



SCRUTINY BOARD (CENTRAL AND CORPORATE)

**Meeting to be held in Civic Hall, Leeds on
Monday, 8th September, 2008 at 2.00 pm**

(A pre-meeting will take place for ALL Members of the Board at 1.30 p.m.)

MEMBERSHIP

Councillors

M Dobson (Chair)	-	Garforth and Swillington
B Atha	-	Kirkstall
J Bale	-	Guiseley and Rawdon
S Bentley	-	Weetwood
B Chastney	-	Weetwood
P Davey	-	City and Hunslet
J Dowson	-	Chapel Allerton
P Ewens	-	Hyde Park and Woodhouse
M Hamilton	-	Headingley
G Latty	-	Guiseley and Rawdon
A Lowe	-	Armley
B Selby	-	Killingbeck and Seacroft
P Wadsworth	-	Roundhay

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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> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Chief Democratic Services Officer at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items on this agenda.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 7TH JULY 2008</p> <p>To confirm as a correct record the attached minutes of the meeting held on 7th July 2008.</p>	1 - 4
7			<p>SCRUTINY INQUIRY - ABSENCE MANAGEMENT - SESSION 1 - SETTING THE SCENE</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	5 - 10
8			<p>REPORT OF SCRUTINY BOARD WORKING GROUP - COVER PRICING</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	11 - 16
9			<p>REPORT OF SCRUTINY BOARD WORKING GROUP - EMBEDDING EQUALITY, DIVERSITY, COHESION AND INTEGRATION</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	17 - 24

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			WORK PROGRAMME 2008/09 AND INQUIRY DRAFT TERMS OF REFERENCE To receive and consider the attached report of the Head of Scrutiny and Member Development.	25 - 58
11			DATES AND TIMES OF FUTURE MEETINGS Monday 6 th October 2008 Monday 3 rd November 2008 Monday 1 st December 2008 Monday 5 th January 2009 Monday 2 nd February 2009 Monday 2 nd March 2009 Monday 6 th April 2009 All at 10.00 am (pre-meetings at 9.30 am)	

Agenda Item 6

SCRUTINY BOARD (CENTRAL AND CORPORATE)

MONDAY, 7TH JULY, 2008

PRESENT: Councillor M Dobson in the Chair

Councillors B Atha, J Bale, S Bentley,
B Chastney, J Dowson, P Ewens,
M Hamilton, G Latty, B Selby and
P Wadsworth

7 Declarations of Interest

The following declarations of personal interests were made:-

Councillor M Dobson – Agenda Item 7 – Scrutiny of the Budget - and Agenda Item 8 – ALMO's – Meeting the Equality Standard and Preparing for Inspection (Minute Nos 11 and 12 refer) – in his capacity as a member of the Aire Valley Homes Outer SE Area Panel;

Councillor J Dowson - Agenda Item 7 – Scrutiny of the Budget - and Agenda Item 8 – ALMO's – Meeting the Equality Standard and Preparing for Inspection (Minute Nos 11 and 12 refer) – in her capacity as a member of the Leeds East/North East Homes Inner NE Area Panel;

Councillor G Latty - Agenda Item 7 – Scrutiny of the Budget - and Agenda Item 8 – ALMO's – Meeting the Equality Standard and Preparing for Inspection (Minute Nos 11 and 12 refer) – in his capacity as a member of the Leeds West/ North West Homes Outer NW Area Panel.

(NB See also later Minute No 11).

8 Apologies for Absence

Apologies for absence from the meeting were submitted on behalf of Councillors P Davey and A Lowe.

9 Minutes - 9th June 2008

RESOLVED – That the minutes of the meeting held on 9th June 2008 be confirmed as a correct record.

10 Matters Arising from the Minutes

Draft minutes to be approved at the meeting
to be held on Monday, 8th September, 2008

Work Programme 2008/09 – Sources of Work and Establishing the Board's Priorities (Minute No 4 refers).

In response to a query by Councillor Atha, Doug Meeson, Chief Officer (Financial Management) stated that Councillor Atha would shortly be receiving the information he requested at the last meeting, relating to the total amount of resources the Council received from Central Government, and in relation to which services, and for a breakdown of Council expenditure on a Ward by Ward and service by service basis. It was agreed that all Board Members should receive this information, and that the Director of Resources should consider circulating it to all Members of Council.

The Chair reported that he had recently met with Nicole Jackson, Assistant Chief Executive (Corporate Governance) to discuss likely Terms of Reference for the Board's possible Inquiry into elections/electoral registration, once the Council's Electoral Working Group had reviewed progress, and these would be reported to the Board in due course.

(N.B. Councillor Bale, joined the meeting at 10.08 am, during the course of this item).

11 Scrutiny of the Budget - Performance Outturn 2007/08

Further to Minute No 5, 9th June 2008, the Board considered the Director of Resources' recent report to the Executive Board on 11th June 2008 relating to the financial performance outturn figures for 2007/08.

Doug Meeson, Chief Officer (Financial Management), was present at the meeting and responded to Members' queries and comments. In brief summary, the main points of discussion were:-

- The underlying reasons behind overspends and underspends on various services;
- The rationale behind and reasons for the levels of reserves in respect of the ALMO's and Education Leeds;
- The nature of the legal relationship, degrees of control and liability levels between the Council and the ALMO's and Education Leeds;
- The effect of the downturn in the economy and the Stock Market on the Council, particularly in terms of the pension fund, and the Council's future pension liabilities;
- Council Tax collection statistics, the scope for possible incremental improvements at this high level of collection/performance, and advice given to taxpayers relating to benefit entitlements;
- Commercial services difficulties, previously relating to property maintenance and more recently related to the school meals service;
- Savings in staffing costs e.g. community safety, and whether this posed a risk in terms of increased stress on staff and sickness absence;
- The costs to the Council of leasing and renting office space, and whether better use could be made of Council-owned property.

In response to various queries, Mr Meeson undertook to circulate details of staffing costs on a Departmental basis, including details of the costs of using agency staff, and also details of buildings costs, including the rationale regarding why the Council leased or rented office space.

RESOLVED –

- (a) That the report be received and noted, and Mr Meeson be thanked for the manner in which he responded to Members queries and comments;
- (b) That the Board agrees to conduct an Inquiry into the legal relationship between the Council and the ALMO's and Education Leeds, including the Council's role and powers as Strategic Landlord, receiving evidence from those organisations as well as the Council's officers;
- (c) That the Board also looks at the current levels of ALMO Reserves and the rationale and reasons behind current levels;
- (d) That the Head of Scrutiny and Member Development organises Working Group meetings to explore these issues and draft Inquiry Terms of Reference, and further reports be submitted to the September meeting.

(N.B. Councillor Wadsworth joined the meeting at 10.25 am, during the discussion of this item and declared a personal interest in this item and Agenda Item 8 – ALMO's – Meeting the Equality Standard and Preparing for Inspection (Minute No 12 refers) in his capacity as a Director of East/North East Leeds Homes ALMO).

12 Report of Scrutiny Board Working Group - ALMOs - Meeting the Equality Standard and Preparing for Inspection

The Board considered the report and recommendations arising from the meeting of its ALMO's Working Group held on 24th June 2008.

RESOLVED – That the findings and recommendations of the Working Group be approved and be forwarded to the ALMO's for their information/comment as appropriate.

13 Work Programme 2008/09 and Inquiry Draft Terms of Reference

Further to Minute No 5, 9th June 2008, the Head of Scrutiny and Member Development submitted a report regarding the Board's draft work programme 2008/09, draft Terms of Reference for proposed Inquiries into sickness absence management and the outsourcing of services and attaching copies of the minutes of the Executive Board meeting held on 11th June 2008 and an

extract from the Council's Forward Plan of Key Decisions for the period 1st July to 31st October 2008.

It was agreed that the Working Party meetings referred to in Minute No 11 could take place if necessary during August, in order to report back to the September Board meeting.

It was agreed that the proposed Inquiry into the Council's use of consultants should be a separate Inquiry to the one on outsourcing, and that the Head of Scrutiny and Member Development, in consultation with the Chair, should draft proposed Terms of Reference for reporting back to the September meeting.

In respect of the Terms of Reference for the Inquiry into sickness absence management, it was agreed that the Board should receive evidence relating to internal team variations in performance, to see if there were lessons to be learnt, as well as from a private sector HR Manager and an OH provider.

With regard to the Terms of Reference for the Inquiry into outsourcing, it was agreed that these needed to be broadened to encompass 'outsourcing', 'commissioning' and 'procurement of services', and that reference also needed to be included to the training of staff drawing up contracts, the proper level of contract monitoring and means of incorporating in contracts the Council's core values in terms of issues such as equality, diversity, H & S, staff training and retention. It was accepted that in order to assess this, the Board might need to access and assess existing contracts, minus details of a financially confidential nature. The Board would also wish to receive evidence from private contractor(s).

RESOLVED – That subject to the above comments, and any other changes which may be necessary as a result of today's meeting, the report be received and noted and the work programme be approved.

14 Dates and Times of Future Meetings

Monday 8th* September 2008, at 14.00 (Pre-meeting at 13.30)

Monday 6th October 2008

Monday 3rd November 2008

Monday 1st December 2008

Monday 5th January 2009

Monday 2nd January 2009

Monday 2nd March 2009

Monday 6th April 2009

All except * at 10.00 am (pre-meetings at 9.30 am)

*Please note change of date and time for this meeting from original schedule

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 8th September 2008

Subject: Sickness Absence Management Inquiry – Session 1 – Setting the Scene.

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

1.0 INTRODUCTION

- 1.1 Terms of reference for this Inquiry were agreed at the Board's July meeting. These are attached as Appendix 1. Mindful of the work undertaken last year by Scrutiny Board (Resources), Members agreed that this first session of the Inquiry would be used to 'set the scene'. The Board did not want this Inquiry to repeat the good work previously undertaken in terms of purely receiving and analysing statistics but to focus on the positive actions that could be recommended to reduce sickness absence and create well being within the workforce. This approach is reflected in the terms of reference and the proposed witness list.
- 1.2 At today's session Members will receive a brief presentation from Chris Ingham, Deputy Head of HR Corporate HR Service. This presentation will recap on the Authority's current performance in this area. Following this presentation the Board will have the opportunity to consider areas where it would like to focus and who it would like to hear from in order to 'flesh out' best practice and initiatives for the future.

2.0 RECOMMENDATIONS

- 2.1 Members are asked to;
- (i) Note the agreed terms of reference at Appendix 1
 - (ii) Receive the officer presentation
 - (iii) Discuss any subsequent issues

Background papers

- Performance Report Quarter 3 2007/08
- Detailed Attendance Analysis
- Update on the Development and/or Roll-out of New HR-Related Policies/Procedures
- Sickness Absence
- Final Scrutiny Board Report - Inquiry into Safety, Wellbeing and Attendance - 2006

SCRUTINY BOARD (CENTRAL AND CORPORATE FUNCTIONS)

INQUIRY INTO SICKNESS ABSENCE MANAGEMENT

TERMS OF REFERENCE

1.0 Introduction

- 1.1 At its meeting on 10th June 2008, Scrutiny Board (Central and Corporate Functions) resolved to undertake an Inquiry into sickness absence management within the Authority.
- 1.2 The Board is aware of the detailed and comprehensive work previously undertaken by the Overview and Scrutiny Committee and Scrutiny Board (Resources) and the subsequent recommendations made by Members. Whilst technical data will be of use, the Board wishes to minimise repetition of previous discussions and certainly does not wish to simply cover the same ground as previous inquiries. Therefore, the aim of this inquiry is to take a more radical approach to seeking solutions to the challenges of sickness absence management within the Authority. This will include actively identifying recognised good practise and seeking out innovative and creative approaches.
- 1.3 The Board acknowledges that there has been significant work done to establish a framework for managers at all levels to deal with absence. This inquiry is not seeking to investigate the framework, but rather how the tools are being applied. With this in mind, the Board intends to engage with a wide cross section of officers within the Authority, private sector practitioners and recognised national leaders, as well as undertaking visits to other organisations where there has been success in managing absence.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:

Scene Setting

- Receive update on previous recommendations
- Identify what has been successful
- Identify the remaining challenges
- Receive the latest data on absence
- Establish in what ways sickness absence impacts on the financial well being of the Authority and its service delivery

Best Practice

- Identify current recognised best practice in the public and private sectors

- Identify the latest innovative practice – tools that have not yet been considered and any new schemes emerging

Narrowing the Gap

- Investigate the role of the Authority in supporting employees with disability and supporting the reduction of worklessness and how this impacts of absence management

Managers as Agents

- Investigate the role of managers in applying the tools for managing absence
- Reviewing the effectiveness of the 'Enabling Managers' scheme

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and have been incorporated where appropriate into these Terms of Reference. Full details are available on request to the Scrutiny Support Unit.

4.0 Timetable for the inquiry

- 4.1 The Inquiry will take place over three sessions, plus site visits with a view to issuing a final report on 2nd March 2009.
- 4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Session one – (7th July 2008)

To agree terms of reference

5.2 Session two - (8th September 2008)

Scene Setting

- Receive update on previous recommendations
- Identify what has been successful
- Identify the remaining challenges
- Receive the latest data on absence
- Establish in what ways sickness absence impacts on the financial well being of the Authority and its service delivery

5.3 Session three - (3rd November 2008) **Best Practise**

- Identify current recognised best practice in the public and private sectors
- Identify the latest innovative practice – tools that have not yet been considered and any new schemes emerging

Narrowing the Gap

- Investigate the role of the Authority in supporting employees with disability and supporting the reduction of worklessness and how this impacts of absence management

5.4 **Session four - (5th January 2009)**

Managers as Agents

- Investigate the role of managers in applying the tools for managing absence
- Reviewing the effectiveness of the 'Enabling Managers' scheme

5.5 **Session five – (2nd March 2009)**

- To agree final report

6.0 Witnesses

6.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Chris Ingham HR Manager
- Richard Moss-Blundell Head of HR, Environment and Neighbourhoods
- Andrew Mason Chief Environment Officer
- Executive Member
- Steve Sumner National Health and Safety Policy Adviser, Local Government Employers
- Professor Dame Carol Black
- Confederation of British Industry Representative
- Cross section of Service Managers and employees (to be confirmed)
- Trade Union representative
- Private Sector Company
- Medical/occupational Health Representative.

7.0 Post inquiry report monitoring arrangements

7.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

- 7.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

8.0 Measures of success

- 8.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 8th September 2009

Subject: Report of Scrutiny Board Working Group – Cover Pricing

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

1.0 INTRODUCTION

- 1.1 At its meeting on 9th June 2008 Scrutiny Board (Central & Corporate Functions) established a Working Group to look at the issue of cover pricing amongst external firms tendering for work for the Authority. The purpose of this report is to report back to the full Committee the deliberations of the Working Group.

Membership

- 1.2 The Working Group consisted of Councillors Dobson, Atha, Bale, Selby and Ewans. It met on 8th July 2008.
- 1.3 The Working Group was assisted by Wayne Baxter – Chief Procurement Officer and Tim Rollett – Senior Audit manager. The conclusions of the Working Group are attached as Appendix 1

2.0 RECOMMENDATIONS

- 2.1 Members are asked to agree the attached statement and circulate as appropriate.

Background Papers

None used

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Statement of Scrutiny Board (Central & Corporate Functions) Cover Pricing

Introduction



Introduction

1. At its meeting on 9th June 2008 Scrutiny Board (Central & Corporate Functions) established a Working Group to look at the issue of cover pricing amongst external firms tendering for work for the Authority.
2. Our decision to undertake this piece of work was based on the concern that the Office of Fair Trading (OFT) investigations into cover pricing practices indicated that the Authority was susceptible when inviting tenders for projects. We were particularly interested in whether there was any evidence that cover pricing was resulting in inflated tenders being submitted and therefore causing a direct cost to public money. We have noted that there appears to be little evidence that this is occurring, however, we understand that any cover pricing undermines the competitive nature of the tender process.
3. Our discussions centred on the distinction between cover pricing and 'price fixing'. We noted generally that cover pricing is the practice of companies colluding in order to submit realistic tenders with the purpose of not being competitive enough to win the

contract. We understood that this may be the result of, having agreed to submit a tender, a company's order book becoming full, or there being a change in a company's circumstances once the tender process is underway. This potentially makes the winning of a further contract undesirable or unsustainable. We learnt that there is likely to be a perception amongst some firms that declining an invitation to tender has a negative impact on further working relationships with a client (in this case the Council).

4. Whilst the practice of cover pricing reduces the competition involved in the tendering process, we understand that there is a distinction to be made with price fixing and cartels, which deliberately set out to inflate the cost of contracts. We noted that the OFT were unable to provide information on any serious price fixing cases.
6. The Scrutiny Board will have further opportunity to consider this issue once the OFT investigations are complete.
7. The Working Group would like to thank those officers who assisted us with this piece of work.

Comments and Recommendations



1. We are pleased to say from the outset that the Chief Procurement Officer and the Senior Audit Manager have been clear, efficient and proactive in responding to the concerns raised. Following discussions we were satisfied that as an Authority we are equipped with the knowledge and systems to combat any unethical practices within the tendering process. Efforts made by the Authority are good and reflect largely what we suggest should be put in place.
2. We received information on the OFT investigation and detailed data taken from the Council's own procurement database in order to have some understanding of how patterns of tendering can be identified. We were informed that no discernable patterns could be found.
3. We noted that as the procurement process is based on a price/quality ratio, the opportunity to cover price is diminished. This is due to the type of quality statement that is required during the tender process and that winning a tender is not based on price alone.
4. We were also pleased to note that the high quality data available on individual tenders

and projects enables officers to monitor patterns and irregularities over a period of time. We are confident that this protects the Council, to a great extent, from the practice of cover pricing. We understand that this information also tells us that many companies regularly decline an invitation to tender, suggesting a general confidence in the fairness and transparency of the procurement process; this takes away the rationale behind cover pricing.

5. Having discussed the OFT investigations, we learnt that a number of companies are currently asking for leniency. We were interested in the guidance on leniency produced by the OFT and have requested that Members of the Board are furnished with a summary for future reference.

Recommendation 1

That Members of the Board are provided with a summary of the leniency guidance produced by the Office of Fair Trading.

6. In terms of communicating between authorities, we were pleased to note that there are

Comments and Recommendations



regional forums for procurement and for audit specialists, allowing the flow of information about practices undermining the tendering processes of local authorities. We feel that this is a further protection against unethical practices remaining unchecked.

7. We would like to recommend that the Authority continues to promote the transparency of the tendering process in order to dissuade firms tempted to engage in cover pricing. We feel this should include continued communication with other local authorities and with the firms we invite to submit tenders. We are keen to underline the investigative work done by officers to identify unethical practices within the tendering process and we feel this will be a deterrent in itself.
8. Whilst the Board is not intending to undertake a full inquiry at this point, we would like to remain open to the possibility of returning to the subject once the OFT has completed its work and there is a clearer picture of the scale and extent of the practice of cover pricing. Whilst we do not believe, currently, that this Authority has been significantly affected by cover pricing, we are advised that there is no certainty that the tendering process is not abused from time to time. We

therefore urge officers to remain alert to such possibilities and take appropriate action when appropriate.

Recommendation 2

That the results of the Office of Fair Trading investigation into cover pricing are brought back to the Board when available.

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 8th September 2009

Subject: Report of Scrutiny Board Working Group – Embedding Equality, Diversity and Cohesion and Integration

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

1.0 INTRODUCTION

- 1.1 On 16th April 2008 Executive Board approved the Equality and Diversity Scheme resolved the following;

“That the Equality and Diversity Scheme be referred to Overview and Scrutiny Committee for consideration, with Overview and Scrutiny Committee being requested to monitor progress of the scheme against the action plan”.

- 1.2 On 14th July members of Scrutiny Board (Central & Corporate Functions), (the successor Board to the Overview and Scrutiny Committee) held a round table discussion with Equality Officers to discuss how best to positively respond to Executive Boards recommendations
- 1.3 Scrutiny Board Members also discussed an invitation from The Fair Play Partnership for a number of elected members to take part in equality and diversity training.
- 1.4 This report provides detail of the discussion held and puts forward a number of recommendations.

2.0 RECOMMENDATIONS

- 2.1 Members are asked to agree the attached statement and circulate as appropriate.

Background Papers

None Used

Statement of

Scrutiny Board (Central & Corporate Functions)

**Embedding Equality,
Diversity and Cohesion
and Integration**

Introduction



Introduction

1. In response to legislative requirements the Council's first Equality and Diversity Strategy was developed and approved in June 2006. Since this strategy was introduced there have been further legislative changes and areas for development of the Strategy plan have been identified.
2. The strategy was initially developed as a two year plan to enable future documents to align with other key council documents, such as, the Leeds Strategic Plan and the Council Business Plan.
3. The new Equality Scheme builds on the earlier Equality and Diversity Strategy 2006 – 08 and develops the City Council's approach further.
4. The Equality and Diversity Scheme 2008 – 11 will ensure that we meet our current legal duties whilst also taking account of the direction of travel of future legislation.
5. On 16th April 2008 Executive Board approved the Scheme and resolved the following;

"That the Equality and Diversity Scheme be referred to Overview and Scrutiny Committee for consideration, with Overview and Scrutiny Committee being requested to monitor progress of the scheme against the action plan".
6. On 14th July members of Scrutiny Board (Central & Corporate Functions), (the successor Board to the Overview and Scrutiny Committee) held a round table discussion with Equality Officers to discuss how best to positively respond to Executive Boards recommendations
7. Scrutiny Board Members also discussed an invitation from The Fair Play Partnership for a number of elected members to take part in a 'champions of Diversity' exercise. This will help to identify any skills and knowledge gaps in the areas of equality, diversity and cohesion and integration and result in a learning and development action plan to benefit all Members.
8. This report provides detail of the discussion held and puts forward a number of recommendations.

Comments and Recommendations



1. The focus of our discussion was, *"how best can Scrutiny respond to Executive Board's resolution which is both meaningful, adds value and goes beyond merely keeping a watching brief"*
2. We were also keen to explore ways in which Members of Scrutiny could 'champion' equality, diversity and cohesion and integration issues and to make the Scheme a living document with real relevance.
3. We are acutely aware that for many elected members (and officers) the whole equality and diversity agenda is either a bit of a mystery in terms of translating theory into practice or worse, an imposition and a box that needs to be ticked.
4. Our starting point therefore was to understand what the Council was trying to achieve.
5. The Equality and Diversity Scheme identifies themed areas:
 - Employment, training and development
 - Safer communities
 - Service delivery
 - Participation and involvement
 - Promotion of equality and diversity
6. We were told that generally, priorities within these themes are similar for all equality areas: race, disability, gender, sexual orientation, religion or belief and age. However there are some priorities that are specific to particular equality areas.
7. We were also told that the priorities in the action plan have been developed following a lengthy consultation and involvement exercise with communities, partners and colleagues within the council. We acknowledge that the action plan does not record all the activity taking place around equality and diversity, but shows the corporate approach and focuses on some service specific priorities which reflect priorities identified by communities.
8. It quickly became clear to us that the action plan was not and *should* not be the sole responsibility of one directorate or of one political portfolio. It is our view that equality and diversity is the responsibility of all elected members and all officers. Like the Council's Core Values, equality and diversity should be embedded in all that we do.
9. In Scrutiny terms, the action plan within the scheme is relevant to

Comments and Recommendations



all Scrutiny Board remits. It is our view that all Scrutiny Boards have a role in monitoring the achievements against the plan.

10. Whilst it may be appropriate and entirely proper for a Scrutiny Board to undertake a specific inquiry into a particular element of the action plan, we are of the view that to really embed equality, diversity and cohesion and integration issues into our daily work it is essential to uphold the principles of equality and diversity throughout the Scrutiny process.
11. We recommend that each Inquiry undertaken by a Scrutiny Board has within its terms of references specific reference to how and to what effect consideration has been given to the impact of a service or policy on equality, diversity and cohesion and integration issues.
12. For example, this Scrutiny Board has recently agreed Terms of Reference for an Inquiry into the commissioning of services. Within the Terms of Reference is a commitment to consider; *How organisations commissioned to deliver services meet the duties within relevant equality legislation*. This is a specific action within the Leeds Equality & Diversity Scheme 2008 – 2011.
13. In other areas of Scrutiny work Members will have the opportunity to inquire into the impact of a decision, policy or service delivery on any disadvantaged group.
14. We would also recommend that the outcome of the Scrutiny Boards' work should reflect, where appropriate, the question of how a decision, policy or service delivery has a positive, neutral or negative affect. The Board's final report at the end of an inquiry (or other item of work undertaken by the Scrutiny Board) should make reference, as appropriate, to the Board's comments or recommendations in this regard. This will also include, where appropriate, comments in relation to decisions and the impact on groups.
15. By adopting this approach Members would also be addressing a key action identified within the Council's *Cohesion and Integration priorities delivery plan 2008 – 2010*.
16. We recommend that the Scrutiny Advisory Group discuss the merits of these proposals and if supportive recommend to the Assistant Chief Executive (Corporate Governance) the inclusion of an appropriate Scrutiny Board Procedure Guidance Note within the Council's Constitution

Comments and Recommendations



Recommendation 1

That the Scrutiny Advisory Group consider the incorporation of equality, diversity and cohesion and integration issues within the scrutiny process and request the drafting of an appropriate Scrutiny Guidance Note for inclusion within the Council's Constitution.

17. As with the work of Scrutiny, we believe that the consideration of equality, diversity and cohesion and integration issues should be embedded in all areas of the Council's work and should be the responsibility of all. This includes decision takers.
18. We are aware of the existence of Impact assessments and the way in which they can help to embed equality, diversity and cohesion and integration considerations into the council's decision making process. We are less aware however about how robustly they are used to inform officer delegated decisions or Executive Board decisions.
19. Whilst we would want impact assessments to inform the decision making process we are acutely aware of the need for proportionality and to avoid the process being a 'tick box'

exercise, (a concern we raised in our introduction), any process adopted must be effective, appropriate to the type and level of decision to be taken and non bureaucratic.

19. We recommend therefore that the Head of Equalities in conjunction with Directorates and Governance Services develops a realistic and deliverable approach to incorporating impact assessments into the council's decision making process.
20. We acknowledge that this will take time to develop and therefore request that officers report back to this Scrutiny Board in April 2009.

Recommendation 2

That the Head of Equalities develops a realistic and deliverable approach to incorporating impact assessments into the council's decision making process and report back to this Scrutiny Board in April 2009.

Fair Play

21. Leeds City Council has signed up with the Fair Play Partnership who will work with Elected Members to develop their

Comments and Recommendations



knowledge, understanding and future role in driving forward the Equality and Diversity agenda.

22. There has been equality and diversity training in place for Elected Members for several years. However, the most recent ethical audit, presented to the Member Development Working Group, highlighted equality training for Elected Members as an improvement area. In addition it is also an action in the Equality and Diversity Scheme 2008-2011 and will support our accreditation to Level 4 of the Equality Standard by December 2008.
23. Fair Play (who are an independent not for profit organisation) have received funding to deliver their programme of training from Yorkshire Forward. Leeds is the only local authority to be invited to take part. The other organisations come from a range of sectors which include:
- The Rugby Football League
 - Northern Rail
 - Accent Group
 - East North East Homes
 - Frank Haslam Milan
 - Connaught
 - First Direct
 - Pennine Housing
24. There will be an initial analysis of understanding and knowledge of

equality and diversity using a process developed by the Fair Play Partnership which is intended to help assess strengths and areas for improvement around the themes of leadership, people, policy and strategy and partnerships and resources

25. Given the role members of this Scrutiny Board potentially have in terms of both championing equality and diversity issues and their role in monitoring the Council's performance in this area, we feel it appropriate that members of this board should sign up to take part in the training offered by Fair Play. We believe the development of a core of expertise with Scrutiny would be invaluable in helping us fulfil our role.

Recommendation 3

That Members of Scrutiny Board (Central and Corporate Functions) commit to undertaking the equality and diversity assessment and training provided by the Fair Play Partnership.

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 8th September 2008

Subject: Scrutiny Board (Central & Corporate Functions) – Work Programme and Draft Terms of Reference

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

1.0 INTRODUCTION

- 1.1 Attached as Appendix 1 is the current Work Programme for this Scrutiny Board. This has been amended to take into account discussions held at the last meeting.
- 1.2 As requested by Members the work of the Board has been scheduled to facilitate the inclusion of two further Inquiries; Consultant Engagement and Member Development.
- 1.3 The Chair in drawing up the work programme has drafted terms of reference for these areas. These are attached as Appendix 2 and 3. In line with Scrutiny Board Procedure Rules comments on the terms of reference have been sought from the relevant officers and the responsible Executive Board Member. These will be available at the Board meeting.
- 1.4 Also attached as Appendix 4 and 5 respectively are the Executive Board minutes from 16th July 2008 and the Council's current Forward Plan relating to this Board's portfolio.

3.0 RECOMMENDATIONS

- 3.1 Members are asked to;
 - (i) Consider the draft terms of reference as shown at Appendix 2 and 3
 - (ii) Note the Executive Board minutes and Forward Plan
 - (iii) Agree the Board's work programme.

Background Papers

None used

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Appendix 1
SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) - LAST JUNE 2008

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Suggested Areas for Scrutiny Currently Unscheduled			
Corporate Call Centre Performance			
Electoral matters			

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 6th October 2008 - The deadline for reports for this meeting is 12 Noon 22nd September 2008			
Scrutiny of the Budget	To receive and consider quarter 1 financial report.		RP
Scrutiny of the Council Business Plan			PM
Performance Management Information	To receive quarter 1 performance management information		PM
Outsourcing Services	To undertake session 1 of the Inquiry		RP
Meeting date: 3rd November 2008 -The deadline for reports for this meeting is 12 Noon 20th October 2008			
Attendance Management	To undertake session 2 of this Inquiry		RP
Income Collection	To receive an initial report on performance		PM
Meeting date: 1st December 2008 -The deadline for reports for this meeting is 12 Noon 17th Nov 2008			
Scrutiny of the Budget	To receive and consider quarter 2 financial report.		RP
Scrutiny of the Council Business			PM

Appendix 1
SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) - LAST JUNE 2008

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Plan			
Outsourcing Services	To undertake session 2 of the Inquiry		RP
Member Development	To receive the Working Group's Report.		PM
Meeting date: 5th January 2009 - The deadline for reports for this meeting is 12 Noon 15th Dec 2008			
Attendance Management	To undertake session 3 of this Inquiry		RP
Use of Consultants	To undertake session 1 of this Inquiry		PM
Meeting date: 5th February 2009 - The deadline for reports for this meeting is 12 Noon 19th Jan 2009			
Use of Consultants	To undertake session 2 of this Inquiry		PM
Meeting date: 2nd March 2009 - The deadline for reports for this meeting is 12 Noon 16th Feb 2009			
Scrutiny of the Budget	To receive and consider quarter 3 financial report.		RP
Scrutiny of the Council Business Plan			PM
Use of Consultants	To undertake session 3 of this Inquiry		PM
Attendance Management	To agree final report		RP
Meeting date: 6th April 2009 - The deadline for reports for this meeting is 12 Noon 23rd March 2009			
Annual Report	To agree this Boards contribution to the Annual report to Council		
Use of Consultants	To agree final report for this Inquiry		PM
Outsourcing	To agree final report		RP

SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) - LAST JUNE 2008

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Services			

Key:

CCFA / RFS – Councillor call for action / request for scrutiny

RP – Review of existing policy

DP – Development of new policy

MSR – Monitoring scrutiny recommendations

PM – Performance management

B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in

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SCRUTINY BOARD (CORPORATE AND CENTRAL FUNCTIONS)

INQUIRY INTO CONSULTANT ENGAGEMENT

TERMS OF REFERENCE

1.0 Introduction

- 1.1 At its meeting on 7th July, Scrutiny Board (Corporate and Central Functions) resolved to undertake an Inquiry into Consultant Engagement within the Council.
- 1.2 Members wished to review the process by which consultants are engaged and how they are evaluated. Members are concerned that engaging consultants provides a cost effective method of producing the required outcomes to a sufficiently high standard.
- 1.3 The Board is also interested in whether use of consultants reflects a perceived skills gap within the Council, or whether there is a necessary focus on core business which requires ad hoc engagement of consultants.
- 1.4 Members do not wish to begin the inquiry by assuming the use of consultants is either right or wrong. Clearly, there will be a case for buying in the necessary skills at different times. However, Members do wish to establish whether there is a consistent approach to the use of consultants and whether there is regular evaluation of the Council's required skills base.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
 - A definition of Consultants
 - The extent to which consultants are used (in the widest sense) in the Council and how this compares with other authorities
 - The reasons for the use of consultants
 - The methods of monitoring and evaluating the outcomes and the value for money provided by consultants
 - The differences in practice between departments and whether there is consistent information sharing across the council
 - Whether the use of consultants results in the depletion of skills within the authority
 - The alternatives to the use of consultants and the associated risks of different approaches

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and have been incorporated where appropriate into these Terms of Reference. Full details are available on request to the Scrutiny Support Unit.

4.0 Timetable for the inquiry

- 4.1 The Inquiry will take place over three sessions with a view to issuing a final report in April 2009.
- 4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Session one – (5th January 2009)

- A definition of Consultants
- The extent to which consultants are used (in the widest sense) in the Council and how this compares with other authorities
- The reasons for the use of consultants

5.2 Session two - (5th February 2009)

- The methods of monitoring and evaluating the outcomes and the value for money provided by consultants
- The differences in practice between departments and whether there is consistent information sharing across the council

5.3 Session three - (2nd March 2009)

- Whether the use of consultants results in the depletion of skills within the authority
- The alternatives to the use of consultants and the associated risks of different approaches

5.4 Session four - (6th April 2009)

- To agree final report

6.0 Witnesses

- 6.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Procurement

- High spending service
- HR

7.0 Post inquiry report monitoring arrangements

- 7.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.
- 7.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

8.0 Measures of success

- 8.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

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SCRUTINY BOARD (CENTRAL AND CORPORATE FUNCTIONS)

INQUIRY INTO MEMBER DEVELOPMENT

TERMS OF REFERENCE

1.0 Introduction

- 1.1 The Council was awarded the Improvement and Development Agency's 'Charter for Member Development' in 2007. This award recognised the Council's commitment in supporting its Members to fulfil their roles and build capacity. However, whilst acknowledging the quality and effectiveness of Leeds' provision, the assessors stressed the importance of continuous improvement. Their report made a number of suggestions, including the recommendation to undertake a Scrutiny review of Member Development.
- 1.2 In 2010 the Council will need to seek re-accreditation for the Charter. As part of the process there will be the option to gain 'Charter Plus' which has more stringent targets, including the following:
- a formal Personal Development Planning process must be in use, with a majority of councillors having undertaken interviews
 - the Council must have, and use role profiles (for key roles such as Planning Member, Scrutiny Chair etc)
 - a sophisticated evaluation/impact assessment process for member development and for individual and groups of councillors must be in place.
- 1.3 At its meeting on 7th July, Scrutiny Board (Central and Corporate Functions) resolved to undertake an Inquiry into Member Development.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
- Effectiveness of the Member Development Strategy and existing training provision for Members in terms of:
 - Timing, format and relevance of events
 - Marketing and promotion of training
 - Evaluation of training initiatives and return on investment.
 - Extent to which Member Development is Member-led
 - Provision of resources and budget to support the function.
- 2.2 The Membership of the Scrutiny Board includes Members who sit on the Member Development Working Group. (Cllrs Latty (Chair),

Councillor Bentley and Cllr Dowson). These Members will be able to bring expert evidence to the Board throughout the Inquiry.

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and have been incorporated where appropriate into these Terms of Reference. Full details are available on request to the Scrutiny Support Unit.

4.0 Timetable for the inquiry

- 4.1 The Inquiry will take place over three working group sessions with a view to issuing a final report in December 2008.
- 4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Session one – Scene-setting

To set the scene through an explanation of the Leeds Member Development Strategy.

5.3 Session two – Best practice

- Member Development Charter requirements
- Good practice from other authorities
- Future initiatives and developments (input from IDeA).

5.3 Session three – Performance

- Leadership of the Member Development function
- Current budget and resources
- Performance data and statistics (attendance, evaluation etc).

5.4 Session four – Final report (1st December 2008)

- To agree final report.

6.0 Witnesses

- 6.1 The following witnesses have been identified as possible contributors to the Inquiry:
- Kay Sidebottom (Member Development Officer)
 - Peter Marrington (Head of Scrutiny and Member Development)
 - Member Development Working Group representatives

- Judith Hurcombe, IDeA Principal Consultant
- Karen Weaver, Assistant Head Employment Services, Local Government Yorkshire and Humber
- Cllr Val Slater, Bradford City Council and IDeA accredited Member-peer
- Member Development Officers from other authorities.

7.0 Post inquiry report monitoring arrangements

- 7.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.
- 7.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

8.0 Measures of success

- 8.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.
- 8.2 Some initial measures of success are:
- A 20% improvement in attendance at learning and development events
 - An increase in the number of events rated as 'good' or 'excellent'
 - An increase in the number of Members completing Personal Development Plans.
 - The awarding of Charter Plus

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EXECUTIVE BOARD

WEDNESDAY, 16TH JULY, 2008

PRESENT: Councillor R Brett in the Chair

Councillors A Carter, R Finnigan, S Golton,
R Harker, P Harrand, J Procter, S Smith
and K Wakefield

Councillor J Blake – Non-voting advisory member

28 Exclusion of the 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 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 38 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that publication could prejudice the City Council's commercial interests as the appendix includes matters where negotiations of a confidential nature will ensue. In these circumstances it is considered that the public interest in disclosing this commercial information outweighs the interests of disclosure.
- (b) Appendix B to the report referred to in minute 41 under the terms of Access to Information Procedure Rule 10.4(3) and (4) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as it relates to the financial or business affairs of the parties identified in the report, and of the Council and that publication could prejudice the Council's commercial interests as it includes financial information relating to contracts that if published could influence negotiations between the Council and potential contractors.
- (c) Appendices 1 and 2 of the report referred to in minute 44 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because publication could prejudice the City Council's commercial interests as, both the appendix and the final business case include matters where final negotiations on the contract are not yet complete, and these negotiations are confidential between the City Council, the LEP and Environments for Learning (E4L). In addition both the Appendix and the Final Business Case contain sensitive commercial information supplied to the City Council by the LEP and E4L.
- (d) The appendix to the report referred to in minute 55 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information is not publicly available from the statutory registers of

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd September, 2008

information kept in respect of certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the acquisition of the property/land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of negotiations and affect the integrity of acquisition 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 could obtain information about the nature and level of consideration 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 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.

- (e) Appendix 1 to the report referred to in minute 58 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because it relates to the financial or business affairs of a particular person and of the Council. This information is not publicly available from Statutory registers of information kept in respect of certain companies and charities. To release full details of all of these matters into the public domain would almost certainly prejudice landowners and the Council's commercial interests as there may be interventions by rival parties at this stage of the land assembly process. In addition, these kind of interventions would lead to serious prejudice to the Council's commercial interests and could damage the process of negotiations with the owners.

29 Late Items

The Chair had admitted the following late items to the agenda as follows:

The National Challenge: Schools achieving less than 30% of 5 GCSEs including English and Maths (minute 42)

The DCSF deadline for submission of the plan was the end of July 2008 and it was considered appropriate that the Board should endorse the proposed approach prior to its submission

South Leeds Expression of Interest (minute 43)

The proposal in this item was directly related to the National Challenge item and it was logical that both reports be considered at the same meeting of the Board.

Transport Innovation Fund Pump Priming Bid (minute 51)

The report could not be prepared for distribution with the agenda pending advice that government would support the bid, and as the two year programme of work was scheduled to commence in the month of this meeting, it was appropriate that the matter be admitted to the agenda.

30 Declaration of Interests

Councillor Wakefield declared a personal interest in the items relating to The National Challenge (minute 42) and the South Leeds Expression of Interest (minute 43) as a member of the Learning and Skills Council.

Councillor Blake declared a personal interest in the item relating to Older People's Day Services (minute 46) as a member of Middleton Elderly Aid and a personal and prejudicial interest in the item relating to Otley Heavy Goods Vehicle Traffic as the owner of a property in Otley (minute 49)

Councillor Harrand declared a personal interest in the item relating to Older People's Day Services (minute 46) as a member of Moor Allerton Elderly Care and Councillor Brett as a member of Burmantofts Senior Action Committee.

Further declarations made during the meeting are referred to in minutes 53 and 59 (Councillor Smith)

31 Minutes

RESOLVED – That the minutes of the meeting held on 11th June 2008 be approved.

NEIGHBOURHOODS AND HOUSING

32 Beeston Group Repair - Phase 5

The Director of Environment and Neighbourhoods submitted a report on a proposal to extend the life of approximately 50 properties in the Beeston area by 30 years utilising £1,500,000 of Single Regional Housing Pot funding.

RESOLVED –

- (a) That approval be given for the injection into the capital programme of £1,350,000 of Regional Housing Board money and of £150,700 from owner occupiers and that scheme expenditure to the amount of £1,500,700 be authorised.
- (b) That the Director of Environment and Neighbourhoods brings a further report on progress at the appropriate time.

33 Leeds Watch CCTV Improvement Scheme

The Director of Environment and Neighbourhoods submitted a report on the proposed improvement of the LeedsWatch CCTV scheme in partnership with Metro subject to agreed Heads of Terms at a cost of £973,500

The report presented four options of taking no action, replacing VCR with DVD, digital storage and management solution, and digital storage and management solution in partnership.

RESOLVED –

- (a) That approval be given to option four as detailed in the report.
- (b) That approval be given to the injection of £973,500 of unsupported borrowing into the Environment and Neighbourhoods Capital Programme and that expenditure in the same amount be authorised.
- (c) That approval be given to enter into a partnership with Metro subject to agreed Heads of Terms.

34 Area Committee Roles for 2008/09

The Director of Environment and Neighbourhoods submitted a report outlining the range of proposed increased roles for the Area Committees for 2008/09.

Revised appendices to the report had been circulated subsequent to the issue of the agenda.

RESOLVED –

- (a) That the Area Functions to be delegated to Area Committees for 2008/09 as summarised in the report and detailed in Appendix 1 be approved.
- (b) That the enhanced roles of Area Committees as summarised in the report and detailed in Appendix 2 be endorsed.
- (c) That this information be reported to the Area Committees at the next cycle of meetings.
- (d) That the Area Functions referred to in (a) above be incorporated into the Council's Constitution at the next available opportunity.

35 Key Decision Taken Under Special Urgency Provisions

The Assistant Chief Executive (Corporate Governance) submitted a report informing of a Key Decision taken under 'Special Urgency' provisions contained in the Constitution and recommending that the Board forward this report to Council as the quarterly report on such decisions in accordance with paragraph 16.3 of the Access to Information Procedure Rules.

RESOLVED – That the report be approved for submission to Council as the quarterly report in accordance with Access to Information Procedure Rule 16.3.

CHILDREN' S SERVICES

36 Early Years Capital Grants 2008-2011

The Acting Chief Officer for Early Years and Integrated Youth Support Service submitted a report on the capital funding allocations for 2008-11 that will support the implementation of the 10 Year Strategy for Childcare by way of capital expenditure of £11,324,414 on payments to Early Years providers and schools to enable the delivery of extended services and to meet the statutory duties of the Childcare Act 2006.

RESOLVED –

- (a) That approval be given to the injection of £8,229,414 Quality and Access for all Young Children (Capital scheme number 14776) and £3,095,000 Extended Services (Capital scheme number 14777) Capital Grants into the Children's Services Capital Programme and that authority be given to incur this expenditure on payments to Early Years providers to meet the statutory duties of the Childcare Act 2006 as outlined in the guidance and in the report.
- (b) That the proposals for allocation of grant and monitoring of outcomes for the DCSF by Partnership Boards established under Leeds City Council corporate governance for the purpose be approved.
- (c) That an annual report on programme outcomes and expenditure be brought to this Board.

37 Children's Services Joint Area Review Action Plan

Further to minute 11 of the meeting held on 11th June 2008 the Director of Children's Services submitted a report on the production of the formal Joint Area Review action plan, and the arrangements for its implementation and performance monitoring.

RESOLVED – That the report be received, that the action plan be approved for submission to Ofsted and that updates on progress against the action plan be brought to this Board as part of the annual performance assessment reporting in December 2008.

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

38 Independent Living PFI Project - Approval of Revised Scope and Affordability Issues

With reference to minute 53 of the meeting held on 22nd August 2007 the Director of Children's Services submitted a report on the proposed revised scope and affordability of the Independent Living Project for Children's Services.

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 the reduction in scope of the Children's Services PFI Project be approved.
- (b) That the Children's Services PFI Project to build a new 12 bed short break unit be approved.
- (c) That the project be implemented as a City Council Change in accordance with the financial parameters in Appendix 1 to the report.
- (d) That the Chair of the Independent Living Project Board be authorised (in consultation with two other members) to give approval to the terms of the City Council Change Notice and to approve (or reject) the

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd September, 2008

39 Bankside Primary School - Provision of Newly Built School

The Chief Executive of Education Leeds submitted a report on the principle of the proposed demolition of the existing Bankside Primary School with a rebuild on the current site subject to later consideration of a detailed design and cost report by this Board.

RESOLVED – That the content of the report in detailing the proposed scheme be noted and that approval in principle be given to the rebuilding of Bankside Primary School, subject to a design and cost report being brought to a future meeting of this Board.

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

40 Proposal to Make a Prescribed Alteration at Harehills Primary School

The Chief Executive of Education Leeds submitted a report on the outcome of statutory notices published on the proposal to make a prescribed alteration to permanently increase the admission number at Harehills Primary School from 60 to 90 reception places.

RESOLVED – That approval be given to proceed with the proposal to permanently increase the admission number for Harehills Primary School from 60 to 90 reception places with effect from September 2009.

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

41 Future of East Moor Secure Children's Home

The Director of Children's Services submitted a report on a proposal to build a new secure children's home to replace East Moor House.

Following consideration of appendix B to the report designated as exempt under Access to Information Procedure Rule 10.4(3) and (4) which was considered in private at the conclusion of the meeting it was

RESOLVED – That the Director of Children's Services be requested to commence a process of negotiations with the Youth Justice Board, the Department of Children, Schools and Families and other key stakeholders to consider building a new secure children's home to replace East Moor House.

42 The National Challenge: Schools Achieving Less than 30% of 5 GCSEs including English and Maths

The Chief Executive of Education Leeds submitted a report outlining the proposed response of Education Leeds to the government's 'National Challenge' that every school should have more than 30% of students achieving five good grades at GCSE including English and Maths. The report

included the assessment made by Education Leeds of each school's prospects of achieving the floor targets and of the type of support and actions needed to achieve them.

RESOLVED –

- (a) That the risk assessment set out in paragraph 3.4 of the report be agreed as the basis of the Council's response to the DCSF and the requested action plan.
- (b) That the continued exploration of a range of options for those schools at risk of not achieving the floor target by 2011 be supported.
- (c) That the plans to ensure that the majority of schools will continue to make good progress towards and past the floor target be supported.

43 South Leeds Expression of Interest

The Chief Executive of Education Leeds submitted a report on a proposal to progress an expression of interest into a detailed feasibility and consultation process to allow a full examination of the issues surrounding the establishment of an academy to serve Beeston and Holbeck, City and Hunslet and Middleton Park wards of inner South Leeds.

RESOLVED –

- (a) That approval be given to progress to a detailed feasibility and formal consultation process that will allow a full examination of the issues surrounding the establishment of an academy to serve the Beeston and Holbeck, City and Hunslet and Middleton Park wards of inner South Leeds.
- (b) That a further report be brought to this Board in Autumn 2008 on the outcome of the feasibility and formal consultation process to enable the Board to come to a final decision on the value of establishing an academy to replace South Leeds High School.

LEISURE

44 New Leaf Leisure Centres - Approval of Final Business Case, Affordability and off site Capital Works

The Director of City Development submitted a report on the proposed submission of the final business case to the Department of Culture, Media and Sport and proposed injection into the capital programme for the development of off-site highway works at Morley and Armley leisure centres in addition to a multi-use games area at Armley.

Following consideration of appendices 1 and 2 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 submission of the Final Business Case to the Department for Culture, Media and Sport be approved. The Final Business Case covers the New Leaf Leisure Centres Armley and Morley, as part of the

City Council's BSF Wave1 Programme and financed through the Government's Private Finance Initiative.

- (b) That approval be given to the financial implications for the Council of entering into the Project, and to the maximum affordability ceiling for the City Council in relation to the PFI contract of £3,688,000 as set out in Appendix 1 to the report (but subject to paragraph (g) below should the SWAP rate exceed 5.8% at financial close).
- (c) That approval be given to the arrangements to Financial Close and implementation of the Project to include (but not by way of limitation) the award/entry into a PFI Project Agreement to a special purpose company to be established under terms agreed between the City Council and the Leeds Local Education Partnership (LEP) and in connection therewith, grant delegated powers to the Deputy Chief Executive (or in his absence the Director of Resources) to make any necessary amendments to the Final Business Case and given final approval to the completion of the Project, including (but not by way of limitation) the terms of the following:
 - i. The Project Agreement
 - ii. The Funders Direct Agreement
 - iii. Arrangements to appoint an independent certifier to assess the quality of the contractors' work
 - iv. Appropriate collateral warranties and

Together with any other documentation ancillary or additional to the above necessary for the completion of the Project ('Project Documents')

subject to

- (A) DCMS approval of the Final Business Case
 - (B) the Deputy Chief Executive (or in his absence the Director of Resources) being satisfied that the Project remains within the affordability constraints set out in Appendix 1 to the report
 - (C) Receipt of a report satisfactory to the Deputy Chief Executive (or in his absence the Director of Resources) from the Council's external legal advisers, as described in paragraph 5.4 of the report and
 - (D) The Director of Resources (or in his absence the Chief Officer – Financial Management) assessment on the balance sheet treatment in relation to the PFI contract as set out in paragraph 4 of Appendix 1 of the report.
- (d) That the Director of Resources, as the statutory officer under section 151 of the Local Government Act 1972, or in his absence the Chief Officer - Financial Management, be authorised to sign any necessary certificates under the Local Government (Contracts) Act 1997 in relation to the Project.

- (e) That, in respect of certification under (d), and subject to the advice of the Assistant Chief Executive (Corporate Governance), a contractual indemnity be provided to the Director of Resources (or the Chief Officer – Financial Management, as appropriate) in respect of any personal liabilities arising from the certification.
- (f) That approval be given to the execution of the Project Documents, by affixing the Council's common seal and / or signature (in accordance with Articles 14.4 and 14.5 of Part 2 of the City Council's Constitution) and to the Assistant Chief Executive (Corporate Governance) (or any other officer of the Council authorised by her) taking any necessary further action following the approval of completion of the Project by the Deputy Chief Executive or Director of Resources referred to in (c) above to complete the Project including any final amendments to the Project Documents and to give effect to Members' resolutions and the delegated decisions referred to in this minute.
- (g) That the chair of the BSF / PFI Project Board or his nominee be authorised to approve the completion of the project should the SWAP rate exceed 5.8% at Financial Close as set out in Appendix 1 to the report
- (h)
 - (i) That the Project Brief for the off site highway works as presented be approved.
 - (ii) That the Highway Scheme Design as presented be approved.
 - (iii) That injection of £280,000, into the Capital Programme, funded by £150,000 from Sport England and £ 130,000 from section 278 receipts, be authorised and that transfer of £80,000 from an existing capital programme scheme be agreed, all to fund the off site highway works.
 - (iv) That total scheme expenditure of £360,000 be authorised.
 - (v) That the funding plan and the procurement plan as presented be approved.

45 Leeds Sports Trust

The Director of City Development submitted a report on the current position with regard to development of the proposed Sports Trust and on options for moving forward.

RESOLVED –

- (a) That the development of a Trust to manage the Council's Sports and Active Recreation Service be not proceeded with.
- (b) That further work be undertaken and reports brought forward for consideration by this Board as to medium and long term options to address the challenges faced by the service as presented in the submitted report.

ADULT HEALTH AND SOCIAL CARE

46 Older People's Day Services - Service Improvement Plan

The Director of Adult Social Services submitted a report on the proposed service plan to deliver increased choice and more personalised day activities for older people.

RESOLVED –

- (a) That endorsement be given to the model of flexible, individualised and socially inclusive approach to the provision of day opportunities for older people with care needs and that the work now underway to modernise the day service for older people in Adult Social Care be noted.
- (b) That the phased approach which forms the basis of further work with stakeholders in relation to planning and implementation for each area of the city be agreed.
- (c) That the programme be developed with the involvement of local members and their Area Committees thus ensuring effective and efficient local implementation.
- (d) That the phase 1 proposals set out in the report be adopted as a basis for consultation and ongoing work. This includes the specific proposed reprovision detailed in respect of Richmond Hill and the Peripatetic Unit in paragraph 6.3 of the report in respect of which a further report be brought to this Board on the outcome of the consultation relating to the future of those units by November 2008.
- (e) That further reports be brought to this Board in 2009 on the outcome of the wider consultation about locality plans and the results of the ongoing work as the modernisation of older people's day services progresses.

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

CENTRAL AND CORPORATE

47 Treasury Management Annual Report 2007/08

The Director of Resources submitted a report providing a review of the Treasury Management Strategy and operations for 2007/08.

RESOLVED – That the treasury management outturn position for 2007/08 be noted.

48 Transfer of Dormant Funds to Launch a New City of Leeds Fund

The Director of Resources and Assistant Chief Executive (Corporate Governance) submitted a joint report on a proposal to work with the Leeds Community Foundation to establish a new City of Leeds Fund to provide support to community groups by the transfer of resources from redundant existing trust funds and bequests administered by the Council to the new Fund. The report also proposed ring-fencing arrangements for intermittently active trust funds proposed for transfer, and in principle agreement to Leeds

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd September, 2008

City Council representation on the Grants Panel of the new Fund, in addition to agreement to review the trusts under control of the Council with a view to transferring any further dormant/obsolete/inactive trusts to the new Fund in due course.

RESOLVED –

- (a) That approval be given to the establishment of the new City of Leeds Fund to be administered and managed by the Leeds Community Foundation.
- (b) That the trusts identified in Part One of Appendix A to the report [three dormant Education trust funds] be transferred to Leeds Community Foundation to an endowment fund within the new City of Leeds Fund under Section 74 of the Charities Act.
- (c) That that the trusts identified in Part Two of Appendix A to the report should be freed from any restrictions applying to the expenditure of capital.
- (d) That the trusts identified in Part Two of Appendix A to the report [13 dormant trust funds] be transferred to Leeds Community Foundation to a flow-through fund within the new City of Leeds Fund under Section 75 of the Charities Act 1993.
- (e) That approval in principle be given to the transfer of the Joseph Emmott trust fund to Leeds Community Foundation to an endowment fund within the City of Leeds Fund with power to formally approve the transfer under a Scheme, once sanctioned by the Charity Commission, delegated to the Assistant Chief Executive (Corporate Governance).
- (f) That that ring-fencing arrangements shall apply to the funds of the Holbeck Mechanics and Joseph Emmott trust funds within the new Fund.
- (g) That Leeds Community Foundation be requested to agree that City Council representation on the Grants Panel of the new Fund be increased to three and that approval of the specific nominees be made at a later date following final approval of the proposals by the Charity Commission
- (h) That officers continue to review the trusts under control of the Council with a view to transferring any further dormant/obsolete/inactive trusts to the new Fund in due course.
- (i) That Leeds Community Foundation be requested to make annual reports back to this Board on progress of the fund.

DEVELOPMENT AND REGENERATION

49 Otley - Heavy Goods Vehicle Management Proposals

The Director of City Development submitted a report on proposals for Heavy Goods Vehicle (HGV) management in the Otley Area.

The report examined options as follows:

- a No further action
- b Voluntary arrangements with local HGV operators
- c Freight Quality Partnership

- d Traffic management (signs, markings and engineering measures)
- e HGV traffic restrictions by Order – comprehensive measures on key routes in North Otley and on alternative local routes in North Yorkshire
- f HGV traffic restrictions by Order – comprehensive measures on key routes into Leeds District including North Otley and the A658 at Pool
- g HGV traffic restrictions by Order – limited measures to restrict traffic in North Otley to quieter times of the day outside peak time for travel to school etc
- h HGV traffic restrictions by Order – limited measures to restrict traffic in Otley to single direction (similar to the former voluntary arrangement) HGV traffic would travel southbound through Otley and return northbound by alternative routes
- i Weight restriction on Wharfe Bridge at Otley

In presenting the report the Executive Member (City Development) referred to a letter from North Yorkshire County Council requesting that consideration of this matter be deferred.

RESOLVED –

- (a) That the content of the report be noted and that the Director of City Development and Assistant Chief Executive (Corporate Governance) be authorised to undertake further work in respect of option (h) with a view to assessing the effects and impact which adoption of that option would have on the area and that a further report in that respect be brought to this Board.
- (b) That contacts between senior members be established and those between officers be maintained with the representatives of the adjacent local highway authorities, including North Yorkshire County Council, until the proposals or alternative arrangements have been implemented.

(Councillor Blake having declared a personal and prejudicial interest, left the meeting during consideration of this matter)

50 New Generation Transport (NGT) Update

The Director of City Development submitted a report on progress of the New Generation Transport proposals and how these fitted strategically into a wider transport strategy for Leeds and the wider City Region.

RESOLVED –

- (a) That the report be noted and that the findings of the Strategic Fit work, identified in appendix 1 to the report be endorsed.
- (b) That a capital programme injection of £1,400,000 and a transfer from scheme 99926 of £1,050,000 funded from Section 106 developer contributions be approved and that authority be given to spend of £2,450,000 as the Council's contribution towards scheme development costs, to cover design fees and the preparation and consultation costs necessary to develop the work through to a Major Scheme Business Case submission.

Draft minutes to be approved at the meeting to be held on Tuesday, 2nd September, 2008

- (c) That a further progress report be brought to this Board once scheme development has progressed.

51 Transport Innovation Fund Pump Priming Bid

The Director of City Development submitted a report on the government decision to support the Leeds Transport Innovation Fund Pump Priming Bid to allow options for a future transport strategy for Leeds to be explored and evaluated.

The Executive Member (City Development) reported that the formal government announcement in respect of this funding had been made on the same day as this meeting

RESOLVED –

- (a) That the proposed future transport strategy work facilitated by the Transport Innovation Fund pump priming funding be endorsed.
- (b) That approval be given to the capital contribution to the development costs of £386,750 to be funded from the Integrated Transport Scheme 99609 within the approved Capital Programme and eligible for 100% government funding.

52 Completion of West Garforth Integrated Urban Drainage Pilot Project

The Director of City Development submitted a report on the West Garforth Integrated Urban Drainage pilot project, which had recently been completed, and explaining the recommendations and action plan included in the project report, in the context of the existing work and priorities of the Council.

RESOLVED –

- (a) That the final report to DEFRA on the West Garforth Integrated Urban Drainage pilot project be noted.
- (b) That the recommendations for local action as identified in paragraphs 3.10 to 3.14 of the report be endorsed.
- (c) That the action plan items for Leeds City Council as identified in paragraphs 3.17 to 3.21 of the report be endorsed.

53 Annual Update on Water Asset Management Working Group Progress and Pitt Inquiry Outcomes

The Director of City Development submitted a report on progress by the Water Asset Management Working Group in implementing lessons learned from flooding incidents in Leeds between August 2004 and January 2008 and on the impending outcomes of the independent Pitt Review of the national impact of flooding whose final report was due at the end of June.

RESOLVED –

- (a) That progress in implementing actions previously approved be noted.
- (b) That a further report be brought to this Board on the final contents of the Pitt Review, Government's response and the officers recommendations regarding the impact on the Council's responsibilities and activities.

(Councillor Smith declared a personal interest in this item as a member of Greenpeace)

54 Affordable Housing Targets and Housing Mix

The Director of City Development submitted a report on changes to housing policy and practice to be applied to planning applications on and after 21st July 2008. The changes related to an increase in affordable housing targets and to guidelines to influence the mix of types and sizes of dwellings in new housing developments.

RESOLVED –

- (a) That informal planning policy as set out in appendices 1 and 2 to the report to broaden housing mix and increase the affordable housing targets be approved.
- (b) That officers apply the changes to applications received on or after Monday 21st July 2008.

55 Sovereign Street / Criterion Place

Further to minute 255 of the meeting held on 7th April 2004 the Director of City Development submitted a report advising of a revised offer for the Sovereign Street site.

The report identified four options as follows:

- i) Continue to negotiate with Simons on the basis of the revised conditional offer recently received.
- ii) Invite Simons to submit an unconditional offer for the site. An unconditional offer would be an offer with no conditions attached to it and future control over the scheme proposals would be via the planning process.
- iii) Remarket the site, either immediately or at some time in the future, inviting offers and scheme proposals.
- iv) Terminate the contract with Simons and continue to use the site for car parking, which generates substantial revenue income (detailed in the confidential appendix) by virtue of the rents received on an annual basis from the two car park operators.

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 – That the revised offer received from the Council's preferred developer of the Sovereign Street site, be not accepted and that the Council continue to receive the rental income from the site, which is generated from car parking, in the short term, with future options for the site being considered during this time.

56 Town and District Centres - Yeadon Town Street (Phase 2 and Additional Works)

The Director of City Development submitted a report seeking approval to spend £260,000 of Town and District Centre Regeneration Fund monies to contribute to the highway improvement in Yeadon Town Street.

RESOLVED –

- (a) That authority be given for an injection of £40,000 from s106 funds into scheme 12154/YEA/000.
- (b) That authority be given to spend £260,000 for works to the Town Hall square and other additional costs items as detailed in paragraphs 3.3 to 3.5 of the submitted report.

57 Armley Townscape Heritage Initiative Regeneration Scheme and Chapeltown Townscape Heritage Initiative Regeneration Scheme

The Director of Environment and Neighbourhoods submitted a report on the successful outcome of the Council's application for funding from the Heritage Lottery Fund to implement two Townscape Heritage Initiative Regeneration Schemes in Armley and Chapeltown.

RESOLVED –

- (a) That the Townscape Heritage Initiative schemes be supported.
- (b) That approval be given to an injection of £1,090,319 into Armley Town and District Centre Scheme (scheme no: 12154/ARM/000) fully funded from external sources provided by Heritage Lottery Fund
- (c) That approval be given to an injection of £802,500 into Chapeltown Town and District Centre Scheme (scheme no: 12154/CHA/000) fully funded from external sources provided by Heritage Lottery Fund.

58 Proposed Acquisition of Land at Lowfields Road, Leeds

The Director of City Development submitted a report on an opportunity which had arisen to acquire land off Lowfields Road, to the rear of Elland Road Football Ground and on proposed terms of the acquisition.

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 the provisionally agreed terms for the acquisition of land at Lowfields Road as detailed at 3.0 in the exempt appendix be approved.
- (b) That approval be given to the allocation of the sum identified in the exempt appendix and authority be given to spend the same amount from the Strategic Development Fund within the capital programme for the acquisition of land at Lowfields Road.

ENVIRONMENTAL SERVICES

59 Residual Waste Treatment PFI Project - Evaluation Methodology and Update

The Director of Environment and Neighbourhoods submitted a report on the proposed principles of the evaluation methodology for the comparison of bids received during the procurement phase of the residual waste project. Further to minute 119 of the meeting held on 14th November 2007 the report also provided an update on the residual waste project affordability and project scope and proposed the commencement of the procurement of a Residual Waste Treatment Facility.

RESOLVED –

- (a) That the report be noted and that officers be authorised to begin procurement of this project through placement of OJEU and other appropriate contract notices.
- (b) That approval be given to the principles of the evaluation methodology to be used during the procurement as set out in the report and that the Deputy Chief Executive as Chair of the Residual Waste Treatment Project Board be authorised to finalise the details of the evaluation methodology.
- (c) That bids submitted which cost more than the 'do nothing' cost set out in table 3 of the report will not be considered further and that the reference project costs set out in table 2 of the report will be a target to be indicated to bidders.

(Councillor Smith declared a personal interest in this item as a member of Greenpeace)

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

DATE OF PUBLICATION: 18TH JULY 2008
LAST DATE FOR CALL IN: 25TH JULY 2008 (5.00 PM)

(Scrutiny Support will notify Directors of any items Called In by 12.00 noon on Monday 28th July 2008)

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 September 2008 to 31 December 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)
Financial Management Restructure Approval of the Restructure of the Authority wide Financial Management function.	Director of Resources	1/9/08	Extensive consultation with Unions and other stakeholders including staff planned from late June 2008.	Chief Officer Delegated Decision Report	Director of Resources
RHB 2008-11 Programme Injection of external grant funding from Director of Resources	Director of Resources	1/9/08	RHB Programme Board	Design and Cost Report	Director of Resources
Compulsory Purchase Order (Parent Scheme) Authority to spend from Director of Resources	Director of Resources	1/9/08	RHB Project Board	Design and Cost Report	Director of Resources

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Corporate Property Management Repairs and Maintenance Contract Arrangements Approval of proposed contract and partnership arrangements for the provision of maintenance and repairs work to Council buildings.	Director of Resources	30/9/08	Extensive consultation is taking place through the Repairs and Maintenance Contract Review Group which includes all key stakeholders	Delegated decision report	Director of Resources
Leeds by Example: Developing a Corporate Social Responsibility Policy Approve the vision and development of a Corporate Social Responsibility Policy.	Executive Board (Portfolio: Central and Corporate)	8/10/08		The report to be issued to the decision maker with the agenda for the meeting	Deputy Chief Executive
Financial Performance Half Year 2008/09 In noting the financial position at the half year for the Authority a decision will be required as to the treatment of any variation identified.	Executive Board (Portfolio: Central and Corporate)	5/11/08		The report to be issued to the decision maker with the agenda for the meeting	Director of Resources

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Framework Agreement for Financial Advisors for PFI Projects To award the contract for the Framework Agreement.	Chief Officer (PPPU)	6/11/08	N/A (advisors from client departments consulted)	Report to Panel	Deputy Chief Executive

NOTES

Key decisions are those executive decisions:

- which result in the authority incurring expenditure or making savings over £250,000 per annum, or
- are likely to have a significant effect on communities living or working in an area comprising two or more wards

<u>Executive Board Portfolios</u>	<u>Executive Member</u>
Central and Corporate	Councillor 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.