

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

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**Meeting to be held in the Civic Hall, Leeds on  
Monday, 8th September, 2008 at 10.00 am**

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

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### **MEMBERSHIP**

#### **Councillors**

B Anderson (Chair)	-	Adel and Wharfedale
A Blackburn	-	Farnley and Wortley
A Castle	-	Harewood
B Cleasby	-	Horsforth
D Coupar	-	Middleton Park
A Gabriel	-	Beeston and Holbeck
D Hollingsworth	-	Burmantofts and Richmond Hill
G Hyde	-	Killingbeck and Seacroft
J Marjoram	-	Calverley and Farsley
L Mulherin	-	Ardsley and Robin Hood
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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# 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> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</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			<b>LATE ITEMS</b>  To identify items which have been admitted to the agenda by the Chair for consideration.  (The special circumstances shall be specified in the minutes.)	
4			<b>DECLARATIONS OF INTEREST</b>  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.	
5			<b>APOLOGIES FOR ABSENCE</b>  To receive any apologies for absence.	
6			<b>MINUTES - 24TH JULY 2008</b>  To receive and approve the minutes of the Scrutiny Board (Environment and Neighbourhoods) meeting held on 24 <sup>th</sup> July 2008.	1 - 8
7			<b>EXECUTIVE BOARD - MINUTES</b>  To note the minutes of the Executive Board meeting held on 16 <sup>th</sup> July 2008.	9 - 24
8			<b>UPDATE ON THE SUPPORTING PEOPLE PROGRAMME</b>  To receive a report from the Director of Environment and Neighbourhoods on the implementation of the Supporting People Inspection Action Plan.	25 - 30
9			<b>CO2 EMISSIONS INQUIRY - FORMAL RESPONSE</b>  To consider a report from the Head of Scrutiny and Member Development presenting the formal responses to the Board's recommendations following its Inquiry into CO2 emissions.	31 - 36

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<b>LETTINGS POLICY - PROPOSED CHANGES</b>  To note the Board's draft statement to the Executive Board in relation to the proposed changes to the Lettings Policy.	37 - 42
11			<b>SCRUTINY INQUIRIES - DRAFT TERMS OF REFERENCE</b>  To consider a report from the Head of Scrutiny and Member Development presenting draft terms of reference for the Board's forthcoming Inquiries.	43 - 52
12			<b>CURRENT WORK PROGRAMME</b>  To receive a report from the Head of Scrutiny and Member Development on the Board's current work programme.	53 - 66
13			<b>DATE AND TIME OF NEXT MEETING</b>  Monday 13 <sup>th</sup> October 2008 at 10.00am (Pre-meeting for Board Members at 9.30am)	

## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

THURSDAY, 24TH JULY, 2008

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

Councillors A Blackburn, A Castle,  
B Cleasby, D Coupar, A Gabriel,  
D Hollingsworth, G Hyde, L Mulherin and  
M Rafique

### 13 Chair's Opening Remarks

The Chair welcomed everyone to the July meeting of the Scrutiny Board (Environment and Neighbourhoods).

The Chair also welcomed Councillor Mulherin who had replaced Councillor J McKenna on the Board for the remainder of the municipal year.

### 14 Declarations of Interest

The following personal interests were declared:-

- Councillor B Anderson in his capacity as Chair of West North West Homes (Agenda Item 9) (Minute 19 refers)
- Councillor A Blackburn in her capacity as a Director of West North West Homes (Agenda Item 9) (Minute 19 refers)
- Councillor D Coupar in her capacity as a member on Belle Isle North Estate Management Board (Agenda Item 9) (Minute 19 refers)
- Councillor D Hollingsworth in his capacity as a Director on East North East Homes (Agenda Item 9) (Minute 19 refers)
- Councillor G Hyde in his capacity as a Director on East North East Homes (Agenda Item 9) (Minute 19 refers)

### 15 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor J Marjoram and Neil Evans, Director of Environment and Neighbourhoods.

### 16 Minutes of Previous Meetings

#### **RESOLVED –**

- (a) That the minutes of the meeting held on 16<sup>th</sup> June 2008 be confirmed as a correct record.
- (b) That, subject to the following amendments, the minutes of the meeting held on 24<sup>th</sup> June 2008 be confirmed as a correct record:-

Minute 9 'Declarations of Interest' – to delete the word 'regular' in both declarations to read 'as a user of Beckett Street Car Park'

Minute 11 'Review of Call In Decision – Parking Price Review' – to amend Councillor J Coupar's name to read 'Councillor D Coupar' in the sentence ..... 'Prior to considering the written evidence.....'

**17 Executive Board - Minutes**

**RESOLVED** – That the minutes of the Executive Board meeting held on 11<sup>th</sup> June 2008 be received and noted.

**18 Members' Questions - Executive Member for Environmental Services**

The Head of Scrutiny and Member Development submitted a report on issues for the Board's work programme with the Executive Member for Environmental Services.

The following representatives were in attendance:-

Councillor S Smith, Executive Board Member for Environmental Services  
Andrew Mason, Chief Environmental Services Officer, Environment and Neighbourhoods

The Chair invited Councillor Smith to make a brief presentation on the key priorities and objectives around Environmental Services.

Following the presentation, Board Members were given the opportunity of raising questions.

In summary, specific reference was made to the following issues:-

- rolling out of the brown bin schemes – clarification of the timescale for the delivery of **brown bins** for residents living in Tingley/West Ardsley  
*(The Executive Board Member informed the meeting that in accordance with the aims of the two year rolling –out programme, it was envisaged that the brown bins would be delivered to the above areas by the end of the financial year. It was noted that details of the roll out programme would be sent to Board Members)*
- rolling out of green and black bins – clarification of the timescale for the delivery of **green and black bins** to residents across the city  
*(The Executive Board Member informed the meeting that, despite some properties being difficult to service, this issue would be addressed by officers within Environmental Services)*
- weeds growing on the roadside – the concerns expressed about the size and the amount of weeds growing on the roadside, especially within the Horsforth area  
*(The Executive Board Member confirmed that when the current Parks and Countryside contract expired, this issue would be addressed by officers within Environmental Services)*
- emptying of litter bins within the Chapel Allerton ward – the concerns expressed about **on-going missed bin collections**

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*(The Executive Board Member confirmed that this issue would be addressed by the Chief Environmental Services Officer)*

- the need for **additional litter bins** across the city, in particular within the Middleton Park ward and the non-replacement of litter bins at bus stops  
*(The Executive Board Member confirmed that there was a need for more litter bins across the city. He agreed to look into this issue, together with the replacement of litter bins at bus stops)*
- **street cleaning** – clarification of the **ALMOs** responsibility within this area and the urgent need for a resolution, together with areas to be mapped out with increased schedule preparation  
*(The Executive Board Member informed the meeting that despite the areas of responsibility being made very clear to the **ALMOs**, there were some operational difficulties in this area which would be addressed by officers within Environmental Services)*
- **enforcement, dog fouling and fly tipping** – the need for more publicity and for the Board to measure the performance of enforcement  
*(The Executive Board Member informed the meeting that discussions were ongoing with the Police around the role of **PCSOs** in enforcement and that feedback from these discussions would be provided to the Board. The Board noted and welcomed that the courts were very active with supporting the Council in the area of enforcement)*
- clarification of the procedures around spillages when collecting bins  
*(The Executive Board Member confirmed that Environmental Services were directly responsible for spillage)*
- **street cleaning schedule** in Horsforth/Otley – concerns raised by the North West (Outer) Area Committee around the six/eight week schedule  
*(The Executive Board Member responded and agreed to refer this issue to the Chief Environmental Services Officer for appropriate action)*
- **missed bin collections** due to cars being parked in cul-de-sacs  
*(The Executive Board Member responded and outlined the operational issues. The Board noted that Environmental Services would continue to address this important issue in conjunction with the **DVLC**)*

The Chair invited Andrew Mason, Chief Environmental Services Officer to make a brief presentation on the key priorities and objectives within the Environmental Services division.

Following the presentation, Board Members were given the opportunity of raising questions.

In summary, specific reference was made to the following issues:-

- **street cleaning** within the North West Outer ward – concerns expressed about the irregular Saturday street cleaning cycle within the North West Outer ward  
*(The Chief Environmental Services Officer agreed to discuss this issue with relevant officers within Environmental Services)*
- **missed bin collections** in Chapeltown and Beckhill area and the need for more parking attendants within the Chapel Allerton ward  
*(The Chief Environmental Services Officer confirmed that he would investigate these issues)*
- **missed bin collections** in Farnley and Wortley ward, together with the concerns expressed around elderly residents being removed from the list  
*(The Chief Environmental Services Officer responded and outlined the current bin delivery programme and agreed to review the scheme for elderly residents)*

#### **RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That a vote of thanks be conveyed to Councillor S Smith and Andrew Mason for their attendance and contribution to the meeting.

(Councillor D Coupar and Councillor G Hyde joined the meeting at 10.05 am during discussions of the above item)

(Councillor D Coupar left the room at 10.25 am and returned at 11.05 am during discussions of the item on the Inquiry into Choice Based Lettings (Minute 19 refers)

#### **19 Inquiry into Choiced Based Lettings - Response to the Board's Recommendations**

The Head of Scrutiny and Member Development submitted a report on interim recommendations made following an Inquiry into Choice Based Lettings.

The following representatives were in attendance:-

John Statham, Head of Strategic Landlord, Environment and Neighbourhoods  
Kath Bramall, Leeds Homes Policy Manager, Environment and Neighbourhoods

In addition to the above report, a copy of additional information entitled 'Leeds Homes Performance Management Summary Quarter 1 2008/09 for Ward Members' was circulated for the information/comment of the meeting.

For the benefit of Board Members, the Chair went through each individual recommendation seeking comments, which were duly noted by the officers' in attendance.

In summary, specific reference was made to the following issues:-



### Recommendation 2(i)

"That the Strategic Landlord ensures that all local ward members are provided with quarterly performance information relating to local housing issues, in particular waiting times and lettings". Where possible, the information should meet the following requirements:

- the need for the data to be broken down into wards, including data on the letting summary
- clarification of how Board Members perceived the information contained with this document  
*(The Head of Strategic Landlord responded and stated that the aim of the document was to provide elected members with core lettings information that would help them when dealing with residents. The focus was on the details around the waiting lists/balance of lettings/waiting times with reference to the average length of time shown in weeks)*
- the need for this information to be made available within the public domain and for ALMOs to be consulted on the specific detail
- clarification of the number of customers seeking 'general needs' and a requirement to look at various trends
- clarification of the anticipated number of applications received within the 1<sup>st</sup> quarter in six months time and on the number of people who have bidden, together with details of those who were successful
- the need for those on 'general needs' to be broken down with a focus on families and single people which would assist Elected Members when conducting their surgeries
- ensure that there is consistency in the lay-out of categories, including the different bands and priority plus
- the need for the figures to be kept up to date and for some narrative to be included on explaining the trends
- the need to focus on the number of properties that were empty or available for letting
- to provide a brief description of terms contained within the information.

### Recommendation 6

"That, by December 2008, the Strategic Landlord review the application registration procedures to ensure that appropriate checks on customers' identities are undertaken at an earlier stage of the lettings process, for example, as part of the housing need assessment process".

- clarification of what checks were being undertaken and the need for more detail
- the need to talk to corporate social housing providers

### Recommendation 8(i) and (ii)

“(i) That, by December 2008 and in conjunction with each ALMO and the BITMO, the Strategic Landlord seeks to develop and implement suitable strategies to tackle sub-letting of council properties”.

“(ii) That a review of such strategies is undertaken 12 months after implementation, with a view to ensuring such strategies are and remain fit for purpose”

- the need for more detail on sub letting

#### Recommendation 9(i)

“That by April 2009, the Strategic Landlord, through the ALMOs:-

Ascertains the level of under-occupancy across all council housing stock “

- the need to focus on those people moving from houses to flats and for the policy to be more flexible  
(*The Head of Strategic Landlord responded and agreed to investigate this matter further*)

#### General Comments

- the need for the Board to address **older people’s needs and the private sector**

#### **RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That a vote of thanks be conveyed to the Head of Strategic Landlord and his support staff on their excellent contribution to this Inquiry, together with a similar message being sent to the ALMOs.
- (c) That the Head of Scrutiny and Member Development be requested to include the following issues within the Board’s future work programme:-
  - Older People’s Housing
  - Private Sector Housing

## **20 Wyther Community Centre**

The Director of Environment and Neighbourhoods submitted a report on the process of assessing the Wyther Community Centre.

Steve Crocker, West and North West Area Manager, Environment and Neighbourhoods was in attendance and responded to Members’ queries and comments.

Discussions ensued on the contents of the report and specific reference was made with regards to the reasons behind the delay and clarification of the closure and demolition process.

#### **RESOLVED –**

- (a) That the contents of the report be noted.

- (b) That the Head of Scrutiny and Member Development be requested to refer to this report to the North West (Inner) Area Committee for their consideration.

(Councillor M Rafique left the room at 11.10 am and returned at 11.20 am during discussion of this item)

## 21 **Current Work Programme**

The Head of Scrutiny and Member Development submitted a report on the Board's current work programme.

### **RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That the following working groups be established to draft terms of reference:-
  - (i) Street Cleaning – including ALMOs / Departmental relationships  
Membership  
Councillor B Anderson  
Councillor B Cleasby  
Councillor G Hyde
  - (ii) Private Sector Housing – to include Empty Dwelling Management Orders, Licensing and Voids  
Membership  
Councillor B Anderson  
Councillor A Gabriel  
Councillor G Hyde  
Councillor L Mulherin
  - (iii) Older People's Housing  
Membership  
Councillor B Anderson  
Councillor A Blackburn  
Councillor A Castle  
Councillor G Hyde  
Councillor M Rafique
- (c) That in relation to measuring the performance of **enforcement** (Minute 18 refers), the Head of Scrutiny and Member Development be requested to include this issue on the Board's work programme for future consideration.
- (d) That in relation to the **letter of complaint and request for scrutiny** received on **noise nuisance** in Hunslet, the Head of Scrutiny and Member Development be requested to advise the member of the public that no further scrutiny would take place on the matter, however an update would be requested from the Environment and Neighbourhoods department on how this matter was to be resolved.
- (e) That the Head of Scrutiny and Member Development be requested to invite Councillor L Carter and Councillor S Smith to the October Board

meeting and thereafter on a two monthly basis to discuss matters within the Board's portfolio.

**22 Date and Time of Next Meeting**

Monday 8<sup>th</sup> September 2008 at 10.00 am (pre-meeting to be held for Board Members at 9.30 am)

(The meeting concluded at 11.30 am)

## EXECUTIVE BOARD

WEDNESDAY, 16TH JULY, 2008

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

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

Councillor J Blake – Non-voting advisory member

### 28 Exclusion of the Public

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

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

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to be held on Tuesday, 2nd September, 2008

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

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

## **29 Late Items**

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

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

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

South Leeds Expression of Interest (minute 43)

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

### Transport Innovation Fund Pump Priming Bid (minute 51)

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

### **30 Declaration of Interests**

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

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

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

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

### **31 Minutes**

**RESOLVED** – That the minutes of the meeting held on 11<sup>th</sup> June 2008 be approved.

### **NEIGHBOURHOODS AND HOUSING**

### **32 Beeston Group Repair - Phase 5**

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

#### **RESOLVED –**

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

### **33 Leeds Watch CCTV Improvement Scheme**

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

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

**RESOLVED –**

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

**34 Area Committee Roles for 2008/09**

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

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

**RESOLVED –**

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

**35 Key Decision Taken Under Special Urgency Provisions**

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

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

**CHILDREN' S SERVICES**

**36 Early Years Capital Grants 2008-2011**

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



**RESOLVED –**

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

**37 Children's Services Joint Area Review Action Plan**

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

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

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

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

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

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

**RESOLVED –**

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

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**39 Bankside Primary School - Provision of Newly Built School**

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

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

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

**40 Proposal to Make a Prescribed Alteration at Harehills Primary School**

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

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

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

**41 Future of East Moor Secure Children's Home**

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

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

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

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

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

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

**RESOLVED –**

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

**43 South Leeds Expression of Interest**

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

**RESOLVED –**

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

**LEISURE**

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

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

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

**RESOLVED –**

- (a) That the submission of the Final Business Case to the Department for Culture, Media and Sport be approved. The Final Business Case covers the New Leaf Leisure Centres Armley and Morley, as part of the

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

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

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

subject to

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

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

#### **45 Leeds Sports Trust**

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

#### **RESOLVED –**

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

## **ADULT HEALTH AND SOCIAL CARE**

### **46 Older People's Day Services - Service Improvement Plan**

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

#### **RESOLVED –**

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

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

## **CENTRAL AND CORPORATE**

### **47 Treasury Management Annual Report 2007/08**

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

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

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

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

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

**RESOLVED –**

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

**DEVELOPMENT AND REGENERATION**

**49 Otley - Heavy Goods Vehicle Management Proposals**

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

The report examined options as follows:

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

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

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

**RESOLVED –**

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

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

**50 New Generation Transport (NGT) Update**

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

**RESOLVED –**

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

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



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

**51 Transport Innovation Fund Pump Priming Bid**

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

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

**RESOLVED –**

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

**52 Completion of West Garforth Integrated Urban Drainage Pilot Project**

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

**RESOLVED –**

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

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

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

**RESOLVED –**

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

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

**54 Affordable Housing Targets and Housing Mix**

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

**RESOLVED –**

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

**55 Sovereign Street / Criterion Place**

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

The report identified four options as follows:

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

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

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

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

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

**RESOLVED –**

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

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

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

**RESOLVED –**

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

**58 Proposed Acquisition of Land at Lowfields Road, Leeds**

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

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

**RESOLVED –**

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

## **ENVIRONMENTAL SERVICES**

### **59 Residual Waste Treatment PFI Project - Evaluation Methodology and Update**

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

#### **RESOLVED –**

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

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

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

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

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

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## Report of the Director of Environment and Neighbourhoods

### Scrutiny Board (Environment & Neighbourhoods)

Date: 8<sup>th</sup> September 2008

### Subject: Update on the Supporting People Programme

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#### Electoral Wards Affected:

☐ Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity ☐

Community Cohesion ☐

Narrowing the Gap ☐

Eligible for Call In

☐

Not Eligible for Call In

(Details contained in the report)

☐

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## EXECUTIVE SUMMARY

Supporting People is the national programme for funding and commissioning supported housing services for vulnerable people. The programme aims to assist vulnerable people to ultimately live independently in the wider community through the provision of high quality, strategically planned, complementary housing support services. The programme also aims to ensure that such services deliver value for money.

Leeds City Council administers the Supporting People programme on behalf of a partnership which comprises of the Council, Health and Probation. The Supporting People team, which administers the programme on a day to day basis, sits within the Housing Services Division of the Environment and Neighbourhoods Directorate.

The Supporting People programme in Leeds was subject to an Audit Commission inspection in January 2007. The Audit Commission concluded that Leeds City Council was administering a fair (one star) programme with promising prospects for improvement.

The Audit Commission Inspection Report sets out six key service improvement recommendations for the Council to implement.

## **1.0 Purpose Of This Report**

- 1.1 To inform Scrutiny Board members of progress against the service improvement recommendations made by the Audit Commission following the inspection of the Supporting People programme in January 2007.

## **2.0 Background Information**

- 2.1 Supporting People is the national programme for funding and commissioning supported housing services for vulnerable people. The programme aims to assist vulnerable people to ultimately live independently in the wider community through the provision of high quality, strategically planned, complementary housing support services. The programme also aims to ensure that such services deliver value for money.
- 2.2 The programme covers a wide range of supported housing services ranging from the provision of a warden service in sheltered housing schemes to the provision of permanently staffed direct access hostel accommodation for homeless households. The Supporting People programme only funds housing support services; activity that is defined as being social care or housing management is ineligible for funding.
- 2.3 The Council administers the programme on behalf of a partnership which comprises of the Council, Health and Probation. The Housing Strategy and Commissioning section, which administers the programme on a day to day basis, sits within the Housing Services Division of the Environment and Neighbourhoods Directorate.
- 2.4 The partnership manages the programme through a Commissioning Body. All decisions relating to the management of the programme need to be considered and ratified by the Commissioning Body. All decisions made by the Commissioning Body need to be unanimous and each partner body have equal voting rights
- 2.5 The Audit Commission Inspection took place between the 8<sup>th</sup> of January and the 12<sup>th</sup> of January 2007. The scope of the inspection related to the capacity of the Council to administer the Supporting People programme rather than the effectiveness of the wider Supporting People Partnership.
- 2.6 The Audit Commission concluded that Leeds City Council administers a 'fair' one star Supporting People programme which has 'promising prospects' for improvement.
- 2.7 The Audit Commission made six key service improvement recommendations for the Council to implement. These were as follows:
- 2.7.1 Address identified gaps in service provision through new commissioning
- 2.7.2 Continue to improve service user involvement in programme development
- 2.7.3 Improve the availability of information relating to the programme
- 2.7.4 Improve strategic planning relating to the programme
- 2.7.5 Ensure that all services are subjected to a rigorous eligibility and value for money assessment and ensure that arrangements for withdrawing identified ineligible funding are implemented more swiftly

2.7.6 Improve governance and delivery arrangements relating to the programme.

### **3.0 Gaps in Service provision**

- 3.1 The Audit Commission indicated that they would expect Leeds City Council to commission new services to address service gaps identified in the original Leeds Supporting People strategy. The identified service gaps related to addressing the housing support needs of refugees, Gypsies and Travellers, people with life affecting illnesses, people with substance related issues and people with physical and sensory impairments. The Audit Commission anticipated that such new commissioning could be funded through the release of funding that is currently used to fund ineligible services –please see section 7.
- 3.2 Since the Audit Commission inspection the Communities and Local Government Department have notified all Supporting People Administering Authorities of the grant settlement for the period 2008/09 to 2010/2011. The grant settlement for Leeds has been frozen at £32.9m for the next two years and is reduced by £1m in 2010/2011. Whilst the grant settlement has been made the Environment and Neighbourhood Directorate is mindful that the costs incurred by service providers will increase on an on-going basis. Therefore a decision was taken to award all providers an inflationary uplift to their current contract values of 2.4% in 2008/2009. The cost of making the inflationary uplift is in excess of £750K for 2008/2009.
- 3.3 The cash limited nature of Supporting People funding means that the Council will invariably have restricted capacity to commission new services to address unmet need and that decisions will need to be made as to what the priorities for new commissioning should be.
- 3.4 The Local Government White Paper ‘Strong and Prosperous Communities’ seeks to promote the capacity of Local Authorities to determine local improvement priorities and seeks to grant greater discretion to Local Authorities on how these priorities are to be realised. Decisions relating to future commissioning need to reflect the strategic outcomes/improvement priorities set out within the Leeds Strategic Plan and with the priority improvement targets set out within the Local Area Agreement.
- 3.5 The Leeds Strategic Plan includes a strategic outcome relating to ‘reducing crime and fear of crime through prevention, detection, offender management and changing behaviours’. It is understood that unstable housing is often a contributory factor leading to criminal behaviour. Consequently, it has been agreed that the Supporting People programme should commission three housing related support services, as part of a wider programme of Offender Management Services, which are designed to reduce incidences of criminal behaviour. The cost of these services is 620k and this leaves the Council with limited current capacity to commission other new services.
- 3.6 The development of Offender Management Services will respond to the unmet need relating to housing related support services for people with substance related issues as offending behaviour is often linked to drug usage. The three existing Supporting People contracts for refugees have been awarded additional funding of 220k for 2008/09 to respond to the Case Resolution programme.
- 3.7 The Supporting Commissioning agreed to fund two services, previously funded through POPPs (Partnerships for Older Peoples Projects), for older people with mental health issues, who require support to prevent them from being admitted to hospital, or following hospital discharge. The annual cost of these services is 360k in

2008/09. The Supporting People Commissioning Body has also increased the funding given to NRASS, an organisation providing floating housing support for people with at least one sensory impairment, to ensure that the service would continue, after it encountered financial problems that could have resulted in the service folding.

- 3.8 The commissioning of additional housing related support services for gypsies and travellers has been deferred, pending the publication of the findings of the West Yorkshire Gypsy Travellers Needs Review.
- 3.9 Commissioning Body has recently agreed to fund on a short term basis a range of services with a view to longer term commitment should funding allow. This is possible as a cash surplus exists due to under-utilisation within some contracts and through efficiency savings. Services to be commissioned include housing support to care leavers; a service to work with young offenders; funding towards the Family Intervention Project working to support families to remain in their tenancies; housing support elements of the established Neighbourhood Networks across the city supporting older people to live independently and a service to prevent homelessness by supporting people to find and sustain accommodation within the private rented sector. With all these services consideration has been made to exit strategies should funding not be available in the future. The majority of the services are to be commissioned in partnership with Adult Social Care, Children's Service, Safer Leeds or the Leeds Primary Care Trust.

#### **4.0 Service User Involvement**

- 4.1 Service user representatives are now invited to the Core Strategy Group and are therefore able to influence and contribute to the strategic development and delivery of the programme. Service user representation will also be invited to contribute to impending competitive tender exercises. For example, representatives from the Leeds Tenants Federation will be invited to take part in tendering work relating to sheltered housing provision in 2008/09.
- 4.2 Service user consultation continues to be a key component of the contract management of services within the programme. Service users are asked for feedback on the quality of services provided as part of validation visits and officers survey service users and attend focus groups to ensure that the views of service users are represented within the review of service considered by Commissioning Body.

#### **5.0 Availability of Customer Information**

- 5.1 A prototype on-line directory of Supporting People commissioned services has been developed and testing is currently being carried out and adjustments made as required. It is estimated that the directory will be operational by the end of September 2008.
- 5.2 Additionally a review of information available for housing services is to be undertaken. This will include specific information relating to the housing related support. It is important that this review ensures that consistent and concise information is available to customers and as such work will be undertaken with Adult Social Care and Children's Services to join up information available.



## **6.0 Sector Wide Reviews**

- 6.1 The Supporting People Commissioning Body have agreed that it would not be appropriate to carry out separate sector wide reviews for each Supporting People client group and that issues relating to supported housing should be built into wider service area reviews that are being carried out in the city. For example, issues related to the supported housing needs of people with drug and alcohol issues are being factored into the wider strategic profiling work that is being carried out by Safer Leeds.
- 6.2 The Leeds Joint Strategic Needs Assessment which is being undertaken by the council in partnership with the Leeds Primary Care Trust will provide valuable information to inform service area reviews and the Supporting People programme is contributing to the assessment.

## **7.0 Retraction Plan**

- 7.1 Feedback from the Audit Commission indicated that the service improvement recommendation relating to the retraction of ineligible funding (paragraph 2.7.5) was the key priority for action. The Audit Commission concluded that the existing arrangements for establishing the value of Supporting People funding for learning disability and specific mental health services needed to be reviewed and the process for withdrawing ineligible funding to such services needed to be completed by the end of 2009/2010.
- 7.2 This recommendation represented a high risk to the Council as it was considered that the swifter withdrawal of funding from Adult Social Care managed services could inhibit the capacity of the Council to continue to deliver priority services for vulnerable people.
- 7.3 A project team, consisting of officers from Housing Strategy and Commissioning and Adult Social Care, was established to undertake the review of the 54 affected services. The project team established the eligible funding value for each specific service. It was established that £3.8m worth of ineligible funding would need to be retracted from these services by the end of 2009/2010.
- 7.4 The Supporting People Commissioning Body ratified the updated retraction arrangements and agreement was reached with Adult Social Care that £1.7m would be retracted in 2008/2009 with the remaining £2.1m being withdrawn during 2009/2010. The funding to be retracted in 2008/2009 relates to Adult Social Care managed services with external services being dealt with in the following year.
- 7.5 The retraction of ineligible funding will not impact upon the provision of services, and therefore individual service users, as alternative funding to maintain the existing levels of service provision has been put in place by Adult Social Care.

## **8.0 Supporting People Programme Governance Arrangements**

- 8.1 The Audit Commission recommended that improvements were made to the way Supporting People stakeholders could contribute to the delivery and development of the programme.
- 8.2 The programme's governance structure is tiered to ensure that the views and aspirations of service users and service providers are considered within decision

making. This governance has been strengthened. Membership of the Core Strategy Group (which includes representatives of all key stakeholders including providers and service users) has been augmented with representation from the Leeds ALMOs, Safer Leeds, Youth Offending service, Children's Services and Jobs and Skills. Members of the Core Strategy Group also now sit in an observatory capacity at Commissioning Body. These representatives are charged with creating more effective links between the Supporting People Provider Forum, Core Strategy Group and the Commissioning Body.

## **9.0 Implications for Council Policy and Governance**

- 9.1 The Housing Strategy and Commissioning section have prepared the statement of grant usage for 2007/08 that was submitted to the CLG. The statement was ratified by the Council's Internal Audit section and the Supporting People Commissioning Body prior to submission. The statement specified the value of ineligible spend in 2007/08 and gave updated details of retraction arrangements. No feedback, indicating any concerns, has been received from the CLG.
- 9.2 The Council has to date received no communication with an Audit Commission Relationship Manager. However, it is assumed that the Audit Commission will require a progress update at some point.
- 9.3 The Supporting People Commissioning Body has agreed that decisions relating to service commissioning will be made within the context of the Leeds Strategic Plan and the Leeds Local Area Agreement.

## **10.0 Legal and Resource Implications**

- 10.1 The Environment and Neighbourhoods and Adult Social Care Directorate were aware that any changes to the original retraction arrangements would have significant financial implications for the Council. Concurrent to the development of the revised retraction arrangements, work has been carried out between the Housing Strategy and Commissioning section and Adult Social Care to maximise the income that can be generated by Adult Social Care within the existing Supporting People contracts held by the Directorate.

## **11.0 Conclusion**

- 11.1 Significant progress has been made to fulfill the action points for service improvement set out by the Audit Commission. However it is recognised that the emerging policy agenda relating to the Leeds Strategic Plan and the Leeds Local Area Agreement will impact upon the future direction of the Supporting People programme and specifically on how the Supporting People partnership decides to use funding to commission new services to meet the city's strategic objectives.

## **12.0 Recommendation**

- 12.1 To note the contents of this report.



Originator: A Brogden

Tel:2474553

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## Report of the Head of Scrutiny and Member Development

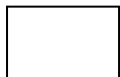
### Scrutiny Board (Environment and Neighbourhoods)

Date: 8<sup>th</sup> September 2008

### Subject: CO<sub>2</sub> Emissions Inquiry – Formal Response

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#### Electoral Wards Affected: All



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

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Community Cohesion

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Narrowing the Gap

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## 1.0 Introduction

- 1.1 During 2007/2008, the Scrutiny Board (Environment and Neighbourhoods) set up a working group to focus on the issues associated with the Council's own CO<sub>2</sub> emissions. The board issued a statement setting out its conclusions and recommendations in May 2008.
- 1.2 It is the normal practice to request a formal response from departments to the board's recommendations, once a statement has been issued.
- 1.3 A formal response to the statement has now been received. This is attached as appendix 1.
- 1.4 Members are asked to consider the responses provided and to decide whether any further scrutiny involvement is required.
- 1.5 Any recommendations which have not yet been completed will be included in future quarterly recommendation tracking reports to enable the Board to continue to monitor progress.

## 2.0 Recommendation

- 2.1 Members are asked to consider the responses provided and to decide whether further scrutiny involvement is required.

## Background Papers

Scrutiny Board (Environment and Neighbourhoods) Final Report on the Council's CO2 Emissions

**City Development  
Response to the Statement from the Scrutiny Board (Environment & Neighbourhoods) inquiry: The Council's CO<sub>2</sub> emissions**

Recommendation	Response
1. That, to provide much needed new resources, at least one of the 35 LAA priorities for Leeds focuses on climate change	<p>Two improvement priorities within the LAA directly relate to the Council's CO<sub>2</sub> emissions: 'Reduce emissions from public sector buildings, operations and service delivery, and encourage others to do so' and 'Undertake actions to improve our resilience to current and future climate change'. Progress against these priorities will be measured against the new National Indicators 185 and 188. The former relates to the reduction in CO<sub>2</sub> produced by Local Authority operations; 2008/09 will be a baseline year for this indicator and targets for reductions in emissions will be set at the end of the current year. Achievement against NI 188, 'Planning to Adapt to Climate Change', is assessed against four levels. Leeds City Council plans to achieve level 1 in 2008/09, progressing to Level 3 by March 2011. Reduced carbon emissions arising from out buildings, vehicles and operations is also an improvement priority in the Council's Business Plan.</p>
2. That all major sites are surveyed as soon as possible and where the certificates are poor, a clear plan of action to improve them up to the maximum feasible and viable score is drawn up.	<p>Surveys of representative sites from across the whole range of properties have been undertaken as part of an ongoing process. A league table has been drawn-up enabling us to target the highest users. The production of Display Energy Certificates for all sites above 1000m<sup>2</sup> will enable the Council to very easily target the poorest performing with a view to across-the-board performance improvement.</p> <p>Alongside this activity, software is being evaluated to enable a roll out of timely key consumption data to building managers across the board, so that energy in buildings of all scales can be interactively managed for better energy performance.</p>
3. That the Carbon Reduction Commitment implications are factored into the 2009 budget implications.	<p>This is a corporate issue and the implications of the Carbon Reduction Commitment will be assessed and will be highlighted as part of the 2009/10 budget and the ongoing development of the Medium Term Financial Plan.</p> <p>2009/2010 is the baseline year for the process of carbon trading. Trading, proper, commences in 2010/11. Initial allowances are based on existing emissions and on existing performance. Defra have assured local Councils that measures put in place in the immediate future will gain us improved allowances in the first year of trading. LCC would essentially incur penalties in the form of reduced allowances if we opted to "do nothing" until the baseline is established.</p>

Recommendation	Response
<p>4. That the potential for further reductions in CO2 emissions through changes to the current usage patterns of street lighting be reviewed in more detail, and includes consideration of the implications associated with altering the times that street lights are on and potentially through selective dimming late at night.</p>	<p>It is recognised that there is a need to further explore the opportunities to reduce energy consumption for street lighting to cover</p> <ul style="list-style-type: none"> <li>• further reducing the time the street lights are on (trimming)</li> <li>• selective dimming</li> <li>• technological advances eg LED lighting</li> </ul> <p>The research will need to be carried out with our street lighting PFI provider and any resulting operational changes will need to be managed through the PFI contract.</p> <p>A full review is being set up to cover:-</p> <ul style="list-style-type: none"> <li>• Feasibility of options with respect to maintaining lighting levels</li> <li>• Feasibility with respect to technology</li> <li>• Energy impact</li> <li>• Financial impact (cost to implement and potential reduced energy costs)</li> </ul> <p>The resources required to progress this will need to be prioritised through what is an intensive period of activity for the PFI and reporting of results / implementation of any changes could take up to a year to resolve. Progress will be assessed quarterly through the PFI governance arrangements.</p>
<p>5. That a policy be developed and implemented to ensure the use of Whole Life Costing analysis when specifying new-build and major refurbishment projects, including the development of a linked, ring-fenced, fund to pay additional capital costs where revenue costs would be recouped within an</p>	<p>The Council's Asset Management Plan is currently under review. In response to the climate change agenda, the Council Business Plan 2008 - 2011, which has recently been approved by Executive Board, commits the Council to BREEAM 'Excellent' standards with maximum 'energy credits', where possible for all new and refurbished buildings in terms of sustainability. Whole-life costing is a key element of such a BREEAM rating. There are already in place limited ring-fenced funds which can be used for the function indicated. However, the availability of these funds are time-limited. The Council has the facility to take up prudential borrowing for such schemes, and is actively considering that option for a number of schemes.</p> <p>This approach is however seen as problematical where control of capital expenditure is disconnected from the reduction in running costs, for instance in schools. In this case, a new financial model must be developed to enable local managers (head-teachers, governing bodies) to sign-up for increased capital to be deployed, on the basis that this would be repaid out of operational savings.</p>

Recommendation	Response
agreed time period.	Given the very challenging targets for efficient management of space utilisation, carbon, energy, maintenance and other running costs, it is clear that sustainability issues need to represent a 'golden thread' running throughout the property strategy. Sustainability includes energy performance, durability, maintainability, flexibility, and suitability for purpose, among other properties of buildings and as such needs to be at the heart of our planned changes to the portfolio.
<p>6. That the Board, or its successor body be kept up-to-date regarding:</p> <p>(i) The ongoing investigations around the use of alternative fuelled vehicles in the Council's fleet.</p> <p>(ii) The outcome of the current review of CO2 emissions from vehicle deployment and the arising targeted reduction programme</p>	<p>(i) Leeds Fleet Services and Transport Policy have increased their efforts to bring about real changes in the make up of the Authority's fleet. A number of projects have been investigated and promoted which will hopefully bring benefits across different areas of the Authority. These include retrofitting 5 vans with the Connaught diesel-electric hybrid system; the purchase of a. Compressed Natural Gas(CNG) and a Dual Fuel (Diesel/CNG) Refuse Collection Vehicle (RCV) for Streetscene; early discussions with a third party with a view to developing diesel-electric hybrid version of a RCV. The Authority has also submitted an application to be a pilot authority in the DfT's Low Carbon Vehicle Programme. Notification of the result of our application should be received before the end of August.</p> <p>(ii) Fleet Services and Environmental Studies recently completed a Green Fleet Review in conjunction with The Energy Savings Trust. The Review included both the directly managed fleet vehicles operated through Fleet Services and the "grey fleet" which included annual mileage covered by casual an essential car users and the WhizzGo car club. The results of the Review have assisted in allocating transport based emissions to different vehicle types and service areas and has been used to determine the baseline position for both National Indicators 185 and 194 as well as the Climate Change Strategy, which will recommend a District wide target of an 80% CO2 emissions reduction by 2050. The contribution Leeds City Council fleet vehicles make towards the total GHG emissions of the council operations is not the most significant sector. However, it is widely recognised that as service provision increases they will be difficult to reduce without taking positive action. Activities such as increased social care and waste segregation will lead to increased mileage from the fleet and place more emphasis on technological solutions, if the fleet is to contribute towards the targeted reduction.</p>

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Originator: A Brogden

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board: Environment and Neighbourhoods

Date: 8<sup>th</sup> September 2008

### Subject: Lettings Inquiry – Proposed Statement

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#### Electoral Wards Affected:

☐

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

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Community Cohesion

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Narrowing the Gap

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## 1.0 Introduction

- 1.1 During the last municipal year, the Scrutiny Board (Environment and Neighbourhoods) undertook an inquiry into Choice Based Lettings. The Board agreed an interim report which allowed further scrutiny to take place at a future date.
- 1.2 As part of the ongoing work of the Board in this area, a working group was set up to discuss the proposed changes to the lettings policy and to provide an opportunity for Board members to feed their comments into the consultation process before the changes are agreed.

## 2.0 Proposed Statement of the Board

- 2.1 The working group reviewed each proposed change to the Lettings Policy in detail and discussed the benefits and issues raised. Members of the working group were Cllr Blackburn, Cllr Castle, Cllr Rafique and Cllr Anderson. Following the discussions, a draft statement has been produced and is attached for the discussion of the Board. Members may wish to amend this document before agreeing its content.

## 3.0 Recommendation

- 3.1 The Board is requested to discuss, amend and agree the attached statement.

### Background Papers

Lettings Policy – draft changes consultation document

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**Statement of**

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

**Changes to the Lettings**  
**Policy**

# Introduction



## Introduction

1. At its June meeting, the Board agreed to continue its inquiry into the Lettings Policy (initiated by the previous Board in 2007/08) by reviewing the proposed changes to the Lettings Policy. We have commented on a number of occasions that housing-related issues form the majority of issues raised at ward level. For this reason we are keen to be involved in the consultation process around policy development. We believe that Councillors have a unique insight into how tenants and potential tenants engage with the system and the difficulties sometimes faced. We also fully understand the department's task in allocating a limited number of homes to an oversubscribed register of potential tenants. As such, we feel we are uniquely placed to help the development of the Lettings Policy at a strategic level.

2. The Board has already issued an interim report with recommendations from last year's work, and this includes a number of issues now covered by the proposed changes in the Lettings Policy. We are pleased to note the work the department has done on the initial recommendations.

3. Due to the detailed nature of the exercise, the Board agreed to review the proposed changes to the Lettings Policy as a working group, reporting comments and potential recommendations to the full Board.

The membership of the working group is:

Cllr Anderson  
Cllr Blackburn  
Cllr Rafique  
Cllr Castle

4. Consultation on the changes to the Lettings Policy has been ongoing. The document reviewed by the working group is available on the Council's internet site and we are aware the key groups such as the Leeds Tenants Federation have had the opportunity to comment. We also noted that a number of changes to the Lettings Policy have been proposed in order to reflect current practice.

5. Overall, we are in favour of the changes being proposed, which in our view aim to address a number of issues within the lettings process. We have not commented on all the proposed changes as a number of changes are being made to keep in line with current practice and to clarify existing policies. We have commented on a number of policies here in order to underline the benefits as seen by Ward Councillors.

## Comments and Recommendations



1. From the outset we were pleased to note the methodical nature with which the department has approached the proposed changes to the Lettings Policy, particularly with respect to the recommendations made by the previous Board following an inquiry into the Lettings Policy.
2. Our first query was regarding the policy to establish photo identification for each tenant. We discussed the rationale behind this and agreed that this approach would help the Council to combat subletting. Whilst we understand some tenants will be uncomfortable with the introduction of this policy, we feel that this is in line with other forms of identification, such as Leeds Card or library cards. Whilst we note that this approach cannot be enforced, we feel that it is in line with our previous recommendations.
3. Whilst we wholeheartedly support robust procedures that aim to combat fraud, we would urge the department to exercise sensitivity in implementing this policy, particularly where potential tenants may have strong objections to having a photograph taken in a public office.
4. We were pleased to note the widening of the reduced

preference criteria. We note that this will help the department better control the offers made to potential tenants who have been convicted of anti-social behaviour in other areas away from the residence.

5. We also welcome the renaming of the priority bands. We believe this will prove easier to understand and will eliminate confusion over priority status.
6. We were interested in the change to the advertising cycle which will now allow a one day 'breathing space' for the ALMOs. Whilst we appreciate this change will be beneficial, we recommend that particular care is taken to communicate the change to those who are engaged with the lettings process, to avoid confusion. We wish to extend this recommendation to include all the changes that are being proposed, to ensure those involved in the lettings process are fully aware of changes which may affect them.

### Recommendation 1

**That the Strategic Landlord and the ALMOs communicate the proposed changes to the Lettings Policy effectively to tenants and prospective tenants.**

## Comments and Recommendations



7. We discussed the proposal to introduce assisted bidding. We note that this is designed for those who are seeking accommodation, but do not engage with the system effectively, either by bidding on unsuitable properties or failing to bid on any property. We understand that by allowing officers, in some circumstances, to make bids on behalf of a potential tenant, more offers can be made to those in the most need who have been waiting for a substantial period of time. We would urge caution in the use of this tool as there are consequences should a property offer be turned down. We suggest that robust monitoring of the implementation of this policy is required.

discussed in detail how Ward Councillors are often required to deal with housing issues and we feel it is necessary to have a very clear policy about the nature of our role.

9. In conclusion, we support all the proposed changes to the lettings policy as detailed in the consultation document. We feel that it is a valuable exercise for the Scrutiny Board to be able to pass comment on policies being developed and we look forward to receiving updates on the implementation of these changes.

### Recommendation 2

**That adequate monitoring of the implementation of the assisted bidding system is undertaken.**

8. We were particularly pleased to note that the role of Elected Members in the lettings system has been reviewed. Whilst we note that the underlying principles are not new, we support the clarification of the Member's role. We have



Originator: A Brogden

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## Report of the Head of Scrutiny and Member Development

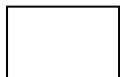
### Scrutiny Board (Environment and Neighbourhoods)

Date: 8<sup>th</sup> September 2008

### Subject: Scrutiny Inquiries – Draft Terms of Reference

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#### Electoral Wards Affected: All



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

☐

Community Cohesion

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Narrowing the Gap

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## 1.0 Introduction

- 1.1 At the board's July meeting, members agreed to carry out a number of inquiries; initially into Street Cleaning and Older People's Housing as their major pieces of work this year.
- 1.2 During August, working group meetings were held with senior officers to discuss the potential scope for the board's inquiries.
- 1.3 Draft terms of reference for each of the board's inquiries have been written and are attached as follows for members' consideration:

Appendix A – Inquiry into Street Cleaning

Appendix B – Inquiry into Older People's Housing

## 2.0 Views of the Director and Executive Member

- 2.1 The Scrutiny Board Procedure Rules Guidance Notes also require that, before embarking on an inquiry, the board seeks and considers the views of the relevant director and executive member. These views will need to be taken into account in finalising the terms of reference.

## 3.0 Recommendation

- 3.1 The board is requested to agree the terms of reference for its forthcoming inquiries into Street Cleaning and Older People's Housing.

### Background Papers

None

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

### **INQUIRY INTO STREET CLEANING**

#### **DRAFT TERMS OF REFERENCE**

##### **1.0 Introduction**

- 1.1 The government's 'cleaner, safer, greener communities' agenda focuses on improving the local environment, making places safer and engaging and empowering communities to adopt sustainable lifestyles. Since 2002 the government has introduced new funding approaches and legislative powers, such as the Clean Neighbourhoods and Environment Act 2005, to enable councils to act. The Local Government White Paper also highlights the need to empower and engage communities in creating better public places.
- 1.2 The physical appearance and quality of local environments have a high impact on the quality of life and the feeling of safety within communities and this is recognised with the Council's Corporate Plan 2005/08 and Council Plan 2007/08. One of the Council's five strategic service outcomes for local people is that 'All neighbourhoods are safe, clean, green and well maintained'. One of the planned activities set out within the Corporate Plan states that the Council will work towards becoming the cleanest city in Europe by 2020 by further developing its approach to improving streets. It will do this by providing city-wide integrated Streetscene services, supported by effective education, and it will not tolerate any environmental crime.
- 1.3 During its meeting on 24<sup>th</sup> July 2008, Scrutiny Board (Environment and Neighbourhoods) resolved to undertake an inquiry focusing primarily on the role of street cleaning services in helping to meet the Council's strategic service outcome.

##### **2.0 Scope of the inquiry**

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
  - Legislation governing street cleaning services, including the National Code of Practice on refuse and street litter;
  - Roles and responsibilities of the Council for street cleaning services in Leeds (including the role of the ALMOs);
  - Common perceptions around street cleaning services and the measures of success used;
  - Methods of community engagement to reflect local priorities;
  - Comparative case studies of successful beacon authorities in relation to the 'better public places' theme;

- Street cleaning enforcement powers of the Council and opportunities for joined up enforcement with other individuals/groups/organisations;
- Frequency and monitoring of street cleaning services;
- Resource pressures relating to street cleaning services.

### **3.0 Comments of the relevant Director and Executive Member**

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

### **4.0 Timetable for the inquiry**

- 4.1 The Inquiry will take place over a number of sessions. These sessions will involve working group meetings which will provide flexibility for the Board to gather and consider evidence that will aid the discussions during the public Board meetings.
- 4.2 The length of the Inquiry is subject to change.

### **5.0 Submission of evidence**

- 5.1 Working group meetings will be held during the interim period between session one and two. Dates for the working group meetings are to be arranged.

#### **5.2 Session one – Scrutiny Board Meeting (13<sup>th</sup> October 2008)**

To consider evidence in relation to the following areas:

- Legislation governing street cleaning services, including the National Code of Practice;
- Roles and responsibilities of the Council for street cleaning services in Leeds (including the role of the ALMOs);
- Common perceptions around street cleaning services and the measures of success used.

#### **5.3 Session two – Scrutiny Board Meeting (8<sup>th</sup> December 2008)**

To consider evidence in relation to the following areas:

- Methods of community engagement to reflect local priorities;
- Comparative case studies of successful beacon authorities in relation to the 'better public places' theme;

- Street cleaning enforcement powers of the Council and opportunities for joined up enforcement with other individuals/groups/organisations;
- Frequency and monitoring of street cleaning services;
- Resource pressures relating to street cleaning services.

#### **5.4 Session three – Scrutiny Board Meeting (16<sup>th</sup> March 2009)**

- To agree final report

### **6.0 Witnesses**

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

- Chief Environmental Services Officer, Leeds City Council
- Head of Environmental Services, Leeds City Council
- Leeds ALMO Managers
- Executive Member for Environmental Services
- Chief Officer in Community Safety, West Yorkshire Police
- ENCAMS representative
- Cleaner, Greener Network Group
- Area Committee Managers and Chairs

### **7.0 Post inquiry report monitoring arrangements**

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

### **8.0 Measures of success**

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

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

### **INQUIRY INTO OLDER PEOPLE'S HOUSING**

#### **DRAFT TERMS OF REFERENCE**

##### **1.0 Introduction**

- 1.1 It is projected that the proportion of the Leeds population that is aged 55 years or more will increase significantly over the next fifteen to twenty years. The expectations and aspirations of older people are evolving and the Council will need to ensure that service delivery is reconfigured so that it responds to these changing needs.
- 1.2 In particular, housing services will play a critical role in delivering the wider social care agenda around promoting the capacity of older people to live independently and to exercise greater choice and control over the lives.
- 1.3 The local government white paper 'Strong and Prosperous Communities' partly redefines the strategic housing function. There is now a greater emphasis on moving beyond achieving housing related outcomes, towards delivering against a range of social and environmental objectives, such as promoting community cohesion, improving educational attainment and reducing health inequalities.
- 1.4 With regard to the local delivery and development of housing services for older people, the Leeds Strategic Plan includes a strategic outcome relating to improving the quality of life experienced by vulnerable people by promoting their capacity to live independently. The Environment and Neighbourhoods Directorate is currently in the process of reviewing and updating the existing Leeds Housing Strategy to ensure that it effectively reflects and responds to the relevant strategic outcomes and improvement priorities included within the Leeds Strategic Plan and Leeds Local Area Agreement.
- 1.5 The development of housing related services for older people also needs to be rooted in the evolving national 'personalisation' agenda: that recipients of social care services should play an integral role in shaping or choosing the services they use, so that they can be empowered to live independently and to exercise choice and control over their lives.
- 1.6 At its meeting on 24<sup>th</sup> July 2008, Scrutiny Board (Environment and Neighbourhoods) resolved to undertake an Inquiry into Older People's Housing. In acknowledging the significant role of Adult Social Care in this area of work, Members of the Scrutiny Board (Adult Social Care) have also been invited to contribute to this Scrutiny Inquiry.

## **2.0 Scope of the inquiry**

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

- Links between the national 'personalisation agenda' and the future development of housing related services for older people;
- The current review of the Leeds Housing Strategy and its need to respond to the relevant strategic outcomes and priorities within the Leeds Strategic Plan and Leeds Local Agreement;
- The Leeds Older People's Housing Strategy and accompanying action plan;
- The condition of sheltered housing stock in Leeds and proposals for improvement, with particular reference to the Supporting People Programme and PFI bid proposals for modernising housing provision for older people;
- Issues surrounding affordable housing for older people;
- The role and development of Telecare and Telehealth services in promoting the capacity of older people to live independently;
- Methods of addressing social isolation when promoting the capacity of older people to live independently;
- Problems relating to fuel poverty and older people.

## **3.0 Comments of the relevant Director and Executive Member**

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

## **4.0 Timetable for the inquiry**

4.1 The Inquiry will take place over a number of sessions. These sessions will involve working group meetings and site visits which will provide flexibility for the Board to gather and consider evidence that will aid the discussions during the public Board meetings.

4.2 The length of the Inquiry is subject to change.

## **5.0 Submission of evidence**

5.1 Working group meetings and any site visits will be held prior to session one and during the interim period between session one and two. Dates for the working group meetings and site visits are to be arranged.

## **5.2 Session one – Scrutiny Board Meeting (8<sup>th</sup> December 2008)**

To consider evidence in relation to the following areas:

- Links between the national 'personalisation agenda' and the future development of housing related services for older people;
- The current review of the Leeds Housing Strategy and its need to respond to the relevant strategic outcomes and priorities within the Leeds Strategic Plan and Leeds Local Agreement;
- The Leeds Older People's Housing Strategy and accompanying action plan;
- The condition of sheltered housing stock in Leeds and proposals for improvement, with particular reference to the Supporting People Programme and PFI bid proposals for modernising housing provision for older people.

## **5.3 Session two – Scrutiny Board Meeting (9<sup>th</sup> February 2009)**

To consider evidence in relation to the following areas:

- Issues surrounding affordable housing for older people;
- The role and development of Telecare and Telehealth services in promoting the capacity of older people to live independently;
- Methods of addressing social isolation when promoting the capacity of older people to live independently;
- Problems relating to fuel poverty and older people.

## **5.4 Session three – Scrutiny Board Meeting (20<sup>th</sup> April 2009)**

- To agree final report

## **6.0 Witnesses**

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

- Director of Environment and Neighbourhoods, Leeds City Council
- Director of Adult Social Care, Leeds City Council
- Executive Member for Neighbourhoods and Housing
- Executive Member for Adult Health and Social Care
- Chief Housing Services Officer, Leeds City Council
- Chief Officer for Commissioning, Adult Social Care, Leeds City Council
- Chief Strategy and Policy Officer, Leeds City Council

- Head of Strategic Partnerships and Development (Older People and Disabled People), Leeds City Council
- Area Committees
- Older People's Reference Group
- Chief Executive of Unity Housing
- Anchor Trust

## **7.0 Post inquiry report monitoring arrangements**

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

## **8.0 Measures of success**

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





Originator: A Brogden

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Environment and Neighbourhoods)

Date: 8<sup>th</sup> September 2008

### Subject: Current Work Programme

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#### Electoral Wards Affected: All

☐

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

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Community Cohesion

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Narrowing the Gap

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## 1.0 Introduction

- 1.1 Appendix 1 to this report provides Members with a copy of the Board's current Work Programme.
- 1.2 Appendix 2 is the current Forward Plan of Key Decisions for the period 1<sup>st</sup> September 2008 to 31<sup>st</sup> December 2008.

## 2.0 Recommendations

- 2.1 The Board is requested to:
- (i) Determine from these documents whether there are any additional items the Board would wish to add to its Work Programme.
  - (ii) Receive and make any changes to the attached Work Programme following decisions made at today's meeting.

### Background Papers

None

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# SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) - LAST REVISED JULY 2008

## Appendix 1

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Meeting date: 13<sup>th</sup> October 2008</b>			
<b>Performance Management</b>	Quarter 1 information for 2008/09 (April - June)	All Scrutiny Boards receive performance information on a quarterly basis	PM
<b>Recommendation Tracking</b>	This item tracks progress with previous Scrutiny recommendations on a quarterly basis		MSR
<b>Miscellaneous properties</b>	Members have requested information on the numbers and occupation levels of miscellaneous properties belonging to the Council, not within the ALMO portfolios	Report only	B
<b>Inquiry into Street Cleaning</b>	To consider evidence in line with session 1 of the Board's inquiry	(subject to the agreement of the terms of reference)	
<b>Meeting date: 10<sup>th</sup> November 2008</b>			
<b>Inquiry into Asylum Seeker Case Resolution</b>	To consider evidence in line with session 1 of the Board's inquiry	(subject to the agreement of the terms of reference)	
<b>Inquiry into Private Rented Sector Housing</b>	To consider evidence in line with session 1 of the Board's inquiry	(subject to the agreement of the terms of reference)	
<b>Meeting date: 8<sup>th</sup> December 2008</b>			
<b>Inquiry into Older People's Housing</b>	To consider evidence in line with session 1 of the Board's inquiry	(subject to the agreement of the terms of reference)	RP
<b>Inquiry into Street Cleaning</b>	To consider evidence in line with session 2 of the Board's inquiry	(subject to the agreement of the terms of reference)	
<b>Meeting date: 12<sup>th</sup> January 2009</b>			
<b>Performance Management</b>	Quarter 2 information for 2008/09 (July-Sept)	All Scrutiny Boards receive performance information on a quarterly basis	PM
<b>Recommendation Tracking</b>	This item tracks progress with previous Scrutiny recommendations on a quarterly basis		MSR
<b>Review of HMO</b>	Following the establishment of a	Report only	B

# SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) - LAST REVISED JULY 2008

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
landlord licensing	licensing scheme for private landlords, the Board has requested information on its impact.		
ALMO inspection review	To discuss the outcome of the ALMO inspections		
Inquiry into Asylum Seeker Case Resolution	To consider evidence in line with session 2 of the Board's inquiry	(subject to the agreement of the terms of reference)	
<b>Meeting date: 9<sup>th</sup> February 2009</b>			
Inquiry into Private Rented Sector Housing	To consider evidence in line with session 2 of the Board's inquiry	(subject to the agreement of the terms of reference)	
Inquiry into Older People's Housing	To consider evidence in line with session 2 of the Board's inquiry	(subject to the agreement of the terms of reference)	
<b>Meeting date: 16<sup>th</sup> March 2009</b>			
Performance Management	Quarter 3 information for 2008/09 (Oct-Dec)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Recommendation Tracking	This item tracks progress with previous Scrutiny recommendations on a quarterly basis		MSR
Inquiry into Street Cleaning	To agree draft final report	(subject to the agreement of the terms of reference)	
<b>Meeting date: 20<sup>th</sup> April 2009</b>			
Annual Report	To agree the Board's contribution to the annual scrutiny report		
Inquiry into Asylum Seeker Case Resolution	To agree draft final report	(subject to the agreement of the terms of reference)	
Inquiry into Private Rented Sector Housing	To agree draft final report	(subject to the agreement of the terms of reference)	

**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) - LAST REVISED JULY 2008** **Appendix 1**

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Inquiry into Older People's Housing	To agree draft final report	(subject to the agreement of the terms of reference)	

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Suggested Areas for Scrutiny Currently Unscheduled</b>			
Inquiry into Anti-social Behaviour			
Performance of Enforcement			

Key:

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

RP – Review of existing policy

DP – Development of new policy

MSR – Monitoring scrutiny recommendations

PM – Performance management

B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in

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## LEEDS CITY COUNCIL

### FORWARD PLAN OF KEY DECISIONS

For the period 1 September 2008 to 31 December 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>
Contract Extension To permit the extension of Waste Disposal contract for a further 18 months until March 2010.	Chief Officer Environmental Services	1/9/08		Contract Extension Report	Director of Environment and Neighbourhoods
Contract Extension To permit the extension to the Wood and Wood Based Materials contract to 12 months.	Chief Officer Environmental Services	1/9/08		Contract Extension Report	Director of Environment and Neighbourhoods
Extension of the Commingled Materials Recycling Contract Permission to extend the Commingled Materials Recycling contract for 2 years until November 2010.	Chief Officer Environmental Services	1/9/08		Contract Extension Report	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</b> (To whom representations should be made)
Restructure of Jobs and Skills Service (Environments and Neighbourhoods) To approve new structure proposals for the Jobs and Skills service, in line with key policy influences and current contractual and funding arrangements.	Chief Officer (HR)	1/9/08	TU consultation from Feb 08, ongoing work with TUs during implementation proposals. Formal staff consultation April to August 08, Member consultation.	Delegated Decision Panel Report	Director of Environment and Neighbourhoods
4 Contracts to cover a Community Drug Treatment Service and a Drug Rehabilitation Requirement Care Co-ordination Service To award the contracts.	Safer Leeds Partnership	1/9/08	Undertaken with Service Users, Providers, Stakeholders	Contract award report	Director of Environment and Neighbourhoods
Request to waive contract procedure rule 13 and enter into a Supporting People contract with Adult Social Care for Neighbourhood Networks Authorisation to waive contract procedure rule 13 and enter into a Supporting People contract with Adult Social Care for Neighbourhood Networks.	Director of Environment and Neighbourhoods	1/9/08	N/A	Report to Delegated Decision Panel	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</b> (To whom representations should be made)
Disabled Facilities Grant 2008/09 Injection and authority to spend from Executive Board	Executive Board (Portfolio: Neighbourhoods and Housing)	2/9/08	Director of Environment and Neighbourhoods, senior officers (various) and Director of Resources	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Restructure of Waste including former City Services Performance Management Team (Environments and Neighbourhoods) To approve the new structure proposals in order to deliver the waste solution programme.	Chief Officer (HR)	5/9/08	TU and staff consultation between the period 8- 22 August 2008.	Delegated Decision Panel Report	Director of Environment and Neighbourhoods
Request to enter into a Service Level Agreement with Adult Social Care for the Provision of Supporting People Services for People with Learning Disabilities Approval to enter into Supporting People Service Level Agreement with Leeds City Council, Adult Social Care Directorate for a period of 3 + 1 years.	Director of Environment and Neighbourhoods	1/10/08	N/A	Report and Options Appraisal for the Delegated Decision Panel	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</b> (To whom representations should be made)
Request to enter into a Service Level Agreement with Adult Social Care for the Provision of Supporting People Services for People with Learning Disabilities Approval to enter into Supporting People Service Level Agreement with Leeds City Council, Adult Social Care Directorate for a period of 18+6 months.	Director of Environment and Neighbourhoods	1/10/08	N/A	Report and Options Appraisal for the Delegated Decision Panel	Director of Environment and Neighbourhoods
Review of the Council's lettings policy Approval of the revised Lettings Policy. The lettings policy is reviewed as part of a continuous process improvement, as a result of consultation with stakeholders including Arms Length Management Organisations, Registered Social Landlords, voluntary sector agencies and customers.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	Customers waiting to be rehoused, Leeds City Council tenants, Arms Length Management Organisations, Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants' Federation, Legal Services, Voluntary agencies	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</b> (To whom representations should be made)
RHB 2008-11 Programme Beverleys Acquisition and Demolition Scheme Authority to spend from Executive Board.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	RHB Programme Board	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Assistance to Vulnerable Households Authority to spend from Executive Board.	Executive Board (Portfolio: Environment and Neighbourhoods)	8/10/08	RHB Programme Board	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Area Delivery Plans for 2008/09 Endorsement of 10 Area Delivery Plans	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	Elected Ward Members, Area Committees, Regeneration Management Teams	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Leeds Private Sector Housing Needs and Future Investment Proposals To approve the Leeds Private Sector Housing Needs and Future Investment Proposals.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	None	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>
Home Energy Conservation Act 12th Report Approval for release to DEFRA, signing off by Chief Officer prior to release for the 14 <sup>th</sup> November deadline and for information to the 5 <sup>th</sup> November 2008 Executive Board.	Director of Environment and Neighbourhoods	31/10/08	N/A	Report	Director of Environment and Neighbourhoods

## **NOTES**

Key decisions are those executive decisions:

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

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

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

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