



## **SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)**

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**Meeting to be held in the Civic Hall, Leeds on  
Monday, 16th June, 2008 at 1.00 pm**

**A pre-meeting will take place for ALL Members of the Board  
in a Committee Room at 12.30 pm**

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### **MEMBERSHIP**

#### **Councillors**

B Anderson (Chair)	-	Adel and Wharfedale
A Blackburn	-	Farnley and Wortley
A Castle	-	Harewood
B Cleasby	-	Horsforth
A Gabriel	-	Beeston and Holbeck
D Hollingsworth	-	Burmantofts and Richmond Hill
G Hyde	-	Killingbeck and Seacroft
J Langdale	-	Temple Newsam
J Marjoram	-	Calverley and Farsley
J McKenna	-	Armley
M Rafique	-	Chapel Allerton
A Taylor	-	Gipton and Harehills

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

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**Agenda compiled by:  
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# 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, written notice of an appeal must be received 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> <ul style="list-style-type: none"> <li>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.</li> <li>2 To consider whether or not to accept the officers recommendation in respect of the above information.</li> <li>3 If so, to formally pass the following resolution:-</li> </ul> <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:-</p> <p><b>No exempt items or information have been identified 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 OF THE PREVIOUS MEETING</b></p> <p>To receive and approve the minutes of the previous meeting on 13<sup>th</sup> May 2008.</p>	1 - 6

Item No	Ward/Equal Opportunities	Item Not Open		Page No
7			<p><b>INPUT TO WORK PROGRAMME 2008/09 - SOURCES OF WORK AND ESTABLISHING BOARD'S PRIORITIES</b></p> <p>(a) To hear from the Executive Member (Neighbourhoods and Housing) and officers on current issues and ask questions</p> <p>(b) To consider a report of the Head of Scrutiny and Member Development providing information to assist the Board to develop its work programme for 2008/09 on:-</p> <ul style="list-style-type: none"> <li>(i) Board's Terms of Reference.</li> <li>(ii) Core information on relevant aspects of the:-</li> </ul> <ul style="list-style-type: none"> <li>• Local Area Agreement/Leeds Strategic Plan</li> <li>• Corporate Assessment Actions 2008</li> <li>• Corporate performance management information (PIs) and any identified areas for improvement;</li> <li>• Details of any forthcoming external audit reviews;</li> <li>• Outstanding Issues from previous Municipal Year</li> </ul> <p>(iii) Current Forward Plan and minutes of last Executive Board meeting.</p>	7 - 60
8			<p><b>DETERMINE WORK PROGRAMME 2008/9</b></p> <p>To consider the Board's formal conclusions and recommendations arising from consideration of Item 7.</p>	61 - 66

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>DATE AND TIME OF NEXT MEETINGS</b></p> <p>To note and approve the following:-</p> <p>Thursday 24<sup>th</sup> July 2008 at 10.00am      Monday 8<sup>th</sup> September 2008 at 10.00am      Monday 13<sup>th</sup> October 2008 at 10.00am      Monday 10<sup>th</sup> November 2008 at 10.00am      Monday 8<sup>th</sup> December 2008 at 1.00pm      Monday 12<sup>th</sup> January 2009 at 10.00am      Monday 9<sup>th</sup> February 2009 at 10.00am      Monday 16<sup>th</sup> March 2009 at 10.00am      Monday 20<sup>th</sup> April 2009 at 10.00am</p>	

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# Agenda Item 6

## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

TUESDAY, 13TH MAY, 2008

**PRESENT:** Councillor B Anderson in the Chair

Councillors C Beverley, A Blackburn,  
D Coupar, Mrs R Feldman, A Gabriel,  
D Hollingsworth, R Lewis, A Ogilvie and  
F Robinson

### 98 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors G Hyde and L Rhodes-Clayton.

### 99 Declarations of Interest

Councillors B Anderson and A Blackburn both declared a personal interest in any matters relating to their membership of West/North West Leeds Homes ALMO. Councillor Coupar declared a personal interest in any matters relating to her membership of Belle Isle Tenants Management Organisation.

Councillor A Gabriel declared a personal interest in any matters relating to her membership of Beeston Hill and Holbeck Residents Association. Councillor D Hollingsworth declared a personal interest in any matters relating to his membership of Leeds East/North East Homes ALMO. Councillor Lewis declared a personal interest in any matters relating to his membership as a Panel Member on South Leeds Homes.

### 100 Minutes - 26th March 2008 - Any Matters Arising

- (a) The Chair reported that he had received emails from a group called Leeds Organic Growers (LOGs) from the Kirkstall area, an organisation that collects garden waste in the Kirkstall/Weetwood area, and claims its collection costs are lower than those of the Council. Members felt that they did not have all the relevant information in order to compare like for like.
- (b) Members expressed concern regarding the backlog of domestic refuse collections following the industrial dispute. It was felt that the contingency plans had not been effective, as some collections had been outstanding for nearly four weeks or more, especially in the outer areas of the City.

Paul Langford, Chief Housing Services Officer was in attendance and informed the meeting that he would forward Members' concerns to the Chief Environmental Health Officer to investigate and report back to the Chair.

Draft minutes to be approved at the meeting  
to be held on Monday, 16th June, 2008

**RESOLVED** – That, subject to the above comments, the minutes of the meeting held on 26<sup>th</sup> March 2008 be approved as a correct record.

**101 Minutes - Overview and Scrutiny Committee - 11th March and 8th April 2008**

**RESOLVED** – That the minutes of the Overview and Scrutiny Committee meetings held on 11<sup>th</sup> March and 8<sup>th</sup> April 2008 be received and noted.

**102 Minutes - Executive Board - 16th April 2008**

**RESOLVED** – That the minutes of The Executive Board meeting held on 16<sup>th</sup> April 2008 be received and noted.

**103 Scrutiny Inquiry - Housing Lettings Pressures - Draft Report**

The Head of Scrutiny and Member Development submitted a report for Members' consideration, attaching the draft final report of the Board's inquiry into Housing Lettings Pressures. The draft inquiry report reflected the evidence presented to Members and the subsequent discussions at the Working Group meetings.

The Board's inquiry had been undertaken in accordance with the Council's Scrutiny Board Procedure Rules and, as such, advice on the draft recommendations has been sought from the Director of Environment and Neighbourhoods. The following advice was given to the meeting:

**Recommendation 2**

"That, to supplement the Member briefing sessions (referred to above), the Strategic Landlord produce and maintain a Members' handbook on the Council's lettings Polices.

**Rationale**

Seek to clarify that this should relate to Lettings Policies.

**Recommendation 13**

That, within 12 months, the Chief Housing Services Officer establishes and commences a process, involving all key stakeholders, to determine the future customer profile of Council Housing within Leeds.

**Rationale**

This seeks to provide clarity around this process being targeted at who Council Housing will be for rather than the organisation and management of Council stock – which is how the previous recommendation could be interpreted."

The Chair welcomed to the meeting Paul Langford, Chief Housing Services Officer and John Statham, Strategic Landlord Manager, both from

Environment and Neighbourhoods Department who responded to Members' questions and comments.

**RESOLVED** - That, subject to the following amendments, the report be referred to the Executive Board Member for Neighbourhoods and Housing and the Director of Environment and Neighbourhoods for consideration at the earliest opportunity:

**Agenda Page 31 (Report Page 5)**

- Paragraph 1: Delete '*letting*' and insert '*lettings*'
- Paragraph 2, 6<sup>th</sup> bullet point: Include examples of unacceptable behaviour – e.g. significant rent arrears, anti social behaviour and perpetrators of domestic violence.

**Agenda Page 32 (Report Page 6)**

- Paragraph 5: Insert title immediately beforehand '*Supply and demand for Council Housing in Leeds*'
- Paragraph 6: Insert additional bullet point detailing extent of the current waiting list (i.e. the Leeds Homes Register – 30k registered of which 1300 have Priority Extra housing needs, 1700 have Priority housing needs and 27k have General housing needs.)

**Agenda Page 37 (Report Page 11)**

- Paragraph 33, 5th bullet point: Include brief explanation of 'a Housing Solutions approach' or include reference to later section in the report, specifically paragraph 61.
- Paragraph 35, 2nd bullet point: Delete '*...is suggested is some...*' and insert '*...is suggested in some...*'

**Agenda Page 38 (Report Page 12)**

- Paragraph 40 (last sentence): Delete '*mat*' and insert '*may*'.

**Agenda Page 39 (Report Page 13)**

- Paragraph 43: Delete '*...number of bedroom required.*' And insert '*...number of bedrooms required.*'

**Agenda Page 41 (Report Page 15)**

- Paragraph 51: Delete '*...due to be re-launched...*' and insert '*...due to be relaunched...*'. Delete '*We whole-heartedly...*' and insert '*We wholeheartedly...*'
- Paragraph 55: Delete '*...overcrowding or under occupation.*' and insert '*...overcrowding or under-occupation.*"

**Agenda Page 48 (Report Page 22)**

- Reports and Publications Submitted: Insert '*Copies of the above reports are available on request*'

**Agenda Page 33 (Report Page 7)**

- ***Recommendation 2***

Draft minutes to be approved at the meeting  
to be held on Monday, 16th June, 2008

*"That, to supplement the Member briefing sessions (referred to above), the Strategic Landlord produce and maintain a Members' handbook on the Council's Lettings Policies.*

### **Agenda Page 35 (Report Page 9)**

- Recommendation 4**

*That, working with each of the Arms Length Management Organisations (ALMOs) and the Belle Isle Tenant Management Organisation (BITMO), the Strategic Landlord seeks to develop a set of principles to ensure that all information on all the Local Lettings Policies in operation across the City is easily accessible by all members of the public, and are presented in a clear and consistent manner, by December 2008.*

### **Agenda Page 47 (Report Page 21)**

- Recommendation 13**

*That, within 12 months, the Chief Housing Services Officer establishes and commences a process, involving all key stakeholders, to determine the future customer profile of the Council Housing within Leeds.*

## **104 Scrutiny Inquiry - The Council's CO<sub>2</sub> Emissions- Draft Report**

The Head of Scrutiny and Member Development submitted a report for Members' consideration, attaching the draft final report of the Board's inquiry into the Council's CO<sub>2</sub> Emissions (Appendix 1 refers).

The Board was presented with a proposed redrafted section on 'Fleet Management' as follows:

### **Fleet Management**

*'We note the work being undertaken by Fleet Services and Environment City to minimise the impacts of emissions from Council fleet activity and believe that emissions from the Council's fleet should not be overlooked.*

*We were advised that Ultra Low Sulphur Diesel was introduced into the Council's vehicle fleet in 1998 and that exhaust particulate traps have been fitted to all fleet vehicles (over 7.5 tonnes) to help improve the air quality in the Leeds area.*

*We were also advised that to further enhance the Council's commitment to minimising the environmental impact of its vehicle fleet, where possible, all vehicles purchased meet the current noise and emissions standards. In addition, future vehicle purchasing procedures will ensure that the engines of such vehicles meet the EURO 5 criteria, well in advance of any legislative requirements.*

*We also heard that an alternative fuelled vehicle seminar was held by the Council during 2007, with invitations being extended to both the public and private sectors form around the City. The purpose of the event was to provide an opportunity for participants to attend and see / drive the vehicles first hand.*

Draft minutes to be approved at the meeting  
to be held on Monday, 16th June, 2008

*It is clear to us that new initiatives are constantly being developed and in conjunction with Cenex, a government led organisation, and the Energy Savings Trust, Fleet Services are investigating the possible use of alternative fuelled vehicles in the Council's fleet of the future. This work supports the review currently being undertaken to map the level of CO<sub>2</sub> emissions from vehicle deployment and develop a targeted reduction'.*

**RESOLVED** - That, subject to the following amendments, the report be referred to the Director of City Development for consideration at the earliest opportunity:

#### **Agenda Page 55**

- Paragraph 3: Delete '*...CO<sub>2</sub> emissions for Leeds City Council...*' and insert "*...CO<sub>2</sub> emissions arising from the use of Leeds City Council assets...*'

Footnote to Paragraph 3: Current work around (the national indicator) NI185 is producing some quite different figures for our baseline, partly due to a new methodology and partly due to better data collection, so the table included is out of date. As such, it should be noted that this is indicative and a full baseline for 2008 in line with NI185 is current being established.

#### **Agenda Page 58**

- Recommendation 4: Delete '*...the current usage patterns be reviewed...*' and insert "*...the current usage patterns of street lighting be reviewed...*'

#### **Agenda Page 59**

- Replace 'Fleet Management' section (as above) and 'Recommendation 6' as redrafted and presented to the meeting as follows:

Recommendation 6: That the Board, or its successor body, be kept up-to-date regarding:

- (i) The on-going investigations around the use of alternative fuelled Vehicles in the Council's fleet.
- (ii) The outcome of the current review of CO<sub>2</sub> emissions from vehicle deployment and the arising targeted reduction programme.

#### **105 Scrutiny - Draft Annual Report to Council 2007/08**

The Head of Scrutiny and Member Development presented a copy of the Board's draft contribution to the Annual report. The report contained a summary from the Chair and reviewed the Board's inquiries and work programme during the past year.

**RESOLVED** – That, subject to the following amendments, the Board's contribution to the composite Annual Report be agreed:

Draft minutes to be approved at the meeting  
to be held on Monday, 16th June, 2008

### **Agenda Page 65**

- Insert recommendation 5 on the Inquiry into Housing Lettings Pressure – as the main recommendation and detail all other recommendations as agreed.

### **Agenda Page 67**

- Insert brief summary of the agreed statement and detail all recommendations as agreed.

### **Agenda Page 68**

- Integrated Waste Strategy for Leeds, 2<sup>nd</sup> paragraph : Delete '*...redistributes this socially and economically...*' and insert '*...redistributes this to socially and economically...*'

## **106 Chair's Closing Remarks**

The Chair thanked Board Members for their time and commitment over the past year. The Chair also thanked Officers and in particular, Neil Evans, Director of Environment and Neighbourhoods, who has made himself regularly available. The Board also thanked the Executive Board Member for Neighbourhoods and Housing for engaging in a full and frank debate at the beginning of the municipal year.

The Chair thanked Members for attending and the meeting concluded at 12.15pm.



Originator: Peter Marrington

Tel: 39 51151

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

#### Scrutiny Board: Environment and Neighbourhoods

Date: 16<sup>th</sup> June 2008

Subject: Input to the Work Programme 2008/09 - Sources of Work and Establishing the Board's Priorities

#### Electoral Wards Affected:



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

### 1.0 Purpose of Report

- 1.1 This report provides information and guidance to assist the Board develop its work programme for 2008/09 that is focused on strategic issues.

### 2.0 Introduction

- 2.1 Members will aware that the most recent Comprehensive Performance Assessment (CPA) for the Council identified the following area for improvement.

#### CPA Area for Improvement

*"While scrutiny has improved with the introduction of seven new Scrutiny Committees these still remain inconsistent in their approach to challenging policy development. As a consequence effective challenge to the Council through overview and Scrutiny remains inconsistent. Further development is required to ensure a robust approach for all Scrutiny Boards."*

### 3.0 Background Information

- 3.1 It is important for Scrutiny Boards in developing their work programme in 2008/09 to have regard to the CPAs concerns and focus more on the Council's corporate strategic priorities.
- 3.2 Relevant core information from the following key sources have been extracted appropriate to this Board's responsibilities and attached to this paper to assist Members in this process (Appendix 1):

- Local Area Agreement
  - Leeds Strategic Plan 2008-11
  - Corporate Performance Management Information
  - Corporate Assessment Actions 2008
  - Details of any forthcoming external audit reviews
  - Outstanding issues from previous Scrutiny Board
- 3.3 Other sources of work will continue to be ‘requests for scrutiny’ and corporate referrals.
- 3.4 A copy of the Board’s terms of reference is attached for reference purposes. (Appendix 2 )
- 3.5 The relevant extract from the latest forward plan and the most recent Executive Board minutes are also attached for consideration. (Appendix 3)

#### **4.0 Guidance**

- 4.1 Over the last few years of Scrutiny Board work, experience has shown that the process is more effective if the Board seeks to minimise the number of substantial inquiries running at one time.
- 4.2 The Board is advised to consider the benefits of single item agendas (excluding miscellaneous information and minutes) in order to focus on all the relevant evidence and complete the inquiry in a shorter period of time. There are various mechanisms available to assist the Board in concluding inquiries quickly whilst the issues are pertinent, such as working groups and site visits.
- 4.3 The agreed Memorandum of Understanding between Executive Board and Overview and Scrutiny which now sits within the Council’s Constitution states;

*“The responsibility of those setting scrutiny work programmes is, therefore, to ensure that items of work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.*

*It is recognised that Scrutiny Boards have a ‘watching brief’ role. In addition information is required for members’ own development process, particularly as membership of the Boards is changed annually.*

*However, it is also recognised that agendas are often filled up with reports for this purpose, which takes up time for both officers and Members. Where Scrutiny Boards wish to ask questions at a general or more strategic level and/or be updated on issues already considered in detail, the facility of Members’ Questions – where a verbal exchange replaces written reports - should be used.*

*It is expected that where ever possible prior notification is given of the likely questions to be asked”.*

- 4.4 For the past couple of years the Children’s Services Board in particular has developed the approach of devoting one meeting per quarter to overview and performance management. This includes receiving reports and scrutinising executive members and officers on relevant issues.

#### **5.0 Work programming**

- 5.1 Councillor Les Carter, Executive Member and officers have been invited to attend this meeting of the Board to contribute to discussions about the Board's work programme.
- 5.2 Following those discussions, the Board is asked to agree an outline work programme that prioritises the issues to be investigated.

## **6.0 Recommendations**

- 6.1 Members are requested to use the attached information and the discussion with officers to inform the development and approval of its work programme under the next agenda item.

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### **Scrutiny Board (Environment and Neighbourhoods)**

1. In relation to **Environment and Neighbourhoods**<sup>1</sup>, to exercise the functions of a Scrutiny Board including the following:
  - (a) to review or scrutinise the exercise of any council or executive function, or any other related matter<sup>2</sup>;
  - (b) to make reports or recommendations to Council or the Executive in connection with the exercise of any functions of the Council or the Executive including proposals for changes to policies and practices;
  - (c) to receive and review external audit and inspection reports;
  - (d) to act as the appropriate Scrutiny Board<sup>3</sup> in relation to the Executive's initial proposals for a plan or strategy within the Budget and Policy Framework; and
  - (e) to review corporate performance indicators and to make such reports and recommendations as it considers appropriate;
  - (f) to review outcomes, targets and priorities within the Leeds Strategic Plan and to make such reports and recommendations as it considers appropriate; and
- (g) to review or scrutinise executive decisions made but not implemented.<sup>4</sup>
2. To receive and monitor formal responses to any reports or recommendations made by the Board.

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<sup>1</sup>These are the functions delegated to the Director of Environment and Neighbourhoods and the Chief Officer (Environment Services) under the officer delegation schemes (council functions) and the officer delegation scheme (executive functions), and the functions which the authority has agreed that another person should exercise as agent of the authority (Section 27 of the Housing Act 1985).

<sup>2</sup> including matters pertaining to outside bodies and partnerships to which appointments have been made by the authority

<sup>3</sup> under the Budget and Policy Framework Procedure Rules

<sup>4</sup> which have been called-in under Rule 22 of the Scrutiny Board Procedure Rules.

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## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
Environment								
Reduced ecological footprint through responding to environmental and climate change and influencing others.	Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill.	Government Agreed	NI 192 Percentage of household waste sent for reuse, recycling and composting	27.05% (2007/08)	41.32%	30.26%	33.94%	LEEDS CITY COUNCIL Environment Agency VCFs bodies through Leeds Voice Environment Forum
Cleaner, greener and more attractive city through effective environmental management and changed behaviours.	Address neighbourhood problem sites; improve cleanliness and access, to and quality of green spaces.	Government Agreed	NI195 Improved street and environmental cleanliness	2008/09 to be used as baseline year.	Targets for 2009/10 and 2010/11 to be set following calculation of baseline by April 2009.			LEEDS CITY COUNCIL West Yorkshire Fire and Rescue Service West Yorkshire Metro VCFs bodies through Leeds Voice Environment Forum

## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
<b>Thriving Places</b>								
Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities.	Increase the number of "decent homes".	Partnership Agreed	NI 158 Percentage non-decent council homes	33.1% (Nov 2007) Provisional baseline – targets may be revised based on final baseline.	9%	27%	18%	LEEDS CITY COUNCIL Housing Regeneration Bodies through Leeds Housing Partnership Re'New VCFS bodies through VCF Strategy Group
Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours.	Increase the number of affordable homes.	Government Agreed	NI 154 Net additional homes provided	3327 (2006-07)	10200 Over 3 year period	At least 3400 after year 1	At least 6800 After year 2	LEEDS CITY COUNCIL Housing and Regeneration bodies through the Leeds Housing Partnership Re'New

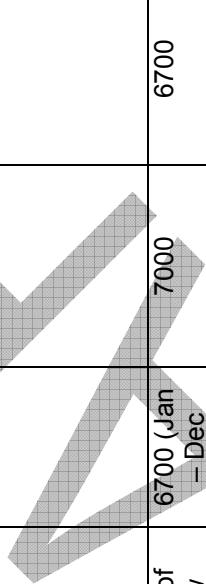
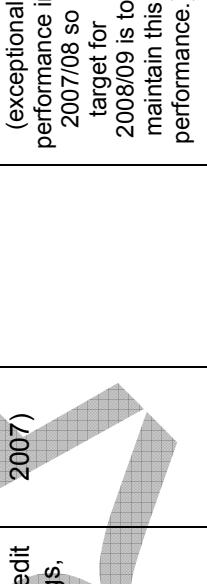
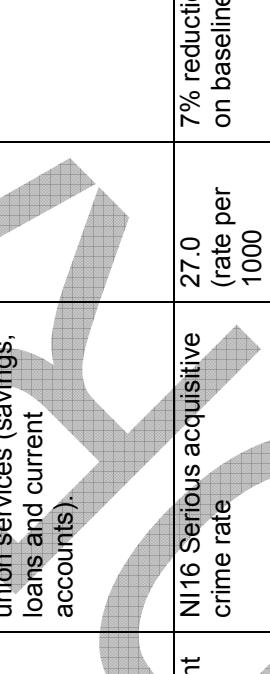
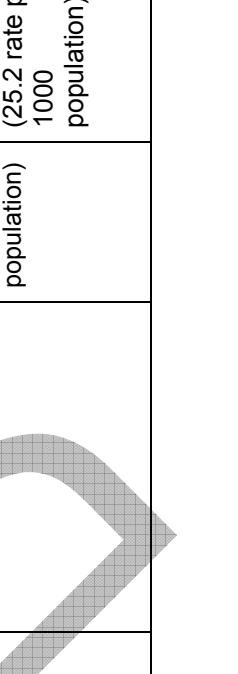
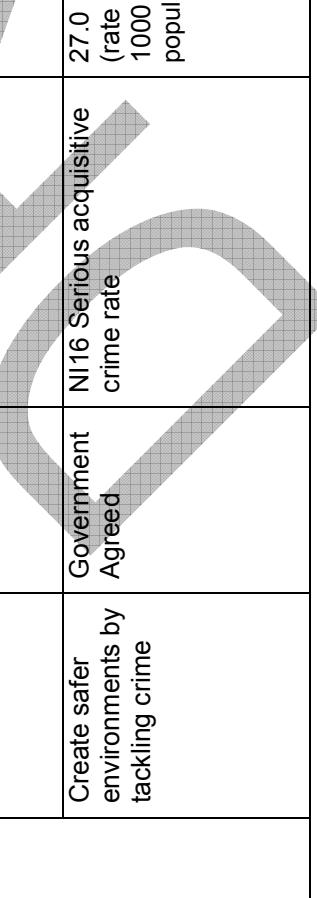
## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
		Government Agreed	NI 155 Number of affordable homes delivered (gross)	232 (2006/07)	1800 (Cumulative)	300	800 (Cumulative)	LEEDS CITY COUNCIL Housing and Regeneration bodies through the Leeds Housing Partnership Re'New
		Partnership Agreed	LKI HAS4 The number of homeless acceptances made in the year.	1142 (2007/08)	1022	1100	1060	LEEDS CITY COUNCIL Housing Regeneration Bodies in the Leeds Housing Partnership West Yorkshire Probation Service West Yorkshire Police VCFS bodies through Leeds Voice Health Forum Leeds Confederation of Further Education Colleges
	Reduce the number of homeless people.							

## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
	Reduce the number of people who are not able to adequately heat their homes.	Government Agreed	NI 187 Tackling fuel poverty – % of people receiving income based benefits living in homes with a low energy efficiency rating	4% 2007/08 (SAP<35)	2.36% 	3.46% 	2.91%	LEEDS CITY COUNCIL Leeds PCT Housing Regeneration bodies in the Leeds Housing Partnership VCFS bodies through Leeds Voice Environment Forum
	Increase financial inclusion in deprived areas.	Partnership Agreed	Increase the number of new customers on low incomes accessing credit union services (savings, loans and current accounts).	6700 (Jan – Dec 2007) 	7000 	6700  (exceptional performance in 2007/08 so target for 2008/09 is to maintain this performance.)	6850	LEEDS CITY COUNCIL Leeds City Credit Union VCFS bodies through West Leeds Debt Forum
	Create safer environments by tackling crime	Government Agreed	NI16 Serious acquisitive crime rate	27.0 (rate per 1000 population) 	7% reduction on baseline  (25.2 rate per 1000 population)	2.3% reduction on baseline  (26.4 rate per 1000 population)	4.7% reduction on baseline  (25.8 rate per 1000 population)	WEST YORKSHIRE POLICE Leeds City Council West Yorkshire Police Authority

## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
		Government Agreed	NI 20 Assault with injury crime rate	8.0 (rate per 1000 population)	8% reduction on baseline (7.4 rate per 1000 population)	4% reduction on baseline (7.7 rate per 1000 population)	6% reduction on baseline (7.5 rate per 1000 population)	West Yorkshire Probation Service
		Government Agreed	NI 24 Satisfaction with the way the police and local council dealt with anti-social behaviour	2008/09 new data return – Baseline will be in place by March 2009	New indicator – targets and milestones to be determined by March 2009	LEEDS CITY COUNCIL	VCFS bodies through Leeds Voice Community Safety Consortium	
Reduce offending by managing offending behaviour better	Government Agreed	NI 30 Re-offending rate of prolific and priority offenders	Awaiting Home Office Guidance. Baseline will be calculated by 30 May 2008	5% year on year reduction in re-offending rate	5% year on year reduction in re-offending rate	5% year on year reduction in re-offending rate	SAFER LEEDS PARTNERSHIP	West Yorkshire Probation Service

## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
								Jobcentre Plus Learning and Skills Council VCFs bodies through Leeds Voice Community Safety Consortium Leeds Confederation of Further Education Colleges
		Partnership Agreed	A complete count of the number of first time entrants into the youth justice system receiving a substantive outcome between 1 April and 31 March in the reporting year specified.	2076 (2004/05)	N/A LPSA 2 Target – finishes March 2009	1877	N/A LPSA 2 Target – finishes March 2009	YOUTH OFFENDING SERVICE West Yorkshire Probation Service West Yorkshire Police Leeds City Council
			A complete count of offences committed by young people resulting in a substantive outcome during a bail or remand episode during the specified year.	622 (2005)	N/A LPSA 2 Target – finishes March 2009	573	N/A LPSA 2 Target – finishes March 2009	Re'New VCFs bodies through Youth Work Panel Leeds Confederation of Further Education Colleges

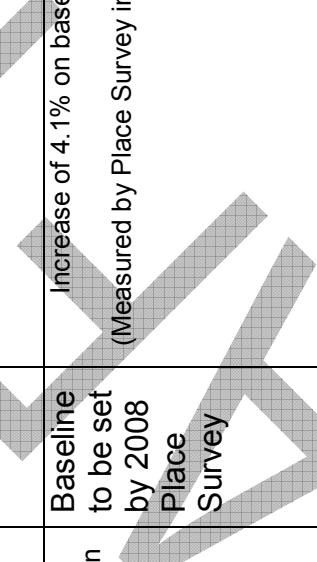
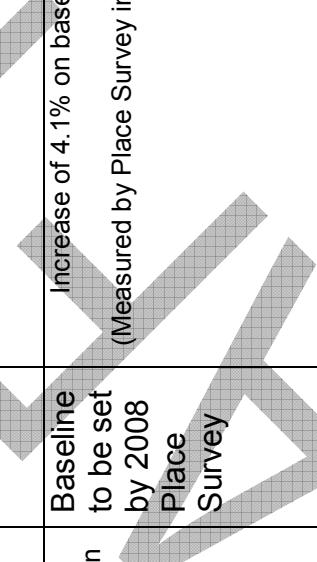
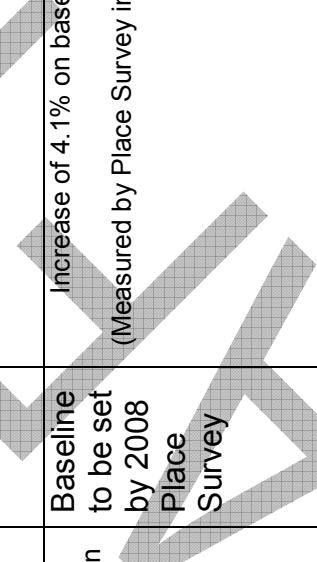
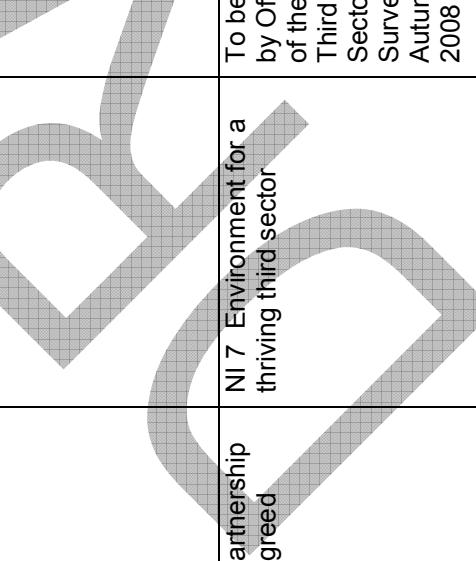
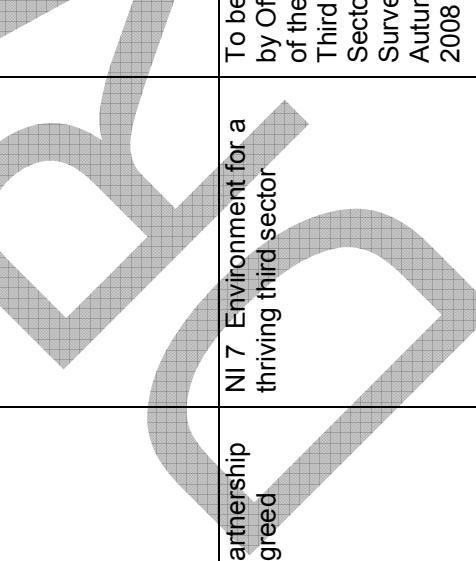
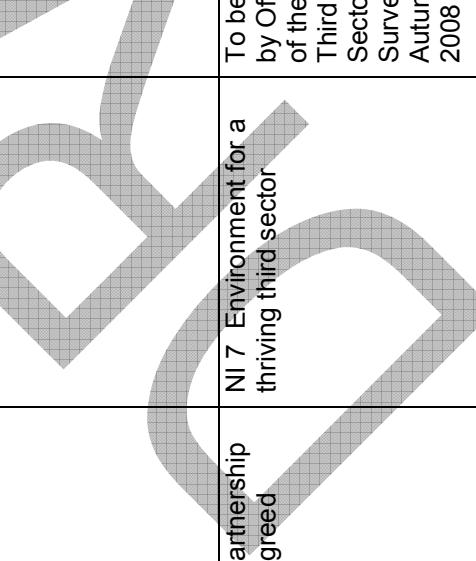
## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
	Improve lives by reducing the harm caused by substance misuse	Government Agreed	NI 40 Number of drug users recorded as being in effective treatment	2976 (2007/08)	3201	3006	3067	LEEDS CITY COUNCIL Leeds PCT Leeds Partnership Foundation Trust VCFS bodies through Leeds Voice Community Safety Consortium
	Reduce anti-social behaviour.	Government Agreed	NI 24 Satisfaction with the way the police and local council dealt with anti-social behaviour	2008/09 new data return – Baseline will be in place by March 2009	New indicator – targets and milestones to be determined by March 2009			LEEDS CITY COUNCIL West Yorkshire Police
	More inclusive, varied and vibrant communities through empowering people to contribute to decision making	Partnership Agreed	NI 6 Participation in regular volunteering	2008/09 new data return – Baseline will be in place by March 2009	New indicator – targets and milestones to be determined by March 2009			LEEDS CITY COUNCIL VCFS Bodies through Voluntary Action Leeds Arts Council Museums, Libraries, Archives, Yorkshire

## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
and delivering local services.	Improved community cohesion and integration through meaningful involvement and valuing equality and diversity.	An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery.	NI 4 Percentage of people who feel they can influence decisions in their locality	Baseline to be set by 2008 Place Survey				LEEDS CITY COUNCIL West Yorkshire Police Authority West Yorkshire Police West Yorkshire Fire and Rescue Service Leeds PCT VCFs bodies through Leeds Voice Community Empowerment Network
	Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services.	Partnership Agreed	NI 7 Environment for a thriving third sector	To be set by Office of the Third Sector Survey - Autumn 2008				LEEDS CITY COUNCIL VCF bodies through VCF Strategy Group Leeds PCT West Yorkshire Police

## DRAFT Memorandum of LAA

Note: Targets are in place for all indicators that will be measured during 2008/09. Negotiations are ongoing with Government Office to finalise targets in three areas.

Strategic Outcome	Improvement Priority	Government Agreed or Partnership Agreed	Indicator	Baseline	LAA 3 Year Target 2010/11	Milestone 2008/09	Milestone 2009/10	LEAD/contributory partners
	An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities.	Government Agreed	NI 1 Percentage of people who believe people from different backgrounds get on well together in their local area	Baseline to be set by 2008 Place Survey	Increase of 4.1% on baseline figure. (Measured by Place Survey in Autumn 2010)			LEEDS CITY COUNCIL VCF bodies through VCF Strategy Group Leeds PCT West Yorkshire Police Natural England Leeds Confederation of Further Education Colleges

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## Senior Management Accountabilities and Responsibilities aligned to the Leeds Strategic Plan 2008-11

### Purpose of the document

To identify individuals in Leeds City Council who have lead Accountability and/or Responsibility for the Strategic Outcomes and Improvement Priorities in the Leeds Strategic Plan.

Note 1: At this stage individuals in partner agencies who have lead Accountability and/or Responsibility roles are not identified in this document, this information is being developed and will be part of this document at a later stage.

Note 2: Leeds City Council requires a lead or link individual on all targets and indicators that will deliver the Improvement Priorities as Leeds City Council is the overall accountable body for the Local Area Agreement requirements in the Leeds Strategic Plan.

Definition of Accountability and Responsibility are taken from RACI:

**Responsible** - individuals who perform an activity - responsible for action/implementation. The degree of responsibility is defined by the accountable person, R's can be shared.

**Accountable** - the individual who is ultimately accountable includes yes/no and power to veto. Only one A can be assigned to an activity/decision.

### The table assumes the following:

The Accountable Director is accountable for the Strategic Outcomes

The Accountable Officer is accountable for an Improvement Priority and linked national indicators

The Responsible Officer is responsible for relevant areas of activity that contribute to the Improvement Priority and linked national indicators.

Strategic Outcome	Accountable Director	Improvement Priority	Accountable Officer	Responsible Officer	National Indicators / Local Indicators
<b>Environment</b>					
Reduced ecological footprint through responding to environmental and climate change and influencing others.	Jean Dent Director of City Development	Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill	Neil Evans Director of Environment and Neighbourhoods	Andrew Mason Chief Officer Environmental Services	NI 192 Percentage of household waste sent for reuse, recycling and composting
Cleaner, greener and more attractive city through effective environmental management and changed behaviours.	Neil Evans Director Environment & Neighbourhoods	Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.	Andrew Mason Chief Officer Environmental Services	Steve Speak Chief Strategy & Policy Officer  Martin Farrington Acting Chief Recreation Office	NI 195 Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting)
<b>Thriving Neighbourhoods</b>					
Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities.	Neil Evans Director Environment & Neighbourhoods	Increase the number of "decent homes".	Paul Langford Chief Housing Services Officer	Stephen Boyle Chief Regeneration Officer  Steve Speak Chief Strategy & Policy Officer  Phil Crabtree Chief Planning Officer	NI 158 % non-decent council homes
		Increase the number of affordable homes		Steve Speak Chief Strategy and Policy Officer  Gary Bartlett Chief Officer Highways  Stephen Boyle Chief Regeneration Officer  Phil Crabtree Chief Planning & Development Services Officer  Paul Brook Chief Asset Management Officer	NI 154 Net additional homes provided  NI 155 Number of affordable homes delivered (gross)
		Reduce the number of homeless people.		Stephen Boyle Chief Regeneration Officer  Jim Willson Chief Officer Substance Use  Andrew Mason Chief Environmental Services Officer	LKI HAS4 The number of homeless acceptances made in the year.  CP HAS50 Reduce the number of homeless people in Leeds per 1000 households, as defined by the Council.
		Reduce the number of people who are not able to adequately heat their homes.	Andrew Mason Chief Environmental Services Officer	Steve Carey Acting Chief Officer Benefits & Revenues  Paul Langford Chief Housing Services Officer  Steve Speak Chief Strategy and Policy Officer  Paul Brook Chief Asset Management Officer	NI 187 Tackling fuel poverty – % of people receiving income based benefits living in homes with a low energy efficiency rating

				Steve Carey Acting Chief Officer Benefits & Revenues Stephen Boyle Chief Regeneration Officer Steve Speak Chief Strategy and Policy Officer Andrew Mason Chief Environmental Services Officer Paul Stephens Chief Economic Services Officer Catherine Blanshard Chief Libraries , Arts & Heritage Officer Sally Threlfall Chief Officer Early Years and Youth Paddy Clarke Acting Chief Customer Services Officer	Increase the number of new customers on low incomes accessing credit union services (savings, loans and current accounts).
Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities.	Neil Evans Director Environment & Neighbourhoods	Increase financial inclusion in deprived areas.	Jean Dent Director of City Development	Richard Jackson Chief Officer - Community Safety Paul Langford Chief Housing Services Officer Stephen Boyle Chief Regeneration Officer Gary Bartlett Chief Officer Highways Andrew Mason Chief Environmental Services Officer Paul Stephens Chief Economic Services Officer Nicole Jackson Assistant Chief Executive (Corporate Governance)	NI 16 Serious acquisitive crime rate NI 20 Assault with injury crime rate NI 24 Satisfaction with the way the police and local council dealt with anti-social behaviour
Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours.	Neil Evans Director Environment & Neighbourhoods	Create safer environments by tackling crime	Neil Evans Director Environment & Neighbourhoods	Richard Jackson Chief Officer - Community Safety Edwina Harrison Chief Officer Children & Families	NI 30 Re-offending rate of prolific and priority offenders A complete count of the number of first time entrants into the youth justice system receiving a substantive outcome between 1 April and 31 March in the reporting year specified. A complete count of offences committed by young people resulting in a substantive outcome during a bail or remand episode during the specified year
		Reduce offending by managing offending behaviour better		Richard Jackson Chief Officer - Community Safety Edwina Harrison Chief Officer Children & Families Jim Willson Chief Officer Substance Use	NI 40 Number of drug users recorded as being in effective treatment To be developed around A&E admissions due to alcohol
<b>Harmonious communities</b>					
More inclusive, varied and vibrant communities through empowering people to contribute to decision making and delivering local services	Neil Evans Director Environment & Neighbourhoods	An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents.	Stephen Boyle Chief Regeneration Officer	Martin Farrington Acting Chief Recreation Office Catherine Blanshard Chief Officer Libraries, Arts and Heritage Andrew Mason Chief Environmental Services Officer Paul Langford Chief Housing Officer Richard Jackson Chief Community Safety Officer Chief Officers from each Directorate	NI 110 Young People's participation in positive activities NI 6 Participation in regular volunteering
		An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery.		Sally Threlfall Chief Officer Early Years and Youth Andrew Mason Chief Environmental Services Officer Paul Langford Chief Housing Officer Richard Jackson Chief Community Safety Officer	NI 4 Percentage of people who feel they can influence decisions in their locality

				Sally Threlfall Chief Officer Early Years and Youth  Andrew Mason Chief Environmental Services Officer  Paul Langford Chief Housing Officer  Richard Jackson Chief Community Safety Officer	NI 7 Environment for a thriving third sector
More inclusive, varied and vibrant communities through empowering people to contribute to decision making and delivering local services	Neil Evans Director Environment & Neighbourhoods	Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services.	Stephen Boyle Chief Regeneration Officer	Andrew Mason Chief Environmental Services Officer  Paul Langford Chief Housing Officer  Richard Jackson Chief Community Safety Officer  James Rogers Assistant Chief Executive  Chief Officers from each Directorate	NI 1 Percentage of people who believe people from different backgrounds get on well together in their local area

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## Corporate Assessment Actions 2008

### Scrutiny Board (Environment and Neighbourhoods)

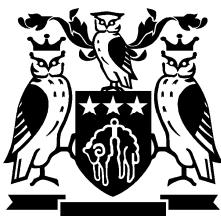
Issue	Plan within which action sits	Current Position April 08	CO Responsibility	RAG status
<b>Performance Management</b>				
<b>Lack of consistency for review and setting of individual targets and objectives.</b>	Council Business Plan 2008-11	New Senior Manager appraisal scheme based on core competencies and greater accountability piloted with Directors now being rolled out to Chief Officers. Middle Manager scheme being developed for Autumn 2008.	Lorraine Hallam	Green
Presentation of service plans was inconsistent up until this year, therefore embedding of performance management culture is yet to happen.	Council Business Plan 2008-11	Corporate Service Planning workshops held Feb/March 08. Quality assurance review in May 08 with report to CLT	Steve Clough	Green
<b>Achievement in Sustainable Communities and Transport</b>				
Not yet made significant impact on our target to reduce worklessness.	Leeds Strategic Plan 2008-11 supported by Leeds Economic Development Strategy*	City partnership group on worklessness established. Targets to reduce worklessness included in LAA. Strategy and action plan being developed through partnership group to deliver LAA targets	Stephen Boyle	Green

Issue	Plan within which action sits	Current Position April 08	CO Responsibility	RAG status
Affordable housing remains a challenge, particularly in the more prosperous areas of the city.	Leeds Strategic Plan 2008-11 supported by Leeds Housing Strategy 2005/06 – 2009/10	Emerging RSS is setting more challenging affordable housing targets.. The Council is looking to introduce informal planning policy reflecting this, once RSS adopted. Supplementary Planning Guidance which provides the basis for negotiating with developers is under review.	Paul Langford	Green
Progress in moving people from temporary accommodation is slow.	Leeds Strategic Plan 2008-11 supported by Leeds Housing Strategy 2005/06 – 2009/10	Target in place to reduce by 50% the number of households in temporary accommodation by March 2010. Temporary accommodation providers are invariably commissioned through the Supporting People programme. NI141 included within the LAA with a stretch target of 76% positive move-ons by 2010/11 – baseline position 60%. Intensive contract management work through the Supporting People programme has improved performance against NI141 from 55% in Q1 07/08 to 64% in Q4 07/08 and it is believed that this progress will continue in the next three years. The housing support service attached to the private sector leased temporary accommodation, TEAS, has been subject to competitive tender and an emphasis has been placed on the successful contractor being able to demonstrate how they will contribute to the target to reduce temporary accommodation placements.	Paul Langford	Green

<b>Issue</b>	<b>Plan within which action sits</b>	<b>Current Position April 08</b>	<b>CO Responsibility</b>	<b>RAG status</b>
Residents' satisfaction with the Council on Housing is bottom quartile and satisfaction has fallen steeply amongst the BME community.	Leeds Strategic Plan 2008-11 supported by Leeds Housing Strategy 2005/06 – 2009/10	As a result of decreased BME tenant satisfaction as measured by the BV User Satisfaction Survey 2006, a more detailed survey on BME tenants satisfaction has been commissioned reporting in Aug 08. The council will be undertaking a further tenants satisfaction survey in 2008, reporting in early 2009.	Paul Langford	Green
<b>Achievement in Safer and Stronger Communities</b>	Crime, and fear of crime, remains high when compared nationally.	Leeds Strategic Plan 2008-11 supported by Safer Leeds Partnership Plan 2008-11	Safer Leeds has developed its partnership plan 2008/11 with specific improvement priorities for 2008/9. These include delivery activity to reduce serious acquisitive crime and violent crime whilst improving community confidence and public satisfaction.	Richard Jackson Green

\* Plans in development

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## Report of the Head of Policy, Performance and Improvement

Meeting: Environment and Neighbourhoods Scrutiny Board

Date: 16<sup>th</sup> June 2008

Subject: Performance Report Quarter 4 2007/08

### Electoral Wards Affected:

### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

## 1 Executive Summary

- 1.1 This report discusses the key performance issues considered to be of corporate significance identified for each of the Directorates as at 31<sup>st</sup> March 2008.

## 2 Purpose of the Report

- 2.1 The purpose of this report is to highlight key performance issues at the end of Quarter 4 (1<sup>st</sup> January to 31<sup>st</sup> March 2008) and to provide additional contextual information where relevant.

## 3 Background Information

- 3.1 This 'highlight report' has been prepared following the Accountability process, which includes the CLT meeting on 20th May and Leader Management Team on 22<sup>nd</sup> May 2008. Separate reports have been prepared for each of the scrutiny boards.
- 3.2 Scrutiny board arrangements have been slightly amended this year which has meant that performance information has had to be split differently between boards. For some PI's this split is not straightforward, for example, is teenage conception a health issue or a children's issue? For this reason we have decided for quarter 4 to report such indicators to both relevant boards. As the new arrangements bed-in greater clarity may emerge, although in theory there would appear to be no reason why dual reporting could not continue.
- 3.3 The issues discussed in this report have been identified because performance in these areas impacts upon one or more of the following; the delivery of effective services, the delivery of our corporate priorities; our CPA score; or our ability to deliver efficiency savings. This report is supported by detailed PI information.

## 4 Directorate Performance Issues

## **4.3      Environment and Neighbourhoods**

### **Waste Management (BV82a-d and BV-84a-b)**

2007/08 has been a very successful year in terms of the reducing, reusing and recycling Leeds' waste. The proportion of waste recycled or composted has risen from 22.3% in 2006/07 to 25.9% in 2007/08 (BV-82A&B). Over 10,000 tonnes more waste has been recycled or composted than in 2006/07. This is largely due to the pilots of garden waste collection delivering nearly 3,500 tonnes of green waste (36% more than we originally estimated), an increase in the amount of glass collected at bring banks (up 18% year on year) and an increase in the amount of recycling collected at the kerbside of over 2,200 tonnes (up 9% year on year).

This has had a positive affect on the proportion of waste sent to landfill, with 73.7% of waste being landfilled (BV-82d), compared to 77.1% in 2006/07. Effectively, 17,042 tonnes less waste was sent to landfill in 2007/08 compared to the previous year (equivalent to the weight of more than 2,400 double-decker buses).

The total amount of waste being created in the first place has also decreased, from 467kg per head of population to 440kg per head in 2007/08 (BV-84b). Some of this reduction is due to an increase in population figures, however the overall amount of waste arising has also reduced by 7,700 tonnes year on year (a 2.3% reduction year on year).

### **Homelessness Prevention (inc. Sanctuary scheme performance)**

Homeless prevention performance continues to show significant improvements and this year's targets have been exceeded. This is due to a variety of prevention measures and improvements to services. A key contributory factor has been the success of the Sanctuary scheme which has benefited over 300 households which is far in excess of the 250 target for 2007/08. Through this scheme a range of security measures are installed in a person's property, including an emergency alarm so that they can make contact with the police in an emergency situation. The scheme provides families with a way of avoiding the disruptive effects of leaving their homes and entering the homelessness process. It should be noted that, of the 305 sanctuary installations carried out in 2007/08, only 15 recipients of the service subsequently made a homeless application, suggesting a high impact on preventing homelessness. The number of individuals and families in temporary accommodation has come down and has been stabilised, however, there is an anticipated pressure emerging as a result of the Government's drive to resolve a significant number of asylum cases which will need careful management over the coming weeks.

### **Decency (184a and b)**

Council house decency continues to improve and ALMOs are on target to deliver decency by 2010/11. In 2007/8 a further £165.4m (provisional figure) was spent on capital investment to council houses in Leeds. As a result of this and previous investment, nearly 78% of council houses in Leeds met the government's decent homes standard at 31 March 2008. A further £110.9m investment is planned on council houses in 2008/9. It is estimated that, by 31 March 2009, 85% of council houses will meet the government's decent homes standard.

### **Rents (BV66a)**

Performance has dropped slightly since last year and continues to give cause for concern, although we have managed to maintain a CPA mid threshold position in 2007/08. Strategic Landlord is planning to work with ALMOs to identify and accurately diagnose performance issues, including local variations in practice and performance and learn from best practice and high performing authorities, with a view to driving up performance across the board.

## **5      Recommendation**

That Members note the content of this report and comment on any particular performance issues of concern.

## Scrutiny Board - Environment and Neighbourhoods Quarter 4 Performance Report 2007/08

			1	2	3	4	5	6	7	8	9	10	11	12	13	14
Reference	Title	Service	Frequency & Measure	Good Performance	2006/07 Year-End	2007/08 Target	Full Year Result	Year on Year Improvement Trend	All England Top Quartile (Based on 2006/07 Year End data)	All England Bottom Quartile (Based on 2006/07 Year End data)	Core City Average (Based on 2006/07 Year-End data)	Core City position 1 = Top 8 = Bottom (Based on 2006/07 Year-End data)	Core City position 1 = Top 8 = Bottom (Based on 2006/07 Year-End data)	Data Quality Issues		
1	BV-126 Domestic burglaries per 1,000 households	Community Safety	Monthly Numerical	Fall	25.4	22.3	26.0	↓	5.8	13.2	27.1	5	No concerns			
Comments	In 2007/08, there were 8,449 recorded domestic burglaries; an increase of 2.5% against the previous year, (205 more offences) however, trends show a -48.3% reduction from the 2002/03 peak of 16,341 (7,892 fewer offences). The reasons for the slight increase this year are unclear but appear to have followed national trends and can be linked to increased prison releases and the number of prolific offenders in the community. This has required the Police and the Probation Service to manage more offenders resident and active within the community. Approximately 13% of burglary victims are students (based upon complainant coding-22% in North West Leeds reflecting the population). Increases in student population over the last few years has brought a large number of vulnerable young people into high crime areas and thereby increasing the opportunities for offenders to target those at risk. LCC is working with its partners to develop an Integrated Offender Management process, building on the current Drug Intervention Programme and Prolific and other Priority Offenders schemes with the aim of addressing issues contributing to offending behaviour. A burglary problem profile will be presented in June 08, identifying further opportunities to improve performance, including research into student areas within core cities for comparison of performance and activity. Domestic burglary remains a priority (LPSA 2) and is included in the serious acquisitive crime target, within the new LAA.															
2	BV-127 a Violent crime per year, 1000 population in the Local Authority area.	Community Safety	Monthly Numerical	Fall	23.8	22.9	21.6	↑	13.1	22.9	32.8	2	No concerns			
Comments	The target for 2007/08 has been exceeded.  In 2007/08, there were 15,605 recorded violent crimes, this is down 9.5% against previous year, equivalent to 1639 fewer offences.  The reason for this achievement can be partially explained by the effect of the police policy for early intervention to prevent low level violence escalating to more serious attacks and the work of the Tackling Violent Crime Programme in the city centre - examples of good practice from this Programme are being rolled out across the city.															
3	BV-127 b Robberies per year, per 1000 population in the Local Authority area.	Community Safety	Monthly Numerical	Fall	2.3	2.2	2.1	↑	0.3	1.3	4.1	3	No concerns			
Comments	The target for 2007/08 has been exceeded.  In 2007/08, there were 1,490 recorded robberies, this is down 9.2% against previous year, equivalent to 151 fewer offences.  The reason for this achievement can be partially explained by a proactive policing in areas of most concern and the continued use of tactics deployed from the Street Crime Initiative.															
4	BV-128 Vehicle crimes per 1,000 population	Community Safety	Monthly Numerical	Fall	17.3	16.5	14.3	↑	7.0	13.9	23.6	2	No concerns			
Comments	The target for 2007/08 has been exceeded.  In 2007/08, there were 10,350 recorded vehicle crimes, this is down 17.2% against previous year, equivalent to 2155 fewer offences. Theft of motor vehicles = 2,871 down 13.7% (455 fewer offences). Theft from motor vehicles = 7,479 down 18.5% (1700 fewer offences).  The reason for this achievement can be partially explained by improvements to vehicle security and by vehicle crime campaigns raising awareness of potential risks to vehicle owners and help them to reduce their risk of becoming a victim of vehicle crime.															
5	BV-174 CP-PCS1 The number of racial incidents recorded by the authority per 100,000 population	Community Safety	Quarterly Numerical	Rise	183.51	256.94	236.30	↑	N.A.	N.A.	N.A.	N.A.	Some concerns			
Comments	The target for 2007/08 has not been achieved.  In 2007/08, there were 1711 reported racial incidents to the local authority; this is a 29% increase against the previous year, equivalent to 384 more reports.  In line with the measurement to increase reporting of racial incidents analysis shows a positive improvement. In 2007/08, Education Leeds submitted 1167 reports compared with 993 in the previous year (up 17.5%) and LCC departments submitted 544 reports compared with 334 in the previous year (up 63%).  The main reason why this target has not been achieved is the continued difficulty of turning policy into practice across the whole of the authority. Despite this, service representatives have taken greater responsibility for the collation and accuracy of information and reporting to their respective management teams, there has been a series of training sessions with staff and regular Q/A checks have helped to see positive incremental improvements in performance this year.															
6	BV-175 CPA-H19 The percentage of racial incidents that resulted in further action	Community Safety	Quarterly %	Rise	93.97	98.00	98.90	↑	100.00	100.00	97.81	3	Some concerns			
Comments	The target for 2007/08 has been achieved.  In 2007/08, of the total 1711 reported racial incidents to the local authority 98.9% resulted in further action. Across LCC departments this was 100%.  This reasons for this achievement can be partially explained by an improvement in reporting and Q/A checks throughout the year.															
7	BV-225 Action against domestic violence (DV) provision and effectiveness of LA services designed to help victims of DV and prevent DV	Community Safety	Quarterly %	Rise	100.0	100.0	100.0	↑	N.A.	N.A.	N.A.	N.A.	No concerns			

**Scrutiny Board - Environment and Neighbourhoods Quarter 4 Performance Report 2007/08**

## Scrutiny Board - Environment and Neighbourhoods Quarter 4 Performance Report 2007/08

Reference	Title	Service	Frequency & Measure	Good Performance	2006/07 Year-End	2007/08 Target	Full Year Result	Year on Year Improvement Trend	All England Top Quartile (Based on 2006/07 Year-End data)	All England Bottom Quartile (Based on 2006/07 Year-End data)	Core City Average (Based on 2006/07 Year-End data)	Core City position 1 = Top 8 = Bottom (Based on 2006/07 Year-End data)	Data Quality Issues
16	LKI-CS6 LAA-SSC29a	Total number of drug users in treatment											
		The target for 2007/08 has not been achieved.											
		In 2007/08, there were 3,554 drug users in treatment; this is 5.6% less than the previous year.											
		The reasons for the decrease can be partially explained by the fact that a data cleansing exercise (Between April 06 and March 07) removed 2083 from numbers in treatment. Leeds Addiction Unit showed 1906 in April 2006 with a reduction to 467 in May 2006, a total of 1439.											
		Multiple Choice showed 1049 in April 2006 with a reduction to 405 in March 2007, a total of 644. However, the number of new presentation increased by 5.2% form the previous year (1145 in 06/07 and 1204 in 07/08)											
		The data verification issue from two main service providers at the end of 06/07 hindered the target setting for 07/08; this has impacted on the variation from target.											
		This remains a priority within the LAA with a new focus on drug users in effective treatment.											
17	LKI-CS7 LAA-SSC29b	Percentage of drug users retained in treatment for 12 weeks or more											
		The target for 2007/08 has not been achieved.											
		In 2007/08, the percentage of drug users retained in treatment for 12 weeks or more was 78%, just 1% below the previous year, this slight decline is reflective of the national trend. Waiting times have maintained performance levels and planned discharges have shown an improvement following action plan process with service providers on development of care plans and referral pathways.											
		This remains a priority within the LAA with a new focus on drug users in effective treatment.											
P18 Page 35	LKI-CS8a LAA-SSC13 LPSA2	Addressing domestic violence by: a) increase the number of reported incidents of domestic violence											
		The target for 2007/08 has not been achieved.											
		In 2007/08, there were 9,305 reported incidents of domestic violence; this is down 16.8% against previous year, equivalent to 1875 fewer incidents reported.											
		The reasons for the fall in reported domestic violence incidents are unclear but appear to have followed regional trends.											
		Domestic violence is hugely under reported and this is still an issue that all partners need to address. A review of domestic violence services has been completed, findings and recommendations for change have been discussed by Safer Leeds and improvement activities have been identified. The improvement priorities will be implemented as part of the refreshed Domestic Violence Strategy for 08/09.											
		During Q1 of this year Safer Leeds will be exploring strategies to promote victim reporting in partnership with the Police and the service providers, in line with the LPSA stretching target.											
19	LKI-CS8b LAA-SSC14 LPSA2	Addressing domestic violence by: b) reduce repeat victimisation as a proportion of reported domestic violence incidents											
		The target for 2007/08 has been achieved.											
		In 2007/08, there were 9,305 reported incidents of domestic violence of which 4,286 were repeats.											
		Analysis shows a positive reduction in the repeat victimisation as a proportion of domestic violence incidents from 48.2% in 06/07 to 46.1% in 07/08.											
		A review of domestic violence services has been completed, findings and recommendations for change have been discussed by Safer Leeds and improvement activities have been identified. The improvement priorities will be implemented as part of the refreshed Domestic Violence Strategy for 08/09.											
20	LKI-CS8c LAA-SSC15 LPSA2	Addressing domestic violence by: c) increase the number of reported incidents of domestic violence that result in a sanctioned detection											
		The target for 2007/08 has been achieved.											
		In 2007/08, there was an increase in the number of domestic violence incidents that resulted in sanction detection to 21.9% compared with 16.2% in the previous year.											
		The reasons for this achievement can be explained by an increased attention on this PI by the Police.											
		A review of domestic violence services has been completed, findings and recommendations for change have been discussed by Safer Leeds and improvement activities have been identified. The improvement priorities will be implemented as part of the refreshed Domestic Violence Strategy for 08/09.											

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21	BV-166a CPA-E27	Score against a checklist of enforcement best practice for environmental health	Environmental Health	Annually %	Rise	96.70	96.70	↔	100.00	90.00	98.50	2	No concerns	
	<b>Comments</b>	This indicator is based on a checklist of services. We have maintained the same score as in previous years												
22	BV-166b CPA-E21	Score out of 10 against a checklist of enforcement best practice for trading standards	Environmental Health	Annually %	Rise	100.00	100.00	↑	100.00	100.00	99.40	1	No concerns	
	<b>Comments</b>	This is a best value performance measure that indicates that an enforcement body has an approved enforcement policy and acts in accordance with this. The service has recently been updating this policy and processes are in place to ensure adherence to it.												
23	BV-217 CP-EN51	Percentage of pollution control improvements to existing installations completed on time.	Environmental Health	Quarterly %	Rise	99	90	97	↓	100	93	94	2	No concerns
	<b>Comments</b>	N.A.												
24	LKI-EH3	The percentage of food premises inspections that should have been carried out that were carried out for high-risk premises	Environmental Health	Quarterly %	Rise	52.0	100.0	100.0	↑	N.A.	N.A.	N.A.	No concerns	
	<b>Comments</b>	Food Standards Agency allows 28 days from the target inspection date for inspections to be carried out, effectively allowing until the end of April for all due inspections to be completed therefore the target is being met for all high risk food premises.												
25	LKI-EH8 CPA-H18	Percentage of private sector homes vacant for more than 6 months	Environmental Health	Quarterly %	Fall	2.39	2.69	2.94	↓	N.A.	N.A.	N.A.	Some concerns	
	<b>Comments</b>	Mid threshold position for CPA City and Hunslet (9.5% empty) Main causes are the high number of private sector 'buy-to-let' properties and 'investment' properties. Since Feb 07 there has been a change in the ownership make-up of city centre developments with the capital growth investors selling on their properties as the slow down in the housing market started to take effect. Headingley (6.9% empty) and Hyde Park & Woodhouse (7.38 empty) are traditionally the areas where students choose to live, however there has been a significant market change due to the availability of purpose built student accommodation in the city centre. The Empty Property Team and the Environmental Action Teams will be instrumental in tackling the issues brought about by properties being left unoccupied.												
26	BV-183b CPA-H15	The average length of stay in hostel accommodation of households which include dependant children or a pregnant woman who are unintentionally homeless and in priority need	Homeless and Advisory Service	Monthly Weeks	Fall	0.0	0.0	0.0	↑	0.0	14.1	6.2	1	No concerns
	<b>Comments</b>	Target set at zero. LCC does not have hostel accommodation. as defined in BV183b. CPA Upper threshold												
27	BV-202	The number of people sleeping rough on a single night within the area of the local authority	Homeless and Advisory Service	Annually Numerical	Fall	7	10	7	↑	0	4	6	3	No concerns
	<b>Comments</b>	This figure is within the target set at < 10. The last formal count undertaken was 09 November 2007. This found 7 (+1) rough sleepers. The +1 is a non EU national sleeping rough but without access to public funds and would not be eligible for any statutory duty.												
28	BV-213 CPA-H24	Number of households who considered themselves as homeless, who approached the local housing authority's housing advice service(s), and for whom housing advice casework intervention resolved their situation.	Homeless and Advisory Service	Monthly Numerical	Rise	1	3	3	↑	5	2	8	7	No concerns
	<b>Comments</b>	We have continued to achieve excellent results and the year end target has been exceeded by 12.7% with a figure of 3.38 preventions per 1,000 households in 07/08. Preventions that are measured include AST's, Sanctuary installations and Archway / Young person mediations.												
29	CP-HAS50	Reduce the number of homeless people in Leeds per 1000 households, as defined by the Council.	Homeless and Advisory Service	Monthly Numerical	Fall	5.30	5.23	3.50	↑	N.A.	N.A.	N.A.	No concerns	

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37	BV-212 CPA-H8	Average time taken to re-let local authority housing.											
		CPA Mid threshold performance.											
		Although the target has not been achieved and performance is worse than 2006/07 this is due to a change in the methodology used to calculate performance.											
		Applying the new methodology, a new target figure of 40 days was set, based on trend analysis.											
		Comments There are significant variations in performance between the ALMOs ranging from WNWH at 30.4 days to BITMO at 50.52 days. Strategic Landlord closely monitors ALMO performance through quarterly performance meetings. AVHL performance improved considerably during 2007/08 - from 78 to 43 days. This performance improvement was closely monitored by Strategic Landlord through an agreed strategy and regular position updates.											
38	BV-63 CPA-HM52 LAA-HCOP21	Energy Efficiency - the average SAP rating of local authority owned dwellings											
		Comments CPA Upper Threshold Performance											
39	BV-66a CPA-H6	Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA)											
		Comments BV-66b Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA)											
		Comments BV-66c Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA)											
40	BV-66d	The number of local authority tenants with more than seven weeks of (gross) rent arrears as a percentage of the total number of council tenants.											
		Comments BV-66e Percentage of local authority tenants in arrears who have had Notices Seeking Possession served											
41	BV-66f	N.A.											
		Comments BV-66g Percentage of local authority tenants evicted as a result of rent arrears.											
42	BV-66h	N.A.											
		Comments BV-66i Percentage of local authority tenants becoming vacant											
43	CP-HM53	It has been necessary during 2007/08 to increase the level of evictions in order to address arrears cases which are contributing to poor performance on BV66a.											
		Comments CP-66j Reduce the percentage of Leeds households that are vulnerable and suffer from fuel poverty.											
		Comments LKI-HMA3 Percentage of rent lost through Local Authority dwellings becoming vacant											
44	LKI-HMA4 CPA-H5	Although fuel costs for both electricity and gas have seen significant rises (up to 80%) there has been a 5% + reduction through the application of energy grants.											
		Comments LKI-HMA5 The average time taken to complete non-urgent responsive repairs											
45	LKI-HMA6 CPA-H5	Performance exceeds CPA Upper threshold											

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46	LKI-HMA7 CPA-H4	The percentage of urgent repairs completed within Government time limits	Housing Management	Monthly %	Rise	96.72	97.35	98.54	↑	N.A.	N.A.	N.A.	No concerns
	<b>Comments</b>	Performance exceeds CPA Upper threshold											
47	LKI-NR4 LAA-SSSC32A	Percentage of local authority homes which meet the governments decency standard	Housing Management	Monthly %	Rise	70.22	80.00	77.19	↑	N.A.	N.A.	N.A.	No concerns
	<b>Comments</b>	This indicator represents the decency situation at the end of the financial year. See comments against BV184a.											
48	BV-64 CP-PSH2 CPA-H23	The number of private sector dwellings that are returned into occupation or demolished as a direct result of action by the local authority	Private Sector Housing Strategy	Monthly Numerical	Rise	2377.00	1500.00	2989.00	↑	95	8	561	1
	<b>Comments</b>	N.A.											
49	BV-82a(i) CP-RC50 CPA-E6	Percentage of household waste arisings which have been sent by the authority for recycling	Refuse Collection & Waste Management	Quarterly %	Rise	15.83	18.07	17.81	↑	22.88	15.79	15.14	3
	<b>Comments</b>	Since 2006/07, the service has increased levels of recycling across the city by approximately 2%. This has been achieved through a 9% increase in SORT tonnages, a 17% increase in the amount of timber recycled (although the actual amount of timber recycled was 17% less than original estimates).											
		Although this is a significant achievement, the service has missed its year end target by 0.26%. A number of factors have contributed to this including: the rising price of scrap metal (which has led to a 26% reduction in the amount of metal recycled) and a 24% reduction in the number of fridges recycled, believed to be as a result of the producer responsibility legislation which came into force in the summer.											
	<b>Comments</b>	However, the service's main focus is on increasing combined levels of recycling and composting. This is currently monitored through LKI-82 A&B(i) (see below) and will be monitored in future as part of the new national indicator set (NI 192).											
		Please note these figures are provisional until verified by Waste Data Flow.											
50	BV-82a(ii) CPA-E6	Total tonnage of household waste arisings which have been sent by the authority for recycling	Refuse Collection & Waste Management	Quarterly Numerical	Rise	53486.00	61435.00	58808.00	↑	16862.25	6951.73	34060.22	2
	<b>Comments</b>	Please see comments for BV82a(i).											
51	BV-82b(i) CP-RC51 CPA-E6	The percentage of household waste sent by the authority for composting or treatment by anaerobic digestion	Refuse Collection & Waste Management	Quarterly %	Rise	6.47	7.39	8.11	↑	15.53	5.49	7.22	6
	<b>Comments</b>	The target set for levels of waste composted has been exceeded. This can be attributed to the higher than expected tonnage collected as part of the garden waste pilot (tonnage was up 36% on original estimates) and green tonnages collected at household waste sites being higher than forecast.											
		Overall, the service's main focus is on increasing combined levels of recycling and composting. This is currently monitored through LKI-82 A&B(i) (see below) and will be monitored in future as part of the new national indicator set (NI 192).											
		Please note these figures are provisional until verified by Waste Data Flow.											
52	BV-82b(ii)	The tonnage of household waste sent by the authority for composting or treatment by anaerobic digestion	Refuse Collection & Waste Management	Quarterly Numerical	Rise	21845.00	25125.00	26776.00	↑	10795.86	2616.12	15921.85	2

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Comments	Please see comments for BV82b(i).												

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53	BV-82c(i)	Percentage of the total tonnage of household waste arisings which have been used to recover heat, power and other energy sources	Refuse Collection & Waste Management	Quarterly %	N.A.	0.53	0.02	0.35		11.66	0	26.92	5	No concerns
		This indicator is reported in four parts and part 'c' only applies to authorities who use an incinerator. As such, the quantity of contaminated recyclate LCC dispose of in this way is negligible and therefore the colour coding and 'good performance' column is irrelevant.												
		This indicator does not form part of the new indicator set and therefore Leeds will not be reporting on it in future.												
	<b>Comments</b>	Please note these figures are provisional until verified by Waste Data Flow.												
54	BV-82c(ii)	Tonnage of household waste arisings which have been used to recover heat, power and other energy sources	Refuse Collection & Waste Management	Quarterly Numerical	N.A.	1775.00	72.00	1160.00		25480.64	1.36	77180.97	4	No concerns
		Please see comments for BV82c(i).												
55	BV-82d(i) CPA RC52	Percentage of household waste arisings which have been landfilled	Refuse Collection & Waste Management	Quarterly %	Fall	77.09	74.52	73.72	↑	55.63	71.69	47.81	6	No concerns
		The amount of waste sent to landfill in 2007/08 was over 17,000 tonnes lower than the amount sent to landfill in 2006/07. This is a considerable achievement considering that the population of Leeds has increased on the previous year. This reduction can be directly attributed to the improvements made in part a and b of this indicator.												
	<b>Comments</b>	In terms of our performance against other waste disposal authorities it is not valid to compare our performance with the All England Quartiles as the figures are skewed by the fact that a number of authorities have incinerators. Also, with regard to the core cities, 2 of the authorities are not waste disposal authorities and 3 have incinerators and as such their performance will be markedly better than Leeds on this indicator and, until Leeds makes a decision on its waste strategy our performance will continue to appear not as good.												
		Please note these figures are provisional until verified by Waste Data Flow.												
56	BV-82d(ii)	The tonnage of household waste arisings which have been landfilled	Refuse Collection & Waste Management	Quarterly Numerical	Fall	260416.00	253357.00	243374.00	↑	49145.76	177636.4	108737.97	6	No concerns
		Please see comments for BV82d(i).												
57	BV-84a CPA-E26	Number of kilograms of household waste collected per head of population	Refuse Collection & Waste Management	Quarterly KG	Fall	467.18	467.21	440.04	↑	395	480.1	452.9	7	No concerns
		The kilograms of waste per head of population has reduced by 27.14kgs compared to 2006/07. Two factors have contributed to this. Firstly, our waste arisings have reduced suggesting that our strategies to try and reduce the amount of waste Leeds produces are working. Secondly, the population figures provided by the Office of National Statistics estimate that the population of Leeds has increased, which has a positive impact on this indicator as there are more people to divide the total waste arisings between.												
	<b>Comments</b>	Please note these figures are provisional until verified by Waste Data Flow.												
58	BV-84b	Percentage change from the previous financial year in the number of kilograms of household waste collected per head of population	Refuse Collection & Waste Management	Quarterly %	Fall	1.08	0.01	-5.81	↑	-1.78	2.51	-1.24	7	No concerns
		The kilograms of waste generated per head of population has reduced by 5.81% since 2006/07. This is a significant achievement compared to the performance of other authorities during 2006/07 (the most recent data available). Based on this data, Leeds would in the top quartile.												
	<b>Comments</b>	Please see part a of this indicator for further comments.												

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<b>59</b>	BV-86	Cost of waste collection per household	Refuse Collection & Waste Management	Annually £	Fall	63.49	64.23	0.00 ↑	42.04	55.81	44.42	8	No concerns
<b>Comments</b>													
<b>60</b>	BV-87	Cost of waste disposal per tonne for municipal waste	Refuse Collection & Waste Management	Annually £	Fall	31.12	38.37	See Comments	40.45	54.24	42.23	2	No concerns
<b>Comments</b>													
<b>61</b>	BV-90a CPA-E8A	Percentage of people expressing satisfaction with household waste collection	Refuse Collection & Waste Management	Survey %	Rise	82.00	N.A.	See Comments	85	74	77.25	2	No concerns
<b>Comments</b>													
<b>62</b>	BV-90b CPA-E8B	Percentage of people expressing satisfaction with waste recycling	Refuse Collection & Waste Management	Survey %	Rise	70.00	N.A.	See Comments	75	66	59	1	No concerns
<b>Comments</b>													
<b>63</b>	BV-90c	Percentage of people expressing satisfaction with waste disposal	Refuse Collection & Waste Management	Survey %	Rise	86.00	N.A.	See Comments	85	77	78.875	1	No concerns
<b>Comments</b>													
<b>64</b>	BV-91 CPA-E7A	Percentage of population resident in the authority's area serviced by a kerbside collection of recyclables	Refuse Collection & Waste Management	Quarterly %	Rise	92.40	95.00	92.64 ↑	100	95.4	91.4	3	Some concerns
<b>Comments</b>													
<b>Page 42</b>	The 'some concerns' in relation to data quality issues relate to the mapping of properties onto Superbase (the computer system used by the service). A programme to resolve this is currently underway.												
<b>65</b>	BV-91b	Percentage of households resident in the authority's area served by a kerbside collection of at least two recyclables	Refuse Collection & Waste Management	Quarterly %	Rise	92.40	95.00	92.64 ↑	100	93.5	74.9	2	Some concerns
<b>Comments</b>													
A slight improvement on this performance indicator has been made since 2006/07 but the service has not achieved its year end target for 2007/08. However, the service is still above the core city average for access to kerbside recycling which, considering the size of Leeds in an achievement.													
Throughout the year, the service has tried to increase access to kerbside recycling through a number of projects which will be accounted for in the figures reported in 2008/09. This includes a pilot undertaken by the Education & Awareness Team which targets the Woodhouse area of Leeds, and a project to increase the number of high rise buildings and sheltered housing centres able to recycle.													
The 'some concerns' in relation to data quality issues relate to the mapping of properties onto Superbase (the computer system used by the service). A programme to resolve this is currently underway.													
<b>66</b>	BV-91c	Percentage of households resident in the authority's area served by a kerbside collection of at least three recyclables	Refuse Collection & Waste Management	Quarterly %	Rise	92.40	95.00	92.64 ↑	100	93.5	74.9	2	Some concerns
<b>Comments</b>													
A slight improvement on this performance indicator has been made since 2006/07 but the service has not achieved its year end target for 2007/08. However, the service is still above the core city average for access to kerbside recycling which, considering the size of Leeds in an achievement.													
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66	LKI-82 A&B (I)	Percentage of household waste arisings sent by the authority for recycling or composting		Refuse Collection & Waste Management	Monthly %	Rise	22.30	25.46	25.92	↑	0	0	22.6	4	No concerns
		Since 2006/07, the service has increased the amount of waste recycled and composted by 3.63% The target set for 2007/08 has been exceeded by 0.47%.													
		For further information please see comments for BV82a (I) and BV82b(i).													
		Comments	Please note these figures are provisional until verified by Waste Data Flow.												
67	LKI-82A&B (ii)	Total tonnage of waste arisings sent for recycling and composting		Refuse Collection & Waste Management	Monthly Number	Rise	74971.00	88211.00	85584.00	↑	0	0	49982.07	4	No concerns
		The tonnage of waste sent for recycling and composting has increased by over 10,000 tonnes since 2006/07. The greatest improvement has been made in the composting of waste, which should continue to increase in future years through the roll-out of a garden waste collection service and the food waste collection service.													
		Comments	Please note these figures are provisional until verified by Waste Data Flow.												
68	LKI-RC1	Number of household collections missed per 100,000 collections		Refuse Collection & Waste Management	Quarterly numerical	Fall	85.00	95.00	67.98	↑	N.A.	N.A.	N.A.	No concerns	
		For the thirty year running, the number of household waste collections missed per 100,000 collections has reduced. Throughout the year, the service has worked hard to ensure that new properties built within the city are included in the black bin routes and the service has exceeded the target set for 2007/08.													
69	LKI-RC1b	Percentage of household waste collections, collected per 100,000 collections		Refuse Collection & Waste Management	Quarterly %	Rise	99.90	99.90	99.93	↑	N.A.	N.A.	N.A.	No concerns	
		The percentage of collections completed on schedule has increased for the 3rd year running. Throughout the year, the service has worked hard to ensure that new properties built within the city are included in the black bin routes and the service has exceeded the target set for 2007/08.													
70	BV-199a CP-SC50 CPA- E4 LAA- SSC4	The proportion of relevant land and highways (expressed as a percentage) that is assessed as having combined deposits of litter and detritus that fall below an acceptable level		Street Cleaning	Quarterly %	Fall	17.30	16.00	13.00	↑	7	17	16.3	6	No concerns
		Comments	Levels of litter across the city continue to decrease, with the biggest improvements being made in areas with high density housing (18% reduction) and recreational areas (9% reduction). This can be attributed to the intensive work undertaken in Super Output Areas (SOAs's) by the Environmental Pride Teams. The SOA's work is funded through NRF but the pace of change will be difficult to maintain as these NRF resources are being removed on a sliding scale over the next two years. Levels of detritus have also reduced throughout all the land use classes across the city but most noticeably in recreation areas and 'other' highways. Further improvements may be difficult due to the continued requests for manual sweepers which are not as effective as mechanical methods. With regard to future developments, the service considering the benefits of employing individuals with a specific responsibility to perform these cleanliness surveys.												
71	BV-199b	The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of graffiti are visible		Street Cleaning	Quarterly %	Fall	6.00	7.00	5.00	↑	1	5	11	3	No concerns
		Comments	Our performance on this indicator has improved since last year. Across the city, a reduction in the amount of graffiti has been achieved in four of the ten land use types and maintained in other areas. Improvements were most noticeable in recreation areas and 'other' highways, although the usual 'hot spot' areas remained a concern. In an attempt to further improve performance in these areas, the Enforcement section is engaging other partners and stakeholders (such as the Police) to work together and pro-actively prevent graffiti as opposed to just removing it when it occurs. This forms part of the graffiti strategy of the Council. In addition to this, the roll out of new hand held devices to surveyors should improve communication and our ability to react to issues such as graffiti. The issues related to the withdrawal of NRF funding also apply to this indicator.												
		Page 43													

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72	BV-199c	The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of fly-posting are visible											
	<b>Comments</b>	Our good performance on this indicator continues. The flyer drums sited throughout the city and the enforcement action undertaken has enabled us to maintain this score for three years running.											
73	BV-199d	The year-on-year reduction in the total number of incidents and increase in total number of enforcement actions taken to deal with fly tipping											
	<b>Comments</b>	Our performance on this indicator is measured on a scale between 1 and 4. A spreadsheet provided by the Environment Agency is used to calculate this score. The score we achieve relates to the following:											
		1 - 'Very Effective' 2 - 'Effective' 3 - 'Good' 4 - 'Poor'											
	<b>Comments</b>	As such, '1' is the best score possible and '4' is the worst.											
		Since 2006/07 we have improved our performance from 'good' to 'very effective' through significantly increasing the number of enforcement activities undertaken. As a result we have exceeded the target set for 2007/08.											
D74 Page 44	BV-218a	Percentage of new reports of abandoned vehicles investigated within 24 hours of notification											
	<b>Comments</b>	Although performance has improved during quarter 4 (the service achieved an average of 93.04%) the issues which have adversely affected performance reported previously, means that the service hasn't achieved its year end target.											
		To ensure that the service is not be adversely affected in future, the service has negotiated with the police additional resource to cover any absence of the dedicated officer. This is something that previously wasn't available. In addition, the re-structuring of the service has enabled another officer to be trained up to deal with abandoned vehicles, which should minimise the risk of cover not being available.											
	<b>Comments</b>	Overall, performance is still above the 'All England' average which stands at 87.39%. Although there are some data quality concerns in relation to this performance indicator, it is believed that the new IT system currently in development should assist in addressing them.											
		Although this indicator no longer forms part of the national set, the service will continue to monitor it locally.											
75	BV-218b LAA-SSC57	Percentage of abandoned vehicles removed within 24 hours from the point at which the authority is legally entitled to remove the vehicle											
	<b>Comments</b>	Over the last two months performance has improved and averaged 93.34% however, the poor performance over previous quarters has pulled the year end score down, and consequently Doncaster Motor Spares (DMS) have not met their target. Ongoing problems relating to the flooding have hindered the performance of DMS as they are based in Tollbar and were forced to move site as a result of the floods. Their performance has been closely monitored by the Highways Enforcement Manager and regular dialogue takes place to ensure issues are addressed promptly and lessons are learned. Their performance on this BVPI will be a focal point when the contract is reviewed at the end of the year.											
		As well as the flooding, there have been issues in terms of the specialist equipment which is sometimes required to move a vehicle which delays DMS.											
76	BV-89 CPA-E38, LAA- SSC56	The percentage of people satisfied with cleanliness standard											
	<b>Comments</b>	Although this indicator no longer forms part of the national set, the service will continue to monitor it locally.											
		No Comments Supplied											
		No concerns											

**Scrutiny Board - Environment and Neighbourhoods Quarter 4 Performance Report 2007/08**

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## Draft External Audit Plan 2008/2009

### Extract relating to Scrutiny Board (Environment & Neighbourhoods)

Significant risks identified	Mitigating action by audited body	Residual audit risk	Action in response to residual audit risk	Link to auditor's responsibilities
EASEL and Waste Management:	The Council has project management arrangements in place.	Yes	We will continue our work in these areas in monitoring ongoing developments.	KLOE 4.1 The Council manages its significant business risks.

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SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – CARRY OVER ITEMS FROM 2007/08

Unscheduled Items		
Anti Social Behaviour	To consider the work of the Council and its partners aimed at addressing anti-social behaviour across the City.	Priority to be determined.
Regeneration Projects	To receive regular progress updates on major regeneration projects within the City.	Details to be confirmed.
Leeds Housing Market	To receive a detailed report outlining proposals/ actions aimed at addressing the issues arising from the outcomes of the Housing Market Research previously presented to the Board.	Housing Market Research information presented to the Board in November 2007.
Rodent Control	Update report on partnership arrangements, including performance against agreed target times and details of preventative and educational work undertaken / planned.	To be considered early in the new municipal year.
Statistical data and accessibility of information on rape crimes	To consider prosecution rates and strategies deployed to encourage the reporting of such crimes.	Priority and scope to be determined and considered in the new municipal year.
Britain's Cleanest City (together with revisiting the Action Plan)	To consider the preparations / progress of the Council in relation to Britain's Cleanest City Award.	Priority to be determined.
Environmental Management around Council Estates	To be confirmed	Priority and scope to be determined.

Key:

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

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – CARRY OVER ITEMS FROM 2007/08

Unscheduled Items			
Scrutiny Inquiry into Housing Letting Pressures	To receive and consider the response to the Board's inquiry report and recommendations regarding Housing Letting Pressures.	Timing to be determined.	
Statement on the Council's CO <sub>2</sub> emissions	To receive and consider the response to the Board's statement and recommendations regarding the Council's CO <sub>2</sub> emissions	Timing to be determined.	
Recommendation monitoring	To receive a report tracking recommendations from previous inquiries, where the Board will also be asked to consider which recommendations it wishes to continue monitoring.	Timing to be determined.	

Key:

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

## LEEDS CITY COUNCIL

## FORWARD PLAN OF KEY DECISIONS

For the period 1 June 2008 to 30 September 2008

<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>
Under occupation in Council Housing Policy decision for legal powers	Executive Board (Portfolio: Neighbourhoods and Housing)	11/6/08	ALMO officers and Leeds Tenant Federation.	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Area Function Schedules 2008/09	Executive Board (Portfolio: Neighbourhoods and Housing)	11/6/08	Previous report to Executive Board November 2007 and subsequent consultation with Area Committees and Services.	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

<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>
Activity in the Private Rented Sector regarding Energy Efficiency Endorsement of report recommendations. The initiatives proposed will improve housing conditions and thermal efficiency in the private rented sector and contribute towards the reduction of fuel poverty amongst vulnerable households. These initiatives will significantly contribute towards the criteria set out in the Vision for Leeds strategy document and in particular the Council's Narrowing the Gap Agenda.	Executive Board (Portfolio: Neighbourhoods and Housing)	11/6/08	Full consultation following decision with partners and Landlord Consultative Group members as a minimum.	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

## NOTES

Key decisions are those executive decisions:

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

### Executive Board Portfolios

<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.

LEEDS CITY COUNCIL

BUDGET AND POLICY FRAMEWORK DECISIONS

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

**NOTES:**

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

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

## EXECUTIVE BOARD

**WEDNESDAY, 14TH MAY, 2008**

**PRESENT:** Councillor A Carter in the Chair

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

**222 Occupation of the Chair**

In the absence of Councillor Andrew Carter, Councillor Brett assumed the Chair.

**223 Substitute Member**

Under the terms of Executive Procedure Rule 2.3 Councillor R Lewis was invited to attend the meeting on behalf of Councillor Blake.

**224 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 ground 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) Appendices A and B to the report referred to in minute 234 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 by reason of the fact that disclosure could prejudice the interests of all parties concerned and therefore be prejudicial to the public interest.
- (b) The appendix to the report referred to in minute 235 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 by reason of the fact it contains commercially sensitive information which, if disclosed, could be prejudicial to contract confidentiality.
- (c) Appendices 1 and 2 and plans 1 and 2 to the report referred to in minute 236 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 as disclosure may prejudice the outcome of the procurement process and the financial offer made by the proposed preferred operator to manage the arena.

**225 Declaration of Interests**

Councillor Wakefield declared a personal and prejudicial interest in the item relating to 'Raising Expectations – White Paper Consultation Response' (minute 227) due to being a member of the Learning and Skills Council.

Councillor Finnigan declared a personal interest in the item relating to 'Raising Expectations – White Paper Consultation Response' (minute 227) due to being a governor at Joseph Priestley College.

**226 Minutes**

**RESOLVED** – That the minutes of the meeting held on 16<sup>th</sup> April 2008 be approved.

**CHILDREN'S SERVICES**

**227 Raising Expectations - White Paper Consultation Response**

The Chief Executive of Education Leeds submitted a report briefing the Board on the Government's White Paper 'Raising Expectations: Enabling the System to Deliver' and suggesting how the authority might respond to the consultation. An updated version of the consultation response form was circulated at the meeting.

**RESOLVED –**

- (a) That the draft consultation response be noted and the relevant Executive Member and Chief Executive of Education Leeds be authorised to finalise the document and forward it to the DCSF by the deadline of 9<sup>th</sup> June 2008.
- (b) That the early work on sub-regional co-ordination be noted and that an update be provided in October 2008

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

**228 Vacation and Occupation of the Chair**

Councillor Andrew Carter entered the meeting and assumed the Chair.

**229 Temple Newsam Halton Primary School**

The Chief Executive of Education Leeds submitted a report on a proposal to carry out capital works and to incur expenditure in respect of a scheme to construct an extension and carry out alterations at Templenewsam Halton Primary School.

**RESOLVED –**

- (a) That the access of 100% of the capital receipt arising from the sale of the Templenewsam Halton Primary School Victorian stone annexe building be approved.
- (b) That the design proposals in respect of the scheme to extend the main school building be approved.

- (c) That expenditure of £850,000 from capital scheme number 14748/00/000 be authorised.

**230 Phase 3 Children's Centre Programme**

The Director of Children's Services submitted a report updating members on the success of phases 1 and 2 of the Children's Centre Programme, outlining the statutory guidance for the planning and delivery of phase 3 of the programme, and providing details of the allocation made to Leeds, the caveats upon the allocation and the outcomes of the consultation work on the location of the final centres. The report also sought approval for the location of the centres, the order in which they will be constructed and the injection of £3,610,487 into the capital programme to implement the plan.

**RESOLVED –**

- (a) That phase 3 of the Children's Centre Implementation Plan be approved.
- (b) That the phasing of the centres as recommended by Education Leeds and the Early Years Service be approved.
- (c) That the injection of £3,610,487 into the capital programme to design and construct the phase 3 centres be approved.

**LEISURE**

**231 Leeds Public Rights of Way Improvement Plan - Consultation Draft**

The Director of City Development submitted a report proposing the commencement of the twelve week public consultation process for the Leeds Public Rights of Way Improvement Plan.

**RESOLVED –**

- (a) That the contents of the report and the draft Executive Summary and Action Plan appended to the report be noted and the commencement of a twelve week public consultation period for the Rights of Way Improvement Plan be approved.
- (b) That following the conclusion of the consultation period, officers bring back a final version of the Public Rights of Way Improvement Plan for approval.

**CENTRAL AND CORPORATE**

**232 Numbering Strategy and Golden Number**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report seeking approval for the development of a new telephone numbering strategy and providing an update on the development of a 'golden number' for customers accessing principal Council services by means of the Corporate Contact Centre.

**RESOLVED –**

- (a) That the 0113 prefix as Leeds City Council's telephone numbering strategy be adopted.

- (b) That the Assistant Chief Executive (Planning, Policy and Improvement) be authorised to take steps to implement the telephone numbering strategy and introduce a range of 'silver' telephone numbers for principal Council services, making it possible for customers to get through to the right person first time and, a 'golden' number to enable easier access to Council services.

**233 Leeds Strategic Plan 2008 - 2011: Approval of Local Area Agreement Responsibilities**

The Assistant Chief Executive (Policy, Planning and Improvement) submitted a report presenting the draft indicators and targets selected to support the delivery of the strategic outcomes and improvement priorities in the Leeds Strategic Plan, which also represent the draft Local Area Agreement for Leeds. The report also sought approval of the draft indicators and targets prior to their submission to the Secretary of State and Full Council as part of the Leeds Strategic Plan. An updated version of the proposed indicators and targets for Leeds' local area agreement was circulated at the meeting.

**RESOLVED –**

- (a) That Appendix 1 be approved as Leeds' local area agreement prior to its submission to the Secretary of State for formal sign off.
- (b) That the Assistant Chief Executive (Policy, Planning and Improvement) be authorised to make minor amendments, if required, to Leeds' local area agreement prior to its submission to the Secretary of State on 30<sup>th</sup> May 2008. If any revisions are required then the Assistant Chief Executive (Policy, Planning and Improvement) should inform members of the Executive prior to submission.
- (c) That the full and final version of the Leeds Strategic Plan incorporating the agreed indicators and targets, be submitted to the July meeting of full Council for final approval as required by the Council's budget and policy framework.

**234 Yorkshire County Cricket Club**

The Director of Resources submitted a report on consents and variations requested by Yorkshire County Cricket Club in relation to their loan agreement with the Council.

Following consideration of the appendices 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 necessary consents and agreements to vary the Council's loan agreement to facilitate Yorkshire County Cricket Club entering into the transactions referred to in this report be granted.
- (b) That the proposals in respect of dealing with future requests for consents or variations under the loan agreement with Yorkshire County Cricket Club as detailed at paragraph 5.1 of the report be agreed.

**DEVELOPMENT AND REGENERATION**

Draft minutes to be approved at the meeting to be held on Wednesday, 11th June, 2008

**235 Advertising on Lamp Posts - Proposals for Distribution of Income**

The Director of City Development submitted a report proposing a scheme relating to the distribution of income received from lamp post advertising as described in the report.

Following consideration of the appendix 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 arrangements for distribution of income from lamp post advertising as described in the report be approved.

**236 Proposed Leeds Arena Development - Selection of Preferred Operator**

The Director of City Development submitted a report on the selection of the preferred and reserve operators for the proposed Leeds Arena, and seeking authority for the Director of City Development to enter into a legal agreement with the preferred operator (or reserve operator, should the need arise) of the Leeds Arena on the terms contained within the report.

Following consideration of appendices 1 and 2 and associated plans to this report designated as exempt under Access to Information Procedure Rule 10.4(3) which were considered at the conclusion of the meeting it was

**RESOLVED –**

- (a) That Bidder B be approved as the preferred operator for the proposed Leeds arena as detailed in Appendix 1 of the report.
- (b) That the Director of City Development be authorised to enter into a legal agreement with the preferred arena operator on the terms outlined in Appendix 2 of the report.
- (c) That Bidder A be approved as the reserve operator for the proposed Leeds arena as detailed in Appendix 1 of the report
- (d) That the Director of City Development be authorised to enter into a conditional legal agreement with bidder A on the terms outlined in Appendix 2 of the report.
- (e) That in the event that the preferred operator for the arena as detailed in Appendix 1 of the report withdraws from the project or varies their submission in a manner which results in the reserve bidder's submission being more advantageous to the Council, the Director of City Development be authorised, with the concurrence of the Executive Member for Development and Regeneration, to take appropriate action to secure the reserve bidder pursuant to the conditional agreement previously entered into with bidder A as the preferred operator for the arena.

**237 Main Street, Thorner - Over 55s Association**

The Director of City Development submitted a report on discussions which have taken place with the Thorner Over-55's Association and seeking support for a transfer of a 'Community Asset' as a less than best consideration disposal on the terms recommended within the report.

**RESOLVED** – That a 50 year lease at nil rent be granted to the Thorner Over-55's Association and for the Council to continue the rental subsidy, in line with the basis upon which funds were granted by the Council and other bodies.

**ENVIRONMENTAL SERVICES**

**238 Graffiti Strategy**

The Chief Environmental Services Officer submitted a report seeking approval of a graffiti strategy for Leeds.

**RESOLVED** – That the Graffiti Strategy be approved.

DATE OF PUBLICATION: 16<sup>TH</sup> MAY 2008  
LAST DATE FOR CALL IN (5.00 PM ) 23<sup>RD</sup> MAY 2008

(Scrutiny Support will notify Directors of any items Called In by 12 noon on Wednesday 28<sup>th</sup> May 2008)



Originator: Peter Marrington

Tel: 39 51151

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

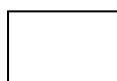
### **Scrutiny Board: Environment and Neighbourhoods**

**Date:** 16<sup>th</sup> June 2008

**Subject:** Determine Work Programme 2008/09

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<b>Electoral Wards Affected:</b>	<b>Specific Implications For:</b>
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Ward Members consulted  
(referred to in report)

Equality and Diversity

Community Cohesion

Narrowing the Gap

### **1.0 Purpose of Report**

1.1 The purpose of this report is to determine the Board's work programme for 2008/09.

### **2.0 Introduction**

2.1 The previous Agenda item provided inputs to the development of the Board's work programme. Having considered the written information and having discussed relevant issues with the Executive Member and officers, the Board is now asked to consider formulating a draft work programme.

2.2 Members are reminded that if additional information is required in order to determine the programme this can be obtained via the use of informal meetings of the Scrutiny Board.

2.3 In formulating the work programme the Scrutiny Board shall determine;

- how the proposed inquiry meets criteria approved from time to time by the Scrutiny Advisor Group (Attached as Appendix 1)
- whether the programme can be adequately resourced and timetabled.(Appendix 2)

### **3.0 Recommendations**

3.1 Members are requested to consider the Board's work programme.

**SCRUTINY BOARD PROCEDURE RULES GUIDANCE NOTE 7**

**INQUIRY SELECTION CRITERIA**

**1.0 INTRODUCTION**

- 1.1 The Scrutiny Board Procedure Rules require Scrutiny Boards, before deciding to undertake an Inquiry, to:

*Consider how a proposed Inquiry meets criteria approved from time to time; and*

*Consult with any relevant Director and Executive Member*

- 1.2 This is to ensure that Scrutiny Boards, when agreeing to undertake an Inquiry, have considered carefully the reasons for that Inquiry, its objectives, whether it can be adequately resourced in terms of Member and Officer time and have sought the views of the relevant Director and Executive Member.

- 1.3 The decision whether to undertake an Inquiry or not rests with the Scrutiny Board.

**2.0 INQUIRY SELECTION CRITERIA**

- 2.1 At the time of deciding to undertake an Inquiry, the Scrutiny Board will refer to the Inquiry Selection Criteria within this Guidance Note and formally identify which of the agreed criteria the proposed Inquiry meets. The Board will also record the comments of the relevant Director and Executive Member. This process will be recorded in the Scrutiny Board minutes.

## INQUIRY SELECTION CRITERIA

**Scrutiny Board** \_\_\_\_\_

**Inquiry Title** \_\_\_\_\_

**Anticipated Start Date** \_\_\_\_\_

**Anticipated Finish Date** \_\_\_\_\_

### **The Inquiry meets the following criteria**

- It addresses the Council's agreed Strategic outcomes by reviewing the effectiveness of policy to achieve strategic outcomes as defined by the Leeds Strategic Plan
- Shaping and developing policy through influencing pre-policy discussion

It fulfils a performance management function by

- Reviewing performance of significant parts of service
- Addressing a poor performing service
- Addressing a high level of user dissatisfaction with the service
- Addressing a pattern of budgetary overspends
- Addressing matters raised by external auditors and inspectors


- Addresses an issue of high public interest
- Reviews a Major or Key Officer decision
- Reviews an Executive Board decision
- Reviews a series of decisions which have a significant impact \_\_\_\_\_
- Has been requested by the Executive Board/Full Council/Scrutiny Advisory Group
- looks at innovative change


Comments of relevant Director and Executive Member (Attach additional sheet if necessary)

Date

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**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) - LAST REVISED**

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Suggested Areas for Scrutiny Currently Unscheduled</b>			

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 24 <sup>TH</sup>	July 2008		
Meeting date: 8 <sup>TH</sup>	September 2008		
Meeting date: 13 <sup>TH</sup>	October 2008		
Meeting date: 10 <sup>TH</sup>	November 2008		
Meeting date: 8 <sup>TH</sup>	December 2008		
Meeting date: 12 <sup>TH</sup>	January 2009		

**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) - LAST REVISED**

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Meeting date:</b> 9 <sup>th</sup> February 2009			
<b>Meeting date:</b> 16 <sup>TH</sup> March 2009			
<b>Meeting date:</b> 20 <sup>TH</sup> April 2009			
<b>Annual Report</b>			

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