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## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

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Meeting to be held in the Civic Hall, Leeds on  
Monday, 16th March, 2009 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

B Anderson (Chair)	-	Adel and Wharfedale
A Blackburn	-	Farnley and Wortley
A Castle	-	Harewood
B Cleasby	-	Horsforth
D Coupar	-	Middleton Park
A Gabriel	-	Beeston and Holbeck
D Hollingsworth	-	Burmantofts and Richmond Hill
G Hyde	-	Killingbeck and Seacroft
G Kirkland	-	Otley and Yeadon
J Marjoram	-	Calverley and Farsley
L Mulherin	-	Ardsley and Robin Hood
M Rafique	-	Chapel Allerton

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

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**Agenda compiled by:**  
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**Stuart Robinson**  
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**Principal Scrutiny Adviser:**  
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# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To receive and approve the minutes of the previous meeting held on 9<sup>th</sup> February 2009.</p>	1 - 8
7			<p><b>EXECUTIVE BOARD - MINUTES</b></p> <p>To receive the minutes of the Executive Board meeting held on 13<sup>th</sup> February 2009.</p>	9 - 22
8			<p><b>EMAS AUDIT OF MUNICIPAL RECYCLATE DESTINATIONS</b></p> <p>To consider a report of the Head of Sustainable Development presenting the outcome of the recent EMAS audit of municipal recycle destinations.</p>	23 - 34
9			<p><b>RECOMMENDATION TRACKING</b></p> <p>To consider a report of the Head of Scrutiny and Member Development tracking quarterly progress with previous Scrutiny recommendations.</p>	35 - 60

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p><b>MISCELLANEOUS PROPERTIES</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods presenting a further update on the numbers and occupation levels of miscellaneous properties belonging to the Council, not within the ALMO portfolios.</p>	61 - 76
11			<p><b>SUSTAINABLE COMMUNITIES ACT</b></p> <p>To consider a report of the Head of Scrutiny and Member Development on the Sustainable Communities Act and its implications for Leeds.</p>	77 - 80
12			<p><b>ENFORCEMENT OF DOG FOULING</b></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.</p>	81 - 84
13			<p><b>INQUIRY INTO EASEL - DRAFT TERMS OF REFERENCE</b></p> <p>To consider draft terms of reference for the Board's forthcoming inquiry into the East and South East Leeds (EASEL) Regeneration Scheme.</p>	85 - 90
14			<p><b>CURRENT WORK PROGRAMME</b></p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's current work programme.</p>	91 - 100
15			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday 20<sup>th</sup> April 2009 at 10.00am in the Civic Hall, Leeds (*Pre meeting for Board Members at <b><u>9.00am</u></b>)</p>	

# Agenda Item 6

## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

**MONDAY, 9TH FEBRUARY, 2009**

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

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

### **86 Late Items**

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair consented to the submission of the following late items of business:

- Item 11 – Inquiry into Street Cleaning – Appendix 1, Working Group Summary Report
- Item 12 – Inquiry into Private Rented Sector Housing – Appendix 1, Working Group Summary Report
- Item 13 – Inquiry into Asylum Seeker Case Resolution – Appendix 1, Working Group Summary Report

These reports were late due to the short timescale involved in producing the reports and consulting working group members on its content.

### **87 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 9, 11, 12 and 14) (Minutes 92, 94, 95 and 97 refer)
- Councillor G Hyde in his capacity as a Director of East North East Homes (Agenda Items 9, 11, 12 and 14) (Minutes 92, 94, 95 and 97 refer)
- Councillor A Blackburn in her capacity as a Director of West North West Homes (Agenda Items 9, 11, 12 and 14) (Minutes 92, 94, 95 and 97 refer)
- Councillor J Marjoram in his capacity as a Panel Member of West North West Homes (Agenda Items 9, 11, 12 and 14) (Minutes 92, 94, 95 and 97 refer) and also in Agenda Item 12 in his capacity as a private sector landlord (Minute 95 refers)

### **88 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Cleasby, Coupar, Gabriel and Hollingsworth

**89 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the meeting held on 12 January 2009, be confirmed as a correct record.

**90 Executive Board - Minutes**

**RESOLVED** – That the minutes of the Executive Board held on 14 January 2009 be noted.

**91 Request for Scrutiny**

The report of the Head of Scrutiny and Member Development outlined a request for scrutiny from Councillor Selby suggesting that the Board should conduct an inquiry into the East and South East Leeds (EASEL) Regeneration Scheme. Appended to the report was a copy of the request letter from Councillor Selby which outlined the reasons for the request.

The Chair welcomed Councillor Selby to the meeting along with Neil Evans, Director of Environment and Neighbourhoods and Stephen Boyle, Chief Regeneration Officer.

The Chair invited Councillor Selby to explain the reasons for his request and the following issues/concerns were raised by Councillor Selby:

- The delay in progress with the scheme;
- The apparent changes in the scheme to what had previously been agreed by Executive Board and what is now proposed
- That people living in the EASEL area were not being kept informed of what was happening with the scheme
- Dates of key decisions by Executive Board and the subsequent lack of action following such decisions
- The need for more community engagement and consultation
- The lack of an agreement for the Joint Venture Company (JVC)

In response to Councillor Selby's concerns, the Director of Environment and Neighbourhoods reported that EASEL was one of the Council's largest schemes and therefore it was expected that there would be a long gestation period. Following the first report to Executive Board in 2004 there had been a further 17 reports as the proposals had evolved. It was explained that current market forces had meant further revision to the scheme and that it was vital to work to get the best deal for the Council and people in the EASEL area. Building had begun on Phase 1 of the project and it would continue to be a long term regeneration project with the building of 5,000 new homes.

With regards to community consultation, the Board was informed that newsletters had been delivered to residents of the EASEL area and other existing mechanisms such as Area Committees and Community Forums had been used. More detailed neighbourhood planning was also being prepared.

Further issues discussed in response to Members questions and comments included the following:

- Public perception of the scheme particularly as there had been large scale demolition of properties in comparison to new building work.
- A suggestion that a Working Group be formed to consider the scope for a possible inquiry into EASEL and that key events and decisions in the development of the EASEL scheme be listed chronologically for those unfamiliar with the scheme and the Working Group's consideration.

**RESOLVED** – That a Working Group be established to consider the scope for a possible inquiry into the EASEL Regeneration Scheme

(Councillors Mulherin, Rafique and Kirkland joined the meeting during the discussion of this item at 10.10 a.m., 10.15 a.m. and 10.30 a.m. respectively).

## **92 Grounds Maintenance Draft Service Improvement Plan**

The report of the Director of Environment and Neighbourhoods informed Members that the current Grounds Maintenance contractor was required to submit an annual Service Improvement Plan (SIP) to identify key issues for the forthcoming contract year and measures to address these issues. The SIP had been developed as a joint document between Glendale Managed Services and Leeds City Council to ensure that there were agreed service priorities. A draft copy of the SIP was submitted with the report.

The Chair welcomed the following to the meeting for this item:

- Stephen Smith – Head of Environmental Services
- Nick Temple-Heald – Chief Executive, Glendale
- Mike Brunskill – Regional Director, Glendale

In response to Members comments and questions, the following issues were discussed:

- The contractor worked closely with the ALMOs and had been represented at residents meetings and community forums when requested. There was a willingness to meet and work with Elected Members where necessary.
- The difficulties in identifying ownership of some areas of land and who held responsibility for its maintenance.
- Monitoring of grounds maintenance work – this fell to the individual departments who owned the land and training had been given to ALMO staff to carry out their own monitoring.
- New parts of land that required maintenance under the contract were still being identified and others transferred between departments. There were issues surrounding areas that may be undergoing monitoring by more than one department and it was suggested that monitoring arrangements be reviewed.
- Collection of grass cuttings – it was reported that the contractor was not contracted to collect grass cuttings and that the service would incur additional costs for the contractor to carry out this function.

- How Elected Members and the Board could have input into the Service Improvement Plan.
- The provision of mapping information for Members on a ward basis. It was reported that more detailed information was now available and could be sent to Elected Members.

**RESOLVED** – That the draft action plan be noted and for the Principal Scrutiny Adviser to provide the service with a summary of the Board's comments on the draft Plan.

### **93 Enforcement of Dog Fouling**

The Head of Scrutiny and Member Development submitted a report regarding monthly data in relation to dog warden services as previously requested by the Board. A supporting report on the role of the Dog Warden Service was also appended along with a copy of the Board's draft statement on the Enforcement of Dog Fouling in Leeds.

The Chair welcomed Graham Wilson, Head of Environmental Action and Parking and Stacey Campbell, Service Manager to the meeting for this item.

During the Board's discussions, further clarification was provided in relation to timescales for impounding stray dogs. The Board also considered and agreed its Statement on the Enforcement of Dog Fouling.

#### **RESOLVED –**

- (1) That the December 2008 data relating to the numbers of dog fouling Fixed Penalty Notices issued, prosecutions made, stray dogs impounded and dog service requests be noted.
- (2) That the background report on the different roles of the Dog Warden Service be noted.
- (3) That the Board's Statement on the Enforcement of Dog Fouling be agreed.

### **94 Inquiry into Street Cleaning**

The report of the Head of Scrutiny and Member Development informed the Board of the Working Group meeting held on 14 January 2009 with officers from Environment and Neighbourhoods, Area Managers, Area Committee Chairs and representatives from the ALMOs and ENCAMS. A summary report of the discussions was provided for Members.

**RESOLVED** – That the summary report of the Working Group be noted.

### **95 Inquiry into Private Rented Sector Housing**

The report of the Head of Scrutiny and Member Development asked Members to consider evidence in line with the Board's Inquiry into Private Sector Housing, namely 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

Following a Scrutiny Working Group meeting on 19<sup>th</sup> January 2009, a summary report of the Working Group's discussions regarding the Inquiry and aforementioned areas was also submitted and Members were informed that there would be another meeting of the Working Group in February 2009.

**RESOLVED** – That the summary report be noted in line with session two of the Inquiry into Private Sector Rented Housing.

#### **96 Inquiry into Asylum Seeker Case Resolution**

The report of the Head of Scrutiny and Member Development asked Members to consider evidence in line with session two of the Board's Inquiry into Asylum Seeker Case Resolution, namely the following areas:

- An assessment of the possible service requirements as the case resolution process developed;
- 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

Following a Scrutiny Working Group meeting on 22<sup>nd</sup> January 2009, a summary report of the Working Group's discussions regarding the Inquiry and aforementioned areas was also submitted.

**RESOLVED** – That the summary report of the Working Group be noted.

#### **97 Inquiry into Older People's Housing**

The Head of scrutiny and Member Development submitted a report in line with session two of the Board's Inquiry into Older People's Housing. The session aimed to focus on the following areas:

- Issues surrounding affordable housing for older people;
- Ensuring that older people had 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;
- Problems relating to fuel poverty and older people.

The Chair welcomed the following to the meeting:

- Liz Ward – Disability Service Manager
- Tim O'Shea – Head of Commissioning, Adult Social Services
- Mark Phillott – Commissioning Manager, Adult Social Services,
- Paul Langford, Chief Housing Services Officer
- Alan Jones, Fuel Savers Manager
- Susan Chesters, Chair of the Leeds Older People's Forum
- Caroline Starkey, Deputy Manager of the Leeds Older People's Forum
- Bill Rollinson, Director of Care and Repair Leeds and Member of the Leeds Older People's Forum

Liz Ward addressed the meeting and informed the Board of the Leeds Telecare Service. She gave examples of the kinds of equipment and packages that were available, such as falls sensors and fire and carbon monoxide detectors. The Telecare Service was not intended to replace personal support but to supplement other support mechanisms available. The following issues were discussed in relation to Leeds Telecare Services:

- Individuals would be assessed to ascertain the need for Telecare equipment and that there is a target of 7 days for supplying such equipment. Emergency situations eg, individuals being discharged from hospital are given priority. It was explained that there are some items of telecare equipment which are not kept in stock and may take longer to supply.
- Engagement with the EASEL scheme regarding new buildings and supply of Telecare services.
- That Telecare equipment was provided at no cost to the users. The only element of the service which is subject to charging, under the council's fairer charging policy, is the mobile response service for people who do not have two key holders who can respond in an emergency.
- Arrangements for response to sensor alerts which are usually through the CareRing response centre although in some situations people have telecare sensors which can alert people living in the same household.

The Board was informed about rises in the local elderly population. It was anticipated that there would be a rise by 20% of over 55's and 40% of over 85's by 2020. This would have an impact on the kind of housing that was required in Leeds and the supply of accessible homes and lifetime homes was a main issue of the Leeds Housing Strategy.

In response to Members comments and questions, the following issues were discussed:

- More co-ordination was needed with transport providers, healthcare providers, shops and other services. It was recognised that partnership work was important and Health and Social Care involvement would feature.

- How to support people living in private sector housing and to ensure that private sector landlords are fulfilling all their responsibilities.
- The role of the voluntary sector in Leeds.
- How to inform older people of the choices available to enable them in order to make informed decisions about their future housing support needs.
- To ensure all older people are aware of eligibility for improved heating and insulation to help address the problems of fuel poverty.
- The increase in the number of older people with learning disabilities and mental health problems.
- Support for people in fuel poverty. There were 21,000 referrals in the past year, 7,500 of these being from people of a pensionable age. Leeds had a high proportion of winter deaths and measures had been taken to address this. There was a need to highlight this with those responsible for housing provision and groups such as those with COPD would be targeted.
- Social isolation – this was deemed a key issue in relation to housing provision and social inclusion was being promoted as a priority area. The Leeds Older People’s Forum had provided training on tackling social isolation that had involved housing staff. Concern was expressed about older people living alone in private accommodation and it was recognised social isolation also affected those in shared and sheltered accommodation
- The choice of people to remain in their homes. There had been identified issues with under occupation in social housing. Incentive schemes were available for those in under occupied homes.
- The role of sheltered housing wardens and provision of activities for residents.

**RESOLVED** – That the evidence provided and discussed be noted in line with session two of the Board’s Inquiry into Older People’s Housing.

(Councillor Rafique left the meeting at 11.35 a.m. during discussion of this item)

#### **98 Current Work Programme**

The report of the Head of Scrutiny and Member Development outlined the Board’s current work programme. Also appended to the report was a copy of the Forward Plan of Key Decisions.

It was reported that the only amendment to the Work Programme was to include the proposed Working Group for the EASEL Regeneration Scheme.

**RESOLVED** – That the Work Programme be agreed and amended as discussed.

#### **99 Date and Time of Next Meeting**

Monday, 16 March 2009 at 10.00 a.m. (Pre-meeting at 09.30 a.m. for all Board Members).

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## EXECUTIVE BOARD

FRIDAY, 13TH FEBRUARY, 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 and K Wakefield

Councillor J Blake – Non voting advisory member

### **DEVELOPMENT AND REGENERATION**

#### **185 The Former Royal Park Primary School**

A report was submitted by the Director of City Development providing an update on the current position regarding the former Royal Park Primary School and outlining several options which would enable the matter to be progressed.

A supplementary report including an appendix subsequently confirmed as exempt at minute 186(e), under Access to Information Procedure Rule 10.4(3) had been circulated prior to the meeting providing details of an offer which had been made by the Muslim Association of Leeds 11 regarding the acquisition of the freehold of the former school. A letter from Headingley Ward Councillors and a petition submitted by a representative of the Royal Park Community Consortium was also tabled at the meeting.

**RESOLVED** – That the report be withdrawn, with a further report being submitted to the Board at the earliest opportunity following respective meetings being held with both the Muslim Association of Leeds 11 and the Royal Park Community Consortium.

#### **186 Exclusion of the Public**

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

- (a) Appendix 2 to the report referred to in minute 193 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that this information is not publicly available from the statutory registers of information kept in respect of certain companies or charities. It is considered that since this information was obtained through one to one negotiations for the purchase of the land/property referred to then it is not in the public interest to disclose this information at this point in time. Also, the release of such information would or would be likely to prejudice the Council's commercial interests in relation to and

Draft minutes to be approved at the meeting  
to be held on Wednesday, 4th March, 2009

undermine its attempts to acquire by agreement similar properties in the locality in that owners of other similar properties would be aware about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be available from the Land Registry following completion of the purchases and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (b) Annex 2 to the report referred to in minute 197 under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because Education Leeds has a duty to secure improvement and increased confidence in the schools concerned and this would be adversely affected by the disclosure of the information.
- (c) Annex 2 to the report referred to in minute 198 under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because Education Leeds has a duty to secure improvement and increased confidence in the schools concerned and this would be adversely affected by the disclosure of the information.
- (d) Appendices 1, 2 and 3 to the report referred to in minute 205 under the terms of Access to Information Procedure Rules 10.4(3) and on the grounds that this information is not publicly available from the statutory registers of information kept in respect of certain companies or charities. It is considered that since this information was obtained through one to one negotiations for the transfer of assets then it is not in the public interest to disclose this information at this point in time as it could undermine this method of negotiation and affect the integrity of transfer of assets by this process. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation other similar asset transfers in that prospective transferees of other similar assets about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be available from the Land Registry following completion of the purchases and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (e) The appendix to the supplementary report referred to in minute 185 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information relates to the financial or business affairs of a particular charitable organisation and of the Council. The information is not publicly available from the statutory registers of

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

- (f) Appendix 1 and Schedule 1 to the report referred to in minute 206 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption on the information contained within Appendix 1 and Schedule 1 of the report which relates to the proposals to progress design proposals for the proposed arena development, the adoption of the contractor procurement strategy, the implementation of the project management arrangements and the proposed legal agreement outweighs the public interest in disclosing the information, as to do so would prejudice the ongoing negotiations and hence the cost to the Council of developing the arena.

#### **187 Declaration of Interests**

Councillors A Carter, Brett and J L Carter all declared personal interests in the items relating to Support for Affordable Housing and Regeneration Priorities (minute 193) and Affordable Housing Strategic Partnership Pump Priming for Decanting and Demolition (minute 194) due to their respective positions on the Affordable Housing Strategic Partnership Board.

#### **188 Minutes**

**RESOLVED** – That the minutes of the meeting held on 14<sup>th</sup> January 2009 be approved as a correct record.

### **CENTRAL AND CORPORATE**

#### **189 Council Budget 2009/2010 and Capital Programme**

The Board extended its thanks to all those involved in compiling the 2009/10 budget.

##### **(A) Revenue Budget 2009/10 and Council Tax 2009/10**

The Director of Resources submitted a report on the Council's budget for 2009/10 following detailed consideration of service requirements and taking account of the Local Government Finance Settlement, the

Council's Financial Plan and the current economic climate. The report indicated that the budget would result in a Band D Council Tax of £1,095.61.

**RESOLVED –**

- (i) That Council be recommended to approve the Revenue Budget for 2009/10 totalling £556,808,000, as detailed and explained in the submitted report and accompanying papers, including a 2.9% increase in the Leeds element of the Council Tax.
- (ii) That with respect to the Housing Revenue Account, Council be recommended to:
  - (a) approve the budget at the average rent increase figure of 6.2%;
  - (b) increase the charges for garage rents to £5.89 per week;
  - (c) depool service charges in 2009/10, but increase them in line with the average rent rises;
  - (d) abolish the Residential Housing Officer service charge to tenants in the East North East and Aire Valley ALMO areas for 2009/10 onwards.
- (iii) That Council be recommended to approve the proposed revisions to the Budget and Policy Framework rules as detailed in Appendix 3 to the submitted report

(B) Capital Programme 2008-2012

The Director of Resources submitted a report setting out the updated capital programme for 2008-2012.

**RESOLVED -**

- (i) That the following be recommended to Council:
  - (a) That the capital programme, as attached to the submitted report be approved, and that the list of schemes shown at Appendix H to the report be reserved until additional resources become available;
  - (b) That Executive Board be authorised to approve in year amendments to the capital programme including transfers from and to the reserved programme in accordance with Financial Procedure Rules;
  - (c) That the updated capital approval delegations in Financial Procedure Rules as shown in Appendix I to the report be approved;
  - (d) That the Minimum Revenue Provision policy for 2008/09 be amended as set out in paragraph 5.3.2 of the report;
  - (e) That the proposed Minimum Revenue Provision policies for 2009/10, as set out in paragraph 5.3.3 and explained in Appendix G to the report be approved.



- (ii) That the list of land and property sites shown in Appendix F to the report be disposed of to generate capital receipts to support the capital programme;
- (iii) That the Director of Resources be authorised to manage, monitor and control scheme progress and commitments to ensure that the programme is affordable.

(C) Treasury Management Strategy 2009/10

The Director of Resources submitted the proposed Treasury Management Strategy for 2009/10 and provided an update on the implementation of the 2008/09 strategy.

**RESOLVED –**

- (i) That the initial treasury strategy for 2009/10, as set out in section 3.3 of the report be approved, and that the review of the 2008/09 strategy and operations, as set out in sections 3.1 and 3.2 of the report be noted;
- (ii) That Council be recommended to set the borrowing limits for 2008/09, 2009/10, 2010/11 and 2011/12 as detailed in section 3.4 of the report;
- (iii) That Council be recommended to set the treasury management indicators for 2008/09, 2009/10, 2010/11 and 2011/12 as detailed in section 3.5 of the report;
- (iv) That Council be recommended to set the investment limits for 2008/09, 2009/10, 2010/11 and 2011/12 as detailed in section 3.6 of the report;
- (v) That Council be recommended to reaffirm the Treasury Management Policy Statement and to note the amendments to section 7 of the statement entitled “Approved Instruments and Organisations for Investments” as detailed at appendix C to the report.

(The matters referred to in parts A(i), A(ii)(a) to A(ii)(d), A(iii), B(i)(a) to B(i)(e) and C(ii), (iii), (iv) and (v) of this minute being matters reserved to Council were not eligible for Call In)

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

**190 Financial Health Monitoring 2008/09 - Third Quarter Report**

The Director of Resources submitted a report setting out the Council’s financial health position for 2008/09 after nine months of the financial year, in respect of the revenue expenditure and income to date compared to the approved budget, the projected year end position and proposed actions to work towards achieving a balanced budget by the year end. In addition, the report also highlighted the position regarding other key financial indicators including the Housing Revenue Account.

**RESOLVED –**

- (i) That the projected financial position of the authority after nine months of the financial year be noted;
- (ii) That the release of £1,450,000 earmarked for the Affordable Housing scheme and the purchase of 10 HRA properties within the EASEL regeneration area be approved.

**DEVELOPMENT AND REGENERATION**

**191 Leeds Flood Alleviation Scheme: Design Vision and Guide**

The Chief Highways Officer submitted a report presenting for comment the latest version of the Leeds Flood Alleviation Scheme Design Vision and Guide and seeking authorisation for the document's use in joint public consultations which would be undertaken in conjunction with the Environment Agency (EA) in Spring 2009.

The report was accompanied by a joint presentation from the Chief Highways Officer and Martin Slater of the Environment Agency outlining the key issues to the Board.

**RESOLVED –**

- (i) That the progress made on a Flood Alleviation Scheme for Leeds be noted;
- (ii) That the latest version of the Design Vision and Guide for the Leeds Flood Alleviation Scheme be noted;
- (iii) That the continuing development and refinement of the Design Vision and Guide document be approved and that participation in a comprehensive public consultation exercise to be undertaken in conjunction with the Environment Agency in Spring 2009 be approved;
- (iv) That the Environment Agency be requested to continue exploring the feasibility of a hybrid flood defence scheme for Leeds, comprising upstream storage facilities within the scheme, in order to lower the height of the raised 'flood defences' in the City Centre.

**NEIGHBOURHOODS AND HOUSING**

**192 EASEL Regeneration Planning**

Further to minute 120, 5<sup>th</sup> November 2008, the Director of Environment and Neighbourhoods submitted a report setting out the regeneration context, strategy and programme for the East and South East Leeds (EASEL) regeneration initiative. The report also provided an update on the delivery of the project to date which included key areas of activity, current projects and identification of recent and current investment into the EASEL area, including the contributions of partners to the key regenerative outcomes of the programme.

**RESOLVED –** That the approach to regeneration investment being taken in support of the EASEL initiative be noted.

### **193 Support for Affordable Housing and Regeneration Priorities**

The Director of Environment and Neighbourhoods submitted a report providing details of proposals to support the Council's affordable housing and regeneration priorities in response to current economic conditions, and sought approval to incur expenditure of £2,368,000 to support the EASEL initiative and enable the Council to buy twenty houses on the EASEL phase one sites to be used as social and intermediate rented homes.

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

#### **RESOLVED –**

- (i) That the priorities for affordable housing and regeneration be supported and that the Director of Environment and Neighbourhoods be authorised to negotiate an appropriate support package with the HCA and to report details of the result of those discussions to Executive Board in June 2009;
- (ii) That the purchase of twenty units, as outlined within the report be approved, that the responsibility for completing the purchase agreements for the twenty units be delegated to the Director of Environment and Neighbourhoods, the Director of City Development and the Assistant Chief Executive (Corporate Governance) within the funding approved in the submitted report;
- (iii) That the use of £2,368,000 of Council funding as outlined in the submitted report, including the release of £500,000 from HRA Reserves be approved, with the funding from the HRA Reserves being injected into the capital programme through the report of the Director of Resources entitled, 'Capital Programme 2008-2012' considered earlier in the meeting;
- (iv) That the expenditure of £2,368,000 for the acquisition of the units on this scheme to support the EASEL phase one sites and the promotion of the economic, social and environmental wellbeing of the EASEL area be authorised;
- (v) That the findings of the Scrutiny Board (Environment and Neighbourhoods) inquiry entitled 'Housing Lettings Pressures' be circulated to Executive Board members for information.

### **194 Affordable Housing Strategic Partnership - Decanting and Demolition Scheme**

The Director of Environment and Neighbourhoods submitted a report outlining the options for the Affordable Housing Strategic Partnership (AHSP) to undertake demolition and decanting on sites which formed part of the 87 acres ring fenced for the provision of affordable housing, and sought approval to inject into the capital programme and requested authority to spend £3,784,000 to fund the decanting and demolition costs associated with clearing sites on Housing Revenue Account (HRA) land for use in the Environment and Neighbourhood AHSP programme.

**RESOLVED –**

- (i) That expenditure of £3,784,000 to fund the demolition/decanting programme and fees for the period April 2009 to March 2011 be approved;
- (ii) That officers be instructed to bring an annual update report back to Executive Board detailing the progress of the scheme.

**195 Waiving of Planning Contributions on 100% Affordable Housing Schemes**

The Director of Environment and Neighbourhoods and the Director of City Development submitted a joint report outlining proposals regarding the introduction of a waiver of the planning contributions for greenspace on schemes below 50 units which were funded via the 2008/2011 HCA National Affordable Housing Programme and which would provide 100% affordable housing in accordance with the Council's priorities.

**RESOLVED –**

- (i) That the usual contribution requested for greenspace be waived on schemes which are below 50 units and which will provide 100% affordable housing (in accordance with the planning definition of affordable housing), subject to the individual merits of each scheme being given due consideration;
- (ii) That the resolution detailed at (i) be applied to schemes which are grant funded via the HCA in the 2008/2011 National Affordable Programme;
- (iii) That the submitted report be forwarded to the Plans Panels for information;
- (iv) That the policy be reviewed in 12 months time.

**CHILDREN'S SERVICES**

**196 Proposed Changes to the Council's Policy for the Provision of 16+ Transport**

The Chief Executive of Education Leeds submitted a report presenting proposals to undertake a consultation exercise regarding the provision of Home to School/College transport for those 16 years or older.

**RESOLVED –**

- (i) That the commencement of a consultation process from the 23<sup>rd</sup> February 2009 and ending on the 3<sup>rd</sup> April 2009 on the proposal to withdraw discretionary provision of Home to School/College transport for those 16 years or older be approved;
- (ii) That a further report on the outcome of the consultation process be submitted to the Executive Board in May 2009.

**197 Annual Standards Report - Primary Schools**

The Chief Executive of Education Leeds submitted a report providing an overview of the performance of primary schools at the end of 2007/08, as demonstrated through statutory national testing and teacher assessment.

The report outlined the actions taken by Education Leeds to fulfil its responsibilities to the Board and schools and summarised some of the current key challenges and priorities faced by primary schools.

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

**RESOLVED** – That the progress which has been made in recent years, in addition to the key issues and challenges which are currently being addressed be noted.

#### **198 Annual Standards Report - Secondary Schools**

The Chief Executive of Education Leeds submitted a report providing a summary of the progress which had been made in secondary school improvement in Leeds during the past year, a commentary on the successful strategies which had been implemented and an overview of the challenges for further improvement which lay ahead. The report also provided a summary of the outcome of recent OfSTED inspections, progress in schools with focused and extended partnerships, and details of trends of improvement for key indicators including priority groups.

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

**RESOLVED** –

- (i) That the progress which has been made in recent years, in addition to the key issues and challenges which are currently being addressed be noted;
- (ii) That a report be submitted to a future meeting of the Board outlining the actions being taken to improve the educational attainment levels of Looked After Children.

#### **LEISURE**

#### **199 Leeds Public Rights of Way Improvement Plan 2009-2017**

Further to minute 231, 14<sup>th</sup> May 2008, the Director of City Development submitted a report presenting for approval the final Rights of Way Improvement Plan (ROWIP) following the conclusion of the 12 week statutory consultation period which had been undertaken.

Officers undertook to ensure that relevant Ward based maps detailing the Rights of Way network were made to be available to Ward Members.

**RESOLVED** –

- (i) That the contents of the report, including the Rights of Way Improvement Plan, the Executive Summary and Action Plan, as appended to the report, be noted;

- (ii) That the Leeds Rights of Way Improvement Plan for 2009-2017 be approved.

## **200 Parks and Green Space Strategy**

The Director of City Development submitted a report presenting for endorsement the Council's Parks and Greenspace Strategy, following the conclusion of a comprehensive consultation process.

**RESOLVED** – That the Council's Parks and Greenspace Strategy be endorsed.

## **201 City Centre Park**

The Director of City Development submitted a report advising of the progress which had been made on the proposals for a City Centre Park, specifically with regard to the medium and long term objectives identified which could be developed further through feasibility work, in order to enable more specific proposals to be submitted to a future meeting of the Board.

**RESOLVED** –

- (i) That the contents of the report be noted;
- (ii) That the implementation of the feasibility works required to explore the development of a new green space at Sovereign Street, which will require the allocation of £50,000 from the Council's revenue contingency be agreed;
- (iii) That the preparation of a Planning and Development Brief for the Sovereign Street site be agreed;
- (iv) That officers be authorised to undertake consultation with key stakeholders in the city centre in order to inform any further proposals which are brought back to Executive Board for consideration;
- (v) That officers report back to Executive Board following the outcome of the feasibility work and the consultations undertaken, including the outcome of any work undertaken in parallel on the provision of a new bus station;
- (vi) That work be undertaken on the land assembly and land use planning issues associated with the development of a new green space to the south of the River Aire, and that officers report back on the outcome of this work to the Board;
- (vii) That the provision for a major city centre park to the south of the city centre be included within the City Centre Action Plan;
- (viii) That a Supplementary Planning Document regarding contributions toward City Centre public realm be prepared;
- (ix) That a further report outlining potential options for funding be presented to a future meeting of the Board.

## **ADULT HEALTH AND SOCIAL CARE**

### **202 Design and Cost Report - Department of Health Extra Care Housing Fund Bid: 2008 - 2010**

The Director of Adult Social Care submitted a report introducing the capital scheme and seeking authority to spend the £1,845,000 which had been injected into the Capital Programme in November 2008.

#### **RESOLVED –**

- (i) That authority be given to spend the £1,845,000 in order to allow payment of the grant to Methodist Homes when instalments of the grant are received from the Department of Health;
- (ii) That the Project Brief, as presented within the submitted report be approved.

### **203 Income Review for Community Care Services**

Further to minute 17, 11<sup>th</sup> June 2008, the Director of Adult Social Care submitted a report presenting the outcomes from the review of income for non-residential adult social care services following conclusion of a consultation exercise and recommending changes with respect to service user contributions.

#### **RESOLVED –**

- (i) That the outcomes of the consultation and the way in which they have been addressed as set out in section 7 of the submitted report be noted;
- (ii) That the outcomes of the equality impact assessment and the way in which they have been addressed as set out in section 8.2 of the report be noted;
- (iii) That the Charging and Contributions Policy Framework as set out at appendix 2 to the report be approved;
- (iv) That changes to service user contributions, as set out in sections 10.10, 10.11, 11.2, 11.4 and 11.5 of the report be approved;
- (v) That a summary document be prepared for service users outlining the service user contributions as detailed in section 11.8 of the report;
- (vi) That officers be requested to carry out additional work on carers support services and the community support enablement service, as outlined in sections 10.12 to 10.14 of the report and submit a further report to Members as soon as possible;
- (vii) That further reports be brought to Executive Board on any implications of implementing personalisation on the principles and detail of service user contributions, as set out in the report.

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

## **DEVELOPMENT AND REGENERATION**

### **204 City Centre Vision - One Year On**

The Director of City Development submitted a report providing an update on the progress which had been made in achieving the City Centre Vision, as developed at the City Centre Vision conference in January 2008.

The Board discussed the possibility of holding a further event to consider some of the key themes detailed within the report.

#### **RESOLVED –**

- (i) That the progress achieved in delivering the City Centre Vision, as detailed within the submitted report, be noted;
- (ii) That a report be submitted to a future meeting of the Board outlining the options available with respect to the regeneration of Upper Briggate.

### **205 School Partnership Trust, Garforth**

Further to minute 151, 23<sup>rd</sup> January 2008, a joint report was submitted by the Chief Asset Management Officer and the Assistant Chief Executive (Corporate Governance) providing an update on the current position with respect of the terms approved by Executive Board on 23<sup>rd</sup> January 2008 for the transfer of relevant land and buildings at Garforth to the School Partnership Trust. As it had not been possible to agree the transfer terms in a form approved by Executive Board in January 2008, the report provided options for possible ways forward.

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

#### **RESOLVED –**

- (i) That the contents of the report be noted;
- (ii) That the terms of the Side Letter, as detailed in confidential appendix 1 to the report be approved;
- (iii) That the Chief Officer (Legal Licensing and Registration) be authorised to:-
  - negotiate terms in the Transfer Agreement – sufficient to protect the Council's position on any future disposal of assets by the Trust, or
  - if this cannot be achieved, to refer the matter to the Schools Adjudicator for determination;
- (iv) That the risks around school asset transfer, as outlined within confidential appendix 2 to the report, and the action being taken in relation to this, be noted;
- (v) That the investigations currently being undertaken into the ways in which the Council can address the issues arising from school asset transfer be continued as a priority, and that both the LGA and Core Cities be consulted on how they are addressing such matters.



**206 Leeds Arena - Proposed Project Delivery/Management Arrangements**

Further to minute 133, 5<sup>th</sup> November 2008, the Director of City Development submitted a report on the progress made in acquiring the site of the Brunswick Building from Leeds Metropolitan University and providing a summary of the current position relating to the conclusion of a legal agreement to facilitate the development of the arena.

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

**RESOLVED –**

- (i) That the procurement strategy for the design team and the retention of consultants to progress the design proposals for the arena development be approved;
- (ii) That the Director of City Development under the Council's scheme of delegation be authorised to determine the preferred form of construction contractor procurement;
- (iii) That the acquisition of the site of the Brunswick Building from Leeds Metropolitan University be noted;
- (iv) That the progress made in concluding the legal agreement to facilitate the development of the arena be noted;
- (v) That the project management arrangements for the arena development be noted.

(The matters referred to in this minute were not eligible for Call In on the basis that Executive Board at its meeting on 5<sup>th</sup> November 2008 took the decision to lead on the development of the arena, to appoint a design team and contractor and to determine the project management arrangements for the delivery of the project, and instructed officers to report back on the proposed delivery mechanism. The resolutions contained within this minute were consistent with decisions taken by Executive Board on 5<sup>th</sup> November 2008)

DATE OF PUBLICATION: 17<sup>TH</sup> FEBRUARY 2009  
LAST DATE FOR CALL IN: 24<sup>TH</sup> FEBRUARY 2009 (5.00 PM)

(Scrutiny Support will notify Directors of any items called in by 12 noon on 25<sup>th</sup> February 2009)

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**Report of the Head of Sustainable Development**

**Scrutiny Board (Environment and Neighbourhoods)**

**Date: 16<sup>th</sup> March 2009**

**Subject: EMAS audit of municipal recyclate destinations**

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**Executive Summary**

1. In order to confirm that recyclable materials placed in 'green bins' across the municipality comply with appropriate environmental waste legislation, an external Eco Management and Audit Scheme (EMAS) audit was conducted in December 2008. The audit focused on a broad range of environmental aspects relating to Leeds City Council operations and services but specific focus on recycled waste was considered appropriate in light of media speculation. The conclusion of the audit was favourable on the control of municipal waste recyclate.

## 1.0 Purpose Of This Report

- 1.1 To identify specific requirements relating to the recycling of municipal waste, demonstrate how Eco Management and Audit Scheme (EMAS) can help maintain compliance and to inform Scrutiny of recent external audit conclusions.

## 2.0 Background Information

- 2.1 On the 2<sup>nd</sup> October 2008 an article was published in the Yorkshire Evening Post (YEP) entitled 'Leeds rubbish illegally dumped in India'.

The article stated that, "a piece of junk mail that Leeds man Paul Sharman last saw when he put it in his green bin" was "uncovered on farmland in the state of Tamil Nadu, in south-east of India".

The article described the environmental damage caused by illegal landfills in India and the negative impact that this type of discovery has on the general public's perception of and participation in household recycling activities.

## 3.0 Main Issues

A Leeds Strategic Plan (LSP) Improvement priority is to 'increase the amount of waste reused and recycled and reduce the amount of waste going to landfill'. The following targets and milestones are linked to this priority:

<b>Baseline</b>	<b>3 year Target 2010/11</b>	<b>Milestone 2008/09</b>	<b>Milestone 2009/10</b>
27.05% (2007/08)	41.32%	30.26%	33.94%

The recycling target agreed by the Council in September 2007 is:

- To achieve a combined recycling and composting rate of greater than 50% of household waste by 2020.

- 3.1 Environmental Protection (Duty of Care) Regulations (SI 1991/ 2839) impose a legal duty of care on all persons producing and handling waste, from production through to final disposal. The regulations require that:

- Waste movements are documented;
- People transporting and disposing of waste are registered with the Environment Agency;
- Final destination of waste is licensed to accept or treat the relevant waste.

## 3.2 EMAS

LCC has been certified to Eco Management and Audit Scheme (EMAS) since May 2002. EMAS is an externally accredited environmental management system that requires an organisation to:

- Comply with relevant legislation;
- Prevent pollution;
- Continually review environmental performance.

EMAS uses internal and external (third party) audits to check these requirements are being met. The latest external EMAS audit (appendix 1) focused on a broad range of topics including:

- Corporate risk management – specifically flooding and climate change
- National indicators 185 (CO2 reduction), 189 (school travel plans) & 189 Flood risk management
- LCC fleet (vehicle) improvements
- General operations at Redhall and John Charles Centre
- Air quality and enforcement
- Application of BREEAM (whole life costing) to the Northern Ballet project
- Display Energy Certificates and the Council Business Plan's 'Big Idea'

3.3 It was agreed that the YEP article will have raised concerns from external stakeholders with regard to the robustness of internal systems. The decision was taken to subject the arrangements for processing recyclate collected by the Council via the green bins to a formal EMAS audit. To ensure impartiality and transparency, it was agreed that the external auditors (Bureau Veritas) should conduct this investigation.

The scope of the audit covered:

- Compliance to appropriate waste legislation, specifically Duty of Care documentation;
- Contract information;
- Site licenses;
- Annex VII documents which identify destination of waste;
- Environment Agency communications or reports;
- Target requirements;
- Site visit to contracted Materials Recycling Facility (MRF) to review site operations.

3.4 EMAS Audit

The following commentary is taken from the formal Bureau Veritas surveillance audit conducted on 1<sup>st</sup> December 08:

#### *1.1 Municipal Waste*

*Documentation was reviewed to identify and track waste streams. The curbside recycling activities were audited. The main contractor is HW Martins Waste Ltd. Due diligence reports dated 17.4.08 & 3.10.08 were reviewed and seen to be complete. A sample of Annex VII documents was available which clearly identified the final destination of the waste for recycling. A target of 30% was established to include household recycling centres. The actual figure recycled is 32%. Evidence was available to demonstrate that output quantities were being recorded. The total number of recycling miles is being monitored as part of the proximity checks. Evidence was tabled to demonstrate that external communication was being actioned and a letter dated 5.11.08 was seen. Experience gained with existing contracts is being used and tender requirements are being amended to ensure greater control by the Authority.*

*The Authority was able to demonstrate that their waste is being tracked to its final recycling destination. Good controls were evident and staff were aware of the environmental issues related to recycling of waste.*

## 1.2 Materials Recycling Facility

*This facility is operated by HW Martins Waste Ltd. A Duty of Care file was available containing Annex VII Waste Carriers Licences and Management Licences. A selection were reviewed and seen to be satisfactory.*

*Good recycling rates were evident and the housekeeping was good. Recycled materials were segregated and identified. The weighbridge was serviced on 2.11.2008 to replace faulty load cells. Good controls were evident at the facility.*

## 4.0 Implications For Council Policy And Governance

4.1 The current performance relating to the recycling of municipal waste is in line with the LSP improvement targets.

## 5.0 Legal And Resource Implications

5.1 The recent audit has confirmed that legal compliance to the Environmental Protection (Duty of Care) Regulations (SI 1991/ 2839) can be demonstrated. Therefore, current resources, processes and procedures appear to be appropriate.

## 6.0 Conclusions

6.1 This report confirms:

- that existing controls regarding the management of municipal recycle are effective
- the value of an externally accredited environmental management system such as EMAS.

6.2 The outcome of this audit demonstrates that the Council is complying in full with all of the relevant environmental waste legislation. Whilst accepting that the controls of waste, and in particular overseas shipments, can in some instances be limited because of the remoteness of the final destination, the Transfrontier Shipment rules are being adhered to and a full audit trail is available to give confidence in the way our own recyclates are being sold on for processing. The Council and its contractor have been found to have robust systems in place to ensure the effective and responsible management of municipal recyclates, and this should provide confidence that recent adverse media coverage does not in any way represent an accurate reflection of the adequacy of these systems.

## 7.0 Recommendations

7.1 Scrutiny Board are requested to:

- a) Note the findings of the EMAS audit;
- b) Recommend the wider use of the EMAS audit process to:
  - demonstrate the effectiveness of current processes;
  - identify gaps in existing processes and recommend improvement.



24/02/09

## BAR1 - Audit Report

<b>Company Name/Code</b>	LEEDS CITY COUNCIL	Z031459
<b>Job Description/Code:</b>	Certification	158239

<b>Certification Audit</b>		<b>Re-certification Audit</b>		<b>Surveillance</b>	5
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<b>Standard audit conducted against:</b>	<b>Other documents:</b>
ISO 14001:2004	EMAS

<b>Audit Date</b>	01/12/2008	02/12/2008
<b>Audit Date (Main: EMS or OHSAS)</b>		

<b>Team Leader:</b>	<b>Team Member(s):</b>
Michael Hiles	Jonathan Wallace

<b>Scope of Audit (local language):</b>	THE PROVISION OF SERVICES TO THE COMMUNITY AS A WHOLE
<b>Scope of Audit (in English):</b>	THE PROVISION OF SERVICES TO THE COMMUNITY AS A WHOLE
<b>Has the certificate details changed from the current certificate ?</b>	<b>Yes</b>
<b>Date of next visit</b>	

<b>Audit Report Distribution :</b>
LEEDS CITY COUNCIL BVQI UNITED KINGDOM

### CERTIFICATE DETAILS :

<b>Site(s) Address(es) :</b>

<b>Accreditation(s)</b>	<b>Language</b>
-------------------------	-----------------

<b>TEAM LEADER RECOMMENDATION :</b>			
<b>All NCR's now cleared :</b>	Yes	<b>Continue Certification</b>	Yes
<b>Approved By :</b>	M L Hiles <i>M.L. Hiles</i>	<b>Date :</b>	02/12/2008



24/02/09

## BAR2 - Audit Summary

<b>Company Name/Code :</b>	LEEDS CITY COUNCIL	Z031459
<b>Job Description/Code:</b>	Certification	158239

<b>Date(s) :</b>	01/12/2008 & 02/12/2008	<b>Department(s) / Process(es)</b>			
<b>Contact(s):</b> Jon Andrews	Trish Dobson Coral Maine	<b>1</b>	Environmental Administration	<b>7</b>	Parks & Country Side Redhall
Ania Campbell	Richard Davies	<b>2</b>	Municipal Waste	<b>8</b>	Whole Life Costing
Steve Holmes Steve Foster	Chris Simpson Richard Welbourne	<b>3</b>	MFR	<b>9</b>	Display Energy Certificates
Declan Nortcliffe	Claire Hide	<b>4</b>	Air Quality		
Jed Pearce	Ed Turnbull	<b>5</b>	Corporate Risk Register		
Janet Neve	Peter Lynes	<b>6</b>	Flood Risk (N189)		

		<b>Ma nRe v</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>		
<b>Team Leader :</b>	Michael Hiles		X	X	X	X				X	X		
<b>Team member(s) :</b>	Jonathan Wallace						X	X	X				

<b>Site(s) :</b>													
LEEDS		X	X	X	X	X	X	X	X	X	X		

	<b>ISO 14001:2004 - Clauses :</b>												
4.1	General requirements												
4.2	Environmental policy		X										
4.3.1	Environmental aspects		X										
4.3.2	Legal and other requirements			X	X				X		X		
4.3.3	Objectives, targets and programme(s)						X				X		
4.4.1	Resources, roles, responsibility and authority			X	X	X	X	X	X	X	X		
4.4.2	Competence, training and awareness					X							
4.4.3	Communication			X	X	X	X	X	X	X	X		
4.4.4	Documentation												
4.4.5	Control of documents			X	X	X	X	X	X	X	X		
4.4.6	Operational control			X	X	X	X	X	X	X	X		
4.4.7	Emergency preparedness and response												
4.5.1	Monitoring and measurement					X		X			X		
4.5.2	Evaluation of compliance		X	X					X		X		
4.5.3	Nonconformity, corrective action and preventive action												
4.5.4	Control of records			X	X	X	X	X	X	X	X		
4.5.5	Internal audit		X										
4.6	Management review		X										
BVC 1	Use of Logo		X										





24/02/09

## BAR2 - Audit Summary

<b>Company Name/Code :</b>	LEEDS CITY COUNCIL	Z031459
<b>Job Description/Code:</b>	Certification	158239

<b>Date(s) :</b>	01/12/2008 & 02/12/2008		<b>Department(s) / Process(es)</b>
<b>Contact(s) :</b>		<b>1</b>	John Charles Sports Centre
Matt Lister	Dave Cherry	<b>2</b>	NI185
Stuart Chadwick	Chris Clarke	<b>3</b>	Fleet Improvements
Mark Sugden	Sue Walker	<b>4</b>	Highways Procurement
Manjit McKenzie	Ray Hill	<b>5</b>	School Travel Plans NI198
Fiona MacInespie		<b>6</b>	

		Ma nRe v	1	2	3	4	5	6						
<b>Team Leader :</b>	Michael Hiles		X											
<b>Team member(s) :</b>	Jonathan Wallace			X	X	X	X							

<b>Site(s) :</b>			1	2	3	4	5	6						
LEEDS			X	X	X	X	X							

	<b>ISO 14001:2004 - Clauses :</b>													
4.1	General requirements													
4.2	Environmental policy		X		X									
4.3.1	Environmental aspects													
4.3.2	Legal and other requirements		X											
4.3.3	Objectives, targets and programme(s)													
4.4.1	Resources, roles, responsibility and authority		X	X	X	X	X							
4.4.2	Competence, training and awareness													
4.4.3	Communication		X	X	X	X	X							
4.4.4	Documentation													
4.4.5	Control of documents		X	X	X									
4.4.6	Operational control		X	X	X	X	X							
4.4.7	Emergency preparedness and response		X											
4.5.1	Monitoring and measurement		X	X			X							
4.5.2	Evaluation of compliance		X											
4.5.3	Nonconformity, corrective action and preventive action		X											
4.5.4	Control of records		X	X	X	X	X							
4.5.5	Internal audit		X											
4.6	Management review													
BVC 1	Use of Logo													



## BAR3 - Audit Findings

<b>Company Name/Code :</b>	LEEDS CITY COUNCIL	Z031459
<b>Job Description/Code:</b>	Certification	158239
<b>Product Name :</b>	ISO 14001:2004	

<b>Audit Summary :</b>
<p>Leeds CC continues to implement activities to improve its impact on the environment, evidence was tabled to demonstrate that improvements are being achieved. All staff seen demonstrated a strong commitment to EMAS. The EMAS Section and Energy Guardians are ensuring that the environmental message is being communicated with positive results for Leeds CC.</p> <p>Continued registration to ISO14001: 2004 is recommended.</p>

<b>Auditor Notes</b>
<p><b>Environmental Administration:</b>          Legal compliance &amp; Internal Audit were reviewed and accepted. The observations from the previous visit had been addressed.</p> <p><b>Municipal Waste</b>          Documentation was reviewed to identify and track waste streams. The curbside recycling activities were audited. The main contractor is HW Martins Waste Ltd. Due diligence reports dated 17.4.08 &amp; 3.10.08 were reviewed and seen to be complete. A sample of Annex VII documents was available which clearly identified the final destination of the waste for recycling. A target of 30% was established to include household recycling centres. The actual figure recycled is 32%. Evidence was available to demonstrate that out put quantities were being recorded. The total number of recycling miles is being monitored as part of the proximity checks. Evidence was tabled to demonstrate that external communication was being actioned and a letter dated 5.11.08 was seen. Experience gained with existing contracts is being used and tender requirements are being amended to ensure greater control by the Authority.          The Authority was able to demonstrate that their waste is being tracking to its final recycling destination. Good controls were evident and staff were aware of the environmental issues related to recycling of waste.</p> <p><b>Materials Recycling Facility</b>          This facility is operated by HW Martins Waste Ltd. A Duty of Care file was available containing Annex VII Waste Carriers Licences and Management Licences. A selection were reviewed and seen to be satisfactory. Good recycling rates were evident and the housekeeping was good. Recycled materials were segregated and identified. The weighbridge was serviced on 2.11.2008 to replace faulty load cells. Good controls were evident at the facility.</p> <p><b>Air Quality</b>          The activities related to sites with permits were audited. Compliance visits are carried out on a risk bases, which was examined. A programme of visits is prepared and monitored to ensure it is adhered to. New permits have been issued to the crematoriums related to the mercury abatement regulations, which come into force 2012. The annual air emissions results were seen for Lawnswood. The monthly figures were also available. The Compliance Monitoring Inspection Sheets were also reviewed and seen to be completed. A sample of permits were identified and the Compliance Monitoring Inspection Sheets were seen. Evidence was tabled to demonstrate that where issues are identified the risk assessment is reviewed and additional visits were carried out.          A good awareness of the environmental issues was demonstrated and good controls were in place.</p> <p><b>Corporate Risk Register</b>          Approx 30 major risks have been identified that potentially could threaten the ability of the council to deliver its services. Wide range of issues considered (e.g. industrial action, IT failure, etc) including 'environmental' issues</p>

– ‘risk that council does not prepare sufficiently for climate change’, ‘risk that council does not implement an effective waste strategy’ ‘risk that council’s approach to management of major sources of flood risk is inadequately developed and resourced’.

Each risk is subject to a detailed risk assessment by appropriate in-house experts and assigned a rating between very high and low. This rating takes account of the effectiveness of existing controls, which are themselves, rated between ‘excellent’ and ‘poor’. A series of actions to lower the risk rating are proposed. Documented guidance has been produced for how risk assessment should be conducted.

These risk assessments and the status of the proposed actions are then subject to quarterly reporting to the Corporate Risk Management Group. Evidence of this seen for Waste Management strategy and flood response risks but readiness for climate change risk assessment was only completed in Q3 of 2008 and the first quarterly report has not yet been carried out. Progress on the actions proposed in this RA shall be reviewed in future surveillance visits.

### **Flood Risk Management**

Reviewed Action Plan of Water Asset Management Group. Wide range of actions planned and implemented covering policy and oversight, information and data gathering, through to practical on the ground actions to reduce and manage flood risks. Examples of latter include identification of drainage ‘hotspots’ prone to flooding, and improved schedules of clearing drains and removal of fly-tipped waste from culverts and streams to reduce flood risk. Strengths of the programme are both the broad range of actions included and the cross departmental involvement of Council staff in the development and implementation of the plan.

### **Redhall (Parks and Countryside Nursery and depot).**

Site tour. Noted good standard of housekeeping around the site. Recycling of plastic seedling trays was noted as an example of good practice particularly given the efforts taken to ensure that these are stacked as efficiently as possible to avoid unnecessary transportation of air when they are collected from the site.

Monitoring: Waste records (fleet – garage) inspected – satisfactory.

Monitoring of fuel use for P & C fleet is robust, using Meridale fuel management system that allows fuel use by individual vehicles to be tracked. Energy use in nursery is also closely monitored and data communicated to Energy Management Unit.

### **Whole Life Costing**

The Northern Ballet Building was audited. The contract contained strong BREEAM requirements and is subject to a post contract review. A BREEAM assessment has been completed at the pre contract stage. The building construction is linked to the Nottingham Declaration to which Leeds CC is a signatory. Evidence was tabled to demonstrate that bore holes had been drilled which identified the site as low risk. The site is centrally located with good public transport access. Good controls were evident and the building was considered to be a good example of sustainable development.

### **Display Energy Certificates**

A register of buildings affected by DEC’s was available and certificates have been prepared and issued. Changes are being made to the energy monitoring software to ensure better accuracy. This will enable a “league table” of buildings to be displayed to identify the poorly performing buildings. There is also a project to increase the percentage of automatic meter readings. All new refurbishments are to look at BREEAM excellent as a criteria. A draft asset management plan is being established which will incorporate sustainability in all refurbishment decisions. Very good efforts are being made to improve the sustainability of Leeds CC buildings to meet the established carbon reduction targets.

### **John Charles Leisure Facility**

The skips were clearly identified as to the waste type and brown water is being used in the new pool facility. A wind turbine is available on site, which still needs to be connected, although the NICEIC certificate was available. The emergency plan was reviewed. The legionella risk assessment and logbook was available and reviewed. Evidence of boiler maintenance was tabled. The chemicals for the pool were stored in bunds to avoid contact and COSHH sheets were available. A survey condition of the facility has been carried out and an

asbestos register was available. Energy use is being monitored and information passed to the Energy Management Unit.

Staff seen displayed a good understanding of the environmental issues and were committed to improving the environmental impact of the facility.

#### **NI185**

The baseline year for this indicator is 2008-09 and it has been recognised that there were areas of uncertainty with regards to monitoring carbon emissions from different areas of activity. Performance management group has undertaken a process mapping exercise to identify activities, determine data gathering methods and identify gaps and limitations in the data collection processes. Excellent work that should enhance the level of confidence in the data being fed into the Defra spreadsheet and output performance data (this will also be beneficial for the EMAS statement).

#### **Fleet Improvements**

HGVs (i.e. refuse collection vehicles) identified as the major source of carbon emissions from fleet (29% of total) and so projects have targeted this group of vehicles. Various projects have been set up in partnership with CENEX (Centre of excellence for low carbon and fuel cell technologies – set up by BERR). These include trial of 2 refuse vehicles to be run on bio-methane and a low carbon vehicle procurement project that will involve trialling up to 50 new low carbon vehicles. In both cases LCC has the option to buy the vehicles at the end of the trial if they prove satisfactory.

Other initiatives aimed at reducing carbon emissions from fleet include SAFED training for drivers and a green fleet review by the Energy Savings Trust (which identified refuse collection vehicles as the potential ‘quick win’ for low carbon vehicles). Funding for SAFED training restricted to 50 drivers so the aim is to cascade the skills taught internally so all fleet drivers eventually benefit.

#### **Highways Procurement**

Highways maintenance work carried out by combination of in-house staff and contractors (either work that involves specialist skills that LCC does not have in-house or when work volume exceeds in-house capacity).

They have not yet used the Sustainable procurement toolkit but have recently received it and will be having a briefing from Corporate Procurement team on how to use it. Contracts typically let on a quality-price split but have found that this can lead to situations where contractors promise more than is actually delivered. Consequently are tending to lean back towards putting greater emphasis on price and then monitoring quality throughout implementation of the contract. Purchase of materials e.g. blacktop, is generally on price as everyone is basically offering the same product.

LCC has a recycling agreement with Tarmac and all arisings from road maintenance (black top, bricks, concrete etc) are processed into secondary aggregate and recycled back into road maintenance. LCC has not purchased any primary aggregate since the 1990s.

LCC has also been implementing a road maintenance policy called Retread on low traffic roads in estates. This process involves in situ shallow depth recycling, i.e. road surface is broken up into aggregate and then sprayed with bitumen to rebind the material before being compacted and rolled back into shape. This allows road surface to be restore with minimal consumption of raw materials.

#### **School Travel Plans NI198**

Very good progress in developing school travel plans during past year with 35 new schools recruited this year and 70% of schools in Leeds now having one. Developing travel plans is voluntary from the schools point of view (except where it is a condition of a planning consent when schools are rebuilt or extended) so remaining few may be the most difficult to persuade to adopt one.

Monitoring the success of travel plans in reducing numbers of students travelling to school by car is not straightforward, as the plans are ‘owned’ by the schools not LCC. However, there is now an annual survey of all school children/parents – the Pupil Level Annual School Census (PLASC) that includes a question on how they intend to travel to school over the forthcoming school year. Although data from this survey is sparse (and only available for the past two years) it may provide a tool to track school travel data in future.

**Details of Findings :**

**OBSERVATION**

OBSERVATION (MHI/19):

Air Quality

Consideration could be given to identifying a methodology for signing off the training of staff. There was no evidence of lack of training and all staff seen displayed a good understanding of the process and the reports seen were accurate and factual. However should a company dispute the reports there would be a clear indication of training.

OBSERVATION (MHI/20):

John Charles Sports Facility

There is a need to determine if the site produces sufficient hazardous waste to need to be registered.

The waste cooking oil containers need to be clearly identified.

It is recommended that the drains plan is reviewed to ensure it is up to date.

Are any discharge consents in place.

A further internal audit of the facility is recommended to up date the previous identified actions.

OBSERVATION (JW/21):

Redhall (Parks and Countryside Nursery and depot).

Confirmed that plant waste composting activity on 5 acre is registered with EA as an Environmental Permitting Regulations exempt activity. The practice of storing surplus spoil from graves dug in Council cemeteries on site may also require registration of an exemption and this should be investigated.

There is a possibility that plant waste brought to the 5 Acre composting site could include Japanese Knotweed which if mixed into the compost could potentially cause the further spread of this invasive weed (an offence under the Wildlife and Countryside Act). The risk of this is limited by the fact that only plant matter arising from LCC activities is admitted to the site and Parks and Countryside staff have been informed about JKW and other invasive weeds. However, the guidance documentation on this topic is aimed primarily at P&C staff who may encounter these plants at sites around the City and advises on what to do/not do when it is encountered. It is not clear that the staff at the composting facility have also been briefed on the subject and consideration should be given to doing so as a final line of defence in case any JKW is brought into the site in spite of precautions given.

Several containers of a liquid that was confirmed to be water were observed standing on the ground outside the building used by the children's play equipment team. These were, however, labelled as containing a chemical used in the installation of rubberised play surfaces (diphenyl methyl di-isocyanate). If containers are to be re-used to contain water (or any other material it is poor practice to leave the original labels on the containers.

OBSERVATION (JW/22):

NI185

An example of the Defra spreadsheet was shown for Q1 and Q2 of 2008 for stationery emission sources. The spreadsheet includes two input values for each emission source – kWh consumed in the period and degree-days. The latter is then used to calculate a weather corrected CO<sub>2</sub> emission value. It should be noted however, that the spreadsheet formula for this correction is based on an annual degree days total and is therefore only appropriate for calculating a corrected emission value for the whole year. Corrected values for quarterly results should be disregarded. (It was also noticed that the weather correction factor given in the Defra spreadsheet (emissions \* 2462/actual degree days) appears to be rather high – corresponding to a 'typical' year in Scotland say – and is of debatable applicability to most English regions. In nearly all years it is likely to result in emissions being 'corrected' upwards. Although of course, LCC has to use the spreadsheet provided by Defra, including all of the conversion factors and formulae contained therein, it may be worth raising this point with Defra).

OBSERVATION (JW/23):

NI198 School Travel Plans

The travel question in the PLASC survey should be asked annually with respect to each child (i.e. not just on enrolment) but there is anecdotal evidence that this may not be the case (two parents of children at Leeds schools



24/02/09

who stated they have not been asked the question annually) and this should be investigated.

**OBSERVATION (JW/24):**  
 Civic Centre  
 It was noted that in the Civic Centre a bank of floodlights was on during the daytime. These floodlights were illuminating a wall in the central well of the building (i.e. not visible to the public from the exterior) and it was not clear what their purpose is or why they were on.

**MAJOR**

**MINOR**  
 Minor NCR (MHI/18):  
 John Charles Leisure Facility  
 The waste contractor AWM consignment notes for waste and the consignment notes for the waste oil were not available at the time of the audit.

<b>Number of Non Conformities Raised :</b>	<b>Major</b>	0	<b>Minor</b>	1
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<b>Audit Conclusion :</b>			
<p>The visit report forms part of BV Certification UK Limited partnership approach in the audit Management System.            The activities audited in Depth are listed in the 'Audit Summary' attached.            Any nonconformities identified will require corrective and preventive action, firstly to correct the identified nonconformance and secondly to examine the underlying cause and implement the changes necessary to prevent recurrence. The audit was based on Random samples and therefore nonconformities may exist which have not been identified.            If you wish to distribute copies of this report external to the organisation, then all pages must be included.</p>			
<b>Team Leader</b>	Michael Hiles	<b>Company management representative :</b>	Susan Williams
<b>Client's Acknowledgement</b>	Have all non-conformities been acknowledged by the management representative ?		N/A
<b>Is a Follow-up visit required :</b>	No	<b>Date(s) of Follow-up visit :</b>	
<b>Follow-up visit remarks :</b>			

<b>Persons interviewed :</b>			
<b>Name</b>	<b>Department</b>	<b>Auditor</b>	<b>Date</b>



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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Environment and Neighbourhoods)

Date: 16<sup>th</sup> March 2009

### Subject: Recommendation Tracking

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Introduction

- 1.1 Members introduced a formal recommendation tracking system in December 2006. Each Scrutiny Board receives a quarterly report, coinciding with the quarterly presentation of performance information, on the progress made in implementing the Board's recommendations.
- 1.2 This tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.
- 1.3 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 1.4 To assist Members with this task, the Principal Scrutiny Adviser has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate, and to change them where they are not.
- 1.5 This quarterly report shows progress against recommendations arising from a number of previous inquiries dating back to 2004/5. These relate to the following:
  - Inquiry into Anti-social Behaviour Interventions (2005)
  - Inquiry into Affordable Housing (2006)
  - Lettings Inquiry (2008)
  - Inquiry into CO2 emissions (2008)

## **2.0 Recommendations**

2.1 Members are asked to:

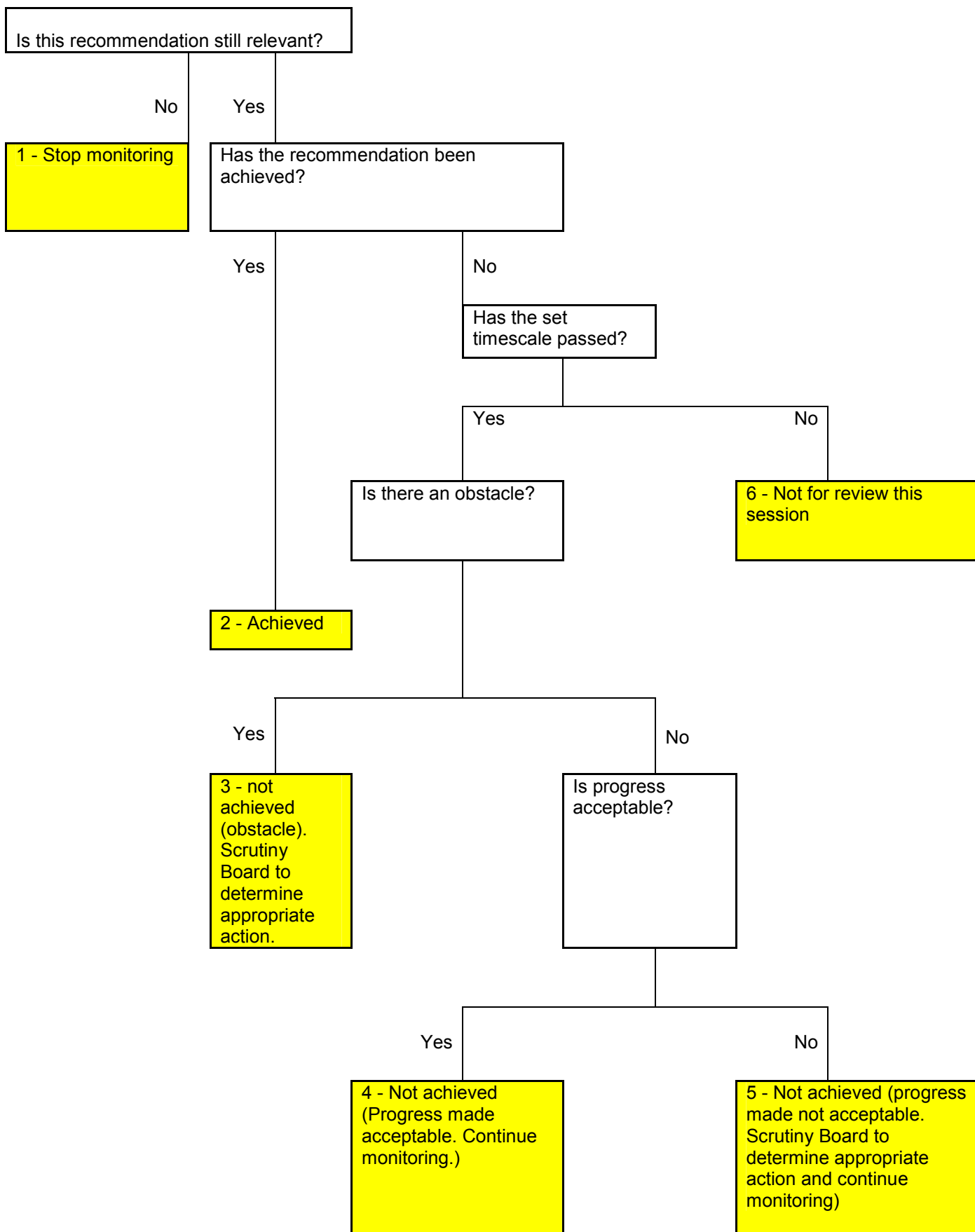
- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

### Background Papers

None.



**Recommendation tracking flowchart and classifications:**  
**Questions to be Considered by Scrutiny Boards**



**Recommendation Tracking – Progress Report (March 2009)****Categories**

- 1 - Stop monitoring
- 2 - Achieved
- 3 - Not achieved (Obstacle)
- 4 - Not achieved (Progress made acceptable. Continue monitoring)
- 5 - Not achieved (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

**Inquiry into Anti-social Behaviour Intervention (2005)**

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p><b>RECOMMENDATION 12</b></p> <p><b>That Ward Members are systematically kept informed of anti-social behaviour issues and activities within their Ward by Council departments and ALMOs, within the constraints of the law. We recommend that a mechanism be established that will allow the ‘two way’ sharing of information from Ward Members. We also recommend that Council departments and the ALMOs ensure that the same level of communication occurs between themselves.</b></p>	<p>ASBU monthly reports on area activity are now available on the Safer Leeds website, accessible by a link to the Council’s intranet system.</p>	<p><b>Category 2</b></p> <p><b>Achieved</b></p>	

<p><b>RECOMMENDATION 13</b></p> <p><b>That the Youth Service reports back to the Scrutiny Board on the progress of the Revizit scheme and how it might be implemented more widely</b></p>	<p>The Revizit programmes that are currently running or are in the process of being organized for April onwards are as follows:</p> <p>North East area  1 programme currently at Carr Manor High  1 programme under preparation for Allerton High  1 programme being considered for Prince Philip Centre</p> <p>South area  1 programme part delivered with Signpost in Beeston/Holbeck  1 programme being considered with NACRO in Middleton  2 programmes being considered for Outer South</p> <p>West area  1 programme currently at LAZER Centre in Armley  1 programme completed at Strawberry Lane Armley</p> <p>North West area  1 programme currently at Holt Park  1 programme at Little London Community Centre  1 programme being considered for Guiseley Rawdon, Otley &amp; Yeadon  1 programme being considered for West Park/Meanwood</p> <p>East area  1 programme currently at Seacroft  1 programme currently at Swarcliffe  2 new cohorts being prepared for Seacroft and Swarcliffe</p>	<p><b>Category 2</b></p> <p><b><i>Achieved</i></b></p>	
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<p><b>RECOMMENDATION 16</b></p> <p><b>That the Youth Offending Service analyse the reasons for non-attendance for parent programmes in order to devise alternative methods of making contact with parents of young offenders.</b></p>	<p>No Parenting Orders have been made for criminal matters in the youth court since the last update. This is because there has been no progress from the Youth Task Force/Home Office in relation to producing a national protocol for enforcement and conducting breaches on these Orders. We understand this is work in progress and await the outcome.</p> <p>Despite this, significant work with parents and carers continues to be undertaken without a Parenting Order, with a range of provision to meet diverse needs. Under the 'think family' approach within the recent Youth Crime Action Plan Leeds will benefit from additional funding to set up a Crime Family Intervention Programme. The focus will be on working intensively with whole families.</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	
<p><b>RECOMMENDATION 18</b></p> <p><b>That Education Leeds provides to a future Scrutiny Board an update on its policies regarding truancy prevention, including information on the guidance provided to parents and the latest information on initiatives such as the City Centre Truancy Sweep.</b></p> <p><b>We also recommend that such Truancy Sweeps are done as regularly as possible in order to maintain the momentum and the profile of the message</b></p>	<p>During the first part of the academic year 2008/09 up to February half term, the AST and WYP have carried out 76 sweeps and 381 pupils were stopped within the City Centre.</p> <p>Funding has been secured from SSCF funding, Area Management Board, Education Leeds, Tasking groups and David Young Community Academy for the following academic year 2009/10 which will enable us to continue to pilot the Truency Watch Team in the East of the City. From September 2008 to February 2009, 83 sweeps have been carried out and 96 pupils were stopped.</p>	<p><b>Category 2</b></p> <p><b>Achieved</b></p>	

## Inquiry into Affordable Housing (2006)

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p><b>RECOMMENDATION 1</b></p> <p>That the Director of Neighbourhoods and Housing takes forward the proposal to promote moves for people under occupying council properties, and also that possible management incentives for ALMOs to promote the policy sensitively are considered.</p>	<p>This recommendation has been superseded in the 2008 Inquiry into Lettings</p>	<p><b>Category1</b></p> <p><i>No longer relevant. Stop monitoring</i></p>	
<p><b>RECOMMENDATION 3</b></p> <p>That the Neighbourhoods and Housing department encourage Registered Social Landlords to advertise their available properties through the choice based lettings scheme.</p>	<p>This recommendation has been superseded in the 2008 Inquiry into Lettings</p>	<p><b>Category1</b></p> <p><i>No longer relevant. Stop monitoring</i></p>	
<p><b>RECOMMENDATION 4</b></p> <p>That the Neighbourhoods and Housing department develops stronger links with RSLs, particularly in establishing nomination agreements.</p>	<p>This recommendation has been superseded in the 2008 Inquiry into Lettings</p>	<p><b>Category1</b></p> <p><i>No longer relevant. Stop monitoring</i></p>	

<p><b>RECOMMENDATION 7</b></p> <p><b>That clear criteria for access to affordable housing is developed for all schemes, maintaining local links, and giving priority to those who have been displaced through regeneration schemes.</b></p>	<p>The Affordable Housing Delivery Plan that has been agreed by Executive Board set</p> <p>Out a broad strategic framework in relation to developing criteria for access to affordable housing. Separate to this area, Environment and Neighbourhoods and the Development Department are working closely to develop standardised section 106 agreements and in relation to new and existing planning applications are working closely to ensure that affordable housing requirements are fully met in line with the Supplementary Planning Guidance and that local requirements in terms of management and meeting the needs of the local community are met. An updated SPD 'Affordable Housing' is being produced and having gone through all the various consultation processes should be adopted early in 2009.</p> <p>With the current pressures on social housing in terms of managing the decanting of secure tenants and residents, ongoing work is being undertaken with the Regeneration Partnerships Division of Neighbourhoods and Housing to see how additional affordable housing developed either by public or private sector funding can assist with the delivery of regeneration schemes and the re housing of those displaced.</p>	<p><b>Category 4</b></p> <p><b><i>Not achieved (Progress made acceptable. Continue monitoring)</i></b></p>	
<p><b>RECOMMENDATION 8</b></p> <p><b>That a co-ordinated approach to marketing affordable housing is established to ensure that those who are eligible are given opportunity to benefit from the schemes.</b></p>	<p>The Housing Market Assessment will inform and advise in terms of housing need across all tenures. Development Department and Environment and Neighbourhoods are working to ensure a co-ordinated approach towards the marketing of affordable housing. In addition Environment and Neighbourhoods are working closely with registered social landlords who will be either managing or marketing properties to take into account local requirements where applicable.</p>	<p><b>Category 4</b></p> <p><b><i>Not achieved (Progress made acceptable. Continue monitoring)</i></b></p>	

<p><b>RECOMMENDATION 9</b></p> <p><b>That the appropriate Scrutiny Board receives a progress report on the Golden Triangle Partnership</b></p>	<p>The Golden Triangle Partnership has been developing a Mortgage Rescue Scheme in advance of the recent development of the Central Government scheme. The procurement process has been undertaken and a contractor appointed to deliver the scheme.</p>	<p><b>Category 4</b></p> <p><b><i>Not achieved (Progress made acceptable. Continue monitoring</i></b></p>	
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## Inquiry into Lettings (2008)

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p><b>2 (ii)</b> That, in conjunction with the Head of Scrutiny and Member Development, the Strategic Landlord, as and when appropriate, delivers a series of Member briefing/ information sessions on housing related matters, particularly following any significant changes to policy.</p>	<p>Strategic Landlord will arrange briefing sessions with Member Development to tie in with the revision of lettings policy.</p> <p>Timescale: October 2008, then twice annually</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	<p><b>NOT COMPLETE</b></p> <p>Sessions are being planned by Member Development team for 09/10. Sessions will be in April or May</p>
<p><b>2(iii)</b> That, to supplement the Member briefing sessions (referred to above), the Strategic Landlord produces and maintains a Members' handbook on the Council's Lettings Policies.</p>	<p>Strategic Landlord Group will produce a Members' Handbook on the lettings policy and key changes to it.</p> <p>Timescale: October 2008, then updated in line with future lettings policy revision</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	<p><b>NOT COMPLETE</b></p> <p>Scrutiny Board have been consulted on the draft. This will be launched as part of the planned Members training program. Member Development Team are currently planning these sessions.</p>



<p>4. That, working with each of the Arms Length Management Organisations (ALMOs) and the Belle Isle Tenant Management Organisation (BITMO), the Strategic Landlord seeks to develop a set of principles to ensure that information on all LLPs in operation across the City are easily accessible by all members of the public, and are presented in a clear and consistent manner, by December 2008.</p>	<p>The ALMOs will provide customer information leaflets to customers about their LLPs.</p> <p>The Leeds Homes website will provide a web link to this information from all properties with a LLP advertised through the Leeds Homes website. (Timescale: November 2008)</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	<p><b>NOT COMPLETE</b></p> <p>A review of all Local Lettings Policies will be completed by June 09. For the new LLPs new publicity materials will be provided.</p> <p>Website link still delayed due to IT resources dedicated in other housing projects.</p>
<p>9. That by April 2009, the Strategic Landlord, through the ALMOs:</p>			
<p>(i) Ascertain the level of under-occupancy across all council housing stock.</p>	<p>ALMOs are currently gathering data on the level of under-occupancy in their area. This is being undertaken through the customer profiling process. (Timescale: April 2009)</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	<p>There are over 100 customers that have applied to downsize as they are under occupying. The ALMOs are looking for appropriate accommodation for these customers. In light of this, it is felt not necessary to undertake more detailed customer profiling exercise at the moment.</p>

<p><b>(ii)</b> Undertakes further research to establish the most appropriate interventions for reducing under-occupancy across council housing stock locally.</p> <p><b>iii)</b> Formulate proposals, including the allocation of dedicated resources, aimed at proactively addressing under- occupancy, in the longer-term, across council housing stock locally.</p>	<p>In June 2008 Executive Board approved a pilot underoccupation incentive scheme (see point 9 iii below for details). The scheme will be evaluated to establish how successful various interventions are in achieving moves. (Timescale: April 2009)</p> <p>In June 2008 Executive Board approved the establishment of a £300,000 fund for 2008/9 to provide financial incentives to encourage underoccupying council tenants to move to a smaller property. Tenants will receive £1,000 for each bedroom released by a move. The scheme will initially focus on 4+ bedroom properties, but will be rolled out to 2 and 3 bedroom stock in the autumn, dependent on the take up of the scheme. (Timescale: April 2009)</p> <p>A further report and detailed action plan will be brought back to Executive Board proposing a longer term strategy and budget once the initial pilot scheme has been evaluated. (Timescale: February 2009)</p>	<p><b>Category 2</b></p> <p><b>Achieved</b></p>	<p>As of early Feb 09, 32 family homes have been released through the under occupying scheme</p> <p>In March Executive Board will receive a report out linking the success, and seek approval for the continuation in 2009/10.</p>
<p>Formulate proposals, including the allocation of dedicated resources, aimed at proactively addressing under- occupancy, in the longer-term, across council housing stock locally.</p>	<p>The Golden Triangle Partnership is planning to commission further qualitative research to evaluate underoccupation schemes, through interviewing underoccupiers who have moved successfully as well as those who have decided against moving. (Timescale: 2009/10)</p> <p>In addition, the Golden Triangle Partnership is developing a pilot scheme which aims to relocate a total of 50 underoccupying households from across Leeds, Harrogate and York over a two-year period from 2009/10. (Timescale: from April 2009)</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	<p><b>INCOMPLETE</b> - Golden Triangle Partnership research programme will be reviewed by the Partnership Board. The Board have not set up a date yet.</p> <p>No developments yet in Leeds. Golden Triangle Partnership (GTP) Partnership Board will consider this</p>

			<p>latter in 2009. However in York, GTP agreed in Oct 08 to spend £30K for 6 under occupying households units to move into a new build scheme.</p> <p>Golden Triangle Partnership is on the Scruinty Board forward plan for 2009/10</p>
<p><b>10. That the Strategic Landlord:</b></p>			
<p>(i) Continues to monitor the use of Leeds Choice Based Lettings (CBL) scheme, and actively promotes and encourages its use as a mechanism to advertise a range of housing options and opportunities, including private landlord accommodation and affordable housing.</p>	<p>Following a review, the CBL scheme for accredited private landlords was relaunched in March 2008. The scheme is now much more flexible and most landlords are choosing to place freestanding adverts in the Leeds Homes flyer and website with the aim of rehousing more customers from the Leeds Homes Register.</p> <p>Nomination agreements with our Housing Association partners now include affordable housing scheme nomination targets as part of the agreement. (Timescale: ongoing)</p>	<p><b>Category 2</b> <b>Achieved</b></p>	<p><b>COMPLETE</b> – Take up from private sector improved and there was closer working with RSLs on affordable developments. Since April 08 to-date, 409 RSL properties (from 12 RSLs), 10 affordable housing and 195 private rented properties have been advertised through the CBL scheme</p>

<p><b>11.</b> That, by December 2008, the Strategic Landlord:</p>			
<p><b>(i)</b> Explores and implements ways in which 'mutual exchanges' are better promoted and marketed as part of the available housing options.</p>	<p>Strategic Landlord Group will develop publicity materials eg posters for housing and one stop offices, articles in ALMO newsletters and the Leeds Homes property flyer. (Timescale: December 2008)</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	<p><b>INCOMPLETE</b></p> <p>Strategic Landlord Group has been in negotiations with 2 national IT based mutual Exchange providers. A decision will be made in March 09 on which one to partner with. The MX partner service will provide publicity material as part of the contract.</p>
<p><b>(ii)</b> Considers ways in which a more proactive approach by staff could help provide customers with realistic advice and help facilitate mutual exchanges where such an approach offers an appropriate solution.</p>	<p>Strategic Landlord Group will target mutual exchange information to LCC and RSL tenants with LHR applications registered.</p> <p>Strategic Landlord Group will develop IT solutions to enable a better mutual exchange matching process for customers using on-line facilities and for housing staff to actively promote potential exchanges between tenants. (Timescale: December 2008)</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	
<p><b>12. (i)</b> That the Strategic Landlord continues to develop and promote a 'Housing Solutions' approach in order to respond to the changing nature of customers housing needs in the City, including appropriate changes to the Council Lettings Policy.</p>	<p>Strategic Landlord is working closely with Housing Needs Group's Business Change Project to develop a housing solutions approach.</p> <p>A bid has been submitted to Communities and Local Government's Housing Solutions Trailblazer Programme. If successful the council could receive £240,000 for the Housing Options programme in 2009/10. The council is currently awaiting the outcome of the bid.</p> <p>As part of the Business Change Programme, the project aims to deliver a housing solutions website. The website specification is currently being developed, but the site will include information on renting privately, social housing, affordable housing and support available to remain at home. (Timescale: October 2008)</p>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	<p><b>NOT COMPLETED</b></p> <p>CLG Housing Solutions bid was not successful.</p> <p>In developing Housing solutions work is continuing within Housing to improve housing options for customers seeking rehousing.</p>

		<p>Homeless Advice and Prevention is being rebranded as Housing Options centre. This will focus resources on maximizing opportunities to prevent homelessness through housing advice, prevention initiatives and the use of the private rented sector. The target for 09/10 will be to ensure that homeless preventions exceed homeless acceptances</p> <p>Timescale for Housing Solutions website has been delayed to summer 09</p>
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<p><b>13.</b> That, within 12 months, the Chief Housing Services Officer establishes and commences a process, involving all key stakeholders, to determine the future customer profile of Council Housing within Leeds.</p>	<p>In 2007 the Strategic Landlord Group published a detailed report on the 'Demand for Council housing'. The main findings was that the future demand for council housing will come increasingly from single and young people, and particularly from BME groups. In addition, customers with increasing chaotic and complex housing needs are being rehoused. As a result Housing management practices need to respond to the changing needs of this new customer profile. ALMOs are addressing this, for example, WNW have implemented a tenancy support team to provide practical support and life skills training to customers who may be at risk of failing in their new tenancy.</p> <p>It is proposed that a future Scrutiny Board session is held to examine the future profile in more detail. Recommendations would be made on how to widen this debate and to involve future stakeholders. (Timescale May 2009)</p>	<p><b>Category 4</b></p> <p><b><i>Not achieved (Progress made Continue monitoring)</i></b></p>	<p><b>NOT COMPLETED.</b></p> <p>However, the Directorate has a huge amount of data on customer profiles from those both on the housing register and those in council tenancies. The source of this information is from research commissioned in 2006, and from the housing management database.</p>
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## CO2 Emissions Inquiry (2008)

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p>1. That, to provide much needed new resources, at least one of the 35 LAA priorities for Leeds focuses on climate change</p>	<p><b>Formal response received in September 2008:</b></p> <p>Two improvement priorities within the LAA directly relate to the Council's CO2 emissions: 'Reduce emissions from public sector buildings, operations and service delivery, and encourage others to do so' and 'Undertake actions to improve our resilience to current and future climate change'. Progress against these priorities will be measured against the new National Indicators 185 and 188. The former relates to the reduction in CO2 produced by Local Authority operations; 2008/09 will be a baseline year for this indicator and targets for reductions in emissions will be set at the end of the current year. Achievement against NI 188, 'Planning to Adapt to Climate Change', is assessed against four levels. Leeds City Council plans to achieve level 1 in 2008/09, progressing to Level 3 by March 2011. Reduced carbon emissions arising from our buildings, vehicles and operations is also an improvement priority in the Council's Business Plan.</p> <p><b>Progress update:</b></p> <p>Progress is being made against both these indicators. For 185 baseline CO2 emissions data for Q1-3 has been produced for 08-09, a detailed assessment of reduction opportunities and risks has been produced and a reduction target of 3.4% has been agreed with Government. For 188, Levels 0 and 1 have been completed.</p>	<p><b>Category 2</b></p> <p><b>Achieved</b></p>	

	<p>However, the lack of pump-priming funding from Government to deliver the LAA has meant that external resource have not been made available to deliver these two targets. Work is ongoing to identify spend to save opportunities for NI185. Lack of pump-prime funding is of particular concern for successful delivery of NI188 in future years.</p>		
<p>2. That all major sites are surveyed as soon as possible and where the certificates are poor, a clear plan of action to improve them up to the maximum feasible and viable score is drawn up.</p>	<p><b>Formal response received in September 2008:</b></p> <p>Surveys of representative sites from across the whole range of properties have been undertaken as part of an ongoing process. A league table has been drawn-up enabling us to target the highest users. The production of Display Energy Certificates for all sites above 1000m<sup>2</sup> will enable the Council to very easily target the poorest performing with a view to across-the-board performance improvement.</p> <p>Alongside this activity, software is being evaluated to enable a roll out of timely key consumption data to building managers across the board, so that energy in buildings of all scales can be interactively managed for better energy performance.</p> <p><b>Progress update:</b></p> <p>Number of DEC's completed 35 reports have been completed and are on file and on display in the buildings and another 70 in process. We anticipate that this will be completed by end of March.</p> <p>A zero carbon schools task force has been set up and has met four times. A series of meetings between Corporate Property Management (CPM) &amp; Strategic Asset Management (SAM) have taken place over the last few months. SAM are submitting two papers to SIB on March 20<sup>th</sup> relating to an over-arching long-term energy policy and a sustainable buildings procurement policy to meet the</p>	<p><b>Category 2</b></p> <p><b>Achieved</b></p>	



	<p>aspirations of the Big Idea.</p> <p>The business case for the energy management software has been submitted and the project process is running. We anticipate that we will have the basis of the new system in place within 4 months.</p>		
<p>3. That the Carbon Reduction Commitment implications are factored into the 2009 budget implications.</p>	<p><b>Formal response received in September 2008:</b></p> <p>This is a corporate issue and the implications of the Carbon Reduction Commitment will be assessed and will be highlighted as part of the 2009/10 budget and the ongoing development of the Medium Term Financial Plan.</p> <p>2009/2010 is the baseline year for the process of carbon trading. Trading, proper, commences in 2010/11. Initial allowances are based on existing emissions and on existing performance. Defra have assured local Councils that measures put in place in the immediate future will gain us improved allowances in the first year of trading. LCC would essentially incur penalties in the form of reduced allowances if we opted to “do nothing” until the baseline is established.</p> <p><b>Progress update:</b></p> <p>Although no costs will be incurred in 2009/10, the implications of carbon trading will continue to be assessed as part of the annual review of the medium term financial plan and the initial 2010/11 budget projections. It is proposed to establish a working group with officers from Corporate Financial Management and City Development to assess the financial implications of the trading scheme. This will be trialed through participation in a Carbon Action Yorkshire ‘dummy trading’ programme.</p> <p>The 2009/10 budget does, however, include an energy efficiency reserve of around £0.5m which provides pump priming funds to</p>	<p><b>Category 2</b></p> <p><b>Achieved</b></p>	

	<p>directorates for energy efficiency schemes of an invest to save nature and provision has been made in City Development for 4 posts which will have various roles in helping to address climate change issues in Leeds.</p> <p>We are currently pursuing the accreditation of LCC to the Carbon Trust standard.</p>		
<p>4. That the potential for further reductions in CO2 emissions through changes to the current usage patterns of street lighting be reviewed in more detail, and includes consideration of the implications associated with altering the times that street lights are on and potentially through selective dimming late at night.</p>	<p><b>Formal response received in September 2008:</b></p> <p>It is recognised that there is a need to further explore the opportunities to reduce energy consumption for street lighting to cover</p> <ul style="list-style-type: none"> <li>• further reducing the time the street lights are on (trimming)</li> <li>• selective dimming</li> <li>• technological advances eg LED lighting</li> </ul> <p>The research will need to be carried out with our street lighting PFI provider and any resulting operational changes will need to be managed through the PFI contract.</p> <p>A full review is being set up to cover:-</p> <ul style="list-style-type: none"> <li>• Feasibility of options with respect to maintaining lighting levels</li> <li>• Feasibility with respect to technology</li> <li>• Energy impact</li> <li>• Financial impact (cost to implement and potential reduced energy costs)</li> </ul> <p>The resources required to progress this will need to be prioritised through what is an intensive period of activity for the PFI and reporting of results / implementation of any changes could take up to a year to resolve. Progress will be assessed quarterly through the PFI</p>	<p><b>Category 4</b></p> <p><b><i>Not achieved (Progress made acceptable. Continue monitoring</i></b></p>	

governance arrangements.

**Progress update:**

Columns - In the first 5 years of our project, the 80,000 old concrete columns will be replaced by approx 14% fewer steel units.

Lanterns - Using mainly the 'Philips Cosmopolis' unit on our PFI project has enabled us to get more light for the energy we consume. This is because the old Low/High Pressure Sodium lights actually consume more than their rating; e.g. we can now get the same amount of light for 64W of energy whereas the old unit consumed 84W.

Trimming - As the old street lights are replaced throughout the city, the new units will be installed with a 55/28 lux cell to control the switching. This will replace the 70/35 lux on all the existing columns. This saves approx 8-9 mins burning time per unit, per day. With more than 100,000 units (lighting columns and signs) across the city, this can amount to a substantial reduction (292m minutes of lighting time, at an average of 50W per lamp, is equivalent to 243MWh or 127 tonnes CO<sub>2</sub>).

Dimming - Standards required for lighting roads are based on a number of factors one of which is traffic flow. We are working with our PFI partners at Southern Electric Contracting to ensure that major highways which only carry small volumes of traffic outside peak hours at night are identified and the benefits of dimming considered. Whilst the technology is available, so-called experts are still not 100% convinced of its reliability. We will be undertaking a trial in conjunction with our partners at SEC very shortly.

LED's - The technology is still not available at suitable quality and cost for highway lighting. However, LED tunnel lighting is more advanced and when the lighting is replaced in the Leeds/ Bradford Airport

	<p>tunnel, a 'part LED' solution will be implemented. The entry and exit portals will need to be lit with conventional fittings to achieve the required levels, but the internal running lights will be done with LED's. This will reduce energy consumption inside the tunnel by approx 70-80%.</p>		
<p>5. That a policy be developed and implemented to ensure the use of Whole Life Costing analysis when specifying new-build and major refurbishment projects, including the development of a linked, ring-fenced, fund to pay additional capital costs where revenue costs would be recouped within an agreed time period.</p>	<p><b>Formal response received in September 2008:</b></p> <p>The Council's Asset Management Plan is currently under review. In response to the climate change agenda, the Council Business Plan 2008 - 2011, which has recently been approved by Executive Board, commits the Council to BREEAM 'Excellent' standards with maximum 'energy credits', where possible for all new and refurbished buildings in terms of sustainability. Whole-life costing is a key element of such a BREEAM rating. There are already in place limited ring-fenced funds which can be used for the function indicated. However, the availability of these funds are time-limited. The Council has the facility to take up prudential borrowing for such schemes, and is actively considering that option for a number of schemes.</p> <p>This approach is however seen as problematical where control of capital expenditure is disconnected from the reduction in running costs, for instance in schools. In this case, a new financial model must be developed to enable local managers (head-teachers, governing bodies) to sign-up for increased capital to be deployed, on the basis that this would be repaid out of operational savings.</p> <p>Given the very challenging targets for efficient management of space utilisation, carbon, energy, maintenance and other running costs, it is clear that sustainability issues need to represent a 'golden thread' running throughout the property strategy. Sustainability includes energy performance, durability, maintainability, flexibility, and suitability for purpose, among other properties of buildings and as such needs to be at the heart of our planned changes to the portfolio.</p>	<p><b>Category 4</b></p> <p><b><i>Not achieved (Progress made acceptable. Continue monitoring</i></b></p>	

	<p><b>Progress update:</b> See Q2 above.</p> <p>Initial discussions have been held with Alan Gay regarding funding additional capital costs for BREEAM excellent. The preferred option is to use prudential borrowing powers to access finance where there is a solid WLC business case. A funding policy will be confirmed as part of policy development.</p>		
<p>6. That the Board, or its successor body be kept up-to-date regarding:</p> <ul style="list-style-type: none"> <li>(i) The ongoing investigations around the use of alternative fuelled vehicles in the Council's fleet.</li> <li>(ii) The outcome of the current review of CO2 emissions from vehicle deployment and the arising targeted reduction programme</li> </ul>	<p><b>Formal response received in September 2008:</b></p> <ul style="list-style-type: none"> <li>(i) Leeds Fleet Services and Transport Policy have increased their efforts to bring about real changes in the make up of the Authority's fleet. A number of projects are being investigated and promoted which will hopefully bring benefits across different areas of the Authority. These include retrofitting 5 vans with the Connaught diesel-electric hybrid system; the purchase of a Compressed Natural Gas(CNG) and a Dual Fuel (Diesel/CNG) Refuse Collection Vehicle (RCV) for Streetscene; early discussions with a third party with a view to developing diesel-electric hybrid version of a RCV. The Authority has also submitted an application to be a pilot authority in the DfT's Low Carbon Vehicle Programme. Notification of the result of our application should be received before the end of August.</li> <li>(ii) Fleet Services and Environmental Studies recently completed a Green Fleet Review in conjunction with The Energy Savings Trust. The Review included both the directly managed fleet vehicles operated through Fleet Services and the "grey fleet" which included annual mileage covered by casual and essential car users and the WhizzGo car club. The results of the Review have assisted in allocating transport based emissions to</li> </ul>	<p><b>Category 4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring)</b></p>	

different vehicle types and service areas and has been used to determine the baseline position for both National Indicators 185 and 194 as well as the Climate Change Strategy, which will recommend a District wide target of an 80% CO2 emissions reduction by 2050. The contribution Leeds City Council fleet vehicles make towards the total GHG emissions of the council operations is not the most significant sector. However, it is widely recognised that as service provision increases they will be difficult to reduce without taking positive action. Activities such as increased social care and waste segregation will lead to increased mileage from the fleet and place more emphasis on technological solutions, if the fleet is to contribute towards the targeted reduction.

**Progress update:**

(i) Retrofitting of Connaught diesel electric hybrid kit has not taken place due to Cenex withdrawing funding for the programme.

Work is continuing towards the CNG and Dual-fuel RCV demonstration project with a target commencement date of May 09. A CNG van has also been added in to the demonstration project using external grant funding from the Ashden Charity award scheme. The three vehicles will be fuelled with carbon neutral biomethane for the duration of the trial. An initial offer of additional funding towards this project has been received from Cenex subject to terms and conditions being agreed on the monitoring and reporting of the trial vehicles. We are also working with a partnership looking for support to develop a diesel-electric hybrid refuse collection vehicle, which we could trial within Leeds.

Leeds City Council was accepted on to the Low Carbon Vehicle Procurement Programme (LCVPP) with the best application from 72

hopefuls. The programme is designed to introduce fleet scale demonstration trials of lower carbon and all electric panel vans. Leeds will have around 40 such vehicles due for renewal during the next financial year.

(ii) The green fleet review highlighted that 158 HGVs (15% of the total Council fleet) was responsible for consuming 45% of the total fuel consumption (3.8m litres).

Of these 158 HGVs, 65 are RCVs averaging around 3.5mpg and accounting for over 40% of the entire fleet carbon footprint.

These vehicles therefore offer the greatest prospect for making the most significant reductions to Council fleet CO<sub>2</sub> emissions, at lowest cost per tonne of carbon saved. It is actually possible that initial increase in investment would return a net cost saving over a 5 year period. A trial has been set up to investigate this possibility (see 6(i) above).

Further work will be taken to try and drill down emissions to particular vehicle and service provision areas in an attempt to identify possible alternative technology solutions most appropriate for the individual vehicles role. Participation in the LCVPP should assist in this work.

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**Report of the Director of Environment and Neighbourhoods**

**Scrutiny Board (Environment and Neighbourhoods)**

**Date: 16 March 2009**

**Subject: Miscellaneous Properties**

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<b>Electoral Wards Affected:</b> Various	<b>Specific Implications For:</b> Equality and Diversity <input type="checkbox"/> Community Cohesion <input type="checkbox"/> Narrowing the Gap <input type="checkbox"/>
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**EXECUTIVE SUMMARY**

1. The purpose of the report is to provide an update to Scrutiny Board on the miscellaneous properties, following an initial report in October 2008. The properties are owned by the Council, but not managed by the ALMOs. All of the properties are vested with Environment and Neighbourhoods. The report also discusses proposals for the future management of this housing stock.
2. There are currently 353 miscellaneous properties in the ownership of the Council, which are not managed by the ALMOs. All of these properties were previously leased to Housing Associations (HAs), who managed the properties on behalf of the Council. In some instances the HAs set up sub leasing arrangements with other housing providers.
3. Strategic Landlord have been working the ALMOs, Housing Finance, Legal Services and the managing agents to resolve the matter of the miscellaneous property portfolio.

## **1.0 Purpose Of This Report**

- 1.1 The purpose of the report is to update Scrutiny Board on the miscellaneous properties owned by the Council, but not managed by the ALMOs. All of the properties are vested with Environment and Neighbourhoods. The report also discusses proposals for the future management of the housing stock.

## **2.0 Background Information**

- 2.1 Approximately fifteen years ago an assessment was undertaken on the miscellaneous properties owned by Leeds City Council (LCC) and managed by the Housing Department. The properties were classified as 'miscellaneous' as they were predominantly back to back houses, which were sporadically located across the city, and did not form part of the traditional council housing estates.
- 2.2 The assessment confirmed that the properties were in an extremely poor state of repair due to a lack of investment and were expensive to refurbish. Due to their state they were in very low demand and difficult to let. The properties were located in hard to let areas where there are high levels of social deprivation and unemployment
- 2.3 On this basis, some properties were declared surplus to requirements and disposed of, whilst the others were leased to Housing Associations (HAs) on long term leases on a peppercorn rent. The main reason for this was that HAs were able to access Social Housing Grant from the Housing Corporation to invest in the properties. The Council was not eligible for this funding. The HAs undertook the investment the properties required to make them habitable in return for the £1 per annum rent.
- 2.4 In February 2003, six Arms Length Management Organisations (ALMOs) took over the management of the Council's housing stock. These miscellaneous properties were not transferred to the ALMOs to manage, as they were under lease/ license at the time. The majority of properties were not in charge on the orchard system, and were not included in the Decency costings or the ALMO Business Plans.
- 2.5 The Strategic Landlord Division, in conjunction with Housing Finance and Legal Services undertook an assessment of miscellaneous properties, to establish the current position with regards to the leases. It has now been established that there are approximately 353 miscellaneous properties, vested with Environment and Neighbourhoods.

## **3.0 Main Issues - Latest Position**

- 3.1 There are currently 353 properties identified as part of this portfolio. These properties are listed on appendix 1, which also identifies the wards they are located in.
- 3.2 Current Leases – 65 properties
- 3.3 Of the 353 properties, 65 are on lease to social housing providers. These social housing providers include Unity Housing Association (HA), Connect HA, Unipol and Leeds Federated HA (LFHA) who sub lease to GIPSIL. These leases are all current and have a range of expiry dates, the earliest being August 2010 and the latest December 2022. All the properties are tenanted.

- 3.4 Expired Leases which legally 'hold over' – 16 properties
- 3.5 There are currently 16 properties which are all leased to LFHA, but where the leases have expired. However, the properties are fully let, all to long term tenants. Legal Services have confirmed that the leases legally 'hold over' which means the terms of the lease are still in force, even though the expiry date has passed. Strategic Landlord has agreed with LFHA that they will continue to lease these properties and pay rent, until a time when they become void (i.e. avoiding serving notice on long standing tenants). Once a property is empty, LFHA will hand it back to the Council, for it to be included in the ALMO's management portfolio.
- 3.6 Properties where renewal leases are about to be signed – 144 properties
- 3.7 Of the 353 miscellaneous properties, there has been a decision for the leases on 144 properties to be renewed on long term agreements to social housing providers. These social housing providers include Home HA, Connect HA, LATCH and Canopy.
- 3.8 The decision to renew the leases to these organisations has been agreed at Executive Board. All the properties are to be leased for at least 21 years, making them exempt from housing subsidy, but with regular 5 year break clauses included.
- 3.9 Instructions have been sent to Legal Services, who have negotiated on the leases with the housing providers. The leases are now awaiting signing, which should be completed shortly.
- 3.10 The majority of the properties are fully tenanted, as the organisations have been managing the properties for many years, but under old lease or sub leasing arrangements. The leaseholders are responsible for all Decency works to the properties and will have full repair and maintenance liability for the properties for the length of the lease.
- 3.11 Returned Properties – 44 properties
- 3.12 There are 44 properties which were returned to the Council from LFHA. All were returned with vacant possession, and the majority were in a poor state of repair having received little or no investment in the last 5 to 10 years.
- 3.13 Strategic Landlord worked in conjunction with Housing Finance to come up with a solution to these properties. Major Repairs Allowance (MRA) funding has been identified over the next 3 years, which will allow these properties to be brought up to a habitable and 'Decent' standard, for them to be managed by the ALMOs. The MRA pot currently stands at £402,600 per annum.
- 3.14 Aire Valley Homes (AVH) have started refurbishment work on the majority of properties identified in their management area, using MRA monies, and should have the works completed and the properties let by the end of the financial year. West North West Home Leeds (WNWhl) are about to commence works to their properties and also aim to have the works completed by the end of the financial year. East North East Homes Leeds (ENEhl) have completed the surveying works for the properties in their management area, and should be able to draw down money to commence works in April 2009.

- 3.15 Additionally, of the returned properties 2 are scheduled to be demolished as part of regeneration schemes.
- 3.16 Leases currently being negotiated – 81 properties
- 3.17 There are currently 81 properties where new leases are being renegotiated, but where Executive Board approval has not yet been granted.
- 3.18 31 of the properties are to be leased to Supported Housing Agents who receive Supporting People funding to house vulnerable tenants. These organisations include Leeds Housing Concern (LHC), St Anne's and GIPSIL.
- 3.19 The properties are all tenanted as LHC, St Anne's and GIPSIL have been managing and maintaining these properties for many years but under an old expired sub leasing agreement with LFHA. LFHA no longer want to be involved with these properties, so the leases will be direct to the three organisations.
- 3.20 A report is to be sent to Executive Board in April 2009 to agree the lease terms.
- 3.21 The remainder of the properties have expired leases to Unipol. Strategic Landlord met with Unipol in December 2008 to discuss the leases. Unipol are keen to continue leasing the properties, and want to work with Connect HA to secure Homes and Communities Agency (HCA) funding to refurbish and let the properties to mature students with families. Further work is required on this initiative and the scheme, if progressed, will require ratification by Executive Board. All the Unipol properties are tenanted, but are let on annual tenancy agreements.
- 3.22 Remaining Properties – 3 properties
- 3.23 Of the remaining 3 properties, 1 property at Stanks Hall is due to be disposed of on the open market by Development Department. The other 2 properties are leased out on commercial terms as offices.

#### **4 Implications For Council Policy And Governance**

- 4.1 Housing Finance confirmed that under Department of Communities and Local Government (DCLG) regulations, LCC should be aware of the void records, tenant information and rent restructuring for the miscellaneous properties.
- 4.2 To ensure this happens, when new leases are signed the miscellaneous properties become part of the ALMO portfolio's/ management agreements, although the day-to-day management and maintenance will be the leaseholder's responsibility. Finance have confirmed that the properties will need to be entered onto the Orchard system, and the agents should be contracted to provide tenant and void information for LCC records. The ALMO's should also be notified of Decency works.
- 4.3 Housing Finance are being informed as soon as 21 year plus leases are negotiated, so that they are removed from the HRA.

## **5 Legal And Resource Implications**

### **5.1 Housing Revenue Account Implications**

5.2 Discussions have been held with Environment and Neighbourhood's Finance Section regarding these miscellaneous properties and the impact they have on the Housing Revenue Account (HRA). LCC pay in the region of £1000 per property to the DCLG in housing subsidy, for them to re-distribute around the country. The approximate £1000 housing subsidy per property applies to the 354 miscellaneous properties (therefore £354,000 per annum approximately, is paid by LCC to the DCLG for the miscellaneous properties). As the majority of properties are on peppercorn rents, there is insufficient income to offset the housing subsidy (as with other LCC properties).

5.3 Housing Finance have confirmed that if the properties are leased out for more than 21 years, then they are excluded from the £1000 housing subsidy repayment. The properties will also be excluded from any rent restructuring requirements.

5.4 It would seem preferable that all future lease agreements, are set at a minimum of 21 years, to be exempt from housing subsidy. This not only has beneficial effects on the HRA, but will also provide security for smaller agents and allows them to confidently apply for funding to refurbish the properties. Given this situation, a standardised 25 year lease is being negotiated on all the leases.

### **5.5 Rent restructuring**

HRA properties which have been leased to an RSL or other managing agent for 21 years or less are subject to rent restructuring. As these properties are within the HRA, then the rents to tenants ought to be so calculated. Additionally, LCC are required to keep detailed records on occupancy and voids and include these properties within the decency programme. Measures are currently being put in place to manage this information, once the leases have been signed.

## **6.0 Conclusions**

6.1 The work regarding the miscellaneous properties is on-going. Housing Finance, the ALMOs and Strategic Landlord have worked together to identify funding to bring the returned properties up to the Decent Homes Standard, to be managed by the ALMOs. Work to these properties has now begun.

6.2 Lease agreements are currently being completed by Legal Services, for those properties where Executive Board approval to lease on a long term basis has been granted.

6.3 Ongoing discussions are taking place with Unipol and the other supported housing agents about renegotiating new leases.

## **7.0 RECOMMENDATION**

7.1 Scrutiny Board is requested to note the contents of this report.

### **Background papers**

None

*\*Please note that the figures in this report are subject to change as leases expire.*

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Number	A ddress	Ward	Lease Holder	Lease Status
6	Low Grange Crescent	Middleton Park	Belle Isle Elderly Winter Aid	commercial lease - Communities Letting Policy
114	Lady Pit Lane	City and Hunslet	Canopy	commercial lease - Communities Letting Policy
75	Saxon Mount	Moortown	Connect	current lease
77	Saxon Mount	Moortown	Connect	current lease
79	Saxon Mount	Moortown	Connect	current lease
81	Saxon Mount	Moortown	Connect	current lease
83	Saxon Mount	Moortown	Connect	current lease
85	Saxon Mount	Moortown	Connect	current lease
87	Saxon Mount	Moortown	Connect	current lease
89	Saxon Mount	Moortown	Connect	current lease
91	Saxon Mount	Moortown	Connect	current lease
93	Saxon Mount	Moortown	Connect	current lease
95	Saxon Mount	Moortown	Connect	current lease
97	Saxon Mount	Moortown	Connect	current lease
99	Saxon Mount	Moortown	Connect	current lease
103	Saxon Mount	Moortown	Connect	current lease
107	Saxon Mount	Moortown	Connect	current lease
111	Saxon Mount	Moortown	Connect	current lease
115	Saxon Mount	Moortown	Connect	current lease
119	Saxon Mount	Moortown	Connect	current lease
43	Amberton Crescent	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
45	Amberton Crescent	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
47	Amberton Crescent	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
49	Amberton Crescent	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
83	St Wilfreds Crescent	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
85	St Wilfreds Crescent	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
87	St Wilfreds Crescent	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
89	St Wilfreds Crescent	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
59	St Wilfreds Grove	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
61	St Wilfreds Grove	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
63	St Wilfreds Grove	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
65	St Wilfreds Grove	Gipton and Harehills	LFHA - sub leased to GIPSIL	current lease
1	Autumn Avenue	Hyde Park and Woodhouse	Unipol	current lease
19	Autumn Place	Hyde Park and Woodhouse	Unipol	current lease
10	Autumn Place	Hyde Park and Woodhouse	Unipol	current lease
18	Autumn Street	Hyde Park and Woodhouse	Unipol	current lease
2	Autumn Terrace	Hyde Park and Woodhouse	Unipol	current lease
7	Beechwood Avenue	Kirkstall	Unipol	current lease

Number	A d d r e s s	Ward	Lease Holder	Lease Status
	66 Burley Lodge Terrace	Hyde Park and Woodhouse	Unipol	current lease
	41 Cardigan Road (Rawdon Lodge)	Hyde Park and Woodhouse	Unipol	current lease
	13 Christopher Road	Hyde Park and Woodhouse	Unipol	current lease
	31 Christopher Road	Hyde Park and Woodhouse	Unipol	current lease
12a	Clarendon Place	Hyde Park and Woodhouse	Unipol	current lease
12b	Clarendon Place	Hyde Park and Woodhouse	Unipol	current lease
	32 Haddon Road	Kirkstall	Unipol	current lease
38b	Hanover Square	Hyde Park and Woodhouse	Unipol	current lease
38c	Hanover Square	Hyde Park and Woodhouse	Unipol	current lease
38d	Hanover Square	Hyde Park and Woodhouse	Unipol	current lease
	15 Highbury Place	Weetwood	Unipol	current lease
	6 Kelsall Grove	Hyde Park and Woodhouse	Unipol	current lease
	26 Kelsall Road	Hyde Park and Woodhouse	Unipol	current lease
	28 Kelsall Road	Hyde Park and Woodhouse	Unipol	current lease
	9 Rider Road	Hyde Park and Woodhouse	Unipol	current lease
	38 St Lukes Road	Beeston and Holbeck	Unipol	current lease
	19 Autumn Avenue	Hyde Park and Woodhouse	Unity	current lease
	35 Burley Lodge Terrace	Hyde Park and Woodhouse	Unity	current lease
	84 Burley Lodge Terrace	Hyde Park and Woodhouse	Unity	current lease
	10 Carberry Place	Hyde Park and Woodhouse	Unity	current lease
	12 Chiswick Terrace	Hyde Park and Woodhouse	Unity	current lease
	4 Ebor Place	Hyde Park and Woodhouse	Unity	current lease
	18 Harold View	Headingley	Unity	current lease
	7 Kelsall Avenue	Hyde Park and Woodhouse	Unity	current lease
	26 Kelsall Grove	Hyde Park and Woodhouse	Unity	current lease
	28 Kelsall Grove	Hyde Park and Woodhouse	Unity	current lease
	27 Kelsall Terrace	Hyde Park and Woodhouse	Unity	current lease
	4 Regent Terrace	Hyde Park and Woodhouse	Unity	current lease
	14 Trentham Row	City and Hunslet	Unity	current lease
	4 Ainsty Drive	Wetherby	Chantry	expired lease
	17 Bowcliffe Road	Wetherby	LFHA	expired lease
	67 Burley Lodge Road	Hyde Park and Woodhouse	LFHA	expired lease
	2 Colenso Road	Beeston and Holbeck	LFHA	expired lease
	47 Garnet Place	City and Hunslet	LFHA	expired lease
	43 Garnet Terrace	City and Hunslet	LFHA	expired lease
	22 Longroyd Grove	City and Hunslet	LFHA	expired lease
	39 Longroyd Grove	City and Hunslet	LFHA	expired lease
	12 Longroyd Place	City and Hunslet	LFHA	expired lease



Number	A ddress	Ward	Lease Holder	Lease Status
14	Quarry Mount Terrace	Hyde Park and Woodhouse	LFHA	expired lease
14	Regent Terrace	Hyde Park and Woodhouse	LFHA	expired lease
10	Wharfedale Grove	Chapel Allerton	LFHA	expired lease
12	Wharfedale Grove	Chapel Allerton	LFHA	expired lease
15	Wharfedale Grove	Chapel Allerton	LFHA	expired lease
1	Woodview Grove	City and Hunslet	LFHA	expired lease
12	Woodview Street	City and Hunslet	LFHA	expired lease
18	Thorn Crescent	Gipton and Harehills	GIPSIL - direct	negotiating new lease
14	Thorn Crescent	Gipton and Harehills	GIPSIL - direct	negotiating new lease
16	Thorn Crescent	Gipton and Harehills	GIPSIL - direct	negotiating new lease
20	Thorn Crescent	Gipton and Harehills	GIPSIL - direct	negotiating new lease
64	Thorn Drive	Gipton and Harehills	GIPSIL - direct	negotiating new lease
70	Thorn Drive	Gipton and Harehills	GIPSIL - direct	negotiating new lease
72	Thorn Drive	Gipton and Harehills	GIPSIL - direct	negotiating new lease
78	Thorn Drive	Gipton and Harehills	GIPSIL - direct	negotiating new lease
17	Thorn Mount	Gipton and Harehills	GIPSIL - direct	negotiating new lease
14	Thorn Terrace	Gipton and Harehills	GIPSIL - direct	negotiating new lease
20	Thorn Terrace	Gipton and Harehills	GIPSIL - direct	negotiating new lease
22	Thorn Terrace	Gipton and Harehills	GIPSIL - direct	negotiating new lease
167	Aberfield Drive	Middleton Park	GIPSIL - direct	negotiating new lease
147b	Belle Isle Road	Middleton Park	Leeds Housing Concern	negotiating new lease
16	Broom Mount	Middleton Park	Leeds Housing Concern	negotiating new lease
236	Dewsbury Road	Middleton Park	Leeds Housing Concern	negotiating new lease
14	Dobson Terrace	Beeston and Holbeck	Leeds Housing Concern	negotiating new lease
52	Meynell Heights	City and Hunslet	Leeds Housing Concern	negotiating new lease
34	Recreation Place	Beeston and Holbeck	Leeds Housing Concern	negotiating new lease
54	Recreation Place	Beeston and Holbeck	Leeds Housing Concern	negotiating new lease
19	Recreation Row	Beeston and Holbeck	Leeds Housing Concern	negotiating new lease
7	Runswick Street	Beeston and Holbeck	Leeds Housing Concern	negotiating new lease
3	Runswick Street	Beeston and Holbeck	Leeds Housing Concern	negotiating new lease
11	Shaffon Place	Beeston and Holbeck	Leeds Housing Concern	negotiating new lease
484	Throstle Road	Middleton Park	Leeds Housing Concern	negotiating new lease
25	Wickham Street	City and Hunslet	Leeds Housing Concern	negotiating new lease
87	Winrose Avenue	Middleton Park	Leeds Housing Concern	negotiating new lease
25	Woodview Grove	City and Hunslet	Leeds Housing Concern	negotiating new lease
5	Glossop Grove	Hyde Park and Woodhouse	St Anne's	negotiating new lease
6	Quarry Place	Hyde Park and Woodhouse	St Anne's	negotiating new lease
8	Wharfedale Place	Chapel Allerton	St Anne's	negotiating new lease

Number	A ddress	Ward	Lease Holder	Lease Status
	13 Autumn Grove	Hyde Park and Woodhouse	Unipol	negotiating new lease
	25 Autumn Grove	Hyde Park and Woodhouse	Unipol	negotiating new lease
	9 Autumn Place	Hyde Park and Woodhouse	Unipol	negotiating new lease
	62 Bayswater Row	Gipton and Harehills	Unipol	negotiating new lease
	9 Branksome Terrace	Hyde Park and Woodhouse	Unipol	negotiating new lease
	11 Branksome Terrace	Hyde Park and Woodhouse	Unipol	negotiating new lease
	10 Burley Lodge Road	Hyde Park and Woodhouse	Unipol	negotiating new lease
	5 Burley Lodge Street	Hyde Park and Woodhouse	Unipol	negotiating new lease
	57 Burley Lodge Terrace	Hyde Park and Woodhouse	Unipol	negotiating new lease
	152 Burley Road	Hyde Park and Woodhouse	Unipol	negotiating new lease
	172 Burley Road	Hyde Park and Woodhouse	Unipol	negotiating new lease
	41 Cardigan Road (Stables)	Hyde Park and Woodhouse	Unipol	negotiating new lease
	8 Chiswick Street	Hyde Park and Woodhouse	Unipol	negotiating new lease
	15 Christopher Road	Hyde Park and Woodhouse	Unipol	negotiating new lease
41b	Clarendon Road	Hyde Park and Woodhouse	Unipol	negotiating new lease
	12 Cliffe Mount Terrace	Hyde Park and Woodhouse	Unipol	negotiating new lease
	45 Garnet Terrace	City and Hunslet	Unipol	negotiating new lease
14a	Hamilton Avenue	Chapel Allerton	Unipol	negotiating new lease
14b	Hamilton Avenue	Chapel Allerton	Unipol	negotiating new lease
46a	Hamilton Avenue	Chapel Allerton	Unipol	negotiating new lease
46b	Hamilton Avenue	Chapel Allerton	Unipol	negotiating new lease
23a	Hanover Square	Hyde Park and Woodhouse	Unipol	negotiating new lease
44a	Hanover Square	Hyde Park and Woodhouse	Unipol	negotiating new lease
44b	Hanover Square	Hyde Park and Woodhouse	Unipol	negotiating new lease
	1 Harehills Place	Gipton and Harehills	Unipol	negotiating new lease
	97 Harehills Road	Gipton and Harehills	Unipol	negotiating new lease
	1 Harlech Mount	City and Hunslet	Unipol	negotiating new lease
	3 Hillcrest View	Chapel Allerton	Unipol	negotiating new lease
	8 Kelsall Grove	Hyde Park and Woodhouse	Unipol	negotiating new lease
	7 Kelsall Place	Hyde Park and Woodhouse	Unipol	negotiating new lease
	20 Kelsall Place	Hyde Park and Woodhouse	Unipol	negotiating new lease
	392 Kirkstall Road	Kirkstall	Unipol	negotiating new lease
	34 Lascelles Terrace	Gipton and Harehills	Unipol	negotiating new lease
258a	Lidgett Lane	Moortown	Unipol	negotiating new lease
258b	Lidgett Lane	Moortown	Unipol	negotiating new lease
258c	Lidgett Lane	Moortown	Unipol	negotiating new lease
258d	Lidgett Lane	Moortown	Unipol	negotiating new lease
258e	Lidgett Lane	Moortown	Unipol	negotiating new lease

Number	A ddress	Ward	Lease Holder	Lease Status
	7 Methley Mount	Chapel Allerton	Unipol	negotiating new lease
	2 Moorfield Street	Headingley	Unipol	negotiating new lease
	44 Quarry Street	Hyde Park and Woodhouse	Unipol	negotiating new lease
	1 Stanley Avenue	Burmantofts & Richmond Hill	Unipol	negotiating new lease
	37 Tilbury Road	Beeston and Holbeck	Unipol	negotiating new lease
95b	Victoria Road	Headingley	Unipol	negotiating new lease
	97 Victoria Road	Headingley	Unipol	negotiating new lease
9b	Victoria Terrace	Headingley	Unipol	negotiating new lease
25a	Victoria Terrace	Headingley	Unipol	negotiating new lease
25b	Victoria Terrace	Headingley	Unipol	negotiating new lease
27a	Victoria Terrace	Headingley	Unipol	negotiating new lease
27b	Victoria Terrace	Headingley	Unipol	negotiating new lease
	9 Holbeck Towers	Beeston and Holbeck	Leeds Housing Concern	returned to Leeds City Council - due for demo
	6 Autumn Place	Hyde Park and Woodhouse	LFHA	returned to Leeds City Council
	9 Aviary Mount	Armley	LFHA	returned to Leeds City Council
	5 Beulah Grove	Hyde Park and Woodhouse	LFHA	returned to Leeds City Council
	9 Beverly Mount	City and Hunslet	LFHA	returned to Leeds City Council
	2 Branch Place	Farnley and Wortley	LFHA	returned to Leeds City Council
	6 Burmantofts Street	Burmantofts & Richmond Hill	LFHA	returned to Leeds City Council
	8 Cambrian Terrace	Beeston and Holbeck	LFHA	returned to Leeds City Council
	20 Crosby Road	Beeston and Holbeck	LFHA	returned to Leeds City Council
	16 Kelsall Place	Hyde Park and Woodhouse	LFHA	returned to Leeds City Council
	17 Kelsall Place	Hyde Park and Woodhouse	LFHA	returned to Leeds City Council
	48 Linden Road	City and Hunslet	LFHA	returned to Leeds City Council
	17 Longroyd Crescent	City and Hunslet	LFHA	returned to Leeds City Council
	4 Manor Drive	Headingley	LFHA	returned to Leeds City Council
	11 Seaforth Road	Gipton and Harehills	LFHA	returned to Leeds City Council
	33 Tilbury Road	Beeston and Holbeck	LFHA	returned to Leeds City Council
	4 Wharfedale Grove	Chapel Allerton	LFHA	returned to Leeds City Council
	22 Woodview Grove	City and Hunslet	LFHA	returned to Leeds City Council
	27 Woodview Grove	City and Hunslet	LFHA	returned to Leeds City Council
	22 Autumn Grove	Hyde Park and Woodhouse	LFHA	returned to Leeds City Council
	9 Brompton Row	City and Hunslet	Returned	returned to Leeds City Council
	29 Christopher Road	Hyde Park and Woodhouse	Returned	returned to Leeds City Council
18a	Clarendon Place	Hyde Park and Woodhouse	Returned	returned to Leeds City Council
	207 Cross Green Lane	Burmantofts & Richmond Hill	Returned	returned to Leeds City Council - due for demo
	354 Dewsbury Road	Beeston and Holbeck	Returned	returned to Leeds City Council
	5 East Park Mount	Burmantofts & Richmond Hill	Returned	returned to Leeds City Council

Number	A ddress	Ward	Lease Holder	Lease Status
46a	Grange Avenue	Chapel Allerton	returned	returned to Leeds City Council
46b	Grange Avenue	Chapel Allerton	returned	returned to Leeds City Council
	1 Oxley Street	Burmantofts and Richmond Hill	Returned	returned to Leeds City Council
	7 Quarry Mount Place	Hyde Park and Woodhouse	Returned	returned to Leeds City Council
	16 Quarry Street	Hyde Park and Woodhouse	Returned	returned to Leeds City Council
	20 Quarry Street	Hyde Park and Woodhouse	Returned	returned to Leeds City Council
	5 Raby Street	Chapel Allerton	Returned	returned to Leeds City Council
	19 Ravenscar Terrace	Roundhay	Returned	returned to Leeds City Council
	2 Rosebank Road	Hyde Park and Woodhouse	Returned	returned to Leeds City Council
74a	Spencer Place	Chapel Allerton	Returned	returned to Leeds City Council
74b	Spencer Place	Chapel Allerton	Returned	returned to Leeds City Council
	21 St Hilda's Avenue	Burmantofts & Richmond Hill	Returned	returned to Leeds City Council
	1 Wharfedale Mount	Chapel Allerton	Returned	returned to Leeds City Council
	5 Wharfedale Place	Chapel Allerton	Returned	returned to Leeds City Council
	9 Wharfedale Place	Chapel Allerton	Returned	returned to Leeds City Council
	41 Woodview Mount	City and Hunslet	Returned	returned to Leeds City Council
95a	Victoria Road	Headingley	Unipol	returned to Leeds City Council
15a	Victoria Terrace	Headingley	Unipol	returned to Leeds City Council
	22 Autumn Street	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	13 Burley Lodge Road	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	59 Burley Lodge Road	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	66 Burley Lodge Road	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	29 Garnet Grove	City and Hunslet	Canopy	lease currently being signed signing
	23 Kelsall Avenue	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	24 Kelsall Avenue	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	28 Kelsall Avenue	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	1 Kelsall Place	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	19 Kelsall Place	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	23 Kelsall Terrace	Hyde Park and Woodhouse	Canopy	lease currently being signed signing
	41 Belbrooke Place	Burmantofts & Richmond Hill	Canopy - former ALMO prop	lease currently being signed signing
	95 Dorset Road	Gipton and Harehills	Canopy lease - former ALMO prop	lease currently being signed signing
	1 Linden Mount	City and Hunslet	Canopy lease - former ALMO prop	lease currently being signed signing
	51 Nowell Lane	Burmantofts and Richmond Hill	Canopy lease - former ALMO prop	lease currently being signed signing
	14 Recreation Grove	Beeston and Holbeck	Canopy lease - former ALMO prop	lease currently being signed signing
	11 Recreation Street	Beeston and Holbeck	Canopy lease - former ALMO prop	lease currently being signed signing
	33 Recreation Street	Beeston and Holbeck	Canopy lease - former ALMO prop	lease currently being signed signing
	40 Recreation Street	Beeston and Holbeck	Canopy lease - former ALMO prop	lease currently being signed signing
	40 Sandhurst Terrace	Gipton and Harehills	Canopy lease - former ALMO prop	lease currently being signed signing

Number	A ddress	Ward	Lease Holder	Lease Status
11	Seaforth Avenue	Gipton and Harehills	Canopy lease - former ALMO prop	lease currently being signed signing
7	Seaforth Place	Gipton and Harehills	Canopy lease - former ALMO prop	lease currently being signed signing
13	Seaforth Place	Gipton and Harehills	Canopy lease - former ALMO prop	lease currently being signed signing
56	Seaforth Road	Gipton and Harehills	Canopy lease - former ALMO prop	lease currently being signed signing
44	Sefton Terrace	City and Hunslet	Canopy lease - former ALMO prop	lease currently being signed signing
6	Shafton Place	Beeston and Holbeck	Canopy lease - former ALMO prop	lease currently being signed signing
10	Shafton Street	Beeston and Holbeck	Canopy lease - former ALMO prop	lease currently being signed signing
23	Strathmore View	Gipton and Harehills	Canopy lease - former ALMO prop	lease currently being signed signing
3	Trafford Avenue	Gipton and Harehills	Canopy lease - former ALMO prop	lease currently being signed signing
4	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
6	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
8	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
10	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
12	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
14	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
18	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
20	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
22	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
24	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
26	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
31	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
33	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
35	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
37	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
39	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
41	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
43	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
45	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
47	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
49	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
1	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
3	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
5	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
7	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
9	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
11	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
15	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing
16	Holborn Terrace	Hyde Park and Woodhouse	Connect - sub let Unipol	lease currently being signed signing





Number	Address	Ward	Lease Holder	Lease Status
88a	Grange Avenue	Chapel Allerton	LATCH	lease currently being signed signing
88b	Grange Avenue	Chapel Allerton	LATCH	lease currently being signed signing
	13 Kelsall Avenue	Hyde Park and Woodhouse	LATCH	lease currently being signed signing
	12 Kelsall Place	Hyde Park and Woodhouse	LATCH	lease currently being signed signing
	24 Kelsall Place	Hyde Park and Woodhouse	LATCH	lease currently being signed signing
	2 Lascelles View	Gipton and Harehills	LATCH	lease currently being signed signing
	1 Royal Park Avenue	Hyde Park and Woodhouse	LATCH	lease currently being signed signing
138a	Spencer Place	Chapel Allerton	LATCH	lease currently being signed signing
138b	Spencer Place	Chapel Allerton	LATCH	lease currently being signed signing
	19 Kelsall Avenue	Hyde Park and Woodhouse	Unipol	lease currently being signed signing
	0 Stanks Hall Cottage, Dewsbury	Beeston and Holbeck	Due for disposal	to be disposed on the open market





Originator: Dylan Griffiths

Tel: 39 50401

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Environment and Neighbourhoods)

Date: 16 March 2009

Subject: Sustainable Communities Act

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Purpose

1.1 This report provides background information on the Sustainable Communities Act and its implications for Leeds.

## 2.0 Background

### Proposals to promote sustainability

2.1 The Secretary of State invited local authorities to submit proposals under the Sustainable Communities Act in October 2008. The deadline for submission of proposals is **31 July 2009**. The Sustainable Communities Act provides a channel for local authorities to submit proposals to improve the sustainability of their areas, that require government action. Such action can include a change in legislation or the transfer of a function (and accompanying budget) from one organisation to another.

2.2 An example of a legislative change would be a request to change the Traffic Management Act 2004 so that the Council's Enforcement Officers can issue fixed penalty notices for offences like dangerous parking or causing an obstruction as well as offences like parking on double yellow lines where they already have the power to issue fixed penalty notices.

2.3 An example of a transfer of a function from one body to another could be a local authority taking over the running of post offices in parts of its area as Essex County Council has done. Other examples might include transferring responsibility for nature conservation and water quality from Natural England or the Environment Agency to a local authority.

- 2.4 The Act is deliberately broad in its scope and very little is ruled in or out in terms of what a local authority can propose, beyond that it must require government action and should be intended to promote sustainability and wellbeing in the area. Although sustainability is associated with the environment and green agenda, it is broader than this and measures to promote social or economic wellbeing can also be proposed under this Act.

#### Preparing and Considering Proposals

- 2.5 Before submitting proposals a local authority is required to establish or recognise one or more panels of representatives of local persons, consult with them and try to reach agreement with them about each proposal to be submitted. The Act does not prescribe which groups should be included in panels, how panels should be constituted or how many panels a local authority may choose to establish or recognise beyond saying that local authorities should involve groups that it considers to be 'under-represented' in civic and political activity. Guidance to the Act states that local authorities will wish to consult with parish councils in their area about proposals to be submitted.
- 2.6 Proposals may come from citizens or originate from the Council (or other body). Although the Council must consult with panels of local representatives there is no requirement for the panels to agree with the proposals to be submitted. Similarly, if the Council proposes the transfer of functions from one body to another, the Council must consult with those bodies but there is no requirement for the body whose function is being transferred from to agree to the proposal.

#### Submitting and Judging Proposals

- 2.7 Proposals are submitted to the Local Government Association who will act as 'Selector' and submit a shortlist of proposals to the Secretary of State who will publish her response to each proposal and work with successful authorities to develop and implement their proposals. Detailed proposals that are specific about the changes required by Government are more likely to be successful.

#### Local Spending Report

- 2.8 The Act also requires the Secretary of State to make arrangements to conduct a Local Spending Report. A local spending report provides information about public expenditure in relation to a particular area to help promote the sustainability of local communities by providing access to high quality information about the public funding that is spent in the area. The Department for Communities and Local Government will publish consultation on the arrangements for the local spending reports and will publish final arrangements before 23 April 2009.

### **3.0 Main Issues**

- 3.1 The Act has generated interest among elected Members and community groups who will wish to see Leeds City Council using every opportunity to work with Government and others to improve the quality of life in its area.

- 3.2 Within Leeds there already exist extensive consultation mechanisms from Area Committees to VCFS forums and groups as well as groups covering specific sections of the population such as the BME Strategy Group. If Leeds City Council decides to submit proposals under this Act it will need to decide if its existing consultative committees, groups and forums meet the terms of the Act and what special arrangements, if any, might need to be made to consult with any 'under-represented' groups.
- 3.3 Government has indicated that joint submissions that address common issues faced by several local authorities are likely to be viewed favorably by the Selector and the Secretary of State. Leeds City Council may wish to discuss and develop proposals with other authorities in West Yorkshire or Core Cities for example and submit joint proposals to the Selector.

#### **4.0 Recommendations**

4.1 Scrutiny Board is asked to:

- note and consider this report;
- suggest any proposals to be submitted under the Sustainable Communities Act.

Background Papers

Sustainable Communities Act 2008

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Originator: A Brogden

Tel:2474553

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Environment and Neighbourhoods)

Date: 16<sup>th</sup> March 2009

### Subject: Enforcement of Dog Fouling

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#### Electoral Wards Affected: All



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 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 December 2008. The Board agreed to continue receiving this data on a monthly basis and therefore the service data relating to January 2009 is now attached for the Board's consideration.

## 2.0 Recommendations

- 2.1 The Board is asked to note the January 2009 data relating to the numbers of dog fouling Fixed Penalty Notices issued, prosecutions made, stray dogs impounded and dog service requests.

### Background Papers

None

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## Dog Enforcement Report - Jan 2009

Ward	Service Requests	Impounds	Returned to Owner	Prosecutions	Fixed Penalty Notices
Adel & Wharfedale	11	0	0	0	0
Alwoodley	22	4	2	0	0
Ardley & Robin Hood	16	0	0	0	0
Armley	20	1	0	0	0
Beeston & Holbeck	17	3	2	0	0
Bramley & Stanningley	14	2	1	0	0
Burmantofts & Richmond Hill	34	5	0	0	0
Calverley & Farsley	19	5	1	0	0
Chapel Allerton	18	5	3	0	0
City & Hunslet	17	3	1	0	0
Crossgates & Whinmoor	12	16	4	0	0
Farnley & Wortley	22	9	11	1	0
Garforth & Swillington	11	1	0	0	0
Gipton & Harehills	40	5	1	0	1
Guiseley & Rawdon	13	1	0	0	0
Harewood	11	1	0	0	0
Headingley	3	0	0	0	0
Horsforth	20	0	1	0	0
Hyde Park & Woodhouse	3	0	0	0	0
Killingbeck & Seacroft	33	3	2	0	1
Kippax & Methley	18	1	0	0	1
Kirkstall	19	0	0	0	1
Middleton Park	20	4	1	0	0
Moortown	9	1	0	0	1
Morley North	15	0	0	0	0
Morley South	31	2	0	0	0
Otley & Yeadon	17	2	0	0	0
Pudsey	22	2	0	0	0
Rothwell	8	1	0	0	0
Roundhay	10	1	0	0	0
Temple Newsam	21	5	0	0	0
Weetwood	14	1	1	0	0
Wetherby	12	2	0	0	0
Total*	572	86	31	1	5

\* 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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Originator: A Brogden

Tel:2474553

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Environment and Neighbourhoods)

Date: 16<sup>th</sup> March 2009

### Subject: Inquiry into EASEL – Draft Terms of Reference

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#### Electoral Wards Affected: All

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Introduction

- 1.1 Last month, the Board received a request for Scrutiny in relation to the East and South East Leeds (EASEL) Regeneration Scheme. In consideration of this request, the Board agreed to arrange a working group meeting to consider the scope of a possible inquiry and to bring draft terms of reference back to its next meeting.
- 1.2 The working group met on 27<sup>th</sup> February 2009 and draft terms of reference are attached for the Board's consideration.

## 2.0 Views of the director and executive member

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

## 3.0 Recommendation

- 3.1 The Board is requested to agree the terms of reference for its forthcoming inquiry into the East and South East Leeds (EASEL) Regeneration Scheme.

### Background Papers

None

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

### **INQUIRY INTO THE EAST AND SOUTH EAST LEEDS (EASEL) REGENERATION SCHEME**

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

##### **1.0 Introduction**

1.1 The overall aim of the EASEL regeneration project is to create sustainable mixed communities in eastern and south eastern parts of the city. The two fundamental objectives of the project are to make East and South East Leeds a place that people want to live and work and to tackle existing deprivation and overcome the negative perceptions of the area. To achieve this, the headline objectives for the EASEL Regeneration Plan are as follows:

- Creating affordable, attractive and high quality mixed tenure housing;
- Increasing housing choice for existing residents and attracting new higher income residents to achieve a desired and sustainable housing market;
- Investing in new and existing assets to transform the image and attractiveness of the area, realising the potential of its high quality green spaces;
- Creating lively, busy centres for new neighbourhoods with good schools and local services;
- Solving the underlying social and economic problems of the area focusing on improving attainment and skills, reducing crime and blight and promoting employment and enterprise;
- Capitalising on existing public and private sector investment opportunities in schools, hospitals, and the neighbouring Aire Valley.

1.2 The project has been designed in a series of inter-connected phases, which involves the development of packages of land for housing, green space, leisure, commercial and other uses. The first phase of the project, based around the development of eight sites in Gipton and Seacroft, will be a direct land transaction contracted using a strategic development agreement. The subsequent phases represent approximately eighty five percent of the project and will be delivered through a joint venture company.

1.3 The EASEL regeneration project has been underway since Executive Board gave approval to procure a partner to regenerate the EASEL area in January 2004. In July 2006, the Executive Board approved the offer from Bellway plc for the sale of the phase one sites subject to resolution of site development costs. Executive Board approval of this phase was also subject to satisfactory progress being made on the proposed joint venture partnership. Since January 2004, the Executive

Board has received numerous progress reports and continues to monitor the developments of the EASEL project.

- 1.4 However, in February 2008, the Scrutiny Board (Environment and Neighbourhoods) received a request for a Scrutiny inquiry to be undertaken into the EASEL regeneration project following concerns that there had been delays in progress with the project and that people living in the EASEL area were not being kept informed of what was happening. In consideration of this request, the Board agreed to conduct an inquiry which focuses around the process arrangements in place for the EASEL project and explores the opportunities available to the Council and its partners for communicating effectively about the project with all the key stakeholders, and particularly the people living in the EASEL area. It was noted that the Council's Corporate Governance and Audit Committee is also conducting work around the governance arrangements of the EASEL project. The Scrutiny Board therefore does not wish to duplicate the work of the Committee.
- 1.5 The Scrutiny Board is keen to explore the future role of Scrutiny in reviewing the progress of the EASEL regeneration project and recognised that this inquiry would need to be continued in the new 2009/2010 municipal year.

## **2.0 Scope of the inquiry**

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
- Details of the master planning programme for the EASEL project, with particular reference to housing densities and other regeneration outcomes;
  - The relationship of EASEL to the Aire Valley Regeneration Scheme;
  - Details of consultations carried out with the people living in the EASEL area and opportunities available for improving communications with key stakeholders, including the public, in future;
  - The potential role of Scrutiny in reviewing the progress of the EASEL regeneration scheme.

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

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

## **4.0 Timetable for the inquiry**

- 4.1 The Inquiry will take place over a number of sessions. These sessions will involve working group meetings which will provide flexibility for the

Board to gather and consider evidence that will aid the discussions during the public Board meetings.

- 4.2 The length of the Inquiry is subject to change and will inevitably continue into the 2009/10 municipal year.

## **5.0 Submission of evidence**

- 5.1 Dates for any working group meetings and/or site visits are to be arranged.

### **5.2 Session one – Scrutiny Board Meeting (11<sup>th</sup> May 2009)**

To consider an initial report of the Director of Environment and Neighbourhoods setting out the background to the EASEL regeneration project, including a project timeline.

### **5.3 Session two – Scrutiny Board Meeting (July 2009 - date to be confirmed)**

To consider evidence in relation to the following areas:

- The master planning programme for the EASEL project, with particular reference to housing densities and other regeneration outcomes;
- The relationship of EASEL to the Aire Valley Regeneration Scheme.

### **5.4 Session three – Scrutiny Board Meeting (September/October 2009 - date to be confirmed)**

To consider evidence in relation to the following areas:

- Consultations carried out with the people living in the EASEL area and opportunities available for improving communications with key stakeholders, including the public, in future;
- The potential role of Scrutiny in reviewing the progress of the EASEL regeneration scheme.

### **5.5 Session four – Scrutiny Board Meeting (November/December 2009 – date to be confirmed)**

- To agree final report

## **6.0 Witnesses**

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

Director of Environment and Neighbourhoods  
Executive Member for Neighbourhoods and Housing  
Chief Regeneration Officer  
Head of East Projects Office  
Senior Project Manager, EASEL, Regeneration Team  
Representative(s) from Bellways plc  
Consultation provider (once contracted)

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

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

## **8.0 Measures of success**

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



Originator: A Brogden

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Environment and Neighbourhoods)

Date: 16<sup>th</sup> March 2009

### Subject: Current Work Programme

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#### Electoral Wards Affected: All

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Introduction

1.1 Appendix 1 to this report provides Members with a copy of the Board's current Work Programme.

1.2 Appendix 2 is the current Forward Plan of Key Decisions for the period 1<sup>st</sup> March 2009 to 30<sup>th</sup> June 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 FEBRUARY 2009

Appendix 1

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Meeting date: 20<sup>TH</sup> April 2009</b>			
Performance Management	Quarter 3 information for 2008/09 (Oct-Dec)	All Scrutiny Boards receive performance information on a quarterly basis	PM
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.		
Update on the Supporting People Programme	To receive a quarterly update on the Supporting People Programme.		
<b>Meeting date: 11<sup>th</sup> May 2009</b>			
Annual Report	To agree the Board's contribution to the annual scrutiny report		
EASEL Inquiry	To consider evidence in line with session one of the Board's inquiry	Subject to the agreement of the inquiry terms of reference	RP
Inquiry into Asylum Seeker Case Resolution	To agree draft final report		
Inquiry into Street Cleaning	To agree draft final report		
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.		

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Suggested Areas for Scrutiny Currently Unscheduled</b>			
<b>Inquiry into Anti-social Behaviour Enforcement</b>			
<b>ALMO inspections</b>	To consider the outcomes of the ALMO inspections		
<b>Future options for Council Housing</b>	To monitor developments in relation to future options for Council Housing.	This was a referral from the Central and Corporate Functions Scrutiny Board.	RFS
<b>Progress report on the Golden Triangle Partnership</b>	To receive a progress report on the Golden Triangle Partnership	This issue had arisen from the earlier Scrutiny Inquiry into Affordable Housing and the Board agreed to continue monitoring progress with the Partnership.	MSR
<b>Progress report in developing 'Housing Solutions'</b>	To receive an update on progress in developing 'Housing Solutions' and any available performance data.	This had also arisen from the earlier Affordable Housing Scrutiny Inquiry. A recommendation was made for the Board to receive progress reports.	MSR

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 March 2009 to 30 June 2009

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
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 Bewerley Croft Services.	Director of Environment and Neighbourhoods	1/3/09	N/A	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods

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>Request to enter into a Service Level Agreement (SLA) for the Family Intervention Project, for a period of 3 years at a cost of £863,720 per annum.</p> <p>Permission to enter into a Service Level Agreement with Regeneration Services within the Environment and Neighbourhoods directorate for the Family Intervention Project (FIP) for a period of 3 years.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/3/09</p>	<p>N/A</p>	<p>Report for Delegated Decision Panel</p>	<p>Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
<p>Request to enter into a contract with DISC (Developing Initiatives Supporting Communities) DISC for an Offender Management Service</p> <p>Approval to enter into Supporting People Contract with DISC for a period of 12+6 months during which time the service will be subject to a competitive tendering exercise.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/3/09</p>	<p>N/A</p>	<p>Report and Options Appraisal for the Delegated Decision Panel</p>	<p>Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Request to enter into a contract with Crime Reduction Initiative (CRI) for an Offender Management Service Approval to enter into Supporting People contract with CRI for a period of 12+6 months during which time the service will be subject to a competitive tendering exercise.	Director of Environment and Neighbourhoods	1/3/09	N/A	Report and Options Appraisal for the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
Contract Extension To permit the extension of the Organic Waste contract for a further 12 months until May 2010	Chief Officer Environmental Services	2/3/09	N/A	Extension of Organic Waste Contract	Chief Officer Environmental Services christophero'brian@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>New Wortley, Leeds 12</p> <ul style="list-style-type: none"> <li>• Endorsement of the Council's position to prioritise the demolition of 5 T-blocks plus 6 adjoining houses in New Wortley to meet the short to medium term regeneration aspirations described in the Housing Services &amp; Environmental Health Coordination Panel report dates 13 February 2009.</li> <li>• Support the agreement reached between the ALMO and the Council for the submission of an additional bid, to the Council against the decency 'cash' reserve pot of £5.85m for £386.4k to fund this demolition programme.</li> </ul>	<p>Chief Housing Services Officer</p>	<p>2/3/09</p>	<p>Latest public consultation held 8 July 2008 (consideration of revised boundaries from original proposals put forward as part of earlier AAP consultation Feb-April 2008 (Preferred Options) and in 2006 (3 Options).</p>	<p>Report re New Wortley to Housing Services &amp; Environmental Health Coordination Panel, dated 13 February 2009 and DDN</p>	<p>Chief Housing Services Officer paul.langford@leeds.gov.uk</p>

## **NOTES**

Key decisions are those executive decisions:

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

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

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

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