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## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

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Meeting to be held in Civic Hall, Leeds on  
Monday, 13th July, 2009 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

- B Anderson (Chair) - Adel and Wharfedale;
- A Blackburn - Farnley and Wortley;
- A Castle - Harewood;
- D Coupar - Middleton Park;
- R Downes - Otley and Yeadon;
- D Hollingsworth - Burmantofts and  
Richmond Hill;
- K Hussain - Hyde Park and  
Woodhouse;
- G Hyde - Killingbeck and Seacroft;
- J Jarosz - Pudsey;
- J Marjoram - Calverley and Farsley;
- L Mulherin - Ardsley and Robin Hood;
- M Rafique - Chapel Allerton;

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

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# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
5			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
6			<p><b>MINUTES OF PREVIOUS MEETINGS HELD ON 3RD AND 15TH JUNE 2009</b></p> <p>To received and approve the minutes of the previous meeting held on 3<sup>rd</sup> June 2009 and 15<sup>th</sup> June 2009.</p>	1 - 14
7			<p><b>EXECUTIVE BOARD MINUTES - 17TH JUNE 2009</b></p> <p>To note the minutes of the Executive Board meeting held on 17<sup>th</sup> June 2009.</p>	15 - 24
8			<p><b>LEEDS STRATEGIC PLAN PERFORMANCE REPORT FOR QUARTER 4 2008/2009</b></p> <p>To consider a report from the Head of Policy, Performance and Improvement on performance information for Quarter 4 2008/2009.</p>	25 - 60

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>PERFORMANCE MONITORING AND FOOD STANDARDS AGENCY FOOD SERVICE AUDIT UPDATE</b></p> <p>To receive and consider a report from the Chief Environmental Health Officer on the performance and audit of the Food and Health Team food premises inspection service and the Food Standards Agency Action Plan.</p>	61 - 90
10			<p><b>REVIEW OF DOG FOULING ENFORCEMENT - FORMAL RESPONSE</b></p> <p>To consider a report from the Head of Scrutiny and Member Development presenting the formal response to the Board's earlier review of Dog Fouling Enforcement.</p>	91 - 114
11			<p><b>WORK PROGRAMME</b></p> <p>To receive a report from the Head of Scrutiny and Member Development on the Board's current work programme.</p>	115 - 124
12			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 14<sup>th</sup> September 2009 at 10.00 a.m. (Pre-Meeting at 9.30 a.m.).</p>	

# Agenda Item 6

## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

WEDNESDAY, 3RD JUNE, 2009

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

Councillors A Blackburn, R Downes,  
D Hollingsworth, K Hussain, G Hyde,  
J Marjoram and M Rafique

### 1 Chair's Opening Remarks

The Chair welcomed everyone to the Call In meeting. He informed the Board that due to the sensitive nature of the business to be discussed, there maybe a need for the Board to go into private discussion during the course of the meeting.

### 2 Late Items

In accordance with his powers under Section 100 B (4) (b) of the Local Government Act 1972, the Chair consented to the submission of a late item of business relating to a briefing note on Temporary Accommodation and the Planning Appeal Decision (Agenda Item 7) (Minute 6 refers).

The briefing note was late due to the short timescale involved in producing the document.

### 3 Declarations of Interest

The following personal interests were declared:-

- Councillor K Hussain in his capacity as a private sector landlord (Agenda Item 7) (Minute 6 refers)
- Councillor J Marjoram in his capacity as a private sector landlord (Agenda Item 7) (Minute 6 refers)

### 4 Apologies for Absence

An apology for absence was submitted on behalf of Councillor J Jarosz.

### 5 Call-In of Decision - Briefing Paper

The Head of Scrutiny and Member Development submitted a report regarding the procedural aspects of the Call-In process.

Members were advised that the options available to the Board in respect of this particular called-in decision were:-

Option 1 – **Release the decision for implementation.** Having reviewed the decision, the Scrutiny Board (Environment and Neighbourhoods) could decide to release it for implementation. If this option was chosen, the decision would be released for immediate implementation and the decision could not be called-in again.

Option 2 – **Recommend that the decision be reconsidered.** Having reviewed the decision, the Scrutiny Board (Environment and Neighbourhoods) could recommend to the Director of Environment and Neighbourhoods that the decision be reconsidered. If the Scrutiny Board (Environment and Neighbourhoods) chose this option, a report would be submitted to the Director of Environment and Neighbourhoods within three working days of this meeting. The Director of Environment and Neighbourhoods would reconsider the decision and would publish the outcome of their deliberations on the delegated decision system. The decision could not be called-in again whether or not it was varied.

**RESOLVED** – That the report outlining the Call-In procedures be noted.

(Councillor K Hussain and Councillor G Hyde joined the meeting at 10.10am during discussions of the above item)

**6 Review of Decision - Supporting People Request to enter into a framework contract with Cascade Homes, Care Solutions and Green Investments (Jump) for the supply and management of temporary accommodation for a period of 12 months**

The Head of Scrutiny and Member Development submitted a report, together with relevant background papers, relating to an Officer Delegated Decision (ref: D35386) of the Chief Housing Services Officer as follows:-

“Request to enter into a framework contract with Cascade Homes, Care Solutions and Green Investments (Jump) for the supply and management of temporary accommodation for a period of 12 months, commencing in May 2009 at a cost of £2.6m per annum.”

The decision had been called-in for review by Councillors R Pryke, D Blackburn, N Taggart, P Ewens and J Matthews on the following grounds:-

“Elected members in wards where the proposed contractors house their clients have not been consulted about the effects of this proposed decision”.

Councillor R Pryke attended the meeting to present evidence to the Board and respond to Members’ questions and comments.

The following officers were also in attendance:-

Paul Langford, Chief Housing Officer  
Debbie Forward, Supporting People Manager  
Bridget Emery, Head of Housing Strategy and Solutions (attended, but did not give evidence)  
Rob McCartney, Housing Strategy and Commissioning Manager (attended, but did not give evidence)

The Board then questioned Councillor Pryke and officers at length on the evidence submitted.

Some of the main concerns highlighted by Councillor Pryke were:-

- the lack of consultation with Elected members in wards where the proposed contractors house their clients
- experiences of poor quality private rented sector housing and landlord management and the consequential impact on vulnerable clients and the wider communities
- that the main concentration of homeless households placed in temporary accommodation was in the Nowells and East End Park area, primarily due to the number of cheap rental properties within that area i.e. back to back Type 2 properties
- reference was made to the Planning Inspectorates Decision dated 10<sup>th</sup> March 2009 which dismissed an appeal against service of notices for unauthorised works by an individual linked to Green Investments
- that in future, more attention needs to be given to the suitability of providers when renewing contracts rather than the most convenient

In addition to the above comments, Councillor Pryke circulated a copy of a document entitled 'Appeal Decisions – The Planning Inspectorate – 54 Glensdale Street, Burmantofts, Leeds 9 / 55 Glensdale Terrace, Burmantofts, Leeds 9 dated 10<sup>th</sup> March 2009' for the information/comment of the meeting

In explaining the reasons for the decision, officers made the following comments:-

- the Council had a statutory duty to secure that temporary accommodation was available to homeless households seeking assistance under the homeless legislation and that this provision continues until the homeless household was offered more longer term accommodation
- the current framework contract with Cascade and Care Solutions expired at the end of the financial year and approval was sought through the Council's delegated decision process to extend the existing contractual arrangements with the two existing providers and enter into an arrangement with Green Investments (Jump) following the withdrawal of another provider, Safe Haven
- that approval was sought to extend the contract for a 12 month period whilst the temporary accommodation service was subject to a full competitive tender exercise
- that properties from one of the providers were significantly more costly than the other providers and therefore the Council was already ceasing to use properties from this provider, with all households expected to be moved out by the end of week commencing 1<sup>st</sup> June 2009.
- the need for any new contract to have a strong focus on driving up the quality of the temporary accommodation to Decency Standards, along with a stronger involvement of Council Officers in inspecting the properties and managing the contract to ensure that it delivered the quality of accommodation and service set out in the service specification

- that the government had set all local authorities a target to half the number of households placed in temporary accommodation by the end of March 2010
- the fact that the number of temporary accommodation units commissioned through private accommodation providers had reduced from 412 units in September 2008 to 166 as at May 2009 as a result of more effective homeless case management and homeless prevention
- the new contractual arrangements would require the provision of up to 100 properties at any one time for use as temporary accommodation within the Leeds boundary and be more broadly distributed in all regions of the city to better meet the needs of homeless households. Contractors would also be required to be members of the Leeds Landlord Accreditation Scheme

The Chair then invited questions and comments from Board Members and the main areas of discussion were:-

### Contractual Issues

- clarification as to why there was a delay in commencing the procurement process  
*(The Chief Housing Services Officer responded and outlined that the initial intention last year was to put in place one contract for the provision of temporary accommodation to be used by all relevant Directorates, which included Environment and Neighbourhoods, Adult Social Care and Children's Services. However, subsequent delays in identifying the total number of units required by all Directorates had led to the Environment and Neighbourhoods Directorate putting in place its own contract in order to meet its statutory requirements)*
- clarification of the global figure for the provision of temporary accommodation by the Council  
*(The Chief Housing Services Officer responded and agreed to supply this information via the Principal Scrutiny Advisor)*
- clarification of the existing framework contract which guaranteed a minimum of 30 properties to each of the three accommodation providers  
*(The Chief Housing Services Officer clarified that this related to the previous contract framework and that the Council entered into an informal arrangement with Green Investments (Jump) following the phased withdrawal of properties by Safe Haven)*
- clarification as to why the Council was obliged to enter into this contract at this particular time  
*(The Chief Housing Services Officer responded and reminded the Board of the Council's statutory duty to secure temporary accommodation and that existing contractual arrangements would need to continue whilst the tender exercise was being undertaken to enable the Council to continue to meet its statutory duties)*
- clarification of the review mechanism of the projected annual contract value of £2.6 million



*(The Chief Housing Services Officer responded and informed the Board that whilst this was the cost of the contract, a large proportion of this cost would be covered by housing benefit)*

### Consultation Issues

- clarification of the level of consultation undertaken with the principal Ward Members and the feedback received  
*(The Chief Housing Officer responded and confirmed that, to date, no consultation had been undertaken with Ward Members. However, he agreed to undertake more work in this area with a view to engaging in discussions with all Members of Council)*

The Chair then invited the following witnesses who had been called by the signatories of the Call-In to support the original justification for the decision having been called in:-

Phil Crabtree, Chief Planning Officer  
Gail Hardwick, Neighbourhood Warden, East Leeds  
Sue Lynch, local resident  
Mrs Brennan local resident  
Mrs Riley, local resident  
Maria Herlingshaw, local resident  
Sarah Covell, local resident

The Board resolved that it was likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed. The Board resolved that the public would be excluded from this part of the proceedings. Further, the Board resolved to exclude the public under the terms of Access to Information Procedure Rule 10.4 (3) i.e. information relating to the financial or business affairs of any particular person (including the authority holding that information). The Board resolved that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Chair then invited questions and comments from Board Members and officers on the evidence provided by the witnesses.

Following this process, at the request of the Chair, the Board adjourned at 12.30pm to discuss the options and reconvened at 1.00pm in public open session.

In conclusion, the Chair thanked Councillor R Pryke, witnesses and officers for their attendance and contribution to the Call-In meeting.

**RESOLVED** – That the report and information provided be noted.

(Councillor M Rafique joined the meeting at 10.15am during discussions of the above item)

(Councillor K Hussain left the meeting at 11.40am during discussions of the above item)

(Councillor M Rafique left the meeting at 12.50pm during discussions of the above item)

## 7 **Outcome of Call-In**

Following consideration of evidence presented to them and the questioning of witnesses, the Board passed the following resolution.

### **RESOLVED –**

- (a) That the decision be referred back to the decision maker for reconsideration.
- (b) That the decision maker be requested to reconsider the following specific areas:-
  - *whether or not appropriate consultation was carried out with the relevant Ward Members*
  - *to consider whether the selected providers of temporary accommodation, subject to this contract, were suitable both in terms of their legal status and their ability to provide suitable accommodation*
  - *to consider and address any concerns in relation to any of the providers mentioned in the report or selected prior to any new decision being taken*
  - *to ensure that a thorough assessment of all the properties included in this contract had been conducted to ensure their suitability before the contract was reissued*
  - *to ensure that relevant Ward Members were consulted prior to such decisions being taken*
  - *to ensure that Housing, Planning and other affected Directorates liaise closely and exchange information that would facilitate decisions such as these*
  - *to ensure that all providers identify in advance a list of all potential properties, subject to the contract*
  - *to ensure that appropriate investigations were carried into the provider's legal status and to ensure that professional advice was sought where necessary*
  - *to ensure that appropriate consideration was given to issues of quality as well as cost when selecting providers*

- *to ensure that any contract contains sufficient clauses dealing with any breaches of the contract and to ensure that there were appropriate sanctions for non compliance*
  - *to ensure that the contract was monitored and any breaches of agreements were enforced*
  - *to ensure that there was an appropriate mechanism which allows users of such accommodation to complain about the providers*
  - *to ensure there were appropriate mechanisms in place in the future which allow the Directorate to identify contracts that were about to expire so that appropriate steps can be taken to continue to provide the service*
  - *to ensure that all properties were inspected to ensure suitability prior to allocation to users. Where it was not possible prior to allocation, then to ensure that an inspection was undertaken within 48 hours or on the next working day*
- (c) That due to the concerns expressed, the Scrutiny Board recommends that a more general process of awarding contracts was considered by Scrutiny.

(The meeting concluded at 2.15pm)

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## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

MONDAY, 15TH JUNE, 2009

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

Councillors A Blackburn, A Castle,  
R Downes, G Hyde, J Jarosz, J Marjoram  
and M Rafique

### 8 Chair's Opening Remarks

The Chair welcomed everyone to the June meeting of the Scrutiny Board (Environment and Neighbourhoods). He also welcomed a number of students from Leeds University who were in attendance.

### 9 Declarations of Interest

The following personal interests were declared:-

- Councillor M Rafique in his capacity as a Member on the Safer Leeds Partnership (Agenda Item 8) (Minute 13 refers)
- Councillor B Anderson in his capacity as a Director of West North West Homes (Agenda Item 13) (Minute 18 refers)
- Councillor A Blackburn in her capacity as a Director of West North West Homes (Agenda Item 13) (Minute 18 refers)
- Councillor G Hyde in his capacity as a Director of East North East Homes (Agenda Item 13) (Minute 18 refers)

### 10 Apologies for Absence

Apologies for absence were received on behalf of Councillor D Hollingsworth and Councillor L Mulherin.

### 11 Minutes of the Previous Meeting

**RESOLVED** – That the minutes of the previous meeting held on 11<sup>th</sup> May 2009 be approved as a correct record, subject to the addition of Councillor M. Rafique to the list of apologies.

### 12 Executive Board - Minutes

**RESOLVED** – That the minutes of the Executive Board meeting held on 13<sup>th</sup> May 2009 be received and noted.

### 13 Changes to the Council's Constitution in relation to Scrutiny

The Head of Scrutiny and Member Development submitted a report requesting the Board to note the changes to the Council's Constitution in relation to Scrutiny, and in particular, the new Crime and Disorder Functions of the Scrutiny Board which was required to be developed further this year.

The Board sought clarification of the role and membership of Safer Leeds, which was the Crime and Disorder Reduction Partnership for the city.

Draft minutes to be approved at the meeting  
to be held on Monday, 13th July, 2009

*(Jim Willson, Chief Officer, Drugs and Alcohol, who was in attendance, responded and outlined their specific role and current membership)*

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That in relation to fulfilling the role and function of the Scrutiny Board, this Board notes the amendments to the Council's Constitution as outlined in the report.
- (c) That this Board notes the likely changes resulting from the Secretary of State regulations regarding the provision of information from partner authorities.

**14 Co-opted Members**

The Head of Scrutiny and Member Development submitted a report on Co-opted Members.

The Board discussed the content of the report in detail and identified the potential benefits of appointing co-opted members on an ad hoc basis to assist the Board with its specific inquiries during the municipal year.

**RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That no formal appointment of co-opted members be made to this Board at this present time.
- (c) That this Board supports the appointment of co-opted members on an ad hoc basis to assist the Board with its specific inquiries during the municipal year.

**15 Input to the Board's work programme 2009/10 - Sources of work and establishing the Board's priorities**

The Head of Scrutiny and Member Development submitted a report on an input into the Board's work programme for 2009/10 and to identify sources of work and establish the Board's priorities.

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

- (a) Leeds Strategic Plan 2008-2011 – Executive Summary (Appendix 1(a) refers)
- (b) List of Scrutiny work undertaken in the past five years relevant to the Environment and Neighbourhoods portfolio (Appendix 1(b) refers)
- (c) Environment and Neighbourhoods Scrutiny Board Terms of Reference (Appendix 2 refers)
- (d) Forward Plan of Key Decisions for the period 1<sup>st</sup> June 2009 to 30<sup>th</sup> September 2009 (Appendix 3 refers)

The Chair welcomed the following representatives to the meeting who were in attendance to respond to queries and comments from the Board:-

- Councillor J L Carter, Executive Member with portfolio responsibility for Neighbourhoods and Housing
- Stephen Boyle, Chief Regeneration Officer
- Andrew Mason, Chief Environmental Services Officer
- Bridget Emery, Head of Housing Strategy and Solutions
- Jim Willson, Chief Officer, Drugs and Alcohol

The Board noted that Neil Evans, Director of Environment and Neighbourhoods and Jim McNeil, Police Officer, West Yorkshire Police had conveyed their apologies.

It was also noted that Councillor J Monaghan, Executive Member for Environmental Services, had also conveyed his apologies but had already shared his views about potential areas of scrutiny work with the Chair.

The Executive Member with responsibility for Neighbourhoods and Housing outlined some of the pressures within his portfolio for the coming year and also raised some topics for possible scrutiny by the Board.

The above officers in attendance summarised the key activities and priorities of the Environment and Neighbourhoods Directorate for the year ahead and suggested topics that the Board might like to consider including in its work programme.

Members commented on and sought further clarification on a number of particular issues for possible inclusion in the Board's future work programme.

Following detailed discussions, the Chair thanked the Executive Board Member and officers for their contribution and attendance.

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

(Councillor A Blackburn joined the meeting at 10.40am during discussions of the above item)

## **16 KPMG - Scrutiny Review - May 2009**

The Head of Scrutiny and Member Development submitted a report on a recent KPMG external audit review of Scrutiny.

The report also provided details of management's response to the review recommendations.

Peter Marrington, Head of Scrutiny and Member Development was in attendance and responded to Members' queries and comments.

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

- clarification of the name and history behind KPMG
- clarification of the next steps of the external audit review

*(The Head of Scrutiny and Member Development responded and informed the meeting that the external audit review report would be presented to the Corporate Governance and Audit Committee on 30<sup>th</sup> June 2009. Following that process, an action plan would be developed between the Scrutiny Board Chairs' and the Scrutiny Support Unit)*

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That the review's recommendations and accompanying management responses be noted.

**17 Determining the work programme 2009/10**

The Head of Scrutiny and Member Development submitted a report requesting that the Board consider formulating a draft work programme.

The Board discussed various issues for possible inquiry, update reports required and topics to be included in the work programme for the year.

In addition to its inquiry into the East and South East Leeds (EASEL) project, which was carried forward from last year, the Board expressed interest in addressing the following matters this year (to be scheduled):-

- Procurement of contracts, with particular focus on the issues arising from the Board's Call-In meeting held on 3<sup>rd</sup> June 2009
- Enforcement Management, including performance issues
- Lettings Policy
- Offender Management
- Grounds Maintenance Contract
- Recycling in Leeds, with particular focus on food and glass recycling

The Board also expressed an interest in the following matters, but agreed to include these in its work programme as 'unscheduled items' pending further clarification on the current positions and/or time permitting within its work programme this year :-

- ALMO Management Review
- Climate Change
- Area Management Review with specific reference to Area Committees

**RESOLVED** - That the Board's Principal Scrutiny Adviser, in conjunction with the Chair and the Director of Environment and Neighbourhoods, be requested to update and timetable the Board's work programme with a view to incorporating the above matters.

**18 Inquiry into Older People's Housing - Draft Report**

Referring to Minute 97 of the meeting held on 9<sup>th</sup> February 2009, the Head of Scrutiny and Member Development submitted a report seeking the Board's approval of the final report in relation to the above inquiry.



Bridget Emery, Head of Housing Strategy and Solutions, was in attendance and responded to Members' queries and comments.

The Board's Principal Scrutiny Adviser informed the meeting that Sandie Keene, Director of Adult Social Services, had raised the report with Councillor P Harrand, Executive Board Member for Adult Social Care, and she confirmed that there were no further issues to raise in respect of the Older People's Housing Scrutiny Inquiry.

The report was welcomed by the Director of Adult Social Services as it recognised the important contribution of appropriate housing options for the city's aging population. Adult Social Services will continue to work closely with officers in Environment and Neighbourhoods to support the development of an action plan and a joined up approach for commissioning care as required.

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That approval be given to the Board's Inquiry report on Older People's Housing in accordance with the report now submitted.

**19 Dates and Times of Future Meetings**

**RESOLVED –** That the following dates be noted:-

Monday 13<sup>th</sup> July 2009  
Monday 14<sup>th</sup> September 2009  
Monday 12<sup>th</sup> October 2009  
Monday 9<sup>th</sup> November 2009  
Monday 14<sup>th</sup> December 2009  
Monday 11<sup>th</sup> January 2010  
Monday 8<sup>th</sup> February 2010  
Monday 8<sup>th</sup> March 2010  
Monday 19<sup>th</sup> April 2010

All at 10.00 am (Pre-meetings at 9.30 am)

(The meeting concluded at 11.25am)

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## EXECUTIVE BOARD

WEDNESDAY, 17TH JUNE, 2009

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

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

Councillor R Lewis – Non-Voting Advisory Member

### 1 Chair's Announcement

In opening the meeting the Chair welcomed Councillor Monaghan to his first meeting as a member of the Board and Councillor R Lewis to his first meeting in his new role.

### 2 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 5 under the terms of Access to Information Procedure Rule 10.4(2) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the fact that
  - (i) Appendix 1 identifies each property address that it is proposed be leased to LHC and as such could be used to identify the supported tenants who already live at those addresses
  - (ii) Appendix 2 identifies each property address that it is proposed to be leased to GIPSIL and as such could be used to identify the supported tenants who already live at those addresses.
- (b) Appendix 2 to the report referred to in minute 16 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains detailed sensitive information about the financial position of the Council and it is considered that the public interest in maintaining confidentiality outweighs the public interest in disclosing the information because release of this information at this time could prejudice the ongoing negotiations with the vendor.
- (c) Appendix 1 to the report referred to in minute 7 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

Draft minutes to be approved at the meeting  
to be held on Wednesday, 22nd July, 2009

interest in disclosing the information because it refers to the Invitation To Qualify document which sets down the minimum requirements of FIFA which host cities must meet, England 2018 advises that the contents of the Invitation To Quality must not be made public and that Applicant Host Cities in breach of this condition may be disqualified from the Host City bidding competition, accordingly some of the information provided for Members is contained in the exempt section of this report on the basis that disclosure could prejudice the outcome of the bid and the commercial interests of the Council.

- (d) Appendix A to the report referred to in minute 10 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it is considered not to be in the public interest to disclose this information at this point in time as it could undermine the Council's position in negotiating with the building owner, the release of this information could also prejudice the Council's interests in relation to this or other similar transactions in that the land owner of this or other similar properties would obtain information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of any transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

### **3 Declaration of Interests**

Councillor Wakefield declared a personal interest in the item relating to the Outline Business Case for the West Leeds Academy as a governor of Leeds City College.

### **4 Minutes**

**RESOLVED** – That the minutes of the meeting held on 13<sup>th</sup> May 2009 be approved.

## **NEIGHBOURHOODS AND HOUSING**

### **5 Lease at Less Than Best Consideration - Agreement to Lease 28 Miscellaneous Properties to GIPSIL and Leeds Housing Concern on a 25 Year Lease Agreement**

The Director of Neighbourhoods and Environment submitted a report on a proposal to grant a long lease at less than best consideration for 28 Council owned miscellaneous properties to GIPSIL and LHC, for the purpose of refurbishment and improvement for accommodation for vulnerable tenants.

The report presented the option of the Council retaining the properties with the only alternative of open market disposal in the absence of funding to renovate them.

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

**RESOLVED** – That the 28 properties listed in appendices 1 and 2 to the report be leased to GIPSIL and Leeds Housing Concern, at a peppercorn rent for a 25 year period at less than best consideration and that authority be given for formal negotiations to complete the leasing arrangements.

## **6 Area Committee Roles for 2009/2010**

The Director of Environment and Neighbourhoods submitted a report outlining the proposed delegated Area Functions and other roles for the ten Area Committees during 2009/10.

**RESOLVED** –

- (a) That the Area Functions and Well Being Function be delegated to Area Committees for 2009/10 as summarised in the submitted report.
- (b) That the enhanced roles of Area Committees as summarised in the report and the newly defined roles as detailed in Appendix 1 be endorsed.
- (c) That this information be reported to the Area Committees at the next cycle of meetings.
- (d) That the Area Functions referred to be incorporated into the Council's Constitution at the next available opportunity.
- (e) That a report be brought to a future meeting of the Board with regard to the issue of advertising on lampposts.

## **DEVELOPMENT AND REGENERATION**

### **7 Football World Cup 2018**

The Director of City Development submitted a report providing an update on the new information received from the Football Association and seeking approval from the Board to take forward the bid response.

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

**RESOLVED** –

- (a) That the additional information provided by England 2018 in relation to the Host City bidding process be noted.
- (b) That a bid from Leeds be formulated on the basis that the City wishes to be selected as a Host City for World Cup 2018.
- (c) That all necessary steps be taken to publicise the Leeds bid and to seek support from the community for the bid, in particular by encouraging all those in favour to register their support on the England 2018 website.
- (d) That the Director of Resources identify an appropriate revenue budget to facilitate the delivery of the Leeds bid document by the end of October 2009.

- (e) That the Chief Executive commence dialogue with City Region partners to establish how they wish to be involved in the Leeds bid.
- (f) That, in view of the fact that the deadline for submission of the (draft) Outline Bid will not allow for the submission of a further report to this Board, the Chief Executive be authorised, in consultation with the Leader of the Council, to approve the submission.

## **8 Planning Appeals at Royds Lane, Rothwell and Fleet Lane, Oulton**

The Director of City Development submitted a report on the outcome of recent planning appeals on greenfield sites at Royds Lane, Rothwell and Fleet Lane, Oulton, and the implications, if any, for the Council's approach to greenfield developments.

The report presented the following options:-

- (a) accepting the need for greenfield release recognising a deficit in the 5 year housing land supply; and
- (b) concluding that greenfield release, in the circumstances outlined within the report, would be inappropriate.

**RESOLVED** – That option (b), as detailed within paragraph 8.11 of the submitted report and as detailed above, be approved.

## **9 South Leeds Regeneration Area Governance Arrangements**

The Director of Environment and Neighbourhoods and the Director of City Development submitted a joint report outlining a proposal to establish a governance framework for an informal partnership covering the regeneration of a large area of South Leeds.

In presenting the report, Councillor A Carter reported receipt of a message from the Chair of Renew on the day of this meeting and undertook to address the comments made in that message.

**RESOLVED** –

- (a) That the opportunities for regeneration and investment in South Leeds and the findings outlined in the work already undertaken be noted.
- (b) That the establishment of appropriate governance arrangements in order to co-ordinate the Steering Group be approved.
- (c) That officers be authorised to establish the Management/Investors' Group, Partnership Engagement Group with MPCL and other interested private sector organisations.
- (d) That the joint working with MPCL and the production of an Investment Strategy for South Leeds be supported.
- (e) That the Executive Member for Regeneration and Development be appointed as Chair of the Steering Group and that the Member Management Committee be requested to appoint four further political representatives from the South Leeds Area to the Steering Group.

- 10 47-57 Chapel Hill, Morley: Acquisition, Demolition and Development**  
The Director of Environment and Neighbourhoods submitted a report outlining the proposed scheme design and related expenditure for the acquisition of 47-57 Chapel Hill, Morley and 1-8 Bank Court, Bank Street, Morley.

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

**RESOLVED –**

- (a) That the project brief and scheme design as presented be approved and that the Asset Management Board be authorised to approve the final detailed design of Phase 2.
- (b) That authority be given to spend the amount referred to in exempt Appendix A to the report and that the Director of Resources be authorised to approve expenditure of the balance remaining shown in exempt Appendix A in the Town and District Regeneration Scheme 12154/MOR/000.

**CHILDREN'S SERVICES**

- 11 Playbuilder Initiative**  
The Director of Children's Services submitted a report on the Playbuilder Project and the intended programme to build or significantly refurbish twenty two playgrounds or informal play spaces across the City.

**RESOLVED –**

- (a) That approval be given for the injection of £1,145,914 into the Capital Programme (capital scheme no: 15390) fully funded by DCSF grant.
- (b) That authority to spend be given in respect of the sixteen play sites identified in appendix 2 to the report.
- (c) That approval be given to the Play Partnership recommendation to seek working solutions for the development of the remaining six sites with partners in the Council.
- (d) That a further report be brought to the Board recommending the location and provider of the remaining six sites.

- 12 Proposal to Add Specialist Community Provision at Whitkirk Primary School for Pupils with Complex Physical Difficulties and Medical Needs**  
The Chief Executive of Education Leeds submitted a report on a proposal to establish specialist community provision at Whitkirk Primary School for pupils with complex physical difficulties and medical needs.

**RESOLVED –** That approval be given for consultation on a proposal to make a prescribed alteration to Whitkirk Primary School so as to establish a resourced base for primary age children with complex physical needs.

- 13 Submission of the Outline Business Case for Leeds West Academy**  
The Chief Executive of Education Leeds submitted a report on the Outline Business Case for Leeds West Academy as part of the Council's Wave 1 Building Schools for the Future Programme and on associated expenditure.

**RESOLVED –**

- (a) That approval be given to the Outline Business Case for Leeds West Academy of the Council's Wave 1 Building Schools for the Future Programme and authority be given for its submission to the Department for Children, Schools and Families and to Partnerships for Schools.
- (b) That approval be given to the injection of additional expenditure of £17,018,000 financed by additional BSF Capital Grant Funding from DCSF into the Capital Programme, arising from the change from school to academy status as detailed in section 8 of the report.
- (c) That scheme expenditure of £31,128,000 from capital scheme number 15414 for Leeds West Academy be authorised.
- (d) That approval be given to the application of the previously approved City Council contribution of £2,529,000 to be committed elsewhere in the Leeds BSF Wave 1 Programme.
- (e) That the Board notes that further reports relating to 14-19 provision will be submitted to Executive Board for consideration, including a report to the next meeting on confederation arrangements.

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

- 14 Children and Young People's Plan 2009/14**  
The Director of Children's Services submitted a report presenting the 2009-2014 Children and Young People's Plan for approval, prior to its submission to Full Council and Government Office.

**RESOLVED –** That Council be recommended to adopt the Children and Young People's Plan for Leeds 2009-2014, as attached to the report, as part of the Council's Budget and Policy Framework.

- 15 Expanding Primary Place Provision**  
The Chief Executive of Education Leeds submitted a report on trends in population growth and the changing context for planning primary school places in Leeds; on the proposed immediate response to the pressures for additional reception places in 2010/2011; and outlining planning arrangements to ensure sufficient places to meet future needs.

In presenting the report Councillor Harker indicated that he had requested that this matter should be the subject of Scrutiny.

**RESOLVED –**

- (a) That the changing context for the provision of primary school places and the potential demands on capital programmes in the future be noted.



- (b) That approval be given to communications with relevant stakeholders and the Schools Adjudicator and the DCSF as outlined in section 6 of the report.
- (c) That further reports be brought to the Board on proposed expenditure and future planning proposals, including a report to the next meeting of the Board regarding the arrangements being made to manage the provision of reception places required for September 2010.

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

## **ADULT HEALTH AND SOCIAL CARE**

### **16 Roundhay Road Relocation Project**

Further to minute 198 of the meeting held on 12<sup>th</sup> March 2008 the Director of Adult Social Services submitted a report providing an update on the proposed accommodation solutions in place, and the costs associated with the implementation of these, to support the relocation of remaining services from the Roundhay Road site to alternative 'fit for purpose' accommodation.

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

#### **RESOLVED –**

- (a) That the contents of the report and the proposed accommodation solutions outlined in Appendix 1 be noted.
- (b) That expenditure of £1,100,000 on this scheme as outlined in the exempt appendix 2 to the report be approved.
- (c) That the Roundhay Road site be declared surplus to requirements subject to the completion of the acquisition of the property at Killingbeck.
- (d) That the demolition of the building be approved subject to the completion of the appropriate option appraisal taking into account both the potential impact on the asset value and the ongoing costs of security.

### **17 Response to Council Deputation - Provision of Changing Place Toilets in Leeds**

The Director of Adult Social Care submitted a report in response to the deputation to Council by the 'All Means All' organisation on 22<sup>nd</sup> April 2009.

#### **RESOLVED –**

- (a) That the actions being taken to provide city centre based changing places toilets be noted.
- (b) That the work undertaken to agree a specification for a changing places toilet be noted.

- (c) That a further report be brought to this Board in six months time which will recommend a strategy for the provision of changing places toilets in Leeds.
- (d) That a further report be submitted to the Board providing an update on the current position prior to the end of this year.

## **CENTRAL AND CORPORATE**

### **18 Taxi and Private Hire Licensing: Age Criteria Proposals - Deputation to Council**

The Assistant Chief Executive (Corporate Governance) submitted a report in response to the deputation to Council from the GMB Trade Union on 22<sup>nd</sup> April 2009.

**RESOLVED** – That the contents of the report, the rationale behind the proposals and the information that will be available to the decision makers be noted.

### **19 Financial Performance Provisional Outturn 2008/09**

The Director of Resources submitted a report on the Council's financial outturn position for 2008/09, including both revenue and capital and the Housing Revenue Account. The report also detailed revenue expenditure and income compared to the approved budget, and reported on the outturn for Education Leeds and the ALMOs.

#### **RESOLVED –**

- (a) That the report be noted.
- (b) That the transfer of £4,800,000 to general reserves be agreed in accordance with paragraph 3.8 of the report.
- (c) That the carry forward of £1,300,000 Area Based Grant be agreed as outlined in paragraph 3.7 of the report.
- (d) That contributions to and the use of Housing Revenue Account Reserves be agreed as outlined in the report.

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

### **20 Leeds Strategic Plan 2008-11 Refresh: Amendments to Partnership Agreed Indicators**

The Assistant Chief Executive (Policy, Planning and Improvement) submitted a report proposing a number of amendments to the partnership agreed targets in the Leeds Strategic Plan 2008-11, the Local Area Agreement for Leeds.

**RESOLVED** – That appendix 1 to the report be approved as the Council's proposed revisions and additions to the partnership agreed targets in the Leeds Strategic Plan.

### **21 Annual Report on Risk Management**

The Director of Resources submitted a report providing an overview of the key risk management developments for the Council over 2008/09, reporting on the

corporate risk register and highlighting future areas of work to improve the Council's risk management arrangements.

**RESOLVED** – That the report and the progress made on further embedding risk management across the authority be noted.

**22 Review Process for the Gambling Act 2005 Statement of Licensing Policy**

The Assistant Chief Executive (Corporate Governance) submitted a report providing information on the review process for the Gambling Act 2005 Statement of Licensing Policy and advising of the methodology and timeframe for the final approval of the revised Policy, taking into account the statutory requirements for consultation and the expressed expectations of Full Council.

**RESOLVED** –

- (a) That the methodology and timeframe for the adoption of the gambling policy be noted.
- (b) That the draft policy be referred to Full Council for Members to comment on the draft as part of the initial consultation process with stakeholders.
- (c) That the Assistant Chief Executive (Corporate Governance) be authorised to undertake public consultation as outlined in the report.
- (d) That the revised policy and the results of any subsequent consultations on the draft policy be referred to Scrutiny Board (Central and Corporate) with a request that Scrutiny report back to the Executive Board on the 9<sup>th</sup> December 2009.

**23 Procurement of a Corporate Interactive Voice Response (IVR) Solution**

The Assistant Chief Executive (Policy, Planning and Improvement) submitted a report providing an update on the steps taken to date to procure a corporate IVR solution, providing responses to the recommendations of the Scrutiny Board (Central and Corporate Functions) and seeking support for the release of the funding necessary for this project to continue.

**RESOLVED** –

- (a) That the development of a corporate IVR solution for the Corporate Contact Centre be approved.
- (b) That authority be given for the allocation and expenditure of £262,000 from the ICT capital development pot to support the development of a corporate IVR solution.

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

(The matters referred to in this minute were responding to a previous Call In decision, and were therefore not eligible for further Call In)

DATE OF PUBLICATION: 19<sup>TH</sup> JUNE 2009  
LAST DATE FOR CALL IN: 26<sup>TH</sup> JUNE 2009

(Scrutiny Support will notify Directors of any items called in by 12.00 noon on 29<sup>th</sup> June 2009)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 22nd July, 2009



**Report of the Head of Policy, Performance and Improvement**

**Environment and Neighbourhoods Scrutiny Board**

**Date: 13<sup>th</sup> July 2009**

**Subject: Leeds Strategic Plan Performance Report for Quarter 4 2008/09**

**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

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

**1.0 EXECUTIVE SUMMARY**

Since April 2008 and the introduction of the Leeds Strategic Plan and Council Business Plan we have seen a significant change to the council's accountability processes, in particular, the identification of lead and contributory officers for each improvement priority and the introduction of a reporting process that will provide a single source of performance information to be used by the full range of different stakeholders in the accountability process.

At the end of the first year of delivery of the Leeds Strategic Plan and Local Area Agreement this report provides an overview by exception (i.e. red and amber) on the progress against improvement priorities relevant to the Board at Quarter 4 2008/09.

**2.0 Purpose of this Report**

2.1 This report provides a strategic overview of performance against those improvement priorities within the Leeds Strategic Plan 2008-11, and specifically in relation to Environment and Neighbourhoods priorities. In particular the Action Tracker Summary Sheet (appendix 1) provides an overall assessment of progress against each of the improvement priorities relevant to the Board; a rating of Red, Amber or Green is applied to indicate the status of each improvement priority.

2.2 In appendix 2 to this report the Action Trackers are provided on an exception basis for those areas of under performance and/or of concern in relation to the improvement priorities for Environment and Neighbourhoods, within the Leeds Strategic Plan, as at 31<sup>st</sup> March 2009. In addition, performance indicator information is provided for the full National Indicator Set together with any locally agreed indicators where appropriate. Through this process the Board receives the full set of performance indicator information.

### 3.0 Background Information

3.1 Executive Board approved a new corporate planning framework for the council in July 2007. The strategic element of this framework includes two high level plans which set the policy objectives for the organisation and our partnership working. These are:

- **Leeds Strategic Plan 2008 to 2011** - which sets out the customer/citizen (external) focused strategic outcomes being sought by the council and its partners for the city. This plan includes our requirements to produce a Local Area Agreement and is the main delivery mechanism for the Vision for Leeds 2004 to 2020.
- **Council Business Plan 2008 to 2011** - which sets out what the council needs to do internally to enable the organisation to achieve the Leeds Strategic Plan. That is outlining the business development, organisational change, process transformation and financial planning activities that we will be undertaking over the next three years.

3.2 Both these plans include a set of outcomes, improvement priorities and aligned performance indicators with three year targets. Through our performance reporting and accountability arrangements we need to track our progress against the improvement priorities as well as against the indicators to provide both a qualitative and quantitative picture of performance. This is because the scope of most of the improvement priorities is wider than that of the performance indicator and without some form of contextual reporting we would not be able to capture or monitor this progress.

3.3 Within this report the following information is provided:

**Appendix 1 Action Tracker Summary Sheet** - this sheet sets out all the improvement priorities relevant to the Board and shows the full set of overall progress traffic lights.

**Appendix 2 Action Trackers** – this appendix includes the action trackers for the improvement priorities that have been given an *amber* or *red* rating for overall progress. There is a guidance sheet to assist members in interpreting the information provided.

**Appendix 3 Performance Indicator Report** – this appendix provides a full performance indicator report including the year end results for all strategic, national and local indicators organised by Directorate.

### 4.0 Main Issues - Progress Towards Improvement Priorities

The Environment and Neighbourhoods Scrutiny portfolio contains 15 improvement priorities. 8 of which are rated *green*, 6 *amber* and 1 *red*. The overall progress summary is provided below for each of the improvement priorities rated as *amber* and *red* as recorded on the action tracker.

#### Thriving Places

##### **TP-1a - Increase the number of decent homes.**

A review of Council House decency needs and funding has been carried out and funding has been secured and investment plans with appropriate monitoring mechanism put in place to ensure the Council meets the Governments Decent Homes Target by 2010/11. Decency figures for Housing Associations at a Citywide level are collated on a yearly basis by the Housing Corporation - the current figure of achievement is 91.6% (we will not receive an updated position until Sept 09). In relation to private sector stock - funding through the Single Regional Housing pot has targeted specific areas in relation to face lift schemes, private sector loans and demolition of obsolete properties from the private sector. Controls are in place in the form of enforcement, Licensing and Energy Efficiency ratings. The private sector target is 600 properties per year performance at Qtr 2 was 92 however, many of the group repair schemes and fuelsaver improvements are completed towards the end of the year, therefore the year end target is still achievable.

**TP-1d - Reduce the number of people who are not able to adequately heat their homes.**

A person is said to be in fuel poverty if they spend more than 10% of their income heating their home. Over the year, the council has had some significant successes in this area with key actions delivered to help many local residents. During the year, 506 properties with a SAP rating <35 were improved removing them from fuel poverty and over 4,500 properties with a SAP rating >65 were improved. The targets set for the year were set against old baselines and are no longer applicable (the government changed their criteria for the PI in November 2008). In 2008/09, the council received its highest ever response to its annual HECA monitoring survey (home energy conservation). 7,780 households received energy support or improvement through advice and over 500 people were referred to the Fuelsavers team from front line workers. The Fuelsavers team also answered 4,000 calls regarding energy advice through a partnership with the call centre. The ALMO's have installed 3,350 cost effective energy efficiency measures to reduce carbon emissions in their properties. Although a number of positive steps have been taken by the council and its partners on the Fuelsavers Board to improve the situation for local residents, the current financial crisis coupled with increasing fuel bills make it likely that more people may enter fuel poverty in the future (hence the amber rating). However, NI187 has been met and exceeded and this reflects the council's impact on dealing with the lowest quartile of fuel poor.

**TP-2a - Creating safer environments by tackling crime.**

Overall, assessment of progress against the outcome is fair. A strong performance in reducing assault with injury (down 6.9% when compared with previous year) is offset with a rise in acquisitive crime (up 4.3%) and most notably domestic burglary (up 9.5%). The serious acquisitive crime targets are ambitious and managing sustained and incremental improvements over the life of the current Local Area Agreement will be a significant challenge to Leeds. It is clear that reducing burglary in a dwelling will be critical to realising the overall target and this is acknowledged by key partners. There is a strong commitment and willingness from strategic leaders to extent joint activity and co-operation between partners and build on the existing city-wide burglary reduction plan to tackle these difficult issues. Embedding local processes as part of the Integrated Offender Management scheme (targeting our most prolific offenders) will be critical in 2009/10 especially within the context of the current economic climate.

The continued development of Neighbourhood Policing Teams and joint tasking with partners at a local level is having a positive impact, which is supported by improved public satisfaction levels in visible patrols across the city (Police Authority Public Survey quarterly results for Leeds).

The results from the Place Survey are also very positive; suggesting that there have been an improvement in residents' perceptions of ASB and crime, as well as increased confidence in how the police and the council are dealing with the issues. There are also less residents who feel that drug use and/or dealing and drunk or rowdy behaviour is a very or fairly big problem. Performance is monitored closely and activity plans continue to be reviewed so that we can be more effective and delivering change at a local level.

**TP-3a - Reduce worklessness across the city with a focus on deprived areas.**

The LSP service improvement priority to reduce worklessness has enabled a refocusing of activity to priority groups and neighbourhoods and the agreement of shared targets for key stakeholders and a move away from the current fragmented largely funding-led approach. The Worklessness Strategic Outcome Group has been established to oversee and direct partnership activity to deliver the required outcomes. The Group, led by Jobcentre Plus, has been successful in improving collaboration across key stakeholders leading or contributing to reducing worklessness. We are now better placed as a local partnership to realign our activities to ensure that they are complementary and add value and shape our strategies and action plans moving forward. Providers have performed well to achieve contract targets in a worsening economic climate. The recession requires a review of strategies and targets is undertaken in 2009/10. There is a 6 month time lag on DWP published data therefore the WACG rates reported do not fully reflect the impact of the recession and in particular the significant increase in JSA claimants (the position is being monitored closely and current indications are that the Leeds position so far is in keeping with the regional and national picture). The Council with partners will continue to focus on the challenge of long term

unemployment and an innovative pilot, supported by the RDA, is underway in two areas of high long term unemployment to develop a more effective multi-agency team with a family support focus. Work on this improvement priority links with and supports work to improve the position on other linked priorities addressing financial inclusion and skills development and the strong working partnership will deliver positive benefits in all these key areas.

### **Harmonious Communities**

#### **HM-1a - An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents.**

Progress is largely being driven through two complementary processes. At a city wide level, the VCFS Partnership Group established by the Narrowing the Gap Board of the Leeds Initiative has established a sub-group on Active Citizenship. This Sub-group has a focus on the NI6 and its work programme is focused on increasing volunteering opportunities and improving access to these. At a local level, Area Committees have started to enable a wider range of opportunities for engagement and supported a number of community led activities through their use of well-being funds. Work to engage young people is being led by Children's Services particularly through the Integrated Youth Support Service. Key developments are the introduction of an integrated youth activities offer called the Breeze Youth Offer and a new Management Information Project designed to capture engagement across the newly integrated service which has brought the former Connexions and Youth Services together. The provisional place survey outcome for NI6 gives us a baseline position of 19.9%. It is not yet clear how this compares with other areas but the final figure will be used to set improvement targets.

#### **HM-2a - Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services.**

The VCFS Partnership Group was established by the Leeds Initiative Narrowing the Gap Board. It will develop and secure a consensus approach to policies, strategies and action enabling the VCFS to contribute to the delivery of the Leeds Strategic Plan. It is chaired by Sandie Keene, Director of Adult Social Services and its membership is drawn from Council services, NHS Leeds and the VCFS. It has a focus on NI 6, NI7 and NI4. The Group has established 2 task groups on Resources and Active Citizenship.

#### **HM-2b - An increased sense of belonging and pride in local neighbourhoods that help build cohesive communities.**

Executive Board approved the Cohesion and Integration Priorities in October 2008 providing the high level policy framework. A programme of pilot activity is being developed in target neighbourhoods to strengthen communities and promote inclusion. The programme will test interventions and assess the extent to which the prevailing culture and perceptions in neighbourhoods can be changed. Concept models have been agreed that will enhance our area profiling capability and capacity as part of the strategic intelligence work programme to better understand the make up and concerns of residents at the neighbourhood level. Significant progress has been made in developing the Prevent Action Plan for Leeds and the capacity to deliver this through partnership. The provisional figure of 73.7% for NI1 is significantly lower than the 81% score from the 2006 Best Value Survey. This figure has yet to be confirmed but on the face of it seems to conflict with other perception survey data e.g. NI5 satisfaction with local area which has held steady at 77.8 (provisional) against a 2006 score of 77. Perceptions of the risk of extremism and increasing tension around immigration may have influenced the outcome and work will continue to understand what issues are showing themselves to be of concern to people.

## **5.0 Recommendation**

- 5.1 That members of Scrutiny Board note the content of the report and comment on any particular performance issues of concern.



## Leeds Strategic Plan

Thriving Places		
Code	Improvement Priority	Accountable Director
TP-1a	Increase the number of decent homes	Neil Evans
TP-1b	Increase the number of affordable homes	Neil Evans
TP-1c	Reduce the number of homeless people	Neil Evans
TP-1d	Reduce the number of people who are not able to adequately heat their homes	Neil Evans
TP-2a	Creating safer environment by tackling crime	Neil Evans
TP-2b	Reducing and managing offending behaviour	Neil Evans
TP-2c	Improving lives by reducing the harm caused by substance misuse	Neil Evans
TP-3a	Reduce worklessness across the city with a focus on deprived areas	Neil Evans
Health and Well Being		
Code	Improvement Priority	Accountable
HW-3b	Increase the number of vulnerable people helped to live at home	Sandie Keene

Harmonious Communities		
Code	Improvement Priority	Accountable Director
HM-1a	An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents	Neil Evans
HM-1b	An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery	Neil Evans
HM-2a	Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services	Neil Evans
HM-2b	An increased sense of belonging and pride in local neighbourhoods that help build cohesive communities	Neil Evans

Environment		
Code	Improvement Priority	Accountable
ENV-1a	Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill	Neil Evans
ENV-2a	Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces	Neil Evans

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## Action Tracker Guidance

### Introduction

The 'Action Trackers' are prepared on a half yearly basis and are intended to give an organisational 'snapshot' view of the progress against the city's top level priorities as set out in the Leeds Strategic Plan and Council Business Plan. They provide a broader range of information and progress than is provided in the performance indicator results alone. Each improvement priority within the Leeds Strategic Plan and Council Business Plan has been allocated to a **Lead Officer** whose role is to provide leadership, co-ordinate the activities of contributing officers/partners and evaluate the performance information to ensure the delivery of the improvement priority. An action tracker has been completed for every improvement priority by the Lead Officer who has provided an overall evaluation of progress to date. Please see below a brief summary of the information that has been provided in each of the sections of the action tracker template.

<b>Overall Progress Rating</b>	<p>The Lead Officer provides an overall traffic light rating on the progress to date based on all the information provided in the completed action tracker including the results for the aligned performance indicators. The criteria for this traffic light is as follows:</p> <p>Green = Progressing as expected</p> <p>Amber = Minor delays or issues to address</p> <p>Red = Significant delays or issues to address</p>
<b>Direction of Travel</b>	<p>This section will be decided by the Lead Chief Officer. The criteria should be as follows:</p> <p>↑ = overall the direction of travel is improving.</p> <p>↓ = overall the performance is deteriorating.</p> <p>↔ = overall the direction of travel is static.</p>
<b>Overall assessment of progress</b>	<p>In this section the Lead Officer provides an overall summary analysis of the progress to date - taking a view based on all the information provided in the completed action tracker including the results for the aligned performance indicators. This section should provide an explanation for the overall traffic light rating.</p>
<b>Contributory Officers</b>	<p>This part of the action tracker sets out who else is contributing to the delivery of the improvement priority and where relevant these officers/partners also appear in the main body against specific actions/activities.</p>
<b>Performance Indicator Information</b>	<p>In this section the results for the aligned performance indicators for this improvement priority are presented including the target and are traffic lighted both the result itself and for data quality.</p> <p><b>NB</b> this only shows the indicators which are <b>directly aligned</b> but additional performance information is presented in appendix 2.</p>
<b>Improvement Priority Key Activities</b>	<p>This is the main body of the action tracker and sets out the key actions/activities which are underway and contribute to the delivery of the overall improvement priority. For each action/activity a set of information is provided that includes any risks or challenges to delivery, the key actions which are due to take place over the next 6 months, who the contributory officer/partner is and highlights where any other more detailed information can be found. This section could not possibly include all activities and Lead Officers have been asked to provide a strategic overview through including the main activities only and signposting further sources of information where relevant.</p>
<b>Progress as at 31st March 2009</b>	
<b>Next Steps / Future Milestones for Q1 &amp; Q2 2009/10</b>	
<b>Risk / Challenges</b>	
<b>Timescale</b>	
<b>Contributory officer</b>	

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Leeds Strategic Plan Theme 2008/09 Quarter 4 Performance Update				Reference		TP-1a
Improvement Priority		Lead Officer	Organisation	Overall Progress Rating		Direction of Travel
Increase the number of decent homes		Paul Langford	Leeds CC	Amber		↑
<b>Overall assessment of progress 2008/09</b>						
A review of Council House decency needs and funding has been carried out and funding has been secured and investment plans with appropriate monitoring mechanism put in place to ensure the Council meets the Governments Decent Homes Target by 2010/11. Decency figures for Housing Associations at a Citywide level are collated on a yearly basis by the Housing Corporation - the current figure of achievement is 91.6% (we will not receive an updated position until Sept 09). In relation to private sector stock - funding through the Single Regional Housing pot has targeted specific areas in relation to face lift schemes, private sector loans and demolition of obsolete properties from the private sector. Controls are in place in the form of enforcement, Licensing and Energy Efficiency ratings. The private sector target is 600 properties per year performance at Qtr 2 was 92 however, many of the group repair schemes and fuel saver improvements are completed towards the end of the year, therefore the year end target is still achievable.						
PI Ref	Definition	Baseline	2008/09 Target	2009/10 Target	2010/11 Target	Data Quality
NI 158	Percentage of non-decent council homes	22.81% (March 2008)	15.0%	10.0%	5.0%	No Concerns with data
<b>Progress as at 31st March 2009</b>		<b>Next Steps / Future Milestones for Q1 &amp; Q2 2009/10</b>		<b>Risk / Challenges</b>		<b>Timescale</b>
<p>Considerable progress has been made to achieve the year end figure of 18.46% non decent properties to put this in context this leaves a residual 10,736 properties non decent as at the end of March 09. Of these residual properties decency works have been completed with one or two elements remaining to bring the overall number down to the target of full decency by 31 March 2011. The Council set the strategic objective to make all it properties decent by this date and work has been steadily progressing through the ALMOs working towards this target. Non decency has been reduced city wide by 4.35% from 1 April 08, with BITMO reducing decency by 15% and Are Valley by 10%.</p> <p>Early indications, based on Customer Satisfaction in West North West, indicates over 97% satisfaction with works carried out as part of the decency programme. Customers in particular have been involved in the priority setting of decency works since the ALMOs were created through their various focus groups and sounding boards.</p> <p>Also since the introduction of the Area Panels in 2007 these have specific local priority setting influence through to ALMO boards in terms of decency programmes.</p> <p>Decency figures for Housing Associations at a Citywide level are collated on a annual basis by the Housing Corporation - Dec 08 performance stood at 91.6%. We will not receive an updated position until Sept 09.</p>		<p>The ALMOs have identified that there are now the residual single failures that need to be targeted to bring properties upto full decency standard. This is the key priority for the next 12 months and ALMOs have been setting their programmes based on these single failures. We have also identified some further data gaps/clearing work that will also be essential in Q1 and early Q2 that will be tackled by stock condition surveys as part of the Future of Council Homes in Leeds Project. This will give us clear picture of what the overall decency position is of our stock will be and allow us to prepare robust investments plans post decency deadline of 31 March 2011.</p>		<p>An accurate picture of investment needs are required to inform the long term investment planning for the investment of Council Housing Review, being undertaken in 09/10. There is risk in the inability to maintain the Decent Homes Standard beyond 2010/11. There are also associated risks with other statutory required works such as making properties DDA compliant or major adaptation work and other essential routine maintenance work such as lift maintenance that will not be fully funded.</p>		<p>Performance is reported monthly to ALMOs/ BITMO. Actions are monitored by the Asset Management Steering Group, and DMT/ COG.</p>
N/A		Housing Associations will now be reviewing stock towards the end of their programmes which has yet to achieve decency and will have to make commercial decisions as to whether future investment will be made.		Housing Associations will now be reviewing stock towards the end of their programmes which has yet to achieve decency and will have to make commercial decisions as to whether future investment will be made.		Tenants Services Authority/ all RLS in Leeds

Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
<p>Private sector stock - funding through the Single Regional Housing pot has targeted specific areas in relation to face lift schemes, private sector loans and demolition of obsolete properties from the private sector. Controls are in place in the form of enforcement, Licensing and Energy Efficiency ratings. The private sector target is 600 properties per year. The outturn for private sector houses made decent by actions/investment and enforcement is 787. This does not include any non-decent houses demolished.</p>		<p>Work in Partnership with the Homes and Communities Agency and GOYH to develop a strategic approach in relation to the development of investment hubs. That will inform the single conversation investment priorities that are being developed nationally and regionally by the HCA.</p>	<p>Work is being progressed to review/refresh the Private rented sector strategy and Private sector investment policy which will align with the current work to update the Housing Strategy, to be finalised in June/July 2009. Preparation work underway for the establishment of a Private Sector Board to provide a strategic steer for future activity, including funding priorities and future bids, programme development and delivery. First Board meeting scheduled for 5th May.</p>	

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Andrew Mason	Environment and Neighbourhoods	Leeds ALMOs	Simon Costigan, Clare Warren, Steve Hunt, Chris Simpson
Steve Speak	City Development		
Phil Crabtree	City Development		

Thriving Places 2008/09 Quarter 4 Performance Update				Reference		TP-1d	
Improvement Priority	Lead Officer	Organisation	Overall Progress Rating	Direction of Travel			
Reduce the number of people who are not able to adequately heat their homes	Andrew Mason	Leeds CC	Amber	↔			
<b>Overall assessment of progress 2008/09</b>							
A person is said to be in fuel poverty if they spend more than 10% of their income heating their home. Over the year, the council has had some significant successes in this area with key actions delivered to help many local residents. During the year, 506 properties with a SAP rating <35 were improved removing them from fuel poverty and over 4,500 properties with a SAP rating >65 were improved. The targets set for the year were set against old baselines and are no longer applicable (the government changed their criteria for the PI in November 2008). In 2008/09, the council received its highest ever response to its annual HECA monitoring survey (home energy conservation), 7,780 households received energy support or improvement through advice and over 500 people were referred to the Fuelsavers team from front line workers. The Fuelsavers team also answered 4,000 calls regarding energy advice through a partnership with the call centre. The ALMO's have installed 3,350 cost effective energy efficiency measures to reduce carbon emissions in their properties. Although a number of positive steps have been taken by the council and its partners on the Fuelsavers Board to improve the situation for local residents, the current financial crisis coupled with increasing fuel bills make it likely that more people may enter fuel poverty in the future (hence the amber rating). However, NI187 has been met and exceeded and this reflects the council's impact on dealing with the lowest quartile of fuel poor.							
PI Ref	Definition	Baseline	2008/09 Target	2009/10 Target	2010/11 Target	2008/09 Year end Result	Data Quality
NI 187	Tackling fuel poverty - % of people receiving income based benefits living in homes with low energy efficiency rating Tackling fuel poverty - % of people receiving income based benefits living in homes with low energy efficiency rating	7.9% (2007/08) SAP < 35 34.59% SAP > 65	6.64% 35.05%	5.86% 37.44%	4.89% 38.22%	6.63% 35.75%	No concerns with data No concerns with data
<b>Progress as at 31st March 2009</b>							
The council issued 80,000 HECA questionnaires (home energy conservation advice) to residents in Leeds and received a record response (in excess of 20,000). The survey identified people who may need assistance in heating their homes and also those who have moved out of fuel poverty in the last 12 months. From these returns and other work in the Fuelsavers team, 7,780 households received energy advice and improvement measures.	The council will complete its annual HECA survey in July and August 2009 with results being available from September 2009. The survey will be issued to 80,000 households to help identify which households have moved out of fuel poverty over the past 12 months and indeed which households require assistance going forward.	<b>Next Steps / Future Milestones for Q1 &amp; Q2 2009/10</b>		<b>Risk / Challenges</b>	<b>Risk / Challenges</b>		<b>Contributory Officer</b>
12,836 people from private sector dwellings were contacted in year one of the Community Warmth initiative. This pilot was run in partnership with Npower and is a door to door contact programme which seeks to enable people to receive energy grants to improve their properties. To 'narrow the gap', the five most fuel poor wards were targeted as part of this work, namely Gipton and Harehills, Hyde Park and Woodhouse, Killingbeck and Seacroft, Middleton Park and Burmantofts and Richmond Hill.	A Community Warmth type initiative will be completed in a further 10 wards during 2009/10. This will target the next ten wards in terms of 'fuel poor' areas. Work will be focused in Beeston and Holbeck, City and Hunslet, Armley, Pudsey, Ardsley and Robin Hood, Morley South, Bramley and Stanningley, Chapel Allerton, Kippax and Methley and Farnley and Wortley. Over 70,000 households will be targeted with the aim of supporting in excess of 10,000 households. The service will also tender to appoint a new area based initiative provider for 2009/10 onwards.	The current global financial situation is affecting the UK economy and there is an increased risk of higher unemployment in the coming months. This will result in household incomes dropping and more people moving into fuel poverty. Over the past 12 months, the value of homes have dropped on average by around 10 to 15%. This means that some people are in increased danger of being in negative equity and it is therefore, more difficult to encourage people to spend what money they have to make their homes more energy efficient (thereby reducing the likelihood that they will not enter fuel poverty).		The current global financial situation is affecting the UK economy and there is an increased risk of higher unemployment in the coming months. This will result in household incomes dropping and more people moving into fuel poverty. Over the past 12 months, the value of homes have dropped on average by around 10 to 15%. This means that some people are in increased danger of being in negative equity and it is therefore, more difficult to encourage people to spend what money they have to make their homes more energy efficient (thereby reducing the likelihood that they will not enter fuel poverty).		Alan Jones / Keith Gibson	
Across the partnership (Fuelsavers Board), 21,571 homes received energy advice during the year. 11,466 people received support packages during the year and these included 7,714 pensioners, 2,669 families, 2,852 disabled and long term ill people and 910 BME households.	Over the next twelve months, the council will seek to improve 550 properties currently with a SAP rating <35 to above that standard and seek to improve 3,900 dwellings to increase their SAP rating to meet SAP>65.	Over the past 12 months fuel prices have increased in some cases at around 30%. Although prices have started to drop again in recent months, there is still a risk that prices may increase in the future. If so, there is a risk that more people may enter fuel poverty.		Over the past 12 months fuel prices have increased in some cases at around 30%. Although prices have started to drop again in recent months, there is still a risk that prices may increase in the future. If so, there is a risk that more people may enter fuel poverty.		Alan Jones / Keith Gibson	
The council and its partners delivered key aspects of the Affordable Warmth Strategy with 26 local organisations now signed up to the Strategy and its 'Code of Practice' and 7 organisations actively referring clients for support. Door to door communication was undertaken in five of the most deprived wards in the city to offer advice and support and advice calendars were distributed. Over 2,600 households have received Warm Front assistance and 400 people have received benefits or energy advice in their home.	Over the year, the council and its partners will seek to reduce the number of people unable to adequately heat their homes through a range of measures. Fuelsavers will carry out 28 events across the city, mail out to 1,000 households across the city promoting Warm Front grants, produce 2,000 calendars to trigger grant take-up and bring 2,000 households with residents who have a health condition or on benefits to support via the Health through Warmth one stop service.	Over the year, the council and its partners will seek to reduce the number of people unable to adequately heat their homes through a range of measures. Fuelsavers will carry out 28 events across the city, mail out to 1,000 households across the city promoting Warm Front grants, produce 2,000 calendars to trigger grant take-up and bring 2,000 households with residents who have a health condition or on benefits to support via the Health through Warmth one stop service.		Over the year, the council and its partners will seek to reduce the number of people unable to adequately heat their homes through a range of measures. Fuelsavers will carry out 28 events across the city, mail out to 1,000 households across the city promoting Warm Front grants, produce 2,000 calendars to trigger grant take-up and bring 2,000 households with residents who have a health condition or on benefits to support via the Health through Warmth one stop service.		Alan Jones / Keith Gibson	
The ALMO's have installed 3,350 cost effective energy efficiency measures to reduce carbon emissions in their properties. These have included loft improvements, cavity wall fills, heating upgrades, double glazing installations and air source improvements.	The ALMO's will continue to deliver energy upgrades to their residents throughout the year. The Fuelsavers Team will offer assistance to undertake energy performance certificate work to the Right to Buy team and to the ALMO's in the first half of the year. The service will also work with the ALMO's to support grant improvements.	The ALMO's will continue to deliver energy upgrades to their residents throughout the year. The Fuelsavers Team will offer assistance to undertake energy performance certificate work to the Right to Buy team and to the ALMO's in the first half of the year. The service will also work with the ALMO's to support grant improvements.		The ALMO's will continue to deliver energy upgrades to their residents throughout the year. The Fuelsavers Team will offer assistance to undertake energy performance certificate work to the Right to Buy team and to the ALMO's in the first half of the year. The service will also work with the ALMO's to support grant improvements.		Alan Jones / ALMO's	

Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
<p>Staff who visit people in their homes (e.g. ALMO's, Social Services etc) have referred over 500 people to the Fuelsavers Team during the year so that they can provide advice and support.</p>	<p>The council will undertake a thermal over flight of the city of Leeds to identify properties which are emitting excess energy and which are not energy efficient. The Fuelsavers team will use the data to facilitate the take up of insulation measure citywide. This work is intended to reduce the number of people in and/or entering fuel poverty. Funding for the project will be secured in the first few months of the year with the flight scheduled to take place in October 2009. In addition, the council will offer thermal promotions through a 'Thermo vehicle' which will be trialled in Otley, Roundhay and Adel and Wharfedale in October 2009.</p> <p>The council will seek to sign up 12 voluntary organisations to support the Affordable Warmth Strategy and train 100 voluntary agency workers to channel referrals of grants to the council for action. The council will also establish a worker support network to bring in referrals for grants. The Fuelsavers Team will continue to work at a local, regional and national level and seek to identify new sources of funding throughout the year.</p>		<p>Oct-09</p> <p>Ongoing</p>	<p>Alan Jones / Keith Gibson</p> <p>Alan Jones / Keith Gibson</p>

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Steve Carey	Resources	Primary Care Trust	Christine Outram/Ian Cameron
Paul Langford	Environments & Neighbourhoods	VCFS	John Preston/Jon Holland
Steve Speak	City Development		
Paul Brook	City Development		
John Lemmon	Adult Social Care		
Paul Broughton	Adult Social Care		



Improvement Priority	Lead Officer	Organisation	Overall Progress Rating	Direction of Travel
Creating safer environments by tackling crime	Neil Evans	Leeds CC	Amber	←

**Overall assessment of progress 2009/09**

Overall, assessment of progress against the outcome is fair. A strong performance in reducing assault with injury (down 6.9% when compared with previous year) is offset with a rise in acquisitive crime (up 4.3%) and most notably domestic burglary (up 9.5%). The serious acquisitive crime targets are ambitious and managing sustained and incremental improvements over the life of the current Local Area Agreement will be a significant challenge to Leeds. It is clear that reducing burglary in a dwelling will be critical to realising the overall target and this is acknowledged by key partners. There is a strong commitment and willingness from strategic leaders to extend joint activity and co-operation between partners and build on the existing city-wide burglary reduction plan to tackle these difficult issues. Embedding local processes as part of the Integrated Offender Management scheme (targeting our most prolific offenders) will be critical in 2009/10 especially within the context of the current economic climate. The continued development of Neighbourhood Policing Teams and joint tasking with partners at a local level is having a positive impact, which is supported by improved public satisfaction levels in visible patrols across the city (Police Authority Public Survey quarterly results for Leeds). The results from the Place Survey are also very positive, suggesting that there have been an improvement in residents' perceptions of ASB and crime, as well as increased confidence in how the police and the council are dealing with the issues. There are also less residents who feel that drug use and/or dealing and drunk or rowdy behaviour is a very or fairly big problem. Performance is monitored closely and activity plans continue to be reviewed so that we can be more effective and delivering change at a local level.

PI Ref	Definition	Baseline (2007/08)	2008/09 Target	2009/10 Target	2010/11 Target	2008/09 Year end Result	Data Quality
NI 16	Serious acquisitive crime rate	27.0 per 1,000 population (2007/08)	(26.4 rate per 1,000 population)	(25.4 rate per 1,000 population)	(24.8 rate per 1,000 population)	27.8%	No concerns with data
NI 20	Assault with injury crime rate	8.0 per 1,000 population (2007/08)	(7.7 rate per 1,000 population)	(7.6 rate per 1,000 population)	(7.4 rate per 1,000 population)	7.5%	No concerns with data
NI 24	Satisfaction with the way police and local council deal with anti-social behaviour	This NI has been deleted from the national suite - locally measures to monitor ASB victims satisfaction will be developed and reported on in 2009/10					

Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
All police divisions have implemented the additional activity outlined in the Leeds Strategic Burglary Plan during Q4. Progress against the 7 tasks below has been positive: 1) High visibility uniformed police presence at strategic locations throughout Leeds for a 24 hour period, 7 days a week. 2) Normal investigations of burglary dwelling offenders to continue at the 3 Leeds Divisions coordinated via their existing tasking processes. 3) Hot tasking from each Division in relation to footwear lifts etc and those circulated as wanted for burglary offences. 4) Coordinated Automatic Number Plate Recognition (ANPR) and Road Traffic capability aimed at denying burglary offenders the use of the roads supported by the Regional Roads Policing Team.	In March 09, a strategic burglary review report was produced by Safer Leeds, a series of short, medium and long term task were agreed, these will be developed and assigned during Q1 of 2009/10. The Safer Leeds Acquisitive Crime Task Group and Divisional Community Safety Partnerships are currently reviewing and refreshing delivery plans for 09/10. Focus will be on devising and implementing a neighbourhood burglary reduction plan, for each strategic localities of concern. Visits to other partnerships (Newcastle, Sheffield and Birmingham) have been scheduled in for Q1 to explore good practice in terms of delivery and whether these can be applied to Leeds. Focus will be on devising and implementing a neighbourhood burglary reduction plan, for each strategic localities of concern.	Ensuring strategic ownership and operational commitment from key agencies. Close monitoring of the potential impact the economic climate may have on acquisitive crime will be continued throughout the year.	Agreed action plan in place by 1 July 09. Monitored on a weekly basis.	Simon Whitehead
5) Secure support from the Drugs and Offender Management Unit (DOMU) and use of appropriate offender management tactics. 6) Use of 24 hrs Mobile prisoner handling capability (those arrested will be processed through usual Divisional prisoner handling capabilities) to ensure high visibility strategically deployed resources are not diverted. 7) Monitor and review processes and progress linked to burglary victim advisory panels. All the activities are directly linked to and driven by the local Neighbourhood Policing Teams (NPTs) and directed through the daily tasking with information and data being intelligence lead. This process is improving as the NPT's become established within their areas. Resources are being directed for fast tracking of evidence i.e. DNA, footprint analysis to facilitate quick arrests. DOMU have dealt with 60+ burglary offenders. Police website has been redesigned to be more public facing with crime reduction messages being posted on a regular basis.	Maximising the use of available technology, e.g. CCTV, ANPR, Smartwater and Asset Tracking to deter and detect crime and prioritise deployment of partnership resources. Focus will be on using ANPR intelligence in identified sites, capture houses and capture cars plus trackable assets, plus proactive deployment of target hardening of hotspot streets.	Ensuring strategic and operational engagement from key agencies.	As above	Simon Whitehead

Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
<p>The COPs (crime opportunities) profiling of streets) project in the Ash Road area and Harold's area (Headingley) has shown promise in having an impact on crime rates. This initiative includes involvement with other agencies, ward members, local residents in addressing the crime and environmental problems in the areas. The use of capture houses, and asset tracking is also starting to prove successful in identifying criminals involved in burglary and leading to arrests and convictions. Alleygating as a scheme has continued to be popular in suitable areas in Leeds. Properties of burglary victims in receipt of benefits and those at high risk of burglary have continued to be targeted and through extra funding from government office the three main hotspot ALMO areas have been covered. During 2008/09 5,684 properties have been targeted/hardened at an average cost of £70 per property, 8 Alleygating schemes where completed with 30 gates installed.</p>	<p>Co-ordinated partnership activity in the top 10 most burgled ALMO streets will be deployed using as the COPs process as well as target hardening to improve security of properties. Alleygating will continue to be considered with any new schemes promoted by area management, ALMOs, RSL and private being coordinated by Community safety to ensure all legal requirements are fulfilled, and all existing schemes will continue to be monitored and maintained.</p>	<p>Ensuring operational engagement from key agencies. Targeted work especially in the ALMO areas has to ensure all qualifying properties are fully secured which in some cases new doors and/or windows will have to be fitted.</p>	<p>Project to run during 09/10. ALMO target hardening to be completed by May/June 09.</p>	<p>John Birkenshaw</p>
<p>Joint tasking of partners continues to develop in a positive manner, with a strong focus on creating safer environments through a combination of enforcement and prevention activities.</p>	<p>As part of the policing pledge launched in March 09 tasking will take into account the local priorities as identified through a range of community engagement and consultation processes.</p>	<p>Ability to respond in a timely manner to local priorities.</p>	<p>During 09/10</p>	<p>Simon Whitehead</p>
<p>Progress continues to be made in delivering the objectives outlined in the Alcohol Strategy. 1) Funding has been secured from Europe to implement an Alcohol Referral Scheme to co-ordinate a programme of treatment for people with alcohol problems. 2) Strategies for prisoners in Leeds district with alcohol related problems are being progressed. 3) Partners work with Taxi and Private Hire Licensing to raise awareness of and compliance to legislation and regulations continues. 4) A Street Chaplains outreach service is fully operational ensuring vulnerable individuals do not become victims by offering support and refuge. 5) Work to ensure victims of domestic violence receive an appropriate civil and criminal justice response is ongoing. 6) Strategic and operational links to ensure the needs of children and young people affected by domestic violence are addressed in service provision continues to improve.</p>	<p>The OPTIONS Alcohol Referral Programme, the Weapons Awareness Programme and a focus on Domestic Violence will all be prioritised for the first half of 09/10 to address volume incidents of assault with injury. A new domestic violence perpetrator programme will be commissioned as well as support for the Probation led Alcohol Treatment Referral Programme scheduled to commence 1.4.09</p>	<p>The most significant challenge for 09/10 to continue the decrease will be the reduction of funding from NRF for the forthcoming year to support local initiatives either with uniform presence or locally targeted actions based on hotspot intelligence. Taxi marshalling / seasonal campaigns are at a risk due to funding shortfall.</p>	<p>During Q1-Q2</p>	<p>Keith Lawrence</p>
<p>Between Jan-March 09, 22 Operation Champions have been carried out across Leeds. 2 in City and Holbeck Division, 3 in North West Division and following a shift in emphasis for the deployment of resources, 16 days of action in North East Division. Results for these 22 however are proving slow to obtain and therefore analysis is difficult. Anecdotal evidence suggests a renewed vigour from some partners such as ASBU who are now much more actively engaged in the whole process. Also the shift to single days of action in North East is proving popular with partners no longer having to stretch their resources to cover three days and instead deploying them for a shorter, more intensive period with no obvious reduction in results being experienced. The school gate consultation method adopted at the start of the year is proving very successful and popular with residents by giving them a clear say as to what goes into each Operation Champion in their area.</p>	<p>Continue with Operation Champion, revitalise the delivery at a local level by maximising partnership intelligence to inform choice of location, timing and activity. Review and improve the communication process to local people within the target communities and integrate more effectively with current processes.</p>	<p>Ensuring strategic and operational engagement from key agencies.</p>	<p>During 09/10</p>	<p>Simon Whitehead</p>
<p>The ASB unit (ASBU) has developed a robust set of service standards to ensure that victims of ASB who have approached council services for support receive appropriate timely support and regular feedback as to progress with their case. The service standards prescribe timescales for acknowledging enquiries and set out expectations for maintaining contact with all case participants. Since 2004/05, the ASB service has monitored overall levels of service satisfaction through closed case surveys. More recently the service has instigated a programme of early case stage surveys (after 4 weeks) to monitor early case stage satisfaction levels. Closed case data for 2008/9 currently shows an overall satisfaction rating of 78.3% satisfaction (Satisfied) whilst early case stage satisfaction levels are currently shown at 88.1% (Very satisfied).</p>	<p>Continue to develop the customer feedback model to ensure that victims of ASB who have approached council services for support receive appropriate feedback as to progress with their case. Improve service outcomes to victims of ASB by ensuring assessments include levels of service satisfaction, as measured by a local performance indicator.</p>	<p>Embedding process across the ASB Team. Closely monitor the existing funding arrangements for ASBU following the reduced level of NRF funds and the proportional income received through HRA.</p>	<p>During 09/10</p>	<p>Harvinder Saibhi</p>
<p>The ASB service has made progress in delivering against the prevention strategy, working with supporting and where possible diverting perpetrators to reduce ASB. In 2008/9, to date 95 (71 Young People) individuals have been referred to 120 (89) interventions or support agencies including 20 referrals to Family Interventions.</p>	<p>Actively engage young people involved in ASB and criminal activity, ensuring involvement of families, especially younger siblings. Support and deliver on key actions within the Youth Crime Action Plan.</p>	<p>Ensuring strategic and operational engagement from key agencies.</p>	<p>During 09/10</p>	<p>Harvinder Saibhi</p>

**TP 2a - Creating safer environment by tackling crime**

Internal Contributors	Organisation	Rationale for inclusion / exclusion	How will contributor be engaged
Simon Whitehead	Environments & Neighbourhoods	Chief Officer CS	Management responsibility
Paul Langford	Environments & Neighbourhoods	Strategic responsibility for contribution to outcome	Through EM&N SLT
Stephen Boyle	Environments & Neighbourhoods	Strategic responsibility for contribution to outcome	Through EM&N SLT
Andrew Mason	Environments & Neighbourhoods	Strategic responsibility for contribution to outcome	Through EM&N SLT
Nicole Jackson	Legal & Democratic Services	Strategic responsibility for contribution to outcome	Through CSOG
Cath Follin	City Centre Management	Strategic responsibility for contribution to outcome	Through CSOG
Jim Wilson	Environments & Neighbourhoods	Chief Officer CS	Management responsibility
Jim Hopkinson	Childrens Services	Strategic responsibility for contribution to outcome	Through CSOG
<b>External Contributors</b>			
Mark Milson	West Yorkshire Police	<b>Safer Leeds Executive</b>	<b>Membership of Board</b>
Maggie Smallridge	Probation	Link to VCFS provision	Membership of Board
Janet Spencer	Police Authority	Safer Leeds Executive	Membership of Board
Mick Smith	West Yorkshire Fire Service	Safer Leeds Executive	Membership of Board
Ian Cameron	Leeds NHS	Safer Leeds Executive	Membership of Board
Janet Spencer	West Yorkshire Police Authority	Safer Leeds Executive	Membership of Board
Steve Williamson	Local Strategic Partnership	Safer Leeds Executive	Membership of Board
		Safer Leeds Executive	Membership of Board

Improvement Priority	Lead Officer	Organisation	Overall Progress Rating	Direction of Travel
Reduce worklessness across the city with a focus on deprived areas	Stephen Boyle	Leeds CC	Red	↓

**Overall assessment of progress 2008/09**

The LSP service improvement priority to reduce worklessness has enabled a refocusing of activity to priority groups and neighbourhoods and the agreement of shared targets for key stakeholders and a move away from the current fragmented largely funding-led approach. The Worklessness Strategic Outcome Group has been established to oversee and direct partnership activity to deliver the required outcomes. The Group, led by Jobcentre Plus, has been successful in improving collaboration across key stakeholders leading to reducing worklessness. We are now better placed as a local partnership to realign our activities to ensure that they are complementary and add value and shape our strategies and action plans moving forward. Providers have performed well to achieve contract targets in a worsening economic climate. The recession requires a review of strategies and targets is undertaken in 2009/10. There is a 6 month time lag on DWP published data therefore the WACC rates reported do not fully reflect the impact of the recession and in particular the significant increase in USA claimants (the position is being monitored closely and current indications are that the Leeds position so far is in keeping with the regional and national picture).

The Council with partners will continue to focus on the challenge of long term unemployment and an innovative pilot, supported by the RDA, is underway in two areas of high long term unemployment to develop a more effective multi-agency team with a family support focus. Work on this improvement priority links with and supports work to improve the position on other linked priorities addressing financial inclusion and skills development and the strong working partnership will deliver positive benefits in all these key areas.

PI Ref	Definition	Baseline	2008/09 Target	2009/10 Target	2010/11 Target	2008/09 Year end Result	Data Quality
NI 152	Working age people on out of work benefits	11.4% (2007)	11.1%	10.8%	10.4%	10.9% (Qtr 3)	6 month time lag on DWP data
NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	30.4% (2007)	29.8%	29.2%	28.4%	27.3% (Qtr 3)	6 month time lag on DWP data

Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
<p>Joint planning processes developed and agreed to deliver against priority workless client groups and neighbourhoods including :- (a) area based worklessness groups established (b) area action plans and targets agreed for NI 153 areas (c) joint panels on LCC managed commissions. All have proved successful in bringing together commissioners and providers and building partnerships to encourage signposting and referrals to support a more people centred service.</p> <p>Map current activity and interventions by funding streams to identify at risk client groups / neighbourhood to inform future commissioning strategies. Q2</p> <p>Produce performance reports on commissioned activity to better assess effectiveness / vfm. Q2</p> <p>Review NI 152 target and Area Action Plan targets NI153 in light of available resources / changing economic conditions Q2</p>	<p>Clarify the Council's policy and legal framework to secure training, employment and supply chain benefits from publicly procured contracts e.g. EASEL, Holbeck Urban Village, Aire Valley, major PFI schemes. Q3</p> <p>Develop guidance and support for staff to successfully negotiate these. Q3</p>	<p>Fall out of funding including NRF / SSCF / Single Pot over the next two years is significant and will mean the loss of NRF/Access to Employment targeted provision in the areas with the highest levels of worklessness. JCP funding will continue to target the areas. Increases in the number and type of claimant resulting from economic recession will require different interventions and will stretch resources. The current economic situation and the increase in unemployment is likely to worsen and last for some time. It is therefore essential that the initial targets for this improvement priority are urgently reviewed. It would quite counter-productive to be concentrating resources and effort based on a strategy which did not recognise and respond to massive contextual change.</p> <p>Intervention activities need to be coupled to areas with potential for economic growth and private sector investment over the longer term. The existing and planned major regeneration schemes where the developers and site users have a relationship with the City Council with the potential to provide numerous opportunities during construction and on completion of schemes to offer training and employment opportunities for local people.</p>	<p>See next steps column</p>	<p>Stephen Boyle LCC / Ian Hunter, Jobcentre Plus / Phillip Hunter, Learning and Skills Council</p> <p>Stephen Boyle LCC</p>

Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
<p>Initiatives are being developed to tailor the pre-employment training of workless individuals to meet the needs of key employers as part of Local Employment Partnerships with a wider package of enabling measures offered by the local authority. A business plan is in development to draw down £2m plus following positive discussions with Yorkshire Forward to develop a package of employer facing interventions centred on job brokerage and in-work support. Alongside plans for the retail skills academy and support for construction training / employment, this work will assist in maximising the number of local residents accessing the estimated 10,000 construction and retail jobs in the Trinity and Harewood developments in the city centre.</p>	<p>Establish Task Group LSC,JCP,LCC (E&amp;N and CD) Q1 Develop YF full business proposal and submit at the end of May. Q1 Clarify the Leeds offer for tailored developer / employer packages Q1</p>	<p>Close working relationships required with the developers / end users working to a tight timescale to meet their needs. Finance to support interventions dependent on the speed of the YF appraisal, approval and issue of contract.</p>	<p>See next steps column</p>	<p>Stephen Boyle / Ian Hunter, Jobcentre Plus / Philip Hunter, Learning and Skills Council</p>
<p>Partnership work has focused to date on building good working relationships between Jobcentre Plus, the Council and the Learning and Skills Council. Recent work has examined the approaches adopted by health providers and the Mental Health Employers Consortium to support those with mental health issues - the largest incapacity benefit claimant group - back into work.</p>	<p>Further work required to realign resources and bring initiatives together to deliver added value. Citywide framework to be agreed through Worklessness Outcome Group. Q2 Employer initiative - to act as exemplars in the employment of individuals from this client group. JCP are currently procuring through ESF a programme to support JSA customers with mental health problems/learning difficulties. Progress Report Q2 Leeds are bidding for a Fit for Work pilot - its being led by Leeds NHS PCT. Progress Report Q2</p>	<p>New approaches to engage health professionals in assisting claimants better manage their muscular skeletal and mental health conditions and re-engage with providers to move back into work have been trialled with some success. However the scale of this intervention is small in comparison to the numbers of claimants. Further partnership work is required to learn and build on this good start</p>	<p>See next steps column</p>	<p>Williams (NS) / Hunter (JCP) / SBoyle (LCC)</p>
<p>Pilot programme developed and funding secured for 4 target neighbourhoods based on a casework approach to better integrate a wide range of personal support services with employment and training opportunities. It will require the co-ordination of partner inputs - GP surgeries, addiction treatment services, children's centres, transport providers, debt advisors and require a flexible response from employers supported by job brokerage, work trials, interview guarantee. Draft business case submitted to DWP for a data sharing pilot to more effectively target interventions to key client groups within the above pilot programme.</p>	<p>Appoint project staff and identify participants. Q1 Construct evaluation framework to capture benefits both financial and non-financial. Q2 Monitor and support implementation through the EASEL and East/North East Worklessness Group. Q2</p>	<p>Difficulties in identifying freedoms and flexibilities to be championed by John Healey, CLG Minister. DWP data sharing pilot may not identify further data due to data protection constraints and safeguards. Employer engagement that leads to jobs may be difficult in current climate</p>	<p>See next steps column</p>	<p>SBoyle LCC / Hunter JCP</p>

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Paul Stephens	City Development	Job Centre Plus (Lead Organisation)	Ian Hunter
Amanda Jackson / Sally Threlfall	Children's Services	Yorkshire Forward	Helen Thomson
		VCFS	Steve Williamson
		Learning Skills Council	Philip Hunter
		NHS Leeds	Jane Williams

Harmonious Communities 2008/09 Quarter 4 Performance Update				Reference		HM-1a		
Improvement Priority	Lead Officer	Organisation	Overall Progress Rating	Direction of Travel				
An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents	Stephen Boyle	Leeds CC	Amber	↑				
<b>Overall assessment of progress 2008/09</b>								
Progress is largely being driven through two complementary processes. At a city wide level, the VCFS Partnership Group established by the Narrowing the Gap Board of the Leeds Initiative has established a sub-group on Active Citizenship. This Sub-group has a focus on the NI6 and its work programme is focused on increasing volunteering opportunities and improving access to these. At a local level, Area Committees have started to enable a wider range of opportunities for engagement and supported a number of community led activities through their use of well-being funds. Work to engage young people is being led by Children's Services particularly through the Integrated Youth Support Service. Key developments are the introduction of an integrated youth activities offer called the Breeze Youth Offer and a new Management Information Project designed to capture engagement across the newly integrated service which has brought the former Connexions and Youth Services together. The provisional place survey outcome for NI6 gives us a baseline position of 19.9%. It is not yet clear how this compares with other areas but the final figure will be used to set improvement targets.								
PI Ref	Definition	Baseline	2008/09 Target	2009/10 Target	2010/11 Target	2008/09 Year end Result	Data Quality	Contributory Officer
NI 110	Young people's participation in positive activities	65.9% (2008)			70%	65.90%	No concerns with data	
NI 6	Participation in regular volunteering	N/A	Baseline and target to be set through Place Survey			19.9% (provisional)	As per Place Survey Methodology	Barbara Newton
<b>Progress as at 31st March 2009</b>		<b>Next Steps / Future Milestones for Q1 &amp; Q2 2009/10</b>		<b>Risk / Challenges</b>		<b>Timescale</b>		
Young people are a key target group and the Integrated Youth Support Service has an extensive programme of opportunities for young people. A Management Information Project is underway to collate data on engagement of young people across the newly combined Connexions and Youth Services. As well as the centre based activity the service also offers a volunteering programme and has created a youth opportunities fund which young people can access to develop their own initiatives. Specific Arts and Sports opportunities are offered through the leisure and culture services in the council. The Fire Service has developed a Young Firefighter Programme which offers a 2 year course designed to equip them to promote fire prevention in the community. A number of VCFS organisations are engaging young people in positive activities. For example Learning Partnerships 'v-involved' scheme has engaged over 1000 young people to date. BME groups are also active in this field for example the Muslim Cultural Society's community facility project run and managed by young people from the Pakistani Community in Harehills.		Agree scope and frequency of reporting youth participation across all sectors by Q1. Progress the YSS Management Integration Project and report to the Stronger Communities Outcome Group in Q2.		The range and diversity of young people's participation across the city will present a major challenge in the collection and collation of data. The likely reduction in funding provided from all sectors as a result of the recession will put activity and opportunities at risk.		See Next Steps column		
The Leeds VCFS Partnership Group has established a sub-group to take forward partnership actions on Active Citizenship with a strong focus on increasing regular participation in volunteering. An outline work programme has been drafted. Most VCFS groups depend on volunteers for their day to day running. In addition a number of organisations run volunteering opportunity schemes. BCTV organise 20 regular walks a week using volunteer leaders. Homestar has around 200 volunteers supporting struggling families. Canopy Housing is a volunteer self build schemes working with the homeless. Leeds Jewish Care has over 300 volunteers supporting its work. Leeds Ahead is a key Social Business which organises several hundred volunteers form Leeds businesses to work with a range of community and schools projects.		Develop a directory of civic opportunities, training and support. Q2 Undertake feasibility work to support the establishment of a new city centre volunteer bureau in 2009/10 to support the recruitment and retention of volunteers Q2 Review the Compact for Leeds Code of Practice on volunteering to ensure it is fit for purpose Q2		There will be increasing pressure on VCFS delivery capacity as a result of funding reductions from external programmes. However, there will be an increasing need to identify meaningful volunteering opportunities as a result of significant and growing job losses.		See Next Steps column		Sue Wynne, Environment and Neighbourhoods

Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
The Council has established a Corporate Social Responsibility programme supported by Leeds Ahead which is establishing a programme of volunteering opportunities for council employees. This will be rolled out in 2009-10	Volunteering Programme established. First report to SCOG Q2.	The current recession will impact on business engagement in volunteering. The promotion and co-ordination of a council wide staff volunteering scheme will present challenges given the size and complexity of the workforce.	See Next Steps column	Maura Brooks, Corporate Services
Area Committee Well Being Funding supports a wide range of local VCFS groups and their volunteers. Participatory Budgeting exercises (see HM 1b) have directed resources to voluntary activity in local communities. Participation in volunteer activities which contribute to Area Delivery Plans have been supported by all Area Committees.	Continue to promote volunteer projects in each Area Committee area focused on the delivery of an Area Delivery Plan priority. Report on the use of Area Committee Well Being Funds to support volunteer activity in Q1	Not all requests for funding from local groups can be supported by Area Committees. Prioritising the use of Area Well Being funding is a key challenge. This applies particularly to new proposals competing with existing more longer standing support arrangements.	See Next Steps column	Area Managers, Environment and Neighbourhoods

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Mark Alliman	City Development		
Catherine Blanshard	City Development	VCFS	Ann Pemberton/Jeanette Morris Boam
Simon Whitehead	Environment & Neighbourhoods	Arts Council	Pete Massey
John England	Adult Social Care	Leeds Colleges	Carolyn Wright
Chris Edwards	Education Leeds	West Yorkshire Fire & Rescue	Mick Smith
Barbara Newton (BN)	Children's Services	Sport England	Julie Hannan

Harmonious Communities 2008/09 Quarter 4 Performance Update				Reference		HM-2a
Improvement Priority	Lead Officer	Organisation	Overall Progress Rating	Direction of Travel		
Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services	Stephen Boyle	Leeds CC	Amber	↑		
<b>Overall assessment of progress 2008/09</b>						
The VCFS Partnership Group was established by the Leeds Initiative Narrowing the Gap Board. It will develop and secure a consensus approach to policies, strategies and action enabling the VCFS to contribute to the delivery of the Leeds Strategic Plan. It is chaired by Sandie Keene, Director of Adult Social Services and its membership is drawn from Council services, NHS Leeds and the VCFS. It has a focus on NI 6, NI7 and NI4. The Group has established 2 task groups on Resources and Active Citizenship.						
PI Ref	Definition	Baseline	2008/09 Target	2009/10 Target	2010/11 Target	2008/09 Year end Result
NI 7	Environment for a thriving third sector	17.2% (Taken from the Office of the Third Sector Survey - Autumn 2008)	N/A	N/A	21.7%	17.2%
No concerns - Taken from the Office of the Third Sector Survey						
Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer		
The VCFS Partnership Group is established with a forward work programme focused on creating an environment for a thriving third sector. The forward work programme reflects the recommendations of the City and Regional Partnerships Scrutiny Board in to VCFS and engagement activity. Key social business groups have been supported by the Local Enterprise Growth Initiative including Leeds Ahead, Tiger 11, Shine and the Credit Union.	Identify actions to support the establishment of Third Sector Together aimed at strengthening leadership and coherence of the sector and greater collaboration and co-operation across and within the sector.  Q2  To undertake a Compact for Leeds awareness and compliance self assessment of the Council and encourage partner organisations to do the same. Q2  Support the work of the Compact Implementation Group led by Leeds Voice to review the Compact Codes of Practice to ensure that they remain fit for purpose. Q2  To work with the Area Managers to identify existing links and the potential to enhance these to support the delivery of the Area Committee's Area Delivery Plans through VCFS brokering community engagement, influencing service delivery at the local level; undertaking commissioned community engagement activity; and contributing to Area Delivery Plan priorities and outcomes. Q2  Review the work programme of the Leeds Infrastructure Consortium to identify opportunities to extend support to a wider range of VCFS organisations. Communicating the work of the partnership to influence perceptions about the how the Council and its partners value and support the sector to achieve NI7. Q2	The main challenges are the scale and complexity of the sector and the need to support work to strengthen strategic leadership within the sector		Sue Wynne, Environment and Neighbourhoods		



Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
<p>The VCFS Partnership Group Resources Task Group established. Supporting Links to Commissioning project launched in March. Commissioning Good Practice and Commissioning Tool kit workshops held - well attended by VCFS. Training Needs Analysis undertaken by consultants.</p>	<p>Review the period of funding attached to grant awards to VCFS organisations from April 2010 for appropriate schemes. Produce and publish guidance and advice on developing forward strategies and early notification of the closure of funding schemes. Provide guidance and advice to services and partners on ensuring that processes and procedures are proportionate to the level of funding and risk in line with the Council's VCFS Grant Funding Framework. Oversee and guide the delivery of the Supporting Commissioning Links project to facilitate and support the sector to access commissioning opportunities including the provision of guidance, advice and training to VCFS organisations. Collate and analyse information on commissioning strategies of key services and the current and previous providers to assess the impact of commissioning approaches on smaller organisations and their ability to access resources. Q2</p>	<p>New approaches to commissioning outcomes could have an adverse effect on the sector by inadvertently excluding smaller and medium size organisations</p>		<p>Julie Staton, Environment and Neighbourhoods</p>
<p>The VCFS Partnership Group Active Citizenship Task Group established</p>	<p>Develop a directory of civic opportunities, training and support. Q2 Undertake feasibility work to support the establishment of a new city centre volunteer bureau in 2009/10 to support the recruitment and retention of volunteers Q2 Review the Compact for Leeds Code of Practice on volunteering to ensure it is fit for purpose Q2</p>	<p>There will be increasing pressure on VCFS delivery capacity as a result of funding reductions from external programmes. However, there will be an increasing need to identify meaningful volunteering opportunities as a result of significant and growing job losses.</p>		<p>Sue Wynne, Environment and Neighbourhoods</p>
<p>Community Engagement</p>	<p>Establish a Community Engagement Sub-group in April. Q1 Collate information on the current levels of information and support offered to community organisations, identify gaps in provision and recommend actions to address these within available resources. Q2 Map the available resource and expertise within the sector to improve the targeting and engagement of "hard to reach" groups. Q2</p>	<p>The sector offers a means for improving the targeting of engagement and extending its reach</p>		<p>Sue Wynne, Environment and Neighbourhoods</p>
<p>Leeds is a pilot Asset Transfer Authority. Asset Management has produced initial guidance and criteria to inform the evaluation of asset transfer requests. A number of assets have now been transferred including former school building and community centres for use by the local community managed by voluntary agencies or social enterprises. These include the Pakistani Centre in Harehills, the former Harehills Middle and Headingley Primary Schools and a number of smaller centres in the south of the city co-ordinated by the South East Area Management Team. Further work is needed to develop a full policy framework with the involvement of VCFS.</p>	<p>Agree policy framework and toolkit to guide decision making on asset transfer and support sustainable operations in the community Q2</p>	<p>Expectation created with local organisations by Government policy announcements will need to be addressed. The fuller engagement of the VCFS in developing a joint approach to policy and prioritisation will be a key challenge.</p>	<p>PB</p>	

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Sally Threlfall	Children's Services	West Yorkshire Police	Mark Milson
Simon Brereton	City Development	VCFS	Richard Norton/Richard Robson
Simon Whitehead	Environment & Neighbourhoods	Leeds Partnership Foundation Trust	Chris Butler/Mike Doyle
Paul Brook (PB)	City Development	Leeds Initiative	Kathy Kudelnitzky
Catherine Blenshard	City Development	Camberwell	Todd Hannula
Mark Alliman	City Development		
Wayne Baxter	Resources		
Dennis Holmes	Adult Social Care		

**Harmonious Communities 2008/09 Quarter 4 Performance Update** **Reference** **HIM-2b**

<b>Improvement Priority</b>	<b>Lead Officer</b>	<b>Organisation</b>	<b>Overall Progress Rating</b>	<b>Direction of Travel</b>
<b>An increased sense of belonging and pride in local neighbourhoods that help build cohesive communities</b>	<b>Stephen Boyle</b>	<b>Leeds CC</b>	<b>Amber</b>	<b>↕</b>

**Overall assessment of progress 2008/09**

Executive Board approved the Cohesion and Integration Priorities in October 2008 providing the high level policy framework. A programme of pilot activity is being developed in target neighbourhoods to strengthen communities and promote inclusion. The programme will test interventions and assess the extent to which the prevailing culture and perceptions in neighbourhoods can be changed. Concept models have been agreed that will enhance our area profiling capability and capacity to better understand the make up and concerns of residents at the neighbourhood level. Significant progress has been made in developing the Prevent Action Plan for Leeds and the capacity to deliver this through partnership. The provisional figure of 73.7% for NI1 is significantly lower than the 81% score from the 2006 Best Value Survey. This figure has yet to be confirmed but on the face of it seems to conflict with other perception survey data e.g. NI5 satisfaction with local area which has held steady at 77.8 (provisional) against a 2006 score of 77. Perceptions of the risk of extremism and increasing tension around immigration may have influenced the outcome and work will continue to understand what issues are showing themselves to be of concern to people.

PI Ref	Definition	Baseline	2008/09 Target	2009/10 Target	2010/11 Target	2008/09 Year end Result	Data Quality
NI 1	Percentage of people who believe people from different backgrounds get on well together in their local area	Baseline and targets to be taken from the 2008 Place Survey. This information will be available from January 2009.	Increase of 4.1 percentage points on baseline by 2010/11 (measured by second OTS survey in Autumn 2010)			73.7% (provisional)	As per Place Survey Methodology

Progress as at 31st March 2009	Next Steps / Future Milestones for Q1 & Q2 2009/10	Risk / Challenges	Timescale	Contributory Officer
Cohesion and Integration policy framework 2008-2011 and supporting delivery plan 2008-2010 approved by Executive Board in October 2008	Annual report published highlighting progress against actions and capturing good practice. Review of activities and priorities that impact on cohesion and integration to identify priority actions for 2011 and beyond. Q2	Understanding of cohesion and integration priorities and outcomes and how activities can have a positive or negative impact on these.	See Next Steps column	L Yeung, Corporate Services
Improved tension tracking systems implemented with responses monitored and preventative strategies being developed in hot spot areas.	Evaluation of the partnership preventative strategies deployed in Halton Moor and the work to tackle gangs in inner East Leeds to inform future action Q2	Increased levels of hate crime and anti-social behaviour targeted at individuals and groups resulting in neighbourhoods where people choose not to live. This trend could be exacerbated by the recession	See Next Steps column	S Whitehead Safer Leeds
Preventing Violent Extremism pilot evaluated and contributions made to a number of high level Government studies to inform guidance and support best practice. Prevent infrastructure and team now in place and the action plan has been developed and agreed	Develop a communication strategy to ensure consistent information is provided to elected members, officers and the community Q2 Develop work programme to ensure the engagement of schools and colleges and the universities Q2 Commission new activity to contribute to the delivery of the Prevent action plan Q2	Increased levels of extremist views and behaviour targeted towards individuals or groups within communities undermining the safety of all	See Next Steps column	SWhitehead Safer Leeds L Jarmin, Environment and Neighbourhoods
Area Profiling. Work to enhance the area profiling capacity and develop a neighbourhood index is nearing completion with key indicators, data sets and index weightings agreed. Executive Board approval secured for funding for this element of the Strategic Intelligence work programme.	ICT architecture including data repository to enable implementation to be specified and delivered through partnership with Microsoft Q2	Delays in delivering the ICT architecture will delay implementation and may damage partner buy in to the strategic intelligence work programme including JSNA	See Next Steps column	Sue Wynne, Environment and Neighbourhoods
Cohesion and Integration Pilot programme. Areas identified and programme aims and methodology agreed.	Identification of neighbourhood typology and cohesion issues within each target area Q2 Develop and implement action plans within target areas Q2 Agree and monitor indicators of change Q2	Increasing number of communities / neighbourhoods which lack social mobility become inward looking and become intolerant to change and difference	See Next Steps column	S Wynne / Area Managers, Environment and Neighbourhoods

<p><b>Progress as at 31st March 2009</b></p>	<p>Next Steps / Future Milestones for Q1 &amp; Q2 2009/10</p>	<p>Risk / Challenges</p>	<p>Timescale</p>	<p>Contributory Officer</p>
<p>Draft Action Plan on Migrant families developed. The plan will inform work to quantify and better understand the needs and service impacts of new and changing communities.</p>	<p>Consultation with key partners to confirm and agree next steps Q2</p>	<p>Unsupported migrant families may experience difficulties in accessing services and can become targets of hate crime and anti-social behaviour. Unplanned for pressures on public services. Tensions within communities often fuelled by myths and misinformation.</p>	<p>See Next Steps column</p>	<p>P Langford Environment and Neighbourhoods</p>

Leeds CC Contributory Officers	Leeds CC Directorate	Contributing Organisations	Contributory Officer
Andrew Mason	Environment & Neighbourhoods	West Yorkshire Police	Mark Milson
Paul Langford (PL)	Environment & Neighbourhoods	VCFS	Richard Norton/Richard Robson
Simon Whitehead (SW)	Environment & Neighbourhoods	Primary Care Trust	Christine Outram/Ian Cameron
Mark Alliman	City Development	Leeds Colleges	Carolyn Wright
Steve Speak	City Development	Natural England	David Rees
Catherine Bierslard	City Development		
Paul Brook	City Development		
John England	Adult Social Services		

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
1	Council 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%	96.53%	97%	96.62%	No Concerns with data
Target not met as we predicted but slight overall improvement on year end figure for 07/08 as we had predicted at end of Feb 09. Current financial climate a factor in this result which will also play into 09/10 for both this indicator and BV66b.											
2	Leeds Strategic Plan - Government Agreed	NI 16	Serious acquisitive crime rate	Community Safety	Monthly %	Fall	27%	N.A.	26.40%	27.80%	No Concerns with data
In 2008/09, there were 21,162 recorded acquisitive crimes in Leeds this is equivalent to a 4.3% increase (873 more offences) when compared with the previous year. The 2008/09 target of 26.4% (19,813) has not been achieved.											
3	Leeds Strategic Plan - Government Agreed	NI 20	Level of Assaults with injury crime per 1,000 population.	Community Safety	Monthly %	Fall	8.20%	N.A.	7.80%	7.50%	No Concerns with data
In 2008/09, there were 5,707 recorded assault with injury crimes in Leeds this is equivalent to a 6.9% decrease (426 fewer offences) when compared with the previous year. The 2008/09 target of 7.8% (5,888) has been achieved.											
4	Leeds Strategic Plan - Government Agreed	NI 30	Prolific and other Priority Offender re-offending rate	Community Safety	Quarterly %	Fall	877 (convictions)	N.A.	-15%	N.A.	Checklist completed, no concerns highlighted, but no supporting comments provided.
5	Leeds Strategic Plan - Government Agreed	NI 40	Number of drug users recorded as being in effective treatment	Community Safety	Annually number	Rise	2,976	N.A.	3,006	N.A.	Checklist completed, no concerns highlighted, but no supporting comments provided.
The results are provided by the NTA and due to the nature of the PI will always be a quarter in arrears - year end result due early July. Overall performance is good, (3,139 end of Dec 08) performance out-turn is anticipated to be above the agreed target for numbers in effective treatment.											

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
6	Leeds Strategic Plan - Government Agreed	NI 192	Percentage of household waste sent for reuse, recycling and composting	Environmental Services	Monthly %	Rise	27.05%	N.A.	30.26%	30.30%	No Concerns with data
<p>The amount of waste re-used, recycled or composted increased in 2008/09 on the previous year and the council exceeded the target set for the year. Over 30% of the city's waste is now recycled, re-used and composted and this has a positive impact on the environment. The roll-out of garden waste bins was very effective and over 125,000 households across the city are served by a kerbside collection of garden waste. The tonnages collected during the year (over 16,000 tonnes) exceeded estimates by 38%. A pilot kerbside collection scheme, increasing the collection of dry recyclables to fortnightly (green bins) began on four routes in the city in October 2008. The council sent 18,000 fewer tonnes to landfill compared to the previous year (a reduction of 7.5%) and waste arisings were down by 10 kgs per person on average (this equates to over 8,000 tonnes).</p>											
7	Leeds Strategic Plan - Government Agreed	NI 195A	Improved street cleanliness - levels of litter	Environmental Services	Survey %	Fall	N.A.	N.A.	N.A.	10%	No Concerns with data
<p>This was the first year in which NI 195 was collected (it differs from its predecessor BVPI 199 as the scoring methodologies are different). Performance over the year has been good with only 10% of sites having unacceptable levels of litter present. It is not possible to ascertain how this compares to other similar authorities as there is no national comparative data. This indicator is included in the Local Area Agreement (LAA) and 2008/09 was treated as the baseline year. Targets have been agreed with GOYH and DEFRA based on performance in the first two surveying periods of the year. The targets are 8% for 2009/10 and 7% for 2010/11. During the year the council's processes and systems for NI 195 were audited by ENCAMS on behalf of DEFRA. The council received a clean bill of health with ENCAMS praising the council stating "the validation exercise showed that the planning preparations undertaken for NI 195 by LCC was excellent".</p>											
8	Leeds Strategic Plan - Government Agreed	NI 195B	Improved street cleanliness - the percentage of relevant land and highways that is assessed as having deposits of detritus that fall below an acceptable level	Environmental Services	Survey %	Fall	N.A.	N.A.	N.A.	11%	No Concerns with data
		<p>The year end result was 11% of sites having unacceptable levels of detritus. The results for periods 2 and 3 were both 13% compared to 9% for period 1. Seasonal variations are sometimes noticed in this area as detritus can increase in periods 2 and 3 of the survey (increased leaf fall, accumulations of dirt etc). The worst areas for detritus were rural roads, which is always a problem and high obstruction housing areas. NI 195b is included in the Local Area Agreement (LAA) and 2008/09 was treated as a baseline year. Targets for 2009/10 (10%) and 2010/11 (9%) have been agreed with GOYH and DEFRA.</p>									
9	Leeds Strategic Plan - Government Agreed	NI 195C	The percentage of relevant land and highways assessed as having levels of graffiti below an acceptable level	Environmental Services	Survey %	Fall	N.A.	N.A.	N.A.	4%	No Concerns with data
<p>The year end results shows that only 4% of sites have unacceptable levels of graffiti present. This is very strong performance for a large city and initial indications highlight that this result compares favourably with the national picture. During the year, a graffiti strategy has been agreed by the council and its partners and the graffiti removal team has dealt with over 2,500 jobs removing in excess of 23,000 tags as part of their work.</p>											
10	Leeds Strategic Plan - Government Agreed	NI 195D	The percentage of relevant land and highways assessed as having a level of flyposting that falls below and acceptable level.	Environmental Services	Survey %	Fall	N.A.	N.A.	N.A.	0%	No Concerns with data
<p>The council's performance on flyposting is strong and fly posting is not a major problem in the city. The use of flyer drums combined with active enforcement ensures good performance in this area. Over the year, 0% of sites have registered as having unacceptable levels of flyposting. Indeed, of the 900 sites surveyed, 896 achieved an 'A' grade and only 1 site had unacceptable levels of fly posting. This measure was not be included in the LAA (the LAA will focus on litter and detritus).</p>											

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
11	Leeds Strategic Plan - Government Agreed	NI 187A	Tackling fuel poverty - % of people receiving income based benefits living in homes with a low energy efficiency rating (SAP < 35)	Fuel Savers	Annually %	Fall	7.90%	7.90%	6.64%	6.63%	No Concerns with data
		<p>A person is said to be in fuel poverty if they spend 10% of their income on heating their home. Over the year, the council and its partners have had some significant successes in this area with key actions delivered to help local residents. In 2008/09, improvements were made to 506 properties with a SAP rating &lt;35 bringing them above the standard. This equates to 6.63% of relevant households (please note the targets set for the year are no longer applicable as the government changed the baselines in November 2008). This measure is included in the LAA and following revised government guidance targets have been agreed and they are as follows: 2009/10 - SAP&lt; 35 = 5.86% and 2010/11 - SAP&lt;35 = 4.89%. Although the council and its partners have performed well during the year and challenging targets have been included in the LAA, it must be recognised that it will be difficult to sustain this going forward due to the current financial crisis in the country and the fact that over the past 12 months fuel prices increased.</p>									
12	Leeds Strategic Plan - Government Agreed	NI 187B	Tackling fuel poverty, % of people receiving income based benefits living in homes with a high energy efficiency rating (SAP >= 65)	Fuel Savers	Annually %	Rise	34.59%	34.59%	35.05%	35.75%	No Concerns with data
		<p>A person is said to be in fuel poverty if they spend 10% of their income on heating their home. Over the year, the council and its partners have had some significant successes in this area with key actions delivered to help local residents. In 2008/09, improvements were made to over 4,500 properties with a SAP rating &gt;65 bringing them above the standard. This equates to 35.75% of relevant households. Over 7,700 households received energy support and advice. This measure is included in the LAA and following revised government guidance targets have been agreed and they are as follows: 2009/10 - SAP&gt;65 = 37.44% and 2010/11 - SAP&gt;65 = 38.22%. Although the council and its partners have performed well during the year and challenging targets have been included in the LAA, it must be recognised that it will be difficult to sustain this going forward due to the current financial crisis in the country and the fact that over the past 12 months fuel prices increased.</p>									
Page 251	Leeds Strategic Plan - Government Agreed	NI 152	Working age people on out of work benefits	Regeneration	Quarterly %	Fall	11.40%	N.A.	11.10%	10.90%	No Concerns with data
		<p>Result as at Q3. Will be updated when figures are available Jun 09. For National Indicators 152 and 153 the data is published nationally by the Department of Works and Pensions with a 6 month time lag - this result therefore relates to Aug 08. Whilst performance has remained constant, there may be a fall in performance for Q4 as the effects of the economic downturn are felt. For example at Aug 08 there were 14,000 people claiming Job Seekers allowance but at Apr 09 there were 23,000.</p>									
14	Leeds Strategic Plan - Government Agreed	NI 141	Percentage of vulnerable people achieving independent living	Strategic Housing and Commissioning	Quarterly %	Rise	60%	N.A.	66%	76.39%	No Concerns with data
		<p>Each Supporting People service which reports against NI 141 submits a monitoring workbook on a quarterly basis recording the outcome for those service users who have left the service. Numerator: Number of vulnerable people achieving independent living. Denominator: Total number of service users leaving service during a quarter. Calculation: Numerator*100/Denominator.</p>									
15	Leeds Strategic Plan - Government Agreed	NI 155	Number of affordable homes delivered (gross)	Strategic Landlord	Monthly number	Rise	N.A.	N.A.	300	390	No Concerns with data
		<p>The figure 390, is a predicted figure. This figure is based on the actual number of units delivered through Homes and Communities Agency funding for 2008/09, and the predicted number of units to be acquired by Registered Social Landlords via planning gain in the year 2008/09. This predicted figure for units acquired by RSLs via planning gain originates from an affordable housing audit undertaken with RLS between October 2008 - January 2009 where RSLs were asked to provide details of those units acquired and those they were looking to/ likely to acquire. The actual figure of affordable homes delivered will not be known until the results of the 2008-09 HSSA Returns in June/July 2009. Due to the current housing market and the economic climate it is likely that the actual figure is more likely to be between 300-350.</p>									

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
16	Leeds Strategic Plan - Partnership Agreed	LKI-HAS4	The number of homeless acceptances made in the year (cumulative)	Homeless and Advisory Service	Monthly Numerical	Fall	1,722	1,142	1,320	1,099	No Concerns with data
<p>Figures are for applicants to the authority that are homeless or threatened with homelessness and are found to be Eligible for assistance, unintentionally homeless and in priority need. Homelessness applications are administrated in the Orchard GUI homelessness module. Applications accepted are extracted using bespoke Walkabout reports. Figures are collated monthly and aggregated to produce the year end figure.</p>											
17	Leeds Strategic Plan - Partnership Agreed	NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	Regeneration	Quarterly %	Fall	30.40%	N.A.	29.80%	27.30%	No Concerns with data
<p>This result is Q3 it will be updated when the figures are available Jun 09. For National Indicators 152 and 153 the data is published nationally by the Department of Works and Pensions with a 6 month time lag - the result therefore relates to Aug 08. Whilst performance has remained constant, there may be a fall in performance for Q4 as the effects of the economic downturn are felt. For example at Aug 08 there were 14,000 people claiming Job Seekers allowance but at Apr 09 there were 23,000.</p>											
18	Leeds Strategic Plan - Partnership Agreed	NI 158	% non-decent council homes	Strategic Landlord	Monthly %	Fall	N.A.	N.A.	15%	18.50%	No Concerns with data
<p>Considerable progress has been made to achieve the year end figure of 18.46%. A new IT system, Keystone was implemented and used throughout 08/9. Keystone has additional data fields to validate the decency performance than the previous IT system. As a result there are a number of data cleansing exercises that have been undertaken through the year. Continued work to address these data cleansing/survey issues will continue to improve decency performance further and allow accurate forecasting of future investments needs. This work has been led by the Asset management Steering Group, chaired by a member of Strategic Landlord Group including all ALMOs/ BITMO, IT and Finance reps. Whilst we didnt meet this years target of 15% we are still in line to meet the overall Citywide Decency objectives by 2010/11.</p>											
19	National Indicators	NI 147	Care leavers in suitable accommodation	Children and Young People's Social Care	Annually %	Rise	94.20%	94.20%	95%	94.10%	No Concerns with data
<p>The Post 18 policy and procedure, relating to young people remaining with their former foster carers, is now complete and approved. This will further strengthen what is already good practice, maintaining support and accommodation in placements that research shows provide the best outcomes for care leavers. The Service is currently engaged in the commissioning of accommodation provision. This is a lengthy process, but it will allow us to dictate accommodation standards and monitor those standards. We will be asking providers to tender for contracts that detail what we believe are the accommodation requirements for the young people we work with.</p>											
20	National Indicator	NI 143	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody	Probation - via Community Safety	Annually	Rise	80%	N.A.	N.A.	80%	See checklist done 24/04/09
<p>The 80% is judged against a National Target of 70% with the National average (as at Qtr 3) being 78%. Target for 2009/10 to be confirmed by the West Yorkshire Probation Board.</p>											



Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
21	National Indicator	NI 144	Offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence	Probation - via Community Safety	Annually	Rise	42%	N.A.	40% - National Target	42%	Checklist completed, no concerns highlighted, but no supporting comments provided.
This figure comes from the OASys National Reporting tool (ONR) which interrogates the E-OASys system. The figure provided represents the % of Order or License Termination Assessments where the Offender had employment. The 42% is judged against a National Target of 40% with the National average (as @ Qtr 3) being 46%											
22	National Indicator	NI 15	Serious violent crime rate	Community Safety	Monthly Numerical	Fall	0	N.A.	600	579	No Concerns with data
In 2008/09, there were 579 recorded serious violent crimes in Leeds this is equivalent to a 5.4% decrease (33 fewer offences) when compared with the previous year. The 2008/09 target of 600 has been achieved.											
23	National Indicator	NI 18	Adult re-offending rates for those under probation supervision	Community Safety	Quarterly	no	N.A.	N.A.	N.A.	N.A.	See checklist done 24/04/09
Probation have advised community safety that they have been informed by NOMS that Local Authorities should access the NI 18 information via the CLG Hub and that Probation areas should not be the point of contact for this information. This was due to the fact that Probation do not produce or own the data and any questions should be directed towards the MoJ. The result should be available in August.											
Page 59	National Indicator	NI 28	Knife crime rate	Community Safety	Quarterly	No	N.A.	N.A.	N.A.	1.0 per 1,000 population	N/A
	National Indicator	NI 29	Gun crime rate	Community Safety	Quarterly	no	N.A.	N.A.	N.A.	0.2 per 1,000 population	N/A
Baseline being established in 2008/09											
27	National Indicator	NI 34	Domestic violence - murder	Community Safety	Quarterly	no	N.A.	N.A.	N.A.	N.A.	N/A
West Yorkshire Police report these figures to the Home Office on a quarterly basis; however, the figures are for the whole of West Yorkshire and not broken down by district. WYP are working towards producing district level information and a further request has been submitted in May 09.											

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
28	National Indicator	NI 35a	Building resilience to violent extremism - Understanding of and engagement with Local communities	Regeneration	Annually Number	Rise	3	N.A.	N.A.	3	No Concerns with data
	National Indicator	NI 35b	Building resilience to violent extremism - Knowledge and understanding of the drivers and causes of violent extremism and the Prevent objectives	Regeneration	Annually Number	Rise	3	N.A.	N.A.	3	No Concerns with data
	National Indicator	NI 35c	Building resilience to violent extremism - Development of a risk-based preventing violent extremism action plan in support of delivery of the Prevent objectives	Regeneration	Annually Number	Rise	2	N.A.	N.A.	2	No Concerns with data
	National Indicator	NI 35d	Building resilience to violent extremism - Effective oversight delivery and evaluation of projects and actions	Regeneration	Annually Number	Rise	3	N.A.	N.A.	3	No Concerns with data
	A baseline exercise for NI 35a-d has been undertaken and agreed through the Silver review group using the Self assessment toolkit issued by the Home Office and Local Government. NI35 is scored on a scale of 1 - 5 across 4 different indicators: Understanding of, and engagement with, Mulism communities - score 3, Knowledge and understanding of drivers and causes of violent extremism and the Prevent objectives - score 2, Development of a risk-based preventing violent extremism action plans, in support of the delivery of the Prevent objectives - score 2, Effective oversight, delivery and evaluation of projects and actions - score 2. A self assessment score checklist has been developed to support the delivery of this NI, and to aid the collection of appropriate evidence.										
Page 54	National Indicator	NI 36	Protection against terrorist attack	Community Safety	Annually ?	No	N.A.	N.A.	N.A.	N.A.	N.A.
	This indicator has been trialled in selected areas by the Home Office (not Leeds) it will be evaluated and as a consequence will not be published in APACS or used for assessment in 08/09.										
30	National Indicator	NI 182	Satisfaction of business with local authority regulation services	Environmental Services	Annually %	Rise	N.A.	N.A.	N.A.	80%	Checklist currently being produced.
	This is the first year that this measure has been collected. The final result for the year will not be available until the end of May as the results is derived from questionnaires. Initial indications show the result for the year is likely to be in the region of 80 - 85% satisfaction. the results for 2008/09 will be treated as the baseline and inform the target setting process for future years.										
31	National Indicator	NI 183	Impact of local authority trading standards services on the fair trading environment	Environmental Services Trading Standards	Annually %	Fall	N.A.	N.A.	N.A.	2.01%	Checklist currently being produced.
	This is a new indicator for collection in 2008/09 and the information is co-ordinated by West Yorkshire Trading Standards. The Leeds results generated for 2008/09 (2.01%) will be used as the baseline year upon which targets for future years can be set. The figure represents the proportion of issues the Trading Standards is called in to deal with in comparison to the level of trading activity in the city. The 2008/09 statutory submission for this NI will be the West Yorkshire figure (2.05%). Trading Standards have been asked to provide a Data Quality checklist that will show any reporting issues.										

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
32	National Indicator	NI 184	Food Establishments in the area which are broadly compliant with food hygiene law	Environmental Services	Quarterly %	rise	N.A.	N.A.	N.A.	76.20%	Some Concerns with data
<p>76.2% of premises in Leeds are 'broadly compliant'. This a term created by the Food Standards Agency and requires that on inspection, all premises are risk rated to categorise premises with 'A' being highest risk and 'E' being least risk. As part of the coring process for NI 184 premises are assessed against 6 criteria including structural condition, process safety and our confidence in management. The scores are also the basis of the authority's scores on the doors scheme with provides a start rating for each premise. As NI 184 is a notional standard, it does not mean that all broadly compliant premises provide no risk whatsoever or that those premises which are not broadly compliant should be prosecuted and closed. Higher risk premises are inspected more frequently anyway.</p> <p>One issue that affects performance on NI 184 is 'unrated' premises and this needs to be considered. For example, when a premise changes ownership or is bought by a new company the premise becomes 'unrated'. Regardless of their most recent inspection (even if done a week before the ownership changes) all these premises become 'unrated' and therefore under the NI 184 rules, have to be classed as not broadly compliant. As a large number of premises in Leeds change hands during a year, this affects performance by around 15%.</p>											
33	National Indicator	NI 191	Kilograms of residual household waste collected per household	Environmental Services	Monthly KG	Fall	736.15kg	N.A.	697.89kg	676.52kg	No Concerns with data
<p>Since the implementation of the waste strategy the service is steadily reducing the kilograms of residual household waste collected per household. In comparison to the previous year, the amount of residual waste collected has reduced from 744.33 kgs (back calculated) to 676.52 kgs. This is a significant improvement. The amount of waste generated in reducing and of the waste generated an increasing proportion is re-used, recycled and composted. For example, the level of composting is up in 2008/09 through the expansion of the garden waste collection service and high participation levels in the scheme (over 16,000 tonnes were recovered in the year). Over the year, there has been a reduction in the amount of residual waste by, on average, 11kgs per person.</p>											
34	National Indicator	NI 193	Percentage of municipal waste land filled	Environmental Services	Monthly %	Fall	68.82%	N.A.	65.92%	67.14%	No Concerns with data
<p>Performance improved from 70% in 2007/08 to 67.14% in 2008/09. Performance in the first eight months of the year was strong but deteriorated from December to February (with landfill rates up). In the first eight months of the year levels of recycling, composting and reuse increased and thus the volume of waste landfilled reduced, having a positive effect on this indicator. The target for the year was not realised as the actual amount of household waste collected dropped in December and January and there was a particularly low month in February due to issues with residents not receiving calendars outlining when their waste collections would be. During the same period, there was a marked reduction in green waste collected at the kerbside (the service moved to a 4 weekly service as opposed to a fortnightly service). It appears that some of this waste found its way into black bins (and therefore landfill) as SORT tonnages increased in December and January on previous months. The return to fortnightly garden waste collections in March addressed some of these issues.</p>											
35	National Indicator	NI 196	Improved street and environmental cleanliness through reducing levels of fly tipping whilst increasing levels of enforcement activity	Environmental Action Team	Monthly Number	Fall	1	N.A.	3	3	No Concerns with data
<p>The indicator compares the number of fly tips recovered with the amount of enforcement action undertaken. Performance is calculated as a four point matrix with 1 being very effective through to 4 being poor. In 2008/09, the number of fly tips recovered increased and therefore the maximum score that could be achieved under the rules of the PI was a '3'. This increase in fly tips was largely due to improvements made in recording practices (i.e. ensuring all fly tips recovered were properly recorded and reported) but there was an increase in the number of calls received at the contact centre. The number of enforcement actions undertaken against fly tippers increased by over 6,000 actions on the previous year. The council has a very active enforcement function who are amongst the top performers in the country. Analysis to identify hotspot areas has been undertaken and these have been passed to the EAT's and Specialist Team for further investigation.</p>											

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
36	National Indicator	NI 156	Number of households living in temporary accommodation	Homeless and Advisory Service	Quarterly Number	Fall	548	N.A.	333	281	No Concerns with data
<p>The figure above is achieved by obtaining the total figure of households in temporary accommodation in Leeds. This includes Leeds Housing Options private sector accommodation and the Supporting People commissioned emergency tier. Each household is checked against the Orchard GUI housing application system. The households that are included for the year end figure are those that are owed a statutory homeless duty, are currently under investigation or have an ongoing review and any intentionally homeless households that are being accommodated for a reasonable period.</p>											
37	National Indicator	NI 142	Percentage of vulnerable people who are supported to maintain independent living	Strategic Housing and Commissioning	Quarterly %	Rise	99%	N.A.	99%	98.78%	No Concerns with data
<p>Each Supporting People service which reports against NI 142 submits a monitoring workbook on a quarterly basis recording the number of service users still in service at the end of the quarter, and the outcome type for those who have left the service. Numerator: service users who have established or remain living in independent accommodation at the end of the quarter. Denominator: Total number of service users during the quarter. Calculation Numerator*100/Denominator.</p>											
38	National Indicator	NI 160	Local authority tenants' satisfaction with landlord services	Strategic Landlord	Annually %	Rise	70%	N.A.	73%	71.55%	No Concerns with data
<p>This year's results shows an improvement on Tenants Satisfaction from the 06/07 result of 70%. It is however recognised that this fell short of our target of 73%. Work has been ongoing within the ALMOs to improve tenant satisfaction particularly through tenant involvement initiatives such as 11 Area Panels that include tenant representation, Customer sounding boards and tenant led Complaint boards.</p>											
Page 56	National Indicator	NI 194	Level of Air Quality - reduction in NOx and primary PM10 emissions through local authority's estate and operations.	Sustainable Development	Annually %	Fall	N.A.	N.A.	N.A.	0.0%	No Checklist
	<p>The baseline established for 2008-09 (using weather corrected data) is 230,334 kg Nox &amp; 6,223 kg PM10                      The figures indicate estimated baseline emissions from transport (1.3% Nox and 1% PM10) &amp; static sources (98.7% Nox and 99% PM10). The figures are derived from the air quality part of the Defra NI185 spreadsheet.                      For vehicle emissions:                      The Council is trialling low carbon vehicles that will reduce emissions of NOx and PM10. Newer technology burns either less fuel (ie less CO2 emissions), or burns it cleaner (less NOx and PM10s), or traps particulates in the exhaust. The policy of trying to source vehicles of the latest Euro standard will contribute to reducing NOx and PM10s.                      Also, initiatives such as the gas vehicles to be tested could prove very effective for air quality. E.g. the CNG Econic claims nearly 90% reduction in PM10s and slightly lower emissions of NOx than the newest Euro 5 standards.                       For buildings emissions:                      planned reductions in gas heating/gas cooking energy used will reduce fuel burnt; planned changes of boilers to newer boilers will achieve smaller reductions; changes of fuel from gas to biomass are likely to reduce NOx, but slightly increase PM10, but the overall change is likely to be downwards; reduction as a result of change of premises; &amp; replacement of gas heating with heat pumps.</p>										
40	National Indicator	NI 33A	Number of deliberate primary fires per 10,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	N.A.	N.A.	N.A.	11.81	No Concerns with data
		NI 33B	Number of deliberate secondary fires per 10,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	N.A.	N.A.	N.A.	40.26	No Concerns with data
		<p>Provisional result until March data is confirmed.</p>									

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
41	National Indicator	NI 49A	Total number of primary fires per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	N.A.	N.A.	N.A.	220.60	No Concerns with data
		NI 49B	Total number of fatalities due to primary fires per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	N.A.	N.A.	N.A.	0.79	No Concerns with data
		NI 49C	Total number of non-fatal casualties (excluding precautionary checks) per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	N.A.	N.A.	N.A.	9.60	No Concerns with data
		Provisional result until March data is confirmed.									
42	Local Indicator	LAA-SSC12	The number of offences of dwelling burglary recorded by the police.	Safer & Stronger Communities	Monthly Numerical	Fall	13,776	8,449	7,001	9,248	No Concerns with data
		In 2008/09, there were 9,248 recorded domestic burglaries in Leeds this is equivalent to a 9.5% increase (799 more offences) when compared with the previous year. The 2008/09 target of 7,001 has not been achieved.									
43	Local Indicator	LKI-CS8A	Addressing domestic violence by: a) increase the number of reported incidents of domestic violence	Community Safety	Monthly Numerical	Rise	11,850	10,099	13,035	9,389	No Concerns with data
		In 2008/09, there were 9,389 recorded domestic violence incidents in Leeds this is equivalent to a 7.0% decrease (710 fewer offences) when compared with the previous year.									
44	Local Indicator	LKI-CS8B	Addressing domestic violence by: b) reduce repeat victimisation as a proportion of reported domestic violence incidents	Community Safety	Monthly %	Fall	49%	46.10%	43%	44.80%	No Concerns with data
		In 2008/09, there were 9389 DV recorded incidents of which 4202 were repeats (44.8%) compared with 46.1% in the previous year. The 2008/09 target of 43.0% has not been achieved.									
45	Local Indicator	LKI-CS8C	Addressing domestic violence by: c) increase the number of reported incidents of domestic violence that result in a sanctioned detection	Community Safety	Quarterly %	Rise	12%	21.90%	18%	25%	No Concerns with data
		The repeat victimisation rate in 2008/09 was 24.97% compared with 22.4% in the previous year. The 2008/09 target of 18.0% has been achieved.									
46	Local Indicator	LAA-SSC25	Homelessness acceptances due to violence and harassment.	Homeless and Advisory Service	Quarterly Number	Fall	307	307	300	243	No Concerns with data
		All households accepted as statutory homeless (Eligible, unintentionally homeless and in priority need) with a reason for loss of last settled accommodation under the categories of "Violence" and "Harassment, threats or intimidation". Figures recorded per month and calculated as a total annual figure for year end.									

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
47	Local Indicator	LKI-HAS5	The number of homeless acceptances resulting from parental eviction (cumulative)	Homeless and Advisory Service	Monthly Numerical	Fall	209	106	150	139	No Concerns with data
All households accepted as statutory homeless (Eligible, unintentionally homeless and in priority need) with a reason for loss of last settled accommodation of "Parents no longer willing or able to accommodate". Figures recorded per month and calculated as a total annual figure for year end.											
48	Local Indicator	LKI-HAS11	Number of sanctuary installations completed	Homeless and Advisory Service	Monthly Numerical	Rise	305	305	325	385	No Concerns with data
Aggregate number of installations carried out during year. Installation recorded as the date when external contractor or Care Ring carried out the installation. Monthly performance calculated on confirmation of installations within that month.											
49	Local Indicator	BV-91B	Percentage of households resident in the authority's area served by a kerbside collection of at least two recyclables	Refuse Collection & Waste Management	Quarterly %	Rise	N.A.	92.64%	95%	92.64%	Concerns with data
The figure included (92.6%) was the figure reported at quarter 2 and is the most reliable available. The year end result was not available at the time of running the report due to issues with the reports produced by the software system. This is being investigated by the service as the results generated are not reliable and do not pass data quality standards.											
50	Local Indicator	LKI-RC1	Number of household collections missed per 100,000 collections	Refuse Collection & Waste Management	Quarterly numerical	Fall	N.A.	67.98	90	95.3	No Concerns with data
The service experienced an increase in the number of missed bins reported especially in the first half of the year. This can be attributed to the knock on effects of the strike action and the decision by crews to 'work to rule' for a period of time. In order to improve performance, the service worked closely with the contact centre to review the process for recording and reporting missed bins and to review whether there were many repeat misses. Consequently, performance in the last quarter of the year improved markedly. The performance for quarter 4 alone was 36.9 misses per 100,000 collections. The cumulative figure therefore improved in the second half of the year but the target for the year was not met.											
51	Local Indicator	BV-199A	The proportion of relevant land and highways (expressed as a percentage) that is assessed as having combined deposits of litter and detritus that fall below an acceptable level	Street Cleansing	Quarterly %	Fall	N.A.	13%	15%	14%	No Concerns with data
This indicator was retained in 2008/09 as it is an LPSA 2 measure. As part of the LPSA 2 agreement, the council agreed to stretching targets to improve cleanliness across the city by March 2009. BVPI 199a is tracked over three surveys periods in the year; period 1 is April to July, period 2 is August to November and period 3 is December to March. The result for the year is 14% meaning the council has exceeded its stretch target agreed in LPSA 2 (15%). This will result in the council receiving a performance reward grant of just over £1 million in recognition of the improvements made in cleanliness and local environmental quality over the last three years.											

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
<b>PLACE SURVEY NATIONAL INDICATORS - 2008/09 Provisional Results</b>											
1	National Indicator	NI 1	% of people who believe people from different backgrounds get on well together in their local area	Regeneration	Survey %	Rise	N.A.	81% - 2006 BV General Survey	N.A.	73.70%	No Concerns with data
2	Leeds Strategic Plan - Government Agreed	NI 4	% of people who feel they can influence decisions in their locality	Regeneration	Survey %	Rise	N.A.	33% - 2006 BV General Survey	N.A.	31%	No Concerns with data
3	National Indicator	NI 5	Overall/general satisfaction with local area	Regeneration	Survey %	Rise	N.A.	77% - 2006 BV General Survey	N.A.	77.8%	No Concerns with data
4	National Indicator	NI 17	Perceptions of anti-social behaviour	Community Safety	Survey %	Fall	N.A.	22% - 2006 BV General Survey	N.A.	22.8%	No Concerns with data
	National Indicator	NI 41	Perceptions of drunk or rowdy behaviour as a problem	Community Safety	Survey %	Fall	N.A.	30% - 2006 BV General Survey	N.A.	29.3%	No Concerns with data
6	National Indicator	NI 42	Perceptions of drug use or drug dealing as a problem	Community Safety	Survey %	Fall	N.A.	39% - 2006 BV General Survey	N.A.	29.1%	No Concerns with data
7	National Indicator	NI 2	% of people who feel that they belong to their neighbourhood	Regeneration	Survey %	Rise	N.A.	N.A.	N.A.	53.6%	No Concerns with data
8	National Indicator	NI 3	Civic Participation in the local area	Regeneration	Survey %	Rise	N.A.	N.A.	N.A.	11.5%	No Concerns with data
9	National Indicator	NI 6	Participation in regular volunteering	Regeneration	Survey %	Rise	N.A.	N.A.	N.A.	19.9%	No Concerns with data
10	National Indicator	NI 21	Dealing with local concerns about antisocial behaviour and crime by the local council and police	Community Safety	Survey %	Rise	N.A.	N.A.	N.A.	25.1%	No Concerns with data

Environment and Neighbourhoods 2008/09 Year End

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Data Quality
11	National Indicator	NI 22	Perceptions of parents taking responsibility for the behaviour of their children in the area	Community Safety	Survey %	Rise	N.A.	N.A.	N.A.	26.5%	No Concerns with data
12	National Indicator	NI 23	Perceptions that people in the area treat one another with respect and consideration	Community Safety	Survey %	Rise	N.A.	N.A.	N.A.	31.4%	No Concerns with data
13	National Indicator	NI 27	Understanding of local concerns about anti-social behaviour and crime issues by the local council and police	Community Safety	Survey %	Rise	N.A.	N.A.	N.A.	20.8%	No Concerns with data





## Report of the Chief Environmental Health Officer

### Scrutiny Board (Environment and Neighbourhoods)

Date: 13<sup>th</sup> July 2009

Subject: Performance Monitoring and Food Standards Agency Food Service Audit Update

#### Electoral Wards Affected:

#### Specific Implications For:

Ethnic minorities

Women

Disabled people

Narrowing the Gap

## 1. Executive Summary

This report describes the current position regarding the performance monitoring and audit of the Food and Health Team food premises inspection service and a summary of the current position with meeting the agreed actions within the Food Standards Agency Action Plan.

## 2. Background

- 2.1 The Food and Health Team Service Plan details the interventions, resources and activities to be undertaken to secure food safety across the City. This plan informs one of the principal aims within the overarching Food strategy for Leeds (Leeds Food Matters) that all food produced, prepared or sold in Leeds is safe to eat and will not cause ill health. The activities within the Food and Health Team Service Plan are based upon The Food Standards Agency (FSA) Framework Agreement and the specified Codes of Practice. The FSA codes of practice are rigid and prescriptive with an inspection based enforcement regime, premises being risk assessed and categorized by a scoring mechanism which defines the frequency of inspection.
- 2.2 During May 2006 The Food Standard Agency (FSA) under took a focused audit of the operation of the Leeds Food Service. The Audit was prompted by the inability of the Department to provide statistical data in the required format, a position which had resulted due to a change of the IT system used to record, plan and categorize inspections of food Premises.
- 2.3 In September 2006 an Action Plan which specified dates for compliance was produced and agreed with the FSA. The key areas for concern being the accuracy of the food premises

data base and the frequency of food inspections, the remaining matters being around procedural issues identified in the Framework Agreement. The Food and Health Team Service Plan is informed by the FSA action plan and the requirement to increase the frequency of food premises inspections, to complete 100% of high risk inspections within the due dates. Premises are categorized according to risk with "high" risk being those categorized as A to C, low risk are categorized "D" and "E".

- 2.4 Since the original Audit in 2006 considerable progress has been made towards meeting the Food Standards Agency requirements. Progress has been reported to Members of scrutiny Board the last update being March 2007.

### **3. Current position**

#### **FSA Audit and Action Plan**

- 3.1 The FSA requires that Leeds meet the provisions of the current Framework Agreement and code of practice in terms of inspections. Since the original audit the Authority has maintained a welcome dialogue with the FSA Audit Team regarding progress and submitted an updated action plan in July 2008. The outstanding items concerned the longer term improvement of the accuracy of the food premises database and the frequency of premises inspection.
- 3.2 The FSA Audit team carried out a further visit during October 2008 , during which auditors were pleased to note that since the original audit the authority had moved from a position of inspecting 50% of the required number of high risk premises (categories A to C) to one of inspecting almost 100% and had maintained that performance consistently. Figures for 08 / 09 once again confirm this with 1954 inspections of 1971 (99.13%) programmed inspections being completed.
- 3.3 The auditors have requested that the authority now turn its attention to inspection of low risk premises and undertake a review of premises in particular any rated as "D" to ensure that the accuracy of the database is maintained and that none of the premises should be recategorised as high risk. The frequency of inspection of low risk premises was discussed with a view to shortening intervals between inspection in accordance with the requirements of the Code of Practice.
- 3.4 The recommendations in the Approved Audit Action Plan have been addressed, ongoing discussion with FSA concerning matters raised during the last visit will be resolved following further discussion, clarification and agreement in particular the review of low risk premises is being undertaken with the numbers of low risk and unrated premises having increased. A annotated copy of the Action Plan is attached to this report (Appendix 1) which details the progress with each of the individual action points. This intention is also reflected in the Service Plan 09 /10 for the Food and Health Team which is appended to this report (Appendix 2) for members information.

### **4. Performance monitoring**

#### **Performance Monitoring (LAEMS)**

- 4.1 Each Local Authority is required on an annual basis to submit a full report to the Food Standards Agency regarding the performance of its Food Safety Service. The report includes not only premises inspection data but also performance on complaints, enforcement and other aspects of the service.
- 4.2 From April 2008 the method of producing the report and report format has changed at the request of the FSA. The new system the Local Authority Enforcement Monitoring Scheme ( LAEMS) will be used for the first time to report performance during the 08 / 09. It differs

form previous systems by providing raw data uploaded directly from each authority's database to the FSA LAEMS web base on the internet. Each Authority and their database software providers have had to install bespoke software to enable this upload. FSA software then extracts required data which is sent back to the authority for verification.

- 4.3 In Leeds a number of delays were experienced due to delays in software installation and associated developmental problems, largely due to the software supplier. However despite this difficulty the authority has now successfully uploaded data onto the FSA site. Many authorities have reported similar delays in their progress often associated with failure of the software houses to deliver appropriate system upgrades. The FSA has acknowledged that a manual upload will be permitted for this year.

#### **National Indicator N184 – Broadly Compliant**

- 4.4 The Department for Communities and Local Government (CLG) has included an indicator regarding food hygiene in the single set of National Indicators as part of the New Performance Framework for Local Authorities. The rationale of the indicator is to protect public health by ensuring food is safe and fit to eat by monitoring local authorities performance in increasing compliance in food establishments with food law.
- 4.5 Broadly Compliant is a proxy indicator which measures the effectiveness of local authority food safety interventions on food safety compliance as opposed to measuring inputs such as numbers of inspections. The definition does not mean that all such premises comply completely with the food law standards and provide no risk what so ever, nor that the premises which are not broadly compliant should be prosecuted or closed.
- 4.6 The indicator figure is the percentage of Food Establishments within the local authority area which are “Broadly Compliant” with Food law. It is based on a numerical scoring system which is currently used by food law enforcement officers to assess food establishments which could pose the greatest risk to consumers. Six factors are assessed within the risk assessment process, three of these are considered relevant to local authority performance namely the level of compliance with hygiene requirements, structural requirements and the level of confidence in food business management. A Food business is broadly compliant if it scores 10 points or less in each of the three categories.
- 4.7 The denominator used when calculating the indicator figure is the number of food premises within that local authority area, this includes premises which are unrated or awaiting inspection, outside of the normal programmed inspection process. In the main, these are new premises or premises where the ownership may have changed, because of the substantial “churn”, particularly with the smaller food premises this number can be in the high hundreds, giving a lower result than what may be the actual position.
- 4.8 In setting this notional standard the Food Standards Agency await LAEMS responses for local authorities, no target level has been set to indicate satisfactory performance however year on year improvement is expected from the baseline set this year. Authorities which report exceptionally low figures may be the subject of FSA investigation and audit.
- 4.9 The base line data for Leeds for 2008/9 has been calculated at 76% with the target for the subsequent 3 years rising by to 2% per year to 82% in 2011/12. We are confident that this target is achievable, because of the way food businesses have embraced scores on the doors, raising standards generally and because we will be focusing on reducing the numbers of unrated premises. All unrated premises are added to the indicator denominator (3.10) therefore reducing the overall indicator percentage, in reality a substantial number of these premises will already be broadly compliant.

## **Benchmarking**

- 4.10 NI184 is a new indicator and published results are not yet available to complete a benchmarking exercise with authorities similar to Leeds. As with all new indicators there is a need to audit the way data is being collected processed and presented to ensure uniformity across local authorities particularly if there is found to be a wide variation of results. Subsequently if the figures are found to be robust then to look to embrace the good practice or procedures of authorities who may be doing better than ourselves.

## **Scores on the Doors**

- 4.11 As a further indicator of the authority's continuing performance it is useful to refer to data provided from the Scores on the Doors Scheme introduced successfully by the authority in 2007. The scheme provides web based information to the public on food hygiene inspection scores in the form of stars – 0 stars for poor premises 5 stars for excellent. On average premises inspected have showed a two thirds star improvement per inspection.
- 4.12 The Food and Health Team Service Plan includes resources to meet the current requirements of the FSA to inspect all high risk premises in accordance with the Framework Agreement, a review strategy for dealing with lower risk premises and to reduce the unrated premises by 60%. Contractors continue to be employed to supplement the activities of permanent staff and procurement procedures are in place to sustain this.

## **5. Recommendations**

- 5.1 To note the progress so far with compliance of the actions within the FSA Food Service Action Plan and current methods of monitoring the Authority's performance.

**APPENDIX 1**  
**Action Plan for Leeds City Council**  
**Audit Date:** 23 May 2006

IMPROVEMENTS PLANNED	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS	UPDATE MAY 09	Traffic Light
<p><i>To produce a Food Service Plan for 2006/2007 in line with the Service Planning Guidance in the Framework Agreement, which includes details of staff resources against each of the functional areas of the service including the food hygiene premises inspection programme.</i></p>	<p>31/03/07</p>	<p>3.1.17(i) <i>In accordance with the Service Planning Guidance in the Framework Agreement, ensure that the Food Service Plan for 2006/2007 includes details of the staff resources required to deliver the different functional areas of the Service including the food hygiene premises inspection programme. [The Standard – 3.1]</i></p>	<p>Completed</p>	<p>The service plan for 2008/9 and service plan 09 / 10 have been completed with a revised format which allocates staff time to functional activities as required by the national Framework code of practice.</p> <p>An electronic monitoring and time recording system was introduced on 6<sup>th</sup> November 2006</p> <p>The inhouse team and contractors have achieved high risk premises inspection of almost 100%, current figures for 08 / 09 indicate this figure is 99.13%.</p> <p>An overtime scheme has been maintained using staff from the Food Safety Team</p>	<p>Green</p>
<p><i>To provide an annual report to the Neighbourhoods and Housing Panel on the performance against the Food Service Plan.</i></p>	<p>31/05/07</p>	<p>3.1.17(ii) Ensure that an annual review of performance against the Food Service Plan is submitted for appropriate Member approval. [The Standard –3.2 ]</p>	<p>All Panel reports are approved following consultation with Lead Members and are published and open to scrutiny by the Councils Scrutiny Boards.</p> <p>Monitoring of food inspection performance is currently undertaken on a monthly and quarterly basis with reporting to the Departmental Director and annual publication in the Council Plan.</p>	<p>The Food Safety Section currently produce and report each year The Food and Health Service Plan This document details work proposed to be undertaken during the year based on the previous years outcome.</p> <p>NI 184 performance indicator ( food inspection performance) is reported as part of the council's performance management system for Senior Officer / Member attention. Local performance indicator LKI EH3 regarding inspection of high risk premises has been regularly reported.</p>	<p>Green</p>
<p><i>To introduce documented controls to ensure that staff seconded into the food safety team and EHOs eligible to participate in the overtime food inspection programme have the</i></p>	<p>31/12/06</p>	<p>3.2.7 Ensure that all staff authorised to carry out food law enforcement work have appropriate experience and undergo sufficient training consistent with their duties and in accordance with the Food Law Code of Practice.</p>		<p>The overtime scheme has been reissued using only staff from the Food Safety Team. Who meet the requirements in terms of the Food Law Code of Practice.</p> <p>Previously fully qualified EHO's were used who did not have the relevant 15 hours CPD training in food inspection matters.</p>	<p>Green</p>

## APPENDIX 1

### Action Plan for Leeds City Council

Audit Date: 23 May 2006

<i>appropriate experience and training in accordance with the Food Law Code of Practice.</i>		[The Standard – 5.3]			
<i>To move to a new version of commercial software enabling the latest version of the FSA software data reporting tool to be used.</i>	31/01/09	3.3.9(i) Ensure that the electronic record administration system is configured, managed and operated in such a way that the Authority is able to provide accurate statistical data in the official monitoring returns to the Agency.	New LAEMS software loaded successfully and the XML file subsequently uploaded to the FSA website in accordance with FSA expectations and will be used for future reports to the agency	Completed	Green
To produce a range of reports to enable the Food Safety Management to manage data inputting errors.	30/09/06	[The Standard – 6.4]		Completed	Green
To produce a range of reports to target suspect and unlinked data so this may be checked and amended manually.	31/10/06			Completed	Green
To increase database accuracy by / review and increasing frequency of interventions			<i>A review of low risk premises is being carried out and will update and inform the database. The target for dealing with unrated premises has been increased and it is expected that over 60% of such premises will be dealt with during the year 09 / 10 once again increasing database accuracy</i>	Subject of continuing discussion and negotiation with the Food Standards Agency	Amber
<i>To develop and implement a documented procedure to ensure that the food premises database is</i>	28/02/07	<i>3.3.9(ii) Set up, maintain and implement a documented procedure to ensure that the food premises database is accurate and</i>	The procedure will require both manual updating, following contact or other interventions with food premises (intelligence based activities); updating	A summary has been produced of potential mechanisms which may be used for update of the food premises database. These are now included in a procedure for internal staff use in database	Green

**APPENDIX 1**  
**Action Plan for Leeds City Council**  
**Audit Date:** 23 May 2006

<p><i>accurate and kept up to date</i></p> <p>To increase database accuracy by / review and increasing frequency of interventions</p>		<p><i>kept up to date. [The Standard – 11.2]</i></p>	<p>from inspection, complaints and other activities and computer generated reports and activity.</p> <p>The Service already contacts over 3,000 food premises twice a year with a newsletter and any postal returns are investigated and the database updated. In addition, the Service is involved with area based activities, where streets of premises are targeted as part of wider enforcement duties.</p> <p>The commercial software system is used by a number of other departments in the authority and there will be real opportunities for data sharing with them in the future when the quality of data can be assured. There are however, ongoing issues regarding the accuracy of the commercial property gazetteer, which links the computer based records and it is planned to push forward improvements through the corporate Product Support Manager.</p> <p>A project is already underway to build a connectors to link the Authority's main computer system and the software system used by the Service to provide a free flow of data for updating information collected from other groups within the Council.</p> <p>A review of low risk premises is being carried out and will update and inform the database. The target for dealing with unrated premises has been increased and it is expected that over 60% of such premises will be dealt with during the year 09 / 10 once again increasing database accuracy.</p>	<p>maintenance. Increased inspection of high risk and review of low risk and work on unrated premises will improve accuracy</p> <p>Future editions of Food for thought has now been issued and will form the basis of database investigation as suggested.</p> <p>This area is constantly improving but it is a huge undertaking.</p> <p>A connector has only so far only be built for the pest control module of the software</p> <p>Subject of continuing discussion and negotiation with the Food Standards Agency</p>	<p><b>Green</b></p> <p><b>Amber</b></p> <p><b>Amber</b></p> <p><b>Amber</b></p>
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## APPENDIX 1

### Action Plan for Leeds City Council

Audit Date: 23 May 2006

<p>increase frequency of inspection based on ongoing discussion with the FSA regarding Code of Practice requirements</p>	<p>31/03/07</p>	<p><i>3.4.17 Ensure that food hygiene inspections are carried out at a frequency which is not less than that required by the Food Law Code of Practice. [The Standard – 7.1]</i></p>		<p>See actions Above</p> <p>High risk premises inspection is fully meeting FSA requirements.</p> <p>A review has been instituted regarding lower risk premises following discussions with the FSA audit team, the number of inspections of premises rated “D” and currently unrated premises has been increased. Alternative inspection systems are proposed for lowest risk premises in accordance with the Code of Practice</p>	<p>Green</p> <p>Amber</p>
<p><i>Documented monitoring procedure which is already in place, to be fully implemented in accordance with Food Law Code of Practice</i></p>	<p>31/08/06</p>	<p><i>3.5.5 Ensure that the documented internal monitoring procedures are fully implemented in relation to the qualitative monitoring of food hygiene inspections, to verify conformance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 19.1]</i></p>		<p>Inspections completed by Food Team Staff and Contractors are being monitored in accordance with the requirements of the Divisions QA (quality assurance) system, specified in document C.G.5</p> <p>This documentation meets the requirements of the Food Law Code of Practice and practice Guidance</p>	<p>Green</p>



## APPENDIX 2

### Food and Health Team Service Plan 2009/10

The Food Safety Service which fulfils the Authority's statutory duty for food law enforcement is continuing to develop in the face of many changes and demands on Service. This plan recognises the progress made during 08/09 and continues to build on those achievements.

During May 06 the Food Inspection Service was audited by the FSA and a report issued which resulted in an action plan, the plan contained thirteen agreed improvements eleven of which have been met during the 07 / 09 service years to the great credit of the division. The remaining two actions regarding accuracy of the database and frequency of inspection were the subject of re-audit in October 08. The agreed policy of the Authority following the original audit is to fully meet the inspection requirement of the Food Standards Agency Code of Practice with regard to high risk premises. Having achieved this in 07/08 and on target during 08/09, the FSA audit team whilst welcoming the considerable achievement now require the Authority to meet inspection frequencies regarding low risk and unrated premises. To sustain this during 09 / 10 it will be necessary to continue and increase the use of external contractors whilst maintaining a dialogue with the FSA. The continued implementation of this "100%" inspection policy for high risk with additional low risk requires increased focus on team operation to ensure work is efficiently allocated and effectively monitored this will take up much of the team resource, highest risk and approved premises inspection will continue to be delivered by the in house team.

This priority is to be supplemented by FSA approved interventions to encourage businesses to raise food hygiene standards including the continued development and support and promotion of "scores on the doors" to inform consumers of food business hygiene performance. Proposals for a National Scheme may influence current developments however we remain committed to supporting the scheme and the mandatory display of rating certificates. The new FSA code of practice and practice guidance which came into effect on 1st April 08 gave Authorities flexibility to introduce further interventions as alternatives to inspection this will continue to be investigated during this year. FSA monitoring arrangements have changed and the implementation of new software systems will require additional resource to overcome software delivery problems encountered in 08 / 09 .In addition the work done to clean up the food premises database agreed as a priority with the FSA will be supplemented by adoption of routine procedures to maintain the accuracy of the database during operational use this will support the accuracy of the National Indicator NI 184 (broadly compliant premises) which comes into effect this year. Flexibility to deliver additional elements of the plan will depend on available resources which will include efficiencies and improvements as a result of closer integration with the health surveillance function and implementation of restructure arrangements.

The application of full Hazard Analysis Critical Control Point systems will continue during 09 / 10 , the priority is to ensure small businesses understand this requirement to this end the Food Standards Agency is asking Local Authority Enforcers to continue to promote the use of the "Safer Food Better Business" system which has major time requirement during on site inspection. We will continue to maintain successful local partnerships in encouraging training for food business operators in its use.

New initiatives in relation to healthy eating investigated during 08/09 will be implemented as appropriate during this service plan year.

New legislation introducing the concept of “Primary Authorities” comes into effect in April 09 and has the potential for a huge demand on resources, particularly if the existing Home Authority arrangements are extended to become primary authority and the needs of a national retail chain are to be met.

The infectious disease function will continue development of the new CAPS IT module introduced as an emergency measure during 07 /08 whilst supporting overall database maintenance. Sampling is rationalised according to perceived risk and staff availability due to training commitments and overall numbers adjusted accordingly, New legislation relating to private waters will come into effect during the currency of this plan, requiring risk assessment of all supplies with consequent development of a new sampling and enforcement regime, this may require reduction of other areas of sampling activity below current targets due to the considerable input required. Animal Health work will have regard to the new DEFRA Framework the final drafts of which are awaited however as this will become an national indicator for Local Authority performance the demands of the new framework agreement will be carefully monitored and implemented as appropriate. Levels of performance will be adjusted to meet staff availability due to training commitments. Statutory work on primary production premises will continue as a programme of inspection and will be delivered. The above activity during 09/10 is in full support of the overall Food Strategy for Leeds, the action plan developed in association with the strategy and FSA requirement will influence our activity and priorities. The team plan is in full support of the Leeds Strategic Plan 2008 – 2011 Health and Wellbeing - Creating a healthy City theme and associated strategic outcomes in particular enhanced safety for vulnerable people through preventative and protective action to minimise risks to well being. ( outcome 11) and assisting businesses – (outcome 3)

#### **AIMS :**

- **To ensure that all food produced, prepared or sold in Leeds is safe to eat and will not cause ill health.**
- **To support the Food Strategy for Leeds**
- **To support communicable disease control within the city.**
- **To carry out statutory functions in relation to Animal Health**

Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p><b>INFECTIOUS DISEASES</b></p> <p><u>Infectious disease recording</u> We need to receive and record all notifications of infectious diseases and produce reports for monitoring and investigation activity.</p> <p>To receive and record all formal notifications of infectious diseases.</p> <p>To produce the required reports at daily/weekly/monthly intervals as appropriate to NOIDS, YW Chest clinic and MOEH</p> <p>To improve and develop further the infectious disease IT system to support the IT capabilities of the infectious disease investigation and reporting function including data cleansing as appropriate.</p> <p>To develop partnership working and staff training with the HPA to internal staff and external partner</p>	<p>To monitor, control and reduce the incidence of infectious diseases within the city</p>	<p>Notifications received</p> <p>Report produced to meet specified deadlines</p> <p>Development and improvement of CAPS ID Module</p> <p>System developed for mutual training. 4 sessions per year to</p>	<p>DSM/TO/AS March 10</p> <p>Dec 09</p> <p>Ongoing</p>	<p>2.6</p> <p>1.6</p> <p>0.5</p> <p>0.3</p>	<p>Quarterly report</p>

Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>organisations including delivery of training to 4<sup>th</sup> year medical students and facilitate shadowing for eho students, trainee PCT staff and others</p> <p>To assess and implement the new legislation introduced in connection with Infectious Diseases Control</p> <p>(Abbreviations:  <b>NOIDs</b> – National mandatory report for notification of Infectious Disease (required by the Health Protection Agency – Colindale London)</p> <p><b>MOEH</b> – Medical Officer for Environmental Health</p> <p><b>YW</b> – Yorkshire Water</p> <p><b>Nurses</b> – Employed by Primary Care trust working within Health Surveillance Team</p> <p><u>Investigation and control of food poisoning of food-borne illness and gastro-enteritis</u>  We need to investigate all relevant notifications in order to collect</p>	<p>Reduction in the incidence of gastrointestinal diseases in the city</p>	<p>medical students</p> <p>( note - over 40 were trained during 08/09)</p> <p>Respond to consultation spring 09</p>	<p>SM / DSM response</p> <p>Team including PCT Nurses Admin and TOs</p>	<p>&lt;0.1</p>	<p>Quarterly Report</p>

Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>information about potential sources of food or water borne infections. We need to maintain systems and produce information to assist control of infectious diseases</p> <p>To investigate all notifications of food poisoning and gastro-intestinal disease including establishment outbreak and self reporting &amp; laboratory notification of food poisoning.</p> <p>To deliver educational sessions in hand hygiene and infectious disease prevention, wherever possible to support “closing the gap” and outbreak establishments</p> <p>To support West Yorkshire MOEH / EHO working group to develop consistency in Communicable Disease Control work including establishment of a new HPA liaison post</p> <p>Undertake a review of Infectious Diseases Quality system documents following development of new ID database systems and procedures</p>		<p>Number of outbreaks and case notifications investigated</p> <p>Number of sessions delivered supporting schools nursing not exceeding 12 p.a</p> <p>Meetings attended &amp; new post established</p> <p>Review Completed</p>	<p>DSM / TO / AS / PCT Nurses March 10</p> <p>SM / DSM</p> <p>DSM &amp; Team</p>	<p>3.4 N.B. Does not include PCT Staff time</p> <p>PCT Staff</p> <p>&gt; 1.0</p> <p>1.0</p>	<p>Quarterly Report</p>



Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>To obtain bottle rinses from the farm bottling plants on monthly base.</p> <p>To obtain samples of goat milk from each of the 2 producers every 2 months</p> <p>To obtain samples of on - farm treated milk for WYTSS for food standards examination.</p> <p>To obtain samples of ice-cream with emphasis on caterers retailers and on vehicles. Includes information mail shot as appropriate</p> <p>We need to monitor the bacteriological and chemical quality of all private water supplies in Leeds and take the necessary enforcement action to secure satisfactory standards.</p>		<p>60 Rinse Samples</p> <p>6 Samples</p> <p>9 Samples</p> <p>52 Samples</p> <p>To obtain samples from private water supplies in accordance with existing and NEW PWS regulations on the basis of a prescribed programme Includes full financial and operational administration of sampling system and provider laboratory</p>		<p>&gt;0.1</p> <p>&gt;0.1</p> <p>&gt;0.1</p> <p>0.2</p> <p>0.3</p>	Quarterly & CEHO Report

Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>The Private Water Supplies legislation is to change during 09 / 10, this will require full re evaluation and risk assessment of all private water supplies preceded by staff training and government /LACORS guidance.</p> <p>We need to monitor the bacteriological and chemical quality of leisure pools in order to assess risks to public health. In addition we provide chargeable support to Leisure Services Staff to maintain public safety.</p>	<p>To reduce the risk of illness associated with use of leisure waters</p>	<p>To re-evaluate and risk assess private water supplies in Leeds in accordance with new legislation. (54 supplies). Phased over DEFRA agreed implementation period.</p> <p>To monitor current risk rating system to reflect more closely actual risk presented – review completion</p> <p>To obtain samples of swimming and leisure pool waters for chemical and bacteriological analysis in accordance with a risk rated programme.</p>	<p>TO/ DSM/SM Mar 10</p> <p>TOs DSM June 09</p> <p>March 10</p>	<p>3.0 (Potential)</p> <p>&gt;0.1</p> <p>1.9</p>	



Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>To investigate the Sampling Module on CAPS Uniform in association with EH IT unit @ Project officer.</p> <p>To assess applications submitted under Mineral Water legislation and issue authorisation as appropriate</p> <p>To support training programme for HPA staff and EH students</p> <p>To revise and update QA documentation</p>		<p>Module use investigated and implemented if appropriate</p> <p>No of applications approved</p> <p>Programme completed</p> <p>Revision of selected documents completed</p>	<p>March 10</p> <p>DSM / TOs Dec 09</p>	<p>0.1</p> <p>0.1</p> <p>0.1</p> <p>0.1</p>	Quarterly Report
<p><b>ANIMAL HEALTH</b></p> <p>We have a duty to enforce the requirements of legislation regarding the movement and identification of livestock. In addition an agreement exists to carry out relevant enforcement in accordance with the new DEFRA Framework agreement including entering information on 2 national databases</p>	<p>To secure the health and well being of Food Animals in connection with the human food chain, reducing zoonotic infections and securing compliance with statutory duties</p>				

Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>To attend livestock markets at which pigs are sold in Leeds to support the issue of movement documents in accordance with Framework requirements including examination of movement documents for other species at market. And enforcement of other welfare and disease controls as appropriate.</p>		<p>To attend livestock markets at which pigs are sold in Leeds to support the issue of movement documents in accordance with Framework requirements including examination of movement documents for other species at market etc</p>	<p>DSM/ STO/ TO March 10</p>	<p>1.4</p>	
<p>To investigate all recorded breaches of the animal holding 6 and 20 day movement standstill requirements of the Disease Control Order and take appropriate action.</p>		<p>Number of recorded breaches which are investigated (no target number)</p>		<p>0.2</p>	
<p>To review the requirements of the new Framework agreement and implement selected activities to the specified standard.</p>		<p>To review the requirements of the revised Framework agreement and implement selected activities to the specified standard. Revised framework to be discussed with Animal Health Agency .</p>	<p>Within 6 months of new framework introduction  SM / DSM / STO</p>	<p>0.1</p>	

Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>To carry out animal holding visits to check compliance based on the DEFRA Framework best practice model including the appropriate risk assessment programme development and profile as agreed with the DEFRA Veterinary Manager.</p>		135 visits	STO March 10	1.3	
<p>Monthly visits to each slaughterhouse.</p>		24 visits	STO / DSM March 10	0.2	
<p>To record all appropriate post movement and enforcement information on the Animal Movement Enforcement System (AMES) and Animal Movement Licencing System (AMLS) national database systems within 3 days of receipt of correctly completed documents.</p>		100% within 3 days	DSM / STO / AA	6.5	
<p>To carry out inspections of vehicles whilst at farm /markets/ collection centres and slaughterhouses.</p>		110 vehicle inspections	DSM / STO March 10	0.3	
<p>To examine outgoing AMLS movement documents and verify animal arrival at destination.</p>		To examine 5% of outgoing documents to verify animal arrival	DSM / STO / AA March 10	0.1	

Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
We will respond to, investigate as appropriate and otherwise deal with complaints and requests for service in relation to food animal health legislation. Particular emphasis on investigations into swill feeding.		To carry out investigation and implement appropriate controls. Responding within 5 days on 95% of occasions	DSM / STO / TO / AA March 10	0.1	
To identify alternative sources of advice / information on compliance for business community		Locate and publish link to electronic sources of information on LCC website	SM / DSM / STO	< 0.1	
To review response to the LCC Animal Diseases Plan		Ensure relevant information and legislation is available for rapid response. Carry out desktop evaluation of plan in association with DEFRA AH Agency	SM / DSM / STO	0.2	
To revise and update QA documentation		Ensure operational QA documentation is updated	DSM / STO / March 10	0.3	

Key issues / tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/ Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p><b>PRIMARY PRODUCTION</b></p> <p>We have a new statutory duty to enforce Food Hygiene at primary production premises, this will require visits to arable farms as well as animal holdings, and the introduction of new controls. Data on inspections will become part of statutory FSA return and part of the new authority PI.</p>	<p>To protect the human Food Chain and reduce risk of illness caused by primary sources</p>	<p>To maintain a programme of interventions in accordance with central guidance where available including recording and reporting from CAPS system.</p>		<p>0.6</p>	

Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p><b>Food Safety</b></p> <p>We will fully support the Food Strategy for Leeds and in particular delivery of the Food safety elements of the action plan whilst assisting other elements of the strategy as appropriate</p> <p>We will carry out a targeted programme of inspections/ food safety interventions of food businesses, prioritised according to an inspection rating scheme in order to enforce the range of food safety legislation.</p> <p>To carry out food safety inspections to all category A and B premises due for inspection.</p> <p>To carry out 100% A-C rated, additional inspections will be met by contractor use.</p>	<p>Reduction in food borne illness caused by food produced in Leeds</p> <p>To support inspection / intervention and enforcement programme in reducing food borne illness by improving food safety in compliance with statutory duty</p>	<p>Includes all elements of work meeting attendance and reporting</p> <p>410 inspections</p> <p>100% = 1675 ( approx 1250 contractor)</p>	<p>Finish March 2010</p> <p>DSM / Team / Contractors</p>	<p>19.0</p> <p>Contractor resourced</p>	<p>Quarterly Report</p> <p>Quarterly Report</p>

Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
To carry out inspections of formerly approved establishments required by the Food Safety Act 1990 Code of Practice		63 inspections		1.0	
To reduce number of unrated premises to approximately 40 % of current number (954)		550 inspections ( Some Contractor involvement)		3.0	
To review outstanding D rated premises and carry out inspection of a further 300 premises		300 inspections ( Contractor involvement)		Contractor Resource	
To carry out inspection where appropriate of category D and E premises as a result of <ul style="list-style-type: none"> <li>• investigation of food complaints</li> <li>• investigation of food hazards, food poisoning or other safety issues</li> <li>• staff development</li> <li>• targeted advice</li> <li>• promotions</li> <li>• part of low risk premises strategy</li> <li>• Healthy eating initiatives</li> </ul>		250 inspections plus inspections / interventions carried out as part of the healthy eating initiatives		4.5	
To provide enforcement support and supervision for contractors including contractual agreement		Ongoing during 09 / 10	March 10 SM DSM Team	6.5	

Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>To monitor the quality of inspections carried out in accordance with Dept QA requirements and FSA guidance</p> <p>To promote good food hygiene in Food Businesses by informing the public of the outcome of our inspection process – support and promote the “Scores on the Doors” initiative. Includes mailshot for programmed inspections</p> <p>To continue to provide a Home Authority Service to identified businesses within the City including ASDA Stores Group, BUPA and Greencor . Requests from Aagrah group restaurants and Aramark will be finalised.</p> <p>( NOTE – Part 2 of the Regulatory, Enforcement and Sanctions Act and setting up / operation of Primary Authority agreements could hugely influence the resourcing of the current Home Authority arrangement and adversely affect all target achievement))</p> <p>To enforce Imported Food controls in accordance with FSA requirements including at Leeds Bradford Airport and ERTS. Support for APHA Airport Group.</p>		<p>Ongoing during 09 / 10</p> <p>System operational and promotion continued</p> <p>Meetings attended and information provided</p> <p>Development as required</p> <p>Annual contact at each of 5 ERTS and Airport</p>	<p>March 10 DSM/SEHO</p> <p>Mar 10 SM</p> <p>Ongoing March 10 SM DSM Team</p> <p>SEHO</p>	<p>3.0</p> <p>1.1</p> <p>0.5</p> <p>Externally resourced</p> <p>0.4</p>	



Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
To provide Food Hygiene Advice to food businesses in Leeds including new business packs .		Ongoing March 09	SM / Team	0.2	
To institute legal proceedings under Food Hygiene and related legislation		Ongoing – Estimated 10 prosecutions	DSM / Team	2.3	
To develop and maintain the accuracy of the Database in association with the IT Team					
<ul style="list-style-type: none"> <li>• To develop data recording system in accordance with new COP intervention format. to support FSA monitoring</li> </ul>		System developed	April 09 SM DSM IT	1.2	
<ul style="list-style-type: none"> <li>• To revise the format of the report to meet new “intervention” proposals</li> </ul>		Report revised	June 09 SM DSM team & IT	0.5	
<ul style="list-style-type: none"> <li>• To continue to develop internal procedures for maintaining the accuracy of the database and operation of upkeep mechanisms including staff training</li> </ul>		Development and upkeep Continued	Ongoing - March 09 SM DSM EHO TO.	0.5	
<ul style="list-style-type: none"> <li>• To continue attempts to introduce the FSA LAEMS web based reporting system assuming CAPS/IDOX support .</li> </ul>		LAEMS report introduced and functioning	SM / DSM / Team/ IT	1.3	

Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
To investigate Food and Food Premises Complaints and other requests for Service within divisional response times	Provide information on potential failures in Food Safety, initiate control measures and thereby reduce potential for food borne illness Assist in improving the health of those areas of the city where population health is of concern	Approximately 800 requests for service dealt with	March 10 DSM Team	7.5	
To investigate suspected outbreaks of food poisoning at the suspect premises and initiate appropriate controls		Approximately 30 outbreaks per year referred to food team	DSM Team Ongoing March 10	1.1	
To receive, evaluate and action as appropriate Food Hazard alerts initiated by the Food Standards Agency		Approx 65 alerts with 5 actionable	March 10	0.3	
To contribute to area intervention initiatives. Including ensuring inspection levels are met in those businesses predominantly serving identified deprived areas and combined H&S work as appropriate		Target inspection levels met		0.3	

Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
Continue support for BME Community Food Groups		Maintain contacts Attend Meetings as appropriate provide support and information	Jan 10 SEHO	< 0.1	
To support the production of "Food For Thought" Food Newsletter		2 Editions and in particular promotion of healthy eating initiatives & information	March 10 DSM Team	0.1	
To help and advise businesses of adoption of safe food management systems. Work in partnership with Leeds Thomas Danby to promote training with regard to SFBB		Produce promotional material and aid distribution and promote training course	SM / DSM / and Team.	0.2	
To continue update and revision of the published QA Documentation is support of consistency and the ISO 9001 standard		Maintain revision process	SM/DSM/Team	0.5	

Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
<p>We need to support other health initiatives to tackle health inequalities and promote healthy lifestyles</p> <p>To support health and safety team in raising awareness of occupational dermatitis at catering establishments</p> <p>To support the enforcement of legislation which restricts Smoking in public places.</p> <p>To support and deliver healthy eating initiatives predominantly in super output areas.</p>		<p>Provision of advice information and signposting</p> <p>Work with Health and Safety section to report potential breaches revealed during the inspection programme and otherwise provide information</p> <p>Continued Investigation and piloting of initiatives involving</p> <p>-Healthy sandwich prepn</p> <p>- Salt reduction</p>	<p>SM DSM Team Ongoing March 10</p> <p>SM DSM Team Ongoing March 10</p> <p>SM DSM and Team March 09</p>	<p>&lt;0.1</p> <p>0.1</p> <p>5.5</p>	

Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
To support delivery of the Food Strategy of Leeds through delivery of the Food Safety element and involvement in delivery strategy		Attend Strategy Group meetings and delivery of leg 2 of action plan		0.1	
To continue support for the joint “All being Well” project in Kirkgate Market and investigate other venues for public food safety promotion		If appropriate Provide an initiative during Food Safety Week & investigate other appropriate promotional sites	June 09	0.3	
We need to maintain staff training and competence at the levels required by the Food Standards Agency, including the training of students and newly qualified staff. Includes research and legislation change	To support delivery of all Service plan initiatives, and secure specified health outcomes	Provide training to support the FSA requirement for new and existing team staff	SM DSM March 10	7.0	
To organise and deliver the Leeds Applied Food Microbiology Course 2009 and plan for the 2010 Course.		Course delivery and positive delegate evaluation	SM SEHO May 09	1.1	

Key issues/ tasks	Health Gain / Health Outcome	Target 2009/10			Reporting Method/Date
		Measures	When & Who (start & finish)	Resources (% team time)	
To support WYPFOG to secure consistency and improvement in Service Delivery		Attend and support meetings and joint initiatives	March 09 SM DSM SEHO	0.4	
To ensure our service is delivered appropriately to all parts of our communities in accordance with our Equality Policy.		Work to support Level 4 Equality including Impact Assessment and Monitoring	SM / DSM ongoing	< 0.1	
To support the good to great aspirational culture initiative.		Use the service planning process to ensure consultation mechanisms with partners are improved, and promote culture during team meetings and one to ones	SM / DSM Team	<0.1	

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## Report of the Head of Scrutiny and Member Development

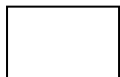
### Scrutiny Board (Environment and Neighbourhoods)

Date: 13<sup>th</sup> July 2009

### Subject: Review of Dog Fouling Enforcement – Formal Response

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#### Electoral Wards Affected: All



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Introduction

- 1.1 During 2008/2009, the Scrutiny Board (Environment and Neighbourhoods) conducted a review on the Enforcement of Dog Fouling and issued a Statement in February 2009 setting out its conclusions and recommendations. This Statement is attached as Appendix 1.
- 1.2 It is the normal practice to request a formal response from the relevant Directorate(s) to the Board's recommendations, once a Statement has been issued.
- 1.3 On 1<sup>st</sup> April 2009, the proposed response to the recommendations was submitted by the Director of Environment and Neighbourhoods to the Council's Executive Board, who accepted the actions detailed in the response.
- 1.4 The attached chart (appendix 2) details the response of the Directorate and also provides an update on where any activity has already taken place relevant to each of those recommendations. In response to recommendation 3, a more detailed report on Dog Control Orders is also attached for Members' consideration (Appendix 3).
- 1.5 Members are asked to consider the responses provided and to decide whether any further scrutiny involvement is required.
- 1.6 Any recommendations which have not yet been completed will be included in future quarterly recommendation tracking reports to enable the Board to continue to monitor progress.

## **2.0 Recommendation**

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

### Background Papers

Scrutiny Board (Environment and Neighbourhoods) Final Statement on Enforcement of Dog Fouling.



**Statement of**

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

**Enforcement of**  
**Dog Fouling**

# Introduction



## 1.0 Introduction

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

## Comments and Recommendations



### 2.0 Enforcement responsibilities of the Council for dog fouling.

2.1 Up to April 2006, the legislation governing dog fouling was The Dogs (Fouling of Land) Act 1996 which allowed local authorities to designate most public land as areas where dog fouling was prohibited without having to refer to central government.

2.2 Under this legislation failure to clear up on designated land was an offence subject to a maximum fine of £1000. Local authorities could also give offenders the option of paying a fixed penalty fine (currently £75) rather than go to court.

2.3 Since April 2006, the Clean Neighbourhoods & Environment Act 2005 now provides local authorities, parish and town councils and the Environment Agency more effective powers to tackle poor environment quality and anti-social behaviour.

2.4 In particular, this Act replaces dog byelaws with a new, simplified system which enables local authorities to deal with five dog control matters; fouling dogs; banning dogs from designated areas; requiring dogs to be kept on a lead (in designated areas and by direction); and restricting the number of dogs that can be walked by one person. All of these matters can now be dealt

with through a Dog Control Order.

### 3.0 Dog Control Orders

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

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

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

#### Recommendation 1

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

## Comments and Recommendations



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

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

### Walking Multiple Dogs

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

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

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

### **Recommendation 2**

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

### Dog Exclusion Order

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

### Dogs on Leads Order

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

## Comments and Recommendations



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

### Dogs on Leads (By Direction) Order

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

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

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

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

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

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

### **Recommendation 3**

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

## Comments and Recommendations



### Recommendation 4

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

#### 4.0 Current service provision

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

#### The role of Dog Wardens

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

#### Existing pressures on the Dog Warden Service

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

## Comments and Recommendations



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

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

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

### **Recommendation 5**

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

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

## Comments and Recommendations



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

### **Recommendation 6**

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

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

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

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

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



## Comments and Recommendations



### **Recommendation 7**

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

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

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

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

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

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

### **Recommendation 8**

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

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

## Comments and Recommendations



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

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

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

### Recommendation 9

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

### Educative role of the service

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

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

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

## Comments and Recommendations



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

### 5.0 Dog Control Strategy for Leeds

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

#### Recommendation 10

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

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**Environment & Neighbourhoods – Health & Environmental Action Service**  
**Response to the Statement from the Scrutiny Board (Environment & Neighbourhoods) : Dog Fouling – 13<sup>th</sup> July 2009**

Recommendation	Response
<p>1. That the Council works in close partnership with local parish and town councils to ensure the effective use of Dog Control Orders across the city and maximise available enforcement resources.</p>	<p>All Parish and Town Council's (Secondary Authorities) to be contacted to:-</p> <ul style="list-style-type: none"> <li>• Identify dog related issued within their area;</li> <li>• Ascertain which DCO's (if any) would be appropriate for their area</li> <li>• Discuss support and assistance for enforcement and educative campaigns, including erecting any signage</li> </ul>
<p>2. That the Director of Environment and Neighbourhoods determines a suitable figure for Leeds that will be enforced in relation to the maximum number of dogs that any one person can walk at any one time.</p>	<p>Inaugural enquiries made with the National Association of Pet Sitters, who recommended no more than four dogs.</p> <p>The DEFRA Dog Control Order Guidance recommends a number of six dogs.</p> <p>Appropriate figure to be determined through the consultation process if this Dog Control Order is recommended.</p>
<p>3. That the Director of Environment &amp; Neighbourhoods carries out a review within the next 4 months of the options available to the Council to extend Dog Control Orders in Leeds.</p>	<p>See attached report entitled Dog Control Orders dated 13<sup>th</sup> July 2009.</p>

Recommendation	Response
<p>4. That an action plan is drawn up on how the Dog Control Orders agreed upon following the review can be progressed. This action plan will be brought back to the Scrutiny Board for consideration by June/July 2009.</p>	<p>The action plan will be determined through the dog control strategy, therefore the timescale has been amended as per the Director's response.</p>
<p>5. That the Director of Environment and Neighbourhoods will roll out the training programme for issuing Fixed Penalty Notices for litter and dog fouling over the next 12 months to all Neighbourhood Wardens and Park Ranger staff and recommend that this involves any other enforcement staff who may be able to carry out such works.</p>	<ul style="list-style-type: none"> <li>• All Environmental Action staff now trained and authorised to issue Fixed Penalties for litter and dog fouling.</li> <li>• Training complete for Park Rangers and Neighbourhood Wardens in North West area. Discussion taking place with relevant department as to how staff can implement this.</li> <li>• Neighbourhood Warden role currently under review.</li> <li>• Training Session to take place 25<sup>th</sup> June 2009 for Travellers Services Team and Otley Chevin Estate Officer.</li> </ul>

Recommendation	Response
<p>6. That the Director of Environment and Neighbourhoods conducts a review of existing staffing resources within the Dog Warden Team to determine whether it is adequate enough to meet current service demands.</p>	<p>Review Conducted. 25% increase in stray dogs handled since Transfer of Responsibility from West Yorkshire Police, equivalent to one FTE dog warden post (at a cost of £22,631 p.a., plus on costs including vehicle hire and PPE). Budget review will need to be assessed to see whether these funds are available. In addition, competing priorities dictate that any absences will not be covered including current maternity leave.</p> <p>Meeting taken place with West Yorkshire Police HQ to improve partnership working and ensure efficiency in dealing with dangerous dog issues.</p>
<p>7. That the Director of Environment and Neighbourhoods ensures that the full budget provision for the Dog Warden Service each year, which includes the additional funding from West Yorkshire Police, is spent on improving that service.</p>	<p>It was not felt appropriate to be prescriptive on how budgets are spent as this can detract from the flexibility needed to deliver a range of services according to varying demands. The Directorate is committed to tackling both the problems with stray dogs and also dog fouling; and therefore Recommendation 6 reports on scale of resources available.</p>

Recommendation	Response
<p>8. That the contract specification for the provision of stray dog kennels is reviewed prior to its renewal and that further opportunities are explored to help generate greater interest from local suppliers.</p>	<p>Kennelling of stray dog contract currently undergoing the procurement process. Market Interest Day for potential suppliers to be held 30<sup>th</sup> July 2009 to generate interest in the contract, in particular with local suppliers and support any applicant queries over the procurement and tender process.</p> <p>New kennelling contract is proposed to be a geographical framework, to reduce officer travelling time to kennels.</p> <p>New contract will be a collaboration between Leeds, Kirklees and Wakefield Councils. Interest also received from Barnsley Council and West Yorkshire Police.</p>
<p>9. That the Director of Environment and Neighbourhoods reviews an out of hours flexible working scheme for the Dog Warden Service and explores opportunities to utilise other relevant enforcement staff working out of hours to assist with the enforcement of dog fouling.</p>	<p>Current contractual arrangements with dog warden staff specify normal office hours but officers do operate a flexible working system and work evenings/weekends, depending on operational and community needs. A move towards extending contracted hours or introducing shift patterns would have a significant financial impact.</p> <p>A bid has been submitted to Outer North East area committee well being fund for structured early morning, evening and weekend dog fouling patrols. Outer South since submitted an interest and further bid currently being prepared.</p> <p>Options to be explored further as part of the Dog Control Strategy.</p>



Recommendation	Response
<p>10. That the Director of Environment and Neighbourhoods produces a Dog Control Strategy for Leeds by September 2009 setting out the duties of the Dog Warden Service; the current and potential role of other officers in enforcing Dog Control Orders; strategies for future education campaigns; and the implications of having additional Dog Control Orders for Leeds.</p>	<p>Outline Strategy pertaining to the Dog Warden Service only (but identifying partners) will be drafted for the September 2009 deadline. A Strategy including the agreement of partners will take longer.</p>

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Originator:  
**Stacey Campbell**  
Tel: **2243470**

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

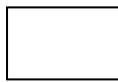
**Scrutiny Board: Environment and Neighbourhoods**

**Date: 13<sup>th</sup> July 2009**

**Subject: Dog Control Orders**

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**Electoral Wards Affected:**



Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**1.0 PURPOSE OF THE REPORT**

- 1.1 The Statement of Scrutiny Board (Environment and Neighbourhoods) Enforcement of Dog Fouling dated February 2009 identified a number of recommendations for service improvement.
- 1.2 Recommendation three of the Statement stipulated that the Director of Environment & Neighbourhoods carries out a review of the options available to the Council to extend Dog Control Orders in Leeds. These options are now detailed below.

**2.0 SUMMARY**

- 2.1 Section 55(1) of the Clean Neighbourhoods & Environment Act 2005, states that:-  
  
"A primary or secondary authority may in accordance with this Chapter make an order providing for an offence or offences relating to the control of dogs in respect of any land in its area to which this Chapter applies."
- 2.2 Primary and secondary authorities are defined in Section 58 of the Clean Neighbourhoods and Environment Act 2005. Primary authorities are a district Council, a County Council where there is no District Council, or a London Borough Council. Parish Council's constitute secondary authorities.
- 2.3 Secondary authorities may not make Dog Control Orders in relation to an offence on a specified area of land if a primary has already made an order in respect of the same offence on the same land. In order to avoid potential conflicts, the Dog Control procedures require primary and secondary authorities to consult each other before coming forward with proposals for Dog Control Orders.

- 2.4 At present, Leeds has one Control Order in place and this relates to dog fouling.
- 2.5 All offences under Dog Control Orders are punishable, upon conviction through Prosecution in the Magistrate's courts, by a maximum fine of £1000. However, an individual has an opportunity to discharge their liability for the offence by way of payment of a fixed penalty notice issued by an authorised officer.
- 2.6 There are a number of additional control orders that can be created under Section 55 of the Act and these are detailed here below.
- 2.7 **Walking Multiple Dogs**
- 2.7.1 This type of order will limit the number of dogs a person can walk at any one time. The effect of the Order is to create an offence for a person who walks more than the maximum number of dogs specified by the Order.
- 2.7.2. The benefits of such an order would ensure individuals had full control of their animals during exercise and the ability to monitor all their dogs whereabouts for picking up any faeces.
- 2.7.3. Such an order is likely to attract opinion from Dog Walking Businesses, who walk multiple dogs as part of their business activity. The National Association of Petsitters publish a Code of Practice for their members, which recommends a maximum number of 4. The DEFRA guidance recommends a number of 6. A key factor to consider will be whether children frequently use the area.
- 2.7.4 A maximum number would need to be determined and then consulted upon if this were seen as a way forward.
- 2.8 **Dog Exclusion Order**
- 2.8.1 This order will prohibit a dog from entering land from which dogs are excluded. Identifying suitable land across the City for this purpose is likely to be an immense task. It is envisaged that initial suitable areas could be ascertained through complaints to the Dog Warden Service and through feedback from internal partners. Obvious areas may include children's playgrounds, school grounds and sports pitches but could extend to cemeteries and parks.
- 2.8.2 A dog control order can be made in respect of any land which is open to the air and to which the public are entitled to have access (with or without payment). It is envisaged that Orders will generally be considered for all Leeds land in public ownership (or maintained by the Council) but options for orders on private land may be considered where the land owner, or occupier, approaches the Council for support. An example of this would be Springfield Mill Park, Morley, which is run by a "Friends of" Group and has already approached the Council to highlight dog fouling problems.
- 2.8.3 Authorities need to consider how easy a Dog Control Order would be to enforce and this is particularly relevant for an exclusion order. This order would be easier to enforce if the land is enclosed. However, such orders should not be ruled out for unenclosed land.

## 2.9 **Dogs on Leads Order**

- 2.9.1 This type of order will require all dogs to be walked on a lead. Such an Order can apply to the whole of Leeds or to specific areas, for example, play areas, sports pitches, or any length of highway or of any other road to which the public has access (as defined in Section 143 of the Road Traffic Regulation Act 1984).
- 2.9.2 The effect of the Order is to create an offence for a person who is in charge of a dog not to keep that dog on a lead on any land affected by the Order.
- 2.9.3 This type of order could be particularly useful for the Dog Warden Service when dealing with stray dogs. It is not actually an offence to allow a dog to stray although local authorities have a statutory obligation to deal with stray dogs. Action can only be taken if a dog is not wearing legal identification or fouls whilst roaming. A dog warden would presently seize a stray dog and impound to kennels. However, such an order would permit an officer to give consideration to prosecuting owners who allow their dogs to stray. This could, ultimately, lead to a reduction in the numbers of strays dogs in Leeds.

## 3.0 **Dogs on Leads (By Direction) Order**

- 3.1 This type of Order will require owners, or people in charge of a dog at the time, to put their dog on a lead if asked to do so by an authorised officer (e.g. Dog Warden). The effect of the Order is to create an offence for a person in charge of a dog not to comply with a direction given to him by an authorised officer. A direction to put and keep a dog on a lead can only be given if it is reasonably necessary to prevent a disturbance to any other person on any land to which the order applies, or the worrying or disturbance of any animal or bird.

## 4.0 **IMPLEMENTATION**

- 4.1 Before considering implementing any of the above, the government guidance stipulates that extensive consultation must be undertaken, in particular with dog interest groups, who are likely to have views on the orders. The authority needs to balance the interests of those affected by the activities of dogs and the need for those in charge of dogs to have access to areas where they can exercise their dogs without undue restrictions.
- 4.2 Dog Control Order Procedures provide that where practicable, signs must be placed summarising the order on land to which a new order applies, for example, if an order was made excluding dogs from a park, copies of the order should be placed at the entrances to the park when it was first made and permanent signs should be erected informing the public that dogs are not permitted in the park. Where an order applied to a large area of land, e.g. in respect of dog fouling, it is not feasible to post copied of the order on the land but warning signs should be placed at regularly intervals.
- 4.3 It is anticipated that there will be a significant cost for implementation of any control orders, in addition to the signage costs detailed in 2.8 above. Prior to implementing any orders, an education and awareness campaign is recommended, which will also have resource implications.

4.4 It is proposed that the Service will now discuss the Dog Control Review with the Executive Member for Environmental Services, following which the Service will consider options to adopt Dog Control Orders and the consultation process. The outcome of the consultation, along with data from the Dog Warden Service, will determine which Orders are necessary and proportionate. The project timescale will be driven by the detailed consultation process.

5.0 **RECOMMENDATION**

5.1 The Board is asked to note the contents of this report.

Background papers

None.



Originator: A Brogden

Tel:2474553

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Environment and Neighbourhoods)

Date: 13<sup>th</sup> July 2009

### Subject: Current Work Programme

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#### Electoral Wards Affected: All

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Introduction

- 1.1 A copy of the Board's work programme is attached for Members' consideration (appendix 1). This reflects the discussions at the Board's June meeting.
- 1.2 Appendix 2 is the current Forward Plan of Key Decisions for the period 1<sup>st</sup> July to 31<sup>st</sup> October 2009.

## 2.0 Recommendations

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

### Background Papers

None

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**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JUNE 2009**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>NOTES</b>	<b>TYPE OF ITEM</b>
<b>Meeting date: 14<sup>TH</sup> September 2009</b>			
<b>Performance Management</b>	To consider Quarter 1 information for 2009/10 (April - June).	All Scrutiny Boards receive performance information on a quarterly basis.	PM
<b>Recommendation Tracking</b>	This item tracks progress with previous Scrutiny recommendations on a quarterly basis.		MSR
<b>Formal Responses to Previous Scrutiny Inquiries</b>	To consider the formal responses to the Board's previous inquiries into: <ul style="list-style-type: none"> <li>• Street Cleaning</li> <li>• Asylum Seeker Case Resolution</li> </ul>		MSR
<b>EASEL Inquiry</b>	To consider evidence in line with the Board's ongoing Inquiry.	This Inquiry commenced in May 2009.	RP
<b>Terms of Reference</b>	To agree Terms of Reference for the Board's main inquiries this year.	In June 2009, the Board agreed to conduct inquiries into Recycling in Leeds and Offender Management.	DP
<b>Meeting date: 12<sup>th</sup> October 2009</b>			
<b>EASEL Inquiry</b>	To consider evidence in line with the Board's ongoing Inquiry.		
<b>Formal Responses to Previous Scrutiny Inquiries</b>	To consider the formal responses to the Board's previous inquiries into: <ul style="list-style-type: none"> <li>• Private Rented Sector Housing</li> <li>• Older Peoples Housing</li> </ul>		

**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JUNE 2009**

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Progress report in developing 'Housing Solutions'</b>	To receive an update on progress in developing 'Housing Solutions' and any available performance data.	This had arisen from the earlier Affordable Housing Scrutiny Inquiry. A recommendation was made for the Board to continue to receive progress reports in developing housing solutions.	B
<b>Mortgage Rescue Schemes</b>	To receive an update report on mortgage rescue schemes in line with recent Government initiatives.	Following its earlier Scrutiny Inquiry into Affordable Housing, the Board agreed to continue monitoring progress with the Golden Triangle Partnership. However, in June 2009 the Board agreed to widen this and receive a more general report around mortgage rescue schemes in line with recent Government initiatives.	B
<b>Meeting date: 9<sup>TH</sup> November 2009</b>			
<b>Meeting date: 14<sup>TH</sup> December 2009</b>			
<b>Performance Management</b>	To consider Quarter 2 information for 2009/10 (July - Sept).	All Scrutiny Boards receive performance information on a quarterly basis.	PM
<b>Recommendation Tracking</b>	This item tracks progress with previous Scrutiny recommendations on a quarterly basis.		MSR
<b>Meeting date: 11<sup>TH</sup> January 2010</b>			
<b>EASEL Inquiry</b>	To agree the Board's final report		
<b>Meeting date: 8<sup>th</sup> February 2010</b>			
<b>Meeting date: 8<sup>TH</sup> March 2010</b>			
<b>Performance Management</b>	To consider Quarter 3 information for 2009/10 (Oct – Dec).	All Scrutiny Boards receive performance information on a quarterly basis.	PM

**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JUNE 2009**

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Recommendation Tracking</b>	This item tracks progress with previous Scrutiny recommendations on a quarterly basis.		
<b>Meeting date: 19<sup>TH</sup> April 2010</b>			
<b>Annual Report</b>			

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Potential working groups – membership and dates to be confirmed</b>			
<b>Roseville Door Factory</b>	To monitor the current position in relation to the Roseville Door Factory.	This was a referral from the Adult Social Care Scrutiny Board in April 2009.	RFS
<b>Grounds Maintenance Contract 2011</b>	To consider the specification for the new Grounds Maintenance Contract for 2011.	In February 2009, the Board considered the draft Grounds Maintenance Service Improvement Plan and had requested that Scrutiny also has a proactive role in considering the specification for the new Grounds Maintenance Contract for 2011.	DP
<b>Procurement of Contracts</b>	To consider the procurement process for tendering contracts within Environment and Neighbourhoods in relation to housing.	Following the Board’s Call In meeting on 3 <sup>rd</sup> June 2009, the Board agreed to conduct a general review around the procurement of contracts within Environment and Neighbourhoods in relation to housing.	RP
<b>Enforcement Management and Performance</b>	To review current enforcement management processes and performance within Environment and Neighbourhoods	This was carried forward as an unscheduled item from last year’s work programme and the Board agreed in June to undertake this review.	RP
<b>Lettings Policy</b>	To review the Council’s Lettings Policy	This was a referral from the Executive Member for Neighbourhoods and Housing and the Director of Environment and Neighbourhoods.	RFS

**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JUNE 2009**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>NOTES</b>	<b>TYPE OF ITEM</b>
<b>Unscheduled Items</b>			
<b>ALMO Management Review</b>	To review the current ALMO management arrangements.	This was a referral from the Executive Board Member for Neighbourhoods and Housing in June 2009. The Board has requested further clarification on the potential scope of this inquiry.	RFS
<b>Area Management Review</b>	To review the current Area Management functions, with particular focus on the role of Area Committees in Leeds.	This was a referral from the Executive Member for Neighbourhoods and Housing in June 2009. The Board agreed to include this in the work programme with a view to conducting a review later in the municipal year.	RFS
<b>Climate Change</b>	To conduct an Inquiry into Climate Change.	This was a referral from the Executive Member for Environmental Services in June 2009. In acknowledging the interest expressed by the City Development Scrutiny Board in this topic area, the Board agreed to keep this request in the work programme as unscheduled pending the decision of the City Development Scrutiny Board as to the scope of their inquiry.	RFS
<b>Future options for Council Housing</b>	To monitor developments in relation to future options for Council Housing.	This was a referral from the Central and Corporate Functions Scrutiny Board.	RFS

Key:

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

RP – Review of existing policy

DP – Development of new policy

MSR – Monitoring scrutiny recommendations

B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in

PM – Performance management

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

For the period 1 July 2009 to 31 October 2009

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Request for approval to vary the existing Supporting People Service Contract with Care and Repair (Leeds) Approval to vary the existing Supporting People Service Contract with Care and Repair (Leeds) by increasing the value of the contract by a cost of £114,200.75 to provide an expanded Handyperson service to expiry of the current contract on 27.02.10	Director of Environment and Neighbourhoods	1/7/09	N/A	Reports to be presented to the Commissioning Body and Delegated Decision Panel prior to decision being taken	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Bangladeshi Community Centre for a 50 Years lease at peppercorn rent Approval for Legal progress and complete a 50 year lease at peppercorn rent	Executive Board (Portfolio: Neighbourhoods and Housing)	22/7/09	Elected members, Area Committee, Regeneration Management Team, community group	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods jas.panesar@leeds.gov.uk
Seek Permission to award contract for the Independent Living service for Older People following identification of a successful organisation through the completion of a competitive tendering exercise Authorisation to award contract for the Independent Living Service for Older People, to the successful organisation following completion of the tender exercise	Chief Housing Services Officer	14/8/09	N/A	Report to be presented to the delegation Decision Panel and all tender documents available if required	Chief Housing Services Officer Paul.langford@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Lifetime Neighbourhoods (Round 6 Housing) Outline Business Case To approve the Outline Business Case and Project Affordability Position.	Executive Board (Portfolio: Neighbourhoods and Housing)	26/8/09	PFI Housing Project Board and PPP/PFI Coordination Board	The report to be issued to the decision maker with the agenda for the meeting	Chief Officer (PPPU) david.outram@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

### **Executive Board Portfolios**

### **Executive Member**

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.