

SCRUTINY BOARD (CENTRAL AND CORPORATE)

**Meeting to be held in Civic Hall, Leeds on
Monday, 7th September, 2009 at 10.00 am**

(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)

MEMBERSHIP

Councillors

P Grahame (Chair) - Cross Gates and Whinmoor;
J Bale - Guiseley and Rawdon;
S Bentley - Weetwood;
B Chastney - Weetwood;
P Ewens - Hyde Park and Woodhouse;
M Hamilton - Headingley;
A Hussain - Gipton and Harehills;
V Kendall - Roundhay;
J Lewis - Kippax and Methley;
A Lowe - Armley;
A McKenna - Garforth and Swillington;
A Parnham - Farnley and Wortley;
D Schofield - Temple Newsam;

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing 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> <ul style="list-style-type: none"> 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If so, to formally pass the following resolution:- <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 on this agenda.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 6TH JULY 2009</p> <p>To confirm as a correct record the attached minutes of the meeting held on 6th July 2009.</p>	1 - 8
7			<p>QUARTER 1 PERFORMANCE REPORT 2009/10</p> <p>To receive and consider the attached report of the Head of Policy, Performance and Improvement.</p>	9 - 24
8			<p>FINANCIAL HEALTH MONITORING 2009/10 - FIRST QUARTER REPORT</p> <p>To receive and consider the attached report of the Director of Resources.</p>	25 - 40
9			<p>SCRUTINY INQUIRY - CONSULTANT ENGAGEMENT</p> <p>Further to Minute No. 10, 8th June 2009, to receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	41 - 76

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>WORK PROGRAMME, EXECUTIVE BOARD MINUTES AND FORWARD PLAN OF KEY DECISIONS</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	77 - 104
11			<p>DATES AND TIMES OF FUTURE MEETINGS</p> <p>Monday 5th October 2009 Monday 2nd November 2009 Monday 7th December 2009 Monday 11th January 2010* Monday 1st February 2010 Monday 1st March 2010 Monday 29th March 2010</p> <p>All at 10.00am (Pre-Meetings at 9.30am), except *11th January (14.00, Pre-Meeting at 13.30) .</p>	

Agenda Item 6

SCRUTINY BOARD (CENTRAL AND CORPORATE)

MONDAY, 6TH JULY, 2009

PRESENT: Councillor P Grahame in the Chair

Councillors J Bale, S Bentley, B Chastney,
P Ewens, M Hamilton, A Hussain,
V Kendall, J Lewis, A Lowe, A McKenna,
A Parnham and D Schofield

12 Late Items

The Chair gave notice that in accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, she had agreed to admit to the agenda a late item of urgent business. This related to a request for scrutiny submitted by Councillor J Illingworth in respect of two issues:-

- Record keeping and Access to Information concerns; and
- The Council's relationship with an organisation named 'Common Purpose'.

The reason for considering this as a late item of urgent business was to enhance and inform the debate.

13 Declarations of Interest

The following Members declared a personal interest in respect of Agenda Item 8 – Gambling Act 2005 – Statement of Licensing Policy - (Minute No. 18 refers):-

- Councillors P Grahame, A Lowe and A McKenna in their capacity as members of Leeds casinos.

See also later Minute Nos. 15 and 16.

14 Minutes - 8th June 2009

RESOLVED – That the minutes of the meeting held on 8th June 2009 be confirmed as a correct record.

15 Recommendation Tracking

The Head of Scrutiny and Member Development submitted a quarterly 'Recommendation Tracking' report updating Board Members on progress in respect of the recommendations arising from previous Scrutiny Inquiries in relation to Attendance Management, Procurement of Services and Member Development.

Draft minutes to be approved at the meeting
to be held on Monday, 7th September, 2009

In addition to the Head of Scrutiny and Member Development, also in attendance at the meeting, and responding to Members' queries and comments, were:-

- Wayne Baxter, Chief Procurement Officer.
- Richard Moss-Blundell. Environment and Neighbourhoods Department.

In brief summary, the main issues discussed were:-

Procurement of Services

- The number of quotations normally sought for jobs

It was considered that six to eight quotes or tenders would be the optimum – depending upon the EU tendering procedure adopted. For tenders sourced from approved lists, it was normally six – three firms by rotation and three firms based on previous performance
- Whether a 'One Council Commissioning Framework' could be enforced across all directorates

It was explained that category management was a key element of the 'One Council Commissioning Framework' approach and was a methodology advocated as best practice in the public and private sector. Once the council had identified a best practice approach across a category of spend, it was anticipated that that approach would be enforced across all areas of the Council. The Council was currently leading the 'Smarter Procurement' work programme of the Regional Improvement and Efficiency Programme (RIEP), and had secured funding to develop a regional approach to Category Management. It was planned to develop the Council's own in-house approach in tandem with this development
- It was hoped that the RIEP approach would also benefit the Council in other key areas such as the Category Management, Contract Management Training and re-negotiation of existing contracts to achieve improvements or efficiencies
- Wayne Baxter undertook to arrange for Members to receive more detailed information in respect of PFI contracts from Dave Outram, Chief Officer (Planning, Policy and Improvement). He also undertook to ensure that Members were supplied with a report regarding developing the challenge element of the one-council commissioning framework, which was due to be considered by the Council Leadership Team on 28th July
- It was too early to assess or measure any tangible improvements or savings occurring from this direction of travel, but 'Savings' and

'Achievements' registers were being established in order that tangible evidence was available as progress was made

Attendance Management

- Action was continuing to progress the Board's recommendations, which had been endorsed by the Executive Board on 13th May 2009. All Departments were carrying out checks in conjunction with the Council's Business Support Centre (BSC) on the monitoring and progress of their own sickness absences, and also regarding the skills and competency levels of their managers in respect of attendance management
- Similarly, there was an increased emphasis on line managers engaging proactively with staff, not only in a supportive way, but also in respect of emphasising adherence to policies and procedures and instilling an attendance culture
- The direction of travel was showing encouraging signs, with an overall reduction in the total number of sick days recorded and good dialogue between management and the unions at senior level
- The pilot shift swap system, involving refuse collection staff, had been delayed by some 'service sensitivities', but all the groundwork had been done to enable this to progress as soon as these issues were resolved
- The Council's new dedicated Occupational Health Service had embedded, and was progressing issues such as the 'fit for work' initiative and discussions with local health professionals on this and other areas of mutual benefit

Member Development

No issues were raised under this heading

RESOLVED – That, subject to the above comments and requests for further information, the monitoring report be received and noted.

(NB:-

- 1) Councillor J Bale declared a personal interest in this item in his capacity as a Trustee of the Chartered Institute of Building;
- 2) Councillor J Lewis left the meeting at 10.33 am, during the consideration of this item.)

16 Council Business Plan - Performance Report - Quarter 4 2008/09

The Head of Policy, Performance and Improvement submitted a report which charted progress against a raft of both national and local performance

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to be held on Monday, 7th September, 2009

indicators in respect of services and areas which fell within the remit of the Board.

In attendance at the meeting, and responding to Members queries and comments, were:-

- Councillor R Brett, Leader of the Council and Executive Member (Central and Corporate Functions).
- Nicole Jackson, Assistant Chief Executive (Corporate Governance).
- James Rogers, Assistant Chief Executive (Planning, Policy and Improvement).
- Doug Meeson, Chief Officer (Financial Management).
- Helena Phillips, Chief Officer (Resources and Strategy).
- Steve Carey, Acting Chief Officer (Revenues and Benefits).
- Alex Watson, Corporate HR.
- Heather Pinches, Chief Executive's Department.

In brief summary, the main issues discussed were:-

- In terms of the Council Business Plan Improvement Priorities, of the 39 listed for Central and Corporate functions, good progress was being made in 24 of these areas, and of the 15 indicators showing an 'amber' indicator, i.e. in need of improvement, 9 were indeed improving, with only 6 static. There were no 'red' indicators.
- It was agreed that Board Members would be separately supplied with more detailed information regarding indicators BP-23 and BP-25a, in particular how many 'top earners' were women from BME (black and minority ethnic) communities.
- NI-179 – Value for Money – it was reported that the Council was on target to achieve VFM efficiency savings of over £24m this financial year, largely on revenue items. This was against the Government's 3% target of over £28m, but this target did also include capital schemes. It was noted that Leeds, like other authorities, had found it difficult to identify efficiency gains from capital spending. It was recognised that delivery of efficiency gains was important not just in terms of national government targets, but also in the light of predicted future pressures on public finances.
- Adult Social Care - £2.6 million 'efficiencies' within the Support and Enablement Service – were these true efficiency savings, or had this figure been achieved by cutting services to vulnerable people? Further information requested.
- BSC-8 – Percentage of undisputed invoices paid by the Council within 30 days – performance during the year had been affected by a variety

of factors, such as incomplete information on an invoice, but the Council received very few complaints and the assumption was that generally the Council was regarded as a good payer and there was confidence amongst suppliers that the Council would pay its creditors..

- PFI project governance arrangements – it was explained that this related to internal project management issues and formed part of the ‘Delivering Successful Change’ initiative – it would not affect public consultation procedures.
- Employing disability status statistics – Members requested more detailed information on the outcome of the BSC employee survey carried out last year.
- Some concern was expressed at the very detailed and somewhat complicated current form of presentation of the Performance Monitoring information, and the necessity for the A.3 colour copies. The Head of Scrutiny and Member Development was requested to liaise with the report authors to see if, in future, a simplified document or summary could be produced showing key issues, trends and concerns.

RESOLVED – That subject to the above comments and requests for further information, the report be received and noted.

(NB:-

- 1) Councillor P Grahame declared a personal interest in this item in her capacity as a member of the Swardale Swarcliffe Eastwood Residents Association.
- 2) Councillor A Lowe left the meeting at 11:33 am, during the consideration of this item.)

17 Financial Performance - Outturn Report 2008/09

The Board considered the 2008/09 Financial Outturn Report of the Director of Resources, submitted to the Executive Board on 17th June 2009.

In attendance at the meeting, and responding to Members’ queries and comments, were Doug Meeson and Michael Everitt of the Resources Department.

In brief summary, the main issues discussed were:-

- The 17.8% under-spend in capital expenditure of the General Fund at year end. It was explained that, by its very nature, the capital programme was a 5 year rolling programme with slippage and carry-over for various reasons. A detailed report on the capital programme would be submitted to the July meeting of the Executive Board, and it

was agreed that this Board's Members should receive a copy of that report.

- Leeds Grand Theatre – It was explained that Leeds Grand Theatre, as well as being a charitable trust, was also a company limited by guarantee, of which the Council was the only shareholder/member. The Council had no strict financial liability for the operation of the theatre, although it could be argued that it had a moral responsibility towards it. The Council was also the guarantor in respect of the company's pension liabilities.
- The large amount of money being paid in Housing Benefit to private landlords across the City, and whether a different housing provision strategy might be beneficial. It was noted that this was a matter to be more properly considered by the relevant Directorate.
- Members requested to be supplied with further details of the £1.5 million under-spend on expenditure funded by the Area Based Grant.
- It was explained that as Aire Valley Homes ALMO had been responsible for the over-spend on the ALMOs capital programmes, it had made a £3.9 million contribution from its reserves towards the capital programme.

RESOLVED – That, subject to the above comments and requests for further information, the report be received and noted.

18 Gambling Act 2005 - Statement of Licensing Policy - Consultation Process

The Assistant Chief Executive (Corporate Governance) submitted a report regarding the proposed review of the Council's current Statement of Licensing Polity and the proposed associated consultation arrangements.

RESOLVED – That the report be received and noted.

19 Development of a Corporate Interactive Voice Response (IVR) Solution

RESOLVED – That this item be deferred to the September Board meeting.

20 Work Programme, Forward Plan of Key Decisions and Executive Board Minutes

The Head of Scrutiny and Member Development submitted the Board's work programme, updated to reflect decisions taken at previous meetings, together with a relevant extract from the Council's Forward Plan of Key Decisions for the period 1st June to 30th September 2009 and a copy of the minutes of the Executive Board Meeting held on 17th June 2009.

Draft minutes to be approved at the meeting
to be held on Monday, 7th September, 2009

The Board also considered requests for scrutiny submitted by Councillor Ewens (see Appendix 2 to the report) and Councillor Illingworth (Minute 12 refers).

RESOLVED:-

- a) That, subject to any changes necessary as a result of today's meeting, and the deferment of the next Recommendation Tracking update report from the September to the October meeting, the Board's work programme be approved.
- b) That the request for scrutiny submitted by Councillor Ewens be accepted, to be progressed by a Working Group, potentially comprising all Board Members, the Head of Scrutiny and Member Development to circulate details regarding Working Group meetings.
- c) That, in respect of any possible Inquiry as requested by Councillor Illingworth, in respect of record keeping and Access to Information matters, this be the subject of further discussions with the Corporate Governance and Audit Committee as part of the planned wider discussions relating to the working relationship between that Committee and Scrutiny Boards, and a further item be brought back before this Board in due course.
- d) That a decision regarding Councillor Illingworth's request for scrutiny in respect of 'Common Purpose' be deferred, pending the receipt of further information and a briefing for Board Members.

21 Dates and Times of Future Meetings

Monday, 7th September 2009
Monday, 5th October 2009
Monday, 2nd November 2009
Monday, 7th December 2009
*Monday, 11th January 2010
Monday, 1st February 2010
Monday, 1st March 2010
Monday, 29th March 2010

All at 10.00 am (Pre-meetings at 9.30 am), except *11th January 2010 (2.00 pm, Pre-meeting at 1.30 pm).

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Originator: Marilyn Summers

Tel: 395 0786

Report of the Head of Policy, Performance and Improvement

Meeting: Central and Corporate Functions Scrutiny Board

Date: 7th September 2009

Subject: Quarter 1 Performance Report 2009-10

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. This report discusses the key performance issues considered to be of corporate significance identified for specific services related to Central and Corporate Functions as at 30th June 2009. The issues discussed in this report have been identified because performance in these areas impacts upon one of the following, the delivery of our corporate priorities, performance against the National Indicator set which will be reflected in our CAA judgement or the lack of assurance relating to data quality.

1.0 Purpose Of This Report

1.1 The purpose of this report is to present the key areas of under performance at the end of Quarter 1 (1st April – 30th June 2009).

2.0 Background Information

2.1 This 'highlight report' has been prepared in readiness for the Accountability process, which included the CLT meeting on 18th August, Leader Management Team on 20th August 2009 and the Scrutiny Boards in the September cycle.

2.2 The issues discussed in this report have been identified because performance in these areas impacts upon one of the following, the delivery of our corporate priorities, performance against the National Indicator set which will be reflected in our CAA judgement or the lack of assurance relating to data quality.

3.0 Main Issues

Central and Corporate Functions Performance Issues

3.1 Overall performance this quarter against most indicators is good, with the improvements shown last year continuing this quarter. In particular improvements have been made in sickness and equality (top 5% women and BME), and also in the payment of invoices within 30 days, which has significantly improved this quarter where the issues arising from the introduction of a new creditors system last year were resolved.

3.2 The impact of the economic downturn continues to affect the council's financial position. A projected overspend of £10.9m relates mainly to the confirmed decline in income, low staff turnover (affecting vacancies and staffing budgets) and an increase in demand for services.

3.3 In the Resources Directorate specifically, Revenues and Benefits are seeing a significant increase in new benefit claims and although income received from council tax and non-domestic rates is down on 2008/9, the projections for this year are to maintain last year's position.

Data Quality

3.4 We are currently undertaking a review of the criteria used to inform the data quality judgements that are included in Accountability reports for each performance indicator. The process that we are using to drive these changes is the one that has been successfully adopted by our core city benchmarking partner, Sheffield City Council.

3.5 Our objective is to work closely with directorates and partners in order to adopt a more robust, consistent and over-arching approach that provides a wider based data quality judgement. This will be an improvement on our current process which is mainly focused on completion of the data quality checklists alone.

Targets

3.6 As part of the year end processes performance indicator owners were asked to review the targets for all indicators to ensure that these remain challenging, reflect 2008/09 performance and also pick up any changes in circumstance which are relevant eg the changing economic climate. However, these changes are subject to approval by Full Council and therefore remain interim until this has occurred. These targets are clearly marked within the attached performance report with an asterisk.

4.0 Implications For Council Policy And Governance

- 4.1 Effective performance management enables elected members and senior officers 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 under the Comprehensive Area Assessment introduced in April 2009. The CAA examines and challenges of the robustness and effectiveness of our corporate performance management arrangements.
- 4.2 Our approach to performance management could improve policy making and decision making by making better use of the existing information in relation to the services the council provides either on its own or in partnership.

5.0 Legal And Resource Implications

- 5.1 There are no specific legal or resource implications of this report.

6.0 Conclusions

- 6.1 This report and the attached appendix highlights the key concerns in relation to Central and Corporate Functions performance and data quality. As set out above many of these issues are arising from the economic climate and the services across Central and Corporate Function are continuing to monitor the situation and develop actions plans to address these issues as appropriate.

7.0 Recommendations

That the Central and Corporate Functions Scrutiny Board note the Quarter 1 performance information and highlight any areas for further scrutiny.

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Accountability Reporting Guidance

Column Title	Description	
PI Type	<p>The PI Type column describes which basket each indicator belongs to. A basket is a set of indicators which we use to report on progress relating to different plans or frameworks, such as the Leeds Strategic Plan.</p> <p>Leeds Strategic Plan Government Agreed - These indicators show progress against the Leeds Strategic Plan and also form our Local Area Agreement.</p> <p>Leeds Strategic Plan Partnership Agreed - These indicators are the locally agreed priorities included in the Leeds Strategic Plan.</p> <p>Business Plan - These are indicators that form part of the Council Business Plan.</p> <p>National Indicator - These indicators are part of the set that are used to measure local government performance.</p> <p>Local Indicator - These are local key indicators for Leeds set by specific service areas.</p>	
Reference	Each indicator has a unique reference number.	
Title	This is the title given to the indicator.	
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	<p>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).</p> <p>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.</p>	
Rise or Fall	The good performance 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	The baseline column provides a base result for the indicator against which progress can be measured. This is usually based on performance at a specific time in the past. E.g. a previous year.	
Last Year Result	This column displays the result at the end of the previous financial year (31 March 2009).	
Target	This column shows the target we have agreed for this financial year.	
Quarter	This column identifies the result at the end of the quarter.	
Predicted Full Year Result	<p>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 over time of the indicator. We use this figure as one method to inform whether an indicator is red, amber or green.</p> <p>The green light shows that the Directorate predicts this indicator WILL meet its target. The Directorate uses current performance information to make this forecast.</p> <p>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.</p> <p>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.</p>	
Data Quality	<p>To know we can rely on the information in these reports, it has to be of good quality. Directorates use this column to identify indicators where they have concerns about the quality of the information or data in the report. If a Directorate has Some or Significant concerns regarding Data Quality there will be an explanation in the comments field.</p> <p>No Concerns indicates that the Directorate has signed off the data as accurate.</p> <p>If Some Concerns has been chosen, the Directorate has concerns about the data and are working to ensure it is accurate and reliable.</p> <p>If Significant Concerns has been chosen, the Directorate thinks that the quality of the data may not be good or that maybe they have not got the correct data.</p>	<p>No Concerns</p> <p>Some Concerns</p> <p>Significant Concerns</p>
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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PPI and Resources 2009/10 Quarter 1

Appendix 1

		Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
1	AG	Business Plan / LSP - Government Agreed	NI 185	CO2 reduction from local authority operations	Sustainable Development	Quarterly %	Fall	141,699 tonnes CO2	141,699 tonnes CO2	2.1%	See comment below	N.A.	No Concerns with data
			The quarter 1 position of 30620 tonnes of CO2 is a reduction of 7.2% compared with quarter 1 08/09. A full year prediction is not currently available for this indicator as this is the first quarter we have been able to compare performance. As further data becomes available we will be able to build a more comprehensive picture of our performance which will enable us to provide an accurate forecast for 09/10.										
2	AG	Council Business Plan	BP-30	Number of major projects not receiving independent project assurance.	Audit & Risk	Quarterly Numerical	Fall	22	22	0	37	N.A.	No Concerns with data
			BP-30 only relates to projects identified by Project Assurance Unit (PAU) through the quarterly survey and excludes PFI projects and projects which receive external assurance. The quarter 1 survey identified 52 major projects and programmes. Of these 37 have not received independent project assurance from PAU. All 37 will be contacted during quarter 2 to arrange independent project assurance or to complete an initial health check review.										
3 Page 15	AG	Council Business Plan	BP-31	Number of major projects, independently assured by the Project Assurance Unit, with a red rating for the effectiveness of overall project management arrangements	Audit & Risk	Quarterly Numerical	Fall	0	0	0	1	N.A.	No Concerns with data
			17 major projects and programmes are currently subjected to regular Health Check Reviews. Of these, 1 had an overall Health Check rating of 'red' where a programme manager for the Children and Young Peoples Social Care Transformation Programme has yet to be identified. The PAU are confident that the Health Check recommendations have been noted and arrangements are currently in place to allocate an appropriate resource.										
4	AG	Business Plan	BP-02	% resource re-prioritisation achieved compared to that planned in the medium term Financial Plan	Finance	Annually %	Rise	N.A.	N.A.	100%	N.A.	99% (Final result)	No Concerns with data
			The 2009/10 budget reflects 99% realignment when compared to the 2009/10 Medium Term Plan										
5	AG	Council Business Plan	BP-03	% variation from the overall council budget in year	Finance	Quarterly %	Fall	N.A.	-0.52%	0.00%	2.00%	0.3%	No Concerns with data
			Based on the first quarter monitoring the forecast is an overspend of £10.9m (2.0%) of the budget. The economic slowdown continues to have a significant impact on a number of external income sources. Within the City Development directorate, rental, markets and surveyors income are projecting a shortfall of £1.2m and planning and building fees £1.0m. Income from Section 278 is projected at £1.2m less than budget. Overall staffing budgets are projected to be £1.34m overspent and the cost of looked after children is projected as an additional pressure of £2.1m. Directorates are continuing to develop and implement action plans to manage the pressures which will include the identification of specific proposals where savings can be made or additional income generated. The extent to which action plans are not effective in containing spending pressures within approved estimates will impact on the Council's reserves.										

		Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received	
6	AG	Council Business Plan	BP-17	Number of working days lost to the authority due to sickness absence (average per FTE)	HR	Monthly Days	Fall	12.18	11.63	11.00	2.36	11.00	No Concerns with data	
					Quarter 1 attendance patterns show a continued increase in attendance. Factors contributing to this include on-going challenge meetings across directorates. An in-house occupational health service started in February 09 and is embedding new approaches. The rolling 12 month average for attendance continues to reduce: from 12.12 days in July 08 to 11.09 days in July 09. Despite these sustained improvements, the developing flu pandemic may affect results in the coming months. As such, although the quarter 1 full year prediction adjusted for seasonal variation is 10.10 days, we are cautiously predicting an outturn in line with the 09/10 target figure. In June 09 provision was made on SAP (the councils employee database) to allow sickness monitoring and recording specifically for Swine Flu. Up to the end of July 09 between 80 and 100 cases of Swine Flu have been recorded (4 confirmed cases). Provision has also been made to record Special Leave incidents due to Swine Flu such as caring for sick dependents.									
7	AG	Council Business Plan	BP-18	Voluntary leavers as a percentage of staff in post	HR	Quarterly %	Maintain	8.90%	9.13%	9.00%	1.53%	6.12%	No Concerns with data	
					First quarter performance is traditionally low, and is lower in comparison with the 08/09 quarter 1 figure of 2%. However, for 2009/10 turnover is likely to come in under target due to the economic downturn. The implications of this for work-force planning are being considered, together with implications for all diversity targets.									
Page 16	AG	Council Business Plan	BP-23	% local authority staff from BME communities	HR	Quarterly %	Rise	7.70%	8.10%	8.50%	8.07%	8.50%	No Concerns with data	
					The quarter 1 position represents a small reduction in both BME staff (3) and the overall headcount for this indicator (32) compared to 2008/9 full year result. The Equalities in Employment project, agreed by the Employment and Equality Board in July 2009, will deliver specific activities which will help to achieve our equality and diversity targets. These activities include : Developing HR capability and capacity - ensuring all our HR staff have the necessary skills to support directorates with Equality and Diversity; Development of a recruitment tool kit (enabling recruiters to more effectively consider the needs of under represented groups before, during and after the recruitment process); Implementing equality challenge meetings to consider levels of representation and to act as a forum to take forward positive action initiatives; and engagement with staff groups to ensure that actions address shared issues and common goals. It is anticipated that this project will conclude during 2010 and an initial update against progress should be available for scrutiny at quarter 3. Consideration will also be given to the implications of less recruitment due to reduced turn-over and the impact of this on all diversity targets.									
9	AG	Council Business Plan	BP-24	% local authority staff with disability	HR	Quarterly %	Rise	3.20%	3.89%	4.00%*	3.86%	4.00%	No Concerns with data	
					The quarter 1 position represents an overall small reduction of 13 disabled staff. During this quarter a total of 34 disabled employees left the council (of these 13 retired) and 21 new employees joined. The Equalities in Employment project, agreed by the Employment and Equality Board in July 2009, will deliver specific activities which will help to achieve our equality and diversity targets - as per BP-23. Other initiatives which are also now in place include the review of the take up of grants (such as Access to Work) and the review of use of the Reasonable Adjustment Toolkit launched earlier this year. Consideration will also be given to the implications of less recruitment due to reduced turn-over and the impact of this on all diversity targets.									

		Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received	
10	AG	Council Business Plan	BP-25a	% of top earners who are women	HR	Quarterly %	Rise	36.83%	38.96%	40.00%	40.56%	40.00%	No Concerns with data	
					Changes in the profile of the top 5% has increased the proportion of women by 1.6% (both the overall top 5% fte headcount and equality grouping fte headcount have decreased). Further work is being undertaken to introduce talent management processes to help more women move into senior roles. Directorate-level challenge meetings will also be introduced to increase accountability for performance, and an assessment will be undertaken to consider the implication of lower turnover and its impact on all diversity targets.									
11	AG	Council Business Plan	BP-25b	% of top earners who are from BME communities	HR	Quarterly %	Rise	5.96%	5.78%	6.50%	5.89%	6.50%	No Concerns with data	
					Changes in the profile of the top 5% has increased the proportion of BME staff by 1.1 % (both the overall top 5% fte headcount and equality grouping fte headcount have decreased). The Equalities in Employment project, agreed by the Employment and Equality Board in July 2009, will deliver specific activities which will help to achieve our equality and diversity targets - as per BP-23. In addition work is also being undertaken to link talent management processes to increasing diversity and assessing data to identify where there are cohorts with promotional potential. Consideration will also be given to the implications of less recruitment due to reduced turn over and the impact of this on all diversity targets.									
Page 17	AG	Council Business Plan	BP-25c	% of top earners who are disabled (excluding maintained schools)	HR	Quarterly %	Rise	4.05%	4.20%	4.40%	4.20%	4.40%	No Concerns with data	
					The quarter 1 position remains unchanged since 08/09 year end. The Equalities in Employment project, agreed by the Employment and Equality Board in July 2009, will deliver specific activities which will help to achieve our equality and diversity targets - as per BP-23. Other initiatives which are also now in place include the review of the take up of grants (such as Access to Work) and the review of use of the Reasonable Adjustment Toolkit launched earlier this year. Consideration will also be given to the implications of less recruitment due to reduced turn-over and the impact of this on all diversity targets.									
13	AG	Council Business Plan	BP-05a	% income collected by authority through % Council Tax collected in year	Revenues and Benefits	Monthly %	Rise	96.30%	96.30%	96.40%*	28.33%	96.30%	No Concerns with data	
					Slightly ahead of 08/09 performance however status Amber as the 96.4% target was set prior to calculation of final outcome for 08/09 which until late March was expected to reach 96.4%.									

PPI and Resources 2009/10 Quarter 1

Appendix 1

		Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
14	AG	Council Business Plan	BP-05b	% income collected by authority through % non-domestic rates collected in year	Revenues and Benefits	Monthly %	Rise	97.68%	97.68%	97.50%*	33.12%	97.50%	No Concerns with data
			On track to achieve target which has been set at 08/09 out-turn position to reflect expected difficulties in collection due to recession. Revised targets may need to be considered during quarter 3 depending on the take-up level for the Government Scheme which allows businesses to defer part of the 09/10 NNDR increase into future years.										
15	NE	Business Plan	BP-05c	Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.	Housing Management	Monthly %	Rise	96.53%	96.62%	97.50%	96.42%	96.99%	Checklist completed, no concerns highlighted, but additional supporting comments required.
			Provisional Target still to be agreed. This indicator is one where there has been ongoing discussions with ALMOs on their target. Performance has dropped in May 09 however, this in part is attributed to the time of reporting as this would not take into account standing orders that would have credited after reporting day. Performance after this day improved. Ongoing work is progressing with the ALMOs to understand the impact of the current economic climate and what effect this is having on rent collection.										
16 Page 18	AG	Council Business Plan	BP-05d	% income collected by authority through % sundry debtors income collected within 30 days of invoice issued	Revenues and Benefits	Monthly %	Rise	96.80%	96.80%	96.80%*	84.70%	97.00%	No Concerns with data
			As first quarter has progressed collection continues to move closer to 08/09 performance. Current expectation is still to achieve annual target.										
17	AG	Council Business Plan	NI 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	Revenues and Benefits	Monthly Days	Fall	N.A.	15.0	14.0	10.5	14.0	No Concerns with data
			On track to achieve target. Figure has been boosted by improved performance in relation to changes in circumstances during quarter 1 (currently at 7.52 days), but speed of processing new claims, which is included within the overall NI-181 figure, is deteriorating because of the increased number of new claims (currently at 31.02 days). Additional resources have been secured to address this issue.										

		Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
18	AG	National Indicator	NI 180	The number of changes of circumstances which affect customers HB/CTB entitlement within the year.	Revenues and Benefits	Monthly Numerical	Rise	1,426.2	1,426.2	1,470.0	849.3	2,114.0	No Concerns with data
				On track to exceed target. Result affected by number of bulk changes that happen in the year. Quarter 1 saw a council rent decrease which generated an additional 35,000 changes - equivalent to 500 changes per 1000 cases - which means that we are now on track to exceed initial target.									
19	AG	Local Indicator	BSC-8	The percentage of undisputed invoices for commercial goods and services that were paid by the authority within 30 days of such invoices being received by the authority	Corporate Financial Services	Monthly %	Rise	83.50%	83.50%	92.00%	91.11%	92.00%	No Concerns with data
				<p>There has been a significant increase in performance compared to the 2008/09 year end position of 83.5%. Previous problems with establishing which payments were actually late have been resolved and data quality checks have been improved allowing us to accurately report this indicator. Enhancements to FMS (Financial Management System) Leeds should see more invoices paid promptly once the backlogs are cleared.</p> <p>We are seeing an increase in the use of the Procurement Cards (council debit card), which is the council's preferred method of payment which currently account for approximately 24,000 transactions. The annual spend for 2008/09 increased by 43% compared to the previous year (from £2,189,705 in 2007/08 to £3,137,287 in 2008/09). We have set a target of £5 million spend through procurement cards for 2009/10 and we are optimistic of reaching this target through a combination of further roll out of p-cards by maximising their use with existing and new suppliers, and through further staff training.</p> <p>As a response to the economic downturn, the council introduced a Small Supplier Scheme in December 2008, which guarantees payment within 20 days. There are now 56 firms signed up for the scheme and all receive payment within 20 days.</p>									
20	JR	Council Business Plan	BP-08	Volume of total transactions delivered through customer self service	Customer Services	Quarterly Number	Rise	467,054	1,058,555	1250000*	472,935	1,891,740	Checklist completed, no concerns highlighted, but additional supporting comments required.
				This indicator continues to provide encouraging results against a significant increase in target for the year. Customer self service at libraries continues to reflect a high volume use, and the new choice based lettings self service option is also now providing a significant return. Whilst these volumes are very encouraging, representing 39% of the overall annual target, they represent rather a narrow range of services offering self service. Work is underway in individual services developing business cases, which will be used to prioritise the next phases of self-service.									

PPI and Resources 2009/10 Quarter 1

Appendix 1

		Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
21	JR	Council Business Plan	BP-09	% of complaints to the council that receive a substantive response within the relevant timescale.	Customer Services	Quarterly %	Rise	69.0%	72.0%	86.0%	84.7%	84.7%	Checklist completed, no concerns highlighted, but additional supporting comments required.
				Corporate reporting on complaints performance changed from 1st June when CRM Leeds was updated to reflect the new directorates rather than the old departments. The corporate standard for 2009/10 is 86% responded to within timescale. All services are working to the 15 working days standard except Adult and Children's services who have a 20 working day target due to their statutory requirements and internal service standards. Throughout 2008/09 issues were raised with some service areas regarding the quality of their complaints data. Work is now taking place on a monthly basis by services to quality check their data prior to the corporate reports being run. Figure reported for Quarter 1 has greatly improved at 84.7%, and if this improvement continues, there are prospects for the council to exceed its target.									
22 Page 20	JR	Council Business Plan	BP-10	Percentage of letters from the public that receive a substantive response within 10 working days	Customer Services	Quarterly %	Rise	N.A.	85%	90%*	88%	88%	Checklist completed, no concerns highlighted, but additional supporting comments required.
				Whilst performance is currently below target for the year, and also slightly below the figure reported for Quarter 4, it shows an increased performance against the reported annual 2008/09 figure. The target for 2009/10 has been increased to ensure that it remains challenging and the overall performance demonstrates services' continued efforts to achieve the new objective. Performance for the past 12 months is under 90%, and so there is some doubt that the council will achieve its target.									
23	JR	Council Business Plan	BP-11	% of customer emails sent to publicly advertised email addresses that receive a substantive response within 10 working days	Customer Services	Quarterly %	Rise	N.A.	93%	95%*	89%	89%	Checklist completed, no concerns highlighted, but additional supporting comments required.
				Performance is currently below target for the year. The reported figure is also below those reported for each of the previous four quarters for 2008/09. Reported volume for this indicator has increased this quarter by approximately 20% from Quarter 4, with the inclusion of Parking providing a considerable proportion of this. The target for 2009/10 has been increased significantly to ensure it remains challenging to both services already reporting and those which are reporting for the first time this year. Performance for the past 12 months is over 90%, and so there are some prospects that the council will achieve its target.									

PPI and Resources 2009/10 Quarter 1

Appendix 1

		Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
24	JR	Council Business Plan	BP-12	% of telephone calls answered as a proportion of calls offered. All services to reach a common high standard of 90% (92% for contact centres) within three years so that we have a 'One Council' approach.	Customer Services	Quarterly %	Rise	78%	87%	90%*	86%	86%	Checklist completed, no concerns highlighted, but additional supporting comments required.
				Performance is slightly lower than the reported year end figure for Q4 2008/09. The majority of high volume lines handled by the corporate contact centre continue to report high performance although, some lines have reported a fall in performance. Where there has been a significant fall in performance this has been mirrored by an increase in the volume of calls offered. For example, Council Tax received approximately 18% more calls in Q1 2009/10 than it did in Q1 2008/09. Of the 29 services making a return in Q1, 10 reported performance below the corporate target, and improvement plans will be discussed at Customer Strategy Board in September.									
25	JR	Council Business Plan	BP-36b	Percentage of strategic indicator set (LSP, CBP & NI) where we have "no concerns" on data quality.	Corporate Policy and Performance	Quarterly %	Rise	76%	76%	90%	N.A.	N.A.	No Concerns with data
				A result is not available as a more robust, consistent, over-arching approach to data quality is currently being developed. This should be in place by Quarter 2									
Page 21	JR	National Indicator	NI 14	Avoidable contact: the proportion of customer contact that is of low or no value to the customer.	Customer Services	Quarterly %		23.2%	23.2%	N.A.	N.A.	N.A.	No Concerns with data
				Routine performance data on customer chase ups for high volume, high visibility services is being collected and reported by Customer Services to Customer Strategy Board. Action plans have been developed across the council for all services covered by NI 14 definition, but at this point it is unlikely for the council to report a corporate level result until Quarter 4.									
27	NJ	Council Business Plan	BP-37	Percentage of key decisions which did not appear in the forward plan	Governance Services	Quarterly %	Fall	33.0%	15.6%	13%*	11.0%		Checklist completed, no concerns highlighted, but additional supporting comments required.
				Of the 56 decision in quarter one 6 were not in the forward plan. In order to drive further improvement the Assistant Director Corporate Governance is currently meeting with all Directors to discuss their compliance with the decision making processes. Training in this area is also being delivered to the Chief Officers Resources and Strategy who will then cascade this throughout their directorates.									

* The marked targets have been revised following 08/09 year end. It is proposed that these targets remain interim until approved by Full Council

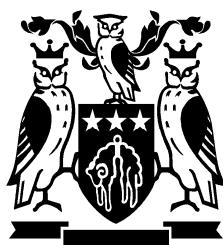
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Updated 2008/09 Year End Results

Appendix 2

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result
1	Business Plan	NI 140	Fair treatment by local services	Customer Services	Survey %	Rise	N.A.	N.A.	N.A.	69.8%
2	Business Plan	NI 179	% of cash releasing efficiency savings made (cumulative total over next three years)	Finance	6 Monthly £m	Rise	£28.759m	N.A.	£28.759m	£24.545m
3	National Indicator	NI 37	Awareness of civil protection arrangements in the local area	Emergency Planning	Survey %	Rise	N.A.	N.A.	N.A.	15.9%
4	National Indicator	NI 180	The number of changes of circumstances which affect customers HB/CTB entitlement within the year.	Revenues and Benefits	Monthly Numerical	Rise	N.A.	N.A.	724	1,426

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Originator: P N Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 7th September 2009

Subject: Financial Health Monitoring 2009/10 – First Quarter Report

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 The attached report informs Scrutiny Board Members of the financial health of the authority after three months of the financial year. The report contains an analysis of departmental spending and pressures. Officers will be in attendance at today's meeting to answer any questions.

2.0 RECOMMENDATIONS

- 2.1 Members are asked to note the Council's financial position for the first quarter.

Background Papers

Financial Performance - First Quarter report – Report to Executive Board 26th August 2009

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Originator: D Meeson

Tel: x74250

Report of the Director of Resources

Executive Board

Date: 26th August 2009

Subject: Financial Health Monitoring 2009/10 – First Quarter Report

Electoral Wards Affected:	Specific Implications For:
----------------------------------	-----------------------------------

Ward Members consulted
(referred to in report)

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 purpose of this report is to inform members of the financial health of the authority after three months of the financial year in respect of the revenue budget and the housing revenue account.
2. The report identifies a number of pressures, many of which impacted on the 2008/09 outturn particularly affecting income and demand led budgets. Directorates have already developed and implemented action plans but nevertheless an overall overspend of £10.9m is projected at this stage. Detailed directorate reports are included at Appendix 1.
3. Members are asked to note the projected financial position of the authority after three months of the financial year together with the impact on reserves should directorate spending not be maintained within approved estimates.

1. PURPOSE OF REPORT

- 1.1 This report sets out for the Board the Council's financial health position for 2009/10 after three months of the financial year. The report covers revenue expenditure and income projected to the year end. The report also highlights the position regarding other key financial indicators, including Council Tax collection and the payment of creditors.

2. BACKGROUND INFORMATION

- 2.1 Members will recall that the net budget¹ for the general fund was set at £556.8m, which was not supported by the use of any general fund reserves. As a result, the level of general fund reserves at 31st March 2010 were estimated to be £12.0m.
- 2.2 As reported to Corporate Governance and Audit Committee² in the 2008/09 Statement of Accounts report on 30th June 2009, the net contribution to general fund reserves was £4.6m in excess of the budget bringing the level of general reserves up to £16.6m. This is £200k less than the level reported to Executive Board in the 2008/09 outturn report³ due to a post balance sheet event in respect of an insurance claim.
- 2.3 However, the contribution to reserves included a claim for overpaid VAT within Sport which could give a potential refund of £6.3m. In view of the unknown final outcome of the VAT claim and the present uncertain economic circumstances, it is appropriate that the Council maintains a higher level of reserves than the minimum required.
- 2.4 Budget Monitoring is a continuous process throughout the year, and this report reviews the position of the budget after three months and comments on the key issues impacting on the overall achievement of the budget for the current year.

3. MAIN ISSUES

- 3.1 After three months of the financial year an overspend of £10.9m is projected as detailed in the following table.

General fund	Total Staffing £000	Other Costs £000	Total Projected Variance £000
Adult Social Care	140	160	300
Children's Services	(204)	2,704	2,500
City Development	700	3,500	4,200
Environment and Neighbourhoods	271	989	1,260
Corporate & Central Functions	432	(277)	155
Total Directorates	1,339	7,076	8,415
Section 278 Income		1,200	1,200
Early Leaver Initiative		1,300	1,300
Net Position	1,339	9,576	10,915

3.2 The main variations can be analysed as follows:

3.2.1 Income Variations

The economic downturn is continuing to have a significant effect on income levels in 2009/10. Within the City Development directorate a shortfall of over £2.2m is projected from a number of external income sources, including planning and building fees, sport income and commercial rental income. Within Environment and Neighbourhoods, a shortfall in car parking income of £800k is forecast. In addition, the 2009/10 budget includes income from Section 278 schemes of £5.2m, and based on the 2008/09 outturn position a £1.2m shortfall is projected, again reflecting a slowdown in development activity.

The level of nursery fee income within Children's Services is projected to be £800k lower than the budget.

Additional income has been generated within Adults Social Care with a one-off grant contribution for neighbourhood networks of £400k towards the city wide scheme.

3.2.2 Demand Variations

Externally provided placements, both residential and with independent fostering agencies, continue to be a major pressure on the Children's Services budget and are now projected to be £2.1m overspent.

3.2.3 Staffing

The overall staffing budget is projected to overspend by £1.34m. This figure would have been some £2.2m higher were it not for a projected reduction in the level of the NJC pay award for which the latest offer is an increase of 1.25% for the lower grades and 1% for higher grades. The 2009/10 budget provided for a 2% increase.

During 2008/09, the Council's Early Leaver Initiative (ELI) was used to help reduce overall staffing costs. The scheme was financed from an earmarked reserve and facilitated 132 people leaving the authority where there was an organisational priority for change and future savings backed up by business cases. The 2009/10 budget built in assumptions around reducing staffing levels and these reductions are being progressed in a number of services where there is a robust business case demonstrating a clear rationale to achieve future savings. It is projected that additional funds of £1.3m will be required to cover the in year costs of the initiative. This is in addition to the £1.34m projected overspend referred to above.

3.2.4 Further details of directorate variations and proposed actions to help achieve a balanced budget are attached as Appendix 1. It is important that budget pressures are addressed by directorates who are required to continue to develop and implement action plans to manage their pressures within available resources. The extent to which action plans are not effective in containing spending within approved estimates will impact on the Council's reserves which will clearly have implications on the medium term plan assumptions going forward.

4. HOUSING REVENUE ACCOUNT

4.1 At the end of the first quarter the HRA is projecting an underspend of £827k after taking into account an additional contribution to the Swarcliffe PFI sinking fund of

£284k and it is proposed that revenue contributions to capital (RCCOs) are made to fund decency works on the Woodbridge estate (£500k) and a projected shortfall in funding for the HICT orchard project (£200k).

- 4.2 Average void levels for the first quarter are 1.62%, which, if maintained should generate additional rental income of £1.3m. Of this increased income £489k will be paid over to the ALMOs as additional void incentive payments. The fall in RTB numbers during 2008/09, which resulted in higher opening property numbers than budgeted and the continuing decline in RTB sales projects further contributions to rental income of £700k.

5. **SCHOOLS**

- 5.1 School reserves stood at £13.8m as at 31st March 2009. This comprised overall surpluses of £11.4m in primary, £2m in secondary and £0.4m in special schools. The average Primary School balance is 6% of the school budget and the average Secondary school balance is 1%. Excess individual school surpluses above specified limits are subject to clawback and redistribution to the other schools. It should be noted that within these overall surpluses there are some individual schools with deficit balances.
- 5.2 In line with the Leeds Scheme for Financial Schools, any school which had deficits at the close of 2008/09 and were planning to set a deficit budget for 2009/10 are required to submit an action plan showing in detail how they intend to achieve a balanced budget position within three years. The majority of these have been submitted to Education Leeds and are being evaluated for their viability with implementation monitored regularly. These action plans will be submitted to the Director of Resources by the end of September 2009 in accordance with the approved policy.

6. **OTHER FINANCIAL PERFORMANCE¹**

- 6.1 The level of Council Tax collected at the end of June 2009 is 28.33% of the debit for the year of £255.7m. This is marginally ahead of the same period last year. The target set by Executive Board for the year is 96.4% and performance against this is being closely monitored.
- 6.2 The collection of non-domestic rates for the first three months is 33.12% of the current net debit of £331.5m, which whilst being behind the same period last year is currently on target against a reduced yearly target of 97.5% agreed due to the impact of the recession.
- 6.3 In terms of Sundry income, the collection rate at the end of June is 84.7% of the amount due of £29.0m. The collection rate is behind the same period last year predominantly due to a small number of high value invoices recently raised which are currently outstanding. As with the other targets this is being closely monitored and there is no concern at this stage that the target will not be met.
- 6.4 The prompt payment result for June including P Card transactions processed in June and Utility accounts processed in May is 90.11%. The year to date position for 2009/10 is 91.20% against a target of 92%. During June 43,963 invoices were processed of which 4,347 invoices were paid late.

7. RECOMMENDATION

- 7.1 Members of the Executive Board are asked to note the projected financial position of the authority after three months of the new financial year and request that directorates continue to develop and implement action plans.
- 7.2 Members are also requested to approve the following budget adjustments :-
- 7.2.1 A revenue contribution to capital (RCCOs) to fund decency works on the Woodbridge estate (£500k) and a projected shortfall in funding for the HICT orchard project (£200k) within the Housing Revenue Account
- 7.2.2 A virement in the sum of £800k within City Development directorate from the Highways Direct Labour Organisation account, as detailed in the attached City Development report.
- 7.2.3 The reallocation of the Strategy and Policy budget within City Development as detailed in the attached City Development report.

BACKGROUND

¹ Revenue Budget and Council Tax 2009/10 – report to Executive Board 13th February 2009

² The Statement of Accounts 2008/09 – report to Corporate Governance and Audit Committee 30th June 2009

³ Financial Performance – Outturn 2008/09 – report to Executive Board 17th June 2009

Other working papers available from the originator

ADULT SOCIAL CARE DIRECTORATE: 2009/10 BUDGET – QUARTER 1 REPORT

1.0 Introduction

This report sets out the financial position for the Adult Social Care directorate for Quarter 1.

2.0 Overall Summary

The Quarter 1 position for the Adult Social Care Directorate is a projected overspend of £0.3m. This is after assuming achievement of in-year action plans of £4.9m.

3.0 Explanation of the Projected Overspend

The main reasons for the projected overspend are:

- **Holt Park Wellbeing Centre - £0.5m**

The initial bid for PFI credits for a Wellbeing Centre was rejected last year and because a response had not been received regarding the appeal lodged against that decision, no costs were included in the Adult Social Care budget proposals for 2009/10. However, in March of this year the appeal was upheld and the opportunity of securing over £30m of PFI credits to further the development of universal services as part of the 'Putting People First' agenda, together with the reprovision of the Holt Park Leisure Centre was seen as an important contribution to the delivery of ASCs objectives. The costs associated with the procurement of this facility and their allocation across the partners are yet to be finalised, and may be impacted by the final allocation of floorspace and additional contributions from other agencies; but for planning purposes Adult Social Care are currently agreeing to share the cost equally with the City Development directorate.

- **Community Care Packages - £0.1m**

This pressure reflects an increase of Direct Payments and reduced PCT income offset by a reduction in Community Care placements.

- **Staffing - £0.1m**

Mainly due to slippage in implementing planned savings.

- **Neighbourhood Networks – (£0.4m)**

The directorate has successfully bid for and received a one off grant contribution towards the city-wide scheme.

4.0 Proposed Actions and Risks

The Directorate is continuing work to minimise any overspend and based on the current position the contingency plan will mitigate the projected pressure.

CHILDREN'S SERVICES: 2009/10 BUDGET – QUARTER 1 REPORT

1.0 Introduction

This report sets out the financial position for Children's Services for quarter 1.

2.0 Overall Summary

The quarter 1 position for Children's Services is a projected overspend of £2.5m.

3.0 Explanation of the projected over/underspend

- 3.1 Within the overall Children's Services budget the individual service position is;

Line	Service	Forecast Variation Over/(under) £m
1.	Children & Young People's Social Care	2.60
2.	Early Years	(0.35)
3.	Integrated Youth Support Service (incl. Youth Offending Service)	0.40
4.	DCS Unit	-
5.	Education	(0.30)
6.	Central & Strategic budgets	0.15
Total		2.50

3.2 Children & Young People's Social Care (CYPSC)

The main pressures on the budget relate to externally provided placements, both residential and those with independent fostering agencies. In fostering, the service improvement and transformation agenda, together with recognising the level of scrutiny from external regulatory bodies, has increased the volume of children & young people placed with fostering agencies. In addition, there is pressure on the externally-provided residential care budget which is also due to an increase in the number of placements. There is also additional pressure on the budget around slippage on some of the budgeted action plans, for example the corporate review of employee travel policies, procurement efficiencies and delivery of the potential efficiencies from reducing the level of sickness absence.

3.3 Early Years

The forecast underspend on the Early Years budgets is focussed mainly on the employee budgets across the Children's Centres. This is partially offset by reduced nursery fee income when compared to the budget.

3.4 Integrated Youth Support Service (incl. Youth Offending Service)

In the main, the pressure on the IYSS budget is around a forecast overspend across employee budgets, together with slippage on budgeted action plan savings (employee travel, procurement & maximising income) and non-reclaimable costs associated with

the development of the Youth Hub in South Leeds. The pressures on the employee budget includes the Leeds element of the exit costs for the Regional Budget Holder pilot which are funded in part by the use of the earmarked reserve.

3.5 Central & Strategic Budgets

The budget strategy for 2009/10 included a challenging target around the delivery of efficiencies from the application of strategic commissioning, the development of integrated working at a locality level and by reviewing and rationalising back-office and support functions. Whilst significant progress has been made against these objectives, the first quarter projections recognise that there will be slippage on the delivery of the budgeted efficiencies.

4.0 Proposed Actions & Risks

There are clear financial risks within the first quarter projections that will need careful monitoring and management over the coming months. These risks include the externally provided fostering & Residential budgets in CYPSC, the delivery of the budgeted action plan savings across Children's Services and close monitoring of the income levels in Early Years.

A number of plans and actions have been strengthened in order to reduce the projected overspend. These plans include:

- Continual risk-based review of all externally provided fostering and residential placements, recognising in-house capacity.
- Business Process Reviews in CYPSC as part of the service transformation agenda.
- Maximising the opportunities presented from external funding.
- Close scrutiny of the employee-related budgets including external recruitment, the use of agency staffing, overtime and employee travel costs.
- Strengthening the commissioning and contracting arrangements for externally provided fostering and residential care.
- Continue the move towards integration across the Children Leeds partnership and in particular the programme management review of support arrangements, infrastructure, commissioning and service provision at a locality level.

CITY DEVELOPMENT DIRECTORATE: 2009/10 BUDGET – QUARTER 1 REPORT

1.0 Introduction

This report sets out the financial position for City Development Directorate for Quarter 1.

2.0 Overall Summary

The Quarter 1 position for City Development Directorate is a projected overspend of £4.2m. This is after assuming additional savings of £925k will be achieved in staffing and running costs through various actions agreed by City Development Directorate.

3.0 Explanation of the Projected Overspend

The main reasons for the projected overspend are the continued impact of the recession on the Directorate's external income base particularly planning and building fee income, delays in the achievement of some planned efficiencies, cost pressures on operational budgets in Sport and Parks and Countryside and an overspend on staffing. The projected overspend can be summarised as follows:

Planning and Building Fees shortfall	£1.0m
Net other income shortfalls	£1.2m
Staffing	£0.7m
Operational budgets	£1.3m
Total	£4.2m

Income

In 2008/09 there was a shortfall on key external income sources of £4.2m. This included shortfalls on planning and building fees, sport income, museums income and income in Asset Management.

The 2009/10 budget was adjusted to reflect expected trends at the time and external income budgets were reduced by over £3m. However, the actual income position continued to worsen towards the end of 2008/09 and in some cases income levels in 2009/10 are falling well below 2008/09 levels. The most significant problem facing the directorate continues to be planning and building fee income with a shortfall of £1m projected for 2009/10. This is also after the 2009/10 budgets were reduced by £925k. The current projection assumes that planning and building income levels are not going to improve significantly in 2009/10. Other income shortfalls include £0.2m on commercial property rental income, £0.3m income in Libraries, Arts and Heritage and £0.6m on sport.

Reduced workloads for Architectural Design Services means that there is a projected shortfall in income of £0.5m after allowing for reduced staffing costs. This issue came to light in the final quarter of 2008/09 and the service is actively working on a budget action plan to deal with this situation, this will include managing staffing downwards to an appropriate level.

Staffing

To help fund income shortfalls, reduced workloads and meet other substantial cost pressures the budget strategy for City Development for 2009/10 included a staffing saving target of over £3m. An additional staff saving of £220k was also included for savings resulting from reduced sickness. Over 50 Early Leaver Initiative (ELI) cases were approved during 2008/09 and planned restructures are being progressed in a number of services which are experiencing reduced income and workloads. Overall the directorate has plans to achieve a significant element of the £3m target but service budgets also include an assumed vacancy factor saving. In many service areas staff turnover is currently very low resulting in services not meeting assumed vacancy factor assumptions in the budget and overall an overspend in staffing of £0.7m is projected. This also takes account of the fact that the latest pay offer for 2009/10 is less than the 2% pay award assumed in the 2009/10 budget.

Achieving the staffing savings target is a priority for the Directorate. The ELI is being promoted and recruitment will continue to be closely managed in the Directorate with only front line services having posts released when vacancies occur.

Operational Budgets

There are pressures on operational budgets in both Sport and Parks and Countryside. These include operational materials, equipment, provisions, security, fuel and vehicle hire which emerged as pressures during late 2008/09. Budget Action Plans are being developed in services that are projecting an overspend and virements will be prepared once actions agreed, however, an overspend on these budgets is still likely. In addition, some planned savings included in the 2009/10 budget are likely to take longer to be realised.

The overall Directorate position is helped by savings and additional income that will be achieved in Highway Services and Economic Services. In Highways and Transportation savings are projected from reductions in contract rates for plant hire, savings in supplies and services and from additional capital fee income. The Service will be able to deliver the planned Individual Maintenance Scheme Programme for 2009/10 and generate the above savings. It is proposed to realign £800k from these savings to fund budget pressures in other service areas. It is proposed that a virement will be made from the Highways Direct Labour Organisation account, where the majority of savings are projected, to Planning and Sustainability and Libraries, Arts and Heritage for staffing and to Sport and Parks and Countryside for operational running costs.

4.0 Revised management arrangements

In Spring 2009 revised management arrangements were introduced in City Development which resulted in Strategy and Policy ceasing to exist as a separate service and its component parts transferred to other service areas in the Directorate. Economic Policy became part of Economic Services. Planning Policy, Graphics and Communications and Sustainable Development became part of the Planning Service and this service was subsequently renamed Planning and Sustainability.

5.0 Proposed Actions and Risks

Proposed actions include the following;

- Continue to closely manage recruitment.

- Continue to review staffing and progress revised structures in service areas experiencing reduced income and workloads.
- Review of back office functions in services to identify further possible savings.
- Continue to actively progress the Early Leavers Initiative, particularly in areas of continued declining income.
- Services to prepare budget action plans to address areas of overspending and to identify alternative actions and review areas.
- Examine scope for the realignment of budgets within City Development where appropriate.
- Identify areas and budgets where spend is not fully committed to identify scope for making savings or reducing the level of spend.

The major budget risk is that income trends continue to worsen and that efficiency savings are not delivered in line with budget.

1.0 Introduction

This report sets out the financial position for Environment and Neighbourhoods Directorate for Quarter 1.

2.0 Overall Summary

The Quarter 1 position for Environment and Neighbourhoods Directorate is a projected overspend of £1.3m. This is after assuming the successful implementation of identified actions.

3.0 Explanation of the Projected Over/Underspend

Neighbourhoods and Housing Services are projecting an overall variation of £0.770m. Within Jobs and Skills residual staffing issues following the implementation of the new structure has resulted in a £437k pressure, whilst the £332k projected variation in Roseville Doors reflects a combination of the latest assumptions in respect of staffing and activity levels for doors production.

Within Environmental Services a forecast variation of £0.8m is largely due to a shortfall in car parking income, resulting from the downturn in the economy. Approx £300k is forecast to be lost from Suspended Bays (where Developers pay the Council to close on street parking bays); a further £160k shortfall will arise from the decision not to introduce Sunday / Evening Car Parking charges.

Within HEAS, a loss of external funding in the Fuel Savers team has created a £300k pressure. This loss of funding was announced after the 2009/2010 budget had been approved.

4.0 Proposed Actions and Risks

The Directorate will continue to ensure that all identified actions reflected in this projection are successfully implemented, all items of expenditure are reviewed and that all sources of income are maximised.

In addition the Directorate will seek to implement actions identified in its Contingency Plan.

CENTRAL AND CORPORATE FUNCTIONS: 2009/10 BUDGET – QUARTER 1 REPORT

1.0 Introduction

This report sets out the financial position for Central and Corporate Functions for Quarter 1 of 2009/10.

2.0 Overall Summary

The Quarter 1 position for Central and Corporate Functions is a projected overspend of £155k. This is after implementing action plans of £604k.

3.0 Explanation of the Projected Over/U underspend

The main reasons for overall projected overspend are:

Corporate Governance (overall balanced position)

- Due to a review of the fee for Local Authority Property Searches and an improvement in the housing market there has been an increase in the level of income generated to date. The budget was based on an estimated level of searches and this has increased significantly. Based on a monthly average for the first three months of the year, £335K of additional income could reasonably be expected to be generated in 2009/10. However, there is a major risk in assuming that the additional income will be achieved. The assumption is that trends will continue at the current levels, but there is a great deal of uncertainty in the current housing markets and further increases/decreases in sales could lead to significant variation in the current forecast levels of income. More importantly, a recent review by the Information Commissioner regarding whether part of the information provided by a local land charges search has to be provided free of charge has just arisen nationally and this would have a significant impact on the income to be received if the decision is confirmed by the Government.
- Professional Legal Charges staffing costs are projected to increase by £566k reflecting increases in the volume of work requested. These additional costs will be recharged to clients.

Policy, Performance and Improvement (net overspend after actions £49k)

- The projected overspend is due to additional pressures in Customer Services (mainly within the Corporate Contact Centre) required to meet the additional activity levels from customers due to the current economic climate. The delay in the introduction of Integrated Voice Recognition (IVR) has also created an additional pressure. Action plans have been implemented to arrive at a forecast overspend of £49k including seeking additional Government Funding, seeking to transfer further services into the Corporate Contact Centre, without any consequential increase in staffing resources. Savings based on the current pay offer compared to the budgeted 2% are also factored into the projection.
- Senior Management within PPI are currently reviewing forecast expenditure levels and projected spending to seek to identify further levels of savings that could be made to produce a balance budget for 2009/10.

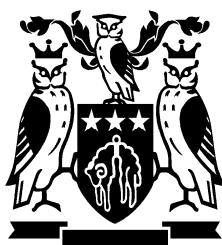
Resources (net overspend after actions £106k)

- The projected overspend of £106k is largely due to a shortfall in housing benefit overpayment ‘income’ amounting to £350k plus an adverse trading position on Commercial Services of £250k. This is offset by savings, mainly on pay, of £494k.
- The impact of receiving less income from housing benefit overpayments is projected at £350k. Additional resources are being channeled into ‘intervention’ work which is hoped will identify more overpayments and reduce the pressure.
- The Commercial Group is projecting an adverse trading position of £250k. This comprises pressures within Property Maintenance Building of £210k and Catering of £167k, offset by a better trading position within Property Cleaning of £39k, Education Cleaning £43k and Fleet Services £45k.
- The Property Maintenance Building function remains the most challenging area following the 2008/09 net overspend of £700k. The 2009/10 budget relies on the service realising a number of efficiencies in areas such as reduction in sickness as well as generating additional income. Significant internal resource has been employed in introducing enhanced financial controls as well as a new model of working with the Corporate Property Management service in 2009/10. Currently an adverse position of £210k is projected due to a lower income projection as well as slightly higher expenditure.
- Within the Catering function the Sales and Distribution Unit is projecting an adverse position of £94k. The reason is the budget assumed a higher throughput within the unit, but this has, to date, proved difficult to effect within the menu provision. The other area responsible for the overspend is Primary Catering (£73k), which is seeing an increased uptake in free meals and higher provision costs.
- In terms of pay, the projections take account of the fact that the latest pay offer is less than the 2% assumed in the 2009/10 budget. Also Financial Management is expected to underspend its staffing budget by £250k as a result of current vacancy levels.
- Work is ongoing within the directorate to identify further savings and efficiencies to achieve a balanced budget position by the end of the year.

4.0 Proposed Actions and Risks

Work has already taken place to implement a new working model between Corporate Property Management and Property Maintenance sections to mitigate any potential overspend in this area.

Policy, Performance and Improvement have already produced action plans to fund the current projected staffing overspend and the impact of these will be monitored throughout the remainder of the year.



Originator: P N Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 7th September 2009

Subject: Scrutiny Inquiry - Consultant Engagement

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 At its meeting on 8th June 2009 Scrutiny Board (Corporate and Central Functions) resolved to undertake an Inquiry into Consultant Engagement within the Council.
- 1.2 Members wished to review the process by which consultants are engaged and how they are evaluated. Members are concerned that engaging consultants provides a cost effective method of producing the required outcomes to a sufficiently high standard.
- 1.3 The Board is also interested in whether use of consultants reflects a perceived skills gap within the Council, or whether there is a necessary focus on core business which requires ad hoc engagement of consultants.
- 1.4 Members do not wish to begin the inquiry by assuming the use of consultants is either right or wrong. Clearly, there will be a case for buying in the necessary skills at different times. However, Members do wish to establish whether there is a consistent approach to the use of consultants and whether there is regular evaluation of the Council's required skills base. The agreed terms of reference for this Inquiry are attached as Appendix 1.

2.0 SESSION ONE EVIDENCE

- 2.1 Attached as Appendix 2 is a definition of expenditure on external consultants. This is accompanied by a break down of expenditure on consultancy services for 2007/08 and 2008/09.

3.0 RECOMMENDATION

3.1 Members are asked to receive and consider the attached evidence.

Appendix 1

SCRUTINY BOARD (CORPORATE AND CENTRAL FUNCTIONS)

INQUIRY INTO CONSULTANT ENGAGEMENT

TERMS OF REFERENCE

1.0 Introduction

- 1.1 At its meeting on 8th June 2009 Scrutiny Board (Corporate and Central Functions) resolved to undertake an Inquiry into Consultant Engagement within the Council. This had initially been decided in 2008 however the Board's work programme could not accommodate the work.
- 1.2 Members wished to review the process by which consultants are engaged and how they are evaluated. Members are concerned that engaging consultants provides a cost effective method of producing the required outcomes to a sufficiently high standard.
- 1.3 The Board is also interested in whether use of consultants reflects a perceived skills gap within the Council, or whether there is a necessary focus on core business which requires ad hoc engagement of consultants.
- 1.4 Members do not wish to begin the inquiry by assuming the use of consultants is either right or wrong. Clearly, there will be a case for buying in the necessary skills at different times. However, Members do wish to establish whether there is a consistent approach to the use of consultants and whether there is regular evaluation of the Council's required skills base.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
 - A definition of Consultants
 - The extent to which consultants are used (in the widest sense) in the Council and how this compares with other authorities
 - The reasons for the use of consultants
 - The methods of monitoring and evaluating the outcomes and the value for money provided by consultants
 - The differences in practice between departments and whether there is consistent information sharing across the council
 - Whether the use of consultants results in the depletion of skills within the authority

- The alternatives to the use of consultants and the associated risks of different approaches

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought. Councillor Brett has stated that he is supportive of the Inquiry and added the following comment;

"Consultants' covers in reality a wide range of circumstances. At one extreme we are buying in expert knowledge to a technical job we can't do. At the other there is the wide ranging 'tell us where we are and how to proceed'. The latter is not as common. Be very wary of treating all consultants as the same".

4.0 Timetable for the inquiry

- 4.1 The Inquiry will take place over three sessions with a view to issuing a final report in February 2010.
- 4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Session one – (7th September 2009)

- A definition of Consultants
- The extent to which consultants are used (in the widest sense) in the Council and how this compares with other authorities
- The reasons for the use of consultants

5.2 Session two - (2nd November 2009)

- The methods of monitoring and evaluating the outcomes and the value for money provided by consultants
- The differences in practice between departments and whether there is consistent information sharing across the council

5.3 Session three - (4th January 2010)

- Whether the use of consultants results in the depletion of skills within the authority
- The alternatives to the use of consultants and the associated risks of different approaches

5.4 Session four - (February 2010)

- To agree final report

6.0 Witnesses

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

- Procurement
- High spending service
- HR
- Resources

7.0 Post inquiry report monitoring arrangements

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

8.0 Measures of success

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

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Appendix 2

Use of Consultants

Definition of Expenditure on External Consultants

Leeds City Council uses the services of external consultants to deliver professional expertise, support and advice for a number of purposes. A major use of their services has been in the delivery of some major capital projects. They have also been utilised to provide specialist professional technical, financial and legal expertise in the development, negotiation and delivery of major PFI contracts. Consultants have also been used to provide specialist services and to carry out a number of specific assignments, such as carrying out specific research projects and providing specialist advice on major transactions and operations. In some instances, these major transactions, including the expenditure on consultants, are funded from grants or other associated external income.

Whilst, Leeds City Council will strive to carry out project work internally whenever feasible, the services of consultants have often been procured because they can provide specialist technical expertise that is not available in-house or are used to supplement available internal capacity. In some cases, the use of external, independent professionals is a stipulated requirement.

For the purposes of financial analyses of Council use of external consultants, there is an assumption that such expenditure is appropriately charged to the specific designated revenue and capital subjective codes.

For revenue expenditure, the specific code is

Vote 259 Consultancy Services.

This vote was specifically created for this purpose in 2002/03 in order to facilitate monitoring and reporting of expenditure on consultancy services.

There is an awareness that substantive use of external consultants is made on developing and negotiating PFI schemes and contracts, so appropriate expenditure on other votes on PFI development cost centres is included in such analyses.

For capital expenditure, the designated code is

Cprh 7 (Other Costs), sub-code 62 (Other Consultants Fees)

For both Revenue and Capital expenditure, a distinction is made between bought-in external professional services and broader consultancy services. The former would cover normal professional services such as solicitors and recruitment and IT specialists that are engaged regularly as part of the Authority's ongoing business. Such expenditure is charged to subjective accounting codes for professional services rather than to the consultancy accounting codes.

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Expenditure on Consultancy Services - Summary

	<u>Revenue Expenditure</u>	<u>PFI Schemes</u>	<u>Capital Expenditure</u>	<u>Total</u>
<u>2007/08</u>	£000s	£000s	£000s	£000s
City Development	1,409	135	661	2,205
Environment & Neighbourhoods	288	457	96	841
Children's Services	127	706	707	1,540
Adult Social Services	14	268	0	282
Corporate & Central Functions	194	0	0	194
Total	<u>2,032</u>	<u>1,566</u>	<u>1,464</u>	<u>5,062</u>
HRA	98	567	99	764
Grand Total	<u>2,130</u>	<u>2,133</u>	<u>1,563</u>	<u>5,826</u>
<u>2008/09</u>	£000s	£000s	£000s	£000s
City Development	550	104	1,014	1,668
Environment & Neighbourhoods	283	499	177	959
Children's Services	151	457	547	1,155
Adult Social Services	76	64	0	140
Corporate & Central Functions	55	0	0	55
Total	<u>1,115</u>	<u>1,124</u>	<u>1,738</u>	<u>3,977</u>
HRA	23	858	750	1,631
Grand Total	<u>1,138</u>	<u>1,982</u>	<u>2,488</u>	<u>5,608</u>

NB Some of this expenditure is externally funded.

City Development Consultants Summary 2007/08

<u>Revenue Expenditure</u>	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Strategic Design Alliance	8	Consultant quantity surveyor service with regard to Technorth Centre	Major contract	Revenue	The consultant was hired in 2004 when no LCC resource was available and has seen the project through to finish. This last engagement was in respect of an outstanding claim by the contractor. Technorth now openeed. The experience & knowledge the consultant
Property Services	26	Specialist property advice & services including legal and valuations	Major contract	Revenue	Assisted in the purchase of The Swan Public House and a number of rent reviews etc
Leeds Bradford Airport disposal	887	Specialist advice on airport disposal	Major contract	Revenue	Specilaist advice provided in a number of disciplines (financial, legal etc). Resulted in a major capital receipt for Leeds City Council and its partner local authorities.
Affordable housing appraisals	1	Payment to Lambert Smith Hampton Group Ltd re Affordable Housing appraisals. This is offset against income received with the original planning application.	Other specific projects & events	Revenue	Financial appraisal of planning application to determine whether affordable housing should be included within the submission. This is a specialist skill which is not available within the Department. Costs are recovered from the applicant.
Local Enterprise Growth Initiative	57	Professional Business Support for Tiger 11 - Consultancy support to new start Social Enterprise running a key LEGI project. Also Enterprise Island event.	Other specific projects & events	Revenue	The consultants provided ongoing business support to TIGER 11 to help them become a professional organisation and gain the necessary start up finance required, which it successsfully did. NB Fully funded
Holbeck Urban Village	13	PR work completed for the regeneration of Neville Street projects	Other specific projects & events	Revenue	Creation of an essential database, and support with holding press releases to communicate to the members of the public. NB This expenditure is funded.

Holbeck Urban Village	2	Design work completed for the re-opening of the Sweet Street Bridge	Other specific projects & events	Revenue	Full design work provided as per the framework contract. The technical design work could not be completed in-house. NB This expenditure is funded
Eastgate & Harewood CPO work	1	Consultancy undertaken for Development & Surveyor advice/work. Independant Site Valuation for Eastgate &	Other specific projects & events	Revenue	Specialised surveyor advice re: Site Valuation for Eastgate & Harewood. This expenditure is funded.
Interreg Project	60	Consultancy undertaken to build Leeds Cast. They were also appointed to deliver a technical IT kit, marketing, promoting the launch of in April 2008	Other specific projects & events	Revenue	The consultants proposed to build a unique virtual sign post on a mobile. A presentation/documentation was provided. The Leeds Cast is in place at key city centre locations and Council sites and is free of charge to mobile users in Leeds. NB This expenditure is funded.
Asset Management	41	Advice and reports on property and development issues re Elland Road area. Also advice on exit strategy for Enterprise House	Other specific projects & events	Revenue	Specialist advice relating to Elland Road masterplan and potential use of the site
Swimming & diving facility	116	Specialist advice & skills with regard to the new swimming & diving facility	Other specific projects & events	Revenue	Specialist skills provided. The new facility was successfully completed.
Sports Trust	32	Provide consultancy services with regard to the formation of a Leeds sports trust	Other specific projects & events	Revenue	Specialist services provided
Environment City	16	Payment to CABE for Climate Change Hot House. Also bespoke EMS Auditor training course.	Research	Revenue	LCC contribution to core cities conference on climate change and the built environment facilitated by CABE. CABE then produced a technical guide to assist designers and planners in this area. Also EMS Auditor training course provided.
Review of Planning decision making	17	Payment to Addison Associates - Strategic Review on Plans Panel, Professional Advise.	Research	Revenue	Review of planning decision making process in Leeds.
Leeds & Bradford Corridor study	24	Consultancy undertaken to complete a study of the Leeds & Bradford route. Looking at the physical economic and social links between the two	Research	Revenue	Provided a submission and follow up interview, presentation/document completed
Renaissance Partnership	7	Consultancy undertaken to complete the RIM study for Renaissance Partnership. Essential documentation provided.	Research	Revenue	Specialised advice/documentation provided for the study of the Rim.
Holbeck Urban Village	2	Site investigation of Holbeck Urban Village	Specialist Consultancy advice	Revenue	Specialised site investigation report including a ground investigation. NB This expenditure is funded.

Eastgate & Harewood CPO work	15	Consultancy undertaken for specific detailed work referring to Compulsory Purchase, not completed by Leeds City Council.	Specialist Consultancy advice	Revenue	Specialised documentation provided and interaction with the general public of special nature. This expenditure is funded.
Client Services	53	The consultant worked with Client Services and ADS Senior Management Team (Head of Service and Managers of Architectural, Surveying and Engineering Sections), to discuss and develop the Strategic Design Alliance set-up e.g. processes, costs, risk analysis	Specialist Consultancy advice	Revenue	The consultant had been appointed Preferred Bidder and were working with LCC to develop the necessary requirements to enter into a long term partnership with LCC. Discussions were held on processes, costs, risk analysis, target costs setting and KPI set.
Property Services	6	Advice with regard to St George's House property in central Leeds	Specialist Consultancy advice	Revenue	Expert real estate advice provided
Transport Strategy	16	Mouchel Parkman undertook various car parking studies	Other specific projects & events	Revenue	Specialist advice provided
Site Development Studies	4	Consultancy re EASEL project	Other specific projects & events	Revenue	Specialist services provided
Sub-Total Revenue Expenditure	1,409				
PFI Schemes					
New LEAF leisure centres	135	Provide specialist support re developments and implementation of PFI contracts for new leisure centres	Major contract	PFI	Specialist skills provided
Sub-Total PFI	135				
Capital Expenditure					
Town Hall	386	Project management of the Town Hall development of the concert hall and arena	Major contract	Capital	Specialists in this field
City Varieties	37	Project management of the City Varieties project	Major contract	Capital	Professional technical advice
City Museum	72	Specialist advice and services re City Museum refurbishment work	Major contract	Capital	Specialist skills provided

City Art Gallery	21	Use of consultants re Works of Art at City Art Gallery	Other specific projects & events	Capital	Specialist expertise delivered to the CAG team in relation to rehanging permanent collections in 7 galleries, including new ways of hanging collections across media (paintings and sculptures etc) & provision of text for displays and interpretation. This h
Library & Art Gallery	47	Specialist services with regard to signage & wayfinding at the Library & Art Gallery	Other specific projects & events	Capital	Specialist services in signage & wayfinding
City Museum	50	Development of the Sonic City project & web-site	Other specific projects & events	Capital	Specialist skills provided. Sonic City website is now in operation and collects and records the stories and sounds of the landmark buildings and public spaces of Leeds.
City Museum	48	Move collections from store to Museum Discovery Centre	Other specific projects & events	Capital	Specialist skills provided & collection successfully moved.
Sub-Total Capital	661				
Total Consultancy		2,205			

Environment & Neighbourhoods Consultants Summary 2007/08

	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Regional waste management regional capacity project	192	To provide professional services, research and support with regard to the regional waste management capacity project	Other specific projects & events	Revenue	Services provided include project management, research studies, network creation and support, and discussion groups. This work supports the wider waste strategy & has given a greater understanding of waste issues at a regional level. NB This expenditure is fully funded
Landfill sites	12	Investigate problem of gas migration	Research	Revenue	Specialist services provided
Research on worklessness	12	The Deprived Area Fund Research was commissioned to address the problems of worklessness by Jobcentre Plus following a national procurement exercise based upon Department for Work and Pensions framework criteria.	Research	Revenue	The commissioned research reviewed the current delivery arrangements to address worklessness and set out a series of recommendations to improve outcomes in these wards.
Evaluation of Aire Valley SRB programme	3	Evaluate the Aire Valley SRB 6 Programme	Research	Revenue	An indepth 94 page report and executive summary was produced
Social Housing Study	6	Leeds Social Housing Study	Research	Revenue	A report on the demand for social housing.

Regeneration Strategy		5	Consultant was asked to evaluate the success of a programme run by the University of Leeds to get people with incapacity and long term health problems back into work upon completion of certain courses.	Research	Revenue	Report gave findings and recommendations in terms of improving partnership working in this area; extension of the programme; dissemination of good practice
Compost Capacity building study		23	To conduct a study for means of building capacity in compost waste management	Research	Revenue	Study completed
New communities research		35	New communities research being carried out by University of Leeds	Research	Revenue	Research carried out by the University
EASEL Housing Project		218	professional advice and services in support of the EASEL (East & South East Leeds) project contract procurement. (The project involves a major regeneration and house building drive in a large part of Leeds)	Major contract	PFI	Professional services and advice provided in support of the EASEL procurement (includes legal, financial and technical advice)
Waste management innovative recycling project		227	to provide professional services, support and advice with regard to the waste management innovative recycling project	Major contract	PFI	Services provided include financial advice, audit opinion, design of a waste facility and market research including a focus group. This was very useful in the development of an outline business case.
LIFT/Joint Services Centre project		12	To provide professional services, support and advice with regard to the LIFT/Joint Services Centre project	Major contract	PFI	Professional services and advice provided in support of the LIFT Joint Services Centre procurement (includes financial and technical advice)

Gamblethorpe waste site restoration	27	Provide technical support to the first phase of this restoration project	Major contract	Capital	The services provided include technical specifications, documents and works supervision. The first phase of the restoration works progressed successfully with new bridlepaths, fencing & tree and shrub planting.
Middleton Broom landfill site	2	Provide technical expertise and supervision with regard to gas control works	Major contract	Capital	Provided site supervision and technical advice that was not available inhouse. The additional improvements to the Middleton gas field will ensure that LCC meets its environmental obligations in dealing with methane gas on a closed landfill site.
Car Park feasibility study	55	Conduct an examination of the steel structure of the Woodhouse multi-storey car park	Specialist consultancy advice	Capital	A feasibility study of the steel structure. This expertise was not available in-house.
Middleton Broom Landfill site	1	Work at the landfill site	Other specific projects & events	Capital	Specialist services provided
Gamblethorpe waste site restoration	11	Capping & safety work	Major contract	Capital	The first phase of the restoration works have progressed successfully with new bridlepaths, fencing, & tree and shrub planting.
Total Consultancy	841				

Children's Services Consultancy Summary 2007/08

	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Youth	58	To facilitate the transfer of the Leeds element of Connexions work from Connexions West Yorkshire to LCC. This work is ongoing to the end of March 2008.	Other specific projects & events	Revenue	Various advice and support has been provided on the implementation of the transition plan for the integration of Connexions into Leeds City Council
Director of Children's Services Unit	44	Solace consultancy was used to provide support and challenge on the strategic development of Children's Services. The work was in two main areas : to provide the interim management role for West Project and to provide development capacity to the interim c	Specialist Consultancy advice	Revenue	In each case the work of these consultants provided an independent perspective on the strategic development of children's services and a valuable sounding board for testing innovative approaches.

Building Schools for the Future	617	To provide routine professional services and advice in the development of Building Schools for the Future contracts. Such services include legal, financial and technical advice.	Major contract	PFI	Professional services and advice in the negotiation and implementation of contracts with external contractors
Building Schools for the Future	19	To provide specialist professional services and consultancy advice in the development of Building Schools for the Future contracts.	Major contract	PFI	Expert services and advice in the negotiation and implementation of contracts with external contractors
Secondary Schools PFI project	70	To provide expert technical advice on the implementation of the Secondary Schools PFI contract	Major contract	PFI	Expert technical advice on issues arising from the implementation of the Secondary Schools project. All PFI secondary schools have successfully opened.
Education Capital	419	Provide routine professional services (e.g. architectural design, project management) where there was no internal expertise and/or capacity available. In some instances, due to the size of the project, there was a requirement to provide independent project managers.	Major contract	Capital	Specialist technical services provided. Some projects jointly funded with schools who have procured their own professional services.

Education Capital	288	Provide specialist professional services (e.g. electrical testing, fire safety, insurance and actuarial costings) where there was no internal expertise and/or capacity available when the services were required.	Major contract	Capital	Specialist technical services provided
External Services Childrens Workforce Development Grant	25	Services provided by CfBT Education Trust	Research	Revenue	Specialist services provided
Total Consultancy	1,540				

Adult Social Services Consultancy Summary 2007/08

	Cost	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
	£000s				
LinkAge Plus Project	14	Advice on the LinkAge project which relates to the delivery of services to older people.	Specialist Consultancy advice	Revenue	Input on means of building capacity to support volunteering. Research to establish baseline against which LinkAge activity can be measured. Creation of a local wiki on older people's services
Independent Living Facilities PFI project	1	To carry out surveys and treatment for Japanese knotweed	Specialist Consultancy advice	PFI	Surveys and treatment carried out
Independent Living Facilities PFI project	267	To provide expert professional services and advice in the development of Independent Living facilities PFI contracts. Such support includes legal, technical and insurance services.	Major contract	PFI	Expert professional services and advice in the negotiation and implementation of contracts with external contractors
Total Consultancy	282				

Central & Corporate Functions Consultancy Summary 2007/08

	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Resources					
Human Resources	3	Development Partnership were hired as part of a national capacity building programme for networking with other public bodies to provide direction for the HR restructure.	Specialist Consultancy advice	Revenue	Services provided included a learning programme
Business Support Centre	5	Authoritas advice on NI issue	Specialist Consultancy advice	Revenue	Specialist services & advice provided
Performance, Planning and Improvement					
Executive Support	37	Intelligence Business Systems and Cimtech Ltd were hired to prepare an assessment of a Corporate & Strategic Business Intelligence Framework, develop an information workbook in line with ISC 15489, develop a Corporate Information Audit etc	Research	Revenue	As a result, the authority now has an information workbook and a high level business classification scheme.
Executive Support	67	Intelligence Business Systems and Cimtech Ltd were hired to prepare an assessment of a Corporate & Strategic Business Intelligence Framework, develop an information workbook in line with ISC 15489, develop a Corporate Information Audit etc	Research	Revenue	As a result, the authority now has an information workbook and a high level business classification scheme.
Leeds City Region	35	Hired to complete research on new growth points / eco towns initiative for the Leeds City Region.	Research	Revenue	A report was produced which was submitted to the Government
Connexions					

	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Connections	14	ASW Consultancy re Connexions legacy document	Specialist Consultancy advice	Revenue	Specialist services & advice provided
Connections	5	External legal services re Connexions transfer	Specialist Consultancy advice	Revenue	Professional services & advice provided
Connections	11	PriceWaterhouseCooper were hired to complete some value for money modelling. (Note that costs were funded by direct Government grant.)	Research	Revenue	A method to score and evaluate contracts was developed.
Corporate Governance					
Vehicle Licensing	17	Unmet demand survey	Research	Revenue	Specialist skills provided
Total Consultancy	194				

Housing Revenue Account Consultants Summary 2007/08

	Cost to date £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Little London Housing PFI project	454	To provide expert professional advice and services in the development and implementation of the Little London housing PFI contracts	Major contract	PFI	Expert professional advice & services provided in the negotiation and implementation of contracts with external contractors. Such expertise was in a number of fields including legal, financial and technical.
Beeston & Holbeck Housing PFI project	113	To provide housing market research, assessment and valuation to inform the Beeston & Holbeck housing PFI process	Major contract	PFI	Research & assessment & valuation completed
Brookleigh Shetered Housing	9	Professional services with regard to provision of new communal facility at the sheltered housing complex	Major contract	Revenue	Specialist services provided. The new facility has successfully opened.
Joint Services Centre	9	To provide a schedule of work with regard to the Leeds TA & Joint Services Centre	Major contract	Revenue	Services provided
New Landmark Leeds offices	59	Delivery of the Landmark project under a design & build contract	Other specific projects & events	Revenue	They delivered services to an agreed project brief

Models for procurement of housing works	3	Procurement Research - Investigate models for procurement of Responsive repairs/Capital works/New Build & engage other organisations & consortia in the definitions of the models. Look outside of the decent homes sector and consider models in allied sector	Research	Revenue	This matter is in progress
Housing ICT - Phase 2 HRA	99	Service delivery improvements	Major contract	Capital	
LHCP Website	9	Construction of a website for Leeds Homes Construction Partnership (LHCP)	Other specific projects & events	Revenue	Specialist skills provided
LHCP Procurement model & Option Appraisal	9	To carry out research, devise a procurement model and option appraisal framework for LHCP	Research	Revenue	Research completed & option appraisal progressed
Total Consultancy	764				

City Development Consultants Summary 2008/09

Revenue Expenditure	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Property Services	117	Specialist property services including legal & valuations	Major contract	Revenue	Specialist advice provided
Eastgate & Harewood CPO work	38	Planning Inspectorate work re Eastgate & Harewood CPO	Specialist Consultancy advice	Revenue	Funded by equivalent income from Hammerson UK Properties PLC
Transport Strategy	19	Mouchel Parkman undertook various car parking studies	Other specific projects & events	Revenue	Specialist advice provided
Leeds Casino	4	Assess impact of new Leeds casino	Other specific projects & events	Revenue	Specialist services provided
Eastgate & Harewood CPO work	10	Consultancy undertaken for specific detailed work referring to Compulsory Purchase, not completed by Leeds City Council.	Specialist Consultancy advice	Revenue	Funded by equivalent income from Hammerson UK Properties PLC
Holbeck Urban Village	54	PR work for the Holbeck Urban Village	Other specific projects & events	Revenue	Creation of an essential database, and support with holding press releases to communicate to the members of the public. Funded by Yorkshire Forward. NB This expenditure is funded.
Swimming & diving facility	44	Specialist advice & skills with regard to the new swimming & diving facility	Other specific projects & events	Revenue	Specialist skills provided. The new facility was successfully completed.
Sports Trust	5	Provide consultancy services with regard to the formation of a Leeds sports trust	Other specific projects & events	Revenue	Specialist services provided
Local Development Framework	121	LDF Waste development plan document & drainage strategy. Plus Open space, sport & recreational needs assessment	Other specific projects & events	Revenue	Specialist services provided
Transformational Planning project	31	Consultancy re Transformational Planning project. This expenditure is externally funded. The consultants were the recommended company to assist with this project.	Other specific projects & events	Revenue	Specialist services provided
Strategic Asset Management	39	Advice on Phase 2 of office accommodation review	Specialist Consultancy advice	Revenue	Specialist services provided
Business Support	2	Photography services	Specialist Consultancy advice	Revenue	Specialist services provided

Museums & Galleries	13	Specialist skills and advice	Other specific projects & events	Revenue	Specialist skills provided
Economic policy	53	Includes financial inclusion economic impact research	Research	Revenue	Specialist services provided - funded from Beacon monies
Sub-Total Revenue Expenditure	550				
PFI Schemes					
Holt Park Sports Centre	10	Financial advice on the Holt Park expression of interest	Major contract	PFI	Specialist services provided
New LEAF leisure centres	94	Provide specialist support re developments and implementation of PFI contracts for new leisure centres	Major contract	PFI	Specialist skills provided
Sub-Total PFI Schemes	104				
Capital Expenditure					
Grand Theatre	46	Input from Opera North and the Theatre on the refurbishment and development of the venue	Specialist Consultancy advice	Capital	
Parks Urban Renaissance	5			Capital	
Northern Ballet & Phoenix Dance	3	Northern Ballet art	Other specific projects & events	Capital	Specialist skills provided
Library & Art Gallery	8	Art market research	Research	Capital	Art market research
City Museum	432	Various works on new museum incl object mounting	Other specific projects & events	Capital	Specialist skills provided
Town Hall - development of concert hall & arena	495	Project management of the Town Hall development of the concert hall and arena	Major contract	Capital	Specialists in this field
City Varieties	25	Project management of the City Varieties project	Major contract	Capital	Professional technical advice
Sub-Total Capital Expenditure	1,014				
Total consultancy	1,668				

Environment & Neighbourhoods Consultants Summary 2008/09

	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Regional waste management regional capacity project	238	To provide professional services, research and support with regard to the regional waste management capacity project	Major contract	Revenue	Services provided include project management, research studies, network creation and support, and discussion groups. NB This expenditure is fully funded
Environmental Health Directorate	4	TICE Seminars	Other specific projects & events	Revenue	
Environmental Health Directorate	3	SLA with Mediation Leeds re mediation between neighbours	Other specific projects & events	Revenue	Mediation service

Regeneration Policy & Planning	18	Support for Leeds Working Neighbourhoods Fund bid	Research	Revenue	Specialist services provided
Waste management Gamblethorpe closed landfill	8	Engines option appraisal	Research	Revenue	Professional advice
Leeds Homes Register Team	12	Middleton Phases 1& 2 market assessment	Research	Revenue	
EASEL Housing Project	80	Professional advice and services in support of the EASEL (East & South East Leeds) project contract procurement. (The project involves a major regeneration and house building drive in a large part of Leeds)	Major contract	PFI	Professional services and advice provided in support of the EASEL procurement (includes research, legal, financial and technical advice)
Waste management innovative recycling project	415	To provide professional services, support and advice with regard to the waste management innovative recycling project	Major contract	PFI	Professional services and advice provided

LIFT/Joint Services Centre project	4	To provide professional services, support and advice with regard to the LIFT/Joint Services Centre project	Major contract	PFI	Professional services and advice provided in support of the LIFT Joint Services Centre procurement (includes financial and technical advice)
Gamblethorpe waste site restoration	24	Capping & safety work	Major contract	Capital	Specialist services provided
City Academy Highways work	153	Access work re new city academy	Major contract	Capital	
Total Consultancy	959				

Children's Services Consultancy Summary 2008/09

	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Youth	18	To develop the IAG specification of Leeds IYSS as part of the localisation of Connexions	Other specific projects & events	Revenue	Various advice and support has been provided on the implementation of the transition plan for the integration of Connexions into Leeds City Council
Youth Offending	1	Solicitors' professional fees re "Licence to Alter"	Specialist Consultancy advice	Revenue	Professional services provided
Director of Children's Services Unit	12	Hays Consulting re RACI workshops	Specialist Consultancy advice	Revenue	Specialist skills and advice provided
Director of Children's Services Unit	32	Compacta re contract for interim deputy director	Specialist Consultancy advice	Revenue	Specialist skills provided
Leaving Care & Fostering Services	19	Consultation work & financial policy development & training	Specialist Consultancy advice	Revenue	Expert services provided
Commissioning & Social Work	23	Chairing Leeds Safeguarding Children Board (SCB) & related work	Specialist Consultancy advice	Revenue	Expert services provided
Social Care & Child Protection	7	Consultation work & financial policy development & training	Specialist Consultancy advice	Revenue	Expert services provided
Heads of service	38	Consultancy	Specialist Consultancy advice	Revenue	Specialist skills and advice provided
Childrens Fund	1	Consultancy re Leeds Commissioning Day	Specialist Consultancy advice	Revenue	Professional services provided

Building Schools for the Future	403	To provide routine professional services and advice in the development of Building Schools for the Future contracts. Such services include legal, financial and technical advice.	Major contract	PFI	Professional services and advice in the negotiation and implementation of contracts with external contractors
Building Schools for the Future	50	To provide expert professional services and consultancy advice in the development of Building Schools for the Future contracts.	Major contract	PFI	Specialist services and consultancy advice in the negotiation and implementation of contracts with external contractors
Secondary Schools PFI project	4	To provide expert technical advice on the implementation of the Secondary Schools PFI contract	Major contract	PFI	Expert technical advice on issues arising from the implementation of the Secondary Schools project. All these schools have now successfully opened.
Education Capital	218	Provide routine professional services (e.g. architectural design, project management) where there was no internal expertise and/or capacity available. In some instances, due to the size of the project, there was a requirement to provide independent project managers.	Major contract	Capital	Specialist technical services provided. Some projects jointly funded with schools who have procured their own professional services.

Education Capital	329	Provide specialist professional services (e.g. electrical testing, fire safety, insurance and actuarial costings) where there was no internal expertise and/or capacity available when the services were required.	Major contract	Capital	Specialist technical services provided
Total Consultancy	1,155				

Adult Social Services Consultancy Summary 2008/09

	Cost	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
	£000s				
LinkAge Plus Project	43	Advice on the LinkAge project which relates to the delivery of services to older people.	Specialist Consultancy advice	Revenue	Input on means of building capacity to support volunteering. Research to establish baseline against which LinkAge activity can be measured. Report on websites with details on older people's services
Independent Living Facilities PFI project	64	To provide expert professional services and advice in the development of Independent Living facilities PFI contracts. Such support includes legal, technical and insurance services.	Major contract	PFI	
Support Services	3	Facilitator on events	Specialist Consultancy advice	Revenue	
SCRG Commissioning	21	Re Adult Inspection	Specialist Consultancy advice	Revenue	Specialist advice
SCRG Health Wellbeing	5	Forum for the Future workshop	Specialist Consultancy advice	Revenue	Deliver workshop
Adult Social Care Finance	4	Professional services re bonds	Specialist Consultancy advice	Revenue	Fees re legal advice on bonds
Total Consultancy	140				

Central & Corporate Functions Consultancy Summary 2008/09

	Cost £000s	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
Corporate Governance					
Sheffield Housing Best Value Group	30	Social housing consortium procurement benchmarking	Research	Revenue	Professional services & advice provided
Scrutiny & Member Development	1	Preparation & delivery of Leeds Successful Scrutiny Seminar	Specialist Consultancy advice	Revenue	Professional services & advice provided
Procurement	10	Governance of change report	Specialist Consultancy advice	Revenue	Professional services & advice provided
Procurement	10	Workshop on Change & other services	Specialist Consultancy advice	Revenue	Professional services & advice provided
Connexions	4	ASW Consultancy re Connexions legacy document	Specialist Consultancy advice	Revenue	Professional services & advice provided
Total Consultancy	55				

Housing Revenue Account Consultants Summary 2008/09

	Cost to date	What were they hired to do?	Categorisation	Type of Expenditure	Services provided and outcomes
	£000s				
Little London Housing PFI project	609	Professional support to the Little London PFI project	Major contract	PFI	Expert professional advice & services provided in the negotiation and implementation of contracts with external contractors. Such expertise was in a number of fields including legal, financial and technical.
Beeston & Holbeck Housing PFI project	205	to provide housing market research, assessment and valuation to inform the Beeston & Holbeck housing PFI process	Major contract	PFI	Research & assessment & valuation completed
Partnership Board	8	Consultancy by Stradia & presentation at Equality & Diversity event	Specialist Consultancy advice	Revenue	Specialist skills provided
Equality & Diversity Monitoring	5	Evaluation of LCHP Equality Standard	Specialist Consultancy advice	Revenue	Specialist skills provided
Housing ICT - Phase 2 HRA	750	Service delivery improvements	Major contract	Capital	Specialist skills provided
Round 6 PFI	44	Support re Round 6 PFI	Major contract	PFI	Specialist skills provided
Brookleigh Shetered Housing	3	Professional services with regard to provision of new communal facility at the sheltered housing complex	Major contract	Revenue	Specialist services provided. The new facility has successfully opened.
New Landmark Leeds offices	7	Delivery of the Landmark project under a design & build contract	Other specific projects & events	Revenue	They delivered services to an agreed project brief
Total Consultants	1,631				

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Originator: P N Marrington

Tel: 39 51151

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 7th September 2009

Subject: Scrutiny Board (Central & Corporate Functions) – Work Programme,
Executive Board Minutes and Forward Plan of Key Decisions

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 Attached as Appendix 1 is the current Work Programme for this Scrutiny Board. This has been amended to take into account discussions held at the last meeting.
- 1.2 Attached as Appendix 2 and 3 respectively are the Executive Board minutes from 22nd July 2009 and the Council's current Forward Plan relating to this Board's portfolio. The minutes of the Executive Board meeting of 26th August 2009 will be circulated separately.

3.0 RECOMMENDATIONS

- 3.1 Members are asked to;
 - (i) Note the Executive Board minutes and Forward Plan
 - (ii) Agree the Board's work programme.

Background Papers

None used

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SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) - LAST REVISED JUNE 2009

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Suggested Areas for Scrutiny Currently Unscheduled			
Corporate Call Centre Performance			
Corporate approach to efficiency savings			
Carbon Trading			
Services to Disabled Groups			
EASEL - Contract			
Decision making and Consultation			
Information Management			

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ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 5 th October 2009			
Interpretation and Translation Services	To receive an update on the implementation of 2006 Scrutiny Board Recommendations and the current position of the service.		PR
Meeting date: 2 nd November 2009			
Review Process for the Gambling Act 2005 – Statement of Licensing Policy	Budget and Policy Framework - Consultation		PR

SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) - LAST REVISED JUNE 2009

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 7 th December 2009			
Scrutiny of the Budget	To receive and consider quarter 2 financial report.		PM
Recommendation Tracking	To monitor progress on meeting the recommendations agreed following Inquiries into; Member Management, Attendance Management & Procurement of Services		MSR
Quarterly Accountability Reports	To receive quarter 2 performance reports		PM
Meeting date: 4 th January 2010			
Scrutiny of the Budget	To receive budget proposals under the budget and policy framework rules		
Meeting date: 1 st February 2010			
Scrutiny of the Budget	To receive and consider quarter 3 financial report.		PM
Meeting date: 1 st March 2010			
Scrutiny of the Budget	To receive and consider quarter 3 financial report.		PM
Recommendation Tracking	To monitor progress on meeting the recommendations agreed following Inquiries into; Member Management, Attendance Management & Procurement of Services		MSR

SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) - LAST REVISED JUNE 2009

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Quarterly Accountability Reports	To receive quarter 3 performance reports		PM
Meeting date: 29 th April 2010			
Annual Report			

Key:

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

RP – Review of existing policy

DP – Development of new policy

MSR – Monitoring scrutiny recommendations

PM – Performance management

B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in

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EXECUTIVE BOARD

WEDNESDAY, 22ND JULY, 2009

PRESENT: Councillor R Brett in the Chair

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

Councillor R Lewis – Non-Voting Member

24 Exclusion of the Public

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

- a) Appendices 1 and 2 to the report referred to in minute 34 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information contained in the appendices relates to the financial or business affairs of a particular person, and of the Council. 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 one to one negotiations for the disposal of the property/land referred to, then it is not in the public interest to disclose this information at this point in time. Also, it is considered that the release of the 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 be aware about the nature and level of consideration which may prove acceptable to the council. It is considered that whilst there may be a public interest in disclosure, much of the information will be publicly available from the Land Registry following completion of these transactions and, consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- b) Appendix 1 to the report referred to in minute 38 under the terms of Access to Information Procedure Rule 10.4(3) and 10.4(5) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because publication of this report could prejudice the City Council's commercial interests and the City Council's legal interests in maintaining legal professional privilege during legal proceedings.

- c) The appendix, plan 2 and plan 3 to the report referred to in minute 42 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as disclosure could be prejudicial to the commercial interests of the Council and other outside bodies.
- d) Appendix B to the report referred to in minute 59 under the terms of Access to Information Procedure Rule 10.4(3) and (4) on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as it relates to the financial and business affairs of the Council and that publication could be prejudicial to the Council's commercial interests and to negotiations with potential contractors.

25 Declaration of Interests

Councillor Wakefield declared a personal interest in the items entitled, 'Response to the City and Regional Partnerships Scrutiny Board Inquiry into Skills' and 'A Partnership Approach to the Planning, Funding and Delivery of 14 – 19(25) Provision in Leeds' due to being a governor of Leeds City College (Minutes 33 and 57 refer respectively).

Councillor Wakefield also declared a personal interest in the item entitled, 'Proposed Increases in Admission Limits for September 2010' due to being a governor of a primary school. (Minute 56 refers)

Councillor Finnigan declared a personal interest in the items entitled, 'Response to Council Deputation – 'Hands off our Homes Group', 'Response to Council Deputation – Woodbridge Tenants and Residents' Association', 'Lettings Policy' and 'ALMO Annual Reports 2008/09' due to being a Director of Aire Valley Homes (Minutes 49, 28, 50 and 51 refer respectively).

Councillor Harker declared a personal interest in the item entitled, 'Proposed Increases in Admission Limits for September 2010', due to being a governor of a primary school (Minute 56 refers).

Councillor Golton declared a personal interest in the item entitled, 'ALMO Annual Reports 2008/09' due to being a Director of Aire Valley Homes (Minute 51 refers).

Councillor A Carter declared a personal interest in the item entitled 'Marketing Leeds Annual Report 2009' due to being a Director of Marketing Leeds and a personal interest in the item entitled, 'Proposed Lease of Land at Pudsey Bus Station, Church Lane, Pudsey, LS28' due to being a Board member of the West Yorkshire Integrated Transport Authority (Minutes 35 and 36 refer respectively).

26 Minutes

RESOLVED – That the minutes of the meeting held on 17th June 2009 be approved.

CENTRAL AND CORPORATE

27 The KPMG Scrutiny Review - May 2009

The Chief Democratic Services Officer submitted a report summarising the key findings from KPMG's recent audit of the Council's Overview and Scrutiny arrangements and detailing management's formal response to the recommendations

Alison Ormston of KPMG attended the meeting and presented the audit report.

RESOLVED – That the assurances provided with regard to the Council's Overview and Scrutiny arrangements be noted, together with the intention that the key learning points will be progressed by officers through the Scrutiny Chairs' Advisory Group.

NEIGHBOURHOODS AND HOUSING

28 Response to Council Deputation - Woodbridge Tenants' and Residents' Association Regarding the Condition of the Properties on the Estate

The Director of Environment and Neighbourhoods submitted a report in response to the deputation to Council from the Woodbridge Tenants' and Residents' Association on 22nd April 2009.

RESOLVED – That the agreed actions, following the attendance of the deputation at Council, be noted.

CENTRAL AND CORPORATE

29 Treasury Management Annual Report 2008/09

The Director of Resources submitted a report providing a review of the treasury management strategy and operations for 2008/09.

RESOLVED -

- a) That the treasury management outturn position for 2008/09 be noted.
- b) That the recommendations of the CIPFA Treasury Management Panel Bulletin and the CLG Select Committee be referred to the Central and Corporate Functions Scrutiny Board and the Corporate Governance and Audit Committee for further consideration.
- c) That Council be recommended to approve the limits of fixed debt from 2009/10 onwards that are held in different periods as outlined in paragraph 3.3.4 of the submitted report.

- d) That Council be recommended to approve the upper limit on sums invested for periods longer than 364 days for 2009/10 as outlined in paragraph 3.3.6 of the submitted report.

(The matters referred to in parts (c) and (d) of this minute being matters reserved to Council were not eligible for Call In)

30 Capital Programme Update 2009 to 2013

The Director of Resources submitted a report providing an update on the capital programme position for 2009-2013 and seeking approval to allocate resources to specific schemes.

RESOLVED -

- a) That the £35,400,000 remaining balance of the Strategic Development Fund be allocated to New Generation Transport and Flood Alleviation projects.
- b) That the delegated decisions to release reserved schemes, as set out in Table 2 of the submitted report, be noted.
- c) That the proposals for the allocation of additional resources, as set out in Table 3 of the submitted report, be approved.
- d) That the injection of £125,000 to the capital programme for the food waste bin pilot, funded through unsupported borrowing, be approved.
- e) That a variation of £200,000 on the Housing Revenue Account ICT Phase 2 project, as outlined in section 3.3.4 of the submitted report, be approved.

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

31 Leeds Strategic Plan and the Council Business Plan - Performance Reporting at Quarter Four 2008/09

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting the quarter 4 performance report for the Leeds Strategic Plan and the Council Business Plan.

RESOLVED – That the contents of the report be noted.

32 Sustainable Communities Act

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on a proposal to extend the Council's powers to deal with obstructive parking for formal submission to the Local Government Association as a recommended proposal for Government action.

RESOLVED – That approval be given for the submission of the proposal to extend the powers of Council employed civil enforcement officers to issue Penalty Charge Notices.

33 Response to the City and Regional Partnerships Scrutiny Board Inquiry into Skills

The Head of Scrutiny and Member Development submitted a report in response to the recommendations arising from the Scrutiny Board (City and Regional Partnerships) inquiry into skills.

RESOLVED – That the proposed responses to the Scrutiny Board (City and Regional Partnerships) recommendations, as contained in the submitted report, be approved.

DEVELOPMENT AND REGENERATION

34 Proposed Leeds Arena

The Director of City Development submitted a report on progress made in developing the scheme proposals for the arena, proposing that Clay Pit Lane be confirmed as the site for the proposed development and requesting that the Board reconfirms the scope, aims, objectives and outcomes of the project, in addition to presenting proposed Heads of Terms for a commercial agreement.

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

RESOLVED -

- a) That Clay Pit Lane be selected as the site for the proposed arena development.
- b) That the progress made in developing the scheme proposals be noted.
- c) That the scope, aims, objectives and outcomes of the project, as detailed in the submitted report, be reconfirmed.
- d) That the provisionally agreed Heads of Terms with SMG Europe Holdings Ltd for the Agreement for Lease and Lease of the arena be approved.
- e) That approval be given to the provisionally agreed Heads of Terms with the third party named in exempt appendix 2 of the report for the receipt of annual revenue payments to part finance the City Council's funding model for the capital cost of developing the arena.

(The matters referred to in this minute were not eligible for Call In as any delay in concluding such legal agreements may result in the parties to the

agreements seeking to renegotiate the terms of such agreements and, as such, could increase the cost to the Council of developing the arena).

35 Marketing Leeds - Annual Report 2009

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report providing an update on the work of Marketing Leeds and its contribution to the city's priorities.

Deborah Green of Marketing Leeds attended the meeting and presented the report.

RESOLVED – That the content of the report be noted.

36 Proposed Lease of Land at Pudsey Bus Station, Church Lane, Pudsey, LS28

The Chief Asset Management Officer submitted a report on the proposed disposal of the subject site to West Yorkshire Passenger Transport Executive by way of a long lease at less than best consideration, in order to facilitate the development of the new bus station.

RESOLVED – That approval be given for the disposal of the site, as identified on the plans attached to the submitted report, to the West Yorkshire Passenger Transport Executive, by way of a 99 year lease at less than best consideration.

37 West Leeds Gateway Area Action Plan - Pre-Submission Consultation

The Director of City Development submitted a report on the key objectives of the West Leeds Gateway Area Action Plan (AAP) and proposals to publish the Plan for the purposes of public participation and receipt of formal representations, between 5th October and 16th November 2009.

Members received an update on the informal guidance relating to several areas of the AAP which had been received from Government Office and the Planning Inspectorate.

RESOLVED –

- a) That the Director of City Development be authorised to revise the West Leeds Gateway Area Action Plan in line with the informal guidance received from Government Office and the Planning Inspectorate.
- b) That approval be given for the publication of the West Leeds Gateway Area Action Plan Development Plan Document for the purposes of public participation, and to formally invite representations on it between 5th October and 16th November 2009.

38 A639 Stourton Landslip

The Director of City Development submitted a report on the proposed scheme and expenditure required to overcome a stability problem on the A639 highway in the vicinity of the Leeds Valley Park roundabout.

Draft minutes to be approved at the meeting
to be held on Wednesday, 26th August, 2009

Plan TS/299067/GA/01 was tabled at the meeting for Members' consideration.

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

RESOLVED -

- a) That authority be given for the design and implementation of the highway works, as shown on drawing TS/299067/GA/01, to overcome a stability problem on the A639 near Leeds Valley Park Roundabout resulting from a landslip.
- b) That approval be given to incur expenditure of £1,500,000 comprising £1,200,000 works and £300,000 staff costs in addition to the £518,100 fees previously approved and as detailed in the recommendation of the exempt appendix to the report.
- c) That the matter be progressed, as proposed in the recommendation contained in the exempt appendix to the report.

39 Route 163/166 Bus Accessibility Improvements

The Director of City Development submitted a report on the proposed accessibility improvements to the Arriva 163/166 Leeds to Castleford core bus route.

RESOLVED -

- a) That approval be given to the design and implementation of the accessibility work on the 163/166 core bus route to comply with the Disability Discrimination Act.
- b) That approval be given to the estimated expenditure of £726,000 to be funded from the Integrated Transport Scheme 99609 within the approved Capital Programme.

40 South Leeds Academy

The Chief Asset Management Officer submitted a report on proposed Heads of Terms for the leasehold disposal at nil consideration of South Leeds High School for the Academy scheme to South Leeds Academy Trust who are the Council's selected operator for an Academy at this school.

RESOLVED –

- a) That approval be given for the disposal of South Leeds High School for the proposed Academy on a 125 year lease at nil consideration and that the Director of City Development be authorised to agree the final terms as detailed at paragraph 3 of the submitted report.

- b) That a report be submitted to a future meeting of the Board with respect to matters concerning the transfer of assets to School Partnership Trust organisations.

41 Partnership for Regeneration Investment in Aire Valley, Leeds

The Director of City Development and the Director of Environment and Neighbourhoods submitted a joint report providing an update on the Aire Valley Leeds programme and outlining proposals regarding an opportunity which had arisen for a partnership with some of the key landowners in the area.

RESOLVED -

- a) That the approach by the Templegate Development Ltd joint venture partners be noted, together with the common benefits from joint working on the development potential for this large area of land in the Aire Valley Leeds regeneration area.
- b) That the Directors of City Development and Environment and Neighbourhoods be authorised, in liaison with the Assistant Chief Executive (Corporate Governance), to enter into the memorandum of understanding and create the Partnership for Regeneration Investment in Aire Valley Leeds on the terms described in the submitted report.

42 Elland Road Masterplan and World Cup 2018

The Director of City Development submitted a report providing an update on property matters at Elland Road and on proposals to assist in the regeneration of eighteen and a half hectares of brownfield land in that location.

Plan 3 to the report was circulated to Members prior to the meeting for consideration.

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

RESOLVED -

- a) That the recent developments concerning property matters at Elland Road, and the opportunity to kickstart the comprehensive regeneration on the site be noted.
- b) That the position regarding the acquisition of site I as set down in the exempt part of the submitted report be noted, and that the Director of City Development be instructed, in consultation with the Executive Member for Development and Regeneration and subject to site investigations, to conclude negotiations.

- c) That a 6 month period of exclusivity be granted to the company named in the exempt appendix of the submitted report, on the basis of the Heads of Terms detailed within that exempt appendix, in order that the company can build and operate an ice-rink at Elland Road.

ADULT HEALTH AND SOCIAL CARE

43 From Day Centres to Day Services: Responding to the Needs and Preferences of Older People

Further to minute 125 of the meeting held on 5th November 2008, the Director of Adult Social Services submitted a report on the next phase of the strategy concerned with modernising day opportunities for older people.

RESOLVED -

- a) That the positive implementation of actions agreed in 2008 to re-provide 4 centres be noted.
- b) That the positive opportunities to develop future services alongside officers in City Development and partners in the Voluntary Sector be noted.
- c) That the strategy for the development of specialist dementia and re-enablement services, as set out in Section 7 of the submitted report, be approved.
- d) That the proposed consultation concerning recommendations for change to the day services base in the city, including changed weekend opening, be approved.
- e) That a further report be brought to the Board in November 2009 on the outcome of the consultation and containing final recommendations for the delivery of the strategy.

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

44 Neighbourhood Network Schemes Review - Future Vision and Way Forward

The Director of Adult Social Services submitted a report providing information and proposals for developing greater access to universal wellbeing support through Neighbourhood Network Schemes (NNS) and highlighting issues and proposed remedies.

RESOLVED -

- a) That approval be given for the adoption and application of the Neighbourhood Network Schemes' funding formula.

- b) That approval be given for a revised NNS service specification which sets out the long term vision for NNS and which incentivises collaborative models of working and organisation.
- c) That approval be given for Adult Social Services to identify the funding investment shortfall of £370,000 within the 2010/11 budget setting round for inclusion into the new contractual arrangements due to be let in that year.
- d) That in the light of advice provided by corporate colleagues, and as set out in paragraph 3.28 of the submitted report, the potential need for a contract extension for existing NN providers be noted, which would be managed through the delegated powers of the Director of Adult Social Services should this prove to be necessary.

45 Leeds Safeguarding Adult Partnership Board Report 2008/09 and Leeds Safeguarding Adult Policy 2009

The Director of Adult Social Services submitted a report presenting the Leeds Safeguarding Adults Partnership Board Annual Report for 2008/09, and proposing the adoption of the Safeguarding Adult Policy for Leeds 2009.

RESOLVED -

- a) That the safeguarding policy for Leeds, as attached to the submitted report, be approved for adoption.
- b) That the work undertaken in 2008/09 to renew Safeguarding Adults policy, systems, structures and governance arrangements in the city, as detailed within the submitted report, be noted.
- c) That the 2008/09 annual report, as attached to the submitted report, be noted.

46 Valuing People Now - Transfer of Commissioning Responsibilities from NHS Leeds to Leeds City Council

The Director of Adult Social Services submitted a report providing an update on the outcome of negotiations in relation to the transfer of the value of those elements of social care commissioning which are currently undertaken by NHS Leeds (Leeds PCT).

RESOLVED -

- a) That the principles on which the transfer negotiations have been conducted, as set out within the Executive Summary of the submitted report, be noted.
- b) That the Board notes the requirement to transfer remaining commissioning responsibility from NHS Leeds (Leeds PCT) to Leeds City Council from the commencement of the 2009/10 financial year in

the terms set out in section 6 of the submitted report for the continuing greater benefit of people with learning disabilities, specifically:-

- The element of £3,471,624 (at 08/09 prices) proposed for transfer which represents the value of the LPFT Supported Living Service and the social care services provided by Bradford District Care Trust.
 - The further element to transfer totaling £6.25m of social care activity which has been identified as already existing within the Pooled Budget.
- c) That the Director of Adult Social Services be authorised, in conjunction with the Director of Resources, to augment the S75 Pooled fund agreement to accommodate transfers of Capital in the terms set out at paragraphs 3.13 – 3.18 of the submitted report.

ENVIRONMENTAL SERVICES

47 Way Forward Review of Waste Collection Services

The Director of Environment and Neighbourhoods submitted a report outlining the issues surrounding improvements to waste collection services in Leeds, summarising the findings of both the Way Forward Review of Waste Collection Services, and the subsequent market sounding and packaging options appraisal work undertaken.

RESOLVED – That the process of market testing waste collection services be commenced.

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

48 Response to the Young People's Scrutiny Inquiry entitled 'Protecting Our Environment'

The Directors of City Development and Environment and Neighbourhoods and the Chief Executive of Education Leeds submitted a joint report in response to the recommendations from the Young People's Scrutiny Forum inquiry into the protection of the environment.

RESOLVED – That this report be deferred to a future meeting, in order to enable representatives of the Young People's Scrutiny Forum to attend.

NEIGHBOURHOODS AND HOUSING

49 Response to Council Deputation - 'Hands off our Homes Group' Regarding Their Campaign Against Vacant Housing in Leeds

The Director of Environment and Neighbourhoods submitted a report in response to the deputation to Council from the 'Hands Off Our Homes' organisation on 22nd April 2009.

RESOLVED – That the response to the deputation, as contained in the submitted report, be approved.

50 Lettings Policy

The Director of Environment and Neighbourhoods submitted a report on proposals relating to the Council's Lettings Policy.

RESOLVED -

- a) That the proposals, as set out within the submitted report, be endorsed as part of a broader approach from application stage, through lettings, to tenancy management.
- b) That the Director of Environment and Neighbourhoods, together with the Council's Assistant Chief Executive (Corporate Governance), the ALMOs and BITMO, be requested to develop the proposals within the report into recommendations for change incorporated into a revised lettings policy and guidance.
- c) That the proposals be consulted upon with a view to a revised policy being prepared by January 2010.

51 ALMO Annual Reports 2008/09

The Director of Environment and Neighbourhoods submitted a report presenting the ALMO Annual Reports for 2008/09.

RESOLVED – That the content of the 2008/09 ALMO annual reports be noted.

52 Area Delivery Plans 2009/10

The Director of Environment and Neighbourhoods submitted a report providing an overview of the ten 2009/10 Area Delivery Plans for endorsement and reflecting upon the successes and achievements of area led work delivered across the Area Management structures throughout 2008/09.

RESOLVED – That the 2009/10 Area Delivery Plans produced by the Area Committees be endorsed.

53 Beeston Group Repair: Phase 6

The Director of Environment and Neighbourhoods submitted a report on phase 6 of the Beeston Group Repair initiative.

RESOLVED –

- a) That the injection into the Capital Programme of £149,000 from owner occupiers contributions be approved.
- b) That Scheme Expenditure to the amount of £1,640,000 be authorised.

Draft minutes to be approved at the meeting
to be held on Wednesday, 26th August, 2009

- c) That officers be instructed to report back in the future on the progress of the scheme.

54 Response to the Environment and Neighbourhoods Scrutiny Board Inquiry into Asylum Seeker Case Resolution

The Director of Environment and Neighbourhoods submitted a report in response to the recommendations from the Scrutiny Board (Environment and Neighbourhoods) inquiry into asylum seeker case resolution.

RESOLVED – That the responses to the recommendations of the Scrutiny Board (Environment and Neighbourhoods), as contained in the submitted report, be approved.

55 Response to the City and Regional Partnerships Scrutiny Board Inquiry into the Role of the Voluntary, Community and Faith Sectors in Council Led Community Engagement

The Chief Democratic Services Officer submitted a report in response to the recommendations from the Scrutiny Board (City and Regional Partnerships) inquiry into the role of the Voluntary, Community and Faith Sectors in Council led community engagement, following the initial response which was considered by Executive Board on 13th May 2009 (minute 260).

RESOLVED -

- a) That it be noted that the Scrutiny Board (Adult Social Care) offered no additional comments to the earlier report.
- b) That the additional comments of the Scrutiny Board (Children's Services) be endorsed.
- c) That the approval of the responses from the Director of Environment and Neighbourhoods to the recommendations of the Scrutiny Board (City and Regional Partnerships) be confirmed.

CHILDREN'S SERVICES

56 Proposed Increases in Admission Limits for September 2010

Further to minute 15 of the meeting held on 17th June 2009, the Chief Executive of Education Leeds submitted a report presenting the outcome of the consultation process undertaken with schools proposing increased admission limits for 2010/11 and identifying the next steps in making provision from 2011/12 onwards.

RESOLVED -

- a) That the outcome of the ongoing discussions with individual schools be noted.
- b) That approval be given to increase the admission limit for the named primary schools within the submitted report for 2010/11.

- c) That a further report which identifies the next steps in making provision from 2011/12 onwards be brought to this Board.

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

57 A Partnership Approach to the Planning, Funding and Delivery of 14-19 (25) Provision in Leeds

The Chief Executive of Education Leeds submitted a report on the development of the 14 – 19 (25) provision in Leeds and the structures and arrangements that will form the basis for the future planning, and delivery of 14 – 19 (25) provision in Leeds.

RESOLVED -

- a) That the development of partnerships of post 14 providers be noted.
- b) That the implications for the partnership approach to the planning, funding and delivery of 14 – 19 (25) provision in Leeds be noted.
- c) That the 14 - 19 Statement of Priorities be received for approval every Autumn;
- d) That a further report be brought to this Board in December that will address the Local Authority's readiness to assume the responsibilities transferring from the Learning Skills Council.

58 Proposals for changes to Primary Provision in the Richmond Hill area

The Chief Executive of Education Leeds submitted a report on the outcome of the statutory notice published on the linked proposals concerning changes to primary provision in the Richmond Hill area.

RESOLVED – That approval be given to the linked proposals to:-

- a) Enlarge Richmond Hill Primary School by one form of entry;
- b) Establish community provision for children with a statement of special educational needs at the new Richmond Hill Primary School;
- c) Close Mount St Mary's Catholic Primary School.

59 Future of East Moor Secure Children's Home - Update

Further to minute 41 of the meeting held on 16th July 2008, the Director of Children's Services submitted a report on progress made to secure capital and revenue funding for the replacement of East Moor, on the outcome of the site option appraisal and on proposals for the replacement of the current provision with a purpose built, fit for purpose and future proof facility.

The Chair advised that a letter from Greg Mulholland MP relating to this matter had been received and circulated to Executive Board members prior to the meeting.

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

RESOLVED -

- a) That the progress made since the July 2008 meeting be noted.
- b) That the Director of Children's Services enter into a contractual arrangement with the Department for Children, Schools and Families for the capital funding and Youth Justice Board for an extended occupancy contract to finance the re-building of a secure children's home in the city.
- c) That, despite the loss of a significant capital receipt, the service preference for a rebuild on the land adjacent to the existing Secure Children's Home be endorsed.
- d) That £18,100,000 be injected into the capital programme for the new build secure children's home. £15,000,000 to be funded through the grant from the Department for Children, Schools and Families and £3,100,000 through prudential borrowing to be repaid through the occupancy contract with the Youth Justice Board.

60 Scrutiny Board (Health) Inquiry into Improving Sexual Health amongst Young People

The Director of Children's Services submitted a report in response to the recommendations from the Scrutiny Board (Health) inquiry into improving sexual health amongst young people.

RESOLVED – That the proposed responses to the recommendations of Scrutiny Board (Health), as contained within the submitted report, be approved.

DATE OF PUBLICATION: 24th JULY 2009
LAST DATE FOR CALL IN: 31st JULY 2009

(Scrutiny Support will notify Directors of any items called in my 12:00 noon on 3rd August 2009.)

Draft minutes to be approved at the meeting to be held on Wednesday, 26th August, 2009

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LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 September 2009 to 31 December 2009

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Wide Area Network, Telecom Networks - Infrastructure and Connectivity Tender The tender for the above is currently being advertised and we aim to be in position to make a decision and award in September 2009.	Chief ICT Officer	1/9/09		Tender Returns and Evaluation documents	Chief ICT Officer geoff.prowling@leeds.gov.uk
Framework Agreement for Technical Advisors for PFI Projects Approval to issue OJEU notice for the procurement of the framework agreement	Director of Resources	1/9/09	Not applicable (Advisors from Client Departments)	Report to Board	Chief Officer (PPPU) david.outram@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
The award of the West Yorkshire sub regional element of the YORbuild Regional Construction Framework	Chief Procurement Officer	1/10/09		Delegated Decision Report	Chief Procurement Officer wayne.baxter@leeds.gov.uk
Frozen Food Contract for Catering and Cleaning Services To proceed with PQQ and Tender specification for renewal of contract	Director of Resources	1/10/09	Taste Panel of Students / Group Consultation on quality of product / Consultation with Existing Supplier	Tender Specifications	Director of Resources mandy.snaith@leeds.gov.uk
The Supply of Parts to Fleet Services To award the contract for the supply of parts to the Stores Division of Fleet Services at Torre Road	Director of Resources	1/10/09		Tender Evaluation Report	Director of Resources julie.meakin@leeds.gov.uk
Grocery Contract for Catering and Cleaning Services To proceed with PQQ and Tender specification for renewal of contract	Director of Resources	1/10/09	Taste Panel of Students / Group consultation on quality of product / Consultation with Existing Supplier	Tender Specifications	Director of Resources mandy.snaith@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Fresh Meat, Cooked meats and Halal provision Contract for Catering and Cleaning Services To proceed with PQQ and Tender specification for renewal of contract	Director of Resources	1/10/09	Group consultation on quality of product / Consultation with Existing Supplier / Muslim Panel	Tender specifications	Director of Resources mandy.snaith@leeds.gov.uk
Catering Consumables Contract for Catering and Cleaning Services To proceed with PQQ and Tender specification for renewal of contract	Director of Resources	1/10/09	Group consultation on quality of product / Consultation with Existing Supplier	Tender Specifications	Director of Resources mandy.snaith@leeds.gov.uk
A63 Selby Road / B6137 Leeds Road - Junction Signalisation To incur expenditure and undertake the detailed design and implementation	Director of Resources	20/10/09	Ward Councillors and Emergency Services	Design and Cost Report	Director of Resources john.j.mills@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Leeds Joint Service Centres - Furniture and Interior Design Solution for two new Joint Service Centres in Leeds Authorisation to procure furniture and fittings and interior design for two new Joint Service Centres in Leeds	Deputy Chief Executive	1/11/09	<ol style="list-style-type: none"> 1. Briefing with Relevant Councillors 2. Consultation with the Primary Care Trust 3. Consultation with relevant LCC Client Depts 4. Consultation with Local Residents 	LCC Procurement Legislation, The PCT Procurement Legislation, Executive Board Report approved 04.03.09, LCC Constitution	Deputy Chief Executive david.page@leeds.gov.uk
Bramley 20 Mph Zone Authority to undertake construction works total cost £345,000.	Director of Resources	2/11/09	Members, Emergency Services etc consulted as part of the scheme development. Public Consultation undertaken	Drawing Numbers HDC/229140/GA/01A, HDC/299140/GA/02A & HDC/299140/GA/03	Director of Resources chris.hickling@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Thorpe Lane/Bradford Road Junction Improvement Authority to undertake construction works total cost £287,500 including S106 contribution of £50,000	Director of Resources	2/11/09	Members, Emergency Services etc consulted as part of the scheme development	None.	Director of Resources richard.hobson@leeds.gov.uk
Financial Health Report - Half Year In noting the financial position after six months for the Authority a decision will be required as to the treatment of any variation identified	Executive Board (Portfolio: Central and Corporate)	4/11/09		The report to be issued to the decision maker with the agenda for the meeting	Director of Resources doug.meeson@leeds.gov.uk

NOTES

Key decisions are those executive decisions:

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

<u>Executive Board Portfolios</u>	<u>Executive Member</u>
Central and Corporate	Councillor Richard Brett
Development and Regeneration	Councillor Andrew Carter
Environmental Services	Councillor James Monaghan
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 Richard Lewis

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.