



SCRUTINY BOARD (CITY DEVELOPMENT)

Meeting to be held in Civic Hall, Leeds on
Tuesday, 14th October, 2008 at 10.00 am

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

MEMBERSHIP

Councillors

R Pryke (Chair)	-	Burmantofts and Richmond Hill
C Beverley	-	Morley South
B Gettings	-	Morley North
R Harington	-	Gipton and Harehills
A Hussain	-	Gipton and Harehills
J Jarosz	-	Pudsey
M Lobley	-	Roundhay
R Procter	-	Harewood
N Taggart	-	Bramley and Stanningley
G Wilkinson	-	Wetherby
A Barker	-	Horsforth
J Matthews	-	Headingley
A Ogilvie	-	Beeston and Holbeck

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

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

**Janet Pritchard
247 4327**

**Principal Scrutiny Adviser:
Richard Mills
Telephone No: 2474557**

A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstance shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>MINUTES OF LAST MEETING</p> <p>To receive and approve the minutes of the last meeting held on 9th September 2008.</p>	1 - 8
7			<p>INQUIRY ON RESIDENTS PARKING SCHEMES - SESSION 2</p> <p>To consider the attached report of the Head of Scrutiny and Member Development attaching the joint report of the Chief Environmental Services Officer and Director of City Development for the second session of the Board's Inquiry on Residents Parking Schemes.</p>	9 - 36
8			<p>ACCOUNTABILITY ARRANGEMENTS FOR 2008/09 AND QUARTER 1 PERFORMANCE REPORT</p> <p>To consider the attached report of the Assistant Chief Executive (Planning, Policy and Improvement) requesting the Board to review the revised arrangements for performance reporting and accountability.</p>	37 - 50

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>UPDATE ON THE STRATEGIC REVIEW OF PLANNING AND DEVELOPMENT SERVICES</p> <p>To consider the attached update report of the Chief Planning Officer for Members to consider and comment on the progress on implementing the solutions within the five improvement themes identified in the strategic review for Planning and Development Services.</p>	51 - 58
10			<p>SUSTAINABLE EDUCATION TRAVEL STRATEGY AND THE DEVELOPMENT OF AN INTEGRATED SCHOOL TRANSPORT POLICY FOR CHILDREN'S SERVICES</p> <p>To consider the attached report of the Head of Scrutiny and Member Development for Members to consider the need for a sustainable transport policy for young people and the possibility of undertaking an inquiry on this issue later in the year. Also attached is the joint report of the Director of City Development and the Chief Executive, Education Leeds to be considered at the Executive Board on 8th October 2008.</p>	59 - 108
11			<p>CURRENT WORK PROGRAMME</p> <p>To consider the attached report of the Head of Scrutiny and Member Development regarding the Board's work programme, together with a copy of the Forward Plan of Key Decisions pertaining to this Board's Terms of Reference for the period 1st October 2008 to 31st January 2009 and the Executive Board Minutes of 2nd September 2008.</p>	109 - 130
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on 18th November 2008 at 10.00am with a pre-meeting for Board Members at 9.30am.</p>	

Agenda Item 6

SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 9TH SEPTEMBER, 2008

PRESENT: Councillor R Pryke in the Chair

Councillors C Beverley, B Gettings,
R Harington, A Hussain, J Jarosz,
M Lobley, R Procter, N Taggart,
G Wilkinson, J Matthews and A Ogilvie

29 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to admit to the agenda Members' comments on residents parking schemes referred to in Agenda Item 8 (Minute No. 35 refers) and the recommendation tracking schedule referred to in Agenda Item 11 (Minute No. 38 refers). In both instances, this was in order to present the Board with the most up-to-date information that was available.

30 Declaration of Interests

Councillor Gettings declared a Personal Interest in respect of Agenda Item 12 'Major Arts Organisations Funded by Arts@Leeds 08/09' (Minute No. 34 refers) as a Director of the Grand Theatre Board.

(Councillors Jarosz and Taggart also declared personal interests later in the meeting under Minute Nos. 33 and 34 respectively.)

31 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Barker.

32 Minutes of Last Meeting

RESOLVED – That the minutes of the meeting held on 15th July 2008 be confirmed as a correct record.

33 Request for Scrutiny regarding Delays in Adding Paths to the Council's Definitive Map as Rights of Way

The Head of Scrutiny and Member Development submitted a report attaching the report of the Director of City Development on the above matter. This report was submitted in response to issues raised when discussing the request for scrutiny by **Shadwell Parish Council** at the previous meeting of the Board, regarding delays in adding paths to the Council's Definitive Map as Rights of Way. After considering the evidence presented to them, Members would then be requested to decide whether further scrutiny of the issues raised would be appropriate.

Draft minutes to be approved at the meeting
to be held on Tuesday, 14th October, 2008

The Chair welcomed to the meeting Jean Dent, Director of Development, Martin Farrington, Acting Chief Recreation Officer and Joanne Clough, Countryside and Access Manager.

Parish Councillor Robert Dyson, who had attended the previous meeting of the Board on behalf of Shadwell Parish Council, was also welcomed to the meeting.

The Countryside and Access Manager presented the report and responded to queries and comments from the Board.

In summary, the following issues were discussed:

- **Shadwell Parish Council's application to the Secretary of State in 2005** seeking a direction requiring the authority to determine the application for a Definitive Map Modification Order (DMMO) - Officers reported that the Secretary of State was satisfied that the Council dealt with these applications in line with its published statement of priorities and did not therefore give direction.
- In view of the **lengthy delays in determining DMMO applications**, Officers advised that sworn affidavits by applicants were accepted.
- Details of the **applications outstanding** to add public footpaths to the Definitive Map and Statement - As at March 2008 following 13 local public inquiries, 11 orders had been confirmed, 2 had not and three remained outstanding. Shadwell Parish Council's application was number 27 out of 50 on the list of applications.
- **Developers and Rights of Way (ROW)** – Officers advised that only once planning approval had been obtained could an application be made for a diversion order to a ROW.
- The **survey** being undertaken by City Development Department of city centre paths.
- Officers confirmed that there had only been two **ombudsman complaints** in Leeds regarding delays in the DMMO application process over the past few years.
- **Definitive Map and Statement on line** within this financial year - Officers reported that whilst this would not speed up the process, it would allow the information to be more widely available to the public and developers.
- Officers confirmed that it could **cost** anything between £4,000 and £45,000 to get a footpath on the Definitive Map depending on the legal challenges received and the necessary maintenance work required to the footpath.
- The Countryside and Rights of Way Act 2000 imposed a cut off date on the Definitive Map of 1st January **2026** – After this date it would not be possible to add any public rights of way to the definitive map on the basis that they would be recorded in historical documents. Officers advised that it was likely that the Government would review this legislation as it was improbable that any Authority would meet this deadline. Leeds had a 90 year backlog of work. Officers acknowledged that before 2026 the Council would have to undertake a full historical path survey of the whole district

- **Staffing and resourcing levels.**
- **Rights of Way Improvement Plan.**

A vote was then taken and the majority of the Board voted in favour of the recommendation in the report of the Chief Recreation Officer to continue to support officers to progress the list of applications in line with the Council's published Statement of Priorities. The request for further scrutiny by Shadwell Parish Council was thereby turned down.

RESOLVED –

- (a) That the reports of the Head of Scrutiny and Member Development and the Chief Recreation Officer be noted.
- (b) That support be given to officers to progress the list of applications in line with the Council's published Statement of Priorities.
- (c) That the request for scrutiny from Shadwell Parish Council be refused.

The Chair thanked Councillor Dyson and Officers for attending the meeting.

(Note1: Councillor Jarosz declared a personal interest in this item as a member of the Ramblers Association.)

(Note2: Councillors Taggart and A Hussain joined the meeting at 10.20am and 10.25am respectively during the consideration of this item.)

34 Major Arts Organisations Funded by Arts@Leeds 08/09

The Director of City Development submitted a report which provided the Board with information on the process for awarding City Council grant aid to major arts organisations.

The Chair welcomed to the meeting Councillor J Procter, Executive Board Member with portfolio responsibility for Leisure, Jean Dent, Director of City Development and Andrew Macgill, Head of Arts and Events, City Development.

The Head of Arts and Events presented the report and responded to queries and comments from the Board.

In brief summary, the following issues were discussed:

- **Comparisons with the core cities** in terms of level of support for both performing and the visual arts. The Executive Board Member responded that this was not easy to do as each authority had different priorities, objectives and facilities.
- The **historical nature** of the development of the arts in Leeds and the other core cities and how this had depended on **individual champions** in the past.
- How the current **economic downturn** could affect arts organisations, in particular with regard to sponsorship and audience levels – Officers advised that the situation was being monitored and that organisations

tended to reduce the number of new productions in a recession, as they were more costly to produce.

- Members were advised that if the Council through Arts@Leeds stopped their funding, Opera North and the Northern Ballet Theatre would fold.
- The need for a **Vision for the arts** in Leeds.
- Officers agreed to provide Members with **details of funding for the last three years** to the seven major arts organisations mentioned in the report.

RESOLVED –

- (a) That the report be noted.
- (b) That details of the funding provided during the last three years to the seven major arts organisations referred to in the report be circulated to Members of the Board.

(Note: Councillor Taggart declared a personal interest in this item as a Board Member of Leeds Theatre Trust Ltd (West Yorkshire Playhouse).)

35 Inquiry on Residents Parking Schemes - Session 1

The Head of Scrutiny and Member Development submitted a report which outlined the agreed terms of reference for the Inquiry on Resident Parking Schemes and the issues to be discussed at Session One of the Board's inquiry.

Attached to the main report was a report from the Chief Environmental Services Officer which provided the Board with an overview of the administrative and enforcement processes involved with Resident Parking Schemes. Also attached was a report from the Director of City Development which outlined the process and procedures that were applied for the installation of resident parking schemes.

Comments received from Members on parking "hot spots" and comments and requests for resident parking schemes were tabled at the meeting and had previously been circulated to Members by email. The Chair reported that no comments had to date been received from Members of the Labour Group as he understood that it wished to discuss this issue prior to Members submitting their comments to the Board.

The Chair welcomed to the meeting Jean Dent, Director of City Development, Howard Claxton, Traffic Engineering Manager, City Development, Andrew Mason, Chief Environmental Services Officer, Environment and Neighbourhoods, Graham Wilson, Head of Environmental Action, Environment and Neighbourhoods and Helen Franklin, Acting Head of Highways Services, City Development.

The Head of Environmental Action presented the report of the Chief Environmental Services Officer and the Acting Head of Highways Services, along with the Traffic Engineering Manager, presented the report of the Director of City Development.

In summary, the following issues were raised:

- The **current arrangements** for residents parking in Leeds including the application process and rationale for a new residents parking schemes.
- **Length of time** from application to completion for resident parking schemes.
- The **cost** of resident parking schemes.
- The suggestion that resident permit parking schemes be made **self financing** by charging for permits on an annual basis instead of issuing them free for three years. Officers were requested to address this and provide details of authorities who charged resident parking fees in Session Two.
- **The suggestion of limiting the number of permits** per household - Officers advised that issues surrounding this would be provided in the next report to the Board at session two of the inquiry.
- The suggestion that residents be given the option to fund such schemes themselves to avoid the Council's waiting list and how revenue could be raised to offset the cost to residents by releasing spaces during the day for pay and display when they were at work ie "Dual Use" – Officers confirmed that they would report on this at Session Two of the Board's inquiry.
- **The suggestion that Leeds should be monitoring** and withdrawing residents parking schemes much more than at present. Officers agreed to report back to Session Two of the Board's inquiry.
- The **dispensation** arrangements for family events in RPPS.
- **Fraudulent use of resident parking permits** - Officers to bring back any available figures on this to the next meeting of the Board.

The Board agreed that the relevant Executive Board Member should be invited to Session Two of the Board's Inquiry, as would Elected Members who had provided the Board with their comments on resident parking schemes.

RESOLVED –

- (a) That a report be presented to Session Two of the Scrutiny Inquiry in accordance with the agreed Terms of Reference.
- (b) That the additional information referred to above be provided by Officers to Session Two of the Board's Inquiry.
- (c) That the Executive Board Member for Environmental Services be invited to attend Session Two of the Board's Inquiry.
- (d) That the Chair be authorised to invite appropriate Elected Members to attend Session Two of the Board's Inquiry who had commented on or who had "hotspots" within their Ward.

(Note: Councillor R Procter and the Director of Development, both left the meeting at 11.30am during the consideration of this item.)

36 Parks and Greenspace Strategy

The Chief Recreation Officer submitted a report which provided the Board with an update on the development of the draft Parks and Green Space

Draft minutes to be approved at the meeting
to be held on Tuesday, 14th October, 2008

Strategy ahead of Executive Board approval which was to be sought at the end of the year.

Martin Farrington, Acting Chief Recreation Officer, and Mike Kinnaird, Recreation Projects Manager, both City Development, were welcomed to the meeting to present the report and respond to comments and queries from the Board.

In brief summary the following issues were discussed:

- **Resources** to implement aspirations.
- **A city centre park.**
- **Consultation** on the draft strategy.
- The preferred **cyclical repair approach** to maintenance, of playgrounds in particular, if finances were available.
- Discrepancies in the provision of green spaces in the Parks and Green Space Strategy and the **EASEL** plans – it was agreed that the Chair would speak directly with Officers on the details of this matter.

RESOLVED – That the report and related documents to the draft Parks and Green Space Strategy be noted.

(Note: Councillor Gettings left the meeting at 12.00 noon during the consideration of this item.)

37 An Agenda for Improved Economic Performance: Review of the Leeds Economic Development Strategy 1999

The Director of City Development submitted a report which sought Members' input to the development of the City's 'Agenda for Improved Economic Performance.' Background papers on the economic assessment produced at the start of the process and the national, regional and local policy context were also provided.

Paul Stephens, Chief Economic Services Officer, City Development Department, was welcomed to the meeting and gave a **presentation** to the Board on 'Leeds: An Agenda for Improved Economic Performance' and outlined progress to date. The presentation included:

- Who was involved.
- The context in which the agenda was set.
- Its purpose.
- Timescales.
- Aspirations and ambitions:
 - Growing the Economy/Growing the Market Share
 - Better performing assets.
- Risks (and opportunities) and Leeds' response.
- The Leeds Economy 2020.
- The Structure – three themes:
 - competitive business
 - skilled people

Draft minutes to be approved at the meeting
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- A great place and cross-cutting themes of:
 - economic inclusion
 - diversity
 - sustainability.
- Action/Investment Plans to achieve the three themes and the cross cutting themes.

Comments were made by Members on the following issues:

- The **quality of life** in Leeds and **narrowing the gap**.
- The need to address **transport** issues in Leeds.
- The **conflicting aspirations** of economic growth and lowering the carbon footprint.
- **Education and skills being** the biggest challenge.
- Encouraging the **right kind of growth**.
- Leeds as the centre of the **city region**.

RESOLVED – That the report and Members’ comments be noted.

(Note: Councillors A Hussain and Beverley left the meeting at 12.25pm and 12.27pm respectively during the consideration of this item and Councillor Lobley left the meeting at 12.32pm at the conclusion of this item.)

38 Recommendation Tracking

The Head of Scrutiny and Member Development submitted a report which outlined the process for tracking recommendations made by the Board and to confirm the status of scrutiny recommendations (City Development). Appended to the report was the recommendation tracking flowchart.

The draft status of recommendations was tabled at the meeting and had previously been circulated to Members by email. The Principal Scrutiny Adviser advised the Board that the tabled document was an update on the progress of the seven recommendations made as a result of the Board’s Inquiry into Reviewing Consultation Processes. A draft assessment had been suggested on the status of completion for each one of the recommendations.

RESOLVED – That the status of the scrutiny inquiry recommendations be agreed in accordance with the schedule submitted.

39 Current Work Programme

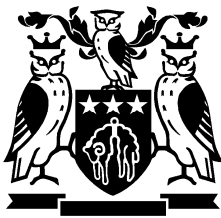
The Head of Scrutiny and Member Development submitted a report providing Members with a copy of the Board’s current Work Programme. The Forward Plan of Key Decisions for the period 1st September to 31st December 2008 and the Executive Board Minutes of 16th July 2008 were also attached to the report.

RESOLVED – That the current Board’s Work Programme be agreed as presented.

40 Date and Time of Next Meeting

Noted that the next meeting of the Board would be held on Tuesday 14th October 2008 at 10.00am with a pre-meeting for Board Members at 9.30am.

The meeting concluded at 12.35pm.



Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 14th October 2008

Subject: Inquiry on Residents Parking Schemes – Session 2

Electoral Wards Affected: All

x

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 At the last meeting on the 9th September 2008 the Scrutiny Board commenced Session 1 of its inquiry on residents parking schemes. A copy of the relevant minute on this matter is attached to this report for ease of reference.

2.0 Session 2 of the Inquiry

2.1 The purpose of the session today is to look into any alternatives to the current system, in particular the suggestion that residents be allowed to fund such schemes themselves. In particular the board will consider:

- Information requested from the last session.
- The way in which this proposal would work in practice, particularly with regard to funding and enforcement.
- How revenue might be raised to offset the cost to residents. For instance, there could be scope in an area where a large proportion of residents were commuters to release some spaces during the day for 'pay and display' parking by non residents.
- Evidence from local Ward Councillors and individuals who have applied for resident parking and identified in Session 1.
- Best practice in other local authorities.

2.2 A joint report of the Chief Environmental Services Officer and Director of City Development is attached. This provides members with an overview of the process for the introduction of Resident Parking Schemes (RPS) and provides the information requested at the last meeting.

- 2.3 As requested at the last meeting the Executive Board Member for Environmental Services, Councillor Steve Smith has been invited to attend today's meeting to respond to issues raised by the Board which are within his portfolio of responsibility.
- 2.4 In accordance with the Board's terms of reference a number of Ward Councillors have also been invited as witnesses at today's meeting.
- 2.5 The Board is reminded that all Members of Council were consulted about this inquiry and a number of comments and information on particular "hotspots" in respect to residents parking schemes were reported at the last Board meeting. Any responses that have been received since that meeting will be reported to today's session.

3.0 Recommendations

3.1 The Board is requested to:

- (i) Consider the joint report of the Chief Environmental Services Officer and Director of City Development and seek any points of clarification and ask questions of the officers attending the meeting.
- (ii) Identify any further information the Board requires in respect to the evidence presented to date for consideration at Session 3 of this inquiry.
- (iii) Identify any witnesses the Board wishes to invite to Session 3 of this inquiry.
- (iv) Consider whether the Board has sufficient evidence to begin to identify recommendations for inclusion in its final report?

Background Papers

There are no background papers

35. [Inquiry on Residents Parking Schemes - Session 1](#)

Considered the attached report of the Head of Scrutiny and Member Development attaching reports from the Directors of Environment and Neighbourhoods and City Development for the first session of the Board's inquiry on Residents Parking Schemes.

Additional documents:

- [Final Revised terms of reference - resident parking](#)
- [Parking E&N report](#)
- [Specimen Permits](#)
- [City Dev report Resident Parking Schemes](#)
- [City Dev report appendix](#)

Minutes:

The Head of Scrutiny and Member Development submitted a report which outlined the agreed terms of reference for the Inquiry on Resident Parking Schemes and the issues to be discussed at Session One of the Board's inquiry.

Attached to the main report was a report from the Chief Environmental Services Officer which provided the Board with an overview of the administrative and enforcement processes involved with Resident Parking Schemes. Also attached was a report from the Director of City Development which outlined the process and procedures that were applied for the installation of resident parking schemes.

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- **The suggestion that Leeds should be monitoring** and withdrawing residents parking schemes much more than at present. Officers agreed to report back to Session Two of the Board’s inquiry.
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- **Fraudulent use of resident parking permits** - Officers to bring back any available figures on this to the next meeting of the Board.

The Board agreed that the relevant Executive Board Member should be invited to Session Two of the Board’s Inquiry, as would Elected Members who had provided the Board with their comments on resident parking schemes.

RESOLVED –

- (a) That a report be presented to Session Two of the Scrutiny Inquiry in accordance with the agreed Terms of Reference.
- (b) That the additional information referred to above be provided by Officers to Session Two of the Board’s Inquiry.
- (c) That the Executive Board Member for Environmental Services be invited to attend Session Two of the Board’s Inquiry.
- (d) That the Chair be authorised to invite appropriate Elected Members to attend Session Two of the Board’s Inquiry who had commented on or who had “hotspots” within their Ward.

(Note: Councillor R Procter and the Director of Development, both left the meeting at 11.30am during the consideration of this item.)

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Report of the Chief Environmental Services Officer and Director of City Development

Scrutiny Board City Development

Date: 14th October 2008

Subject: Resident Parking Schemes

<p>Electoral Wards Affected: Citywide</p> <input type="checkbox"/> Ward Members consulted (referred to in report)	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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1 Purpose of the Report

- 1.1 To provide the City Development Scrutiny Board with an overview of the process for the introduction of Resident Parking Schemes (RPS) with particular reference to:-
- Any information requested from the 1st session,
 - The way in which the suggestion that residents be allowed to fund such schemes themselves would work in practice, particularly with regard to funding and enforcement,
 - How revenue might be raised to offset the costs to residents. For instance, there could be scope in an area where a large proportion of residents were commuters to release spaces during the day for 'pay and display' parking by non-residents,
 - Evidence from local Ward Councillors and individuals who have applied for resident parking and identified in Session 1, and
 - Best practices from other local authorities,

2 Information requested from the 1st Session.

- 2.1 The following questions/comments were raised at the 1st session which require a response:-
- i) limit the number of resident parking permits issued on a street - what do other local authorities do?
 - ii) further comments on abuse of permit system?
 - ii) why issue 3 year parking permits as opposed to annually? - introduce an annual charge (like Richmond on Thames) for residents that is self financing and no cost to the Council rate fund
 - iv) why have we not withdrawn any residents parking scheme in the city - what monitoring is done?
 - v) confirm that enforcement of residents parking schemes is a neutral cost - self financing

- 2.2 **Limit the number of Parking Permits Issued:** - The issue of limiting the number of permits is considered in Section 5 of this report.
- 2.3 **Abuse of the Permit System:** – As outlined in the initial report, some areas are vulnerable to permit fraud. This usually involves a visitor's permit being used by person who is not visiting, usually a commuter, to park for free where there is either no public parking available, or where alternative parking is chargeable. There have been instances of businesses leafleting addresses offering to purchase permits, and also permits being sold as contract parking on websites.
- 2.4 The problem is tackled in a number of ways. An information sheet is sent out with all permits, which contains the following advice :
- “A visitor's permit can only be used by visitors to your property. If it is used for any other reason a Penalty Charge notice will be issued. The permit facility may be withdrawn if permits are found to have been misused “*
- 2.5 Permits have a reference number which enables them to be linked to the relevant address. The enforcement section keeps a list of all lost, stolen and cancelled permits which is issued to all Civil Enforcement Officers. Other suspicions about a particular permit arise in a number of ways :
- Referred by the public
 - Vehicle arrives or leaves at the same time every day
 - Vehicle is parked a considerable distance from the relevant property
 - Driver walks in the wrong direction when leaving the vehicle
 - The vehicle appears expensive compared to others in the zone
- 2.6 In these cases, an attendant is sent out to check, and a Parking ticket is issued once there is enough evidence to do so - this is usually when the driver is seen leaving the vehicle and going into their place of work. This is followed up by a letter to the permit holder advising that an offence has been committed and that a further offence will lead to the permit being cancelled. This usually deals with the problem and only 4 or 5 permits are cancelled per year.
- 2.7 In addition, the Council also carries out one off operations with other agencies such as the Police and area management. This involves a check on all vehicles parked in the zone, with every permit checked and some home visits carried out to the relevant addresses.
- 2.8 The section has recently (beginning in September) begun a pilot scheme to look at the level of fraud, not just in residents zones but also involving misuse of blue badges. This involves using officers in plain clothes to observe parking areas. This will be extended if there are sufficient numbers of offences.
- 2.9 **Issuing of 3 Year Permits:** - Permits are currently issued on a three year cycle to avoid annual administrative costs which are not covered by an existing budget. Should the option to introduce a charge for permits be taken up then the system would be changed to administer the permits on an annual basis or for the duration of a tenancy agreement if less than a year and the cost of the permit would reflect the administrative costs incurred.
- 2.10 **Withdrawal and Monitoring of RPPS:** - To date, no RPPS has been withdrawn. The Traffic Engineering Section, which investigates the demands for RPPS have not been requested to consider withdrawing any schemes. Particularly with there being no charge for a permit, residents in areas where a scheme may not now be required might consider that the permit provides them with a degree of security in obtaining a parking space. Also, where the original need for a scheme was due to, say, a local factory, which may have closed, residents may prefer to wait and see what new development takes the place of the factory.
- 2.11 Traffic Engineering has reviewed some schemes when Parking Services have advised that enforcement will become difficult due to markings and/or signs having become in need of maintenance. This recently occurred in the Hyde Park and Woodhouse Ward.

- 2.12 Traffic Engineering has also been involved in the proposed RPPS adjacent to St James hospital. Within the area identified for a RPPS there are existing schemes in operation and the opportunity will be taken to consult with residents on their operation and, if supported, bring them into a larger scheme.
- 2.13 **Confirm that Enforcement of RPPS is Cost Neutral** - It is not possible to give a robust figure for expenditure because there are no staff members who deal solely with permit issues. For example, enforcement is carried out on a beat system with each beat containing a number of different roads with different restrictions. About 16.5 % of Parking Tickets are issued in residents' areas, and it is fair to say that the majority of work carried out by both the Enforcement team and the back office is related to parking tickets. Therefore, in order to calculate a figure, obviously unrelated costs (for example, car park rates & maintenance) have been removed and 16.5 % of the relevant costs calculated. For 2007/08, this gives the following :

Staffing	£342,000
IT, stationery, postage, telephones	£38,000
Other	£51,000
Total	£431,000

- 2.14 With regard to income, it should be noted that it is not legal to set income targets for Penalty Charges. The Government guidance states :

“For good governance, enforcement authorities need to forecast revenue in advance. But raising revenue should not be an objective, nor should authorities set targets for revenue or the number of penalty charges they issue.

The judgement in R v LB Camden (ex parte Cran) made clear that authorities should not enforce orders made under the RTRA exclusively to raise revenue”.

- 2.15 Therefore the primary purpose of any traffic order must be traffic management. Penalty Charges are supposed to be imposed to deter illegal parking, not to fund schemes.
- 2.16 An analysis of penalty charges issued in 2007/08 is given below. It should be noted that the cancellation rate for tickets issued in residents' zones is 37% against a normal cancellation rate for Parking Tickets of 11%. The reason that it is much higher here is because the service takes a lenient view of incidents where a genuine resident or visitor does not display their permit. So these tickets have been legally issued and are legally enforceable but the service has decided not to pursue them. It can take over a year to recover a parking fine and some additional income is expected from these cases, this has been estimated.

Residents zone tickets		% of total	Income
Issued	20,128		
Paid	10,354	51 %	£485,430
Cancelled	7,451	37 %	£0
Pending	2,323	12 %	£29,000*
		PCN Total	£514,430
Business permits	882		£44,100
		Total	£558,530

* estimated

- 2.17 It must be stressed that RPPS are only cost neutral because the continuing illegal parking, which occurs in some of the areas, is detected and enforced through the parking tickets issued by Parking Services. There may be zones where there is no abuse of the scheme, perhaps because regular parkers all know that the level of enforcement is high and they will get caught! Hence, while it is possible to demonstrate that operation of the schemes overall is cost neutral,

this may not be the case for each specific scheme and there are no guarantees that income from tickets will continue to cover operational costs.

3 The way in which the suggestion that residents be allowed to fund such schemes themselves would work in practice, particularly with regard to funding and enforcement.

- 3.1 The Scrutiny brief specifically asked for this area to be investigated. RPPS take a significant length of time from injection into the Traffic Engineering work programme to actual delivery on site. There appears to be a perception that schemes could be fast tracked if external funding were available.
- 3.2 It has been identified in paragraph 4.5 and 4.6 of the report to the 1st session that a RPPS may not be the most appropriate measure to address the parking problem. Should residents be permitted to fund a RPPS they may consider that a scheme should be provided irrespective of agreed criteria for providing a RPPS in other areas or advice provided by officers. If the scheme was provided but didn't meet the expectations of the community consideration would have to be given to resolving the situation, but at a cost to whom and what priority?
- 3.3 For this to work the Council needs to have a strong and clear policy on where RPPS will be provided. To avoid the installation of inappropriate RPPS, only schemes which fall within the policy should be progressed. It is inadvisable to give residents a remit to have what they want because they are paying, when they don't necessarily have the right information to make the right decision.
- 3.4 Paying for a scheme will not necessarily accelerate its delivery. In treating our customers fairly, it is wrong to accelerate a low priority scheme in advance of an area where residents are experiencing severe parking issues. The potential for groups of residents to be able to fund the investigation, consultation, legal process, design and implementation of a RPPS may discriminate against members of society unable to afford such a scheme but who may be in greater need.
- 3.5 Section 5 of the report to the previous meeting identified the range of timescales for the introduction of RPPS. It is a lengthy process, particularly with the uncertainty around consultation and overcoming objections, and will not be shortened simply because the funding is coming from a different source.
- 3.6 However, it would enable, because funds are limited, for more schemes to be injected into the programme. While staff resources are also limited, the option is available to give the work to the partner.
- 3.7 The Traffic Section has a finite staff resource to deliver a specific programme of work for the year while at the same time considering schemes for subsequent years. Introducing additional schemes into an agreed programme requires either existing programmed schemes to be given a lower priority or additional staff recruited. It is likely that the Councils' consultant partner, Mouchels, would be used to provide that additional staff resource.
- 3.8 Any schemes promoted in this way will be subject to the same legal / enforcement arrangements. This does mean that residents could agree to fund the partners' fees, only for the scheme to be abandoned on receipt of valid objections which cannot be over-ruled.

3.9 A summary of the above issues is shown in the table below.

FOR	AGAINST
Releases other funding.	Could be seen as discriminatory.
Develops use of consultant partner.	RPPS may not be most appropriate measure but will be expected by residents if they are funding. Who would fund any future changes?
	Staff resource to deliver scheme.
	Residents may not agree on scheme required and raise objections.
	May not be a priority within Traffic programme.

3.10 Allowing residents to fund such schemes themselves will work well for injecting additional funding into the programme and allowing more schemes to be progressed. But officers would strongly recommend that it is only used for schemes which fall within the policy. It would be inequitable for it to become a means of promoting inappropriate or low priority schemes in advance of high priority and will not necessarily reduce the time required to implement a scheme.

4 How revenue might be raised to offset the costs to residents. For instance, there could be scope in an area where a large proportion of residents were commuters to release spaces during the day for ‘pay and display’ parking by non-residents,

4.1 An alternative to residents paying for the implementation of a scheme is to recover the costs once the scheme is established and residents are gaining its benefits.

4.2 Currently, no charge is made to residents for permits unless they are lost and need replacing. But this Scrutiny inquiry has raised the question of whether a charge should be made and this is explored in subsequent paragraphs. This section also considers other possible means of recovering implementation and on-going operational costs.

4.3 The issue of whether or not to charge for parking permits is widely debated and the varying methods used by other local authorities is considered from paragraph 4.4 to 4.16. Income estimates have been based on the existing 9,900 residents permits issued. However some residents may rarely use their visitor pass and a significant proportion may select not to pay or may reduce their permit requirement for other reasons.

4.4 ‘At Cost’ charge.

4.5 It has been shown in Paragraph 2.13 that the administrative costs for RPPs are in the order of £431,000. The following table shows, in column 1, the annual charge required to cover the cost of administering the issuing of permits; in column 2, the charge required to cover the administration and estimated maintenance; and, in column 3, the charge required to cover the administration, maintenance and average implementation costs spread over 5 years. After 5 years the annual charge would reduce.

Annual Charge to cover administrative costs.	Annual Charge to cover Admin and Maintenance	Annual charge to cover Admin. Maintenance and Implementation
£45	£65	£105, reducing after 5 years

4.6 Charge relative to CO2 Emissions or Engine size

4.7 Some authorities, notably London Boroughs, relate the cost of a permit to either the Carbon Dioxide emissions or engine size of the vehicle, depending upon when the vehicle was first registered. Vehicles with low emissions or an engine size under 1000cc are either free or have a minimal charge. Larger vehicles can incur charges up to £300 per year.

4.8 The following table shows, based upon the percentage of vehicles licensed in 2007 with engines of certain sizes from the 'Vehicle Licensing Statistics 2007' related to the current number of resident permits issued. Charges have been selected at random for exemplification.

Engine CC	% of Vehs	No. of resident Permits	Possible Charge (£)
Under 1000	4%	396	Free
1001 - 1550	31%	3,069	50
1551 - 2000	51%	5,049	75
2001 - 2500	7%	693	150
2501 - 3000	4%	396	200
Over 3001	3%	297	250
Total		9,900	

4.9 As with all charging options, any excess income may be redirected back towards the cost of introducing the scheme.

4.10 Equal Charge per Vehicle

4.11 Irrespective of the number of vehicles registered to an address, each vehicle incurs the same charge. Again, to cover the cost of administering the issuing of permits would require a charge of approximately £50 per year for every permit issued, though this cost could be varied.

4.12 Escalating charge per Vehicle

4.13 As the number of vehicles registered to a property increases so the cost of the permit increases. It would be possible for the first permit to be free with rising charges for 2nd, 3rd and 4th vehicles.

4.14 The traffic order would describe whether permits are issued per household or per address and this could have major implications for houses of multiple occupancy. A property divided into, say, 6 flats could require 6 permits for residents. The first applicant would receive a free permit; the 2nd and subsequent applicants would be charged at an increasing scale with or without a maximum limit. This may prove administratively complex as and when permit holders change, particularly if short term tenancies are involved. Again charges have been selected at random to exemplify this option.

No. of Vehs.	Estimated No. of Permits	Cost of Permits
1.	7,575	£0 - £30
2.	1,980	£50 - £100
3+	345	£150 - £200
Total	9,900	

4.15 **Charge related to Zone**

4.16 Some authorities' zone their RPPS's so that the cost of a permit varies from zone to zone depending upon its location. This option is, administratively, more complex and generally places a higher charge on areas close to City Centres.

4.17 **Visitor Permits**

4.18 Leeds currently provide visitors permits which can be used as often as needed. But some residents may have more visitors than others and anyone with infrequent visitors may not wish to purchase an annual permit. Unless this is accommodated in an equitable way, there is likely to be opposition to any charging scheme. Other authorities sell permits which are valid for just one day and this would need to be explored further if there was a decision to progress a charging strategy.

4.19 With all permit charging mechanisms there is the potential for residents to be reluctant to pay. Residents would have the opportunity during consultation to express their dissatisfaction with a permit charge and may object when the formal traffic orders are advertised. Residents who do not purchase a permit would not be able to park within the zone or scheme area surrounding their property and be liable to receive a fixed penalty notice (FPN). Unable to park in the zone they would have to park in the nearest street outside of the zone. Unless the scheme operated 'first come – first parked' RPPS would not work well where there were too many residents' cars for the length of kerb. Hence schemes may only be acceptable if residents were effectively guaranteed a space and this might mean restricting permit numbers (see below).

4.20 There may be some positive benefits as residents change their behavior in order to avoid the charges. They might identify other off-street parking opportunities or they may review their travel modes and vehicle ownership with beneficial impacts on the overall availability of kerb space as well as on congestion and the environmental footprint of the city. In particular short stay residents such as students may choose to keep a vehicle in the area.

4.21 It is considered that any charging scheme must be applied to existing RPPS, of which there are approximately 70, as well as proposed schemes to treat everybody fairly. This would necessarily lead to a review of the need for all the existing schemes and some consultation on whether residents wished to retain the scheme. There would probably be a need to phase in the charge over a period of time to give residents opportunity to make alternative arrangements if they wished to avoid the charge (and also to help manage the staff resources needed for such a review).

4.22 Importantly, while there are financial and technical implications on the question of whether or not to charge for permits, ultimately this is a political decision.

4.23 **On Street Charging Mechanisms**

4.24 The alternative to residents paying for a permit is for those non-residents to the area to pay for their on-street parking. This can be achieved by either dedicating certain sections of the road for non-residents or by allowing residents and non-residents to share sections of the road, known as 'dual' or 'mixed' use bays, with priority given to residents.

4.25 Residents would be exempt from any pay and display charges and may also have sole priority for spaces between certain times, e.g. between 16.00 or 17.00 hrs and 08.00 or 10.00 hrs the following day. Paid for, on – street parking would be available outside of these hours. This enables the street to be used for controlled parking and potentially generate income. The cost of the on-street parking may vary between resident parking zones depending upon the proximity of the area to cause of the parking, the charges levied by any off-street parking in the area and the type of parking, long or short stay, which the Council may want to encourage. As such, it is difficult to estimate the potential income generation until such schemes are in operation.

4.26 Where the parking problems are caused by very short term parking for local shops, say 10 – 30 minutes, local businesses may raise concern about the future of their business if a charge was to be levied for short term parking. Parking could still be restricted by time in such a situation by introducing 'limited waiting'. This restricts parking to a set period of time with return prohibited for a

further time period. A charge does not need to be levied but strict enforcement of the times would be necessary.

- 4.27 Mixed parking is most appropriate in areas where a charge is already made for off street parking, e.g. in the vicinity of hospitals, where visitors might currently park in residential areas to avoid charges. Hence this is a good practice which officers are already seeking to implement in suitable areas.

5 Restrictions on Permits

- 5.1 With the number of cars per household increasing, the number of permits allowed to a household or address needs to be considered. Permits only apply to vehicles parked on the highway; a resident who has sufficient off-street parking would not need a residents' permit but may need a visitor permit. If the number of residents' permits is limited per household then vehicles in excess of this number will either have to be parked outside of the RPPS boundary or off-street. This would put pressure onto parking space in streets just outside the boundary of an RPPS, where there may not be an existing parking problem and, therefore, require the size of the RPPS to be increased. Not restricting the number of permits may mean that there is insufficient length of kerb for the number of vehicles to park and a 'first come – first parked' situation would arise with no permit holder being guaranteed a space.
- 5.2 Alternatively, the number of spaces within the RPPS could be determined and permits issued, either restrictively per household or on a 'first come basis' until the RPPS is fully allocated. Further requests would go on a waiting list until a permit was released.
- 5.3 This situation is exacerbated in locations with houses of multiple occupation. A single house converted to a number of flats could generate one or more residents' permit per flat. Again, the number of permits per flat could range from restricted (1 per flat) to unlimited (1 per vehicle registered).
- 5.4 Each RPPS is designed specifically for a defined area and, therefore, consultation with local communities would determine whether or not certain restrictions would be acceptable, these might include:-
- Restricting the number of permits per property,
 - Knowingly having insufficient spaces for the number of permits, - this may be unacceptable if a charge is levied.
- 5.5 The balance between possible charging for a permit and restricting the number of permits needs careful consideration. Any policy decisions need to be taken in conjunction with any decision to charge for permits. As with charging for permits, restricting the number of permits could have some positive benefits on vehicle use and parking behavior.
- 5.6 A sample number of local authorities, Manchester, Sheffield, Birmingham, Newcastle, Kirklees and Barrow have been contacted with the following questions:-
- 1) Do other authorities limit the number of permits per property ?
 - 2) What charging structures are in place?
 - 3) Is there any best practice we could draw from?
 - 4) What are the drawbacks of charging?
 - 5) How many zones are there?
- 5.7 The responses to these questions are in Appendix 1 of the report.

6 Evidence from local Ward Councillors and individuals who have applied for resident parking and identified in Session 1,

- 6.1 Three Members provided comments to the 1st session. Their comments are included in italics below together with the officer responses. Some of the responses have been covered elsewhere but are repeated here for completeness
- 6.2 *I think the methodology for introducing TRO's, especially RPZ's, is very frustrating. So much time is given over to dealing with objectors and addressing or disproving their concerns. On recent schemes in Headingley it has dragged schemes on for many months, which is very annoying to councillors and residents who can't understand the delay. Many of the complaints are from the very commuters the RPZ is trying to deal with! On a scheme in the Granby's, which was finally implemented last year we had the above frustrations followed by the TRO being in place, but not being enforced until the signs were up on the streets. The signs couldn't be ordered until the TRO was approved and then we had to wait 6 weeks to get the signs ordered in. Then additional time to get them installed. Surely this could all have been booked and scheduled earlier in the process. On a separate note residents on the Granby's would be happy to trial a progressively priced scheme for RPZ charging as long as the first car pass was free.*
- 6.3 Officers recognise the frustration to Members and the public of the time involved in developing a RPPS. The advertising of the required Traffic Regulation Order, receiving objections, resolving the objections and ultimately Joint Highways Technical Board considering overruling the objections is part of the legal process which must be followed implicitly. RPPS are developed with local communities to try and ensure that no objections will emanate from the community. Objections do come from those motorists who park, free, in residential areas rather than pay for parking elsewhere as they recognise they will either have to find an alternative place to park, pay for parking or change their mode of transport. To date, Highways Board has overruled objections from motorists not local to the proposed scheme. Subsequent to Highways Board overruling an objection there is a 6 week period when the decision can be challenged through the High Court and officers cannot be seen to be prejudging the possibility of a challenge. Only when the authorised signs and markings are on site can enforcement be undertaken. The possibility of residents of the Granby's trialling a progressively priced scheme is noted, however as indicated in paragraph 4.21 it is considered that existing schemes would be fully reviewed if any charge for permit proposals were introduced.
- 6.4 *Paying themselves to have it set up: I think a lot of people would be very opposed - they already believe they have the whole road as a rightful place to park anyway! paying for permits would need consultation. If they paid for them themselves I would expect them to have the same legal standing and protection as the ones we set up. Needs to consider knock-on effects when commuters/students are moved out!*
- 6.5 Officers recognise that some residents may consider a permit charge as another form of taxation. All RPPS have the same legal basis, irrespective of who funds the scheme.
- 6.6 *I think the Council should have a very clear policy on where and when schemes can be put in and what those schemes are designed to do. At the moment there seems to be no uniformity in provision, i.e. people who shout loudest, have Councillors with influence in the relevant department seem to get schemes. I also think that many people ask for schemes for the wrong reason believing they have a right to park their car outside their house and that a scheme will stop anyone else parking there. I also think that schemes are not always the appropriate solution. I know Cllr Pryke did not want a list of parking problems but in Yeadon there is a problem with people parking, going to the airport and having a fortnights holiday then returning to there car. This is irritating to residents of effected streets who want residents parking permits. However waiting restrictions, (20 out of 24 hours) are much more effective in dealing with this. Similarly we could have partial schemes where there is a problem for only part of the day, e.g. 6-00pm to 6-00 am where residents are out at work all day but have problems with evening parking. Schemes should be cost neutral to the Council. People who do not have a scheme resent paying the costs for people who do. Providing a scheme meets agreed criteria there is no reason why residents should not fast track it by paying for it setting up, after all they are getting a parking space which*

has a value. New schemes should be measured against the car parking reviews which are currently taking place. Costs could be offset by adverts on the permits. (insurance companies). This may be heresy but we should also have a mechanism for removing schemes. If it was put in place to deal with parking from a factory which closes we should ask if it is still needed.

- 6.7 Officers indicated in the previous report that consideration of RPPS focus on residential areas with parking associated with business/retail premises, hospitals, universities, stations, public transport corridors and other more specific local parking issues. To retain flexibility in providing a RPPS, the following are situations where a RPPS would NOT currently be considered:-
- To resolve school parking problems,
 - If residents do not support it,
 - To resolve disputes between neighbours,
 - Issues of multiple occupancy of a building, and
 - If off-street parking is available to the majority of properties and sufficient space is available for parking.
 - Within new developments in the City Centre
- 6.8 Many residents, incorrectly, consider the highway in front of their property to be their own parking space when, in fact, it is public highway. Officers have recognized that early RPPS which were solely restricted for resident use have caused streets to become deserted during the daytime when they could be used for some form of controlled parking. The signing and lining of all parking restrictions are currently being reviewed across the city and locations within RPPS, where controlled parking could be introduced, will be noted for further assessment.
- 6.9 As indicated in the report to Session 1, RPPS are not always the appropriate solution and officers will advise on the most appropriate measures to address the identified problem.
- 6.10 There are two main cost elements to any RPPS; the initial design and installation processes and the ongoing permit issuing and maintenance. From recent schemes the cost of the design and installation process is approximately £200 per space with a further £30 for administration of the permit. Without extensive research into each scheme currently in operation it is difficult to determine whether or not the initial costs could be recovered through enforcement. The cost could be recovered by including it in an increased annual permit charge spread over a period of up to, say, 5 years.
- 6.11 Whether residents should fast track a RPPS by paying for its setting up is reviewed in Section 3 of this report.
- 6.12 Traffic Engineers have indicated to those undertaking the car parking reviews the locations of demand for RPPS and other known parking issues. When the reviews are reported, any proposals and/or comments in relation to RPPS will be considered.
- 6.13 The space on the back of the fee tickets is currently sold for advertising although the space doesn't always get sold. The deals obtained at the moment just cover the printing costs rather than anything more substantial. The big disadvantage of permits rather than fee tickets is that there are very few of them and there is no turnover - as the advert has to last for a year it can't refer to any special promotion etc which limits the market. To give an idea of the market, 4.5m fee tickets generate £16,500.
- 6.14 The issue of withdrawal of a permit scheme is covered in paragraphs 2.10 to 2.12. It is recognized that an improved system of identifying schemes which are no longer required is needed, potentially based upon information from Parking Services regarding enforcement not being required in these areas. This will be considered in further detail and reported to the next meeting of Scrutiny.

7 Best practices from other local authorities,

- 7.1 The Association of Public Service Excellence (APSE) undertook a survey of member local authorities regarding 'Resident Parking Schemes: Towards Best Practice' in May 2005. The survey findings are included as Appendix 2. The key areas investigated were:
- Streets Suitable for Resident Parking Schemes
 - The Advantages and Disadvantages of Controlled Parking Zones (CPZs)
 - How to Prioritise New Parking Schemes
 - Shared User Bays – the challenge of Pay and Display and Voucher Schemes.
 - Non-Residential Access
- 7.2 There is a wide variety of methods used to determine the need for a scheme. Appendix 3 shows the assessment criteria used by a selection of authorities. Within the Authorities listed in Appendix 3, the most common areas of assessment are based upon:-
- i) Properties with no off-street parking facility,
 - ii) The level of support from residents for the scheme,
 - iii) The availability of road space for parking, and
 - iv) Availability of alternative parking.
- 7.3 The assessment method currently used in Leeds consider item i); ii) and iii).

8 Summary

- 8.1 Allowing residents to fund such schemes themselves will work well for injecting additional funding into the programme and allowing more schemes to be progressed. But officers would strongly recommend that it is only used for schemes which fall within the policy. It would be inequitable for it to become a means of promoting inappropriate or low priority schemes in advance of high priority and will not necessarily reduce the time required to implement a scheme.
- 8.2 Off-setting costs with a combination of RPPS and pay and display in some cases will make best use of limited kerb space and officers are already considering this option in appropriate locations.
- 8.3 Combining RPPS with limited waiting has similar benefits and again is being promoted in appropriate circumstances.
- 8.4 Introducing permit charges is possible but needs careful consideration. At first analysis the potential income is high and accounting requirements stipulate that any excess over operating costs be spent on highways. However in reality the income may be much lower due to reduced demand for schemes and permits. This is particularly true if a more equitable arrangement is made for visitor parking.
- 8.5 The fact that income may not match initial analysis is not necessarily an issue if there are other benefits in terms of positively changing car ownership, parking and travel behaviour which will make better use of limited road and parking space. But there could also be negative impacts as parking is transferred to adjacent areas. It could also be costly to administer.
- 8.6 Limiting the number of permits issued could have similar positive and negative impacts to charging for permits but may be a necessary step if charges are introduced in order that spaces are not over subscribed.
- 8.7 It is right that existing schemes should be monitored and reviewed. This has not previously been done, primarily because there has been no demand while permits were free. Also traffic staff resources have been limited and this would be non fee earning work and would therefore need a budget! However, if charges were introduced, such a review would be necessary.
- 8.8 It is also right that there should be maximum clarity and transparency in the policy relating to RPPS. While officers currently follow best practice guidance (as described in the earlier report), there is no

published or approved policy. This is currently being addressed, including future publication of guidance on the web site which help promote understanding and manage expectations of what can be delivered and to what time scales.

9 Recommendation

- 9.1 Members of the City Development Scrutiny Board are asked to note the contents of this report and are invited to comment on the information presented.

Background Documents

Response from Other Authorities – Appendix 1

APSE Response – Appendix 2

Criteria selection from Other Authorities – Appendix 3

Equality, Diversity and Community Cohesion Impact Assessment dated 29th April 2008

**Residents Parking / Permit Zones
Information for Scrutiny Report – Other cities**

Questions for sample of other Local Authorities (Manchester, Sheffield, Birmingham, Newcastle, Kirklees, Barrow)

- 1) Do other authorities limit the number of permits per property ?
- 2) What charging structures are in place ?
- 3) Is there any best practice we could draw from ?
- 4) What are the drawbacks of charging ?
- 5) How many zones are there ?

Manchester

- 1) Res/Vis permits can be limited depending on the area and kerb space available
- 2) Res/Vis permits free outside controlled zone, inside controlled zone (city centre ABC zones) they are charged for at £347 for A and £116 for C. Scratchcard scheme for visitors in CPZ. Charges been in since 3/4/2006.
- 3) Use mixture of pay and display / permit parking in Hardwick Zone. P&D for visitors in Hardwick. Limited use of permits in city centre only 2 extra hours per day (mon – fri) and all day Saturday allowed to prevent city centre residents hogging pay and display bays all day.
- 4) None for city centre as those residents expect to pay for parking
- 5) 6 zones

Sheffield

- 1) Limited to 2 Res permits per property. May allow more if extenuating circumstances (proof required)
- 2) £36 for first permit, £72 for subsequent (Residents)

£72 Business (first permit) £144 for subsequent

- 3) Shared P&D/ Permit bays in areas where shoppers/business visitors frequent
- 4) None apparent (Charges since 1995)
- 5) 6 zones

Birmingham

- 1) For some zones limit to 1 Res and 1 Vis, some areas are unlimited.
- 2) Res £15, 2nd permit £30
Vis permits £2.50 book of 5 one day only.
- 3) Shared use in zones near city centre using P & D / permits.
- 4) Charges since approx 1995
- 5) 5 zones

Newcastle

- 1) Currently no limit on Res permits per property (intend to review Feb 2009)
- 2) £20 Res permit, £10 Vis permit
Business permit charges range from £65 - £500 (depending on area)
- 3) Review due in Feb 2009 may throw up revision on current system
- 4) Charges have been in for a number of years so residents expect to pay.
Current charges are not thought to be too extreme for most residents.
- 5) 35 zones

Kirklees

- 1) No limit on Res permits. Only one Vis permit per property
- 2) All Res permits are free. Business permits £115
- 3) None put forward
- 4) No charges in place
- 5) 148 zones

Barrow

- 1) Limited to 2 annual permits for residents
Each resident can have 60 visitor day permits per annum. Almost all permits are for town centre residents.
- 2) None all permits are free
- 3) None apparent
- 4) No charges in place
- 5) 4 zones (all town centre)

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ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE
2nd floor, Washbrook House, Lancastrian Office Centre
32 Talbot Road, Old Trafford, Manchester, M32 0FP
Telephone: 0161 772 1810 Fax: 0161 772 1811
E: mail enquiries@apse.org.uk Web: www.apse.org.uk

May 2005

Briefing: 05/35

TO: ALL Refuse and Street Cleansing, Streetscene, Transport and Roads and Highways Contacts

Resident Parking Schemes: Heading Towards Best Practice (APSE Query: RSC0091/RH0021)

Key Issues:

- **Streets Suitable for Resident Parking Schemes**
- **The Advantages and Disadvantages of Controlled Parking Zones (CPZs)**
- **How to Prioritise New Parking Schemes**
- **Shared User Bays – the challenge of Pay and Display and Voucher Schemes.**
- **Non-Residential Access**

1. Introduction

APSE recently conducted a query through the Roads and Highways Advisory and Refuse and Street Cleansing Group Networks concerning the experience of local authority car parking schemes. This brought an array of insightful responses. The areas addressed by the query are outlined above.

The issue of car parking, particularly nuisance parking, is also at the forefront of Regeneration and Liveability issues found in APSE's manifesto and addressed at several recent conferences. There are three vital areas of *impact* on local government as follows:

- **Parking - on the local environment both physically (in terms of space) but also impacts on the areas people choose to live (a possible attraction or deterrent depending on availability).**

- Urban areas - often have a lack of facilities while local authorities have to strike a balance between the need to provide facilities and prevent their abuse.
- Parking Overspill – a balance is also needed here while also making sure that those who use cars are not overly penalised.

2. Background

Recent research has outlined the growing impact of controlling parking issues. The result of this has been a massive rise in tickets issued from 3.4 million to 7.6 million in the last 10 years earning more than £350 million – from a total take of over £1 billion - for councils in England and Wales (Source RAC Foundation). Whilst there are no cumulative figures for Scotland, one authority alone issues 250,000 tickets. The balance facing local authorities is making citizens see parking control as sensible ways of traffic control and not as a means of raising revenue. A key aspect of this strategy is through turning street parking spaces into residents only parking zones.

3. Responses

Streets Suitable for Resident Parking Schemes (RPS)

The responses make clear that the conflict between Resident Parking demands and those of what a responding authority calls “car borne commuters” is very real. In this situation most responding councils have tried to work out policies that help residents who are, after all, council tax payers. Not all streets are affected by this but, in the words of one council, “those affected by commuter parking” are those “near hospitals, colleges and central shopping areas and are considered for Residents Parking Schemes.”

The conflict here resides in the fact that there can be “an excess of demand over supply for the use of on-road spaces from residents alone.” In a nutshell, when there are not even enough spaces for residents tough choices have to be made. One authority has considered “rationing car parking spaces to those prepared to pay for their use” but has not implemented such a scheme.

Other criteria used when deciding upon implementing Residents Parking Schemes (RPS) include “waiting restrictions” in an area, “a lack of street lighting” and “commercial” pressures on local parking caused by retail outlets. One authority states that the scheme is not applied to “individual streets” but, rather, in areas where “a number of streets are experiencing the same problem.” A different responding authority states, “the “size of the schemes varies from single streets to the whole of a home zone area.” Resident Parking Schemes were implemented “with a priority on the numbers of complaints about difficulties parking/requests” for parking schemes.”

The Advantages and Disadvantages of Controlled Parking Zones

Authorities responding to the query gave a number of reasons as to the benefits and disadvantages of using controlled parking zones (CPZs). These are broader geographic areas that can cover a number of streets and which charge at differential rates depending on the area.

Benefits:

A responding authority states that CPZs have “effectively eliminated the use of roads for all-day commuter parking, in furtherance of the Council’s policy to encourage the use of sustainable transport modes for journeys to work.” Apart from the environmental benefits another authority points to the fact that residents “have greater opportunity to park near their homes.” More widely, in the view of another responding authority, “you can control a full area in the same way” dealing “with the knock on effects of people moving from one area to another as you are controlling the full areas.” In short, the problem of overspill or displacing heavy parking from one area to another is tackled by CPZs rather than RP zones that often operate on a more piecemeal street by street level.

Disadvantages:

Several disadvantages to the CPZs have also been identified. One is the problem of displacing vehicles as discussed above. In the words of one local authority “there are disadvantages in displacing parking elsewhere as it is awkward for traders and businesses as they don’t get permits.” Several authorities identify the authority charge for the scheme as off putting and a key disadvantage overall. As one respondent puts it “the disadvantage is that the authority charge for the scheme to cover enforcement and people do not like to pay.” It should also be emphasised that Resident Parking Schemes are not generally seen as cash cows by authorities. In the words of one authority “Resident Parking Schemes do not generate any surplus cash for the council, but this is not generally understood or accepted.” All of this despite sustained public perceptions of punitive charging.

How to Prioritise Areas for New Parking Schemes

It would seem that the main way to prioritise areas for new parking schemes is through consultation with residents. One authority states that there is an “initial consultation showing the boundaries of the scheme and the rules governing parking schemes – asking for indication of for/against schemes.” This authority goes on to state that “given the sufficient majority of those in favour, a second consultation showing possible detailed layout of spaces/restrictions“ is carried out. The authority also links the scheme to members stating that “at all times ward members advise the cabinet members with responsibility for transportation on whether to go to the next stage of the process.”

Other factors impacting upon how priorities are decided include consultation with the police in terms of the link between parking and crime. An authority states “benefits are mainly for residents, but recently the police have commented that they help reduce car crime and fear of car crime; and restrict illegal drop offs (of drugs). “

Another authority states that “there is a new moratorium on new schemes currently owing to the resourcing used in consultation and in the setting up of schemes.”

Shared User Bays – the Challenge of Pay and Display and Voucher Schemes

Several authorities elicited schemes in which the allocation of permits was limited in order to control traffic numbers in Resident Parking Scheme areas. In the words of one authority “In early schemes, this was achieved by limiting the number of permits to one per household on a first come first serve basis until all ‘resident only’ bays were occupied.” Current practice is to provide ‘shared bays’ such that the total number of bays available exceeds the demand for permits. Should demand subsequently outstrip supply, it is likely that an increase in the cost of the permit would be proposed with the aim of reducing demand to match supply.” Another authority gives a different example and one tailored to the specific road in question stating “the authority implement two types of Residents Parking Permit schemes – Resident Permit Only Bays and Limited Waiting with exception for resident permit holders.” One authority undergoing a consultation with the public on this matter states “the consultation has included consideration of the numbers of permits that can be issued per household, and whether the numbers of permits should be limited to match the numbers of spaces available within the zone. This has resulted in a limit of one permit per household in some zones but no limits on the numbers of permits issues.” Clearly then some form of resident charging is unavoidable in certain instances for logistical reasons of vehicle control but when applied in line with a consultation this can be made less painful.

Streamlining Non-Resident Access

The vast majority of those councils responding are utilising user bays in line with some kind of permit scheme (as discussed above). This means that those covered by schemes are able to allow friends and family to park within the remit of the Resident Parking Zone. Various methods of streamlining are involved in this process in order to regulate the number of vehicles using the scheme. According to one authority “vouchers were used in an early scheme to regulate the use of shared bays by non-residents but later schemes use pay and display, which has been found to be more acceptable to visitors and more readily enforceable.” Another authority answered as follows: “Residents bays are made available to visitors by the issue of scratch and display visitor permits to any household in the zone (£1 per day, 10 visits per card and 2 cards maximum per household at any one time.)” One authority facilitates “shared use parking” as opposed to user bays for non-residents.” These have the disadvantage of treating family and friends as everyday street users as opposed to “visitors” – again this is against a difficult backdrop of demand.

4. Conclusions

Local Authority car parking is perhaps a ‘sleeping giant’ amongst all the issues impacting upon local government streetscene. Why? It’s a liveability issue for one thing as well as impacting on environmental sustainability. You can’t get a front door issue as close to home as your parking spot! Congestion impacts upon healthy living too in terms of emission build ups in residential streets used by parents and

school children. There are also strong impacts upon transport flow and public transport facilities. Local authorities facilitating these communities through good car parking schemes have much to learn from one another in terms of the really difficult choices they face on charging, limitation of spaces and what types of schemes to apply. Inner city areas especially see an increasing clamour for parking within tight knit areas.

The *whole area* approach of CPZs may be favourable in some cases where RP zones cause “overspill” and “displacement.” Charging is something best reached through a consultative process with residents in the view of most respondents.

Mark Roden
Research and Press Officer
Association for Public Service Excellence

If this is an issue that APSE member authorities think would merit a possible seminar (on the issue of local authorities, regeneration and car parking schemes) then please contact the APSE Office – enquiries@apse.org.uk.

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Appendix 3	Leicestershire	Liverpool	Portsmouth	NE Lincs
<p>% of properties with no off street parking (6 out of 9)</p>	<p>At least 50% of properties affected have no off street parking facility.</p>			<p>The vast majority of houses have no off-street parking provision.</p>
<p>Level of support from residents (5 out of 9)</p>	<p>The schemes are requested by residents through their councillors or neighbourhood forums. Once there is enough support for such a scheme, we conduct a survey of residents' views, A majority of residents in the area must be in favour of the scheme</p>	<p>The schemes are requested by residents through their councillors or neighbourhood forums. Once there is enough support for such a scheme, we conduct a survey of residents' views, A majority of residents in the area must be in favour of the scheme</p>	<p>The schemes are requested by residents through their councillors or neighbourhood forums. Once there is enough support for such a scheme, we conduct a survey of residents' views, A majority of residents in the area must be in favour of the scheme</p>	<p>Parking problems in the street have not been observed to be of sufficient severity throughout the working day. Observations taken during the working day have not revealed instances where less than 10% of parking space was available.</p>
<p>Available road space (4 out of 9)</p>	<p>Residents are unable to park because at least 40% of available kerb space is occupied by non-residents during the normal working day, usually commuters near a town centre or factory premises who should be using alternative parking that is provided.</p>	<p>Not less than 85% of available kerb space should be occupied for at least six hours between 8am and 6pm . The peak or normal working day demand for spaces should be able to be met.</p>	<p>Not less than 85% of available kerb space should be occupied for at least six hours between 8am and 6pm . The peak or normal working day demand for spaces should be able to be met.</p>	<p>Parking problems in the street have not been observed to be of sufficient severity throughout the working day. Observations taken during the working day have not revealed instances where less than 10% of parking space was available.</p>
<p>Alternative Parking (4 out of 9)</p>	<p>Introduction of the scheme must not cause unacceptable problems in neighbouring roads</p>	<p>Introduction of the scheme must not cause unacceptable problems in neighbouring roads</p>	<p>Introduction of the scheme must not cause unacceptable problems in neighbouring roads</p>	<p>There are no adequate alternative parking facilities close by.</p>
<p>Other</p>	<p>There is sufficient on road space to allow at least one vehicle per household for those who wish to participate in the scheme.</p>	<p>The scheme must contribute to objectives set out in the Local Transport Plan, for example, by being near to an institute which operates a travel plan</p>	<p>The scheme must contribute to objectives set out in the Local Transport Plan, for example, by being near to an institute which operates a travel plan</p>	

Derby	Cambridge	Darlington	Staffordshire	Wiltshire
Schemes will not be considered in areas where 50% of households have, or have the potential for, off-street parking facility	Most properties in the street, or streets, do not have off-street parking facilities	Availability of off street parking for residents	If less than 85% of parking spaces are occupied during the survey period then a scheme is unlikely to receive a high enough priority for detailed investigation	
Scheme will only be implemented where, following public consultation, more than 75% of respondents are in favour.	The scheme is supported by a majority of residents		A substantial amount of support has been demonstrated	
	There are adequate alternative facilities to accommodate the displaced parking			The total level of parking occupancy on 'typical' parking days. The level of on-street residents parking
	The street, or streets, would otherwise be dominated by vehicles belonging to non-residents	Length of time non residential parking extends over		The availability, or otherwise, of alternative parking for commuters



Originator: H Pinches

Tel: 22 43347

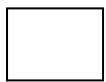
Report of the Assistant Chief Executive (Planning, Policy and Improvement)

City Development Scrutiny Board

Date: 14th October 2008

Subject: Accountability Arrangements for 2008/09 and Quarter 1 Performance Report

Electoral Wards Affected:



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

EXECUTIVE SUMMARY

1. Effective performance management enables senior officers and elected members to be assured that the council is making adequate progress and provides a mechanism for them to challenge performance where appropriate. The introduction of the Leeds Strategic and Council Business Plans 2008 to 2011 and changes to the national performance management arrangements has required us make changes to our performance reporting and accountability arrangements. These revised arrangements are set out in this report along with the results for quarter one. The Board are asked to review these arrangements to ensure that they meet their needs in providing a good overview of performance. The quality and robustness of our performance management arrangements will form a key element of the organisational assessment under the new CAA regime and therefore it is important that these arrangements are effective.

1.0 Purpose of this Report

- 1.1 This report sets out the new approach to performance reporting and accountability which have resulted from the introduction of the Leeds Strategic and Council Business Plans 2008 to 2011 and changes to the national performance reporting regime. It also presents the quarter one performance results for City Development in this new format.

2.0 Background Information

- 2.1 Executive Board approved a new corporate planning framework for the council in July 2007. The strategic element of this framework includes two high level plans which set the policy objectives for the organisation and our partnership working. These are:
- **Leeds Strategic Plan 2008 to 2011** - which sets out the customer/citizen (external) focused strategic outcomes being sought by the council and its partners for the city. This plan includes our requirements to produce a Local Area Agreement and is the main delivery mechanism for the Vision for Leeds 2004 to 2020.
 - **Council Business Plan 2008 to 2011** - which sets out what the council needs to do internally to enable the organisation to achieve the Leeds Strategic Plan. That is outlining the business development, organisational change, process transformation and financial planning activities that we will be undertaking over the next three years.
- 2.2 Both these plans include a set of outcomes, improvement priorities and aligned performance indicators with three year targets. In order to support the delivery of the outcomes and improvement priorities it is important that there is a consistent approach to managing performance across the council. Through our performance reporting and accountability arrangements we need to track our progress against the improvement priorities as well as against the indicators to provide both a qualitative and quantitative picture of performance. This is because the scope of most of the improvement priorities is wider than that of the performance indicator and without some form of contextual reporting we would not be able to capture or monitor this progress.
- 2.3 The Audit Commission is still developing its proposals for the new Comprehensive Area Assessment (CAA) which will replace the current Comprehensive Performance Assessment (CPA) framework in 2009. As part of this new regime the best value performance indicators, previously used to report our progress to government, have been replaced by a new set of 198 national indicators. These national indicators replace approximately 1200 indicators and are a mix of public perception and outcomes measures with much less reliance on process based indicators.
- 2.4 Within the Leeds Strategic Plan 67 of the 89 performance indicators have been drawn from the national indicator set. Within the Council Business Plan four indicators have been drawn from the national indicator set but one of these is shared with the Strategic Plan. By performance management of these plans we are covering 70 of the 198 national indicators. However, whilst the new CAA framework does have some focus on these priority local indicators our performance against the whole of the national indicator set will form part of the overall process and thus have a significant influence on the overall judgement. Therefore, it is also important that we actively monitor and manage the performance of the other 128 indicators through our accountability processes.

- 2.5 Furthermore 31 of the targets within the Leeds Strategic Plan are 'designated' which means they are eligible for performance reward grant. The details of this grant is currently the subject of a consultation and we are expecting further details later in the year. However we do know that the pot of money available nationally is much smaller than the reward money which was given under the previous Local Public Services Agreements.
- 2.6 Over the last few years we have striven to improve our performance management arrangements and have taken the opportunity through these changes to make further improvements. In particular we have focused on embedding improvements in data quality for all the performance indicators we are using going forward so that we can be assured that the information we are using for our strategic decision making is accurate and reliable (see 3.4 below). Also we know that setting challenging yet realistic targets is crucial in helping to drive improvement. Guidance was issued to all directorates on the council's approach to target setting and it is a corporate requirement that targets are set for all Leeds Strategic Plan and Business Plan indicators. For other indicators (e.g. local and National Indicators not contained in either the Leeds Strategic Plan or Business Plan) it was left to directorates to determine whether it is appropriate to set targets but this was encouraged particularly where these support or add value to the performance management of our priority areas (i.e. Leeds Strategic Plan 2008 to 2011, Council Business Plan 2008 to 2011 and/or national/local indicators that are aligned to service plans).

3.0 Main Issues

Reviewing our Performance Indicators

- 3.1 As outlined above the move to the national indicator set represents a huge reduction in the number of indicators we have to report to government. However, it should be pointed out that many of these indicators are only required to be reported annually or in some cases every two years eg public perception measures from the place survey. This means that for many areas we might not be able to monitor our progress in year with the risk of surprises at the end of the year. Therefore, the challenge for us is to ensure that we can still maintain a good understanding of our overall performance and direction of travel and this definitely requires us to measure some additional indicators outside of the national set. This may be achieved, for example, through continuing to measure some relevant Best Value, PAF or corporate plan indicators or by using proxy or process indicators. We are currently also looking at which national indicators can be reported more frequently than annually.
- 3.2 Therefore, as part of the process of moving to the new national indicator set, directorates were asked to review their existing performance indicators and identify those that they are continuing to measure and those that they are deleting. For those that they are continuing to measure they were asked to identify those they want to use internally only as management information and those that should continue to be reported corporately to CLT and elected members. This review included all indicators reported via the old corporate accountability process ie all best value indicators and all indicators from the previous Corporate Plan 2005-8.
- 3.3 For all reported indicators directorates were asked to complete a performance indicator checklist which sets out the definition of the indicator, method of calculation and targets for next three years. Where targets have not been set this is because there is no supporting information available, or for where it is agreed that target

setting will add no value to the council's performance management framework. These checklists also asked them to identify those indicators that can be disaggregated to different spatial and/or equalities strands and to cross reference to improvement priorities, related policies and strategies, and service plan/risk register activity. At the same time directorates were also asked to provide a list of indicators that they will no longer be measuring together with the rationale for this decision.

- 3.4 As well as completing a PI checklist for each indicator directorates were also asked to complete a data quality checklist. These highlight the management arrangements for ensuring the accuracy of each performance indicator. The responses provided in this checklist are used to inform/provide the comments in the 'Data Quality Comments' column in the performance report. Where no checklist has been provided these have been marked as having "concerns" as we do not have any information to assure us that the information is robust and reliable and therefore have assumed that there are problems collating this data. Data quality remains an important element of the Use of Resources assessment and consequently poor data quality could adversely affect our organisational assessment score as well as the overall CAA judgement for the city.
- 3.5 Appendix 1 sets out the list of indicators that we will be reporting to this Board in 2008-09 including the frequency of results.
- 3.6 Through this process we should have both a performance indicator and data quality checklist for all indicators that are reported via the corporate accountability process. Each checklist is required to be formally approved by the staff who are responsible for the information provided. Where these checklists are missing or incomplete this is highlighted in the data quality column in appendix 2.

Corporate Accountability Reporting Process

- 3.7 As outlined above our corporate performance reporting arrangements need to capture both qualitative and quantitative information for the Leeds Strategic Plan and Council Business Plan ie progress against performance indicators as well as supporting contextual information on all key activities that contribute to the achievement of the improvement priorities in order for a complete picture to be maintained.
- 3.8 It has been agreed that corporate performance reports are prepared quarterly and reviewed through the accountability process which includes CLT, LMT, Scrutiny Boards and Leeds Strategic Plan Strategy Group (NB this group includes partners). In addition Executive Board also receive these performance reports at quarters 2 and 4. For quarters 1 and 3 these reports comprise performance indicators with appropriate explanatory comments. For quarters 2 and 4 a more qualitative performance picture is presented including detailed action trackers for each improvement priority that also include the results for the aligned performance indicators (ie those in Leeds Strategic and Council Business Plans) as well as the rest (128) of the national indicator set as appropriate. In future quarterly reports we will also, as before, provide a covering report highlighting areas of particularly good or poor performance and a corporate balanced scorecard will provide a traffic lighted summary of performance against the Leeds Strategic Plan and Council Business Plan indicators.
- 3.9 The emerging CAA will place a requirement on the council (and partners) to report on our progress in delivering our priorities. Therefore the quarters 2 and 4 action trackers will also form crucial evidence in this regard and should prevent the need for any other supplementary performance reports. In addition the highlight report

from each quarter also provides a self assessment of our strengths and weaknesses which link to the red and green flags that will form part of the CAA judgement. This clearly demonstrates to our CAA lead that we understand, and are taking action based, on our own performance.

- 3.10 The move to the national indicator set means that there will not be any comparator information for these indicators for the foreseeable future. However, funding has recently been secured through the Regional Improvement and Efficiency Panel for all Yorkshire and Humber Authorities to subscribe to a national benchmarking club provided by PricewaterhouseCoopers. This club will enable comparisons with other members for all national indicators including in year comparisons where these are available. Furthermore the club also provides a mechanism for benchmarking other indicators eg corporate health indicators and old best value indicators. It is also likely that national comparisons against the national indicator set will be available through the Audit Commission. Once we have suitable comparator information we intend to add this information to the performance reports.

Quarter 1 Performance Report

- 3.12 Based on this new system the quarter one performance report for City Development is provided in appendix 2 and includes all the relevant performance indicators that we can currently report quarterly for the Leeds Strategic Plan, Council Business Plan and any local indicators that directorates have nominated for inclusion. Where possible these have been traffic lighted and supporting commentary is provided. The report also includes the quarter 1 corporate balanced scorecard which provides an overall summary of progress for the whole of the Leeds Strategic Plan and Council Business Plan.

4.0 Implications for Council Policy and Governance

- 4.1 Effective performance management enables senior officers and elected members to be assured that the council is making adequate progress and provides a mechanism for them to challenge performance where appropriate. Effective performance management also forms a key element of the organisational assessment proposed under the new Comprehensive Area Assessment. Under the new framework one proposal currently being consulted on is for the performance management element of the assessment to take priority within the overall scoring mechanism. Regardless of whether that particular idea is adopted it is an indication of how important our own internal performance management process will be under the new CAA regime. The CAA will certainly examine and challenge of the robustness and effectiveness of our corporate performance management arrangements.

5.0 Legal and Resource Implications

- 5.1 The implementation of these new performance reporting arrangements is achievable within current resources across the organisations as they essentially replace an existing similar process.

6.0 Conclusions

- 6.1 The move to the Leeds Strategic and Council Business Plans and the changes resulting from CAA mean that we have had to review and revise our corporate performance management and reporting processes. This paper seeks approval for these new arrangements alongside the quarter 1 performance report.

7.0 Recommendations

7.1 The Board are asked to note the content of the report and provide their views on the following:

- Does the new set of City Development indicators and the frequency of reporting proposed provide them with an overall picture of performance in order for the board to fulfil its role? Are there any gaps or areas where further information is required? (Appendix 1)
- Is the format of the performance report and the balanced scorecard fit for purpose, clear and logical or are there ways in which these could be improved? (Appendix 2)
- Would the Board want comparator information to be added when it is available and if so what information would they find most useful?

Background Papers

Business Plan 2008 - 2011

Leeds Strategic Plan 2008 - 2011

Appendix 1 PIs to be Reported to City Development Scrutiny Board 2008-09

Performance Indicator Type	Reference	Previous Reference	Title	Service	Frequency & Measure
Business Plan	BP-01		Maintain our external EMAS accreditation	Sustainable Development	6 monthly
Business Plan / LSP - Government Agreed	NI 185		CO2 reduction from local authority operations	Sustainable Development	Quarterly %
Leeds Strategic Plan - Government Agreed	NI 154		Net Additional homes provided	Planning and Economic Policy	Annually Numerical
	NI 163		Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher	Planning & Economic Policy	Annually %
	NI 164		Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 3 or higher.	Planning & Economic Policy	Annually %
	NI 167		Congestion - average journey time per mile during the morning peak	Transport Policy	Annually Minutes and sec
	NI 169	BV-224a	Percentage of the non-principal classified road network where maintenance should be considered	Highways Services	Annually %
	NI 188		Planning to adapt to climate change	Sustainable Development	Quarterly Level
	NI 47	BV99a / CPA E12	People killed or seriously injured in road traffic accidents against baseline of 2006-2008 average	Transport Policy	Annually %
Leeds Strategic Plan - Partnership Agreed	LSP-EE2a		Percentage of UK residents surveyed who regard Leeds as a 'great place to live'.	TBC	Survey %
	NI-9		Use of Public Libraries	Libraries and Information	Annually %
	LSP-CU1a(i)	LKI-LI2	Number of physical visits to libraries	Libraries and Information	Quarterly Number
	NI-10		Visits to museums and galleries	Libraries and Information	Annually %
	LSP-CU1a(ii)	BV170b	Total number of visits to Museums and Galleries	Museums and Galleries	Quarterly Number
	LSP-CU2a(i)	LAA-EDE26a	Restore, refurbish and increase the cultural infrastructure of the city: a) Amount spent on developing facilities of national and international significance.	Libraries and Information	Annually £m
	LSP-CU2a(ii)	LAA-EDE26b	Restore refurbish and increase the cultural infrastructure of the city: b) Number of physical infrastructure capital build projects of national or international significance that will increase and/or improve culture provision.	Libraries and Information	Annually Number
	LSP-EE1a		Support the establishment of 550 new businesses in deprived communities in Leeds by 2011.	Economic Services	Quarterly Number
	LSP-EE1b		Result of annual satisfaction survey relating to Planning Performance Agreements.	Planning Services	Survey %
	LSP-EE2b		Improve Leeds' image as a major centre for business.	TBC	Survey %
	LSP-ENV2b	LKI-GF1	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	Parks and Countryside Service	Annually %
	LSP-TP1e		Increase the number of new customers on low incomes accessing credit union services (savings, loans and current accounts)	Strategy and Policy	Quarterly Number
	LSP-TR1a	LKI CD SP02	Cycle trips to the City Centre in the morning peak period (7:30-9:30)	Transport Policy	Annually Number
	LSP-TR1b(i)	LKI CD SP01	Local bus passenger journeys originating in the authority area	Transport Policy	Quarterly Number
	LSP-TR1b(ii)	LKI-TM2, CP-TM51, LAA-EDE21	Percentage of non-car journeys into central Leeds in the morning peak period	Transport Policy	Annually %
	NI 157 - Majors		Processing of planning applications as measured against targets for major application types	Planning Services	Quarterly %
	NI-11		Engagement in the Arts	Arts and Events	Annually %
	NI-8		Adult Participation in sport and active recreation	Sport and Active Recreation	Annually %
National Indicator	NI 151		Overall Employment rate (working age)	Planning and Economic Policy	Quarterly %
	NI 157 - Minors		Processing of planning applications as measured against targets for minor application types	Planning Services	Quarterly %
	NI 157 - Others		Processing of planning applications as measured against targets for other application types	Planning Services	Quarterly %
	NI 159		Supply of ready to develop housing sites	Planning and Economic Policy	Annually %
	NI 165		Proportion of population aged 19-64 for males and 19-59 for females qualified to at least level 4 or higher.	Planning and Economic Policy	Annually %
	NI 166		Median earnings of employees in the area	Planning and Economic Policy	Annually %
	NI 168	BV-223	Percentage of the local authority principal road network where structural maintenance should be considered	Highways Services	Annually %
	NI 170		Previously developed land that has been vacant or derelict for more than 5 years	Planning and Economic Policy	Annually %
	NI 171		New business registration rate	Planning and Economic Policy	Annually Number
	NI 172		Percentage of small businesses in an area showing employment growth	Planning and Economic Policy	Annually %
	NI 174		Skills gaps in the current workforce reported by employers	Planning and Economic Policy	Annually %
	NI 175		Access to services and facilities by public transport, walking and cycling	Transport Policy	Annually %

Appendix 1 PIs to be Reported to City Development Scrutiny Board 2008-09

Performance Indicator Type	Reference	Previous Reference	Title	Service	Frequency & Measure
	NI 178 - Non-frequent		Bus services running on time: Non-frequent services running on time	Transport Policy	Annually %
	NI 178 - Scheduled		Bus services running on time: Excess waiting time for frequent scheduled services (6 or more buses per hour)	Transport Policy	Annually Minutes and sec
	NI 186		Per capita reduction in CO2 emissions in the LA area	Sustainable Development	Annually Number
	NI 189		Flood and coastal erosion risk management	Risk and Emergency Planning	Annually %
	NI 194		Level of Air Quality - reduction in NOx and primary PM10 emissions through local authority's estate and operations.	Sustainable Development	Annually %
	NI 197		Improved Local Biodiversity - proportion of Local Sites where positive conservation management has been or is being implemented	Parks and Countryside - Operations	Annually %
	NI 198		Children travelling to school - mode of transport usually used	Transport Policy	Annually %
	NI 199		Children and young people's satisfaction with parks and play areas (for introduction in 2009/10)	Parks and Countryside - Operations	Survey %
	NI 48		Children killed or seriously injured in road traffic accidents	Transport Policy	Annually %
	NI 176		Working age people with access to employment by public transport (and other specified modes)	Transport Policy	Annually %
	NI 177		Local bus and light rail passenger journeys originating in the authority area	Transport Policy	Annually Number
	NI 106		Young People from low income backgrounds progressing to higher education	Education Leeds	Annually % points
Local Indicator	BV-170c		The number of pupils visiting museums and galleries in organised school groups	Museums and Galleries	Quarterly Number
	LKI 215a	BV-215a	The average number of days taken to repair a street lighting fault which is under the control of the local authority.	Highways Services	Monthly Days
	LKI 215b	BV-215b	The average number of days taken to repair a street lighting fault where response time is under the control of a Distribution Network Operator (DNO).	Highways Services	Monthly Days
	CPA-C15		Museums accreditation	Libraries and Information	Annually Number
	CP-CSP52a		Increase the take -up of cultural and sporting opportunities amongst 5-19 year olds - Libraries, Arts and Events and Museums and Galleries	Libraries, Arts and Events & Museums and Galleries	Annual Number
	CP-CU50a		Visits to the City Council's cultural facilities - Libraries, Arts and Events and Museums and Galleries	Libraries, Arts and Events & Museums and Galleries	Annual Number
	LEGI1		Support the establishment of 550 new businesses in deprived communities in Leeds by 2011, with two thirds started by local residents.	Economic Services	6 monthly Number
	LEGI2		To assist 704 existing businesses in deprived communities in Leeds to survive and grow by 2010.	Economic Services	6 monthly Number
	LEGI3		To attract 81 existing businesses to relocate to deprived communities in Leeds by 2010.	Economic Services	6 monthly Number
	LEGI4i		To create 1,192 jobs and move 867 people from deprived communities in Leeds into employment or self-employment. Part i: To create 1,192 jobs.	Economic Services	6 monthly Number
	LEGI4ii		To create 1,192 jobs and move 867 people from deprived communities in Leeds into employment or self-employment. Part ii: Move 867 people from deprived communities in Leeds into employment or self-employment	Economic Services	6 monthly Number
	LKI CD HW02		Category 1, 1a or 2 footways where maintenance should be considered.	Highways Services	Annually %
	LKI CD RC01		Increase the take up of cultural and sporting opportunities amongst 5-19 year olds (from the residents survey).	Parks and Countryside - Operations	Biannual Residents Survey Number
	LKI CD RC02		Visits to the Council's cultural facilities. (from the residents survey)	Parks and Countryside - Operations	Biannual Residents Survey Number
	LKI-SP9a		The number of swims and other visits to sport/leisure centres per 1,000 population	Sport and Active Recreation	Annual Number
	LKI- SP9b		Net cost per visit to sport/leisure centres	Sport and Active Recreation	Annual Number
	LKI- SP9c		Total number of swims and other visits to sport/leisure centres	Sport and Active Recreation	Quarterly Number
	LKI-PCP 22		Overall user satisfaction with Parks and Countryside (from user survey)	Parks and Countryside Service	Annual Number
	LKI-SC19		Number of sports facilities with a specified quality assurance standard.	Sport and Active Recreation	Annually Number
	TBC		Increase the take up of cultural and sporting opportunities amongst 5-19 year olds - Libraries	Libraries and Information	Annually Number
	LKI CD HW04		The percentage of lighting points across the city in light.	Highways Services	Monthly %

No.	Reference	Performance Indicator Type	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality
1	NI 185	Business Plan / LSP Government Agreed	CO2 reduction from local authority operations	Sustainable Development	Quarterly %	Fall	N.A.	N.A.	N.A.	See Comments		Under-development: checklist received but systems/ processes still being developed
<p>This is a new indicator; a baseline figure will be established, and an action plan and targets will be developed for 2009-10 and 2010-11 during 2008. This is a complex indicator to calculate, drawing data from various internal sources including fleet and building emissions, street lighting, and business travel.</p> <p>The complexity of extracting the data and amalgamating them is the source of the current data quality concerns for this indicator. An exercise to 'process map' the various data sources is underway, and this will provide greater clarity of how the indicator will be monitored, thereby reducing the data quality concerns.</p>												
2	NI 188	Leads Strategic Plan - Government Agreed	Planning to adapt to climate change	Sustainable Development	Quarterly Level	Rise	0	N.A.	1	0	1	No Concerns
<p>The purpose of this indicator is to demonstrate an area's ability to adapt to, and improve resilience to, current and future climate change. Work is underway as part of the Climate Change Strategy and Leads has already taken significant steps to reduce vulnerability to climate impacts. Each of the four 'levels' of this indicator have been broken down into a series of tasks, and progress against these will be reported on a quarterly basis. It is anticipated that level one will be achieved during 2008-09 once the various tasks are completed.</p>												
3	NI 157 - Majors	Leads Strategic Plan - Partnership Agreed	Processing of planning applications as measured against targets for Major application types	Planning Services	Quarterly %	Rise	63	63	65	75	65	No Concerns
<p>Leads City Council's targets have been set higher than the Government's published targets as part of the Local Area Agreement. Performance management measures are in place to ensure targets are met whilst at the same time, enabling us to deliver high quality development for the city. The introduction of the Planning Performance Agreements for large scale major applications removes these from this performance category. Performance is high in this quarter as the number of out of time applications to be determined is low. However this will increase as the backlog of older applications is increasing, particularly due to staffing reductions to accommodate budget pressures.</p>												
4	LSP-EE1a	Leads Strategic Plan - Partnership Agreed	Support the establishment of 550 new businesses in deprived communities in Leeds by 2011.	Economic Services	Quarterly Number	Rise	12751	N.A.	12934	12910	12934	No Concerns
<p>Q1 results show strong performance with 159 additional businesses established. However, due to the current economic climate the service is cautious about predicting a full year result which is significantly above target on the basis of only one quarters results.</p>												
5	LSP-CU1a(i)	Leads Strategic Plan - Partnership Agreed	Number of physical visits to libraries	Libraries Support	Quarterly Number	Rise	4181923	N.A.	4111297	1042419	4071297	No Concerns
<p>Despite a very good first quarter result, the predicted full year result for this indicator falls short of the target. This is due to the temporary closure for refurbishment of Moor Allerton library (our second most visited site). The target was set before funding was confirmed for the refurbishment project, so the closure, and the fall in visitor numbers which it will cause, could not be taken into account.</p>												
6	LSP-CU1a(ii)	Leads Strategic Plan - Partnership Agreed	Visits to Museums and Galleries: The total number of visits to Museums and Galleries.	Libraries Support	Quarterly Number	Rise	384346	N.A.	740000	209565	782676	No Concerns
<p>Performance is above target and above actuals for last year at all sites bar Kirkstall, (Kirkstall is affected by the change from 'magic eye' to physical counting of visitors.). The impact of new site managers (Keepers) and new Learning and Access Officers through our restructure is having a very positive influence on sites - through improved planning; marketing and take up of events; a greater focus on creating offers for the general public; and linking into other opportunities for cross-site visiting. Weather during the same period last year was terrible with the floods actually closing some of our sites. Therefore decent weather this period has benefited performance. Due to the timing of Easter this year there were an additional 3 opening days.</p> <p>The City Art Gallery was closed during this period last year, however the high levels of visits in this period are representative of other periods last year and are set to continue with a changing and high profile Temporary Exhibition Programme. All of the above have contributed towards this great result.</p>												

No.	Reference Indicator Type	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality
7	LSP-TP1e - Partnership Agreed	Increase the number of new customers on low incomes accessing credit union services (savings, loans and current accounts)	Strategy and Policy	Quarterly Number	Rise	6700	N.A.	6700	1609		No Concerns
<p>The results for this indicator are calculated through Leeds City Credit Unions records of the number of new customers to their services who are on low incomes. The definition of low incomes is that used by the Department of Work and Pensions. The services measured are: savings, loans, and current accounts. The annual target for this indicator is 6700 new customers on low incomes, Quarter One performance is on target.</p>											
8	LSP-TR1b(i)	Local bus passenger journeys originating in the authority area	Transport Policy	Quarterly Number	Rise	78,548,444	N.A.	N.A.	No Result		Some concerns: Checklist received but no data for Q1
<p>Information is provided by Metro, one of the Leeds Strategic Plan partners; however, there were issues with the data received for quarter one. The data is based on a sampling arrangement for West Yorkshire, not designed for collection at District level. Further discussions are due to explore alternative means of data collection to provide a statistically significant result. This is a new indicator and auditable data quality processes are still being finalised. It is anticipated that this 'lag' will be resolved over the coming quarters, and results will be reported in a timely fashion.</p>											
9	NI 157 - Minors	Processing of planning applications as measured against targets for Minor application types	Planning Services	Quarterly %	Rise	65	78	65	82	75	No Concerns
<p>Leeds City Council targets have been set to match and maintain the Government's published targets although we are performing above target. We need to concentrate on improving the quality of the service provided, including negotiating to produce high quality development and full consultation particularly on revised proposals.</p>											
10	NI 157 - Others	Processing of planning applications as measured against targets for Other application types	Planning Services	Quarterly %	Rise	80	86	80	88	85	No Concerns
<p>Targets have been set to match and maintain the Government's published targets although we have been performing above target. There has been a concerted effort to reduce the number of out of time applications, resulting in a reduction of 25% in the last six months.</p>											
11	NI 151	Overall Employment rate (working age)	Planning and Economic Policy	Quarterly %	Rise	76	N.A.	N.A.	74	74	No Concerns
<p>Data is collected through an Annual Population Survey carried out by the Office for National Statistics, and can be used as a reasonable indicator of the local economy's performance. The most recent figure of 73.9 per cent (covering January 2007 to December 2007) is slightly below the national average (74.4 per cent), but above the regional average (73.2 per cent). Targets have not been set for this indicator because it is very difficult to directly influence the overall employment rate, which may be positively or adversely affected by external market forces.</p>											
12	LKI CD HW04	The percentage of lighting points across the city in light.	Highways Services	Monthly %	Rise	99	N.A.	98.26	98.21	98.43	No Concerns
<p>This indicator reports the number of 'lighting points' (lampposts, illuminated traffic signs, beacons, illuminated traffic bollards and tunnel lighting points (excluding road traffic tunnels) that are 'in-light' ie working. There are approximately 114,000 lighting points across Leeds, and performance remains strong, with 98.21 per cent of these working. Data for this is provided by Southern Electric Contracting, who have a 25-year contract to provide street lighting installation and maintenance services to Leeds.</p>											
13	BV-170c	The number of pupils visiting museums and galleries in organised school groups	Museums and Galleries	Quarterly Numerical	Rise	23939	23939	29923	8656	37048	No Concerns
<p>Performance is above target and above actuals for last year at all sites. The impact of new Learning and Access Officers through our restructure is having a very positive influence on sites through - improved planning; marketing; take up of events targeted at schools; building up of relationships with teachers and schools and a more strategic approach to planning based on curriculum needs.</p>											
14	LKI-SP9c	Total number of swims and other visits to sport/leisure centres	Sport and Active Recreation	Quarterly Numerical	Rise	4366065	4366068	4159000	1137760	4159000	No Concerns
<p>The good performance in quarter one is attributable to the establishment of John Charles Centre for Sport (Aquatics), and John Smeaton Leisure Centre, with both becoming high performing sites. Overall, the majority of sites on LeisureFlex (tracking software) have performed better this quarter than in Q1 the previous year. It is also important to note due to the timing of Easter this year there were an additional two opening days compared to the same quarter last year, which can be expressed as 2.25 per cent more operating time.</p>											

No.	Reference	Performance Indicator Type	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality
15	LKI 215a	Local Indicator	The average number of days taken to repair a street lighting fault which is under the control of the local authority	Street Lighting	Quarterly Days	Fall	N.A.	6.04	5.00	5.25	5.89	Some concerns: see comments
			Performance on this indicator is moving in the right direction however the volume of column knockdowns being reported continues to cause concern. Although SEC has moved resources from other areas to assist in reducing the backlog, their ability to repair them has been hindered due to issues with their contractors. This issue is being monitored closely by the Contracts Team and SEC have been tasked with reducing the backlog ASAP. This is being managed through the SEC improvement plan. With regard to the quality of the data being used to calculate this PI, this has improved significantly since last year through the development of new processes and regular auditing of the work undertaken. However, the rating of 'some concerns' will remain until Internal Audit verify the improvements made.									
16	LKI 215b	Local Indicator	The average time taken to repair a street lighting fault where response time is under the control of a Distribution Network Operator (DNO)	Street Lighting	Quarterly Days	Fall	N.A.	26.15	25.00	30.83	26.20	Some concerns: see comments
			The target agreed to by SEC is dependent on the performance of YEDL (the DNO). This year's target has been amended since the last report to allow for new proposals by OFGEM of a national service level of 25 days. Performance on this indicator has deteriorated as a result of unions agreeing with YEDL staff to 'work to rule'. This has led to an increase in the number of days it takes YEDL to repair a street lighting fault. In an attempt to help the situation SEC have offered to use their own staff on YEDL faults however YEDL have rejected this offer. When this will be resolved remains to be seen however both SEC and the PFI Contracts Team are monitoring the situation. With regard to the quality of the data being used to calculate this PI, this has improved significantly since last year through the development of new processes and regular auditing of the work undertaken. However, the rating of 'some concerns' will remain until Internal Audit verify the improvements made.									

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Appendix 2 Accountability Reporting Guidance

Column Title	Description
No.	Each indicator is numbered to allow for easier navigation through the report.
Reference	Each indicator is given a unique reference code and these codes tell us which basket each indicator belongs to. A basket is a set of indicators which are used to report on progress relating to different plans or frameworks. Below we have listed the main groups of indicator you will see in these reports. LSP - Leeds Strategic Plan indicator NI - National Indicator BP - Business Plan indicator LAA - Local Area Agreement indicator - for this year only we are continuing to measure a small number of indicators from our previous LAA which are subject to reward monies based on the year end position in April 2009. LKI - Local key indicator
Performance Indicator Type	This column gives a little more information on the type of indicator and gives some indication of its relative importance and what the implications might be of poor performance. Some of the indicators fall into more than one type, for example, all LSP government agreed indicators are also national indicators. The types of indicator are: Leeds Strategic Plan Government Agreed - these indicators form part of the Leeds Strategic Plan 2008 to 2011 and have been negotiated and agreed, by the council and its partners, with government. They form part of our current Local Area Agreement and additional reward grant is paid if we meet these targets. The Audit Commission will also give these indicators additional attention under the Comprehensive Area Assessment as these are our local priorities. Leeds Strategic Plan Partnership Agreed - these indicators form part of the Leeds Strategic Plan 2008 to 2011 and have been agreed with our partners as priorities for the city. The Audit Commission will give these indicators additional attention under the Comprehensive Area Assessment as these are our local priorities. Council Business Plan - these indicators form part of the Council Business Plan 2008 to 2011 and we have set these targets to drive change and progress across the organisation. The Audit Commission will give these indicators additional attention under the Comprehensive Area Assessment as these are our internal organisational priorities. National Indicator - this is a set of 198 indicators used by Government nationally to monitor the performance of public services in local areas. Our performance against this set of indicators will contribute to the Comprehensive Area Assessment. This has replaced several sets of other indicators including the old best value indicators. Local Indicators - these indicators have been nominated by service areas to provide a more complete picture of performance. In many cases these indicators will also directly contribute to the delivery of our priorities
Title	The title column gives a description of the indicator. NB The Government have provided the descriptions for all national indicators.
Service	The service column identifies which team within the Council is responsible for service delivery, monitoring the performance and data quality of each indicator.
Frequency & Measure	The top line in this column identifies how often we collect this information. This may be every month, every three months (quarterly) or once a year (annually). We only report annual indicators at the end of quarter 4 (after the end of March). With the exception of education attainment figures which are reported in quarter 3. The second line in this column identifies what measure we use to check on progress. For example, we might measure this result in the number of days or weeks we should take to finish something, such as a planning application. In another case, we might measure the percentage, such as the percentage of enquiries we respond to within five minutes.
Rise or Fall	The rise or fall column identifies if the results should go up or down to show whether we are doing well. For example, if this is set to rise, you would expect the figures to increase.
Baseline	This column gives the baseline performance figures upon which we have set our targets and/or will be comparing our performance over the coming years
Last Year Result	This column displays the result from the end of the previous financial year (31 March 2008)
Target	This column shows the target we have agreed for this financial year.
Qtr1	The shows the current position at the end of this quarter. This result might be given a traffic light (red, amber or green) if the service is unable to accurately predicted the full year performance based on the interim results (see below). If they can forecast their year end position then the traffic light will appear in the next column.
Predicted Full Year Result	Directorates use this column to show how well they expect to do at the end of the year. They forecast this position depending on the current performance of each indicator. This figure may change each quarter depending on the performance of the indicator. Where possible we use this figure to inform whether an indicator is traffic lighted red, amber or green. The green light shows that the Directorate predicts this indicator WILL meet its target. The Directorate uses current performance information to make this forecast. An amber traffic light shows that the Directorate predicts this indicator will not meet its target. However, the performance for this indicator is still acceptable and will not result in significant problems. The Directorate uses current performance information to make this forecast. The red lights shows that the Directorate predicts this indicator WILL NOT meet its target at the end of the year. The Directorate uses current performance information to make this forecast.
Data Quality	We are using this information to make strategic decisions therefore it is important that it is both accurate and reliable. This column provides an overall assessment of the data quality for each indicator. No Concerns indicates that the data as accurate and there are good processes in place to check and validate this information. Some Concerns indicates that more work needs to be done to ensure the data is accurate and reliable. Services may be in the middle of implementing improvements to their systems and processes but these are not fully in place yet. Concerns indicates that there are concerns that the quality of the data may not be good or that maybe they have not got the correct data. Again services are working toward improving this position. Many of the national indicator set are new and we are having to set up new systems to collect data - until these are fully embedded and proven there are likely to be outstanding concerns.
Comments	The comments for each indicator should explain why performance varies. They should also highlight if there are any problems with the quality of the data and what steps the Directorate is taking to improve it. This section will also focus on what will be done to improve the actions and state what outcomes they have achieved.

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Originator: Phil Crabtree

Tel: 2478177

Report of Chief Planning Officer

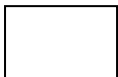
Scrutiny Board: City Development

Date: 14th October 2008

Subject: UPDATE ON THE STRATEGIC REVIEW OF PLANNING AND DEVELOPMENT SERVICES

Electoral Wards Affected:

ALL



Ward Members consulted
(Referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of the Report

1.1 This update report is presented to Scrutiny Board in order that Members can consider and comment on the progress on implementing the solutions within the five improvement themes identified in the strategic review for Planning and Development Services.

2.0 Background

2.1 A Strategic Review of Planning and Development Services was undertaken in 2005, which led to a report to Executive Board on 14th June 2006. Executive Board agreed the proposed service improvements set out in the report. Five improvement themes were identified as follows:-

1. Capacity building and working with the private sector
2. Realising a definitive officer view
3. Development and support for Plans Panels
4. Information and communication technology
5. Improved customer services

2.2 A report of progress was presented to the Overview and Scrutiny Committee in March 2007. At the meeting the committee requested that further reporting on the progress in meeting the work streams identified in each of the themes should be provided yearly. A summary of progress surrounding each improvement theme is therefore, set out below for the period 2007/08.

3.0 Summary of progress since September 2007

Capacity building and working with the private sector

- 3.1 Recruitment has taken place to appoint up to full structure plus a further 2 Principal Planning Officers (grade PO4). However the Head of Planning Services post is now vacant. The post has been advertised, however appointment to this post is now unlikely until early 2009. The Planning Manager post is currently being covered by a short term acting up arrangement involving two of the Senior Area Planning Managers. Overall a 5% vacancy rate is being maintained. Further recruitment to vacant posts is being closely monitored in relation to workloads, capacity and budgetary factors. The recent decline in fee income as a result of the economic downturn also raises concern because of its potential effect on future staffing levels and therefore performance.
- 3.2 The level of technical/admin support has been improved in the Compliance Team. In addition Work is currently under way to make further improvements. A full report to City Development Scrutiny Board will be presented in the near future to detail the proposed improvements.
- 3.3 The E- planning team are currently progressing a scanning project and aim to implement online all Planning applications during 2009.

Realising a definitive officer view

- 3.4 The new Planning Technical Board continues to meet as required and continues to be a successful forum in which to resolve differing views and provide a clear and effective framework for producing timely decisions.
- 3.5 Weekly design surgeries have been expanded and these are now well established and working well and will be continued to be monitored.
- 3.6 The Design Advisory Panel continues to meet regularly to help promote higher and more consistent design standards. This meets on a monthly basis and involves the Civic Architect in considering design issues on significant major developments.
- 3.7 A Protocol for Strategic and Key Regeneration Projects was introduced on the 1st of April 2008. This Protocol recognises that one of the keys to successful delivery of Strategic Developments and Key regeneration projects is to improve communication between the Council, developers and other agencies involved in the development process to minimise delays reduce the possibility of receiving conflicting advice and to maximise certainty in the development process. To achieve this it is intended to utilise the principle of 'Planning Performance Agreements' as advocated by the Department of Communities and Local government. This would in general relate to 'Large Majors' as defined by the DCLG in the consultation paper entitled 'Planning Performance Agreements: a new way to manage large scale major planning applications'. It is anticipated that in the first year approximately 5 large majors will be considered under this Protocol. Currently discussions are under way on a large Major application which may be the first application to be considered under the Protocol
- 3.8 The Charter for charging for pre application advice for major applications as defined by the DCLG has been finalized and implemented on the 1st of June 2008. The purpose of the Charter is to recover the costs associated with providing that advice which in turn will help us to sustain and improve the service provided. The initial fee for providing the service has been set at £2000 plus VAT. Fees for follow up meetings have been set at £500 plus VAT. Since the 1st of July 17 chargeable enquiries have been received (period 1st July – 29th August 2008). Fees of £11000 have been received for 10 of those enquiries. A further £12500 is outstanding on the remaining 7 enquiries. The majority of the fees received so far are for follow up meetings for enquiries that had commenced before the introduction of the Charter. The introduction of the fees has received limited negative feedback from applicants and agents. The introduction of this has however coincided with the economic downturn which is likely to affect the take up rate of this service.

- 3.9 Charging for the discharge of planning conditions following the approval of applications was introduced by Central Government in April 2008. The charges are £85 for a single request to discharge a condition or conditions on most applications and £25 for conditions relating to householder approvals. The introduction of the charge has allowed the service to recover the costs involved in providing this service. Since the implementation of this charge on average £5000 of previously un recovered costs have been recovered per month.
- 3.10 A draft Householder Design Guide is being reviewed in light of the new permitted development rights being introduced by the Government for householders on the 1st of October 2008. The intention is to consult the plans panels on the revised document before going out to consultation later in the year.
- 3.11 Consultation on the Highways Street Design Guide has been completed and the document was presented to the Highways Board on the 11th of August 2008 and to Executive Board on the 2nd of September for approval. The item has however, been deferred to the November Executive Board pending the submission and consideration of a deputation to the council representing blind and partially blind groups.

Development of and support for plans panels

- 3.12 A Review of the Plans Panel is underway and significant process has been made. The composition of the Plans Panel have been looked at in some detail to produce a structure that is both effective in how it operates and politically balanced. For this current financial year there are 10 Members of the Council each on both East and West Panels and 8 on Central Panel. Members are required to have been trained before they can sit on Panel and also have to attend compulsory courses through the year. A full training programme has been arranged for Members in the current year. This is currently underway with a number of Members already accessing the training programme. There has been considerable commitment from Members to undertake the training and this factor will be key in demonstrating that Leeds City Council does make well informed, effective development decisions. The uptake of the training is being closely monitored. There are currently 3 events in the programme outstanding until the end of December, and the response rate has been good. As well as this a training programme for Ward Members who do not sit on Plans Panel has been initiated. A Parish Member training programme is also currently being put together.
- 3.13 A number of meetings have been held of the joint Member/Officer working Group to look at the way that Plans Panel operates and as a result a detailed implementation plan is being developed and a number of protocols finalised. These include a draft Site Visits Protocol, draft Public Speaking Protocol, draft protocol for Pre Application presentations at Plans Panel Meetings and draft Protocol for pre-application discussions with local communities and ward members (including Parish and Town Councils) A Joint Plans Panel was held in March 2008 to report on progress made through the Group. A further Joint Plans Panel is being arranged for November 2008 to report back on the final outcome of the Group and to agree the implementation plan.
- 3.14 In the interim, a number of measures have been tried out to improve how Panels operate and will be taken forward as part of the implementation plan across all Panels. Generally the size of the agendas has been reduced across the Panels and the time of the meetings has decreased substantially as a result. This is certainly the case with both Central and West Panels and whilst the number of items being considered at East Panel is higher than the other two Panels it has been reduced in number overall. West Panel have trialed the timing of items and also splitting the meeting into two sessions on long agendas with a break in between and letting customers know where they are on the agenda to minimise as far as possible the wait time for the item to be heard. Site visits are now programmed in with the consideration of applications to minimise delay as far as is possible.
- 3.15 Pre application presentations and position statements are now more common on both Central and West Panels as time has been released for them to be considered.

- 3.16 On a half yearly basis, it is proposed members will receive a performance management report, with a Core Cities comparison wherever possible, covering the following areas: Enforcement data, Appeals, Improvement activities, Section 106 and Achievements. This range of performance information will provide a more complete picture of the performance of the service than just the Best Value indicators and the priorities for improvement.
- 3.17 A number of Senior Officers have now attended a presentation skills course and the format of presentations will have a more standardised structure. Guidelines have been produced and presentations include a brief introduction to site and development, key issues and an update of what's new rather than repeated information. It is intended that skills will continue to be developed on a rolling programme.
- 3.18 A new Panel report format is currently in development which will be more concise without affecting the quality and comprehensiveness of the information provided. It is also intended to include a summary of negotiations with applicants. Position reports on the Major applications subject to the pre-application "Charter" are also being increasingly used to achieve a steer on major and complex development proposals.
- 3.19 Due to audio and visual problems an audit of alternate venues to hold the Plans Panel meetings has been completed. However, rooms other than Committee rooms 6 and 7 have been used in the past, all with varying degrees of success. There does not appear to be an "ideal" venue. Consequently, an investigation has been carried out into alternative solutions to improving the audio and visual technology used in the existing rooms. The conclusion is that 3 enhancements are required. These are to the microphone system, a second large display screen nearer to the public gallery so that plans are more easily read by members of the public and the introduction of individual display screens for members and officers. These are all being pursued with Corporate Services and the Chief Executives Department.
- 3.20 In June and July 2007 a Plans Panel customer satisfaction survey took place. The survey which ran for two cycles of each Panel attempted to find out a little about the types of customers who attend the Panels and what they thought about the process. The survey highlighted some defined areas for improvement and a number of common themes emerged:
- Lack of customer knowledge of how the process worked
 - Who everyone was at the Panel meeting
 - Perception of a lack of knowledge of the Members
 - Audio and visual difficulties with the venue
 - Advance notice of the running order

In addressing these issues a number of further improvements have been made and will be implemented shortly:

- Leaflet for the public describing the Plans Panel process and showing who the Members are.
 - A Powerpoint slide showing the seating plan, officer details and exemplar sites of good design quality which have been approved by Panel on a geographical basis, as the public enter the room for each Panel meeting.
 - Implementation of audio and visual solutions for the venue.
 - Introduction of a single agenda rather than an agenda and a Plans Panel list to avoid confusion and improve clarity of those matters to be considered at Panel.
- 3.21 The customer satisfaction survey originally run in June /July 2007 is being re run this autumn at Plans Panel with 2 runs for each Panel to identify customer satisfaction and improvements at Plans Panel.

Information and Communication Technology

- 3.22 Public Access was successfully upgraded to the latest version in Sept 07. We will be working with the software company to develop and test a new version which will offer additional functionality like free text searching and the ability to proactively track applications. This is anticipated to be available from April 09.
- 3.23 The e-Planning Board continues to lead and oversee the implementation of the e-Government agenda including the implementation of Parsol standards.
- 3.24 The Document imaging pilot has been completed. An implementation plan has been agreed to introduce electronic scanning of new planning applications on a team by team basis. The aim is to have all new planning applications available online from early 2009. Application forms, plans, reports and decision notices for applications received after this date will be available using Public Access.
- 3.25 Electronic consultation on planning applications will be rolled out from November 2008 as the applications are scanned.
- 3.26 A major upgrade to the operating system is planned for October 08 and a further upgrade to CAPS Uniform version 7.5 is planned for December.
- 3.27 Benefits continue to be realised from spatial data computer system these include:-
- Spatial information about the UDP Review
 - Discharge of conditions on planning permissions
 - Pre-Application and Planning Performance Agreement information
 - Improved information and reporting on enforcement cases
 - Implementation of Uniform Local Development Framework module continues to be developed.
- 3.28 The service has participated in the Local Government Transformational Planning Project run by the DCLG. The project was carried out in conjunction with Hambleton District Council, East Riding County Council and Lewisham Borough Council. The purpose of this is to Process Map and analyse the entire planning application process to fully understand it and identify where improvements can be made to the process and remove those elements of the process that do not add value. This work will result in better customer service and reduce delay in the process.
- 3.29 An implementation plan has been produced to deliver the identified improvements over the next two years. CLG will be producing a synthesis document, at the end of the year, of the project and lessons learnt so that other authorities can use our experiences of best practice as 'pathfinders' to improve their own services.

Improved Customer Services

- 3.30 Customer Service Forums for agents submitting Householder applications and Major applications now established and meeting on a quarterly basis. Feedback from forums continues to be positive.
- Work has been progressing in readiness for the achievement of the Customer Services Excellence Award (formerly Charter Mark) in the Development Enquiry Centre.
 - A new visual screen has been installed in the reception area of the Leonardo Building. Information on the screen informs members of the public about the functions and services of City Development based in Leonardo Building

- There is now a new reception desk in Leonardo Building which separates the reception role from the enquiry centre, this was undertaken as a direct result of receiving comments back from customers.
- A customer questionnaire was undertaken asking our customers about the services, 93% of customers stated that we provided a good to excellent service.
- Other areas of customer feedback have been implemented, such as a comments book and mystery visitors scheme.
- Service standards have been developed for the Development Enquiry Centre, these were agreed with customers who frequently use our service
- Planning Services and Building Consultancy have also developed individual customer services action plans which identify areas such as training, development of service standards, updating the web, implementing service improvements which have been identified as a result of complaint investigation and feedback from customer questionnaires.

4.0 Performance

4.1 The Government set national performance targets for decision making on planning applications are as follows:-

- 60% of major applications within 13 weeks
- 65% of minor applications within 8 weeks
- 80% of other planning applications in 8 weeks

Leeds cumulative performance against critical targets is as follows (figures for same period the previous year shown in brackets):-

April 07 – March 08

- **63.49%** (61.01%) major applications
- **78.15%** (69.94%) minor applications
- **86.47%** (83.63%) other applications

July 07 – June 08 PDG timeframe

- **65.98%** (62.36%) major applications
- **77.98%** (77.65%) minor applications
- **86.30%** (87.21%) other applications

4.2 In Compliance the following performance has been achieved:-

April 07 – March 08

- Number of cases received **1501**
(This figure is down 6.7% compared to the same period 06/07)
- Number of cases resolved **1646**
(This figure is up 12% compared to the same period)

- Initial site visits

Cat 1 Site visit same day /within 1 working day	Target 100%	Achieved 90%
(There were only 10cases in this category)		
Cat 2 Site visit within 2 working days	Target 95%	Achieved 91%
Cat 3 Site visit within 10 working days	Target 90%	Achieved 87%

4.3 In most areas performance targets continue to be achieved. In compliance the slight downturn can be attributed to long term sickness and job vacancies. Recruitment for 1 full time

Compliance Officer, 1 part time Compliance Officer and 1 full time Senior Compliance Officer is currently underway to address this.

5.0 Conclusion

5.1 The review continues to make significant progress and improvements. But there are still areas that require action. These include implementation of

- Complete Panel review and its implementation
- Householders guide
- Enforcement review
- Continue to look at staff resources in light of considerable budget pressures caused by downturn in the economy
- Complete and publish the Charter for Parish and Town Councils.

5.2 The currently fragile confidence in the economy has significantly affected the pace of development and the consequent effect upon planning fees remains a significant cause for concern. This in addition to existing budgetary pressures could affect staff resources and performance in the coming year.

6.0 Recommendations

6.1 Scrutiny Board is invited to note and comment on the attached report.

Background Papers

There are no background papers

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Report of the Head of Scrutiny and Member Development

Scrutiny Board: City Development

Date: 14th October 2008

Subject: SUSTAINABLE EDUCATION TRAVEL STRATEGY AND THE DEVELOPMENT OF AN INTEGRATED SCHOOL TRANSPORT POLICY FOR CHILDREN'S SERVICES

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 The Board in developing its work programme for 2008/2009 considered the need for a sustainable transport policy for young people and the possibility of undertaking an inquiry on this issue later in the year. It asked for an initial report to be presented to the Board meeting today.

2.0 Forward Plan

2.1 In accordance with the Council's Forward Plan the Executive Board on the 8th October 2008 is to consider the attached joint report of the Director of City Development and the Chief Executive, Education Leeds on the development of a sustainable education travel strategy for children and young people and the development of an integrated school transport policy for Children's Services. This joint report details the Council's response to the introduction of the Education and Inspections Act 2006 with respect to discharging its statutory duty to promote sustainable travel to schools and extended school services including colleges and other centres of learning for 14 -19 year olds.

3.0 Executive Board

3.1 The decision of the Executive Board meeting on the 8th October concerning this matter will be reported at today's meeting.

4.0 Recommendations

4.1 The Board is asked to consider and comment on the joint report of the Director of City Development and the Chief Executive, Education Leeds on this matter, ask questions of the officers present and determine what, if any, further information the Board requires.

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Agenda:

Originator: Ray Hill/ Allan Hudson

Tel: 247 6334/ 247 5593

Report of the Director of City Development and the Chief Executive, Education Leeds

Executive Board

Date: 8 October 2008

Subject: SUSTAINABLE EDUCATION TRAVEL STRATEGY AND THE DEVELOPMENT OF AN INTEGRATED SCHOOL TRANSPORT POLICY FOR CHILDREN'S SERVICES

Electoral Wards Affected:

ALL

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In
(Details contained in the report)

EXECUTIVE SUMMARY

1. The Education and Inspections Act 2006 intends that all children receive the education they need to achieve their full potential. This report details the Council's response to the introduction of the Act with respect to discharging its statutory duty to promote sustainable travel to schools and extended school services including colleges and other centres of learning for 14-19 year olds.
2. Part 6 of the Act deals with school travel. Most of the new requirements around home to school travel are being addressed by Education Leeds. Education Leeds will develop a new School Transport Policy in partnership with Children and Young Peoples Social Care which will be fully integrated with the Sustainable Education Travel Strategy. In addition, this paper on sustainable education travel fulfils a specific duty on authorities to prepare and publish a sustainable school travel strategy during the Autumn Term and therefore to meet this legislative demand the Sustainable Education Travel Strategy has been prepared in advance of these developments.
3. In order to meet these requirements a Sustainable Education Travel Strategy for Leeds has been prepared. This identifies the planning and actions necessary to ensure the requirements of the Act are met, and that the travel and transport needs of children and young people are better catered for in the future.

4. A draft strategy was published in September 2007 and this has formed the basis for the consultation and preparation of the proposals presented for approval with this report.

1.0 PURPOSE OF THIS REPORT

- 1.1 This report seeks approval to the proposed Sustainable Education Travel Strategy for Leeds and to inform the Executive Board of the on-going collaborative work which is now taking place between Education Leeds and Children and Young Peoples Social Care to develop and introduce a Children's Services School Transport Policy which encompasses all statutory demands.

2.0 BACKGROUND INFORMATION

- 2.1 Encouraging and promoting sustainable travel behaviour to schools has been undertaken by the Council since 2001. Following bursary awards from the Department for Children Schools and Families and its predecessors (2002-2008), and the appointment of school travel advisors, schools have been actively encouraged and assisted to develop school travel plans to increase the take up of more sustainable modes of travel on the journey to school.
- 2.2 School travel plans now exist for 202 (73%) of Leeds' 276 schools, and the remaining schools are due to have travel plans in place by April 2010. Travel plans aim to extend the choice of sustainable travel options for the school journey thereby reducing the number of children driven to school and encouraging other health and environmentally beneficial modes such as walking, cycling and public transport. Mode of travel to school is a national indicator which is monitored by the Department for Transport.
- 2.3 Part 6 of the Education and Inspections Act 2006 (EIA 2006) has placed a new duty on local authorities to promote sustainable travel to school including the preparation of a sustainable travel strategy. In order to meet these requirements a Sustainable Education Travel Coordinator has been appointed within the Transport Policy Service to co-ordinate the development and delivery of measures to increase the take up of sustainable travel to school.
- 2.4 Initiatives that support sustainable school travel include Safer Routes to School schemes, accessibility planning, the Building Schools for the Future programme, work through the planning and highways services, and road safety training and promotion. Journeys to school undertaken by school special or service bus are coordinated by Education Leeds and West Yorkshire Passenger Transport Executive (Metro). Metro also provide the SAFEMark scheme to encourage responsible use and behaviour on buses. Education Leeds also organise post 16 transport and special educational needs transport. The provision of Independent Travel Training for SEN pupils and students will further promote sustainable school/college travel by enabling students to become less dependent on taxi transport.
- 2.5 Funding from the Local Transport Plan is used to support improvements to road safety, including the development of 20 mph traffic calmed zones in local communities and the provision of pedestrian facilities and other measures to reduce road casualties and ease the movement of vulnerable road users.
- 2.6 The EIA 2006 requires local authorities to put the new transport arrangements into place by September 2008. As such the Sustainable Education Travel Strategy and the newly developing Children's Services School Travel Policy will be fully

integrated to form a single document and policy which in the future will be published alongside the annual guide to school admissions to provide parents with enhanced information on the transport opportunities at each school to assist them in the school selection process.

- 2.7 The many new emerging demands for school transport services (to serve the 14-19 Review, Extended Services, Federated Schools, Early Years and re-defined Special Transport Needs for children with learning difficulties) which are only partially grant funded are being actively considered for inclusion in the proposed Children's Services School Transport Policy. Funding streams to adequately cover the cost of introducing these essential developments are being explored by Education Leeds and Children and Young Peoples Social Care. This exercise will also include an analysis of current policy provisions and spending in terms of the continued effectiveness, value for money and continued appropriateness in relation to Children's Services. In particular those services which are currently provided on a local discretionary basis and delivered at high cost will be reviewed.

3.0 MAIN ISSUES

- 3.1 This section of the report details the main statutory duties on the Authority in respect of promoting sustainable travel to schools. The four main elements to the duty are;
- An assessment of the travel and transport needs of children, and young people within the authority's area
 - An audit of the sustainable travel and transport infrastructure within the authority that may be used when travelling to and from, or between the schools/institutions
 - A strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of children and young people are better catered for
 - The promotion of sustainable travel and transport modes on the journey to and from and between schools/institutions
- 3.2 The duty applies to all children and young people of compulsory school age under 18 years of age. It considers the implications of extended schools and education and training for the 14 -19 age group.
- 3.3 The Sustainable Education Travel Strategy is the Council's response to the requirements of the EIA 2006. It has been prepared by the City Development Directorate in conjunction with Education Leeds to ensure that policies for education travel are properly integrated with the wider transport policies set out in the Local Transport Plan. The strategy aims to increase the number of children and young people walking, cycling and using public transport to access schools and Further Education (FE) establishments. It will enable pupils, parents and carers to access sustainable travel information for schools and FE establishments, and help to create an environment where choosing a sustainable means of travel becomes the natural choice for the journey to schools and colleges.
- 3.4 The overall objective of the strategy is to achieve a positive change towards reduced car use for the journey to and from school in line with the National Indicator 198 "Mode of travel to school". This indicator is measured by the annual DCFS school census (the PLASC return) supported by local monitoring as part of the Local Transport Plan.

- 3.5 The Strategy has seven supporting objectives which are to:
- i) Develop, implement and monitor travel plans in all schools and FE establishments.
 - ii) Develop innovative projects, initiatives and campaigns to promote and support sustainable travel within schools and FE establishments.
 - iii) Work in partnership with stakeholders both within and external to the Council to maximise the effectiveness of travel plan measures and initiatives as an integrated part of the Local Transport Plan and other health and education strategies.
 - iv) Develop measures and improvements which improve the safety and appeal of sustainable school travel choices.
 - v) Work in partnership with Metro and public transport operators when planning sustainable travel.
 - vi) Influence and inform the design and development of new build and extensions to schools and FE establishments with regard to safe and sustainable travel.
 - vii) Work with regional partners to develop resources, organise training and share best practice.
- 3.6 An action plan has been prepared setting out the initial programme of interventions to support the delivery of these strategy objectives. This identifies the organisations that will be involved in delivering specific actions within a target timescale, and each action will be monitored on an ongoing basis. Overall management of the delivery of the Sustainable Education Travel Strategy will be through a key stakeholder steering group including representatives of Education Leeds, Metro and the Primary Care Trust and key services within the City Council.
- 3.7 The strategy will be developed as the nature and coverage of sustainable travel measures is developed and extended across the city. Progress will be monitored and evaluated on an annual basis to inform the review of the document which will be conducted each year in tandem with the development and publication by Education Leeds of the school admission guides.
- 3.8 Sustainable travel options could be further enhanced especially in the area of travel within the school day, a growth area with the inception of Federated Schools and the introduction of Diploma courses which feature the requirement for students to attend different school or college campuses both within the week and at different times within the school day. Existing School Bus Passes (SchoolCards) do not allow travel other than one journey to school and one journey home. This traditional pattern of school attendance is becoming increasingly less common and can leave those entitled to free home to school travel facing financial hardship when faced with the additional travel demands.
- 3.9 The introduction of Extended Services further place increased school travel costs upon both the LEA and parents because of the restrictions on SchoolCard usage. These difficulties are felt most acutely in instances where pupils with SEN wish to attend Extended Services provisions. Inevitably this requires the provision of additional journeys often in adapted vehicles with accompanying escort provision. Such journeys place additional pressure on the transport budget.

Consultation

- 3.10 The Sustainable Education Travel Strategy has been prepared in conjunction with the key stakeholders in the delivery of sustainable travel for education; Education Leeds and Metro. It has also drawn on the extensive experience gained in working with the school community across Leeds for over seven years, which has included Headteachers, Governors, parents and children in the ongoing development of sustainable travel plans.
- 3.11 The draft strategy was first published on the Council's website on the 31 August 2007, after initial discussions and collaboration with key stakeholders and consultation with Ward Members.
- 3.12 Following publication of the draft strategy a revised version was placed on the Council's 'Talking Point' consultation website on 8th July 2008. At the same time copies were sent to the key stakeholders named in the strategy both within and external to the authority. All Members of the Council were invited to comment on the proposed document.
- 3.13 Further consultation is planned by Education Leeds with respect to the development of proposals for the Children's Services School Transport Policy.

4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

Compliance with Council Policies

- 4.1 Vision for Leeds 2004 – 2020: The aims and aspirations of the strategy reflect the vision and support its key themes for children and schools.
- 4.2 People Strategy: The proposed measures will widen the choice and travel options available to all children and young people.
- 4.3 Local Transport Plan: These proposals will contribute to the plan's aspirations for improved accessibility, reduced congestion, better air quality and improve the condition of transport infrastructure through effective asset management.
- 4.4 Environmental Policy: The measures are in line with Aim 6 of the Policy, by introducing measures to encourage alternatives to the private car (such as walking) and improving overall road safety.

5.0 LEGAL AND RESOURCE IMPLICATIONS

- 5.1 Leeds City Council has a statutory duty under section 508A, Part 6 of the Education and Inspections Act 2006 to produce and publish a strategy to develop sustainable travel and transport infrastructure supporting school journeys within the authority area.
- 5.2 Implementation of this requirement is being undertaken from within existing staff resources and budgets. Assistance in meeting the costs associated with the implementation of these requirements is provided by grant funding from the Department for Children, Schools and Families (DCSF) until March 2011. This complements grant funding being provided through the DCSF which supports the delivery of the national target for all schools to have a travel plan by 2010. This funding stream ends in March 2010. Both these resources are managed within the framework of the Local Area Agreement.

- 5.3 The staff currently engaged in the delivery of support for sustainable travel to school are permanent appointments and therefore are not dependent in the long term on any further continuation of Government grants beyond the aforementioned cut-off dates.
- 5.4 Financial support to schools developing travel plans is provided by the DCSF through a one-off capital infrastructure grant to schools who have completed a travel plan in accordance with the Department's requirements. This scheme also finishes in March 2010. So far 202 schools have received this grant.
- 5.5 Resources for the delivery of highway schemes to benefit sustainable travel to school are allocated as part of the overall Integrated Transport Parent Scheme within the Council's capital programme in line with the financial allocation made to the West Yorkshire Local Transport Plan by the Department for Transport.
- 5.6 Education Leeds will explore the financial implications arising from the development of proposals for the Children's Services School Transport Policy.

6.0 CONCLUSIONS

- 6.1 The proposed Sustainable Education Travel Strategy will draw together key transport issues and initiatives, define the current position, forecast and assess future transport needs and expectations of all pupils and young people travelling to schools and further education establishments. The strategy will be reviewed and updated on an annual basis with Education Leeds and key stakeholders.
- 6.2 The strategy and the proposals to integrate it with the development of a Children's Services School Transport Policy will set out any intended actions and initiatives that are necessary to ensure the requirements of the Education and Inspections Act 2006 are met.

7.0 RECOMMENDATIONS

- 7.1 Members are requested to approve the adoption and publication of the Leeds Sustainable Education Travel Strategy.
- 7.2 Members are requested to give approval for the development of a Children's Services School Transport Policy and the intention to integrate this with the Leeds Sustainable Education Travel Strategy by September 2010.

8.0 BACKGROUND INFORMATION

- 8.1 The following document provides background information for this report

(i) Sustainable Education Travel Strategy, July 2008

LEEDS SUSTAINABLE EDUCATION TRAVEL STRATEGY

2008-09

August 2008

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EXECUTIVE SUMMARY

- 1 Travelling to school by car raises issues of air quality and road safety and the long term decline in children's levels of physical exercise. Perhaps more important than these direct impacts are the effects that car dependency has on health and independence of young people and their future views of later life travel behaviour and choices. Nationally car use for journeys to school is continuing to increase and dependency on car travel for the school journey has a significant impact on peak traffic and congestion. In 2007, 28.39 % of pupils who live in Leeds travelled to school by car compared to 56% nationally.
- 2 The educational environment no longer involves young people automatically attending their designated local school or college. Parent, carer and pupil preferences, increased diversity of provision and initiatives associated with extended schools and the 14-19 curriculum all contribute to increasingly complex school travel demands.
- 3 The Education and Inspections Act 2006 section 508A places a statutory duty on all local authorities to promote sustainable travel in schools and Further Education (FE) establishments. The Act requires all authorities to produce a strategy so that the travel and transport needs of Children and Young people are better catered for.
- 4 This strategy will draw together key transport issues and initiatives, define the current position, forecast and assess future transport needs and expectations of pupils and young people travelling to schools and FE establishments. The strategy will set out any intended actions that are necessary to ensure the requirements of the Education and Inspections Act 2006 are met.
- 5 The strategy will;
 - Meet the requirements of the Education and Inspections Act 2006 to promote sustainable travel in schools and FE establishments
 - Ensure all schools and FE establishments have a school travel plan by 2012
 - Enable parents to access sustainable travel information on each school in the district
 - Unite all external and internal stakeholders in the delivery of sustainable school travel

1 INTRODUCTION

- 1.1 This document sets out how Leeds City Council will discharge the statutory duty placed upon Local Authorities to promote sustainable travel, as specified by The Education and Inspections Act 2006 section 508A.
- 1.2 There are four main elements to the duty;
- i) an assessment of the travel and transport needs of children and young people within the authority's area;
 - ii) an audit of the sustainable travel and transport infrastructure within the authority that may be used when travelling to and from, or between schools/institutions;
 - iii) a strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of children and young people are better catered for; and
 - iv) the promotion of sustainable travel and transport modes on the journey to and from and between schools/institutions
- 1.3 The duty to promote sustainable travel applies to all children and young people of compulsory school age under 18 years of age, in general rather than each individual child or young person. It applies to all children and young people who reside in the authority's area and are receiving education or training in the authority, or out of the authority's area. It also applies to children and young people who do not reside in the authority, but travel into the authority to receive education or training.
- 1.4 The duty considers the implications of extended schools and the delivery of education and training at different institutions for the 14-19 age group. It also considers the Disability Equality Duty 2006 which ensures the public sector does not discriminate against disabled people.
- 1.5 It is therefore the role of this strategy to widen the choice and travel options available to children and young people of all ages. The strategy seeks to promote more sustainable, safer and less car dependent patterns of travelling on the school journey through partnership working. Delivery of school travel plans, cycling, walking and public transport trips for the school journey will be encouraged and infrastructure to support safe and sustainable travel will be implemented.

2 CONTEXT

- 2.1 Leeds is the regional capital of the Yorkshire and Humberside region and is the second largest Metropolitan District in England. It is extremely diverse covering an area of 552 square kilometres. Leeds is recognised as one of Britain's most successful cities.
- 2.2 Geographically, the local authority area is one of contrast with a densely populated city conurbation area surrounded by a more sparsely populated rural hinterland with market towns and villages. Situated close to the UK geographical centre, Leeds benefits from a good transport network with the M1 running from Leeds to London, the M62 connecting Leeds with Liverpool and Hull and the A1(M) linking to the north. Leeds also benefits from an international airport and large railway station connecting directly to London and Edinburgh.
- 2.3 At the time of the 2001 census Leeds had a population of 715,400 living in approximately 301,000 households. By mid-2006 the population was estimated to have risen to 750,200.
- 2.4 Leeds is a city which has seen success – socially, economically and environmentally. Our success has been shaped by a council leading an effective city partnership in pursuit of a clear, strong, widely supported vision for the city.
- 2.5 Education Leeds wants all children and young people to enjoy brilliant learning that gives them the confidence, knowledge and skills to thrive and achieve their potential.
- 2.6 We want all Leeds schools to be brilliant learning places; to be good local community schools, improving and inclusive schools; places where every young child and every young person can be healthy, happy, safe and successful and where no child is left behind.
- 2.7 In Leeds, learning really matters and every learner counts. We need to coach and nurture our learners to give them high expectations and self esteem.
- 2.8 We believe in the importance of local schools for local children wherever possible. We believe that all our schools should continue to offer the best possibilities for our youngest people. We know that education holds the key to health, wealth and happiness and that our children are the city's most valuable resource. (Vision for Leeds 2004-2020).

3 POLICY

3.1 National

- 3.1.1 In 1998 the Government published 'A New Deal for Transport' a White Paper, which set out the key transport policy principles for the period to 2010. This document, against a background of increasing congestion, sought to widen travel choice and encourage a shift from the private car to other, more sustainable, forms of transport. The journey to school was highlighted as a particular issue, with nationally at that time up to 18% of cars on the road during parts of the morning peak taking part in the school run.
- 3.1.2 More recently, The Future of Transport White Paper in 2004 identified the factors that were expected to shape travel and transport over the next thirty years and set out how the Government will respond to the increasing demand for travel, maximising the benefits of transport while minimising the negative impact on people and the environment. This thinking is now being developed further following the publication of Sir Nicholas Stern's review of climate change and Sir Rod Eddington's review of transport with the publication by the Department for Transport of Towards a Sustainable Transport System: Supporting economic growth in a low carbon world (TaSTS).
- 3.1.3 The Sustainable Education Travel Strategy also supports national policy on improving health and education and combating social exclusion by contributing to:
- 'Every Child Matters' outcomes for 'Being healthy, Staying safe, Enjoying and achieving, Making a positive contribution and Economic well-being.'
 - Department for Children, Schools & Families 5 year strategy objective that "Every school should be an environmentally sustainable school, with a good plan for school transport that encourages walking and cycling."
- 3.1.4 The Healthy Living Blueprint for Schools 2004 (Department for Children, Schools & Families) recommends that children should be encouraged to walk or cycle part or all of the way to school wherever it is safe and practical. It emphasises the need for schools to put in place school travel plans to promote more sustainable, healthy and safe travel.
- 3.1.5 Our Healthier Nation 1999 (The Health Strategy for England) addresses the problems of accidents and deteriorating health of children in particular and includes the recommendation that children should undertake one hour of physical activity per day for long term health.
- 3.1.6 In addition, a number of related strategies are also relevant to improving alternative modes of transport, including 'Encouraging Walking: Advice for Local Authorities', and the National Cycling Strategy (2004). The Government's document 'Tomorrow's Roads: safer for everyone' also sets out targets for reducing road traffic accident casualties.
- 3.1.7 Travelling to School: An Action Plan was jointly published by Department for Children, Schools & Families and Department for Transport in 2003. It sets out a 'road map' towards achieving 100% of schools with a travel plan by 2010. The

publication of this document was accompanied by the announcement of a funding package to support the initiative.

3.2 Regional

3.2.1 The Yorkshire and Humber Regional Spatial Strategy (published May 2008) embodies the Regional Transport Strategy (RTS) which seeks to integrate transport with land use planning and other policy areas. The RTS includes a number of policies to address traffic growth and congestion through increasing journeys by foot, bicycle and on to public transport, encouraging developments in accessible locations (or that can be made so), well served by public transport, and introducing measures to reduce car dependency.

3.2.2 The Sustainable Education Travel Strategy is consistent with the RTS which makes specific reference to addressing congestion through a range of measures including improved facilities for cyclists and pedestrians, using wider travel options such as the West Yorkshire Yellow Bus initiative and safer routes to schools.

3.3 Local

3.3.1 The Vision for Leeds sets out the community strategy for the city for the next 15 years and includes a commitment to 'create a sustainable travel culture.' Our vision is to 'encourage parents and young people to use alternatives to 'the school run' by car by promoting school travel plans and involving young people in their development – plans will include safer routes to school, walking buses, parking facilities for cyclists and the yellow bus scheme. (Vision for Leeds 2004-2020).

3.3.2 The West Yorkshire Local Transport Plan 2006-11 (LTP2) sets out the policy, strategy and measures for supporting sustainable school travel as part of the overall approach to local transport within the central and local government shared priorities for transport which are:

Accessibility - Improve access to jobs, education and other key services for everyone.

Congestion - Reduce the delays to the movement of people and goods.

Safer Roads - Improve safety for all highway users.

Better Air quality - Limit transport emissions of air pollutants, green house gasses and noise.

Effective Asset Management - Improve the condition of the transport infrastructure.

3.3.3 Within the framework of the Local Transport Plan the City Council will work to:

- Increase the proportion of children cycling to/from school;
- Increase the proportion of children walking to/from school;
- Increase the proportion of children travelling to/from school by bus.

3.4 Local Area Agreements

- 3.4.1 Central Government has reviewed the way in which it monitors the performance of local authorities. From April 2008 local authorities report their position annually on 198 National Indicators and up to 35 locally determined targets (plus 2 local targets) derived from the set of National Indicators.
- 3.4.2 The National Indicator relating to school travel is NI-198 Children Travelling to School - mode of transport usually used.
- 3.4.3 The data is collected through the pupil level annual school census (PLASC) which collects data from children aged between 5 and 10 years and 11 and 16 years reporting on 6 travel modes, car, car share, public transport, walking cycling and other.
- 3.4.4 National Indicators and targets cover all areas of local authority working and 35 targets reflect local priorities and are agreed through the Local Strategic Partnership (the Leeds Initiative). There are 10 National Indicators which relate to transport; Leeds has identified 3 of these for which targets have been identified in the Local Area Agreements
- NI 47 People killed or seriously injured in road accidents
 - NI 167 Congestion
 - NI 177 Local bus passenger journeys originating in the local authority's area
- 3.4.5 There are also 2 local targets:
- i) Number of cycle trips into the centre of Leeds at morning peaks
 - ii) Percentage of non car journeys into the centre of Leeds

4 AIMS AND OBJECTIVES

4.1 The overall aim of this strategy is to:

Create a way in which children and young people travel to education and training establishments sustainably.

More specifically, the strategy aims to:

Increase the number of children and young people walking, cycling and using public transport to access schools and FE establishments;

and to

Enable pupils, parents and carers to access sustainable travel information for schools and FE establishments.

4.2 Objectives are in line with the Local Transport Plan 2 and the authority's school transport policies:

- i) Develop, implement and monitor travel plans in all schools and FE establishments.
- ii) Develop innovative projects, initiatives and campaigns to promote and support sustainable travel within schools and FE establishments.
- iii) Work in partnership with stakeholders both within and external to the Council to maximise the effectiveness of travel plan measures and initiatives as an integrated part of the Local Transport Plan and other health and education strategies.
- iv) Develop measures and improvements which improve the safety and appeal of sustainable school travel choices.
- v) Work in partnership with Metro and public transport operators when planning sustainable travel.
- vi) Influence and inform the design and development of new build and extensions to schools and FE establishments with regard to safe and sustainable travel.
- vii) Work with regional partners to develop resources, organise training and share best practice.

5 EDUCATION AND LEARNING

- 5.1 There are 107,000 school aged pupils in Leeds in 276 Children and Young Peoples learning establishments and schools, of which 210 are primary schools, 38 secondary schools, 1 Academy, 6 Specialist Inclusive Learning Centres, 2 Teaching and Learning Centres, 5 Pupil Referral Units and 14 independent schools. Every day during term-time, these pupils travel to and from school, with or without accompanying adults. Many already walk, cycle or use the bus, but many (28%) also travel by car.

Primary Schools	210
Secondary School	38
Academy	1
Specialist Inclusive Learning Centres (SILCs)	6
Independent schools	14
Pupils Referral Units	5
Teaching and Learning Centres	2
Further Education Colleges	7
City Learning Centres	4
Work Based Learning	34
Family Learning centres	5
Universities	2

- 5.2 In addition to the school sector, there are 7 FE establishments, 2 City Learning Centres, 34 Work Based Learning Centres, 5 Family Learning Centres, and 2 Universities.
- 5.3 Most Leeds primary schools serve the 5 to 11 age range, but there are also 5 infant schools (for ages 5 to 7) and 5 junior schools (for ages 7 to 11). All local authority primary schools offer a comprehensive education and cater for children of all abilities. All state schools are non-selective.
- 5.4 There are four types of school in Leeds;

Community schools are run by Education Leeds and school places are offered by Education Leeds.

Voluntary-aided schools. These are mainly Catholic and Church of England secondary schools and have a greater emphasis on religious education. The governing body of each school decides its own policy on admissions and takes responsibility for offering school places. School land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.

Voluntary-controlled schools. Voluntary-controlled schools are similar to voluntary aided schools, but are run by the local authority. As with community schools, the local authority employs the school staff and sets the admissions criteria.

Community special schools are run by Education Leeds, admission to these schools is based on a statement of special educational need.

Home to School Transport

5.5 There is a statutory requirement for local authorities to provide home to school or home to college transport for some children and young people. This provision is governed by three particular Acts:

- Education Act 1996- requires free transport to be provided on distance grounds to facilitate a child's attendance and requires local authorities to take certain factors into account when deciding whether or not it is necessary to provide transport
- Education Act 2002- requires local authorities to make arrangements to assist post 16 students with transport costs
- Education and Inspections Act 2006- requires local authorities to promote sustainable travel and to support choice and flexibility of educational provision: it also extends the right to free transport for pupils living in lower income households

Statutory School Transport Assistance

Age on 1 st September	Walking Distance between home and school	Type of assistance
Under 8	2 miles or more	Free travel to designated or closer school
	Under 2 miles	Assisted travel (spare seats) may be offered on available bus services
8 and over	3 miles or more	Free travel to designated or closer school
	Under 3 miles	Assisted travel (spare seats) may be offered on available bus services

Students taking a full time post 16 course at a sixth form college are eligible for subsidised transport if the nearest appropriate establishment is more than 3 miles from home.

Home to school travel assistance for children from low income groups

Age on 1 st September	Distance	Type of assistance
8-11	2 miles or more	Free travel is available for pupils under 11 years of age who are eligible for free school meals/maximum working tax credit if 2 miles or more from their

		nearest qualifying school
11-16	2-6 miles (minimum distance based on nearest available walking route, and maximum based on nearest vehicular route)	Free travel to one of three nearest qualifying schools commencing September 2008
11-16 and preference based	2-15 miles (minimum distance based on nearest available walking route, and maximum based on nearest vehicular route)	Parents are able to buy "spare" seats on the contracted buses provided for statutory pupils on a parent to pay basis. Half price travel is available to any child in full time education on registered bus services regardless of the choice of school made by parents

Education Leeds Post 16 Transport Assistance

- 5.6 Education Leeds currently provides free travel to 16-19 year olds resident within the Leeds administrative boundary who are attending their nearest appropriate school or college where the walking distance between home and school/college exceeds 3 miles. This part of the Home to School Transport Policy is determined on a discretionary basis and is not subject to statutory demands.

14-19 Diplomas

- 5.7 By 2013 all 14-19 year olds will have access to a full range of diplomas in vocational subject areas. It is unlikely that individual schools will be able to offer all 14 diplomas and therefore more students can expect to travel during the school day to access the curriculum.
- 5.8 Education Leeds in close cooperation with learning providers and other stakeholders is developing a transport strategy which will ensure that the emerging demand for travel between school and college sites arising from the inception of the 14-19 Agenda and the introduction of Diploma courses is satisfied.
- 5.9 It is our aim to work with our partners Metro to make available transport services which will be both efficient and effective, taking into account the demands of the service required and the environmental impact the additional travel demands will have.
- 5.10 Our objective will be to coordinate demand with service delivery and through informed planning of the curriculum ensure the sustainability of the new transport services.

Special Educational Needs Transport

- 5.11 Much of the transport provided for pupils with Special Educational Needs is a statutory requirement. Transport is provided which enables Special Educational Needs pupils to access their place(s) of learning.

- 5.12 The type of assistance provided ranges from the provision of a bus pass to a fully adapted vehicle and escort provision. In each case an assessment is carried out to determine the best and appropriate level of assistance relative to the child's abilities and need.
- 5.13 Education Leeds is at an advanced stage of modifying its Home to School Transport Policy for Children with Special Educational Needs to embrace a more aspirational strategy which will aim to allow Special Educational Needs pupils to travel with the highest degree of independence as their abilities will safely allow. By opening up new levels of independence and enhancing life skills, the future trend will increasingly be that higher proportions of Special Educational Needs pupils will travel by sustainable modes of transport. The provision of Independent Travel Training will be central towards ensuring the success of this initiative and achieving this modal shift.
- 5.14 The placement of Special Educational Needs pupils within local mainstream schools has seen further inroads in the levels of 'taxi dependency' in the Special Educational Needs sector and as a direct result provides a wider choice of options reducing the dependency on taxis to get children to their places of learning.

Extended Schools

- 5.15 Extended schools are at the heart of the delivery of Every Child Matters, improving outcomes and raising standards of achievement for children and young people. Extended schools are a key vehicle for delivering the Government's objective of lifting children out of poverty and improving outcomes for them and their families. There is now clear evidence that children's experiences greatly influence their outcomes and life chances in later life. In particular, educational attainment is a powerful route out of poverty and disadvantage. All schools have to provide the following extended school provision in Leeds by 2010:.
- Childcare: all parents of primary aged children able to access childcare at or through their school from 8am to 6pm all year round.
 - A varied menu of activities on offer for at least two hours a week beyond the school day, for those who want it.
 - Parenting support, including family learning and parent education.
 - Swift and easy referral to a wide range of specialist support services.
 - Wider community access to information and communication technology, sports and arts facilities, including adult learning.
- 5.16 Children with disabilities or special educational needs must be able to use all of the new services.

Admissions

- 5.17 Education Leeds publishes the admissions policy for community, voluntary aided and voluntary controlled schools and has a duty to coordinate admissions to schools in the Leeds District. One of the eligibility criteria for admission to any

community school is the prioritisation of places to those children living closest to schools. Without infringing parents' rights to express a preference for a school of their choice for their children, this policy serves both to offer fair access to local schools and to reduce the need to have to travel long distances to and from school.

5 SCHOOL TRAVEL PLANS

- 6.1 The School Travel Plan aims to reduce the number of children driven to school and encourage more sustainable modes of transport such as cycling, walking and bus use. Travel to school is an important issue in Leeds due to levels of congestion and pollution around schools and on major roads in the area. The health of children in this area is also of concern as nationally figures show that obesity levels are rising due to sedentary lifestyles linked to a lack of exercise.
- 6.2 In 2004 the joint Department for Transport/Department for Education Skills 'Travelling to School Initiative', provided funding for Local Authorities to appoint School Travel Advisors. The amount of funding provided is dependent upon the number of schools in each authority and is available until 2010. In addition, capital grant funding is allocated to schools who successfully develop a school travel plan. Leeds has 202 (73%) schools with travel plans completed up to the end of March 2008 and is on track to deliver plans for all 276 schools by March 2010.
- 6.3 To monitor the success of school travel plans the usual travel to school mode is recorded by the school census. The percentage of pupils walking to school since 2004 has risen steadily with a slight dip in 2005. Bus use has decreased by 1.5% in 2008 after four years of a steady increase and cycling still remains well below the national average of 4% at 0.4% (see Appendix 2, Figure 1).
- 6.4 The requirement to collect travel data in the annual school census from 2007 is expected to provide more accurate data. Work is being undertaken to improve the quality of this data, for example at present in some schools the mode of transport is only collected at pupil entry stage and not updated annually.

Safer Routes to School

- 6.5 A School Travel Plan may identify desired improvements on the highway to support safe and sustainable travel to school. These may reflect requirements for highway improvements identified through casualty figures, traffic management, new developments and community needs. There is an ongoing programme of Safer Routes to School schemes: these may include new crossings, footway/footpath upgrades, pedestrian priority schemes and cycle routes linking into the National Cycle Network. As indicated, working in partnership within and across council departments is key to progressing Safer Routes to School schemes.
- 6.6 A simplified system for assessing and funding small scale Safer Routes to School schemes through the Local Transport Plan has been in operation since 2004. So far this scheme has supported 34 minor schemes with a financial commitment totalling £58,000 and this is being developed further to provide a greater level of support which will complement the grants that schools with travel plans are receiving. Further detail is included within the Appendix 3, Map 2.

Audit of Infrastructure

- 6.7 To enable the development of the Sustainable Education Transport Strategy a full audit of children and young people's needs and travel infrastructure will be undertaken between April 2008-April 2009.
- 6.8 The assessment of children's needs will be undertaken in schools including, primary, secondary, Special Inclusive Learning Centres, Pupil Referral Units and FE establishments along with the Youth Forum. The information gathered will be pupil's usual mode of travel, preferred mode of travel, school location, post 16 usual mode and preferred mode of travel, and extended school journey information.
- 6.9 The infrastructure audit will take place in every school and FE college in Leeds. Findings will be mapped on a Geographical Information System. See Appendix 2, Table 11.
- 6.10 The results of the audit will be available on the Leeds City Council website for parents/ carers to view. In addition relevant travel information will be available in Education Leeds' Admission Booklet, School Prospectus and on individual school websites.

Accessibility Planning

- 6.11 Delivering Accessibility is one of the shared priorities in West Yorkshire Local Transport Plan 2. Access to learning is identified as one of the key services to be addressed through the Local Transport Plan process. Local Transport Plan 2 contains an accessibility strategy which details the key accessibility issues and challenges in West Yorkshire. The use of mapping software 'Accession' has enabled accessibility to key services to be measured.
- 6.12 Education Leeds data identified that 53,787 pupils (99.8%) could access their actual primary school by public transport, and that 53,819 pupils (99.9%) could access their nearest primary school by public transport. In secondary schools accessibility calculations found that 44,975 pupils (99.9%) could access both their actual secondary school and their nearest secondary school by public transport.
- 6.13 At a strategic level a key long term priority is to embed accessibility in our own policy development and that of key stakeholders. Accessibility is influencing the Local Development Framework process in Leeds and engagement with stakeholders has sought to raise awareness of accessibility issues and the services available to identify and mitigate accessibility problems.
- 6.14 The West Yorkshire partners have engaged the FE sector in the sub region in order to influence the reorganisation of FE across the districts. Support and advice has been given to the Learning Skills Council and the colleges across West Yorkshire.
- 6.15 The ongoing school travel planning work contributes to improving access to learning by influencing the land use planning process and delivering identifiable improvements at local schools.

Building Schools for the Future

- 6.16 Building Schools for the Future is a strategic approach to capital investment in school estates that will create the environment for the Government agenda of educational transformation. It is proposed that 180 schools across England will benefit from over £2 billion of investment into school facilities over the duration of the programme.
- 6.17 Building Schools for the Future aims to bring together significant investment in buildings and ICT, ensuring that secondary pupils in every part of England have access to 21st century facilities. This will help drive reform in the organisation of schooling, teaching and learning, ensuring the development of new options at 14-19 and the provision for special needs. Education Leeds is one of 14 local authorities to be included in the 1st Wave of the Building Schools for the Future Programme which started in March 2004.
- 6.18 The Wave 1 Building Schools for the Future programme includes fourteen schools and the programme will be delivered over three phases. The prioritisation of the secondary school estate for Building Schools for the Future has been undertaken against the backdrop of the strategy to improve the performance and condition of schools within the inner city.
- 6.19 The future wave bid comprises 14 schools which is the remainder of the secondary school estate and which is characterised by good performing, more popular schools in the outer areas of the city, but where there are significant condition and suitability issues.
- 6.20 In partnership with Education Leeds and other Council departments, there has been ongoing involvement to influence and inform the development of new builds and extensions to schools with an aim to secure designs that facilitate safe and sustainable school travel.

Planning Service and Highways Development Control

- 6.21 The role of the Planning Service including Highways Development Control is to assist developers in ensuring that their proposals can be achieved whilst still maintaining the safety and integrity of the highway network and ascertaining that the highways can adequately cope with the resultant pedestrian, cycle and traffic movement. The enhancement of sustainable travel is a major goal in achieving this objective.
- 6.22 To achieve the above, liaison with the Transport Policy team is essential to ensure that the appropriate conditions or obligations (e.g. a Section 106 Agreement) are placed on the development. Following granting of approval the team assists in the discharging of conditions by working with the developers/organisations to seek to bring the proposals up to the necessary standard and the implementation of the required off-site highway works.
- 6.23 A key element of the work is ensuring that effective travel plans for new and improved schools emerge from the planning process. Such plans will be developed in accordance with the best practice guidance. It is vital that such plans are

monitored once introduced to ensure that they are being followed and that the outcomes are being delivered. This monitoring will be undertaken in the course of the after monitoring of the planning consent and also through the annual school census and dialogue between the schools and the Sustainable Education Travel Co-ordinator.

Highways Services

- 6.24 Traffic and highway engineering support is provided to schools through the Council's highways service. This ensures that the correct technical solutions are developed for meeting the access needs identified in school travel plans. A range of measures are designed to assist the school in promoting walking and cycling and also where necessary to implement appropriate arrangements for managing and controlling parking.

6 ROAD SAFETY

- 7.1 The Council's Road Casualty Reduction Group works with road users of all ages and types to co-ordinate the delivery of measures aimed at meeting and exceeding the national targets for road injury reduction and those set locally through the Local Transport Plan and within the Leeds Local Area Agreement. This work primarily focuses on the provision of road safety education, training and publicity which support the highway and traffic engineering measures programme that is being implemented through the Local Transport Plan.
- 7.2 The road safety education work complements the development of travel plans with schools. Support is focused to provide the maximum benefit for the travel plan objectives as follows:
- walking bus training and risk assessment support;
 - cycle training, including priority cycle training and route planning for schools which are actively promoting cycling to school;
 - road safety education and pedestrian training at schools, including those where Safer Routes to School highways improvements have been carried out;
 - proactive support to schools for School Travel Plan development in Road Safety Priority Areas (areas of the city identified as having high child road casualties).

Cycling

- 7.3 Leeds has a lower than average cycling modal split percentage 0.41% compared to a 4% national average although we are in-line with the core cities average. There is scope to improve this, given the density of the population within the district and the existing and proposed cycling network. When pupils were asked to give a preference as to their preferred journey mode, nearly a quarter of pupils (23.1%) stated a desire to cycle to school.

How would you like to travel to school? All schools (Leeds City Council Hands Up Survey 2005)

	Walk	Car share	Car/Van	Bus	Bicycle	Train	Other
Total Count	11382	2866	7275	3817	8603	1307	1923
Percentage	30.6	7.7	19.6	10.3	23.1	3.5	5.2

- 7.4 Secondary schools are keen to focus on cycling. 21% of Leeds' secondary schools that have an approved school travel plan have included targets to increase cycling for the journey to school and 42.1 % of these schools have pledged to actively promote Bike Week. 57.9% of secondary schools intend to use their capital grant money awarded for the successful submission of a school travel plan on upgrading or putting in cycle storage.
- 7.5 Within the Leeds area there are key issues both real and perceived that act as barriers to towards cycling for the journey to school, for both parents and pupils.

These are predominantly centred around safety on the route to schools, issues with storage, and image.

- 7.6 A Leeds Cycling Map has been produced for Leeds City Council by specialist cycle map makers and local cyclists. The map covers an area that includes most urban areas of the district. Using the map, cycle journeys to school can be planned to take advantage of the most appropriate routes for cycling, which are not always obvious on the ground, making cycling easier and more pleasant.

Walking

- 7.7 In England only half of children regularly travel to school on foot, even though many children live within 1 mile of primary school and 2 miles of secondary school.
- 7.8 Walking to school can become more attractive. Engineering infrastructure such as traffic calming, pedestrian crossings and the creation of safe routes to school can make the journey to school safer. These measures can complement initiatives to promote walking which can provide or enhance the skills of children and their carers to support a safer journey to school.
- 7.9 The Council has supported a range of measures to promote walking to school including “Walking buses” and “Walk on Wednesday” schemes. In 2007 fifty five Leeds schools were successful in gaining financial support to set up such schemes under the Department for Transport sponsored Walking to School Initiative. These grants provided either an annual grant of £1,000 to set up a walking bus or £500 for alternative walking measures for a period of three years. The success of this scheme is being monitored through the school travel plan and will be evaluated using the 2009 school census data.

7 PUBLIC TRANSPORT

- 8.1 The West Yorkshire Passenger Transport Executive (Metro) are responsible for the delivery of school transport in Leeds on behalf of the Local Education Authority. Their vision for school transport aims to:

reduce the number of cars on the school run by working in partnership to provide an attractive, high quality home to school bus service, tailored to pupils needs.

- 8.2 SAFEMark schemes which are being funded from an £18.7 million major transport scheme approved by the Department for Transport in 2003. The MyBus scheme is based on a fleet of modern safety equipped yellow school buses with a team of drivers who are dedicated to individual services thus helping to build positive relationships and parental trust. There are currently 43 MyBus services operating in Leeds. Metro is investigating, in partnership with Education Leeds, opportunities to expand MyBus type features to non-MyBus schools services.
- 8.3 SAFEMark is scheme operated across West Yorkshire which aims to support the responsible and safe use of bus services, at the same time promoting the advantages of bus travel as a safe and sustainable way of getting to school. The scheme rewards schools for taking public transport seriously and aims to encourage public transport for the journey to school by improving pupils' behaviour on board. 5 schools have been awarded SAFEMark with a further 12 schools working toward the award.

Ticketing

- 8.4 Young people are entitled to half fare travel under the age of 16 or 16 - 18 in full time education. The School Plus MetroCard ticket provides unlimited bus travel in West Yorkshire. However, it is recognised that fares on public transport is one of the biggest issues facing young people. In a recent survey by the Leeds Young Persons Scrutiny Forum, 63% of young people highlighted expensive fares as a barrier to using public transport.
- 8.5 Passes that enable statutorily entitled children to have free home to school travel need to be integrated with tickets that are available for after school, weekend and holiday use.

Communication

- 8.6 A key part of access to public transport is knowing where and how to access information. Young people have access to the full spectrum of information services including MetroLine / MyBus hotline, website, journey planner, yournextbus real time information channels, bus stations, travel centres, printed timetables and leaflets, together with targeted advertising campaigns with clear and specific messages.
- 8.7 The young peoples *GenerationM* website has pages devoted to information on home-to-school transport. It also includes information on Young Person's

PhotoCard and MetroMovers club, Scholars' PhotoCards, School Plus MetroCard, Student Plus MetroCard.

8 HEALTH AND THE ENVIRONMENT

8.1 Healthy Schools Initiative

8.1.1 The National Healthy Schools Programme was established in 1999 by Department of Health and Department for Children, Schools and Families. The initiative aims to make a significant difference to the health and achievement of children and young people. The National Healthy Schools Programme supports the links between health, behaviour and achievement by creating healthy and happy children and young people, who do better in learning and life.

8.1.2 The programme is based on a whole-school approach to physical and emotional well being focused on four core themes

- Personal, Social and Health Education;
- Healthy Eating;
- Physical Activity;
- Emotional Health and Wellbeing.

8.1.3 Building on the National Healthy Schools Programme at a local level the Leeds Healthy Schools and Wellbeing Programme not only integrates national standards, but also facilitates the progression of schools to achievement of Leeds *Advanced* Healthy Schools Status including Leeds Healthy Schools and Wellbeing Programme Standard 21.0 'The school promotes, supports and encourages safe and sustainable travel to and from school.'

8.2 Physical Activity and Obesity

8.2.1 Physical activity levels in the UK are generally declining, as people lead busy lives and find it difficult to find time for sport or exercise. This, combined with changing diets, has led to a large and rapid increase in the proportion of people classed as overweight or obese in this country.

8.2.2 In 2004 the Trends Project investigated the prevalence of overweight and obesity among Leeds children and the data below illustrates the levels of obesity and overweight children in Leeds. This was found to be similar to the picture nationally.

Over weight and Obesity among Children in Leeds

	Reception 5 Years Old	Year 4 9 Years Old	Year 8 13 Years Old
Number of Children	380	417	225
% of overweight Children (BMI > 85 percentile)	20.3%	28.1%	34.7%
% of Obese children (BMI > 95 th percentile)	9.2%	14.9%	18.2%

Source; Leeds Childhood Obesity Strategy 2006 – 2016. Leeds PCT

8.3 Sustainable Schools

8.3.1 The Sustainable Schools Framework was launched by the Department for Children, Schools and Families in 2006. The Framework sets out the Government's aspirations for all schools to become Sustainable Schools by 2020. There are a series of eight 'doorways' or themes (see below) for potential entry including one of sustainable travel , where vehicles are used only when absolutely necessary and where there are exemplary facilities for healthier, less polluting or less dangerous modes of transport.

- Food and drink
- Energy and water
- Travel and traffic
- Purchasing and waste
- Buildings and grounds
- Participation and inclusion
- Local wellbeing
- Global dimension

8.3.2 Education Leeds currently provides a focus for support to Leeds schools through co-ordinating a cross-service approach that aims to embed a sustainable schools framework within a distinct accreditation scheme for Leeds schools, as part of a plan to contribute to the city's sustainable development.

9 FUNDING AND RESOURCES

- 10.1 Funding is allocated to help each local authority to prepare a sustainable school travel strategy. Leeds City Council will receive £51,222 per year for 3 years. This funding has been used to appoint a Sustainable Education Travel Coordinator who will compile and implement the Sustainable Education Travel Strategy. In addition, £67,000 per year contributes to the staffing costs of the Transport Strategy team including two full time equivalent officers working on school travel support.
- 10.2 Each year a proportion of the grant funding has been allocated to Metro in respect of a contribution to the costs of delivering the SAFEMark scheme for school bus users and also any complementary work related to the school travel plan programme.
- 10.3 Leeds City Council's Road Casualty Reduction Team deliver an extensive road safety education and training programme in schools throughout Leeds. The total annual revenue budget for this team and their resource is approximately £460,000. A substantial part of this resource is allocated to the planned skills training for pedestrians and cyclists of primary school age, including support for Walking Buses, which is a key complementary activity to the development and implementation of travel plans.
- 10.4 The West Yorkshire Local Transport 2006-11 provides capital funding resources to support the implementation of Integrated Transport Schemes which can support sustainable travel to school. These resources are also being used as appropriate to match fund the School Travel Plan capital grant awards to install infrastructure within the school grounds. Currently around £500,000 per year is provided through LTP resources to Safer Routes measures in addition to the resources provided for the provision of new road crossings and area wide traffic calming schemes. Revenue resources are also allocated within the Transport Policy Service to promote sustainable travel across all sectors. In 2008-09 £29,000 has been allocated for this purpose. This resource contributes to promotional activities include materials to support events such as School Walking Week, Bike Week, advertising and incentive schemes.

10 CONSULTATION

- 11.1 A School Travel Steering Group has been set up to support the delivery of the school travel plan programme and this is being expanded to meet the demands of delivering the Sustainable Education Travel Strategy. This will consist of internal and external organisations who will be responsible for promoting sustainable transport to schools and colleges. The group will consist of:

Sustainable Education Travel Coordinator, Leeds City Council
Transport Services Manager, Education Leeds
Healthy School and Wellbeing Consultant/Sustainable Schools, Education Leeds
Senior Consultant Leeds Healthy School and Wellbeing Programme, Education Leeds
Extended Services, Leeds City Council
Planning Projects Manager, Leeds City Council
Road Casualty Reduction Manager, Leeds City Council
Head of Highways Development Service, Leeds City Council
Economic Development Manager, Learning Skills Council
Education Transport Development Officer, Metro
Leeds Primary Care Trust, to be nominated

- 11.2 The Sustainable Transport Strategy has been prepared in consultation with the following key stakeholders and partners.

School Travel Working Group (School Travel Strategy Steering Group)
Leeds City Council, departmental directors and key officers
Education Leeds
West Yorkshire school travel advisors
Elected Members
Headteachers Association
Governors Forum
Children and Young People Service
Metro
Leeds Primary Care Trust
Leeds Youth Council
West Yorkshire Strategic Health Authority
West Yorkshire Police
Diocese of Ripon & Leeds
Diocese of Leeds
Sustrans
General Public, publication on the Council's website

11 MONITORING AND EVALUATION

- 12.1 The Sustainable Education Travel Strategy is an evolving document that will change over time to reflect changing policy and needs of schools and FE establishments. The contents of the document will be reviewed and updated annually on conjunction with the preparation of the annual schools admissions guide by Education Leeds.
- 12.2 The Strategy will be implemented by the School Travel Steering Group who will meet regularly to discuss progress and update stakeholders and partners on key issues. The strategy will be reviewed and monitored annually, with a revised strategy posted on Leeds City Council's website annually in August. Each action will be reviewed individually by the organisation responsible to ensure that targets are met and objectives achieved.
- 12.3 To provide feedback or for further information please contact;

Sue Walker
Sustainable Education Travel Coordinator
Transport Policy
The Leonardo Building
2 Rossington Street
LEEDS
LS2 8HD

Telephone: 0113 247 5762
e-mail: susan.e.walker@leeds.gov.uk

APPENDIX 1

SUSTAINABLE SCHOOL TRAVEL ACTION PLAN 2008-10

This Action Plan has been developed to support the achievement of the strategy objectives. Each objective will have a series of actions by internal and external organisations, that will be implemented within a set timescale. The strategy will be an evolving document which will be monitored and evaluated on an annual basis to achieve the set targets.

The Action Plan will be reviewed annually at the same time as the Sustainable Education Travel Strategy. Each plan will provide a forward programme for the next two year period.

OBJECTIVE 1

Develop, implement and monitor travel plans in all schools and FE establishments.

ACTION	LEAD RESPONSIBILITY	TARGET DATE
Prepare School Travel Plan template to assist schools in the preparation of travel plans	LCC, Transport Policy	To review 2009.
Prepare GIS mapping to include, infrastructure, pupils postcode and public transport provision for all schools developing a travel plan	LCC Transport Policy with Education Leeds/ Metro	Ongoing
Support FE colleges in the preparation of travel plans	LCC Transport Policy	Sept 2010
Visit schools/colleges to encourage the development implementation and monitoring of school travel plans	LCC Transport Policy	Ongoing
Provide resources to schools to assist in the preparation of travel plans	LCC Transport Policy /Road Safety	On going
Prepare cycling and walking route maps for all schools and colleges	LCC Transport Policy	Sept 2010
Provide marketing material to schools to promote sustainable travel	LCC Transport Policy	Ongoing
Introduce a validation process where schools collect evidence and effectiveness of initiatives implemented	LCC Transport Policy with Education Leeds	In progress
Introduce an accreditation scheme for schools achieving modal shift	LCC Transport Policy with Education Leeds	Sept 2010
Develop a Leeds City Council monitoring schedule and pro- forma for schools who submit travel plans to comply with the planning process	LCC Transport Policy and Planning Services	In progress
Ensure all schools complete accurately school census details	Education Leeds with LCC Transport Policy	January 2009

OBJECTIVE 2

Develop innovative projects, initiatives and campaigns to promote and support sustainable travel within schools and FE establishments.

ACTION	RESPONSIBILITY	TARGET DATE
To develop a Leeds Travel Plan Reward Scheme	LCC Transport Policy with Metro	Autumn 2010
To support schools in setting up walking initiatives such as walking buses, Walk on Wednesdays	LCC Transport Policy	Ongoing
Encourage schools to participate in National Bike/Walk to School Weeks/events	LCC Transport Policy and Schools	Ongoing
Deliver on road cycle training to Year 6 pupils to encourage cycling to school	LCC Transport Policy	Ongoing
Introduce a cycle permit scheme in all schools	LCC Transport Policy and schools	Sept 2009
Actively promote sustainable travel options to school staff e.g. bike buddy/car share/bike to work scheme/Metro card	LCC Transport Strategy and schools	Ongoing
Assist colleges in ensuring adequate provision is made for cyclist access and storage	LCC Transport Policy and colleges	To commence 2009

OBJECTIVE 3

Work in partnership with stakeholders both within and external to the Council to maximise the effectiveness of travel plan measures and initiatives as an integrated part of the Local Transport Plan and other health and education strategies.

ACTION	RESPONSIBILITY	TARGET DATE
To ensure schools develop, monitor and evaluate School Travel Plan before they can achieve advanced Healthy Schools standard – level 3	Transport Strategy/Healthy Schools	Completed June 2008
Develop links with Children's and Young People's Services to include sustainable travel in strategy	Transport Strategy/Children and Young Peoples Service	Autumn 2009
Local Area Agreement indicator on School Travel (NI198)	Transport Policy	Completed
To ensure the principles of accessibility planning are incorporated into Local Development Framework	Transport Policy	Spring 2010
To provide accessibility mapping to Learning Skills Council to inform reorganisation process	Transport Policy/Metro/LSC	Spring 2011

OBJECTIVE 4

Develop measures and improvements which improve the safety and appeal of sustainable school travel choices.

ACTION	RESPONSIBILITY	TARGET DATE
Develop Leeds City Council Safer Routes to School programme to include more school sites	LCC Transport Policy and Highway Services	Ongoing Define targets 2009
To compile an in-depth audit of all school infrastructure to identify barriers for sustainable travel to school	LCC Transport Policy and Highway Services	Autumn 2010
Work with road safety to develop new safety initiatives for children walking to school	LCC Transport Policy	Ongoing
Ensure children and young people are educated about road safety	LCC Transport Policy	ongoing
To provide sustainable travel information in admissions booklet, school prospectus and Intranet	Education Leeds with LCC Transport Policy and ICT	Spring 2009
Consult with Youth Forum to identify barriers to school travel	LCC Transport Policy with Education Leeds	Spring 2009

OBJECTIVE 5

Working in partnership with Metro and public transport operators when planning sustainable travel

ACTION	RESPONSIBILITY	TARGET DATE
Work with bus operators, Metro and Learning Skills Council for providing provision for transporting pupils between schools for 14-19 Agenda	Metro with Education Leeds, LSC, bus operators	Timetable to be agreed
Work with bus operators and Metro to provide adequate provision for extended schools programme	Metro with Education Leeds	Timetable to be agreed
Promote MyBus scheme to additional primary schools and inter-site and after school activities	Metro	Ongoing
Ensure schools with School Travel Plans sign up to SAFEmark initiative	LCC Transport Policy with Metro	Ongoing
Promote Generation M website in all schools and colleges	Metro with LCC Transport Policy and Education Leeds	Ongoing
Pilot free travel weekend	Metro	2010

OBJECTIVE 6

Influence and inform the design and development of new build and extensions to schools and FE establishments with regard to safe and sustainable travel.

ACTION	RESPONSIBILITY	TARGET DATE
Secure travel plans through the planning process for all schools (including Building Schools for the Future), FE and children's centres .	LCC Transport Policy, Highways Development Services and Planning Services	Ongoing
Ensure the ability to promote sustainable transport is incorporated into the building design, e.g. cycle provision	LCC Highways Development Services	Ongoing
Ensure travel plans are consulted on and acted upon when considering highway schemes outside schools and FE facilities	LCC Planning Services with Building Schools for the Future team and LSC	Ongoing
Provide guidance to Development Control on measures available to promote sustainable travel to all schools	LCC Transport Policy	Summer 2009
Ensure school travel planning guidance is followed and the appropriate conditions are placed upon the development , when assessing planning applications	LCC Highways Development Services and Planning Services	Autumn 2009

OBJECTIVE 7

Work with regional partners to develop resources, organise training and share best practice.

ACTION	RESPONSIBILITY	TARGET DATE
Attend regular Regional School Travel meetings and access relevant training opportunities	LCC Transport Policy	Ongoing action
Establish a Sustainable Education Travel Steering group and develop workshops to promote sustainable travel with key partners	LCC Transport Policy	January 2009

STRATEGY TARGETS 2008-10

- 1 To adopt the Sustainable Education Travel Strategy by September 2008.
- 2 To set up a Sustainable School Travel Steering Group group by the end of 2008.
- 3 Ensure all schools and further education establishments have developed and implemented a school travel plan by 2010.
- 4 To develop a Leeds City Council monitoring schedule in all schools and colleges by 2010.
- 5 To maintain the proportion of pupils travelling by non-car modes and car sharing to 2007 levels (in line with the LTP target)
- 6 To contribute to an increase in bus patronage of 5% by 2010.
- 7 To ensure that all new school and education development proposals make provision for adequate travel infrastructure and facilities.
- 8 Complete Safe Routes to School infrastructure audit and develop a forward plan for the future Local Transport Plan 2011/16 investment programme by March 2010.

APPENDIX 2
SUPPORTING DATA

Table 1 Road Safety Cycle training Aug 2006 - July 2007

Type of training	Number of children	Number of schools
Family Training	7	
Level 1	1117	
Level 2	2457	
Level 3	133	
Total	3714	60

Table 2 Pedestrian Skills training Aug 2006 - July 2007

Type of training	Number of Children	Number of schools
Pedestrian KS1	1621	
Pedestrian Y4	2335	
Total	3956	39

Table 3 Road Safety Classroom Lessons Aug 2006 - July 2007

Schools	Number of children
Harehills	2444
Armley/Wortley	2851
Total	5295

Table 4 Building Schools for the Future - Phase 1

School	Proposed scope	Facilities management	Features	Phase
Allerton High Business & Enterprise Specialist School	New Build	PFI	Multi Faith Centre, ASD Partnership Base	Phase 1
Allerton Grange High School	New Build	PFI	Hearing Impaired Partnership	Phase 1
Pudsey Grangefield Maths & Computing College	New Build	PFI		Phase 1
Cockburn College of Arts	New Build, Remodel and Refurbishment	Design and Build	CLC	Phase 1
Temple Moor High School Science College	New Build, Remodel and Refurbishment	Design and Build	High Care Partnership	Phase 1
Rodillian School Arts College	New Build	PFI	Children's Centre, Generic Partnership Base	Phase 1

Table 5 Building Schools for the Future - Phase 2

Crawshaw School	Major remodel and refurbishment scheme	Design and build		Phase 2
Farnley Park High School	Mix of rebuild and refurbishment	Design and build	Generic Partnership Base	Phase 2
Priesthorpe School	Major remodel and refurbishment scheme including a small amount of new build	Design and build	Generic Partnership Base, SEN	Phase 2
Inner West Leeds School	New Build	PFI		Phase 2

Table 6 Building Schools for the Future - Phase 3

Corpus Christi Catholic College	Major remodel and refurbishment scheme including a small amount of new build	Design and build	Generic Partnership Base	Phase 3
Intake High Arts School	Mix of new build and refurbishment	Design and build		Phase 3
Mount St. Mary's Catholic High School		Major remodel and refurbishment scheme	Design and build	Phase 3
Parklands Girls' High School	Major remodel and refurbishment scheme including a small amount of new build	Design and build		Phase 3

Table 7 Access by public transport to the nearest school and to the school actually attended

	access to nearest primary school		access to primary school actually attended	
	no of pupils	%	no of pupils	%
Journey time by public transport				
Less than 15 minutes	53,730	99.7	45,611	84.6
15 minutes to 30 minutes	112	0.2	6,872	12.8
30 minutes to 45 minutes	8	0.0	1,072	2.0
45 minutes to 60 minutes	0	0.0	194	0.4
60 minutes or more	0	0.0	38	0.1
Inaccessible	37	0.1	100	0.2
Total	53,887	100.0	53,887	100.0

Table 8 Public transport times and distances to the nearest primary school with those to the primary school actually attended

	access to nearest primary school	access to primary school actually attended
number of pupils who can access the school by public transport	53,819	53,787
total time by public transport (minutes)	287,527	518,667
average time per pupil by public transport (minutes)	5.34	9.64
total distance by public transport (kms)	29,075	79,073
average distance per pupil by public transport (kms)	0.54	1.47

Table 9 Access by public transport to the nearest school and to the school actually attended

	access to nearest secondary school		access to secondary school actually attended	
	no of pupils	%	no of pupils	%
Journey time by public transport				
Less than 20 minutes	42,940	95.4	29,675	65.9
20 minutes to 40 minutes	2,026	4.5	13,048	29.0
40 minutes to 60 minutes	9	0.0	2,038	4.5
60 minutes or more	0	0.0	214	0.5
Inaccessible	52	0.1	52	0.1

Table 10 Public transport times and distances to the nearest secondary school with those to the secondary school actually attended

	access to nearest secondary school	access to secondary school actually attended
number of pupils who can access the school by public transport	44,975	44,975
total time by public transport (minutes)	514,970	817,196
average time per pupil by public transport (minutes)	11.45	18.17
total distance by public transport (kms)	79,847	176,637
average distance per pupil by public transport (kms)	1.78	3.93

Data source Accession 2004

Table 11 Details of infrastructure to be audited for Education and Inspections Act

<ul style="list-style-type: none"> • Bus Routes • Public bus services 	<ul style="list-style-type: none"> • Bus Time tables • Dedicated school bus 	<ul style="list-style-type: none"> • Bus service numbers • MyBus scheme
<ul style="list-style-type: none"> • Cycle storage 	<ul style="list-style-type: none"> • Cycle infrastructure/routes 	<ul style="list-style-type: none"> • Cycle training
<ul style="list-style-type: none"> • Pedestrian skills training • 20mph zone 	<ul style="list-style-type: none"> • School Crossing Patrols • Walking routes 	<ul style="list-style-type: none"> • School warning signs • Controlled crossing points
<ul style="list-style-type: none"> • Traffic calming 	<ul style="list-style-type: none"> • Speed restrictions 	<ul style="list-style-type: none"> • School warning signs
<ul style="list-style-type: none"> • Walking bus 	<ul style="list-style-type: none"> • Walk on Wednesday 	<ul style="list-style-type: none"> • Pedestrian Crossings
<ul style="list-style-type: none"> • School Travel Plans 	<ul style="list-style-type: none"> • Annual modal split 	<ul style="list-style-type: none"> • Pupil postcode
<ul style="list-style-type: none"> • Parking restrictions 	<ul style="list-style-type: none"> • Condition of footpaths 	<ul style="list-style-type: none"> • School location
<ul style="list-style-type: none"> • Air quality 	<ul style="list-style-type: none"> • Independent travel training 	<ul style="list-style-type: none"> • Road Classification

Figure 1 - How pupils travel to school in Leeds

Leeds School Modal Split 2004-2008

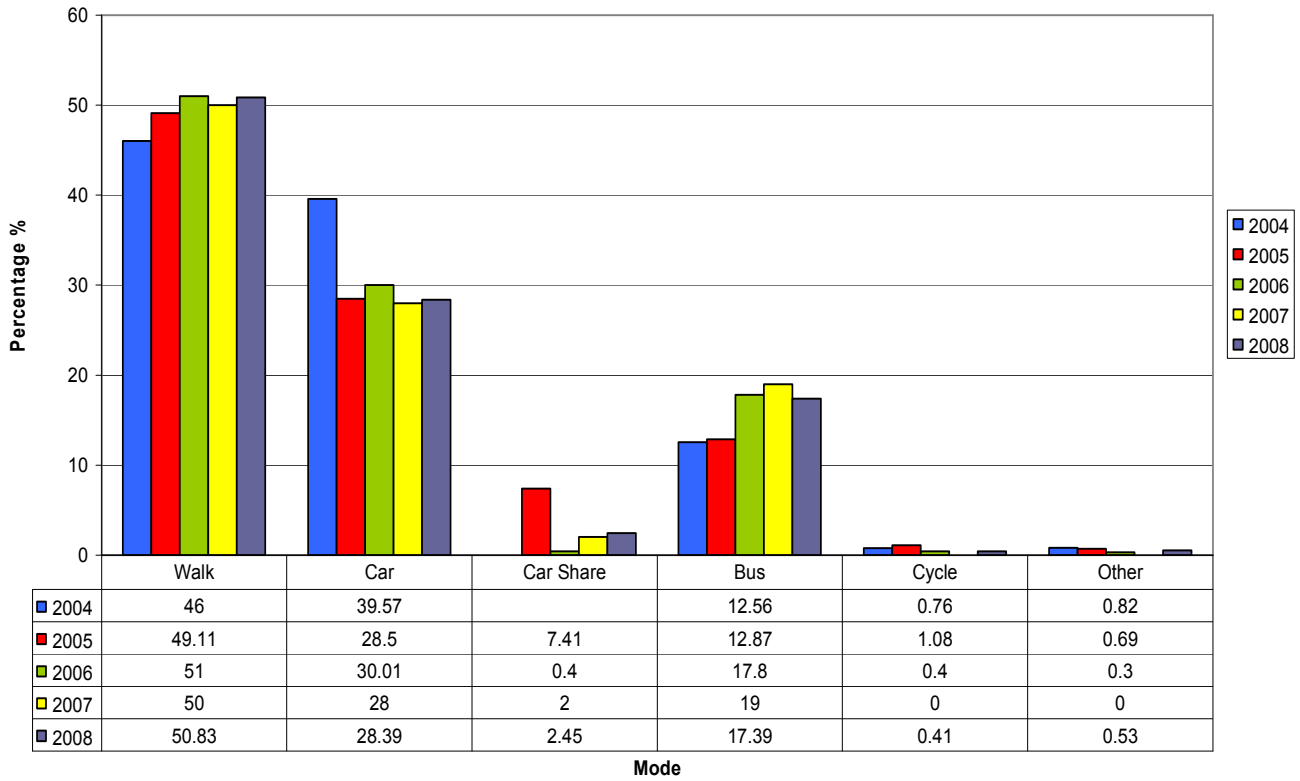
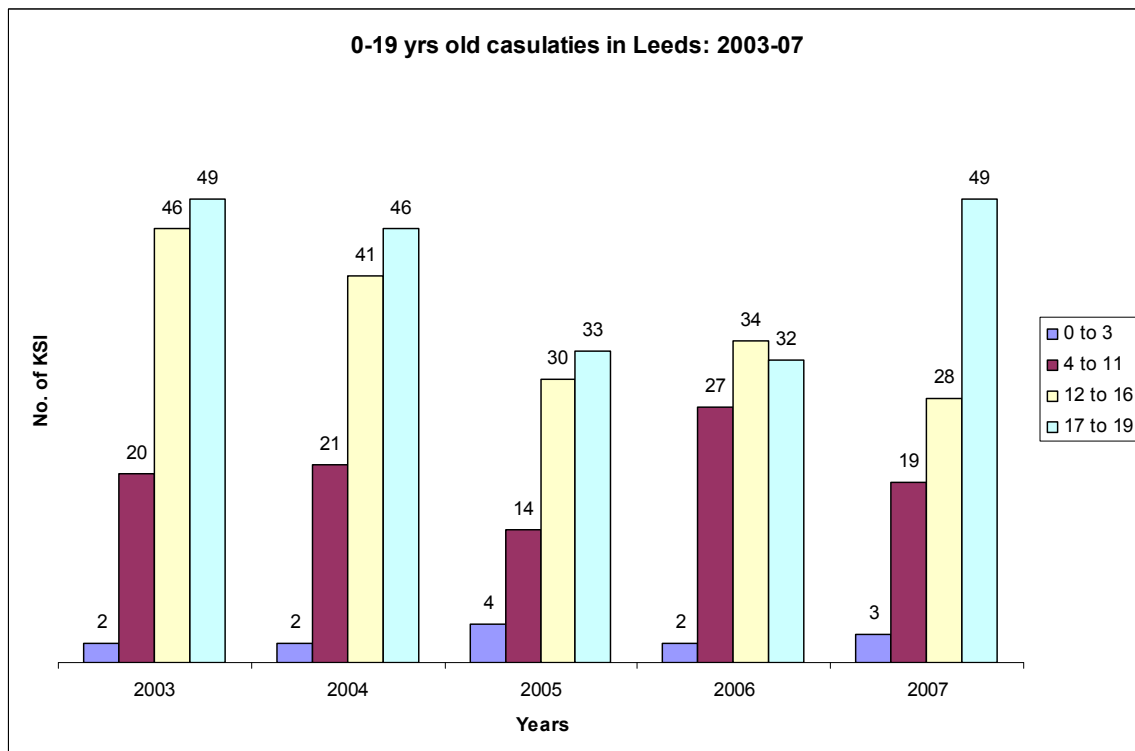


Figure 2 - Child casualty statistics in Leeds 2003-2007



APPENDIX 3

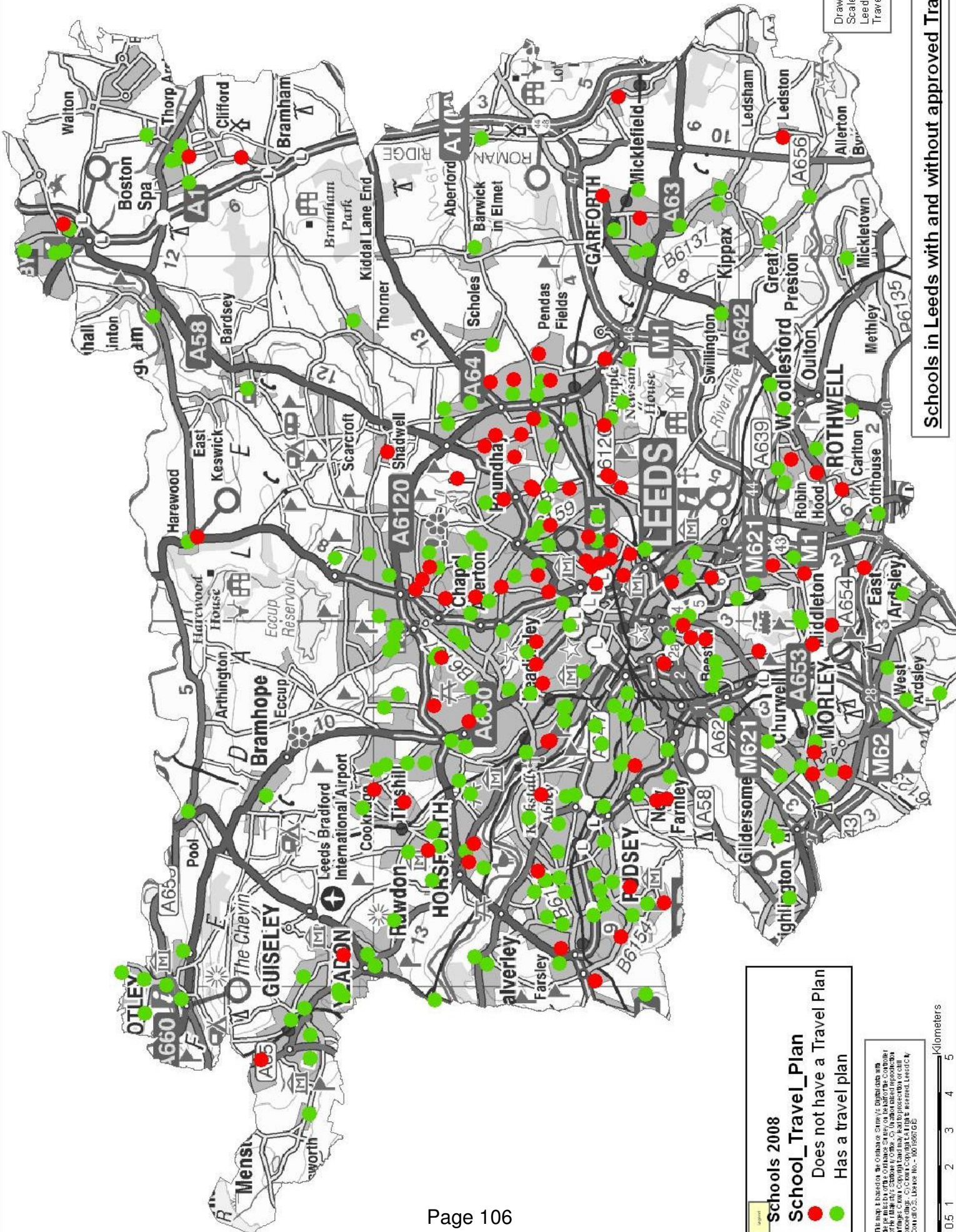
MAPS

Map 1 - Schools in Leeds with and without Approved Travel Plans, 2008

Map 2 - Schools in Leeds with minor Safer Routes to School Measures, 2008



Drawn by: GM
 Scale 1:130,000@A4
 Leeds City Council
 Travelwise
 4/7/08



Schools 2008
School_Travel_Plan
 ● Does not have a Travel Plan
 ● Has a travel plan

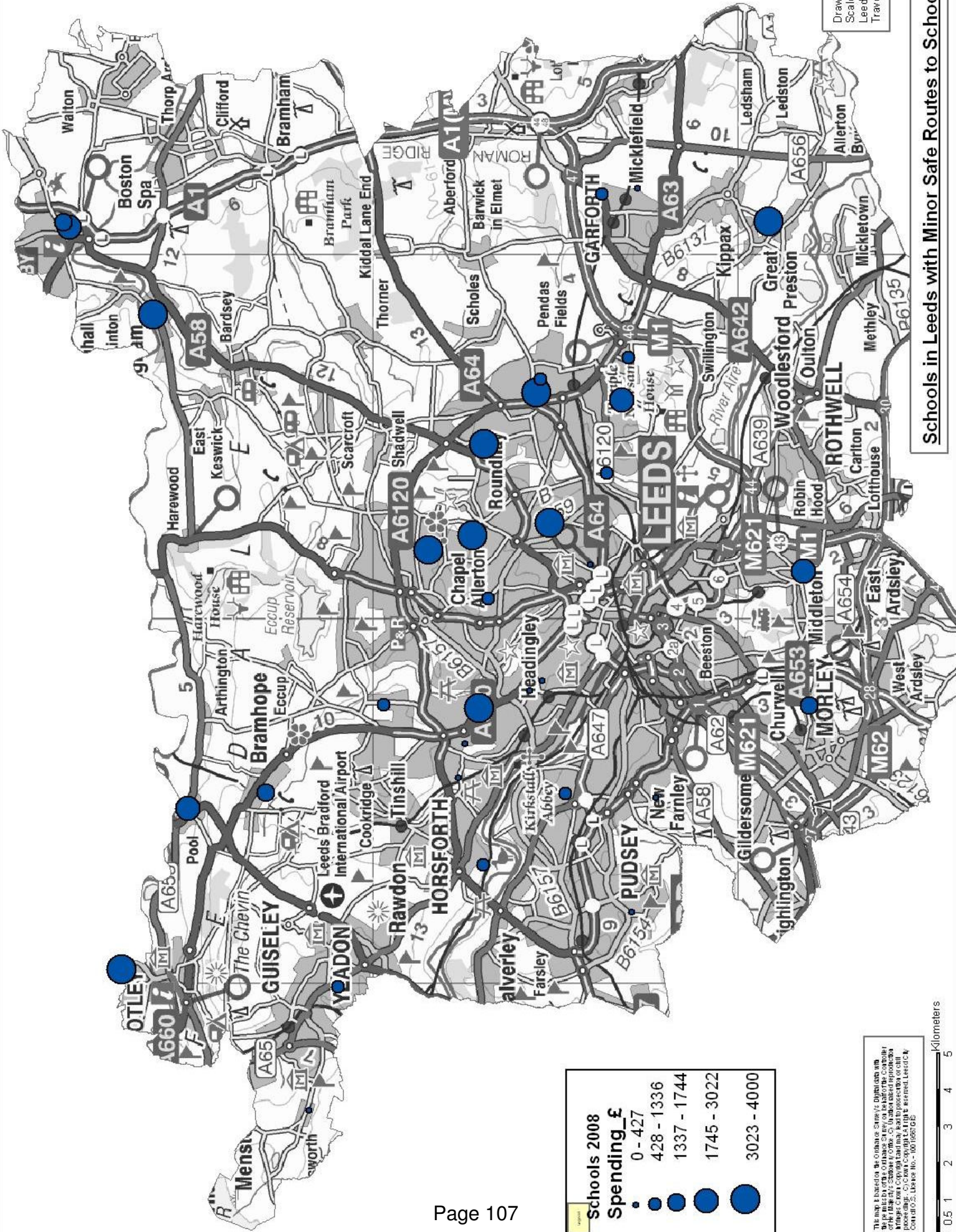
The map is based on the Ordnance Survey 1:25,000 scale map of Leeds and the surrounding area. It is not a legal document. It is provided for information only. It is not intended to be used as a basis for any legal proceedings. It is not intended to be used as a basis for any legal proceedings. It is not intended to be used as a basis for any legal proceedings.



Schools in Leeds with and without approved Travel Plans



Drawn by GM
 Scale 1:130,000@A4
 Leeds City Council
 Travelwise
 4/7/08



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Originator: Richard Mills

Tel:247 4557

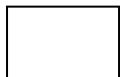
Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 14th October 2008

Subject: Current Work Programme

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 Appendix 1 to this report provides Members with a copy of the Board's current Work Programme.
- 1.2 Appendix 2 is the current Forward Plan of Key Decisions for the period 1st October 2008 to 31st January 2009.
- 1.3 Appendix 3 provides Members of the Board with the latest Executive Board minutes

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 used

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Item	Description	Notes	Type of item
Meeting date – 14th October 2008			
Session 2 of the Board's inquiry on residents parking schemes	To receive further information on best practice and to hear from witnesses as determined in Session 1	The purpose of this session is to look into any alternatives to the current system, in particular the suggestion that residents be allowed to fund such schemes themselves.	RP / DP
Performance Management Information	To receive performance information relating to City Development.	This information is reported on a quarterly basis	PM
Update report on the Strategic Planning Review	To receive an update report of the Director of City Development on the Strategic Planning Review	Members requested to be kept informed on progress on the Strategic Planning Review	PM / B / DP
Transport for Young People – Possible Inquiry	To consider the sustainable travel strategy considered by the Executive Board	The City Development department has advised the Executive Board in September 2008 is to consider a report on a sustainable education travel strategy and this be considered by the Scrutiny Board	DP

Key:

CCFA / RFS – Community 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

Item	Description	Notes	Type of item
Meeting date – 18th November 2008	Reports from Departments Required no later than 29th October 2008		
Session 3 of the Board's Inquiry on residents parking schemes	To receive further information that may have been requested at Session 2 and to consider the Board's draft inquiry report and recommendations	The purpose of this session is to consider information requested from the last Session and the Board's draft inquiry report and recommendations.	RP / DP
Update on the review of the Planning Compliance Unit	To receive an update on the review of the Planning Compliance Unit	This report was requested by the previous Scrutiny Board and it was agreed that this be included in this Board's Work Programme	PM / B / DP
Climate Change Strategy	To consider a report on the development of a climate change strategy	This is in the forward plan and needs to be considered before it is submitted to the Executive Board	DP
Meeting date – 16th December 2008	Reports from Departments Required no later than 26th November 2008		
Performance Management Information	To receive performance information relating to City Development.	Normal quarterly report	PM
Update on Traffic Flow and Pinch Points	To receive an update from the Director of City Development on traffic flow and pinch points	This was considered by the previous Board and this Board agreed to monitor this further	B / PM

Key:

CCFA / RFS – Community 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

Item	Description	Notes	Type of item
Meeting date – 13th January 2009	Reports from Departments Required no later than 24th December 2008	Reports from Departments Required no later than 24th December 2008	2008
Provision for Cyclists Across the City	To consider a report by the City Development department on the provision for cyclists across the city	The Board considered this whilst developing its work programme for 2008/09 and requested an initial report with a view to undertaking a suitable inquiry on this issue	B
Review of the Loop and major arterial routes onto it	To consider a review of the Loop following completion of modelling work undertaken on by the City Development department	The Board asked that this be included in the work programme and this is the earliest meeting when the department may be in a position to report on this matter	RP
Meeting date – 10th February 2009	Reports from Departments Required no later than 21st January 2009	Reports from Departments Required no later than 21st January 2009	2009
Performance Management Information	To receive performance information relating to City development.		PM
Meeting date – 17th March 2009	Reports from Departments Required no later than 25th February 2009	Reports from Departments Required no later than 25th February 2009	2009
Meeting date – 21st April 2009	Reports from Department Required no later than 1st April 2009	Reports from Department Required no later than 1st April 2009	2009
Annual Report	To approve the Board's contribution to the Scrutiny Boards Annual Report 2007/08		

Key:

CCFA / RFS – Community 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

Working Groups			
Working group	Membership	Progress update	Dates of meetings

Issues Raised by the Board in June 2008 to be Included into the Work Programme

- 1. Review of the Environmental Policy and EMAS**
- 2. Review the Design Guide for the Flood Alleviation Scheme**
- 3. Students and the Leeds economy – The City development department advises that there is currently a national study being undertaken in this area and it would be appropriate to invite the two universities to participate in any inquiry the Board wishes to undertake**

Key:
 CCFA / RFS – Community 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 October 2008 to 31 January 2009

Appendix 2

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)
Cemeteries and Crematoria Fees and Charges To agree new fees and charges for the Cemeteries and Crematoria Service.	Chief Recreation Officer	1/10/08	Executive Member for Leisure	Delegated Decision Report	Director of City Development
Pudsey Bus Station Redevelopment Approval to construct the highway works associated with the redevelopment of Pudsey Bus Station	Executive Board (Portfolio: Development and Regeneration)	8/10/08	As this is a joint LCC/Metro scheme, joint consultation is ongoing	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Sustainable Education Travel Strategy To note the contents of the report and proposed Sustainable Education Travel Strategy and associated Action Plan for 2008-09 and to approve the Sustainable Education Travel Strategy and associated Action Plan for 2008-09 including options for the Home to School Transport Policy.	Executive Board (Portfolio: Development and Regeneration)	8/10/08	Extensive consultation has been undertaken with key stakeholders and partners in the education, transport, health, children's and young services sectors, and the public.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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)
Lands Lane and Central Square Public Realm Improvements Approve scheme design and cost	Executive Board (Portfolio: Development and Regeneration)	8/10/08	Retailers / stakeholders / Ward Members / Lead Member / Council Officer through City Centre Public Realm Project Board	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Garforth Library Authority to spend the Big Lottery grant for the refurbishment of Garforth Library.	Executive Board (Portfolio: Leisure)	8/10/08	Extensive consultation with the local community. Local ward members and Executive Member (Leisure)	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
A639 Arla Landslip To approve expenditure necessary to make the carriageway safe and keep this important link open to traffic.	Executive Board (Portfolio: Development and Regeneration)	8/10/08	N/A	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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)
The Government Offer in respect of Free Swimming for 60+ and the 16 and Under To approve the Council's participation in Pot 2 to provide free swimming for the U16s under the Government scheme.	Executive Board (Portfolio: Leisure)	8/10/08	Executive Members	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Leeds Town and District Centres Programme - Armley Town and District Centre Regeneration To approve the expenditure for the Town and District Centre Regeneration scheme as supported by Asset Management Group (AMG).	Executive Board (Portfolio: Development and Regeneration)	8/10/08		The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Street Design Guide Approval of Supplementary Planning Document	Executive Board (Portfolio: Development and Regeneration)	5/11/08	Already carried out	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Parks and Green Space Strategy To seek approval for the publication of the Parks and Green Space Strategy.	Executive Board (Portfolio: Leisure)	5/11/08	Extensive consultation has taken place throughout the development of the strategy with a range of stakeholders and members.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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)
A653 Dewsbury Road Bus Priority Measures, Ring Road Beeston Park Bus Land Permission to construct the scheme, subject to satisfactory funding arrangements being in place on return of tenders. The works are required to provide a quality bus corridor identified in the LTP and are an intrinsic part of the Yorkshire Bus Initiative.	Executive Board (Portfolio: Development and Regeneration)	5/11/08	Initial Member consultation has taken place.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Proposed Leeds Arena, Selection of Preferred Development Proposal To select preferred developer / development process for the proposed Leeds arena	Executive Board (Portfolio: Leisure)	5/11/08	Arena Project Board and Yorkshire Forward	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Highways Maintenance Projects estimated to cost in excess of £5,000 for inclusion in the Highway Maintenance Capital Programme 2009/2010.	Chief Highways Officer	10/11/08	Each elected member will be consulted on the proposed streets in their ward during September 2008.	Report to the Director of City Development	Chief Highways Officer

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)
City Centre Park In principle support for the development of a City Centre Park.	Executive Board (Portfolio: Leisure)	3/12/08	Members, Officers, CABE, Civic Trust	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Leeds Flood Alleviation Scheme: Design Guide & Vision To approve the Design Guide and Vision	Executive Board (Portfolio: Development and Regeneration)	3/12/08	There have been consultations with stakeholders and internally. Joint public consultations will be held in November 2008.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
City Centre Swimming To agree a capital contribution to the University of Leeds in return for public swimming access to their proposed new pool.	Executive Board (Portfolio: Leisure)	14/1/09		The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
The City Varieties Music Hall Refurbishment Project Approve the incurring of expenditure for the proposed refurbishment	Executive Board (Portfolio: Leisure)	14/1/09	The Executive Member for Development and Regeneration and the Executive Member for Leisure.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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

Executive Board Portfolios

Executive Member

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.

EXECUTIVE BOARD

TUESDAY, 2ND SEPTEMBER, 2008

PRESENT: Councillor R Brett in the Chair

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

Councillor J Blake – Non-Voting advisory member

60 **Appeals Against Refusal of Inspection of Documents**

The Chair advised that a Ward Member had sought an appeal in accordance with Access to Information Procedure Rule 25.2 in respect of information relating to the report referred to in minute 81.

In response, the Assistant Chief Executive (Corporate Governance) advised that the information sought did not form part of the report which had been submitted to this meeting and therefore there were no grounds on which to make such an appeal. However, the Board noted that the information in question was also being sought via an appeal in accordance with Access to Information Procedure Rule 25.3, and that access to the requested information was currently being determined so that if required, a meeting of a committee of the Executive Board could be promptly convened to determine the appeal.

In response, the Ward Member acknowledged the comments made and welcomed the prospect of a swift resolution to the matter.

61 **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 69 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, which would be adversely affected by the disclosure of this information.
- (b) Appendix 2 to the report referred to in minute 70 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

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th October, 2008

the public interest in disclosing the information because Education Leeds has a duty to secure improvement and increased confidence in the schools concerned, which would be adversely affected by the disclosure of this information.

- (c) The appendix to the report referred to in minute 73 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 and charities. It is considered that since this information was obtained through the inviting of best and final offers for the property/land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of inviting bids 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 other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of offers which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (d) Appendix B to the report referred to in minute 78 under the terms of Access to Information Procedure Rule 10.4(1) and (2), as the appendix makes reference to the situation of an individual affected by the present situation, and 10.4(3) and (5) as the appendix contains an analysis of the Council's current legal position and proposed course of action for resolution through court proceedings. In each case the information is exempt and so long, as in all of the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is submitted that such is the case at the present time.
- (e) Appendix 2 to the report referred to in minute 80 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 and charities. It is considered that since this information was obtained through inviting best and final offers for the property/land and also one to one negotiations, then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of inviting bids 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 other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level

of offers 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 Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (f) The appendix to the report referred to in minute 83 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 and charities. It is considered that since this information was obtained through inviting best and final offers for the land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which undermine this method of inviting bids and affect the integrity of disposing of land by this process. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective bidders for other similar contracts would be aware of the nature and level of offers which may prove acceptable to the Council. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

62 Late Items

The Board noted that a Ward Member had submitted a business plan of Kirkstall Community Interest Company and had requested that it was considered in conjunction with the report referred to in minute 81.

In response, the Chair advised that this matter would be determined under the relevant agenda item.

63 Declaration of Interests

There were no declarations made at this point, however declarations of interest were made at later points in the meeting (minutes 69 and 71 refer).

64 Minutes

RESOLVED – That the minutes of the meeting held on 16th July 2008 be approved as a correct record.

NEIGHBOURHOODS AND HOUSING

65 Disabled Facilities Grant 2008/09

The Director of Environment and Neighbourhoods submitted a report on the proposed injection of £1,005,000 of additional Department of Communities and Local Government funding into the capital programme and which sought authorisation of £6,000,000 scheme expenditure in order to meet the demand for mandatory Disabled Facilities Grants for private sector and registered social landlord disabled residents in Leeds during 2008/09.

RESOLVED –

- (a) That approval be given for the injection into the capital programme of £1,005,000 of Department of Communities and Local Government funding.
- (b) That the scheme expenditure of £6,000,000 for 2008/09 be authorised.
- (c) That the Director of Environment and Neighbourhoods submit a further report to the Board on the scheme's progress at the appropriate time.

CHILDREN'S SERVICES

66 Children's Services update and framework for the next Children and Young Peoples Plan

The Director of Children's Services submitted a report providing an update on the key areas of progress made across children's services and the Children's Trust arrangements in Leeds, providing the wider context for a number of significant children's services policy developments and outlining the process and progress of the review of Leeds' Children and Young People's Plan in preparation for the production of a new Plan for 2009 and beyond.

RESOLVED –

- (a) That the report be noted and received as part of the background to other key children's services reports in the coming months.
- (b) That the government's current consultation on children's trust arrangements and Leeds' position in relation to this be noted.
- (c) That the process for consulting on and developing the Children and Young People's Plan for 2009 be noted and endorsed.
- (d) That the issue of locality working in respect of children's services arrangements be specifically addressed as part of the future Children and Young People's Plan review.

67 The Placement of Children in Care in Leeds - A Strategy for 2008-2010

The Director of Children's Services submitted a report on the proposed strategy for the development of improved placements for Looked After Children in Leeds.

RESOLVED – That the report be noted and that approval be given to the 2008-2010 Placement Strategy for Looked After Children in Leeds.

68 Closure of Iveson Approach Children's Home

The Director of Children's Services submitted a report outlining the business case for the proposed closure of Iveson Approach Children's Home and providing details of the proposed process by which residents welfare and staff employment rights would be protected.

RESOLVED – That the proposed closure of Iveson Approach Children's Home be approved.

69 Biannual update on Ofsted Inspections and Schools Causing Concern - Primary

The Chief Executive of Education Leeds submitted a report outlining the performance of primary schools from January 2008 to June 2008, and highlighting the actions taken by Education Leeds in order to fulfil its responsibilities to the Board and the schools.

Following consideration of appendix 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.

(Councillor Finnigan declared a personal interest in this item due to his position as Governor of Morley Victoria Primary School)

70 Biannual Update on Ofsted Inspections and Schools Causing Concern - Secondary

The Chief Executive of Education Leeds submitted a report summarising recent OfSTED inspection results for secondary schools and outlining the overall pattern of judgements under the current OfSTED framework. The report also provided an update on the progress of schools causing concern and highlighted the implications of the government's new 'National Challenge' for schools.

Following consideration of appendix 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 –

- (a) That the contents of the report and the implications of the information detailed within the report with regard to planning the future support and development of secondary schools in Leeds be noted.
- (b) That the Board's congratulations be extended to the students, staff and governors of Leeds schools on the recent GCSE results which have been achieved.

71 School Admission Appeals Code - DCSF Consultation Document

The Assistant Chief Executive (Corporate Governance) submitted a report informing Members of the Department for Children Schools and Families (DCSF) Consultation Document on the School Admissions Appeals Code which was launched on 12th June 2008, with particular reference to the proposal to revise a previous amendment to the Code so that Elected Members may in future represent parents who appeared before school admission appeals panels provided there was no conflict of interest. The report also sought approval of a proposed response to the consultation document as appended to the report.

RESOLVED – That the report be noted and that approval be given to the proposed response to the DCSF Consultation Document on the School Admissions Appeals Code, as appended to the report.

(Councillor Finnigan declared a personal interest in this item due to his position as a member of the Leeds Admissions Forum)

LEISURE

72 Revision of Byelaws for Pleasure Grounds, Public Walks and Open Spaces

The Assistant Chief Executive (Corporate Governance) submitted a report advising of proposals to revise byelaws which applied to pleasure grounds, public walks and open spaces and requesting Executive Board to recommend to full Council the adoption of the byelaws, subject to public consultation and confirmation by the Secretary of State.

RESOLVED – That Council be recommended to approve that the draft byelaws as appended to the report, be made, sealed and placed on deposit, and that the Assistant Chief Executive (Corporate Governance) be authorised to advertise the intention to apply for confirmation of the byelaws and subsequently to apply to the Secretary of State for confirmation.

(The matters referred to in this minute were matters reserved to Council and were therefore not eligible for Call In)

73 Roundhay Mansion - Progress Update

The Director of City Development submitted a report providing an update on the progress made with the letting of Roundhay Mansion as a restaurant/ function facility. The report also recommended a preferred bidder and sought approval to enter into a lease with that bidder and for the expenditure of capital monies which form part of the landlord's improvements to the premises.

The appendix to the report was designated as exempt under Access to Information Procedure Rule 10.4(3) and was circulated at the meeting.

Following consideration of the exempt appendix in private at the conclusion of the meeting it was

RESOLVED – That approval be given to the granting of a lease of Roundhay Mansion to Dine Hospitality Limited on the terms as outlined within the confidential schedule of offers circulated at the meeting.

74 A Draft Vision for the Council's Leisure Centres and Proposals for Future Provision for Public Consultation

The Director of City Development submitted a report outlining the current financial position of the Council's Sport and Active Recreation Service and proposing a draft vision for Leisure Centre provision in Leeds. The report also

sought approval of a series of draft proposals regarding the provision of and investment in the Council's Leisure Centres.

It was proposed that the consultation exercise, as detailed within the report, be revised in order to include all ten Area Committees.

RESOLVED –

- (a) That the pressures currently facing the Sport and Active Recreation Service be noted.
- (b) That approval be given to the undertaking of a public consultation exercise on the proposals set out in the report subject to the above revision, with the Director of City Development reporting back to the Board on the outcome of the consultation exercise in December 2008.

(Under the provision of Council Procedure Rule 16.5, Councillor Wakefield required it to be recorded that he voted against the decisions taken in this minute)

75 West Yorkshire Playhouse First Floor Project - Request for a Loan

The Chief Libraries, Arts and Heritage Officer submitted a report outlining the details of a request made by the West Yorkshire Playhouse for a loan of £160,000 to help fund the First Floor Project.

RESOLVED –

- (a) That the loan of £160,000 to West Yorkshire Playhouse over a period of 5 years be approved.
- (b) That the loan be repaid over a 5 year period, at a rate of £37,000 per annum, which will be deducted from the annual grant payable to West Yorkshire Playhouse.

CENTRAL AND CORPORATE

76 Financial Health Monitoring 2008/09 - First Quarter Report

The Director of Resources submitted a report setting out the Council's financial health position for 2008/09 after three 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. The report also highlighted the position regarding other key financial indicators, including Council Tax collection and the payment of creditors.

RESOLVED –

- (a) That the projected financial position of the authority after three months of the new financial year be noted.
- (b) That directorates be requested to continue to develop and implement budgetary action plans.
- (c) That the release of £550,000 earmarked reserve for Lifetime Homes as detailed at paragraph 4.6 of the report be approved.

77 Illegal Money Lending Project - Tackling Loan Sharks

The Assistant Chief Executive (Corporate Governance) and the Director of City Development submitted a joint report providing an update on the work of the Illegal Money Lending Project and requesting an extension in relation to the work of the project which has been operating in partnership with West Yorkshire Trading Standards Service, to investigate and institute proceedings against illegal money lenders within the Leeds district.

RESOLVED –

- (a) That the report be noted and in the light of the extension of funding for the project, the delegated powers to authorise Birmingham City Council to institute proceedings within the Leeds district contained within the Protocol for Illegal Money Lending Team Investigations be extended from March 2009 to March 2011.
- (b) That the Board's thanks be extended to the Financial Inclusion Unit for the valuable work they are undertaking in this field.

78 Hall Farm, Micklefield - Proposal for Compulsory Purchase Order

The Director of City Development and the Chief Officer (Legal, Licensing and Registration) submitted a joint report seeking approval to proceed with a Compulsory Purchase Order to acquire a strip of land at Hall Farm, Micklefield for the laying out of a tree belt adjoining the Hall Farm Park estate.

Following consideration of appendix B to the report designated as exempt under Access to Information Procedure Rule 10.4(1), (2), (3) and (5), which was considered in private at the conclusion of the meeting, it was

RESOLVED – That officers be authorised to take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Order at Hall Farm, Micklefield.

DEVELOPMENT AND REGENERATION

79 Deputation to Council - Local Residents concerned with the deteriorating condition of Tingley Bar Roundabout / Gyrotory

The Director of City Development submitted a report in response to the deputation to full Council on 9th April 2008 by local residents concerned about the condition of Tingley Bar Roundabout/Gyrotory. The report outlined the actions which had been taken following the submission of the deputation.

RESOLVED – That the actions taken by various sections of the Council following the receipt of the deputation relating to Tingley Bar Roundabout/ Gyrotory, Morley, be noted.

80 Deputation to Council - Newton Futures Residents Group Regarding the Condition of Former Council Property at 9 Newton Grove

The Director of City Development submitted a report in response to the deputation to full Council on 2nd July 2008 by Newton Futures Residents' Group regarding the condition of the former Council owned property at 9, Newton Grove. The report also provided the background to the sale of the

property, and sought approval to take appropriate action to ensure that the property was transferred into responsible ownership.

Appendix 2, detailed as exempt under Access to Information Procedure Rule 10.4(3) contained several options which the Council could pursue in connection with the property and following consideration of that appendix, which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That approval be given to option 4.1(iii) as detailed within exempt appendix 2 to the report and that the buy back notice is served on the owner of the property, and negotiation of a back to back sale onto the Leeds and Yorkshire Housing Association takes place.
- (b) That an injection into the capital programme of £105,000 be authorised.

81 Response to Deputation by Kirkstall Valley Community Association to Full Council and a Separate Verbal Deputation to North West (Inner) Area Committee in Respect of St Ann's Mills

The Chief Asset Management Officer submitted a report in response to the deputation to full Council on 2nd July 2008 by Kirkstall Valley Community Association concerning the future of the mill buildings in Kirkstall and the separate verbal deputation to the North West (Inner) Area Committee on 3rd July 2008 regarding the disposal of St Ann's Mills, Kirkstall.

Further to minute 62, the Chair advised that in accordance with Access to Information Procedure Rule 4.3, he would not permit the consideration of a business plan of Kirkstall Community Interest Company which had been submitted by the Ward Member, as he had been previously permitted to submit a document of a similar nature to the Board for consideration.

RESOLVED – That the deputation to full Council by the Kirkstall Valley Community Association, the separate verbal deputation to the North West (Inner) Area Committee and the response as detailed within the report be noted.

(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 within this minute)

82 Adoption of the Supplementary Planning Document of the Streets Design Guide

The Director of City Development submitted a report outlining the outcome of the consultation exercise on the Street Design Guide. The report also sought endorsement of the amended document and approval for the adoption of the Street Design Guide as a Supplementary Planning Document.

RESOLVED – That the report be withdrawn, due to the expected receipt of a deputation regarding the prevention of development of shared spaces by the

Leeds Branch of the National Federation of the Blind to full Council on 10th September 2008.

83 Former Leeds International Pool Site, Wilson Street, Leeds, LS1

The Director of City Development submitted a report advising of the progress which had been made and discussions which had taken place between the Council and its preferred developer of the site. The report also sought approval to progress with the disposal of the site on the revised terms as contained within the exempt appendix to the report.

The report presented the following options:-

- (A) Withdraw from the sale and remarket the property
- (B) Withdraw from the sale and the Council retain the property
- (C) Proceed with the Council's preferred developer on the proposed revised terms

The appendix to the report was designated as exempt under Access to Information Procedure Rule 10.4(3) and was circulated at the meeting.

Following consideration of the exempt appendix in private at the conclusion of the meeting it was

RESOLVED – That the Council progress with the sale of the site to the Council's preferred developer, Hbg Properties Ltd, on the revised terms as contained within the exempt appendix, with the Director of City Development having the delegated powers to agree the detailed terms.

DATE OF PUBLICATION: 4TH SEPTEMBER 2008
LAST DATE FOR CALL IN: 11TH SEPTEMBER 2008 (5.00 PM)

(Scrutiny Support will notify Directors of any items Called In by 12.00 noon on Friday, 12th September 2008)