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## SCRUTINY BOARD (CENTRAL AND CORPORATE)

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Meeting to be held in Civic Hall, Leeds on  
Monday, 3rd November, 2008 at 10.00 am

*(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)*

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### 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  
V Kendall - Roundhay  
A Lowe - Armley  
B Selby - Killingbeck and Seacroft  
P Wadsworth - Roundhay

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information 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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED –</b> 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:-  <b>No exempt items on this agenda.</b></p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 6TH OCTOBER 2008</b></p> <p>To confirm as a correct record the attached minutes of the meeting held on 6<sup>th</sup> October 2008.</p>	1 - 6
7			<p><b>SCRUTINY INQUIRY - ABSENCE MANAGEMENT - SESSION 2</b></p> <p>Further to Minute No. 18, 8<sup>th</sup> September 2008, to receive and consider the attached report of the Head of Scrutiny and Member Development, and to receive further evidence from the witnesses invited to today's meeting.</p>	7 - 10
8			<p><b>WORK PROGRAMME</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development, which incorporates the minutes of the Executive Board meeting held on 8<sup>th</sup> October 2008 and an extract from the Council's Forward Plan of Key Decisions for the period 1<sup>st</sup> November 2008 – 28<sup>th</sup> February 2009.</p>	11 - 30

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>Monday 1<sup>st</sup> December 2008  *<b>Tuesday</b> 6<sup>th</sup> January 2009  Monday 2<sup>nd</sup> February 2009  Monday 2<sup>nd</sup> March 2009  Monday 6<sup>th</sup> April 2009</p> <p>* All at 10 am (Pre- Meetings at 9.30am) <b>except</b> re-arranged meeting on Tuesday 6<sup>th</sup> January, which will commence at 2.00 pm (Pre-Meeting 1.30 pm).</p>	

# Agenda Item 6

## SCRUTINY BOARD (CENTRAL AND CORPORATE)

MONDAY, 6TH OCTOBER, 2008

**PRESENT:** Councillor M Dobson in the Chair

Councillors B Atha, J Bale, S Bentley,  
B Chastney, P Davey, J Dowson, P Ewens,  
M Hamilton, V Kendall, A Lowe, B Selby  
and P Wadsworth

### 30 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair admitted to the agenda a late report from the Head of Scrutiny and Member Development in connection with Agenda Item 9, relating to a proposed revised funding agreement between Leeds City Council and Marketing Leeds. This report emanated directly from the Board's Call - In meeting held on 17<sup>th</sup> September 2008, and for this reason had not been available at the time of agenda despatch.

### 31 Declarations of Interest

Councillor Lowe declared a personal interest in Agenda Item 8 (Min No 34 refers) – Scrutiny Inquiry into procurement, outsourcing and commissioning of services – in her capacity as Chief Executive of Touchstone, Leeds, a charity involved in providing mental health support services, which did work for Leeds City Council.

(NB See also later Minute No 33)

### 32 Minutes - 8th and 17th September 2008 and Matters Arising

The Board received and considered the minutes of their ordinary meeting held on 8<sup>th</sup> September 2008 and the Call - In meeting held on 17<sup>th</sup> September 2008.

A Member commented that the stylised format currently adopted for recording Call - In meetings was less than helpful, and that the minutes of the 17<sup>th</sup> September meeting would have benefited from containing rather more detail regarding the discussions at that meeting.

**RESOLVED** – That the minutes of the meetings held on 8<sup>th</sup> and 17<sup>th</sup> September 2008 be confirmed as a correct record.

### 33 Accountability Arrangements for 2008/09 and Quarter 1 Performance and Financial Health Report

Draft minutes to be approved at the meeting  
to be held on Monday, 3rd November, 2008

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Quarter 1 performance indicators for Central and Corporate Functions and containing proposals for a new reporting format in future, combining the Council Business Plan performance indicators report with the quarterly financial performance monitoring report. The Board also considered the Director of Resources' Quarter 1 Financial Health Monitoring Report, first submitted to the Executive Board on 2<sup>nd</sup> September 2008.

Steve Clough, Head of Policy, Performance and Improvement, and Doug Meeson, Chief Officer (Financial Management) attended the meeting and responded to Members' queries and comments. In brief summary, the main points of discussion were:-

- Reference was made to Appendix 1, the 'Corporate Balanced Scorecard 2008/09', and some areas shown as 'red circles', indicating that targets were unlikely to be met. It was explained that these fell outside the remit of the Scrutiny Board (Central and Corporate), within the Cultural and Health and Wellbeing indicators. Nonetheless, Steve Clough undertook to e-mail details to Members. He also undertook to let Members have further details of the definitions of various performance indicators – BP-08, BP-09 and BP-11 – and to review the wording to see if their meaning could be made more immediately apparent;
- Steve Clough also undertook to provide the Board with details of the Council's official partner organisations, such as the Police, health authority etc, and to also let Members have a service by service breakdown relating to customer service queries, and how quickly issues were resolved, often on a first point of contact basis via the Contact Centre;
- The effect of the current economic downturn on the Council's investments, and the ability of the Council's Business Plan to adapt to changing circumstances to enable targets and priorities to be met. Doug Meeson undertook to amend the reporting format to include in future an update regarding the effects on the Council's capital programme. Productivity targets were built into the system, from chief officer down to team leader level, and the performance of individual members of staff could also often be measured. Management accounting principles were also practiced;
- Further to Minute No 11, 7<sup>th</sup> July 2008, the question of the levels of reserves held by schools and ALMOs, and their utilisation by the Council, together with the legal and constitutional relationships between the Council and the ALMOs and Education Leeds, was once again raised. It was agreed that the Working Group on this issue previously mooted should proceed, the Head of Scrutiny and Member Development to make appropriate arrangements;
- The Head of Scrutiny and Member Development undertook to co-ordinate and circulate a response to queries relating to outside placement costs,

direct payments and polling costs (Paragraphs 3.1.5, 3.1.6 and 3.1.8 of Appendix 4 refer).

**RESOLVED –**

- (a) That subject to the above comments, the report be received and noted, and Steve Clough and Doug Meeson be thanked for their attendance and the manner in which they have responded to Members queries and comments.
- (b) That approval be given to the proposed new reporting arrangements, on the understanding that these can be subject to review if necessary at a later date.

(NB: 1 Councillor Wadsworth left the meeting at 10.44 am during consideration of this item;

2 Councillor Lowe declared a personal interest in this item in her capacity as a Director of Leeds West North West Homes ALMO).

**34 Scrutiny Inquiry - Procurement, Outsourcing and Commissioning Services - Session 1**

Further to Minute No 13, 7<sup>th</sup> July 2008, the Board considered a report submitted by the Chief Procurement Officer which set out the main principles and legal framework which underpinned the Council's procurement service, and outlined work currently being undertaken on developing a 'One-Council' initiative for procuring and commissioning goods and services.

Wayne Baxter, Chief Procurement Officer, attended the meeting and responded to Members' queries and comments. In brief summary the main points of discussion were:-

- The importance of getting the specification as accurate as possible before the Council outsourced work;
- Notwithstanding the above point, original specifications could not deal with every eventuality, particularly unforeseen complications, and there was a need to move towards a framework and an accommodation with contractors, within a guaranteed price structure, of flexibility and incentives for suppliers to help out the authority at reasonable rates. The 'One-Council' approach tried to build this into the process;
- The crucial part played by contract monitoring, and the need for increased basic skills and competency in this area across the Council;
- The importance of options appraisals at the initial stages;
- The current lack of fairness between the degree of rigour applied to the assessment of outside service providers and the lack of equivalent levels of assessment and scrutiny for in-house services;
- The measures in place to try to safeguard the Council's interests in the current uncertain trading climate, such as parent company guarantees;
- Whether or not the Board needed to look at certain recent contracts in detail, to satisfy itself regarding current arrangements.

**RESOLVED –**

Draft minutes to be approved at the meeting to be held on Monday, 3rd November, 2008

- (a) That the report be received and noted, and Wayne Baxter be thanked for attending the meeting and the manner in which he responded to Members' queries and comments;
- (b) That arrangements be made for Session 3 of the Board's Inquiry on 1<sup>st</sup> December 2008

(NB: Councillor Davey left the meeting at 12.13 pm and Councillor Dowson at 12.25 pm during consideration of this item, and Councillor Bale left the meeting at 12.30 pm at the conclusion of this item)

### **35 Funding Agreement between Leeds City Council and Marketing Leeds**

Further to Minute No 29, 17<sup>th</sup> September 2008, the Board considered a proposed revised funding agreement between the City Council and Marketing Leeds, arising from the Call - In meeting held on 17<sup>th</sup> September.

James Rogers, Assistant Chief Executive (Planning, Policy and Improvement), and Councillor J Lewis, instrumental in the Calling - In of the original decision, attended the meeting and responded to Members' queries and comments.

Members requested that a further copy of the revised agreement, showing clearly in colour the amendments to the original, be re-circulated to all Board Members. Members also indicated that in future, they would wish to be consulted on any such agreement in advance of its implementation. They also requested a report back in due course on the outcome of the Milan marketing exercise.

**RESOLVED** – That the revised funding agreement be endorsed.

(NB: Councillors Ewens and Lowe left the meeting at 12.41 pm at the conclusion of this item)

### **36 Work Programme 2008/09**

The Head of Scrutiny and Member Development submitted a report regarding the Board's work programme, updated to reflect decisions taken at previous meetings, an extract of the Council's Forward Plan of Key Decisions for the period 1<sup>st</sup> October 2008 to 31<sup>st</sup> January 2009 and a copy of the minutes of the Executive Board meeting held on 2<sup>nd</sup> September 2008.

**RESOLVED** – That subject to any changes necessary as a result of today's meeting, the work programme be approved.

### **37 Dates and Times of Future Meetings**

Monday 3<sup>rd</sup> November 2008  
Monday 1<sup>st</sup> December 2008  
Monday 5<sup>th</sup> January 2009  
Monday 2<sup>nd</sup> February 2009

Draft minutes to be approved at the meeting  
to be held on Monday, 3rd November, 2008



Monday 2<sup>nd</sup> March 2009  
Monday 6<sup>th</sup> April 2009

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

The meeting concluded at 12.43 pm

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### Report of the Head of Scrutiny and Member Development

#### Scrutiny Board (Central & Corporate Functions)

Date: 3<sup>rd</sup> November 2008

Subject: Sickness Absence Management Inquiry – Session 2

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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### 1.0 INTRODUCTION

1.1 This is the second session of the Board's Inquiry into Sickness Absence Management. In line with the agreed terms of reference for the Inquiry a number of witnesses have been called today to respond to questions.

1.2 These witnesses are;

- Rachael Allsop, Director of Human Resources, The Leeds Teaching Hospital Trust
- Dick Banks – UNITE
- Steve Terrington and Michelle Robb – GMB
- Dave Noble – UNISON

1.3 As requested by the Board efforts are still being made to secure the time of a local major private company, to this end ASDA has been approached. The CBI was unable to send a representative; however a summary of a recent survey undertaken by them is attached. (A full copy of the report is available should Members require)

1.4 At the January meeting, Dame Carol Black, the National Director for Health and Work and Steve Sumner, OBE, Local Government Employers' (LGE) National Health and Safety Policy Adviser will be in attendance.

### 3.0 RECOMMENDATIONS

3.1 Members are asked to debate with the above witnesses those issues identified within the Boards agreed terms of reference for this Inquiry.

Background Papers

None used

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## **CBI/AXA Absence and Labour Turnover Survey 2008**

### **Summary of Findings**

This paper presents a brief summary of a publication produced by the CBI into absence and labour turnover.

The CBI/AXA Absence and Labour Turnover Survey provides the definitive source of long term trend data on the extent, costs, causes and solutions to workplace absence.

#### **Survey Respondents**

##### Summary

- The survey provides a representative sample...
- ...covering all industry sectors...
- ...all regions...
- ...and all sizes of organisations.

#### **Extent of Absence**

##### Summary

- Absence averaged 6.7 days per employee
- There was 9.3 days difference between the best and worst performing organisations
- Absence remained higher among manual than non-manual employees
- The smaller organisations had less than half the rate of absence of the largest
- Absence rates were significantly higher in the public than in the private sector
- Absence was higher where trade unions were recognised
- There were regional variations in absence rates
- Employers believe absence has declined because of better management.

#### **Costs of Absence**

##### Summary

- The direct cost of absence was £517 per employee – 3.1% of payroll
- Employers estimate indirect costs add a further £263 per employee
- Larger employers reported higher absence costs
- Absence costs varied considerably by sector.

#### **Causes of Absence**

##### Summary

- Absence was mainly caused by illness, but also by home and family responsibilities and medical appointments
- Long-term absence accounted for 40% of working time lost
- Minor illness caused the vast majority of short-term absence

- Non-work related stress, anxiety and depression was the most common cause of long-term absence
- Employers estimate that 12% of sickness absence is not genuine...
- ...two thirds believe some absence is an unauthorised extension of weekends (65%) and holidays (60%)...
- ...and half (54%) had to discipline or dismiss someone for persistent poor attendance.

## **Attendance Management Policies**

### Summary

- Three spells or ten days of absence typically trigger management action
- Most employers operate rehabilitation policies
- Employers take stress seriously
- Government could do more to help employers address sickness absence

## **Employee Health and Well-being**

### Summary

- More than two thirds of employers have a well-being policy
- Employers believe well-being policies can raise staff morale and cut absence
- Praise for a job well done is felt to be the most important contributor to staff morale
- Most organisations are satisfied with levels of morale.

## **Labour Turnover**

### Summary

- Labour turnover increased slightly to 14.9%...
- ...but satisfaction with the turnover rate also rose – to 83%
- Turnover varied significantly by region and organisational size
- Over two thirds (70%) of employers believe job security stayed the same.



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**Report of the Head of Scrutiny and Member Development**

**Scrutiny Board (Central & Corporate Functions)**

**Date: 3<sup>rd</sup> November 2008**

**Subject: Scrutiny Board (Central & Corporate Functions) – Work Programme,  
Executive Board Minutes and Forward Plan of Key Decisions**

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**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 Also attached as Appendix 2 and 3 respectively are the Executive Board minutes from 8<sup>th</sup> October 2008 and the Council's current Forward Plan relating to this Board's portfolio.

**3.0 RECOMMENDATIONS**

- 3.1 Members are asked to;
- (i) Note the Executive Board minutes and Forward Plan
  - (ii) Agree the Board's work programme.

Background Papers

None used

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

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

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Meeting date: 1<sup>st</sup> December 2008</b>	<b>-The deadline for reports for this meeting is 12 Noon 17<sup>th</sup> Nov 2008</b>		
Income Collection	To receive an initial report on performance		PM
Outsourcing Services	To undertake session 2 of the Inquiry		RP
Member Development	To undertake Session 1		PM
<b>Meeting date: 6<sup>th</sup> January 2009</b>	<b>- The deadline for reports for this meeting is 12 Noon 15<sup>th</sup> Dec 2008</b>		
Attendance Management	To undertake session 3 of this Inquiry		RP
Scrutiny of the Budget	To receive and consider quarter 2 financial report.		RP
Scrutiny of the Council Business Plan			PM
<b>Meeting date: 5<sup>th</sup> February 2009</b>	<b>- The deadline for reports for this meeting is 12 Noon 19<sup>th</sup> Jan 2009</b>		
Use of Consultants	To undertake session 1 of this Inquiry		PM
Member Development	To undertake Session 2		PM
Outsourcing Services	To undertake session 3 of the Inquiry		RP
<b>Meeting date: 2<sup>nd</sup> March 2009</b>	<b>- The deadline for reports for this meeting is 12 Noon 16<sup>th</sup> Feb 2009</b>		

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

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>NOTES</b>	<b>TYPE OF ITEM</b>
<b>Scrutiny of the Budget</b>	To receive and consider quarter 3 financial report.		RP
<b>Scrutiny of the Council Business Plan</b>			PM
<b>Use of Consultants</b>	To undertake session 2 of this Inquiry		PM
<b>Attendance Management</b>	Session 4		RP
<b>Member Development</b>	To agree final report		PM
<b>Meeting date: 6<sup>th</sup> April 2009</b>	<b>The deadline for reports for this meeting is 12 Noon 23<sup>rd</sup> March 2009</b>		
<b>Annual Report</b>	To agree this Boards contribution to the Annual report to Council		
<b>Use of Consultants</b>	To agree final report for this Inquiry		PM
<b>Attendance Management</b>	To agree final report		
<b>Outsourcing Services</b>	To agree final report		RP

**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

## EXECUTIVE BOARD

WEDNESDAY, 8TH OCTOBER, 2008

**PRESENT:** Councillor R Brett in the Chair

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

Councillor J Blake – Non-voting advisory member

### 84 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 A to the report referred to in minute 95 under the terms of Access to Information Procedure Rule 10.4 (4) and (5) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because disclosure would seriously prejudice the Council's position in negotiations and litigation in relation to current and future legal proceedings in the employment tribunal. This could result in significant cost liability to the Council which would have to be met from the public purse.
- (b) Appendix 1 to the report referred to in minute 104 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 financial interests in relation to negotiations currently underway with private sector investors and Yorkshire Forward.

### CHILDREN'S SERVICES

### 85 Managing Pupil Numbers at the new Swallow Hill Community College from 2009/10

The Chief Executive of Education Leeds submitted a report on proposals for managing pupil numbers at the new Swallow Hill Community College when it opens in September 2009 including the proposed provision of an annex on the Wortley School site.

**RESOLVED** –

- (a) That the strategy proposed to accommodate the additional pupil numbers be approved.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 5th November, 2008

- (b) That the expenditure from the education capital programme for the capital costs for establishment of the annex be supported.

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

**86 Sharp Lane Primary School - Creation of New Entrance and Provision of Remodelling Works**

The Chief Executive of Education Leeds submitted a report on proposals to create a new entrance and undertake associated remodelling works at Sharp Lane Primary School and to incur the necessary expenditure.

- (a) That the design proposals in respect of the scheme to create a new entrance and undertake associated remodelling works at Sharp Lane Primary School be approved.
- (b) That the injection of a Section 106 funding contribution, in the sum of £2,866,204, into the approved Capital Programme be approved
- (c) That expenditure of £902,200 be authorised in respect of this scheme.

**87 Report on the September 2008 Admission Round for Community and Controlled Schools**

The Chief Executive of Education Leeds submitted a report providing statistical information on the September 2008 admission round for community and controlled schools.

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

**88 The National Challenge and Structural Change to Secondary Provision in Leeds**

The Chief Executive of Education Leeds submitted a report on the context and proposals for the next phase in developing secondary school provision in Leeds with specific reference to the National Challenge response.

**RESOLVED** – That a review of provision in East and North East Leeds be commenced by consulting with schools, ward members, young people and communities and an options paper be brought to this Board later this year.

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

**LEISURE**

**89 Deputation to Council - Friends of Woodhouse Moor Regarding the Provision of Park Wardens on Woodhouse Moor**

The Director of City Development submitted a report responding to issues raised in the deputation by the Friends of Woodhouse Moor to Council in July, on proposed future capital investment, the current revenue situation and measures taken in respect of anti-social behaviour and barbecues on Woodhouse Moor.

- (a) That approval be given for the development of a fully funded bid to the Heritage Lottery Fund Parks For People Programme to be brought back to this Board for approval prior to submission.
- (b) That the work of the Woodhouse Moor Multi-Agency Forum approach to tackle anti-social behaviour in the park be noted.
- (c) That the proposal to consult on the potential for a barbecue area in the park be noted.

**90 Garforth Library - Big Lottery Grant**

The Director of City Development submitted a report on a proposal to develop a new Library and One Stop Centre for Garforth and the surrounding area following a successful bid to the Big Lottery Fund.

**RESOLVED** – That a fully funded injection of £1,334,900 into the 2008/11 Capital Programme be approved and that authority be given for expenditure of £1,434,900 on this scheme.

**91 The Government Offer in respect of Free Swimming for those 60 years and over and the 16 years and under**

The Director of City Development submitted a report on the response to the Government's offer of free swimming for the over 60s and on proposals in respect of the offer in respect of under 16s.

In presenting the report the Executive Member (Leisure) corrected information in table 1 therein with reference to 'Leeds Share' in the right hand column by replacing "£350,000" with "£347,272" and "£143k" with "£170,714".

**RESOLVED** –

- (a) That it be noted that officers wrote to the Development of Culture, Media and Sport by 15 September indicating acceptance of the offer for free swimming for the over 60s (Pot 1).
- (b) That the Council's participation in Pot 2 to provide free swimming for the under 16s be approved and that a further report be brought back to this Board to agree allocation of government capital provided as part of the free swimming initiative.
- (c) That a further report be brought to this Board in 2010/11 reviewing the free swimming scheme in light of the government funding available at that time for the continuation of such a scheme.

**92 New Leaf - Financial Close Position**

The Director of City Development submitted a report providing an update on the progress of the procurement through the Local Education Partnership (LEP) of the New Leaf Leisure Centres in Armley and Morley and on the financial position agreed at Financial and Contract Close, which took place on 7<sup>th</sup> August 2008.

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

**ADULT HEALTH AND SOCIAL CARE**

**93 Department of Health Extra Care Housing Fund Bid: 2008-2010**

The Chief Officer Adult Social Care submitted a report on a proposal to redevelop Hemingway House older persons residential home in Hunslet, replacing it with 45 units of Extra Care Housing for older people, in partnership with Methodist Homes Association and the Primary Care Trust.

**RESOLVED –**

- (a) That the proposal to develop 45 units of Extra Care Housing for older people on the site of Hemingway House, in partnership with Methodist Homes Association and the Primary Care Trust be approved.
- (b) That the sale of the land at Hemingway House at less than best value to a value forgone of £225,000 be endorsed.

**94 Putting People First: Vision and Commitment to the Transformation of Adult Social Care**

The Director of Adult Social Services submitted a report providing an update on the work undertaken in Leeds to prepare for the personalisation agenda, since the publication of the concordat “Putting People First” In December 2007.

**RESOLVED –**

- (a) That progress made in Leeds towards the development of a more personalised system of social care through the Self Directed Support project and other initiatives be noted.
- (b) That, acknowledging the scale and scope of the transformation agenda and the challenge it presents, the approach taken in Leeds to deliver successful change be endorsed.
- (c) That the direct engagement of elected members in these developments be continued by the submission of further reports to this Board, involvement in workshops, seminars, conferences and in the recently established members’ forum.
- (d) That the Board notes the impact Self Directed Support will have on existing service provision including directly provided services and commissioned services in Leeds and the need to accelerate the transformation of these services to meet the challenges and impact of personalisation and customer choice.
- (e) That it be noted that progress and the pace of change regarding the delivery of Personalisation in Leeds will be the subject of some detailed feedback from the recent inspection of Older People’s Services.
- (f) That the Scrutiny Board (Health and Adult Social Care) be requested to monitor progress of the personalisation agenda.

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

**CENTRAL AND CORPORATE**

**95 Pay and Grading Review (Including a response to the Deputation to Council by GMB regarding the Current Dispute on Equal Pay)**

The Director of Resources submitted a report providing an update on the Pay and Grading Review and responding to the deputation from GMB to full Council on the current dispute relating to Equal Pay.

Following consideration of the appendix to this report, designated as exempt under Access to Information Procedure Rule 10.4 (4) and (5), which was considered in private at the conclusion of the meeting it was

**RESOLVED –**

- (a) That the response to the GMB Deputation to Full Council on 2 July 2008 be noted.
- (b) That the progress regarding implementation of the new Pay and Grading arrangements be noted.

**96 Leeds Benefits Service Annual Report 2007/08**

The Director of Resources submitted a report providing information on the performance of Leeds Benefits Service during 2007/08 and on the main issues facing the service over the forthcoming year.

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

**97 Capital Programme Update 2008 - 2012**

The Director of Resources submitted a report providing an updated position on the 2008-2012 Capital Programme.

**RESOLVED –**

- (a) That the adjustments to capital programme expenditure and resources as detailed in Appendix A to the report be approved.
- (b) That the Strategic Development Fund be sub-divided into 3 investment areas as set out in section 4 of the report.

(Under the provisions of Council Procedure Rule 16.5 Councillor Wakefield required it to be recorded that he abstained from voting on this matter only in relation to those matters relating to the ALMOs programme).

**98 Leeds, by Example: Developing a Corporate Social Responsibility Policy**

The Deputy Chief Executive submitted a report highlighting the progress made in developing a Corporate Social Responsibility Policy for Leeds, outlining current developments and seeking agreement of a programme of work to enable the initiative to move forward.

**RESOLVED –** That the vision, definition and plans as set out in the report be approved and that ongoing and piloted schemes currently under development be noted.

**99 Managed Print Service**

The Head of ICT submitted a report on a proposed scheme to introduce a managed print service across the Council.

**RESOLVED** – That approval be given to an injection of £1,835,000 into the Capital Programme and that scheme expenditure in the same amount be authorised.

**100 Progress Report on the PPP / PFI Programme in Leeds**

The Deputy Chief Executive submitted a report providing an update on the Council's PPP/PFI projects and programmes.

**RESOLVED** –

- (a) That the current status of PPP/PFI projects and programmes be noted
- (b) That approval be given to the completion and entry into all necessary legal documentation in relation to the Design and Build contract for Crawshaw High School.

(Councillor J L Carter declared a personal interest in this item as a member of the West Yorkshire Police Authority).

**101 Cohesion and Integration Priorities and Delivery Plan 2008-2011**

The Assistant Chief Executive (Planning, Policy and Improvement) and Director of Environment and Neighbourhoods submitted a joint report on the development of the policy framework and strategic approach to cohesion in Leeds, highlighting a new definition of cohesion and integration and on the proposed cohesion and integration priorities 2008 – 2011 and delivery plan.

**RESOLVED** – That the report be noted and that the Cohesion and Integration Priorities 2008-2011 and the Delivery Plan attached as appendix 1 to the report be approved.

**DEVELOPMENT AND REGENERATION**

**102 Pudsey Bus Station - Associated Highway Works**

The Director of City Development submitted a report on the design and implementation of the associated highway works required to accommodate the redevelopment of Pudsey Bus Station.

- (a) That approval be given to the design and implementation of associated highways works to the redevelopment of Pudsey Bus Station as set out in the submitted report and on drawing HDC/298886/C06, at a total cost of £766,750.
- (b) That authority be given to incur expenditure of £615,000 works and £131,750 staff costs (£20,000 previously approved) which can be met from the Integrated Transport Scheme 99609 within the approved Capital Programme.
- (c) That it be noted that a separate report will be presented to the Chief Highways Officer seeking approval for the advertising and sealing of the associated Traffic Regulation Orders.

**103 Sustainable Education Travel Strategy and the Development of an Integrated School Transport Policy for Children's Services**



The Director of City Development submitted a report on a proposed Sustainable Education Travel Strategy for Leeds and on the ongoing collaborative work between Education Leeds and Children and Young People's Social Care to develop and introduce a Children's Services School Transport Policy which encompasses all statutory demands.

**RESOLVED –**

- (a) That the adoption and publication of the Leeds Sustainable Education Travel Strategy be approved.
- (b) That approval be given for the development of a Children's Services School Transport Policy and to the intention to integrate this with the Leeds Sustainable Education Travel Strategy by September 2010.

**104 Lands Lane and Central Square Refurbishment**

The Director of City Development submitted a report on a proposal to spend a designated sum from the Council's Capital Programme in order to fund the refurbishment of Lands Lane and Central Square.

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 scheme design as outlined in the report be approved.
- (b) That release of expenditure and authority to spend in respect of this scheme be given in the terms detailed in the exempt appendix to the report.

**105 Town and District Centre Regeneration Scheme - Armley Town Street**

The Director of Environment and Neighbourhoods submitted a report on a proposal to spend £794,274 of Town and District Centre Regeneration Fund monies to aid the regeneration of Armley's Town Street.

**RESOLVED –**

- (a) That the project brief and scheme design as presented be approved.
- (b) That authority be given to spend £794,274 of capital expenditure from the Town and District Regeneration scheme.

**106 Proposed Lloyds TSB Takeover of Halifax Bank of Scotland**

The Director of City Development submitted a report on potential implications of the proposed takeover of Halifax Bank of Scotland by Lloyds TSB, and of action proposed by the City Council and its partners.

**RESOLVED –**

- (a) That the proposed actions detailed in section 1 of the report be endorsed and that a meeting with representation from all political groups be convened in the near future to consider the ongoing situation in this respect.

- (b) That a further report be brought to the next meeting of this Board.

## **NEIGHBOURHOODS AND HOUSING**

**107 Deputation to Council - Designated Public Places Order Consultative Committee Regarding the Designated Public Places Order Proposed for Hyde Park and Woodhouse**

The Director of Environment and Neighbourhoods submitted a report responding to the deputation from the Designated public Places Order Consultative Committee to Full Council on the Designated Public Places Order Proposed for Hyde Park and Woodhouse.

**RESOLVED** – That approval be given to the approach of creating two DPPO's covering Little London and Little Woodhouse immediately with consultation for a further DPPO to cover Woodhouse Moor and nearby residential areas and greenspaces to be started in October.

**108 Environment and Neighbourhoods Lettings Policy Revision**

The Director of Environment and Neighbourhoods submitted a report on a proposal to implement a revised version of the Council's lettings policy from Wednesday 22<sup>nd</sup> October 2008.

**RESOLVED** –

- (a) That the implementation of the revised lettings policy with effect from 22<sup>nd</sup> October 2008 be approved.
- (b) That the submitted report be used as the basis for a briefing document for all Members of Council.

**109 Update report on the Regeneration of 'The Beverleys' Area of Beeston**

The Director of Environment and Neighbourhoods submitted a report providing an update on the progress of the Beverleys acquisition and demolition scheme and on the proposed expenditure to undertake the scheme.

**RESOLVED** –

- (a) That approval be given to the injection of additional private sector resources of £156,000 received from Beeston Group Repair Phase 2 additional to those previously accounted for within this group repair scheme.
- (b) That Scheme Expenditure to the amount of £2,952,700 be authorised .
- (c) That officers report back in future on the progress of the scheme.

**110 Assistance to Vulnerable Households**

The Director of Environment and Neighbourhoods submitted a report providing an update on the progress made in relation to the Assistance to Vulnerable Households scheme and of Regional Housing Board funding for the 2008-2011 programme.

**RESOLVED** –

- (a) That scheme expenditure of £1,800,000 fully funded through Regional Housing Board grant for the three year 2008-2011 programme be authorised and that a report on progress of the Scheme be brought back to this Board.

**111 Policing Green Paper - From the Neighbourhood to the National: Policing Our Communities Together**

The Director of Environment and Neighbourhoods submitted a report commenting on the government green paper and outlining concerns with some of the key proposals.

**RESOLVED** – That the submitted report together with the resolution of the Local Government Association and Association of Police Authorities on the same subject be approved as the formal response of this Council to the Government’s Policing Green Paper: From the Neighbourhood to the National: Policing our Communities Together and that the submission be made under cover of a letter from the Safer Leeds Partnership.

DATE OF PUBLICATION	10 <sup>th</sup> October 2008
LAST DATE FOR CALL IN	17 <sup>th</sup> October 2008 (5.00 pm)

(Scrutiny Support will notify Directors of any items Called In by 12.00 noon on Monday 20<sup>th</sup> October 2008).

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LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 November 2008 to 28 February 2009

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer (To whom representations should be made)</b>
<p>Transforming Social Care In response to the government agenda "Transforming Social Care" (DoH LA Circular (DH) (2008)1) there will need to be a variety of changes to staffing arrangements predominantly within Adult Social Care.</p> <p>At this stage it is not determined what these are but as action plans are progressed it is expected that there will be a range of changes to resourcing to ensure achievement of targets. There will be a series of reports as this is developed.</p>	<p>Director of Adult Social Services, Director of Resources</p>	<p>3/11/08</p>	<p>As a minimum the Executive Board member, Staff and Trade Unions. However a consultation plan will be developed to ensure all stakeholders are consulted and informed appropriately.</p>	<p>Local Government Circular LAC (DH) (2008)</p>	<p>Director of Adult Social Services, Director of Resources</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer (To whom representations should be made)</b>
Financial Management Restructure Approval of the Restructure of the Authority wide Financial Management function.	Director of Resources	3/11/08	Extensive consultation with Unions and other stakeholders including staff planned from late June 2008.	Chief Officer Delegated Decision Report	Director of Resources
Compulsory Purchase Order (Parent Scheme) Authority to spend from Director of Resources	Director of Resources	3/11/08	RHB Project Board	Design and Cost Report	Director of Resources
Demolition of buildings at the Copperfields College site Authority to spend on demolition works	Chief Officer, Corporate Property Management	3/11/08	Already carried out	Report to decision maker	Chief Officer, Corporate Property Management
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

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer (To whom representations should be made)</b>
The Living City Wage To consider the implications of introducing a Living Wage for Leeds.	Executive Board (Portfolio: Central and Corporate)	5/11/08	To consider matters already nationally and locally researched by Living Wage organisations.	The report to be issued to the decision maker with the agenda for the meeting	Director of Resources
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
Maintenance and repairs to Leeds City Council's site excluding Housing Stock in the trades of painting and decorating; drainage / drain clearance; gutter cleaning; glazing; lightning protection; metalwork, roofing and tarmacdam / groundworks Award of Contracts	Chief Officer, Corporate Property Management	1/12/08	Client Departments	Contract Award Report	Chief Officer, Corporate Property Management

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer (To whom representations should be made)</b>
<p>The provision of a new mobile and fixed voice and data services contract. The tender is currently being advertised and we aim to be in position to make a decision and award in December 2008. The new contract will need to be in place for when the current agreement with Orange expires in March 2009.</p>	<p>Chief ICT Officer</p>	<p>1/1/09</p>		<p>Tender pack / bids</p>	<p>Director of Resources</p>



## **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

<b><u>Executive Board Portfolios</u></b>	<b><u>Executive Member</u></b>
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.

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