disability, it treats him less favourably than it treats or would treat others to whom that reason does not or would not apply. Part 5A of the Act states what Public authorities have a duty to regard.

Wheelchair access to the Theatre should be compliant with The Building Regulations, Access to and use of buildings Approved Document M. Only then would the Council be meeting its obligations under the DDA.

Mo Chambers,
19 Highwood Grove,
Moortown,
Leeds,
LS17 6EP

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Originator:	Catherine Blanshard
Tel:	247 8330

Report of the Chief Libraries, Arts and Heritage Officer

Scrutiny Board (Culture & Leisure)

Date: 14 April 2008

Subject: Wheelchair Access to Leeds Grand Theatre

<p>Electoral wards affected:</p>	<p>Specific implications for:</p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input checked="" type="checkbox"/></p> <p>Narrowing the gap <input type="checkbox"/></p>
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1.0 Purpose of this report

- 1.1 To provide background information to Scrutiny Board in relation to access issues at the Leeds Grand Theatre.

2.0 Ms. Chambers' complaint

- 2.1 A request has been received by the Scrutiny Office from Ms. Chambers which identified access issues in relation to access at the Leeds Grand Theatre. Ms. Chambers was prompted to write as a result of the minute of Scrutiny Board of 16th April, 2007. The quote below, from the minutes records the discussion between the Board, the Architect and the Project Manager.

'Clarification of the proposals to enhance the disabled access with the possibility of using the vacant shop area and the need for the consultants to address the refurbishment of the dressing rooms to be an integral part of the project.

(The Board were advised that the theatre was DDA compliant, but that there remained the aspiration by the Leeds Grand Theatre to improve access arrangements when funds allowed and, that budget provision existed for works to be undertaken to improve the theatre's backstage areas, including the dressing rooms).'

The comments in brackets here refers to the Phase 1 works which made the Grand Theatre itself reasonably accessible. It should also be noted that the legislation does not allow for any particular aspect to be 'compliant' as described about, the legislation is based on reasonableness.

Ms Chambers complaint is that doing the work inside the Theatre is all well and good but if people cannot get to it due to access issues in another part of the property it is of little value. She was also concerned that the work to secure the adjacent unit was only described in the minute above as an aspiration

3.0 Background to previous Scrutiny Board discussions

3.1 Leeds Grand Theatre has been undergoing significant refurbishment since 2006. Phase I work focused on improvement to the stage area, a new fly tower, and system, etc., and only modest front of house works. A Scrutiny Board paper on 11 September, 2006, listed the main areas of work and included in that list the following:-

- work required to make the building more accessible under the Disability Discrimination Act

As a result of this work the theatre complex would be conserved, it would be fully accessible for the benefit of all but it would not be a full refurbishment of the Grand Theatre. Large areas of the theatre complex including much of the front of house decoration and the building's services would not be touched by the Phase I works.'

In summary in 2006 Scrutiny Board were advised that Phase 1 would carry out work within the Theatre to move towards satisfying the obligations and duties under Part III of the Disability Discrimination Act 1995.

On 15th January, 2007, Scrutiny Board received a report confirming that improved access had been achieved and introducing Phase II. The Board asked for a more detailed discussion of the plans for Phase II and the main architect from BDP and the Council's Project Officer attended with the plans on 16th April, 2007.

A further report was received by Scrutiny on 8th October, 2007, which again states that work undertaken in Phase I included improvements to make the Theatre more accessible to satisfy the obligations and duties under Part III of the Disability Discrimination Act 1995.

4.0 Current Position at the Leeds Grand Theatre

4.1 Phase 1 works installed a new lift within the Theatre, accessible toilets and improved circulation around the Theatre. This has improved access within the Theatre for a number of theatre goers. This was the first step in improving accessibility but was never the total solution for the site. The challenge has remained the main entrance and the Box Office

4.2 At the beginning of the project it was an aspiration to use the adjacent unit because it was tenanted and the Council did not have possession or the certainty of possession to incorporate it into the project. Provisional designs were produced however to investigate improving this part of the build with approximate costs (2 years ago) of £250k.

4.3 The unit is now vacant and once the Lease between Leeds City Council and Leeds Grand Theatre is signed the property will fall under the Grand Theatres control.

5.0 Resolving the Complaint

5.1 While Ms Chambers has raised this as a Scrutiny investigation action also needs to be taken by The Grand Theatre to resolve the issues she has raised and this is being dealt with using the Councils complaints procedure. The City Development Directorates Access team have already been out on site and have advised that the Box Office and its route through to the Theatre cannot be considered accessible by any modern design standard.

5.2 The following action plan is therefore being worked to

Date	Action
End April	Revisit the early designs (4.2) and recost
End April	Investigate the possibility of redesigning the current space to enable people with disabilities to access the theatre at time when the Box Office is most busy just before a performance. This to look at both long term and short term solutions. Cost this work. If any short term solutions can be identified that could be implemented immediately seek a meeting with the Chair of the Grand Theatre Board and the Chair of the Finance Sub group to gain approval.
May	Investigate likely funding sources including the Development Trust
26 th June	Gain agreement at the next Grand Theatre and Opera House Ltd Board for a way forward to include timescales.

Ms Chambers to be kept informed of progress

6.0 Recommendations

6.1 It is recommended that:

- Scrutiny Board (Culture and Leisure) support the proposed work plan to resolve the access issues at The Grand Theatre and that this should be dealt with as a complaint under the Council procedures.

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Originator: H Pinches

Tel: 43347

Report of the Assistant Chief Executive (Planning, Policy and Improvement)

Scrutiny Board (Culture and Leisure)

Date: 14 April 2008

Subject: Council Business Plan 2008-11 – Update

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 Council Business Plan 2008-11 is a key element of the planning framework and sets out our business transformation, organisational change and financial plan for the next three years. At the heart of this plan are the business outcomes and improvement priorities and these have been revised to reflect feedback from the consultation process and to incorporate key recommendations from the recent corporate assessment. These revised outcomes and improvement priorities are brought back to Scrutiny for information.
2. Another important element of this plan are the performance indicators and targets which we will use to monitor our progress in achieving this plan. In setting ourselves targets which are both realistic and challenging we can ensure that we are expressing a clear desire for change and that improvement is driven across the whole organisation. The performance indicators which will form an important part of this plan are currently being developed and an initial list is presented in this report for early consideration.

1.0 Purpose of this Report

- 1.1 This report provides an update on the development of the Council Business Plan 2008-11. It sets out the revised business plan outcomes and improvement priorities along with the first draft of the performance indicators which will be used to measure our progress in achieving this plan.

2.0 Background Information

- 2.1 The Council Business Plan is a key element of the corporate planning framework for the authority. It sets out what the council needs to do internally to enable the organisation to achieve the Leeds Strategic Plan. That is outlining the business development, organisational change, process transformation and financial planning activities that we will be undertaking over the next three years. At the heart of this plan are the Business Outcomes and Improvement Priorities which were initially drafted from discussions with senior officers across the council. These were then amended as a result of a consultation/challenge process which including input from:

- Trade Unions – via the Joint Consultative Committee;
- Staff – through two focus groups and a written consultation with corporate staff groups representing particular minority groups; and
- Elected Members via all Scrutiny Boards.

- 2.2 At the same time the Audit Commission has been consulting on its proposals for the new Comprehensive Area Assessment (CAA) which will replace the current Comprehensive Performance Assessment (CPA) framework in 2009. As part of this the best value performance indicators, previously used to report our progress, have been replaced by a new set of 198 national indicators. The majority of this national indicator set is focused on the outcomes delivered to local people and very few of them are relevant to the Council Business Plan. However, we can choose to continue to measure best value performance indicators where we think that these are relevant.

3.0 Main Issues

Revisions to Business Plan Outcomes and Improvement Priorities

- 3.1 The feedback from the consultation process has resulted in the restructure and the amendment of the business plan outcomes and improvement priorities. Key changes include:
- The number of outcomes has been reduced from four to three and these improvement priorities have been split across the other three outcomes in order to better align related pieces of work. In particular, the identified improvements around democratic engagement was felt to be strongly interlinked to the overall organisational development work. Similarly the community engagement improvement priorities and the information and intelligence that this provides aligns better with the outcome on business intelligence.
 - It was agreed that outcome around organisational development should not be structured around the council values as the values should underpin everything we do rather than being assigned to any particular outcome. Therefore, this outcome has been re-structured so that it aligns better to the elements of the One Council project.

- Concerns were raised that the business plan outcomes and improvement priorities did not adequately highlight the work still to be done to embed risk management and project/programme management; particularly the need to improve the way we approach, prioritise and co-ordinate major change projects of strategic importance. Additional improvement priorities have been added to cover these areas.
- Some of the improvement priorities were felt to be unclear or ambiguous and the wording of these have been changed to more explicitly set out what we are wanting to achieve.

3.2 In December the Council was subject to a Corporate Assessment by the Audit Commission. Whilst the formal report is still being agreed the feedback given so far has identified a number of areas of weakness and those that are relevant to the Council Business Plan include:

- Ensuring we are engaging with all communities including hard to reach groups
- Linking service plans more clearly to our priorities and embedding business planning
- Improving consistency of scrutiny
- Developing a corporate approach to workforce planning
- Improving consistency of HR practice
- Further reducing absence levels
- Developing programme management capacity
- Embedding performance management and improving the consistency of individual performance management

3.3 Whilst many of these areas were already covered by the draft business plan outcomes and improvement priorities some of the wording has been strengthened to reflect this feedback. The revised business outcomes and improvement priorities are set out in the table below.

Business Outcome 1 - We are a values led organisation and our people are motivated and empowered	
Delivered through	Business Improvement Priorities
Organisational Design and Workforce Planning	<ul style="list-style-type: none"> • Ensure we have the right staff, in the right place with the right skills at the right time • Empower, support and develop our staff and members by embedding core skills and behaviours with performance based appraisals • Improve understanding and transparency of our decision-making and accountability processes
Leadership	<ul style="list-style-type: none"> • Improve leadership at all levels including officers and elected members • Enhance our leadership of the city • Strengthen communication (skills and mechanisms) at all levels
Democratic engagement	<ul style="list-style-type: none"> • Strengthen our democratic processes to improve governance and policy making • Increase member involvement in policy development, decision making and accountability
Equality Diversity and Community Cohesion	<ul style="list-style-type: none"> • Ensure colleagues reflect the diversity of our communities • Ensure fair access to all our services • Embed equality and diversity throughout the organisation

Sustainability	<ul style="list-style-type: none"> • Reduce the carbon emissions arising from our buildings, vehicles and operations • Increase the proportion of socially responsible goods and services that we procure • Support the achievement of our strategic outcomes through our corporate social responsibility programme
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Business Outcome 2 - We are an intelligent organisation, using good quality information to deliver better outcomes

Delivered through	Business Improvement Priorities
Information and knowledge management	<ul style="list-style-type: none"> • Improve our systems and processes to enable us to use our information effectively and efficiently • Use our information to shape service provision, provide constructive challenge and improve our decision making at all levels • Ensure we have the right intelligence to inform our strategic planning • Develop arrangements to protect and share information in line with legislative and regulatory requirements
Customer involvement, choice and satisfaction	<ul style="list-style-type: none"> • Improve our understanding of our customers • Increase choice so customers can access services in more convenient ways • Improve our services based on customer feedback • Manage customer expectation and deliver on our promises • Develop joined up and person centred services designed around the needs of our customers • Enhance the links between front and back office services to deliver excellent end-to-end services
Stakeholder Engagement	<ul style="list-style-type: none"> • Increase involvement, engagement and participation of all communities especially hard to reach groups • Build trust with local communities to encourage greater engagement

Business Outcome 3 – Our resources are clearly prioritised to provide excellent services and value for money.

Delivered through	Business Improvement Priorities
Resource Prioritisation	<ul style="list-style-type: none"> • Deliver our 5 year financial strategy to align resources to our strategic priorities • Embed sustainability in our resource management processes • Consider all additional sources of funding available to support our priorities
Efficiency/Value for Money	<ul style="list-style-type: none"> • Improve the efficiency of our services including maximising savings delivered through procurement, ICT and asset management. • Embed value for money at all levels
Commissioning	<ul style="list-style-type: none"> • Implement a commissioning approach which delivers value for money and ensures the best provider.
Service Improvement	<ul style="list-style-type: none"> • Ensure strategic business transformation/improvement activity is prioritised and co-ordinated • Enhance service improvement capacity to support business change at directorate/service level • Embed a consistent approach to service planning which clearly links workforce planning, risk, financial and performance management.
Partnerships	<ul style="list-style-type: none"> • Develop sustainable and effective partnership governance framework
Support services	<ul style="list-style-type: none"> • Improve quality and efficiency of support services

Performance Management

3.4 At the same time as the outcomes and improvement priorities have been under consultation a draft set of performance indicators have also been developed through a series of workshops. These workshop considered the new national indicator set, existing best value and corporate plan indicators as well as looking at some new local indicators. This process produced a broad range of performance indicators which are currently being reviewed, defined and refined by the relevant service areas. In some areas, particularly for those indicators which are new, these discussions are on-going and therefore it should be stressed that the current list is still very much work in progress. However, it would be helpful to get members early views on this list especially thoughts on the coverage, balance and if there are any significant gaps. Appendix 1 sets out these indicators in a balanced scorecard format which shows how they would link to the strategic plan and allows us to consider whether we have the right balance in terms of the types of indicators.

3.5 As part of the development of these performance indicators, service areas have also been asked to make their initial suggestions for targets for the next three years. However in most cases work is still on-going to develop and agree these targets. In order to ensure that the target setting process is robust and rigorous the Resources Scrutiny Board has reviewed these initial indicators and targets (where available) and they have identified a small number of targets for more detailed examination at their meeting in April. At this meeting relevant officers will be asked to attend to present the background and context to these indicators and their rationale for the targets.

4.0 Implications For Council Policy And Governance

4.1 The Council Business Plan forms part of the Council's Budget and Policy Framework as set out in the Constitution. All scrutiny boards have considered the initial draft outcomes and improvement priorities. Resources Scrutiny Board are asked for their input into the developing performance indicators and targets to support the delivery of the Council Business Plan. Formal approval of the Council Business Plan will be through Executive Board (11th June) and Council (2nd July).

5.0 Legal And Resource Implications

5.1 The financial element of the business plan has been approved through a linked but parallel process which aligned with the annual budget. The five year financial plan will be incorporated into the business plan prior to its formal approval.

6.0 Conclusions

6.1 The development of the Council Business Plan is on-going and performance indicators and targets which will be used to measure the delivery of this plan are at an early stage of development.

7.0 Recommendations

7.1 It is recommended that the Board considers the draft list of business plan performance indicators and give their views on the overall balance and coverage.

Citizen/Strategic Outcomes (Leeds Strategic Plan/LAA Indicators)

Culture Indicators	●	Environment Indicators	●
Economy & Enterprise Indicators	●	Health and Wellbeing Indicators	●
Learning Indicators	●	Thriving Places Indicators	●
Transport Indicators	●	Harmonious Communities Indicators	●

Customer First

Value for Money/Resources

➤ Avoidable customer contact	●	➤ CO2 emissions	●
➤ Fair treatment by local services	●	➤ Maintain our external EMAS accreditation	●
➤ Overall resident satisfaction	●	➤ Delivery of Medium Term Financial Plan	●
➤ Volume of total transactions delivered through self service	●	➤ Use of Resources Score	●
➤ % complaints responded to within 15 days	●	➤ Out-turn of corporate budget	●
➤ % letters from the public responded to within 10 working days	●	➤ % income from council tax, NDR, housing rents and sundry debtors collected by authority in year	●
➤ % emails from the public responded to within 10 working days	●	➤ Level of cashable efficiency savings	●
➤ % telephone calls answered as a proportion of calls offered	●	➤ % of budget spent through corporate framework agreements and corporate contracts	●
➤ % those making a complaint who are satisfied with the handling of their complaint	●	➤ % debt recovered	●
➤ Accessibility of Council Buildings	●		
➤ % people who think LCC allow residents a say in what it does	●		

Business Improvement/Excellence

Valuing our Colleagues

➤ Equality standard level	●	➤ Staff sickness (average No. days per FTE)	●
➤ Voter turn out in local elections	●	➤ Staff turnover	●
➤ % major projects assured by PAU being delivered: a) on time, b) on budget and c) realised benefits	●	➤ % staff who feel valued as an employee	●
➤ Direction of Travel score	●	➤ % staff who have had an appraisal	●
➤ % IO programme project milestones achieved vs those planned	●	➤ % staff who feel they are involved in contribution to the direction of the organisation	●
➤ % staff who feel they have access to the information and systems to do their job efficiently	●	➤ % of staff who feel that the council communicates well with them	●
➤ Data Quality measured by:	●	➤ % of top earners who are:	●
a) number of key systems using a corporately agreed monitoring framework and defined metrics to measure data quality	●	a) women	●
b) % strategic indicator set (LSP, CBP & NI) where we have "no concerns" on data quality	●	b) from BME communities	●
➤ % of eligible decisions available for call in	●	c) Disabled	●
➤ % key decisions which did not appear in the forward plan	●	➤ % staff with disability	●
		➤ % staff from BME communities	●
		➤ Level of Investors in People accreditation	●



Originator: S Courtney

Tel: 247 4707

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Culture and Leisure)

Date: 14 April 2008

Subject: Sports Trust Working Group - Update

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of the report

1.1 The purpose of this report is to present an update from the Sports Trust Working Group to the full Board.

2.0 Introduction

2.1 At its meeting on 10 March 2008, the Scrutiny Board (Culture and Leisure) established a Sports Trust Working Group, comprising all Members of the Board, to ascertain the current position of the proposed Sports Trust.

2.2 An initial meeting of the Working Group is scheduled to take place on 7 April 2008 and is intended to provide members with a full update on the current status, progress and development of the proposals.

2.3 A summary of the feedback from the Working Group meeting will be presented to the Board at this meeting. However, due to the timing of both meetings, it has not been possible to provide this with this report.

3.0 Recommendation

3.1 Members are asked to:

3.1.1 Consider the summary presented at the meeting and determine any appropriate recommendations and future actions.

3.1.2 Determine the future status and activity of the Working Group.

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Culture and Leisure)

Date: 14 April 2008

Subject: Annual Report 2007/2008

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of the report

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

2.0 Introduction

2.1 Members will be aware that the operating protocols for Scrutiny Boards require the publication of an Annual Report to Council. This year the report will combine a commentary on the work of each Scrutiny Board, progress on the Action Plan 2007/08 and details of the Action Plan being developed for 2008/2009.

3.0 Draft report

3.1 A draft contribution to the Annual Report from the Scrutiny Board (Culture and Leisure) will be circulated in advance of the Board's April meeting. It will include an introduction from the Chair and details of the some of the work undertaken by the Board during the current municipal year. The final text may be subject to amendment, pending the outcome from other items on the agenda.

4.0 Recommendation

4.1 Members are asked to amend or agree (as appropriate) the Board's contribution to the composite Annual Report.

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Culture and Leisure)

Date: 14 April 2008

Subject: Work Programme

Electoral Wards Affected: All

Specific Implications For:

Ethnic minorities

Women

Disabled people

Narrowing the Gap

1.0 Introduction

- 1.1 Appendix 1 provides Members with a copy of the Board's current Work Programme, which, given that this is the Board's last scheduled meeting during the current municipal year, primarily consists of a list of unscheduled items. The list of unscheduled items will be used to inform the work programme discussion for the new municipal year, which is likely to take place sometime during June 2008.
- 1.2 Attached at Appendix 2 is the schedule of key decisions set out in the Forward Plan of Key Decisions for 1 April 2008 to 31 July 2008, which may usefully inform the Board's reflection on potential items for future consideration.
- 1.3 This is an opportunity for the Board to review and, where appropriate, amend the list of unscheduled items to reflect any emerging issues.

2.0 Recommendation

- 2.1 The Board is requested to consider the details presented in Appendix 1 and Appendix 2, and determine any necessary amendments to the list of unscheduled items.

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SCRUTINY BOARD (CULTURE AND LEISURE) WORK PROGRAMME (APRIL 2008)

Item	Description	Notes	Type of item
Meeting date – April 2008			
Request for Scrutiny: Disabled Access to Leeds Grand Theatre	To receive and consider a request for scrutiny regarding Disabled Access to Leeds Grand Theatre.	Members will be presented with the request received and an initial officer response to the issues raised	RFS
Council Business Plan 2008-11 – Update	To consider and comment on the revised business outcomes, improvement priorities and set of performance indicators arising from consultation and the recent corporate assessment.	The details are also being considered by the Overview and Scrutiny Committee on 8 April 2008.	PM
Sports Trust Working Group Update	To receive an update from the working group on the current progress of the proposals.	The working group was established at the meeting in March 2008 and is due to meet on 7 April 2008.	B
Board's Annual Report	To agree the Board's contribution to the Scrutiny Annual Report		

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 (APRIL 2008)

Unscheduled Items*			
Item	Description	Notes	Type
Wharfemeadows Scrutiny Inquiry	To receive the Executive Board's response to the Board's report and recommendations.	Subject to Executive Board's further consideration and response.	MSR
Middleton Park Equestrian Centre	To consider the implications of any future proposals for the operation and funding of the Centre.	Subject to the outcome of negotiations between the Council and the Centre	RP
Sports Trust Proposals	To consider the proposals and implications for the Council and service users.	Future activity to be determined	DP
Roundhay Mansion	To consider a progress update regarding any future proposals.	An on-going issue for the Board and may be incorporated into the Major Projects monitoring report (see below)	PM
Arts Grants	To consider the overall provision of Arts grants allocated and administered by the Council.	Identified as an item for more detailed consideration at the Board meeting in March 2008	RP
Leeds Half Marathon	To consider proposals and arrangements for the Leeds Half Marathon in 2008 and future years	Identified by the Overview and Scrutiny Committee	RP
Parks and Green Space Strategy	To consider the development of a revised strategy.	Identified as an item for more detailed consideration at the Board meeting in December 2007	DP
Major Projects	To identify and review all major projects, at various stages of development, relevant to the work of the Board.	Development of quarterly monitoring established during the current municipal year.	PM

Key:			
CCFA / RFS	Community call for action / request for scrutiny	PM	Performance management
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SCRUTINY BOARD (CULTURE AND LEISURE) WORK PROGRAMME (APRIL 2008)

Unscheduled Items*			
Item	Description	Notes	Type
Provision of Cemeteries	To consider the level of current provision and any future proposals.	This issue has been a regular feature on the 'Letters Page' of the YEP over recent weeks.	B/RP
Recommendation Tracking	To consider progress of previous scrutiny recommendations	Details to be confirmed	MSR/ PM

****NB All unscheduled items will be considered as part of the work programme discussions at the start of the new municipal year.***

Key:			
CCFA / RFS	Community call for action / request for scrutiny	PM	Performance management
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SCRUTINY BOARD (CULTURE AND LEISURE) WORK PROGRAMME (APRIL 2008)

Working Groups			
Working group	Membership	Progress update	Dates of meetings
Wharfemeadows Inquiry	All Board Members	<p>The Working Group has now concluded its activity and the final inquiry report was agreed by the Board on 14 January 2008. This was presented to the Executive Board on 8 February 2008.</p> <p>Executive Board is due to give further consideration to the Board's recommendation 2 (availability of Counsel advise) on 16 April 2008.</p> <p>An overall response to the Board's report and its recommendations will be reported as soon as practicable.</p>	<p>15 August 22 August 29 August 1 October 19 December</p>
Sport Trust	All Board Members	<p>The purpose of the working group is to ascertain the current position of the proposed Sports Trust.</p> <p>The first meeting is scheduled for 7 April 2008 and a summary of the feedback from this will be presented to the Board.</p> <p>Any future activity and meeting dates are to be determined.</p>	7 April 2008

Key:			
CCFA / RFS	Community call for action / request for scrutiny	PM	Performance management
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LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 April 2008 to 31 July 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)
Purchase of wheeled bins for garden waste composting collections To allow the purchase of wheeled bins to allow the continued roll out of the garden waste collection scheme.	Chief Officer Environmental Services	1/4/08		Finance and IT Report	Director of Environment and Neighbourhoods
ICT "Applications Infrastructure" (software) Approval of purchase and deployment of ICT "Applications Infrastructure" (software) components and services as required.	Executive Board (Portfolio: Central and Corporate)	16/4/08	Directors / Chief Officers and Lead Members	The report to be issued to the decision maker with the agenda for the meeting	Director of Resources
Children's Centre Programme Approve the localities affected by final phase of CC Programme	Executive Board (Portfolio : Children's Services)	16/4/08	Education Leeds, Children's Services, Providers and Stakeholders city wide. First consultation undertaken in 2006.	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)
Proposed assembly of land at Elland Road, Leeds To approve the principle of assembling land at Elland Road, either through one to one negotiations or through a possible Compulsory Purchase Order	Executive Board (Portfolio: Development and Regeneration)	16/4/08	Ward Members previously consulted on the Informal Planning Statement	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Advertising on Lamp Posts - Proposals of Distribution of Income Approval of proposals for distribution of advertising income to enhance service delivery in those wards where the advertising income is being generated.	Executive Board (Portfolio: Development and Regeneration)	16/4/08	Area Managers	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Grant Payments to Voluntary Organisations To approve the payments to voluntary organisations for 08/09.	Director of Adult Social Services	24/4/08	Key stakeholders	Report and payment schedule	Director of Adult Social 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)
Supply of Coated Materials and Ready Mixed Concrete 2008-2012 Acceptance of Tenders in Accordance with Contract Procedure 22 To approve the acceptance of tenders for the supply of coated materials and ready mixed concrete 2008-2012.	Chief Highways Officer	28/4/08	None	Report and tender documents	Director of City Development
Care of Looked after Children - Independent Fostering Agencies Award of a framework contract to various Independent Fostering Agencies	Chief Officer - Children and Young People's Care	1/5/08	Full tender exercise involving looked after young people	Panel Report	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)
Framework contract for supply of Passenger Transport Awarding of Framework contract for supply of Passenger Transport	Director of Resources	1/5/08	Briefing sessions prior to awards will take place with representatives from Taxi and Private hire trade. There will be consultation throughout the process with the Chief Procurement Officer and the Head of Taxi and Private Hire Licensing.	Tender documents	Director of Resources
Abbey Mills and St Ann's Mills, Kirkstall, Leeds To consider the offers for St Anns' Mills.	Executive Board (Portfolio: Development and Regeneration)	14/5/08	Ward Members	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Quarry Hill, Leeds 9 To consider options relating to the sale of Quarry Hill following the receipt of a substantial unsolicited unconditional offer.	Executive Board (Portfolio: Development and Regeneration)	14/5/08	Members of the Council	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)
Pudsey Bus Station Redevelopment Approval to construct the highway works associated with the redevelopment of Pudsey Bus Station	Executive Board (Portfolio: Development and Regeneration)	14/5/08	As this is a joint LCC/Metro scheme, joint consultation is ongoing	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Primary Capital Programme Strategy for Change(submission to the DCSF) Formal endorsement of strategy for change submission	Executive Board (Portfolio: Children's Services)	14/5/08	Primary schools, promoters of new primary schools, Children's centres, parents, Dioceses, Trusts, PCT's, Community health, EYS providers and Members.	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
New School for West Leeds and Wortley(BSF) Temporary accommodation requirements from September 2009 Agreement in principle to the injection of further capital funding to the BSF programme to provide this accommodation.	Executive Board (Portfolio: Children's Services)	14/5/08	Schools	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds

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)
Under occupation in Council Housing Policy decision for legal powers	Executive Board (Portfolio: Neighbourhoods and Housing)	14/5/08	ALMO officers and Leeds Tenant Federation.	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Proposed Leeds Arena Development, Selection of Preferred Operator To seek approval to the selection of the preferred operator for an Arena in Leeds	Executive Board (Portfolio: Development and Regeneration)	14/5/08	Yorkshire Forward, Arena Project Board	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Otley - Heavy Goods Vehicle Traffic To seek approval for proposals for HGV Management in the Otley area.	Executive Board (Portfolio: Development and Regeneration)	14/5/08	Ward Members, Neighbouring Local Authorities	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>New Leaf Leisure Centres - Approval of Final Business Case, Affordability and off site Capital Works</p> <p>Approval to submit the final business case to the Department of Culture Media and Sport for approval. Approval to an injection into the Capital programme and authority to spend in respect of off site highway works at Morley and Armley leisure centres and a multi use games area at Armley.</p> <p>Notification of the securing of third party funding to part off set the highway costs.</p>	Executive Board (Portfolio: Leisure)	14/5/08	Ward members, Leisure centre users, Executive Member for Learning and Leisure.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
<p>New Leaf Leisure Centres - New Leaf Well Being Centre Holt Park PFI - Approval of Expression of Interest and Submission to Department of Health</p> <p>Approval to submit the Expression of Interest to the Department of Health</p>	Executive Board (Portfolio: Leisure)	14/5/08	Ward Members, Leisure Centre users, Executive Members	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)
Leeds Children and Young Peoples Plan Review 2008/09 To approve the Annual review of the Children and Young People's Plan for Leeds	Executive Board (Portfolio: Children's Services)	14/5/08	A wide range of consultation with stakeholders through an open forum event, meetings with specific groups, input from localities and through the children's trust arrangements and an online consultation form.	The report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Carlton Primary School Approval to carry out capital works and to incur expenditure in respect of a scheme to construct an extension and to carry out alterations at Carlton Primary School.	Executive Board (Portfolio: Children's Services)	14/5/08		The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds

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)
Templenewsam Halton Primary School Approval to carry out capital works and to incur expenditure in respect of a scheme to construct an extension and to carry out alterations at Templenewsam Halton Primary School.	Executive Board (Portfolio: Children's Services)	14/5/08		The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds

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

Executive Board Portfolios

Executive Member

Central and Corporate

Councillor Richard Brett

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 Stewart Golton

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.

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