



SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

**Meeting to be held at Moor Allerton Care Centre, Cranmer Close, Leeds 17
on Monday, 9th February, 2009 at 10.00 am**

**N.B. A mini bus for Members of the Board will leave the Civic Hall, Leeds
(Portland Crescent side) at 9.30 am and will return to the Civic Hall at approx 1.30pm**

Please note that there is no Pre-Meeting for the Board

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
G Kirkland	-	Otley and Yeadon
J Marjoram	-	Calverley and Farsley
L Mulherin	-	Ardsley and Robin Hood
M Rafique	-	Chapel Allerton

**Agenda compiled by:
Governance Services
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LEEDS LS1 1UR**

**Stuart Robinson
247 4360**

**Principal Scrutiny Adviser:
Angela Brogden
Telephone No: 247 4553**

A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To receive and approve the minutes of the previous meeting held on 12th January 2009.</p>	1 - 8
7			<p>EXECUTIVE BOARD - MINUTES</p> <p>To receive the minutes of the Executive Board meeting held on 14th January 2009.</p>	9 - 18
8			<p>REQUEST FOR SCRUTINY</p> <p>To consider a report of the Head of Scrutiny and Member Development on a request for scrutiny.</p>	19 - 22
9			<p>GROUNDS MAINTENANCE DRAFT SERVICE IMPROVEMENT PLAN</p> <p>To consider a report of the Director of Environment and Neighbourhoods on a Draft Service Improvement Plan for Grounds Maintenance.</p>	23 - 34

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>ENFORCEMENT OF DOG FOULING</p> <p>To consider a report of the Head of Scrutiny and Member Development presenting a monthly update on the enforcement of dog fouling across the city and a draft statement setting out the Board's recommendations on this matter.</p>	35 - 54
11			<p>INQUIRY INTO STREET CLEANING</p> <p>To consider a report of the Head of Scrutiny and Member Development in relation to the Board's Inquiry into Street Cleaning.</p> <p>(The Board's Summary Report of the working group will follow as a late item of business)</p>	55 - 56
12			<p>INQUIRY INTO PRIVATE RENTED SECTOR HOUSING</p> <p>To consider a report of the Head of Scrutiny and Member Development presenting evidence in with line Session 2 of the Board's Inquiry into Private Rented Sector Housing.</p> <p>(The Board's Summary Report of the working group (Appendix 1 refers) will follow as late item of business)</p>	57 - 58
13			<p>INQUIRY INTO ASYLUM SEEKER CASE RESOLUTION</p> <p>To consider a report of the Head of Scrutiny and Member Development presenting evidence in line with Session 2 of the Board's Inquiry into Asylum Seeker Case Resolution.</p> <p>(The Board's Summary Report of the working group (Appendix 1 refers) will follow as a late item of business)</p>	59 - 60
14			<p>INQUIRY INTO OLDER PEOPLE'S HOUSING</p> <p>To consider a report of the Head of Scrutiny and Member Development presenting evidence in line with Session 2 of the Board's Inquiry into Older People's Housing.</p>	61 - 86

Item No	Ward/Equal Opportunities	Item Not Open		Page No
15			<p>CURRENT WORK PROGRAMME</p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's current work programme.</p>	87 - 94
16			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 16th March 2009 at 10.00am (Pre meeting for Board Members at 9.30am)</p> <p>MAP OF TODAY'S MEETING</p> <p>Moor Allerton Care Centre, Cranmer Close, Leeds LS17 5PT.</p>	95 - 96

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Agenda Item 6

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

MONDAY, 12TH JANUARY, 2009

PRESENT: Councillor B Anderson in the Chair

Councillors A Blackburn, A Castle,
A Gabriel, G Hyde, G Kirkland, J Marjoram,
L Mulherin and M Rafique

73 Chair's Opening Remarks

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

74 Declarations of Interest

The following personal interests were declared:-

- Councillor B Anderson in his capacity as a Director of West North West Homes (Agenda Items 8, 9 and 11) (Minutes 80, 81 and 83 refer)
- Councillor A Blackburn in her capacity as a Director of West North West Homes (Agenda Items 8, 9 and 11) (Minutes 80, 81 and 83 refer)
- Councillor A Castle in her capacity as a Member on the West Yorkshire Fire and Rescue Authority (Agenda Items 8 and 11) (Minutes 80 and 83 refers)
- Councillor A Gabriel in her capacity as a Member on the Beeston Hill and Holbeck Regeneration Board (Agenda Items 8, 9 and 11) (Minutes 80, 81 and 83 refer)
- Councillor G Hyde in his capacity as a Director of East North East Homes and as a dog owner (Agenda Items 8, 9, 11 and 12) (Minutes 79, 80, 81 and 83 refer)
- Councillor G Kirkland in his capacity as a Member on the West Yorkshire Fire and Rescue Authority (Agenda Items 8 and 11) (Minutes 80 and 83 refer)
- Councillor J Marjoram in his capacity as a Member on the Outer West Area Panel and as an owner of a contractor company within the HMO housing sector (Agenda Items 8, 9 and 11) (Minutes 80, 81 and 83 refer)
- Councillor M Rafique in his capacity as a Member on the West Yorkshire Fire and Rescue Authority (Agenda Items 8 and 11) (Minutes 80 and 83 refer)

75 Apologies for Absence

Apologies for absence were received on behalf of Councillor B Cleasby, Councillor D Coupar and Councillor D Hollingsworth.

76 Minutes of the Previous Meeting

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

77 **Matters Arising from the Minutes**

(a) Miscellaneous Properties (Minute 65 (a) refers)

Councillor A Gabriel referred to the **miscellaneous properties** issue and sought further clarification on what was happening with properties not transferred to ALMOs and left derelict, especially properties in recreation areas, and the action being taken with the respective landlords in this regard.

She also made reference to the receipt of a recent report produced by the Asset and Development Manager on miscellaneous properties and commented on the need for more detailed information and clarification to have been included within this report.

At the request of the Chair, John Statham, Strategic Landlord Manager responded and agreed to prepare a detailed report on this issue for the Board's consideration.

(b) Inquiry into Street Cleaning (Minute 70 refers)

The Board noted that the follow up information from the Chief Environmental Services Officer in relation to the Street Cleansing Services carried out to Carr Lane, Rawdon over the last 14 months would be sent out to Councillor B Cleasby by the end of the week

78 **Executive Board - Minutes**

RESOLVED – That the minutes of the Executive Board meeting held on 3rd December 2008 be received and noted.

79 **Enforcement of Dog Fouling**

The Head of Scrutiny and Member Development submitted a report presenting a monthly update on the enforcement of dog fouling across the city and a draft statement setting out the Board's recommendations on this matter.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

Appendix 1 - Dog Enforcement Report – November 2008

Appendix 2 - Draft Statement of Scrutiny Board (Environment and Neighbourhoods) - Enforcement of Dog Fouling Recommendations

The following representatives were in attendance and responded to Members' queries and comments:-

Councillor S Smith, Executive Member for Environmental Services
Graham Wilson, Head of Environmental Action and Parking
Stacey Campbell, Service Manager

In summary, specific reference was made to the following issues as clarification to questions raised:-

- the Scrutiny Board commented that following the change in legislation in April 2008 which gave the responsibility for stray dogs to local authorities from the Police, £50,000 was transferred into the Dog Warden budget to cover costs. They sought clarification on how this money was being spent (*The Head of Environmental Action and Parking responded and explained that the funding was there to cover the costs involved in kennelling stray dogs, including the out of hours service costs, boarding fees and vets bills. The Board noted that, based on the figures outlined at the meeting, there would be a projected underspend on this year's budget and that the balance would be used to assist associated service delivery within the service*)
- the need to revise paragraph 3.6 within the Board's draft Statement to make it clearer that the Board had not suggested a suitable figure for Leeds in relation to the maximum number of dogs that any one person can walk at any one time and that this should be determined by the Director of Environment and Neighbourhoods, as per recommendation 2 (*The Board agreed to this proposal*)
- the need to revise the wording in Recommendation 9 of the Board's Draft Statement requesting the Director of Environment and Neighbourhoods to produce a Dog Control Strategy for Leeds by September 2009 (*The Board agreed to this proposal*)
- a request to provide a report with a general explanation of the Dog Warden Service with the next dog performance report (*The Head of Environmental Action and Parking responded and agreed to provide a report for the Board's February meeting*)

Following discussions of the draft statement setting out the Board's recommendations in relation to the Enforcement of Dog Fouling, the Board decided to defer the agreement of its Statement until the next meeting. The Board requested the Principal Scrutiny Adviser to revise the document as discussed above, and include a new recommendation around ensuring that the full budget provision for the Dog Warden Service each year was spent on improving that service.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the November 2008 data relating to the numbers of dog fouling, Fixed Penalty Notices issued, prosecutions made, stray dogs impounded and dog service requests be noted.
- (c) That the Principal Scrutiny Adviser be requested to revise the Board's Statement on the Enforcement of Dog Fouling for consideration at the next meeting in February 2009.

80 Leeds Strategic Plan Performance Report for Quarter 2 2008/09

The Head of Policy, Performance and Improvement submitted a report regarding the Quarter 2 performance indicators (PIs) in respect of Environment and Neighbourhoods. The report and appendices charted progress against targets across the raft of individual performance indicators in this area, and highlighted areas of under-performance and/or concern in relation to improvement priorities and actions being taken to remedy matters.

Draft minutes to be approved at the meeting
to be held on Monday, 9th February, 2009

The following representatives were in attendance and responded to Members' queries and comments:-

Councillor L Carter, Executive Member for Neighbourhoods and Housing
Councillor S Smith, Executive Member for Environmental Services
Andrew Mason, Chief Environmental Services Officer
Stephen Boyle, Chief Regeneration Officer
John Statham, Strategic Landlord Manager
Superintendent Simon Whitehead, Leeds Area Community Safety Officer
Debra Scott, Head of Service Improvement

For ease of reference, the Chair went through the appendices, page by page, inviting Board Members to comment on those areas of under performance and/or of concern in relation to the improvement priorities.

In summary, specific reference was made to the following issues as clarification to questions raised:-

- Improvement Priority Progress around 'Increasing the number of affordable homes' (PI Ref TP1b) – details on how the department intended to improve this target in view of the current financial restraints
- Improvement Priority Progress around the '**EASEL Regeneration Scheme**' – clarification of the timescales/ funding/ success rates of the scheme and the need for a breakdown of employment and apprenticeship figures in relation to all regeneration schemes
*(The Executive Member for Neighbourhoods and Housing and the Chief Regeneration Officer responded. The Board noted that a full report on EASEL would be presented to the Executive Board in February 2009. In relation to the breakdown of employment figures for regeneration schemes (including the **Aire Valley Employment Team**), the Chief Regeneration Officer agreed to prepare a report on this issue for submission to the Board)*
- Improvement Priority Progress around the tension tracking Improvement Plan – clarification of its success and on the further pilot areas to be identified
- PI Ref LKI HAS4 'the number of homeless acceptances made in the year' – clarification of the change in the **Asylum process (NAM)** which had resulted in an increase in the volume of presentations and the need for information to be provided to the Board on where the anticipated increase of 120 acceptances in 08/09 are to be rehoused
(The Chief Regeneration Officer responded and agreed to forward the relevant details to the Board)
- Overall assessment of progress around the improvement priority to 'reduce worklessness across the city with a focus on deprived areas'
 - clarification of the membership in relation to Worklessness Strategic Outcome Group and the Area Worklessness Groups
 - the need to engage with other major employers within the city, particularly within the Area Worklessness Groups

- the need for key providers to work collaboratively and move away from the fragmented approach
- the need for the Board to be supplied with examples of cases where existing support services/resources have made a positive long term impact on the future of individuals and their families
- the need for further detail of the **Yorkshire Forward** business case and developer/employer packages to be developed by task groups, including Regeneration, Park Lane College and Job Centre Plus
(The Chief Regeneration Officer responded and agreed to forward copies of the relevant information, as referred to above, to the Board)
- PI Ref NI15 ‘Serious violent crime rate’ – the target for this indicator was considered too low
- PI Ref NI29 and NI 34 - the need for district level data to be supplied to the Board in relation to gun crime rate and domestic violence – murder
(The Leeds Area Community Safety Officer responded and acknowledged the importance of this missing data)
- PI Ref NI49b ‘the total number of fatalities due to primary fires per 100,000 population’ – the need to continue to monitor this indicator on a regular basis
- PI Ref LK1 CS8A ‘addressing domestic violence’ – clarification of the recording practices used when incidents of domestic violence are reported

RESOLVED – That the contents of the report and appendices be noted.

81 Recommendation Tracking

The Head of Scrutiny and Member Development submitted a report tracking quarterly progress with previous Scrutiny recommendations.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

Appendix 1 - Recommendation tracking flowchart and classifications:
Questions to be considered by Scrutiny Boards

Appendix 2 - Recommendation Tracking – Progress Report (January 2009) which focused on the following previous Scrutiny inquiries:-

- Bulky Waste Collections (2005)
- Anti-social behaviour interventions (2005)
- Affordable Housing (2006)
- Regeneration in Beeston Hill and Holbeck (2007)
- Lettings (2008)

The following representatives were in attendance and responded to Members’ queries and comments:-

Councillor J L Carter, Executive Member for Neighbourhoods and Housing
Andrew Mason, Chief Environmental Services Officer
Stephen Smith, Head of Environmental Services
Gillian Mayfield, Public Safety Manager
John Statham, Strategic Landlord Manager

Draft minutes to be approved at the meeting
to be held on Monday, 9th February, 2009

Stephen Boyle, Chief Regeneration Officer
Dave Richmond, Area Manager South
Superintendent Simon Whitehead, Leeds Area Community Safety Officer

For ease of reference, the Chair went through Appendix 2, page by page, inviting Board Members to comment on the status categories 1 – 6 in respect of each recommendation, following which, the individual comments were duly noted and recorded by the Principal Scrutiny Adviser.

In summary, specific reference was made to the following issues as clarification to questions raised:-

Bulky Waste Collections

- Recommendation 2 – the need to consult more with residents and to improve response times to Members e-mails
- Recommendation 5 – clarification of when the customer consultation and satisfaction surveys would be undertaken
- Recommendation 10 – the need for ongoing discussions to be undertaken between the Council and ALMOs around recharging when disposing of certain types of waste

Anti-social behaviour interventions

- Recommendation 6 – clarification from the new **Youth Task Force** of whether the joint working between services continues to have an impact on service delivery
- Recommendation 13 – the need to refer this issue to the Head of Youth Service to get further clarification of where the **Revizit** programmes are located across the city
- Recommendation 16 - the need for the Board to monitor the use of **Parenting Orders** and to be informed whenever a Parenting Order was requested
(The Board agreed to this proposal)

Affordable Housing

- Recommendation 1 – for the Board to continue monitoring this as part of the ongoing monitoring of the Lettings Inquiry recommendations from 2008
- Recommendation 7 – the need for the criteria to be monitored
- Recommendation 9 – the need for the Board to be supplied with a progress report on the **Golden Triangle Partnership**
(The Strategic Landlord Manager responded and agreed to prepare a report on this issue)

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the Board's Principal Scrutiny Adviser be requested to forward a copy of the updated 'Recommendation Tracking – Progress Report'

with the agreed recommendation status positions to Board Members for their retention/information.

82 The Role of Police Community Support Officers (PCSOs)

The Director of Environment and Neighbourhoods submitted a report on the role of Police Community Support Officers (PCSOs).

The following representatives were in attendance and responded to Members' queries and comments:-

Councillor J L Carter, Executive Member for Neighbourhoods and Housing
Superintendent Simon Whitehead, Leeds Area Community Safety Officer
Inspector Steve Lavelle, Leeds Area Community Safety Officer

In addition to the above report, Board Members received a presentation on 'Safer Leeds' which covered the following specific issues:-

- Presentation Overview
- Role
- Induction Process
- Funding and Leeds City Council
- Regional Picture
- PCSO Core Activities
- Activity Report (All Leeds PCSOs)
- Surgeries/Contact Points
- Questions

In summary, specific reference was made to the following issues as clarification to questions raised:-

- clarification of the number of PCSO's employed in the centre of Leeds and on a ward by ward basis
- clarification as to whom determines the role of PCSOs, especially around enforcement issues
(The Leeds Area Community Safety Officer responded and confirmed that it was the responsibility of the Chief Constable)
- clarification of the hours worked by PCSOs and of the shift patterns
- the problems associated with residents contacting their local PCSOs and the need for contact numbers to be publicised through the Internet and police newsletters etc
- general reference to the fact that PCSOs did an excellent job within their communities
- the need to ensure that PCSOs were fulfilling their roles
- that neighbourhood team reports can now be accessed via the website www.westyorkshire.police.uk/npt

RESOLVED – That the contents of the report and presentation be noted.

(Councillor M Rafique left the meeting at 12.40 pm at the conclusion of the above item).

83 Update on Houses in Multiple Occupation (HMO) Mandatory Licensing
(Deferred for submission to the Scrutiny Board's Private Rented Sector Housing Working Group meeting on 19th January 2009 for consideration)

84 Current Work Programme

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

Appended to the report were copies of the following documents for the information/comment of the meeting:-

Current Work Programme (Appendix 1 refers)

Forward Plan of Key Decisions for the period 1st January 2009 to 30th April 2009 (Appendix 2 refers)

The Chair informed the Board that Councillor Dobson (Chair of the Central and Corporate Functions Scrutiny Board) had wrote to him following a recommendation from his Board that the Scrutiny Board (Environment and Neighbourhoods) takes a proactive role in following the development of any future options for council housing in Leeds in light of the report considered by the Executive Board on 14th January. The Board agreed to this recommendation and decided to arrange a working group meeting to discuss possible terms of reference for taking forward this piece of work.

RESOLVED – That the contents of the report and appendices be noted.

85 Date and Time of Next Meeting

Monday 9th February 2009 at 10.00 am to be held at the Moor Allerton Care Centre, Cranmer Close, Leeds 17.

(The meeting concluded at 12.45pm)

EXECUTIVE BOARD

WEDNESDAY, 14TH JANUARY, 2009

PRESENT: Councillor A Carter in the Chair

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

Councillor Blake – Non voting advisory member

160 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) Appendices A to E to the report referred to in minute 184 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that they contain information relating to the financial or business affairs of third parties, and of the Council, and the release of such information would be likely to prejudice the interests of all the parties concerned. Whilst there may be a public interest in disclosure, in all the circumstances of the case maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time.

161 Declaration of Interests

Councillor Wakefield declared a personal interest in the items relating to Developing and Responding to new Governance Arrangements for Schools in Leeds (minute 170) and National Challenge and Structural Change to Secondary Provision in Leeds (minute 171) as a schools and college governor; he also declared a personal interest in the item relating to Transforming Day Opportunities for People with Learning Disabilities (minute 180) as a member of Meanwood Valley Urban Farm.

Councillor Blake declared a personal interest in the item relating to The Leeds Physical Activity Strategy (minute 179) as an NHS Leeds Board member.

162 Minutes

RESOLVED – That the minutes of the meeting held on 3rd December 2008 be approved.

CHILDREN'S SERVICES

163 Deputation to Council - The Need of Local Schools and Communities for Sports Facilities in the Hyde Park Area

Further to minute 122 of the meeting held on 5th November 2008 the Chief Executive of Education Leeds submitted a report in response to the deputation to Council from local Hyde Park residents on 10th September 2008.

RESOLVED – That the response of Education Leeds to the concerns raised by the deputation be noted.

CENTRAL AND CORPORATE

164 Deputation to Council - Communities Against Post Office Closures regarding Post Office Branch Closures in Leeds

The Director of Environment and Neighbourhoods submitted a report in response to the deputation to Council from 'Communities Against Post Office Closures' on 19th November 2008.

RESOLVED –

- (a) That the request and petition received from 'Communities Against Post Office Closures' for the Council to reopen and run closed Post Office branches be noted.
- (b) That a further report be brought to the Board on cost effective ways of working with Post Office Ltd to safeguard and enhance the provision of essential services to communities across the city.

DEVELOPMENT AND REGENERATION

165 UDP Review 2006 "Saved" Policies Assessment

The Director of City Development submitted a report on the conclusions and recommendations from an assessment, undertaken in accordance with government advice, of Unitary Development Plan policies introduced or updated as part of the 2006 UDP review.

RESOLVED –

- (a) That proposals to save and delete UDP (Review 2006) policies as set out in the appendix to the report be approved.
- (b) That the proposals to save and delete UDP (Review 2006) policies as set out in the appendix be submitted to the Secretary of State for approval.

166 The Housing Challenge: The Yorkshire and Humber Plan - 2009 Update

The Director of City Development submitted a report on the comments received following the consultation exercise undertaken as part of the Regional Spatial Strategy Review.

RESOLVED – That the consultation response as appended to the report be approved for submission to the Yorkshire and Humber Assembly.

167 Fish Migration - A Response to the White Paper Motion moved at the meeting of Council held on 2nd July 2008

Further to the decision of Council at the meeting held on 2nd July 2008 the Director of City Development submitted a report in response to the resolution relating to Fish Migration.

RESOLVED –

- (a) That contributions towards the provision of fish passes be sought from appropriate developments in line with current policy and Supplementary Planning Document.
- (b) That the City Council continues to work in partnership with the Environment Agency and British Waterways to achieve fish migration throughout Leeds.
- (c) That support for the provision of fish passes be included within the relevant Area Action Plans.

NEIGHBOURHOODS AND HOUSING

168 The Future Options for Investment in Council Housing

The Director of Environment and Neighbourhoods submitted a report on proposals to undertake an appraisal of the options available for investment in council housing following the completion of the decency programme in 2010/11.

The report presented the following four main categories into which options for consideration would fall:

- 1 Return the stock to the Council
- 2 The continuation of an ALMO model
- 3 Transfer the ownership of the stock to a Housing Association created for the purpose of the transfer
- 4 A mixed approach that could involve ALMOs, PFI, transfer and return to the Council parts of the stock

RESOLVED –

- (a) That approval be given to the commencement of an options appraisal on the future investment in Council housing.
- (b) That an update report be brought to this Board in May 2009.

CHILDREN'S SERVICES

169 Deputation to Council - Woodkirk Valley Football Club regarding the Council's Policy for the Letting of External Sports Pitches and Indoor Training Facilities throughout the Football Season

The Chief Executive of Education Leeds submitted a report in response to the deputation to Council from Woodkirk Valley Football Club on 19th November 2008.

RESOLVED –

- (a) That the concerns expressed by the deputation and the intention of Education Leeds to meet with representatives of the club be noted.
- (b) That the wider policy issues be subject to further consideration by the Directors of Children's Services and City Development which should include reference to access arrangements to PFI schools playing fields and to the potential for Area Committee involvement in the letting arrangements.

170 Developing and Responding to New Governance Arrangements for Schools in Leeds

The Chief Executive of Education Leeds submitted a report presenting a draft Memorandum of Understanding seeking to maximise the City Council's opportunities to contribute towards and influence the governance of Academies and outlining a policy position to support and encourage moves by schools to adopt Trust Status where appropriate.

RESOLVED –

- (a) That the opportunities and implications for governance of the academies and trust schools programmes be noted.
- (b) That the draft Memorandum of Understanding, attached to the report, intended to maximise the opportunities available to the City Council to contribute to and influence the governance of academies, be approved.
- (c) That approval be given to a policy position that supports and encourages moves by schools to adopt Trust Status where a proposal demonstrates:
 - a willingness to engage the City Council as a key partner in any Trust, including having a representative appointed as a trustee
 - collaboration between schools and partners to improve outcomes for young people
 - a willingness to engage constructively with the City Council to reach agreement on the transfer of assets and the use of capital receipt from any future land/building sale, to ensure that the Council's strategic priorities can be addressed.

171 National Challenge and Structural Change to Secondary Provision in Leeds - Progress Report

The Chief Executive of Education Leeds submitted a report providing an update on the progress made in developing the recommended options for delivering the next phase in structuring secondary provision in Leeds, particularly in response to the National Challenge.

RESOLVED –

- (a) That the progress made in exploring the range of options for secondary provision in the identified areas be noted.
- (b) That a final report with full recommended options be brought to the March 2009 meeting of the Board.

(Under the provisions of Council Procedure Rule 16.5 Councillor Wakefield required it to be recorded that he voted against this decision).

Draft minutes to be approved at the meeting
to be held on Friday, 13th February, 2009

172 Clapgate Primary School - New Build Extension Works to Support an Increase in School Capacity to Two Form Entry

The Chief Executive of Education Leeds submitted a report on a proposed scheme to undertake extension works at Clapgate Primary School in order to establish two forms of entry.

RESOLVED –

- (a) That the scheme to carry out extension works at Clapgate Primary School to provide sufficient teaching accommodation to support an increase in school capacity to two forms of entry be approved.
- (b) That approval be given to incur expenditure of £850,000 in respect of these works from capital scheme number 13924/CLA/000

173 Windmill Primary School - New Build Extension Works to Support an Increase in School Capacity to Two Form Entry

The Chief Executive of Education Leeds submitted a report on a proposed scheme to undertake extension works at Windmill Primary School in order to establish two forms of entry.

RESOLVED –

- (a) That the scheme to carry out extension works at Windmill Primary School to provide sufficient teaching accommodation to support an increase in school capacity to two forms of entry be approved.
- (b) That approval be given to incur expenditure of £850,000 in respect of these works from capital scheme number 13624/WIN/000.

174 Phase 3 Children's Centre Programme

(a) Update on the Phase 3 Children's Centre Programme

The Acting Chief Officer for Early Years and Integrated Youth Support Service submitted a report providing an update on the proposed locations for the phase three children's centres to be built between 2008 and April 2010.

RESOLVED – That the proposed location of nine of the phase three children's centres be approved and that the preferred option for tenth site be noted.

(b) Design and Cost Report: Boston Spa Children's Centre

The Acting Chief Officer for Early Years and Integrated Youth Support Service submitted a report on proposals to create a new Boston Spa Children's Centre on the site of the Deepdale Community Centre.

RESOLVED – That approval be given to transfer £455,000 from the Phase 3 Children's Centre Parent (capital scheme 14778) and £100,000 from the GSSG Extended Services Parent 2008-2010 (capital scheme 14777) and that authority be given to incur expenditure on construction £440,000, equipment £40,000 and fees £75,000.

175 Statements of Purpose for the Fostering and Adoption Services for Leeds City Council

The Director of Children's Services submitted a report on proposed revised statements of purpose for Leeds City Council's Fostering and Adoption Services.

RESOLVED –

- (a) That the Statements of Purpose for both the fostering and adoption services of the Council, as appended to the report, be approved.
- (b) That the Scrutiny Board (Children's Services) be requested to examine the criteria for the consideration of applications for adoption and the manner in which they are applied.

176 Children's Services Annual Performance Assessment 2008

The Director of Children's Services submitted a report providing a summary and analysis of the 2008 OfSTED Annual Performance Assessment (APA) of the Council's children's services, and presenting an action plan to drive the reform and integration in services needed to improve safeguarding and outcomes.

RESOLVED – That the report be received, that the actions proposed in sections 4 to 9 thereof be approved, that, in addition the Scrutiny Board (Children's Services) be requested to monitor progress and that progress reports be brought to this Board on a quarterly basis.

LEISURE

177 Deputations to Council on 19th November 2008 Regarding Sports Centres

The Director of City Development submitted a report providing an initial response to the following deputations to Council on 19th November 2008:

- (1) Middleton Community Group regarding the Proposed Closure of Middleton Sports Centre
- (2) Garforth Residents Association regarding the Potential Closure of Garforth Leisure Centre
- (3) SPLASH regarding the Proposal to Close South Leeds Sports Centre.

RESOLVED – That a substantive response to the three deputations made about the Council's Draft Vision for Leisure Centres at the Full Council meeting on 19th November 2008, be included in the comprehensive report on this matter scheduled for Executive Board later this year.

178 Free Swimming Capital Modernisation Programme

The Director of City Development submitted a report on the proposals to submit firm applications to Government with respect to the Free Swimming Capital Modernisation Programme by the 31st January 2009 deadline.

RESOLVED – That the Director of City Development be authorised to submit final bids in respect of Scott Hall and Sound and Light systems as set out in 4.1 of the report for the 2009/2010 round of Free Swimming Capital Modernisation programme, by 31st January 2009.

ADULT HEALTH AND SOCIAL CARE

179 The Leeds Physical Activity Strategy - "Active Leeds: A Healthy City"

The Director of City Development and the Director of Adult Social Care submitted a joint report providing an overview of the key elements of the new physical activity strategy for Leeds entitled "Active Leeds: A Healthy City"

RESOLVED –

- (a) That the Leeds Physical Activity Strategy – "Active Leeds: A Healthy City" be endorsed.
- (b) That the report be referred to Area Committees for consideration and that further reports on progress be brought to this Board.

180 Transforming Day Opportunities for People with Learning Disabilities

The Director of Adult Social Services submitted a report outlining the national and local expectations in relation to the provision of day support for people with learning disabilities and proposing how the vision for such provision can be progressed.

RESOLVED-

- (a) That the requirement to deliver a more personalised approach to day opportunities for people with a learning disability to meet the aspirations of customers, carers and other stakeholders be noted.
- (b) That approval be given to the vision for a more personalised approach to delivering day opportunities for people with learning disabilities in Leeds as outlined in the report and that the range of work being planned and taken forward in order to achieve this be noted.
- (c) That approval be given to the proposal to undertake a comprehensive transformation of the service including a move away from large segregated buildings to the utilisation of community based locations and the increased involvement of external providers following market testing as appropriate for a range of services.
- (d) That the South East of the City be approved as the first area selected for a comprehensive change programme which will comprise:
 - Working in partnership with customers and their carers to introduce a personalised day service
 - Adoption of the outline requirements for community buildings as a basis for more detailed work and planning
 - Full engagement of customers, carers and in particular the Learning Disability Partnership Board

- (e) That a further report be brought to the Board in six months which will provide an update on progress made in delivering the day opportunities vision detailed in the report.
- (f) That the submitted report be shared with stakeholders including the Leeds Learning Disability Partnership Board and the Leeds Learning Disability Partnership Executive.

(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

181 Business Transformation in Leeds City Council - Design and Cost Report for a Corporate Records Management Facility - Scheme 14201/WES/000

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on proposals for the release and expenditure of £996,040 from the Business and Transformation allocation of the Strategic Development Fund within the Capital Programme for the delivery of a Corporate Records Management facility and on proposals for the revenue costs of running the facility.

RESOLVED –

- (a) That the release of £996,040 from the Strategic Development Fund within the Capital Programme be approved.
- (b) That the expenditure of £996,040 for this project be authorised.
- (c) That the proposal that the revenue costs for running the facility be funded through recharging directorates and services, as an alternative to their having to fund bespoke arrangements, be noted.

182 Design and Cost Report - Phase Two of the Customer Relations Transformation Programme

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on proposals for the release and expenditure of £903,100 over a two year period from the Business Transformation allocation of the Strategic Development Fund for the development of those projects which will form Phase 2 of the Council's customer services transformation programme.

RESOLVED –

- (a) That approval be given to the release of £903,100 (over a two year period) from the Business Transformation allocation of the Strategic Development Fund for the further development of the customer services transformation programme.
- (b) That authority be given to incur expenditure on implementing the projects which form Phase 2 of the customer services transformation programme.

183 The Leeds Strategic Plan and Council Business Plan - Performance Reporting from Quarter 2 2008/09

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report outlining the Council's current performance against the improvement priorities in the Leeds Strategic and Council Business Plans 2008 to 2011 as at Quarter 2 of 2008/09.

RESOLVED – That the quarter 2 performance report in respect of the Leeds Strategic Plan and Council Business Plan 2008-2011 be noted.

184 Loan Agreement with Yorkshire County Cricket Club - Granting of Consents and Variations and Rescheduling of Loans

The Director of Resources submitted a report on proposals to grant consents and agree variations to the Council's Loan Agreement with Yorkshire County Cricket Club, pursuant to the development of the Headingley Cricket Ground.

Appendices A to E to the report, were designated as exempt under Access to Information Procedure Rule 10.4(3), and were considered in private at the conclusion of the meeting. The Chief Officer (Financial Management) reported on a further option advanced since the despatch of the agenda which could potentially affect the arrangements in a manner beneficial to the Council's interests.

RESOLVED – That the necessary consents and agreements to vary the Council's loan agreement be granted, including the rescheduling of the loan, so as to facilitate Yorkshire County Cricket Club entering into transactions referred to in the report pursuant to the Carnegie Pavilion development, with further delegations as outlined in paragraph 6.2 of the report and extended to include as an option those matters reported by the Chief Officer (Financial Management) at this meeting.

DATE OF PUBLICATION: 16TH JANUARY 2009
LAST DATE FOR CALL IN : 23RD JANUARY 2009 (5.00 PM)

(Scrutiny Support will notify Directors of any items Called In by 12.00 noon on 26th January 2009)

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 9 February 2009

Subject: Request for Scrutiny

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 The attached letter has been received from Councillor Selby, suggesting a possible topic for scrutiny in relation to the East and South East Leeds Regeneration Scheme (EASEL) (Appendix 1). Councillor Selby has been invited to attend the meeting to present the request to the Board.
- 1.2 The Scrutiny Board Procedure Rules state that a Board “.....shall consider a request from any (other) source to conduct an Inquiry. All such requests for an Inquiry must be submitted in writing to the Proper Officer. The Proper Officer shall add the request to the agenda for the next Ordinary Meeting of the relevant Scrutiny Board. The Proper Office shall acknowledge all such requests for an Inquiry. At the next Ordinary Meeting, the Scrutiny Board shall consider any request for an Inquiry which the Proper Officer has added to the agenda.
- 1.3 Where the request has not come from the Executive or the Council, the person or body making the request will be invited to attend the Board’s meeting to explain the reasons for the request. The Scrutiny Board Chair will decide how much time will be given to the person or body for addressing the Scrutiny Board. The Proper Officer will inform whoever submitted the request and any other relevant parties about the decision of the Scrutiny Board.”

2.0 OPTIONS FOR INVESTIGATIONS AND INQUIRIES

- 2.1 The Scrutiny Board is required to consider whether an Inquiry into this matter is appropriate and if so, what form that Inquiry shall take.
- 2.2 When deciding whether the Board will pursue a request for Scrutiny, it is important for Members to consider the request in the context of the Board's terms of reference, its existing Work Programme and commitments.

3.0 RECOMMENDATION

- 3.1 The Board is asked to consider the request for Scrutiny and to consider whether further investigation is to be undertaken.

Background papers
Scrutiny Board Procedure Rules

Labour Councillor Brian Selby
Killingbeck & Seacroft Ward

Civic Hall
Leeds
LS1 1UR

Contact

Civic Tel 0113 247 6920

Civic Fax 0113 247 4046

Home Tel 0113 269 5102

brian.selby@leeds.gov.uk

Your ref

Our ref BS/LT

Date 20th January 2008

Angela Brogden
Scrutiny Support
First Floor West
Civic Hall
Leeds
LS1 1UR

Dear Angela

Re. Request for Scrutiny, 9th February 2009

Can I request that the Environments and Neighbourhoods Scrutiny Board conduct an enquiry into the conduct and management of the East and South East Leeds Regeneration Scheme (EASEL). I am particular concerned as to:

- a. the delay in coming to an agreement
- b. the apparent changes in the scheme as approved originally by the Executive Board and presented by the public and what is now proposed

I would like the Scrutiny Board to consider whether the changes in the proposals now make it relevant to the aims of the EASEL area. At the meeting on the 9th February I will be explaining in more detail the basis of my request.

Please confirm that this item will be placed on the agenda for the meeting on the 9th February. If there are any problems regarding placing this matter on the agenda (ideally early on) please could you let me know.

Yours sincerely



Councillor Brian Selby

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Originator: S Smith

Tel:2474249

Report of the Director of Environment and Neighbourhoods

Scrutiny Board (Environment and Neighbourhoods)

Date: 9th February 2009

Subject: Ground Maintenance Contract Annual Service Improve Plan 2009/10

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of Report

- 1.1 The current Grounds Maintenance Contractor is required to submit an Annual Service Improvement Plan to identify key issues for a forthcoming contract year and measures to address these issues.

The SIP has developed as a joint document between Glendale Managed Services and Leeds City Council to ensure that there are agreed service priorities.

2.0 Background

- 2.1 The current Grounds Maintenance Contract requires that the contractor submits an Annual Service Improvement Plan each year prior to the start of the next contractual year.
- 2.2 The aim of the SIP is to review previous performance and identify key issues that need to be addressed. Accompanying the SIP is an action plan detailing specific action to address the issues.
- 2.3 The SIP is used throughout the contract to ensure that identified actions are carried out.
- 2.4 To ensure that the Council's priorities are reflected in the plan it is now written as a joint document following discussions with Glendale and Leeds City Council (the three ALMO's, Highways Services and Environmental Services).

3.0 Recommendations

3.1 That Members note the draft Service Improvement Plan.

Street Scene Grounds Maintenance

Service Improvement Plan

March 2009 – February 2010



Draft Version 1.1

The report comprises the following sections;

- Executive Summary
- Key Issues 2008
- Key Issues 2009
- Action Plan
- Appendices

1.0 Executive Summary

This document summarises the actions agreed between Leeds City Council, The ALMO's and Glendale Managed Services Limited for improvements to the Street Scene Grounds Maintenance Contract to be implemented in 2009/10.

The preparation of an improvement plan is a requirement of the contract between the two organisations and follows on from the documents produced each year, and will be submitted too to Street Scene Services Grounds Maintenance Programme Board in 2009.

The plan is a result of joint collaborative meetings held in November 2008 and January 2009 between Glendale and other Council Stakeholders.

It maintains the goals of providing an objective assessment of the performance of the contract to-date and provides for continuous improvement of the service delivered by Glendale and the management of the contract by the City Council.

The Contract commenced in March April 2005 for an initial period of 3 years, which has been extended by a further 2 years to February 2010. Due to the highly seasonal nature of the contract however, the majority of the work is done from March to October, which is the main grass cutting season. Therefore four out of the five annual contract periods have been completed.

This report deals with improvements that are to be made during 2009 by building upon the lessons learnt during 2008.

The summary of work completed in 2008 is as follows:

- Glendale cut in excess of 7 million m² of grass each cut equating to over 104 million m² during the period March to November 2008 across some 10,000 different sites in the City.
- Glendale maintained 659 rose and shrub beds.
- Glendale maintained some 20km of hedges throughout various sites in the City.

2.0 Update on 2008 key issues:

- ISSUE
To improve the training and development of the employees and involve Leeds City Council in the induction process.
- ACTION COMPLETED
During 2008 the induction process was altered. Smaller numbers of staff were employed over a longer period of time which allowed for more focused training. A representative from LCC did attend each of the induction meetings to help provide expectations from the client.

- ISSUE
Introduce Apprenticeships and NVQ training
- ACTION COMPLETED
Following discussions with two colleges, Glendale has enrolled 10 employees from the Leeds contract on to the Apprenticeship and NVQ course through Bishop Burton College. We have three staff studying the NVQ Level 3 Amenity Horticulture Supervisor course, six staff on the NVQ Level 2 Amenity Horticulture Course and one staff member carrying out the NVQ Level 2 Mechanics course.

- ISSUE
Retention of good quality staff over the winter period.
- ACTION COMPLETED
This issue is very much fund driven and Glendale is aware of the efforts put in by the client to try and obtain the necessary monies but still not as successful as we would like

- ISSUE
Improve Recruitment and Induction Programme
- ACTION COMPLETED
The recruitment programme has been started earlier. We also invited staff back to work to ensure experience within teams is maximised. There is also a formal induction programme including HR and Health and Safety procedures as well as more focused training

- ISSUE
Dedicated shrub teams with support from supervisor.
- ACTION COMPLETED
As agreed in the 2008-2009 Service Improvement Plan, there have been three dedicated teams to the shrub bed maintenance supported by a team leader and supervisor.

- ISSUE
Communication
- ACTION COMPLETED
Newsletters and Glendale Information Centre Updates are completed each month.

□ ISSUE

Impress Stock

□ ACTION COMPLETED

Suppliers have been identified and arrangements made. Impress stock has been in place during the 2008 season. The main benefits of this have been the avoidance of time taken for parts delivery which has subsequently reduced the down time of our machinery.

3.0 Issues to be addressed in 2009

Staffing

Due to the seasonal nature of the grass cutting contract, staffing continues to be a concern in terms of recruitment and retention of good quality staff. Based on the good practices of 2008 it is proposed to hold two staff recruitment days in early January 2009 and early indications are that these days are attracting a tremendous amount of interest. Following successful interviews staff will be selected to commence a new programme of enhanced on site training from February 2009.

Following the lessons learnt in 2008, it has been decided to decrease the numbers within each training group in order to achieve a more intense and thorough learning experience. It therefore follows that the number of actual intake groups will increase, and these are programmed in to run from mid February to mid April. (Appendix 1 details an induction programme for 2009.)

The work levels drop significantly during the winter periods resulting in the loss of the fixed term staff who may not return the following season. This means a loss of skill and experience at the contract which needs to be built up the following year, from less experienced staff. It is essential that Leeds City Council and the ALMO's examine available funding to enable a percentage of the fixed term staff to be retained for the following season.

Customer Expectations

Concerns have been expressed in earlier contract years that the general public are not fully aware of the details of the contract specification. This has lead to complaints and enquiries being received about non collection of grass cuttings and length of cut.

To assist in the education of the public, Glendale will continue it's commitment to attend residents meetings and area walkabouts to allow people to speak about issues they may have, but at the same time allow Glendale to educate residents regarding the contract specification and the challenges they face whilst cutting grass.

During 2008 some ALMO's carried out customer expectation surveys as part of the procurement process leading to a new grounds maintenance contract. It is important that the full results of these surveys are given to Glendale, to enable them to identify areas of the service that need to be looked at to

ensure continuous service improvement, as far as the existing specification allows.

Mechanical

The nature of the Leeds grass cutting contract relies very heavily on machinery that is used over and above the usual limits during the cutting season. Our objective is to ensure that down time of machinery is minimal and reduce our reliance on hired equipment.

Building on the capital expenditure of 2008 the Glendale board has approved £52,500 further capital expenditure, this has lessened our machinery hire requirements further.

One of the main problems identified during earlier seasons was the delay in parts delivery for machines. To remove this problem one of the Key Actions was setting up an 'Impress Stock' System. We have worked closely with suppliers to secure this benefit and it has worked well at the Horsforth depot ensuring machinery down time is reduced and kept to a minimal. We now need to ensure it is fully implemented at the Beeston depot.

Full winter servicing schedule will be in place prior to the start of the cutting season along with a planned maintenance schedule for the coming season, to ensure machinery is serviced and maintained on a regular basis.

Flexibility

There has been a trend noted within the quality of the grass cut from the third cut onwards. The third cut is the first 10 day cut cycle but coincides with the 'flush' in the growth rate of the grass. This coupled with the additional pressure to cut the standard grass within the 10 day cycle can lead to a poorer quality in the cut.

During 2009 Glendale will look at the practicalities of building in a 12–13 day cycle during this period where appropriate, with a view to lessening the pressure on meeting the 10 day deadline and ensuring that the quality is reached. This would move the finish date for the thirteenth cut from 16th October 2009 to 5th November 2009. However, due to the contract expectation and past agreement that a 10 day cutting cycle need to be maintained, any change would need to be agreed between Glendale and Leeds City Council to avoid altering the number of cuts delivered in the season.

Weather

The grass cutting in 2008 has suffered from even worse summer weather conditions than in 2007. The torrential rain has caused delays with the cutting schedule. We have encountered problems with the growth of the grass, and due to the specification of the contract has meant that large amounts of arisings have been left in situ, which has left grass areas looking untidy. This situation has been felt throughout the country with all grass cutting contracts suffering.

During 2009 it is intended that where a decision has to be made between leaving grass uncut or causing asset damage, then client agreement will be sought through the regular client and contractor reporting lines.

Innovation

Glendale are continually working with all the key manufacturers in this sector to look at the range of equipment and the suitability for the nature of our work. It is recognised that the machines working on the Leeds contract are pushed harder than any other similar contract in the country.

The machinery presently used on the contract was approved for use by Leeds City Council prior to the contract start date. Due to the nature of the areas being cut it was deemed that rotary mowers would be the preferred option as they have reduced maintenance costs.

WNW Homes had received comments from residents regarding quality of the grass cut and sanctioned Glendale to trial a cylinder mower in one particular area over 2 cutting cycles. The trial proved a success with regards to improved quality, unfortunately a decision was made not to implement this regime due to the increase costs associated with this type of machine.

To this end we will be aiming to trial new machines throughout the Leeds area at every opportunity including banking machines.

4.0 Action Plan

The action Plan will provide a means of measuring the actions to take forward in to 2009 to assist with the continued improvements of services. (See appendix 2.)

For and on behalf of Glendale Managed Services Limited

Regional Director

For and on behalf of Leeds City Council

**Steve Smith
Head of Environmental Services**

APPENDIX 1

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SIP Section	Target	Action	Responsibility	Target Date	Completed Date	Current Status
3	Staffing					
	Recruitment	Complete two recruitment open days during January 2009	David Fontana	12/01/09 19/01/09	12/01/09 19/01/09	complete
	To improve the training and development of the employees	Reduce staff sizes to improve the quality of training. Increase on site training by agreeing potential sites with LCC.	Dave Fontana	4-Apr-09		
	Improve skill level and staff retention on the contract.	Funding for additional winter works.	LCC/ALMO's	4-Apr-09		
3	Customer Expectations					
	Improve customer understanding of contract	Continued attendance at resident meetings and area walkabouts.	Dave Fontana	All year		
	Continued service improvement	Obtain the results of the 2008 customer expectations survey to carried out during 2008	Dave Fontana/LCC/ALMO's	1-Apr-09		
3	Mechanical					
	Capital expenditure agreed for 2009	Allocate capital expenditure to new equipment	Glendale	1-Apr-09		
	Impress Stock to be fully in place in both depots	Arrange appropriate allocation of stock to Beeston depot for Impress Stock	Dave Fontana	1-Mar-09		
	Winter Servicing	Complete winter servicing programme	Dave Fontana	1st March 08		
	Programme servicing during season	Complete plan for servicing during season	Dave Fontana	ongoing		
3	Flexibility					
	Ensure quality of cut remains during first few cuts	Examine practicalities of extending 10 grass cut cycle to lessen pressure of quantity cut to maintain quality.	Glendale/LCC			
3	Innovation					
	Operational	Conitune to work with manufacturers to examine most upto date method of cutting grass.	Dave Fontana/Engineering Department Glendale	ongoing		

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Originator: A Brogden

Tel:2474553

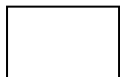
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 9th February 2009

Subject: Enforcement of Dog Fouling

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 Last month, Members considered service data on the numbers of dog fouling Fixed Penalty Notices issued, prosecutions made, stray dogs impounded and dog service requests made during November 2008. The Board agreed to continue receiving this data on a monthly basis and therefore the service data relating to December 2008 is now attached for the Board's consideration. This is accompanied by a background report on the different roles carried out by the Dog Warden Service, as requested by the Board.
- 1.2 Last month the Board also deferred the agreement of its draft Statement on the Enforcement of Dog Fouling in Leeds following a number of suggested amendments. The draft Statement is now attached for the Board's consideration at today's meeting.
- 1.3 Scrutiny Board Procedure Rule 16.3 states that "where a Scrutiny Board is considering making specific recommendations it shall invite advice from the appropriate Director(s) prior to finalising its recommendations. The Director shall consult with the appropriate Executive Member before providing any such advice. The detail of that advice shall be reported to the Scrutiny Board and considered before the Statement is finalised".
- 1.4 Any advice received will be reported at the Board's meeting for consideration, before the Board finalises its statement.
- 1.5 Once the Board publishes its final statement, the appropriate Director(s) will be asked to formally respond to the Scrutiny Board's recommendations within three months.

2.0 Recommendations

2.1 The Board is asked to

- (i) note the December 2008 data relating to the numbers of dog fouling Fixed Penalty Notices issued, prosecutions made, stray dogs impounded and dog service requests;
- (ii) note the background report on the different roles of the Dog Warden Service;
- (iii) consider and agree the Board's Statement on the Enforcement of Dog Fouling

Background Papers

None



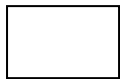
Report of the Director of Environment and Neighbourhoods

Scrutiny Board (Environment and Neighbourhoods)

Date: 9th February 2009

Subject: Leeds City Council's Dog Warden Service

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 PURPOSE OF THE REPORT

- 1.1 At Scrutiny Board meeting of 12th January 2009, a request was made to provide a report with a general explanation of the Dog Warden Service with the next dog performance report.
- 1.2 These monthly performance reports highlight the number of individual service requests that have been dealt with by an officer on a Ward-by-Ward basis. These service requests cover the broad range of Dog Warden Services available, which are set out in more detail within this report.

2.0 SUMMARY

- 2.1 The Dog Warden Service deals with various aspects of dog related activity in Leeds. This excludes animal welfare issues, such as maltreatment and abuse, which are dealt with by the RSPCA. Each area of the Dog Warden's duties, along with a brief synopsis of the process, is detailed below (from 3.0 onwards).
- 2.2 The Dog Warden Service currently consists of 6 officers (5 full time equivalent posts), one of which is a Supervisor position.
- 2.3 Service requests are taken by the Council's contact centre, the Highways & Environmental Enforcement admin support team or by a Dog Warden on a pro-active basis. The admin support team also filter service requests to officers to ensure they receive any urgent matters whilst in the field, to enable prompt action. The service is operational from Monday to Friday, 8am to 5pm (4.30pm on Friday's) excluding bank holidays. Out of hours is detailed in **4.5.1**.

2.4 The Service also works closely with contractors and service support including the contracted kennels and vets.

3.0 DOG FOULING

3.1 The Leeds City Council (Leeds Metropolitan District) Dog Control Order 2006, made under the Clean Neighbourhoods and Environment Act 2005, provides that if a person who is in charge of a dog (when it defecates) fails to remove it forthwith, they are guilty of an offence. To discharge their liability for this offence, a person would normally be offered a fixed penalty notice of £75, discounted to £50 for payment within seven days. If a person fails to discharge their liability, they would be prosecuted for the offence committed, through the Magistrates Courts.

3.2 Investigations into complaints of dog fouling can include the following actions:-

- Patrols of hotspot area;
- Advice to Dog owners (including distribution of “poo” bags);
- Fixed Penalty Notices where offences are witnessed;
- Advisory letters to dog owners where reliable information received;
- Erecting anti dog-fouling signage.

Dog wardens will also pro-actively patrol other hotspot areas, where no members of the public have complained but other agencies have highlighted issues, e.g. Parks, Cemeteries, or as part of Environmental Campaigns, e.g. Litter Free Leeds.

The officers are also responsible for (with admin support) preparation of prosecution packs when a person has failed to discharge their liability for a dog fouling offence and will attend court to give evidence where required.

4.0 STRAY DOGS

4.1 An unattended dog in a public place is a stray dog. Stray dogs are not only a danger to themselves but can be a risk or cause nuisance to members of the public. The Council have a statutory duty to impound stray dogs under Part 8 of the Environmental Protection Act 1990. The activity undertaken by the dog warden warden service in relation to stray dogs is divided into the categories below:-

4.1.1 Stray Dog at Large

4.1.2 Alternatively known as a roaming dog, this is where a dog is reported unaccompanied in a public place. A dog warden responds as soon as practicable to locate and impound the dog. This can take some time if the dog proves elusive or temperamental and other equipment has to be used to impound the dog. Occasionally, support may be required from another officer to impound the animal.

4.1.3 Once impounded, under the current policy, if the dog is not previously known to the service, it will be returned to its owner if one can be located (i.e. if the dog has identification, or the officer may make local enquiries, or check the lost dog register). However, if the dog owner has had previous warnings or the dog has been impounded before, the dog would be immediately taken to the contracted kennels. The dog warden would therefore have to drive the animal to the kennels and complete the necessary paperwork, which would include serving a legal notice (by post) on the owner.

4.2.1 Stray Dog Pick Up

4.2.2 This occurs when members of the public or another agency (e.g. the Police) have found or taken in a stray dog and are holding it until it can be collected by a Dog Warden. Upon collection, an officer would complete the paperwork with the finder and either return the dog to its owner, or impound where appropriate.

4.2.3 The legislation allows a “finder” to hold a dog for one month and if no owner can be found, keep the dog. If this arises, an officer will visit the finder and complete the appropriate paperwork.

4.2.4 Section 150 of the Environmental Protection Act 1990 stipulates that any person who takes possession of a stray dog (a “finder”) shall forthwith either return the dog to its owner, or take the dog to an officer of the local authority for the area in which it was found. If a finder fails to comply with Section 150, they are guilty of an offence.

4.3.1 Stray Dog “Not Out”

4.3.2 This category would involve a complaint of a roaming dog from a member of the public that is not necessarily a stray dog, i.e. there is a known owner of the animal and the owner is permitting the dog to roam unaccompanied. As well as causing a nuisance, this would lead to an increase of dog fouling in an area. An officer would liaise with the complainant and where appropriate, advise or issue a warning letter to the dog owner.

It is not an offence to allow a dog to stray in a public place. It is an offence to allow the dog to stray if not wearing a collar and tag.

4.4.1 Lost and Found Dog Register

4.4.2 The Council is obliged, under the legislation, to keep and maintain a register of all stray dogs seized. In addition, LCC Contact Centre and Dog Warden staff will record lost dog reports from the public. These reports will be cross referenced with found dogs, to enable lost or stolen dogs to be re-united with owners.

4.4.2 The Dog Warden’s will also undertake prosecution activity where appropriate for allowing a dog to roam without appropriate identification. Any investigation would involve interviewing the owner under Caution, preparing a prosecution pack including witness statements and attending court where required.

4.5.1 Out of Hours Stray Dogs

4.5.2 The Clean Neighbourhoods and Environment Act 2005 transferred the responsibility for stray dogs from the Police to local authorities from April 2008. Out of hours (evenings, weekends and bank holidays), Leeds City Council has a contracted kennel, to which a person may take a stray dog they have found. The out of hours kennels are based in Huddersfield and Wakefield; unfortunately no local businesses submitted a tender for the contract despite widespread advertising of the contract opportunity.

4.6 A person claiming to be the owner of a dog seized under the Environmental Protection Act 1990 is not entitled to have the dog back until all expenses incurred are paid, which includes impound fees, boarding costs and any vets bills where appropriate. Dogs must be claimed within seven clear days following seizure.

4.7 If, after the seven day period, an owner has not claimed a dog and paid the fees due, the dog is either sold, re-homed or euthanized.

5.0 DANGEROUS DOGS

5.1 The Service will respond to complaints (where the Police have not intervened) of Dangerous Dog incidents, including dogs that are dangerously out of control in a public place. Currently, Leeds is one of the only Yorkshire authorities who undertake this function in addition to the Police; however we believe that it is right to provide this enhanced level of service to the residents of Leeds. This does exclude the registration and monitoring of “Banned Breeds”, (e.g. American Pitt Bulls) which is solely the responsibility of the Police. The officers will investigate and take appropriate action against the dog owner which could include written or verbal warnings, prosecution action or applications for Control Orders.

6.0 MULTI AGENCY WORKING

6.1 The Service will support, on request and subject to availability, other agencies for dog related issues. This can include:-

- Assisting West Yorkshire Police on “raids” or joint visits;
- Evictions (although private landlords incur a charge for this to cover officer time);
- Pro-active multi agency working e.g. Operation Champion.

7.0 EDUCATION CAMPAIGNS

7.1 The Service will organise or partake in other educative campaigns around various aspects of the service. An example would be a free micro-chipping event. Micro-chipping for dogs helps reduce instances of strays – a small chip is inserted under the skin of a dog (painlessly), which is then given a unique reference number, traceable back to the owner. All dog wardens carry “scanners” and routinely check for micro-chips when dealing with strays.

8.0 For all aspects of the duties, officers are required to complete paperwork and update the electronic case management system (Siebel) on activity undertaken on service requests. Dog Wardens are also authorised to deal with littering offences and other environmental crime they may witness as part of their day to day duties.

Dog Enforcement Report - Dec 2008

Ward	Service Requests	Impounds	Returned to Owner	Prosecutions	Fixed Penalty Notices
Adel & Wharfedale	9	2	1	0	0
Alwoodley	9	1	1	0	0
Ardley & Robin Hood	7	3	0	0	0
Armley	19	6	4	0	0
Beeston & Holbeck	13	3	0	0	0
Bramley & Stanningley	9	3	2	0	2
Burmantoffs & Richmond Hill	27	4	1	0	1
Calverley & Farsley	4	2	1	0	0
Chapel Allerton	15	5	1	0	2
City & Hunslet	12	4	1	0	0
Crossgates & Whinmoor	13	13	4	0	0
Farmley & Wortley	8	2	0	0	0
Garforth & Swillington	10	0	1	0	1
Gipton & Harehills	14	2	1	0	3
Guiseley & Rawdon	3	1	1	0	0
Harewood	26	7	5	0	0
Headingley	1	0	0	0	0
Horsforth	5	1	1	0	0
Hyde Park & Woodhouse	13	3	0	0	0
Killingbeck & Seacroft	25	7	0	0	1
Kippax & Methley	19	3	4	0	0
Kirkstall	9	4	2	0	0
Middleton Park	27	8	6	0	0
Moortown	5	1	3	0	0
Morley North	6	2	1	0	0
Morley South	6	0	0	0	0
Otley & Yeadon	15	0	0	0	0
Pudsey	9	1	0	0	0
Rothwell	10	1	0	0	0
Roundhay	5	1	1	0	0
Temple Newsam	4	3	2	0	0
Weetwood	5	2	1	0	0
Wetherby	1	1	0	0	1
Total*	363	96	45	0	11

* The total number of service requests involve individual requests that have been dealt with by an officer and cover the broad range of Dog Warden Services. The total numbers of impounds, returned dogs, prosecutions and Fixed Penalty Notices that are actioned each month are reported separately as originally requested.

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**Draft Statement of
Scrutiny Board
(Environment and
Neighbourhoods)
Enforcement of
Dog Fouling**

Introduction



1.0 Introduction

- 1.1 The issue of dog fouling was the subject of an earlier Scrutiny inquiry in December 2001 by the former Neighbourhoods and Regeneration Scrutiny Board. However, dog fouling still remains to be one of the highest sources of complaints by the public both locally and nationally. In view of this, we agreed to revisit this issue again and review the Council's current responsibilities and resources for the enforcement of dog fouling in Leeds.
- 1.2 Estimates put the UK dog population between 6.5 and 7.4 million, producing 1,000 tonnes of faeces every day.
- 1.3 We acknowledge that an increasing number of dog owners are responsible and clear up after their dog. However, where dog owners act irresponsibly and leave faeces on the street or on an open area of grass, this can pose a health hazard to the most vulnerable in our society; very young children.
- 1.4 Dog faeces carry harmful infections, the most widely known being Toxocariasis: a parasitic infection that most commonly affects children and can, in some cases, lead to blindness.
- 1.5 In October 2008, we requested a briefing from the Director and Executive Member responsible for Environmental Services on the Council's current arrangements for dog fouling enforcement.
- 1.6 It was highlighted at this stage that dog fouling was just one of a range of dog control and enforcement duties of the Council which we needed to take into consideration as part of our review.
- 1.7 We received data showing the numbers of dog fouling Fixed Penalty Notices issued, prosecutions made, stray dogs impounded and dog service requests dealt with by the Council over the last 3 years on a city-wide basis. In consideration of this, we requested to receive similar service data on a monthly basis and split into Ward areas.
- 1.8 In November 2008, we received a further briefing which included the service data for September 2008. During our discussions, we identified a number of recommendations for service improvement which we felt needed to be brought to the attention of the Director and Executive Board. In the meantime, we will continue to monitor this issue as part of our work programme this year.

Comments and Recommendations



2.0 Enforcement responsibilities of the Council for dog fouling.

- 2.1 Up to April 2006, the legislation governing dog fouling was The Dogs (Fouling of Land) Act 1996 which allowed local authorities to designate most public land as areas where dog fouling was prohibited without having to refer to central government.
- 2.2 Under this legislation failure to clear up on designated land was an offence subject to a maximum fine of £1000. Local authorities could also give offenders the option of paying a fixed penalty fine (currently £75) rather than go to court.
- 2.3 Since April 2006, the Clean Neighbourhoods & Environment Act 2005 now provides local authorities, parish and town councils and the Environment Agency more effective powers to tackle poor environment quality and anti-social behaviour.
- 2.4 In particular, this Act replaces dog byelaws with a new, simplified system which enables local authorities to deal with five dog control matters; fouling dogs; banning dogs from designated areas; requiring dogs to be kept on a lead (in designated areas and by direction); and restricting the number of dogs that can be walked by one person. All of these matters can now be dealt

with through a Dog Control Order.

3.0 Dog Control Orders

- 3.1 Section 55(1) of the Clean Neighbourhoods & Environment Act 2005, states that:-

“A primary or secondary authority may in accordance with this Chapter make an order providing for an offence or offences relating to the control of dogs in respect of any land in its area to which this Chapter applies.”

- 3.2 The term ‘secondary authority’ refers to parish and town councils, which means that they also have powers to create and enforce Dog Control Orders. In view of this, we believe that the Council should be working in close partnership with local parish and town councils to ensure the effective use of Dog Control Orders across the city and maximise on available enforcement resources.

Recommendation 1

That the Council works in close partnership with local parish and town councils to ensure the effective use of Dog Control Orders across the city and maximise available enforcement resources.

Comments and Recommendations



3.3 At present, we learned that Leeds has one Control Order in place and this relates to dog fouling. Where a person is found committing an offence of dog fouling they may be issued with a fixed penalty notice. If they fail to pay the fine, the council will prosecute them for the offence. Such an offence is punishable upon conviction by a maximum fine of up to £1000.

3.4 Details of the other Dog Control Orders that can be created under s.55 of the Act are set out below.

Walking Multiple Dogs

3.5 This type of order will limit the number of dogs one person can walk at any one time. The effect of the Order is to create an offence for a person who walks more than the maximum number of dogs specified by the Order. Such offence is punishable upon conviction by a maximum fine of £1000.

3.6 We questioned what the maximum number of dogs should be for any one person to be physically in charge of at any given time, in particular to ensure that they cleared up after the dogs. Whilst we acknowledged that this can very much be dependent on the behaviour of the dogs, we are particularly keen for this type of order to be implemented across the city and

therefore recommend that the Director of Environment and Neighbourhoods determines a suitable figure for Leeds that will be enforced in relation to the maximum number of dogs that any one person can walk at any one time.

Recommendation 2

That the Director of Environment and Neighbourhoods determines a suitable figure for Leeds that will be enforced in relation to the maximum number of dogs that any one person can walk at any one time.

Dog Exclusion Order

3.7 This order would prohibit dogs from entering certain areas of Leeds, such as cemeteries and children's play areas. Such offence is punishable upon conviction by a maximum fine of £1000. The offence could be discharged through a fixed penalty of £75.

Dogs on Leads Order

3.8 This type of order will require all dogs to be walked on a lead. We noted that such an Order can apply to the whole of Leeds or to specific areas, for example, pavements, highways, play areas, football pitches, etc.

Comments and Recommendations



3.9 The effect of the Order is to create an offence for a person who is in charge of a dog not to keep that dog on a lead on any land affected by the Order. Such offence is punishable upon conviction by a maximum fine of £1000. The offence could be discharged through a fixed penalty of £75

Dogs on Leads (By Direction) Order

3.10 This type of Order will require owners or people in charge of a dog at the time, to put their dog on a lead if asked to do so by an authorised officer (e.g. Dog Warden). The effect of the Order is to create an offence for a person in charge of a dog not to comply with a direction given to him by an authorised officer.

3.11 We noted that a direction to put and keep a dog on a lead can only be given if it is reasonably necessary to prevent a disturbance to any other person on any land to which the order applies, or the worrying or disturbance of any animal or bird. Such offence is punishable on conviction by a maximum fine of £1000.

3.12 The Government guidelines stipulate that before the Council considers implementing any of the Dog Control Orders, extensive consultation must be

undertaken, in particular with dog interest groups, who are likely to have views on the Orders.

3.13 We acknowledge that any Order introduced will have to be backed up by clear evidence of need and the Council's ability to enforce provisions. However, we believe that the introduction of additional Dog Control Orders can only provide real benefits in terms of easier controls of dogs in areas such as pavements, highways, parks, play areas etc.

3.14 We therefore recommend that the Director of Environment and Neighbourhoods carries out a review within the next 4 months of the options available to the Council to extend Dog Control Orders in Leeds and that an action plan is drawn up on how such Orders agreed upon following the review can be progressed. This action plan should be brought back to the Scrutiny Board for consideration by June/July 2009. In particular, we would like to see Area Committees included as one of the key stakeholders within this action plan.

Recommendation 3

That the Director of Environment & Neighbourhoods carries out a review within the next 4 months of the options available to the Council to extend Dog Control Orders in Leeds.

Comments and Recommendations



Recommendation 4

That an action plan is drawn up on how the Dog Control Orders agreed upon following the review can be progressed. This action plan will be brought back to the Scrutiny Board for consideration by June/July 2009.

4.0 Current service provision

- 4.1 As well as providing evidence to support the need for additional Dog Control Orders in Leeds, the Council must also demonstrate its ability to enforce such provisions.
- 4.2 As part of our review, we considered the current service provision of Dog Wardens in Leeds and the challenges facing the service in enforcing existing provisions. Clearly any additional Orders would have a significant impact on resources and if the service is already under pressure then action will need to be taken by the Council to ensure that the service is adequately resourced. However, we discovered during our inquiry that there had been a significant under-spend on the 2008/09 Dog Warden Service budget. Further reference to this matter is made in paragraph 4.14.

The role of Dog Wardens

- 4.3 We learned that Dog Wardens are deployed on a range of dog control and enforcement duties across the City. Duties include investigating complaints of dog fouling and issuing Fixed Penalty Notices/instigating legal proceedings as appropriate; erecting anti-fouling signage and distribution of literature and patrolling for stray dogs and impounding any found.
- 4.4 The Clean Neighbourhoods and Environment Act 2005 had transferred the responsibility for stray dogs from the police to local authorities as from April 2008. However, the police still have responsibility in relation to dangerous dogs.
- 4.5 In terms of tackling dog fouling, the Dog Warden Team will respond to specific complaints about problems or hotspot areas but routine patrols are also undertaken subject to resource and workload demands.

Existing pressures on the Dog Warden Service

- 4.6 We were informed that within Environmental Services, the Council currently employs 6 Dog Wardens (5 full-time equivalents), one of which is a supervisor position.

Comments and Recommendations



- 4.7 However, we noted that one of the Dog Warden posts is a job share position and that the officer working 3 days is absent due to maternity leave, with the post holder not due to return until 2009. As a consequence, it is recognised that the service is currently short staffed.
- 4.8 Since the responsibility for stray dogs was transferred completely to local authorities from the Police in April 2008, we noted that the number of strays that the service was dealing with had increased by approximately 25%.
- 4.9 We also learned that the stray dog kennels are not located within Leeds, due to a lack of interest in the contract from local suppliers, and therefore this has an impact on officer time due to additional travelling.
- 4.10 As the Council has a statutory duty for the seizure of strays, it was acknowledged that this would impact on other work areas of the Dog Wardens, which includes responding to complaints of dog fouling and conducting pro-active patrols in hotspot areas.
- 4.11 Whilst the Dog Warden Team are the main front-line in terms of tackling dog fouling, we noted that other officers within the Environmental Action Teams are also trained and qualified to

issue Fixed Penalty Notices for dog fouling as well as in relation to other environmental crimes such as littering.

- 4.12 In November 2008, we were also advised of a pilot training programme in the North West area for Neighbourhood Wardens and Park Ranger staff to enable them to issue Fixed Penalty Notices for both litter and dog fouling. Whilst we are pleased to note that this pilot is being kept under review, we are keen to see such training rolled out over the next 12 months to other Neighbourhood Wardens and Park Ranger staff and recommend that this involves any other enforcement staff who may be able to carry out such works.

Recommendation 5

That the Director of Environment and Neighbourhoods will roll out the training programme for issuing Fixed Penalty Notices for litter and dog fouling over the next 12 months to all Neighbourhood Wardens and Park Ranger staff and recommend that this involves any other enforcement staff who may be able to carry out such works.

- 4.13 Such additional staff resource will undoubtedly increase the Council's ability to patrol and

Comments and Recommendations



police these serious environmental issues and bring offenders to account for any offences noted. However, we would still question whether five full time Dog Wardens is an adequate number for the size of the authority and note that this issue was also raised during the 2001 Scrutiny inquiry. We therefore recommend that a review of existing staffing resources within the Dog Warden Team is carried out to determine whether this is adequate enough to meet current service demands.

Recommendation 6
That the Director of Environment and Neighbourhoods conducts a review of existing staffing resources within the Dog Warden Team to determine whether it is adequate enough to meet current service demands.

4.14 We were pleased when the service confirmed at the last session of our review that following the change in legislation in April 2008, which gave responsibility for stray dogs to local authorities from the Police, the Dog Warden budget received an additional £50,000 in April 2008 from West Yorkshire Police to help cover the costs involved in kennelling stray dogs, including the out of

hours service costs, boarding fees and vets bills. The Dog Warden Service will continue to receive this additional funding each year.

4.15 However, when we sought clarification on how this funding had been spent this year, we were concerned to learn that there was a projected under-spend on the 2008/09 budget and that the saving from this budget had been used to assist the wider service provision within the Health and Environmental Action Service.

4.16 Where funding is allocated to the Dog Warden Service, we would fully expect this to be used towards alleviating the service pressures that have been highlighted during our review. We therefore recommend that the Director of Environment and Neighbourhoods ensures that the full budget provision for the Dog Warden Service each year, which includes the additional funding from West Yorkshire Police, is spent on improving that service.

Comments and Recommendations



Recommendation 7

That the Director of Environment and Neighbourhoods ensures that the full budget provision for the Dog Warden Service each year, which includes the additional funding from West Yorkshire Police, is spent on improving that service.

4.17 We were informed that to provide a Dog Warden for each Area Committee would involve recruiting an additional five officers, at a cost of approximately £132,000 which consists of £22,456 salary costs and £3500 for van and fuel costs and £500 uniform and equipment costs, per officer. Per capita overheads for support services also exist.

4.18 However, more realistically we noted that one additional officer recruited to the service would at least help to cover the impact of the additional stray dog activity, which would free up other officers' time to assist in the dog fouling issues. This would be at a cost of £26,456 when working to the existing service hours.

4.19 As well as increasing staff numbers, another possible solution considered to help free up more officer time when dealing with stray dogs was around sourcing a transit van to

replace a van in the existing fleet, which would hold more dogs (the current vehicles hold three dogs each). This would mean the van could transport multiple dogs to the kennels thus saving time. However, it was acknowledged that in order to facilitate this, the service may have to provide a small number of holding kennels at a Council office. Both these methods would incur additional costs and we noted that the service was investigating this further.

4.20 In previously acknowledging the lack of interest from local suppliers to take on the contract for providing stray dog kennels, we recommend that the contract specification is reviewed prior to its renewal and that further opportunities are explored to help generate greater interest from local suppliers.

Recommendation 8

That the contract specification for the provision of stray dog kennels is reviewed prior to its renewal and that further opportunities are explored to help generate greater interest from local suppliers.

4.21 During our review we also explored the flexibility of the Dog Warden service. Dog Wardens currently work Monday to Friday,

Comments and Recommendations



excluding bank holidays, and the service is covered from 8.00 am until 5.00 pm. However, we felt that many of the dog fouling offences were happening outside of the normal service working hours and particularly during weekends. Whilst we noted that it would be possible to employ staff outside the normal hours, there are obvious resource implications as this would involve higher shift allowance costs and we were informed that officers would also need to be paired up for health and safety reasons.

Recommendation 9

That the Director of Environment and Neighbourhoods reviews an out of hours flexible working scheme for the Dog Warden Service and explores opportunities to utilise other relevant enforcement staff working out of hours to assist with the enforcement of dog fouling.

Educative role of the service

4.22 Another option considered to help achieve this flexibility was to allocate an overtime budget to conduct additional patrols on an out of hours basis to deal with re-occurring problems that cannot be investigated during the service's normal operational hours.

4.23 We believe that such flexibility is required within this service in order to deal with dog fouling enforcement effectively. We therefore recommend that the Director of Environment and Neighbourhoods reviews an out of hours flexible working scheme for the Dog Warden Service and explores opportunities to utilise other relevant enforcement staff working out of hours to assist with the enforcement of dog fouling.

4.24 We acknowledge that enforcement duties take up the majority of the Dog Wardens' time, which leaves little or no time for the Dog Wardens to undertake educational and publicity activities in the wider community.

4.25 However, we feel it is important for the Dog Warden Team to also concentrate efforts on educational campaigns and the distribution of appropriate signage as the success of decreasing the incidence of dog fouling relies on raising the public's awareness of the law and providing a deterrent through fixed penalty notices.

4.26 We believe that the service would benefit from an additional campaign budget to enhance existing campaigns and in

Comments and Recommendations



particular, develop closer links with schools. We understand that the service has worked closely with ENCAMS previously and would encourage that the value of running more hard hitting campaigns on dog fouling which could specifically target dog owners who persistently allow their dogs to foul is explored.

5.0 Dog Control Strategy for Leeds

5.1 Following our review, we recommend that the Director of Environment and Neighbourhoods produces a Dog Control Strategy for Leeds by September 2009 setting out the duties of the Dog Warden Service; the current and potential role of other officers in enforcing Dog Control Orders (Environmental Action Teams, Neighbourhood Wardens and Park Rangers); strategies for future education campaigns; and the implications of having additional Dog Control Orders for Leeds.

Recommendation 10

That the Director of Environment and Neighbourhoods produces a Dog Control Strategy for Leeds by September 2009 setting out the duties of the Dog Warden Service; the current and potential role of other officers in enforcing Dog Control Orders; strategies for future education campaigns; and the implications of having additional Dog Control Orders for Leeds.

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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: 9th February 2009

Subject: Inquiry into Street Cleaning

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 A working group of the Board met on 14th January 2009 with officers from Environment and Neighbourhoods, local Area Managers, local Area Committee Chairs, ALMO representatives, and representatives from ENCAMS. The main purpose of this meeting was to explore methods of community engagement used to reflect local priorities for street cleaning in Leeds and how the various stakeholders can work more closely together. A summary report of the working group's discussions (appendix 1) will follow and be made available prior to the meeting for the Board's consideration.

2.0 Recommendations

- 2.1 The Board is asked to note the summary report of the working group following its meeting on 14th January 2009.

Background Papers

None

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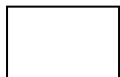
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 9th February 2009

Subject: Inquiry into Private Rented Sector Housing

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 The purpose of today's meeting is to consider evidence in line with session two of the Board's Inquiry. This session focuses on the following areas:

- The Leeds Landlord Accreditation Scheme and the incentives to accreditation;
- The views and experiences of private landlords and tenants;
- Common perceptions of the different housing tenures and the impact this has on private rented sector housing;
- The Council's role in promoting private rented sector property and offering advice to prospective tenants;
- The impact of the Local Housing Assessment (housing benefit) on private rented sector housing;
- The role of the Council in offering advice and support to private landlords about the various options available to them to enable their properties to be re-occupied.

1.2 A working group of the Board met on 19th January 2009 to consider most of the evidence in line with the above. However, it was agreed that a further working group meeting would be arranged in February to continue the consideration of evidence in line with session two.

1.3 A summary report of the working group's discussions (appendix 1) will follow and be made available prior to the meeting for the Board's consideration.

2.0 Recommendations

- 2.1 The Board is asked to note the summary report of the working group in line with session two of its inquiry into Private Rented Sector Housing.

Background Papers

None



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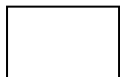
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 9th February 2009

Subject: Inquiry into Asylum Seeker Case Resolution

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 The purpose of today's meeting is to consider evidence in line with session two of the Board's Inquiry. This session focuses on the following areas:

- An assessment of the possible service requirements as the case resolution process develops;
- Assessment of the impact of case resolution on the placement of asylum seekers across the city and links with existing community cohesion policies;
- Assessment of any identified equality impacts

1.2 A working group of the Board met on 22nd January 2009 to consider evidence in line with the above. A summary report of the working group's discussions (appendix 1) will follow and be made available prior to the meeting for the Board's consideration.

2.0 Recommendations

2.1 The Board is asked to note the summary report of the working group.

Background Papers

None

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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: 9th February 2009

Subject: Inquiry into Older People's Housing

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 The purpose of today's meeting is to consider evidence in line with session two of the Board's Inquiry. This session focuses on the following areas:

- Issues surrounding affordable housing for older people;
- Ensuring that older people have a safe and secure environment to live in, with a sense of belonging to and participating in communities;
- The role and development of Assistive Technology, 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.

1.2 A number of background papers/reports have been prepared for today's meeting and are attached as follows:

Appendix A – Report of the Director of Environment and Neighbourhoods on the updated Housing Strategy

Appendix B – Briefing paper from Adult Social Services on promoting safe and secure environments;

Appendix C - Report of the Director of Adult Social Services on Community Equipment Telecare and Telehealth Services to Support Older People in the Community;

Appendix D – Extract from the Home Energy Conservation Act, Twelfth Progress Report (2008) relating to Fuel Poverty Statistical Information.

Appendix E – Health through Warmth report – Quarter 3 2008/09

- 1.3 Officers from Environment and Neighbourhoods and Adult Social Services will be attending today's meeting to contribute to the Board's discussion on the areas covered in session two of the inquiry.

2.0 Work on addressing social isolation

- 2.1 Leeds City Council Adult Social Care has commissioned Leeds Older People's Forum to lead the delivery of a multi-agency programme of work to tackle social isolation as part of delivering the city's Older Better Strategy. Representatives from the Leeds Older People's Forum will be attending today's meeting and will be able to explain further about the work being carried out. Briefly, action delivered this year includes:

- Delivery of a social isolation learning conference to 100 frontline workers including housing staff;
- Ongoing support to the social isolation peer support group, which includes housing staff;
- Published a conference report including a practical action plan for this annual year, and a proposed action plan for next year which has been presented to the assistant Director of Adult Social Care to ask for support in delivering it;
- Setting up a pilot befriending scheme in care homes;
- Promoting the Infostore to older people;
- Delivering training on social isolation to front line staff including ALMO sheltered housing staff;
- Promoting lifelong learning opportunities to all older people and coordinating the Gladys Roberts life long learners award;
- A second edition of the Social Isolation resource pack has been printed and 700 copies have been disseminated;
- The library service has developed a reminiscence pack and are delivering reminiscence sessions.

In addition, staff from West North West Homes Leeds and Aire Valley Homes Leeds have become proactive members of the citywide Health and Active Life Group for Older People. WNW Homes have developed a work plan for promoting a health and active life for all older people using their sheltered housing services, Aire Valley Homes have welcomed input from a Healthy and Active Life perspective on their independent support plans and all 3 ALMOs staff have been trained up in social isolation issues for older people.

2.0 Recommendations

- 2.1 The Board is asked to consider the evidence provided in line with session two of its inquiry into Older People's Housing.

Background Papers

Home Energy Conservation Act, Twelfth Progress Report (2008). 1 April 2007 To 31 March 2008



Report of the Director of Environment and Neighbourhoods

Scrutiny Board (Environment and Neighbourhoods)

Date: 9th February 2009

Subject: Updated Housing Strategy

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)

EXECUTIVE SUMMARY

The Leeds Housing Partnership Executive decided in 2008 to review and update the existing Leeds Housing Strategy to ensure that it better reflected current housing challenges and wider strategic priorities. The strategy will be framed around the strategic vision: 'Creating opportunities for people to live independently in quality, affordable housing'. The strategy will have three key themes:

Increasing the supply of affordable housing

Improving housing quality

Promoting independent living

The draft of the strategy will be presented to Scrutiny Board during April 2009 and the final strategy draft will be presented to the Council's Executive Board in July 2009.

1. Purpose of Report

- 1.1. To give Scrutiny Board members an overview of the emerging Leeds Housing Strategy with particular focus on issues relating to older people's housing.

2. Background

- 2.1. The Leeds Housing Partnership is a multi-agency/partner body, affiliated to the Leeds Initiative that drives and oversees housing development and delivery in the city. The Partnership is responsible for the monitoring and review of the Leeds Housing Strategy. In 2008, the Leeds Housing Partnership Executive decided to review and update the existing Leeds Housing Strategy, to ensure that it better reflected current housing challenges and wider strategic priorities.
- 2.2. The updated Leeds Housing Strategy will need to respond to the housing affordability challenge in the city. The 2007 Housing Market Assessment identified that there was a need for 1889 affordable housing units to be developed on an annual basis to meet housing need. It was also identified that a household would need an annual income of £37,000 in order to purchase a starter level property in the city. The affordability challenge, whilst significant, had emerged during a period of economic buoyancy for the city and conformed to standard economic principles: demand for housing exceeded supply, precipitating price rises that were higher than wage inflation. Households have been assisted to secure affordable housing through an increase in housing supply and innovative home purchase initiatives. However, the recent economic downturn has exacerbated the affordability challenge. Mortgage lending practices have become more restrictive and prospective house buyers have been deterred from purchasing through uncertainty over employment status and falling house prices. This in turn is deterring developers from continuing and starting house building. The Council and partners will need to be flexible and innovative to respond to the evolving challenges.
- 2.3. The focus of the Leeds Housing Partnership is also shifting from meeting the decency standard towards the wider challenge of improving housing quality and sustainability. The Council and the Leeds ALMOs see the attainment of the decency standard for council housing as being an important milestone, rather than an end in itself. Longer-term investment options will need to be explored between the Council, ALMOs and tenants. The Council is also aware of the significance of the private sector housing challenge: 33% (over 81,000 properties) of private properties fail the decency standard with 13% (34,000) having one or more Category 1 hazards. The scale of the challenge is even more pronounced with regard to back-to-back housing, with 75% of the 19,500 units failing the decency standard and 45% having one or more Category 1 hazard. The 40% increase in energy prices has meant that the proportion of the Leeds population who are experiencing fuel poverty (more than 10% of household income spent on energy costs) has risen from 19 to 24%.
- 2.4. Enabling vulnerable people to achieve or maintain an independent living arrangement is a key housing, health and social care challenge. Services such as housing-related support, adaptations and assistive technology all contribute to promoting independent living and will particularly assist older people to remain in their own homes. Modernising housing provision for older people and people with learning disabilities will promote independent living and enable vulnerable people to exercise greater choice and control over their lives. Providing personalised services that maximise prevention opportunities will also contribute to objectives relating not only to reducing

homelessness and temporary accommodation placements but also the need for placements into residential care.

2.5. The Leeds Housing Strategy will also reflect the strategic themes, outcomes and improvement priorities set out within the Leeds Strategic Plan. The links between housing services and the 'Thriving Places' strategic theme are clear, with strategic outcomes relating to increasing the supply of affordable housing, improving housing decency and reducing homelessness. The Leeds Housing Strategy will give equal precedence to the 'Health and Wellbeing' strategic theme, recognising the contribution housing and housing services make towards health outcomes. For example, reducing dependency on residential and day care services, preventing hospital admissions, tackling the link between poor thermal comfort and reduced health outcomes. The strategy will seek to contribute to joint working between the council and health and compliment the outcomes identified which aim to improve older people's health and well being.

2.6. The updated strategy will include a strategic vision, themes and goals. The latter will include a series of actions and accompanying success measures. This will form the basis of the strategy action plan, which will be monitored and reviewed through the Leeds Housing Partnership.

3. Main Issues

3.1. The Leeds Housing Strategy will be framed around a strategic vision: 'Creating opportunities for people to live independently in quality, affordable housing'. Three strategic themes seem to flow from this vision:

3.1.1. Increasing the supply of affordable housing

3.1.2. Improving housing quality

3.1.3. Promoting independent living

3.2. The 'Increasing the supply of affordable housing' theme includes the following strategic goals:

3.2.1. Help people become and remain home-owners

3.2.2. Increase the supply of rented housing

3.2.3. Make best use of existing housing stock

3.2.4. Improve the mix of available housing options

3.2.5. Increase the supply of accessible housing including 'Lifetime Homes'

3.3.

The theme around increasing the supply of affordable housing has been affected by the economic downturn. Historically, affordable housing has been generated through wider housing development: Section 106 planning gain and mixed tenure development. The downturn in house building activity will have an impact on affordable housing secured through such routes. The Council is looking to generate affordable housing by encouraging local housing associations to purchase empty new build housing, partly through the receipt of Homes and Communities Agency

funding. Such properties would be let on a social or intermediate rental charge and could be offered to key workers as a 'rent now buy later' option. Greater emphasis is being placed on helping existing homeowners to remain in their homes and the Golden Triangle 'Home Buy Plus' initiative is being reconfigured around a Mortgage Rescue model. Additionally a stronger emphasis is being given to working with the private housing sector to increase supply and improve quality. The need to develop more family sized housing remains pressing, as does the need to develop more accessible housing, so people can continue to live comfortably, even when their health conditions change. All housing developed through the Affordable Housing Strategic Partnership conforms to the 'Lifetime Homes' standard. The Council's plans to modernise sheltered housing provision are framed around the concept of accessible homes in accessible neighbourhoods.

3.4. The 'Improving housing quality' theme includes the following strategic goals:

- 3.4.1. Bring social housing stock up to the decency standard
- 3.4.2. Identify investment options for council housing
- 3.4.3. Increase the number of private homes meeting the decency standard
- 3.4.4. Improve the long-term sustainability of housing stock
- 3.4.5. Improve the standard of temporary accommodation
- 3.4.6. Contribute to improving and developing deprived neighbourhoods

3.5. The Council and the Leeds ALMOs are committed to bringing all council owned housing up to the decency standard by 2010/11. The Council very much considers attaining the decency standard as an important milestone, rather than an end in itself. The Council and the Leeds ALMOs are exploring options for maintaining and enhancing the level of investment in council housing post-2011. The Council is also exploring options for securing investment to tackle the private sector housing challenge. Just under 70% of older people live in the private sector and therefore success in this area will significantly impact on the lives of older people in the city. The government's economic stimulus package may well result in the Council being able to bid for additional funding. The Council has also noted the precedent of Liverpool where the local NHS Trust is investing £9 million in improving private sector housing quality.

3.6. The 'Promoting Independent Living' theme includes the following strategic goals:

- 3.6.1. Enable people to find their own housing solutions through quality information and enhanced housing options
- 3.6.2. Use support, adaptations and technology to promote independent living
- 3.6.3. Maximise opportunities to prevent homelessness
- 3.6.4. Reduce use of temporary accommodation and incidence of rough sleeping
- 3.6.5. Modernise housing provision for vulnerable people

3.6.6. Contribute to promoting community cohesion, reducing worklessness and tackling anti-social behaviour

3.7. Maximising opportunities for vulnerable people to live independently and to exercise choice and control over their lives is a key priority for the updated housing strategy. Services such as housing-related support, adaptations and assistive technology, Telecare, play an important role in reducing dependency on residential and day care services and preventing hospital admissions. The strategy will seek to highlight the 'invest to save' benefits of housing services on wider health and social care priorities. Housing advice and homeless assessment services are being reconfigured around a Housing Solutions model. The aim is to provide personalised services that maximise prevention opportunities and give people a wider range of housing options, so that they are able to find their own solution to a housing need. The Council is also committed to modernising housing provision for vulnerable groups, such as people with learning disabilities and older people, where current accommodation provision is outmoded and does not promote independent living outcomes.

4. Implications for Council Policy and Governance

4.1. The updated Housing Strategy will set out the key challenges and actions of the housing authority and partners over the next three years. The updated housing strategy will be presented to the Council's Executive Board in July 2009.

5. Legal and Resource Implications

5.1. The updated housing strategy will set out the investment requirements relating to the housing challenges facing the city. There is no legal obligation on the part of the Council to develop a housing strategy for the city. The updated housing strategy will have regard for all relevant legal duties relating to the authority.

6. Equality Considerations

6.1. The updated housing strategy will be subject to an Equality, Diversity and Community Cohesion Impact Assessment, to ensure that it effectively covers housing challenges relating to the six equality strands.

7. Conclusions

7.1. The updated housing strategy will set out the key housing challenges for the city and the actions that will be taken to address these challenges including those relating to housing for older people. The Council and partners recognise that housing is a dynamic service area, and the Council and partners will need to be flexible to respond to evolving challenges. The Leeds Housing Partnership will monitor the strategy action plan on an ongoing basis.

8. Recommendation

8.1. To note the contents of the report.

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Briefing paper to the Scrutiny Board (Environment and Neighbourhoods) on promoting safe and secure environments.

In order to ensure service users are safe within the community, Adult Social Care has recently introduced the following safeguarding clause into it's contracts with independent sector providers:

Inputs

1.1 Protection from abuse

- i) The Service Provider will provide robust and up to date procedures for preventing and responding to (all kinds of) actual or suspected abuse or neglect. The procedures will be in accordance with the Department of Health guidance "No Secrets" and Council Safeguarding Adults procedures.
- ii) There shall be a clear whistle-blowing procedure in place, including provision for contacting an external agency [including protection for 'whistleblowers' from being victimised or unfairly treated]. The procedures will be in accordance with the Public Interest Disclosure Act 1998 and with the Department of Health guidance "No Secrets".
- iii) The Service Provider will ensure there is a documented risk assessment addressing the potential for staff to benefit personally when working with vulnerable people (including but not limited to handling service users' money, provision of financial advice, power of attorney, wills and bequests) - and procedures in place to minimise the identified risks.
- iv) There shall be a periodic (at least annual) review of the effectiveness of safeguarding policies. The review is to be documented and examine how each reported case was dealt with and also aim to identify and address any disincentives to reporting of actual or suspected abuse or neglect.
- v) Prompt action shall be taken in response to individual complaints or concerns from staff or service users (details of investigations made and action taken).

Outputs

1.2 Protection from abuse

The Service Provider will ensure service users understand what constitutes abuse and know to whom they shall report any actual or suspected abuse or neglect. All potential allegations and their outcomes will be clearly evidenced.

Performance measures

1.3 Protection from abuse

- 1.3.1 Procedures for reporting abuse or neglect are publicised in appropriate ways, e.g. in service user guides or welcome packs etc.
- 1.3.2 Records show that prompt action is taken in response to individual complaints or concerns from staff or service users (details of investigations made and action taken).
- 1.3.3 Service users understand what constitutes abuse and know to whom they should report any actual or suspected abuse or neglect.
- 1.3.4 Procedures for reporting abuse or neglect are available.
- 1.3.5 There is documentary evidence that induction, training, supervision etc. Specifically addresses issues of professional boundaries in respect of staff-user relationships.
- 1.3.6 Staff are able to describe the principal elements of the policies and procedures, the reasons behind them, and their implications for their work, know to whom they should report any actual or suspected abuse or neglect, and are able to describe the policies concerning professional boundaries in respect of staff-user relationships.
- 1.3.7 HR records show that training has been attended. Staff can explain the content of the training and the impact on their work.
- 1.3.8 Staff can explain how to recognise symptoms of abuse or neglect, and can explain how to deal appropriately with aggression from service users.
- 1.3.9 There is a documented periodic (at least annual) review of the effectiveness of abuse policies, examining how each reported case was dealt with and that also aims to identify and address any disincentives to reporting of actual or suspected abuse or neglect.

In addition to the clauses used in the contracts, we have introduced guidance for care managers to report any failures within a care home environment or with the provision of domiciliary care, in order that these can be investigated and rectified as soon as possible (see Appendix 1 for Guidance).

To monitor the provision of service to an individual, we have recently introduced a Quality Standard Assessment (QSA), which we will be implementing across all service areas over the coming months. The QSA will deal with all areas of service provision e.g. care planning, health and safety, equality and diversity as well as safeguarding and protection from abuse. The extract from the QSA which deals with safeguarding is included below:

Quality Standard Assessment**SAFEGUARDING AND PROTECTION FROM ABUSE**

Standard	Evidence
<p>There are robust policies and procedures for safeguarding and protecting adults in accordance with current legislation</p>	<ul style="list-style-type: none"> • The procedures comply with good practice. • There are recruitment checks, including professional references and CRB checks for relevant staff delivering the service • There is a whistle blowing procedure in accordance with the Public Interest Disclosure Act 1998. • Individual service users risk assessments address the potential for abuse from others. • Lone working risk assessments address the increased risk to service users • CRB checks are updated in accordance with contractual requirements.
<p>Staff are aware of policies and procedures and their practice both safeguards service users and promotes understanding of abuse</p>	<ul style="list-style-type: none"> • Prompt action is taken in response to individual concerns from staff, clients or others and appropriate support is provided to them. • Support is provided to victims of abuse. • The service works appropriately with alleged perpetrators. • Staff are able to describe how their practice promotes safeguarding. • A log records details of investigations and outcomes and shows that appropriate action is taken, including reporting to appropriate authorities (including the service commissioner and contract manager). • Safeguarding and protection from abuse policies and procedures are covered in staff induction and skills learning programmes and

	<p>integrated into staff management practices.</p> <ul style="list-style-type: none"> • Staff are able to describe the policies and procedures, the reasons behind them and the implications for their work. • Staff can describe how they would report any actual or suspected abuse or neglect and to who incidents should be reported. • Staff are appropriately supported through supervision in dealing with abuse cases • Staff are aware of the potential impact on themselves and service users of being involved in abuse cases. • Staff receive specialist training appropriate to the needs of the service user group
<p>Staff are made aware of and understand their professional boundaries and their practice reflects this</p>	<ul style="list-style-type: none"> • There are procedures to prevent staff from personal benefit when working with vulnerable people. • The nature and limits of relationships between staff and service users or those visiting service users are covered in staff induction and skills learning programmes and integrated into staff management practices. • Staff are able to explain how their practice maintains effective boundaries. • A Code of Conduct (or similar document) makes clear appropriate boundaries for staff.- GSC code of conduct • Information to service users makes clear what are appropriate boundaries for staff and volunteers. • The service has mechanisms in place that reinforce professional boundaries.

APPENDIX 1**Guidance - Raising issues concerning care home provider failures****1. Introduction**

This guidance has been produced to allow a consistent approach to contractual issues where Care Managers become aware of failures which arise with care home providers with whom the Council makes placements. It is given to augment, not replace guidance/advice in relation to the safeguarding of any individual. Care Managers should ensure they follow relevant safeguarding procedures in addition to this guidance.

Although this guidance is specific with regard to the provision of residential care and further specific guidance has been produced in relation to home care, the *principles* contained in this guidance should be followed in relation to any other commissioned services where failures as described below, are observed.

2. Definition of failures

The list given below is by way of guidance and is not meant to be exhaustive. Failures by care home providers shall include:

- i) any situation which has led to a safeguarding procedure being instigated for a service user at a care home
- ii) concerns about the manager or individual staff at a particular home,
- iii) concerns over the environment of the home e.g. general cleanliness, décor, building works etc
- iv) concerns in connection with any procedure or practice of the home in relation to service users or staff e.g. all service users being put to bed at the same time, staff being allowed to undertake work without being CRB checked etc
- v) concerns about the health and safety of residents
- vi) concerns about the dignity of residents within the home (as defined by the 10 dignity challenges)

3. Referring failures to the Contracts Team

- 3.1 Where a care manager is aware of any failure by a care home in which the Council has or will have service users placed, they should immediately raise this with the Contracts Team (contact details at 5 below). Care managers should provide as much information about the alleged failure as possible to allow the Contracts Team to investigate the matter (including whether or not the care manager has already raised the failure with the home manager). Where any failure is a contravention of the National Minimum Standards, the care manager should also report this to CSCI as the regulatory body (advice on this can be sought from the Contracts Team).

- 3.2 If failure has been referred as a safeguarding matter, the contracts team should be notified of this as soon as possible. If there are any contractual issues that may arise out of any safeguarding referral, a member of the Contracts Team will attend at safeguarding strategy meetings that may be convened.

4. Investigation of failures

The Contracts Team will investigate all failures directly with the management of the care home. Depending on the seriousness of the failure, the Contracts Team will monitor the Care home to ensure the failure is addressed and rectified or take the appropriate action as defined in the care home's contract with the Council. The referring Care Manager will be kept informed of the outcome of the investigation.

5. Contact Details

Key contact details for the Contract Team are as follows:

Email – ss.contracts@leeds.gov.uk

Fax – 22 43527

Anthony Hockney, Principal Officer (Business and Contracts) – 22 43417

Jane Murphy – Business & Contracts Officer – 24 78673

Jenny Cooper – Assistant Commissioning Officer – 24 78339

If information is being sent on the team's fax number, the Care Manager should ensure that a member of the team is contacted by telephone to ensure receipt.

6. *Version control*

This guidance is version 1 which will next be reviewed in July 2009.



Originator: Martin Kennard

Tel: 78625

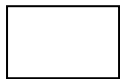
Report of the Director of Adult Social Services

Scrutiny Board: Environment and Neighbourhoods

Date: 9 February 2009

Subject: Community Equipment Telecare and Telehealth Services to Support Older People in the Community.

Electoral Wards Affected:



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1. Purpose of the report

1.1 This report provides information about the community equipment and Telecare and Telehealth services in Leeds and describes how these services support older people to live at home safely and independently.

1.2 The report provides background information about how the services operate and about current activity and spending levels. It also refers to proposals for future developments of the service.

1.3 The report provides definitions of assistive technology, Telecare and Telehealth

2. What is assistive technology (AT)?

2.1 The following definitions are provided to clarify the context in which community equipment and Telecare services operate.

“Assistive technology is any product.... designed to enable independence for disabled people”.

Kings Fund Consultation 2001

“AT can be defined as any item, piece of equipment, product or system that used to increase maintain or improve the functional capabilities and independence of people with cognitive physical or communication difficulties”.

Audit Commission 2004

In other words assistive technology includes anything from a pick up stick or grab rail to complex electronic environmental controls.

2.2 Community equipment, Telecare and Telehealth services then are three of a range of services providing assistive technology intended to support people to live as independently as possible. Other assistive technology services include: adaptations services, wheelchair services and environmental controls. These can be provided via statutory bodies or, for people with their own funds or direct payments, via retailers.

3. What are Telecare and Telehealth?

3.1.1 Telecare is the continuous, automatic and remote monitoring of personal or environmental emergencies and lifestyle changes in real time in order to help manage the risks associated with independent living.

3.1.2 Devices range from those where the user presses a button that raises an alert at a control centre, to systems that monitor the person's well-being and/or environment and which trigger (without, if necessary, conscious involvement) a warning that the person's well-being has deteriorated, or that an untoward event has occurred.

3.1.3 Some systems give the person using telecare immediate feedback so that memory problems in particular can be accommodated and the person's dignity and independence maintained. In other situations, procedures for delivering an appropriate response from an another person are vital to the whole system. The person could be a family member in the home, or, more usually a relative, friend, carer or paid worker who is at a separate location.

3.1.4 Examples of Telecare devices are:

Movement/non-movement sensors	Falls sensors
Fire/smoke alarms	Automatic lighting sensors
Food/water alarms	Fridge activity sensors
Window/door sensors	Carbon monoxide sensors
Bed/chair occupancy sensors	Temperature range sensors
Gas shut off devices	Medication reminder systems
Wrist-worn wellbeing monitors	Safety confirmation devices

3.2.1 '**Telehealth** monitoring is the remote exchange of physiological data between a patient at home and remote health care staff to assist in diagnosis and monitoring. This could include support for people with chest/breathing problems, heart conditions, or diabetes. It includes a home unit to measure and monitor temperature, blood pressure and other vital signs for clinical review at a remote location, (for example, a hospital site), using phone lines or wireless technology.'

Telecare: Using Information and Communication Technology to Support Independent Living by Older, Disabled and Vulnerable People July 2003 Curry RG, Trejo Tinoco M, Wardle D.

3.2.2 Examples of Telehealth devices are:

Blood pressure monitoring
 Blood glucose monitoring
 Cardiac arrhythmia monitoring
 Asthma monitoring

4. The Leeds Community Equipment Service (LCES)

4.1 LCES is an integrated (between the Local Authority and NHS Leeds) service delivering all aspects of equipment provision for health and local authority service users in Leeds. Under its umbrella LCES oversees all aspects of relevant staff training, information and advice to actual and potential users of community equipment, service development and the storage, delivery, fitting, collection, maintenance and cleaning of community equipment.

4.2 Some community equipment is delivered and / or fitted by the assessor. However most community equipment is delivered by the Leeds Community Equipment Service's Store. Any collections of equipment for re-use or disposal are undertaken by the store. Similarly it is only the store which has the facilities for cleaning / decontaminating returned equipment. All equipment is either stored at the main store or in one of the 60 or so peripheral stores around the city. All of the stock for the peripheral stores is provided through LCES.

4.3 The service holds and average of 600 core stock items of equipment and orders large numbers of individual "one off" specialised items. The type of equipment provided by the service includes: bath boards, bath seats, raised toilet seats, toilet frames, riser recliner chairs, specialist cutlery, zimmer frames, walking sticks, wheelchairs, commodes, urinals, bedpans, hoists, specialised beds and pressure relieving mattresses.

3.4 The LCES has a statement of purpose:

The aim of the Leeds Community Equipment Service is to provide the right equipment quickly to enable people to live independent inclusive lives

4.5 In the financial year April 2007 to March 2008 LCES provided approx. 65,000 items of equipment to 15,884 people of whom 15,191 were adults. The total, as new*, value of the equipment provided in the year was £5,816,664. Equipment to the value of £4,780,522 was collected. There is equipment to the value of £9.5m currently out on loan to people in Leeds.
* Most equipment provided is not new. Returned equipment is re-used (following cleaning and servicing) where possible.

4.6 Last year 95.3% of equipment was provided within the Department of Health target of seven days of a decision being made by an assessor that a particular item (or items) of equipment were needed to meet someone's needs.

5. The Leeds Telecare Service

5.1 Telecare is a service that supports older and vulnerable people, to live independently in their own home through the use of simple sensors. Telecare provides 24 hour monitoring of an individual, ensuring an alert is raised if the sensor detects any problems.

5.2 Telecare in Leeds builds upon the already existing Care Ring pendant alarm system to offer added security at home. Telecare sensors are discretely placed around the home on ceilings, doors and walls or may be worn by the service user in the form of a pendant, watch or belt. alerts. They can be of benefit to those who are having difficulties maintaining their safety at home due to physical or mental impairments.

5.3 If a Telecare sensor activates in an individuals home an alert is automatically raised to a 24 hour response centre who will maintain contact with the service user to check on their safety. Often, practical advice and reassurance is all that is required but on some occasions physical help may be needed. On these occasions the response centre staff will arrange the appropriate support by contacting a family member, mobile response, or if necessary an emergency service. The response centre have access to information on the service user and can identify what sensor in the home has activated to ensure the appropriate responses are arranged promptly.

5.4 The use of Telecare systems have enabled people to be supported at home for longer, preventing untimely admission to hospital and promoting early discharge. Telecare provides reassurance to carers and family and also promotes confidence in service users.

5.5 Telecare can be used with a range of vulnerable children and adults but older people, and in particular older people with dementia who may not be able to raise an alarm if a problem occurs, are a specific target group.

5.6 Since its introduction in October 2006 Telecare equipment has been provided to over 2,500 people.

5.7 Telehealth provision is led by NHS Leeds who are currently conducting pilot programmes to assess the effectiveness of the systems. The money to run these programmes has come from the Preventative Technology Grant allocated to Adult Social Care by the Department of Health.

5.8 A Leeds Telecare / Telehealth Development Group has been set up to ensure that there are close links between the agencies leading on all related initiatives. A wide range of stakeholders are members of the group. They include representatives from the Local Authority, NHS Leeds, service users, practitioners and equipment suppliers.

6. Plans for the future

6.1 During 2008 an options appraisal was undertaken to consider how best community equipment and Telecare services and related services should be provided in the future taking into account various local and national policies and initiatives. It was agreed to use project methodology to undertake the appraisal, specifically following the Council's Delivering Successful Change processes. A project board was set up and a graduate management trainee was recruited to provide project support.

6.2 A wide range of stakeholders were consulted to ascertain the required elements of any future service. The stakeholders included operational and commissioning managers, equipment service customers, assessors, LCES staff, voluntary sector agencies and retailers.

6.3 The next step was to identify a range of service delivery options against which these requirements could be considered.

6.4 The project then involved a number of work packages looking in detail at way the options measured up against the requirements.

6.5 The project came to a conclusion at a "Decision Day" at which the project board plus additional stakeholder representatives heard presentations by the work package lead officers and then scored each of the options against the list of requirements. The processes used were determined at the outset of the project and was overseen by a consultant from Leeds Metropolitan University.

6.6 The recommendations, which have subsequently been agreed by Adult Social Care's Departmental Management Team and the NHS Leeds Commissioning Board, are, in summary:

- Ensure that all AT users are supported whether they use statutory services or are directly purchasing service themselves.
- Most community equipment over an agreed value (based on financial analysis) should continue to be purchased by the PCT or the LA and stored, cleaned and delivered

from either a main store or a peripheral store. Assessors to continue to make their requests for equipment by this route.

- Following confirmation of their validity introduce the service operating suggestions outlined in the business analysis report.
- Work with local retailers to develop the local market to enable specified equipment to be provided via prescription. The expectation is that this will also facilitate the use of Individual Budgets (see next) and be of benefit to self funders.
- Enable people with Individual Budgets or direct payments to purchase equipment of any value to meet social care assessed needs
- Invite local retailers to join the Leeds assistive technology development processes (possibly including having representation on the LCES Partnership Board).
- Explore option for in-house / social enterprise arm of main service to offer retail sales and hire service to ensure continuity and expertise
- Move to a new, suitable, building designed to ensure the basic storage, cleaning, delivery and fitting arrangements are carried out in the most appropriate setting.
- Purchase web based database. This too should be capable of managing additional service elements.
- Via the Telecare / Telehealth Development Group introduce the use of range of new technologies such as:
 - Next generation of Telecare / Telehealth equipment – predictive equipment which can monitor lifestyles and send alerts when unpredicted actions / behaviors occur
 - Use of GPS tracking for safe walking – to enable people freedom of movement but to enable unsafe mobility to be dealt with (wandering)
 - Use of systems designed to assist with assessments – equipment which can monitor movement and actions over a given period to identify daily patterns of activity
 - Interactive televisual systems and / or websites to enable people to communicate with medical staff and family / carers via TV set or PC
 - As above to enable general and specific information to be passed to individuals on a targeted basis – information about new library services, changes to bus services etc
 - Equipment designed to remind people – about general things, day of the week etc and specific things such as remember doctors appointment

6.7 The opportunity is to be taken to link the recommendations listed above with another initiative designed to improve information about, and coordination between, all AT services. This initiative is called the Assistive Technology Hub and resources have been allocated to undertake the work involved in its development.

6.8 The concept of the AT Hub is to have a single point of contact where both users of AT and professionals can obtain advice and access to the full range of AT services. The model is inclusive of all providers; statutory, 3rd sector and commercial. The AT Hub will be a way in which different types of AT can be brought together in a coordinated coherent way for each individual AT user.

7. Summary

7.1 This report gives outline descriptions of both the community equipment and Telecare / Telehealth services, as well as describing recently agreed proposals for the improved coordination of future delivery of all assistive technology provision.



Leeds
CITY COUNCIL

ENVIRONMENT AND NEIGHBOURHOODS

HOME ENERGY CONSERVATION ACT

Twelfth PROGRESS REPORT (2008)

1 APRIL 2007 TO 31 MARCH 2008

APPENDIX C

Fuel Poverty Statistical Information

HECAMON Private Sector 2008 Fuel Poverty Survey

Do you feel that your health or that of your family's is affected by cold conditions in your home?

Tenure	2008 Yes
Housing Association	29 %
Privately Rented	28 %
Owner Occupier	17 %
All	19 %

Calculated Fuel Poverty in "Vulnerable" Groups

Household Category	% Fuel Poor
Aged 16 or under	14%
Aged 60 or over	30%
Disabled	32%
Recovering from a long term illness	32%
In receipt of benefits	41%

Private Sector Fuel Poverty Calculated by Area Management Team (AMT) Operational Sector and Sub-Sector.

AMT	Total	Vulnerable	Non Vulnerable	AMT Sub-Sector	Total	Vulnerable	Non Vulnerable
East Northeast	26%	22%	4%	Inner East	45%	36%	9%
				Inner North East	21%	19%	3%
				Outer North East	15%	14%	1%
South East	22%	19%	3%	Outer East	21%	18%	2%
				Inner South	26%	22%	5%
				Outer South	21%	19%	2%
West Northwest	24%	18%	6%	Inner North West	29%	18%	11%
				Outer North West	19%	17%	2%
				Inner West	27%	21%	5%
				Outer West	24%	20%	4%
City wide	24%	20%	4%				

NB:- Data includes pre-1996 construction properties only.

Calculated Fuel Poverty vs Ethnicity

Ethnic Group	Calculated Fuel Poverty			% Population from 2001 Census
	Total	Vulnerable	Non Vulnerable	
Caribbean	42 %	32 %	10 %	0.9 %
African	25 %	17 %	8 %	0.3 %
Other Black	60 %	60 %	0 %	0.2 %
Total Black	39 %	30 %	9 %	1.4 %
Indian	20 %	18 %	2 %	1.7 %
Kashmiri	75 %	75 %	-	-
Pakistani	47 %	44 %	4 %	2.1 %
Other Asian	21 %	17 %	3 %	0.7 %
Total Asian	30 %	27 %	3 %	4.5 %
White and Black Caribbean	38 %	31 %	6 %	-
White and Black African	38 %	-	38 %	-
White and Asian	27 %	20 %	7 %	-
Other White Mixed	8 %	8 %	-	-
Total White Mixed	29 %	21 %	9 %	1.4 %
Chinese	44 %	28 %	16 %	0.5 %
Gypsy/Traveller	33 %	33 %	-	-
Other	23 %	23 %	-	0.4 %
Other Ethnic	33 %	26 %	7 %	0.8 %
British	20 %	17 %	3 %	89.2 %
Irish	36 %	33 %	3 %	1.2 %
Other White	16 %	11 %	4 %	1.5 %
Total White	20 %	17 %	3 %	91.8 %

Note: Due to the limited number of data returns with these Groups, the data should be treated with caution when assessing fuel poverty in the BME Community.

Health Through Warmth Report – Qtr 3 2008/09

All Referrals:	
Total number of staff trained to end 2008*	464
Total staff trained to date	1840
Total number of referrals received to end 2008*	
Total referrals received in 2008/09* up to Q3 end	372
Total referrals received from Adult Services to end 2008* (Financial year Q3 end)	49
Total referrals received from Adult Services in the 2008/09* to Q3 end	40

Adult Services Referrals:	Total 2008*	2008/09 to end Q3 *
Warm Front	20	16
Health Through Warmth	2	2
Priority Group Insulation (CERT)	9	8
LCC Total Heat	1	1
Under assessment	9	9
No Measures	8	4
Total	49	40

Grants and Service Plan Target:	2008 Calendar Year Target*	2008 Calendar Year Actual*	2008/09 to Q3 end Nominal Target*	2008/09 to Q3 end Actual*
Warm Front Private Sector Heating and Insulation	1500	n/a	1125	
HTW Referral Target	550	518	413	372
HTW Training Target	100	264	75	404

Public Talks and Events:	2008* Target	2008* Actual Attended	2008/09 to Q3 end Nominal Target*	2008/09 to Q3 Actual Attended*
All Events	10	23	8	18
No of talks / events facilitated by Adult Services	n/a	0	n/a	0

Referral Target for Vulnerable Fuel Poor:	Financial Year Target	Actual Received Qtr 1	Actual Received Qtr 2 (cumulative)	Actual Received Qtr 3 (cumulative)	Single Assessment Process (SAP) referrals received direct by Fuelsavers
Referrals	8000	2181	4595		0

* Please note: HTW sets calendar year targets as part of LCC's contract with npower. Fuelsavers have financial year targets that are set within corporate and HCOP objectives, hence the two figures reported in the tables above.

Adult Services			Calendar Year 2008*	Financial Year 2008/09*
Area	Office	No of staff trained	Total Referrals 2008	Referrals to end Q3 2008/09
East	York Towers	55	1	0
	Garforth OSC	71	3	2
	Irford House	10	1	1
South	Hunslet Hall	19	4	4
	Rothwell	0	0	0
	Morley Town Hall	7	1	1
North East	Roundhay Road	64	29	26
	Wetherby	3	0	0
North West	Otley	13	1	1
	Rawdon	23	2	1
	White Rose House	23	3	1
Total		288	49	40
Additional referrals received from offices not listed above			4	3

* Please note: HTW sets calendar year targets as part of LCC's contract with npower. Fuelsavers have financial year targets that are set within corporate and HCOP objectives, hence the two figures reported in the tables above.



Originator: A Brogden

Tel:2474553

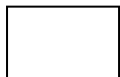
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 9th February 2009

Subject: Current Work Programme

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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 1st January 2009 to 30th April 2009.

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 JANUARY 2009

Appendix 1

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 16TH March 2009			
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
Enforcement of Dog Fouling	To receive a monthly update report on the enforcement of dog fouling.		
Update on the Supporting People Programme	To receive a quarterly update on the Supporting People Programme		
Miscellaneous Properties	To receive an update report on the numbers and occupation levels of miscellaneous properties belonging to the Council, not within the ALMO portfolios		
Sustainable Communities Act	To consider any proposals to be put to the government	This item has been referred to all Scrutiny Boards	DP
Meeting date: 20TH April 2009			
Annual Report	To agree the Board's contribution to the annual scrutiny report		
Inquiry into Asylum Seeker Case Resolution	To agree draft final report		
Inquiry into Street Cleaning	To agree draft final report		

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Inquiry into Private Rented Sector Housing	To agree draft final report		
Inquiry into Older People's Housing	To agree draft final report		
Enforcement of Dog Fouling	To receive a monthly update report on the enforcement of dog fouling.		
Leeds Housing Strategy	To consider the Strategy in line with the Budget and Policy Framework.		

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Suggested Areas for Scrutiny Currently Unscheduled			
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

LEEDS CITY COUNCIL**FORWARD PLAN OF KEY DECISIONS**

For the period 1 January 2009 to 30 April 2009

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Request to enter into a Service Level Agreement (SLA) for the Family Intervention Project, for a 12 month period at a cost of £480,054 per annum. Permission to enter into a Service Level agreement with Regeneration Services within the Environment and Neighbourhoods Directorate for the Family Intervention Project (FIP) until the end of March 2009.	Director of Environment and Neighbourhoods	18/1/09	N/A	Report for Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>To seek authorisation to request to waive contract procedure rule 13 and enter into a Supporting People contract with St George's Crypt for the Overnight Service, Regent's Terrace, Faith Lodge and Faith Lodge Floating Support Service.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>29/1/09</p>	<p>N/A</p>	<p>Report to be presented to the Delegated Decision Panel</p>	<p>Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
<p>Request for approval to enter into a Supporting People SLA for services for people with mental health problems Approval to enter into a Supporting People Service Level Agreement with Leeds City Council for their accommodation based services for people with mental health problems – Cottingley Court, Spen Croft and Beverley Croft Services.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/3/09</p>	<p>N/A</p>	<p>Report to be presented to the Delegated Decision Panel</p>	<p>Director of Environment and Neighbourhoods</p>

NOTES

Key decisions are those executive decisions:

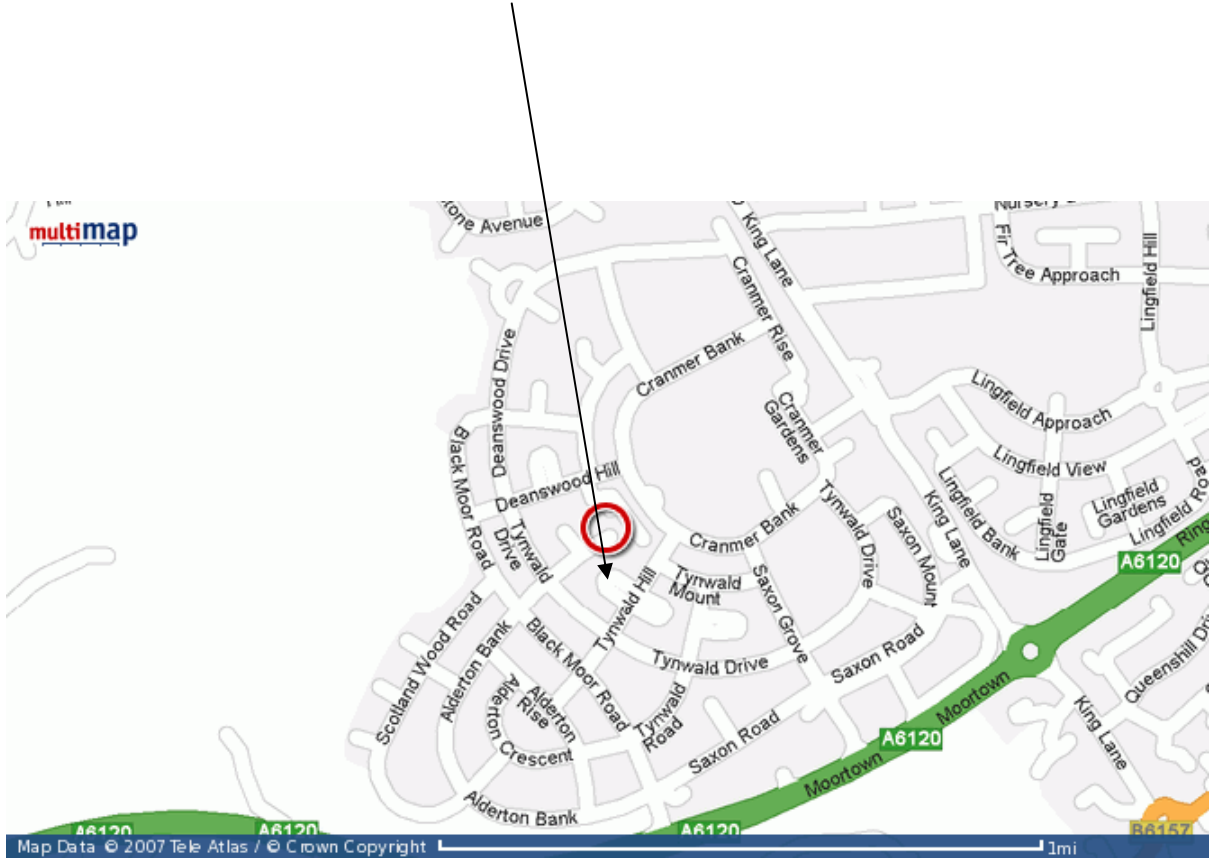
- which result in the authority incurring expenditure or making savings over £250,000 per annum, or
- are likely to have a significant effect on communities living or working in an area comprising two or more wards

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

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

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Moor Allerton Care Centre, Cranmer Close, Leeds LS17 5PT



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