



SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

Meeting to be held in Civic Hall, Leeds on
Monday, 14th September, 2009 at 10.00 am

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

MEMBERSHIP

Councillors

- B Anderson (Chair) - Adel and Wharfedale;
- A Blackburn - Farnley and Wortley;
- A Castle - Harewood;
- R Downes - Otley and Yeadon;
- J Dowson - Chapel Allerton;
- 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;

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 13TH JULY 2009</p> <p>To confirm as a correct record the minutes of the meeting held on 13th July 2009.</p>	1 - 8
7			<p>EXECUTIVE BOARD MINUTES</p> <p>To note the minutes of the Executive Board meetings held on 22nd July and 26th August 2009.</p>	9 - 36
8			<p>QUARTER 1 PERFORMANCE REPORT 2009/10</p> <p>To consider a report from the Head of Policy, Performance and Improvement on performance information for Quarter 1 2009/10.</p>	37 - 52
9			<p>INQUIRY INTO STREET CLEANING - FORMAL RESPONSE</p> <p>To consider a report from the Head of Scrutiny and Member Development presenting the formal response to the Board's earlier inquiry into Street Cleaning.</p>	53 - 82

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>INQUIRY INTO RECYCLING - DRAFT TERMS OF REFERENCE</p> <p>To consider a report from the Head of Scrutiny and Member Development presenting draft terms of reference for the Board's forthcoming inquiry into Recycling.</p>	83 - 90
11			<p>INQUIRY INTO ASYLUM SEEKER CASE RESOLUTION - FORMAL RESPONSE</p> <p>To consider a report from the Head of Scrutiny and Member Development presenting the formal response to the Board's earlier inquiry into Asylum Seeker Case Resolution.</p>	91 - 118
12			<p>ROSEVILLE DOOR FACTORY CLOSURE</p> <p>To consider a report from the Director of Environment and Neighbourhoods presenting an update on the Roseville Door Factory closure.</p>	119 - 124
13			<p>CURRENT WORK PROGRAMME</p> <p>To receive a report from the Head of Scrutiny and Member Development on the Board's current work programme.</p>	125 - 144
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on Friday 9th October 2009 at 10.00 am with a pre meeting for Board Members at 9.30 am.</p>	

Agenda Item 6

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

MONDAY, 13TH JULY, 2009

PRESENT: Councillor B Anderson in the Chair

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

20 Chair's Opening Remarks

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

21 Apologies for Absence

An apology for absence was received on behalf of Councillor Mulherin who was still on maternity leave.

22 Declarations of Interest

The following personal interests were declared:-

- Councillor B Anderson in his capacity as a Director of West North West Homes (Agenda Item 8 - Minute 25 refers)
- Councillor A Blackburn in her capacity as a Director of West North West Homes (Agenda Item 8 - Minute 25 refers)
- Councillor D Hollingsworth in his capacity as a Director of East North East Homes (Agenda Item 8 – Minute 25 refers)
- Councillor G Hyde in his capacity as a Director of East North East Homes (Agenda Item 8 - Minute 25 refers)

23 Minutes of Previous Meetings held on 3rd and 15th June 2009

RESOLVED - That the minutes of the previous meetings held on 3rd June 2009 and 15th June 2009 be approved as a correct record, subject to the addition of Councillor A Castle to the list of apologies for the 3rd June 2009 meeting.

24 Executive Board Minutes - 17th June 2009

RESOLVED – That the minutes of the Executive Board meeting held on 17th June 2009 be received and noted.

25 Leeds Strategic Plan Performance Report for Quarter 4 2008/2009

The Head of Policy, Performance and Improvement submitted a report which provided a strategic overview of performance against those improvement priorities in the Leeds Strategic Plan (LSP) which related directly to Environment & Neighbourhood priorities. The report and appendices provided an overall assessment of progress against the improvement priorities relevant to the Board.

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

- Councillor J Monaghan, Executive Board Member for Environmental Services
- Neil Evans, Director of Environment and Neighbourhoods
- Andrew Mason, Chief Environmental Services Officer

The Chair invited the Executive Member with responsibility for Environmental Services to outline some of the pressures and key priorities within his portfolio for the coming year and areas where the Board may be able to add value.

Councillor Monaghan thanked the Board for the opportunity to speak and pointed out the following issues:-

- the need for the City Council to tackle climate change along with other public sector organisations in the city to ensure that all partners were contributing effectively to the reduction of CO2 emissions. It was acknowledged that the City Development and City & Regional Partnerships Scrutiny Boards had also expressed an interest in this issue.
- the need to ensure that all residents of Leeds had access to recycling facilities, acknowledging that different areas of the city require different solutions for their waste and recycling needs. That as part of its inquiry into recycling, the Board could investigate the feasibility of kerbside collections for additional materials in certain areas of the city for example, glass in areas where access to bring sites were limited, or wider materials collected at the Household Waste sites.
- the need to provide additional facilities to collect items, for example, identifying schools as possible key points of collection.

The Chair thanked the Executive Board Member for Environmental Services for his comments. The Chair then invited Board Members to comment on those areas of interest within the performance indicators.

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

- TP-3a - Reduce Worklessness across the city with a focus on deprived areas.
 - Clarification was sought on whether the Council had enough strategies in place to reduce worklessness across the city with a focus on deprived areas.

(In response, the Director of Environment & Neighbourhoods informed the meeting that the Council with its partners will continue to focus on the challenge of long term unemployment and an innovative pilot, was underway in areas of long term unemployment to develop a more effective multi-agency team with a family support focus).

- NI16 – Serious acquisitive crime rate
 - Members raised their concerns regarding the rise in the serious acquisitive crime rates (up 4.3%), and particularly the rise in domestic burglary rates (up 9.5%).
(In response, the Director of Environment & Neighbourhoods informed the meeting that with burglary in particular, there was a strong commitment and willingness from strategic leaders to extend joint activity and co-operation between partners and to 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 the city's most prolific offenders) will be critical in 2009/10 especially within the context of the current economic climate).

- BP-05C – Rent collected by the local authority
 - The Board sought clarification of the figures to show what proportion of the rents owed were considered 'bad debts' and could potentially be written off.
(In response, the Director of Environment & Neighbourhoods agreed to supply this information).

- PI BV-91B – Percentage of households served by a kerbside collection of at least two recyclables.
 - Councillor Blackburn raised the issue of collectors not leaving green bags in areas where a collection service should be available.
(In response, Andrew Mason, Chief Environmental Services Officer agreed to liaise with Councillor Blackburn after the meeting about her specific complaint).

- NI192 – Percentage of household waste sent for reuse, recycling and composting.
 - Members sought confirmation on the success of the two weekly green bin collection.
(In response, the Chief Environmental Services Officer informed the meeting that a pilot kerbside collection scheme, increasing the collection of dry recyclables for fortnightly (green bins) began on four routes in the city in October 2008. Whilst initial indications appeared to be positive, the Council were now waiting to collate a full years data on the pilot before considering rolling out the pilot scheme across the city).

A number of other issues were raised during the meeting in relation to recycling which the Chair confirmed would also be picked up during the Board's inquiry into recycling.

- NI15 - Serious violent crime/NI18 – Adult re-offending rates for those under probation supervision/NI28 Knife crime
 - Members acknowledged that the percentage of serious violent crimes in Leeds had decreased compared with previous years but felt that there was a need to target resources in hotspot areas across the city.
- NI4 – Percentage of people who feel they can influence decisions in their locality
 - In relation to community consultation, Members felt that there was a need to communicate feedback to members of the public more effectively.

The Chair thanked officers for their attendance.

RESOLVED -

- (a) That the report and appendices be noted.
- (b) To address the issue of worklessness as part of the Board's work programme for this year.
- (c) To address the issue of the rise in serious acquisitive crime rates as part of the Board's inquiry into Offender Management.

Note:

- (a) Councillor G Hyde arrived at the meeting at approximately 10.10 a.m. during consideration of the above item and declared a personal interest in the above item in his capacity as a Director of East North East ALMO.
- (b) Councillor J Jarosz declared a personal interest in the above item in her capacity as a Probation Officer for the Magistrates Courts.

26 Performance Monitoring and Food Standards Agency Food Service Audit Update

The Chief Environmental Health Officer submitted a report on the performance and audit of the Food and Health Team food premises inspection service and the Food Standards Agency Action Plan.

Appended to the report was a copy of the Food Standard Agency Action Plan for Leeds City Council.

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

- Andrew Mason, Chief Environmental Services Officer
- Ian Mallinson, Food and Health Service Manager

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

- clarification on the inspection of mobile food vans.
- clarification of the Council's complaints system for food premises in Leeds.

- clarification on whether Licensing Panels consulted with the Food and Health Team to establish whether a current applicant had any history of poor food hygiene practices.
- the need for environmental health and planning to liaise more closely with licensing. (The Chief Environmental Services Officer agreed to take this matter back to the department for further consideration).

Members requested further information relating to:

- food premises inspections and the outputs from these.
- the frequency and numbers of checks made in relation to the movement and identification of livestock.

The Chair thanked Officers for their attendance.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the Chief Environmental Services Officer and the Food Health and Service Manager respond to the issues raised by Board Members.

27 Review of Dog Fouling Enforcement - Formal Response

The Head of Scrutiny and Member Development submitted a report presenting the formal response to the Board's earlier review of Dog Fouling Enforcement.

Appended to the report were copies of the following documents:

- Appendix 1 - Statement of Scrutiny Board (Environment & Neighbourhoods) – Enforcement of Dog Fouling.
- Appendix 2 – Environment & Neighbourhoods – Health & Environmental Action Service – chart detailing the response of the Directorate.
- Appendix 3 – Report on Dog Control Orders

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

- Andrew Mason, Chief Environmental Services Officer
- Graham Wilson, Head of Environmental Action and Parking
- Stacey Campbell, Service Manager

The Board welcomed the responses to their recommendations.

In brief, the main issue raised was that Members felt that dog fouling offences were occurring more often when the clocks went back and the onset of darker evenings. Members requested that the Council take the lead in co-ordinating activities during this period to remind dog owners of their responsibilities.

The Chair thanked officers for their attendance.

RESOLVED - That the report and appendices and the comments now made, be noted.

28 **Work Programme**

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

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

- Current work programme (Appendix 1 refers)
- Relevant extract of the Forward Plan of Key Decisions for the period 1st July to 31st October 2009 (Appendix 2 refers).

Members were asked to agree the membership of the proposed working groups and their forthcoming dates of meetings.

RESOLVED –

- (a) That the contents the report and appendices be noted.
- (b) That confirmation be sought on the following memberships, times and dates of working group meetings as follows:

Procurement of Contracts working group

Thursday, 30th July at 1.00 p.m.

Membership: Councillors Anderson, Hyde and Marjoram (Councillor Marjoram informed the meeting that he would be unable to attend this first meeting)

Lettings Policy working group

Wednesday, 29th July 2009 at 10.00 a.m.

Membership: Councillors Anderson, Blackburn, Hyde and Rafique (Councillor Blackburn informed the meeting that she would be unable to attend this first meeting)

Offender Management working group

Tuesday, 4th August 2009 at 10.00 a.m.

Membership: Councillors Anderson, Blackburn and Rafique

Recycling in Leeds working group

Tuesday, 11th August at 10.00 a.m.

Membership: Councillors Anderson, Blackburn and Hollingsworth

Grounds Maintenance Contract 2011 working group

Tuesday, 11th August 2009 at 11.30 a.m.

Membership: Councillors Anderson, Blackburn, Castle and Hollingsworth. (Councillor Castle informed the meeting that she would be unable to attend this first meeting)

Roseville Door Factory working group

Tuesday, 18th August 2009 at 2.00 pm

Membership: Councillors Anderson, Blackburn and Jarosz

EASEL working group

Tuesday 25th August 2009 at 10.00 a.m.

Membership: Councillors Anderson, Hyde, Hollingsworth and Marjoram.
(Councillor Hyde informed the meeting that he would be unable to attend this first meeting)

Grounds Maintenance Contract 2011 working group (provisional follow up meeting)

Wednesday 2nd September 2009 at 11.00 a.m.

Membership: Councillors Anderson, Blackburn, Castle and Hollingsworth.

The Principal Scrutiny Adviser advised that she would consult with Board Members after the meeting to confirm the membership and meeting times for the working groups on Worklessness and Enforcement Management and Performance.

29 Any Other Business

The Board requested a written response from the Director of Environment and Neighbourhoods regarding information provided by Housing Advice to private rented sector tenants in relation to bonds, especially to homeless people.

30 Date and Time of Next Meeting

Monday, 14th September 2009 at 10.00 a.m. (Pre-Meeting at 9.30 a.m.)

The Chair also requested that the Board's October meeting be changed to Friday, 9th October 2009 at 10.00 a.m. (Pre-Meeting at 9.30 a.m.)

The meeting concluded at 11.30 a.m.

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EXECUTIVE BOARD

WEDNESDAY, 22ND JULY, 2009

PRESENT: Councillor R Brett in the Chair

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

Councillor R Lewis – Non-Voting Member

24 Exclusion of the Public

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

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

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

25 Declaration of Interests

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

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

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

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

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

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

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

CENTRAL AND CORPORATE

- 27 The KPMG Scrutiny Review - May 2009**
The Chief Democratic Services Officer submitted a report summarising the key findings from KPMG's recent audit of the Council's Overview and Scrutiny arrangements and detailing management's formal response to the recommendations

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

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

NEIGHBOURHOODS AND HOUSING

- 28 Response to Council Deputation - Woodbridge Tenants' and Residents' Association Regarding the Condition of the Properties on the Estate**
The Director of Environment and Neighbourhoods submitted a report in response to the deputation to Council from the Woodbridge Tenants' and Residents' Association on 22nd April 2009.

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

CENTRAL AND CORPORATE

- 29 Treasury Management Annual Report 2008/09**
The Director of Resources submitted a report providing a review of the treasury management strategy and operations for 2008/09.

RESOLVED -

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

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

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

30 Capital Programme Update 2009 to 2013

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

RESOLVED -

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

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

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

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

RESOLVED – That the contents of the report be noted.

32 Sustainable Communities Act

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

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

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

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

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

DEVELOPMENT AND REGENERATION

34 Proposed Leeds Arena

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

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

RESOLVED -

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

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

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

35 Marketing Leeds - Annual Report 2009

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

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

RESOLVED – That the content of the report be noted.

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

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

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

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

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

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

RESOLVED –

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

38 A639 Stourton Landslip

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

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

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

RESOLVED -

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

39 Route 163/166 Bus Accessibility Improvements

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

RESOLVED -

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

40 South Leeds Academy

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

RESOLVED –

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

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

41 Partnership for Regeneration Investment in Aire Valley, Leeds

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

RESOLVED -

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

42 Elland Road Masterplan and World Cup 2018

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

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

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

RESOLVED -

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

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

ADULT HEALTH AND SOCIAL CARE

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

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

RESOLVED -

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

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

44 Neighbourhood Network Schemes Review - Future Vision and Way Forward

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

RESOLVED -

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

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

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

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

RESOLVED -

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

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

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

RESOLVED -

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

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

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

ENVIRONMENTAL SERVICES

47 Way Forward Review of Waste Collection Services

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

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

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

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

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

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

NEIGHBOURHOODS AND HOUSING

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

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

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

50 Lettings Policy

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

RESOLVED -

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

51 ALMO Annual Reports 2008/09

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

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

52 Area Delivery Plans 2009/10

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

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

53 Beeston Group Repair: Phase 6

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

RESOLVED –

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

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

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

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

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

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

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

RESOLVED -

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

CHILDREN'S SERVICES

56 Proposed Increases in Admission Limits for September 2010

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

RESOLVED -

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

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

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

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

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

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

RESOLVED -

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

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

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

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

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

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

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

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

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

RESOLVED -

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

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

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

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

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

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

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EXECUTIVE BOARD

WEDNESDAY, 26TH AUGUST, 2009

PRESENT: Councillor R Brett in the Chair

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

Councillor R Lewis – Non-Voting Advisory Member

61 Exempt Information - Possible Exclusion of the Press and 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 66 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as disclosure could prejudice the commercial interests of the Council and other outside bodies.
- b) Appendices 1, 2 and 4 to the report referred to in minute 72 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the fact that:-
 - i) Appendices 1 and 2 – The success of the scheme could potentially be prejudiced by speculative investors acquiring properties in advance of the Council's action.
 - ii) Appendix 4 – The costs attributed to the purchase of private properties are purely estimates at this stage and their disclosure could prejudice the Council's ability to reach an agreement on the purchase price with the owners.
- c) Appendices 1, 2 and 4 to the report referred to in minute 73 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the fact that:-

- i) Appendices 1 and 2 – The success of the scheme could potentially be prejudiced by speculative investors acquiring properties in advance of the Council’s action. Each of these appendices identifies the location of the affected properties.
 - ii) Appendix 4 – The costs attributed to the purchase of private properties are purely estimates at this stage and their disclosure could prejudice the Council’s ability to reach an agreement on the purchase price with the owners.
- d) Appendices 1 and 2 to the report referred to in minute 84 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as publication would be detrimental to the finances of the authority and thereby the provision of its services to the public.

62 Declaration of Interests

Councillor Finnigan declared a personal interest as a Director of Aire Valley Homes in relation to minutes 67, 68, 69 and 70 of this meeting, as appropriate.

63 Withdrawal of Item - Playbuilder Initiative Update

The Chair, with the consent of the Board, withdrew the above report from the agenda.

64 Minutes

RESOLVED – That the minutes of the meeting held on 22nd July 2009 be approved.

DEVELOPMENT AND REGENERATION

65 Adoption of the Supplementary Planning Document of the Street Design Guide and Response to the Deputation of the National Federation of the Blind

The Director of City Development submitted a report on the outcome of consultation on the Street Design Guide including further discussions following the attendance of the deputation to Council on 10th September 2008 on behalf of the National Federation of the Blind. The report presented the amended Street Design Guide and recommended its adoption as a Supplementary Planning Document.

RESOLVED – That the Street Design Guide, as now drafted and presented to the Board, be approved as a Supplementary Planning Document, subject to an amendment to paragraph 3.2.2.18 of the guide by deletion of the reference to 25 dwellings and replacement with reference to 10 dwellings and any subsequent associated references.

LEISURE

66 Deputation to Council - North Hyde Park Residents' Association, South Headingley Community Association, and Friends of Woodhouse Moor regarding the Council's proposal to Establish Barbeque Areas on Woodhouse Moor

The Director of City Development submitted a report in response to the deputation to Council from North Hyde Park Residents' Association, South Headingley Community Association and the Friends of Woodhouse Moor organisation on 15th July 2009. The report outlined the result of a recent consultation exercise with local residents and stakeholders and presented a proposed solution for the consideration of the Board.

The report appraised 3 options, as follows:-

- Option 1: Provision of a permanent designated barbecue area as outlined in the consultation process
- Option 2: Enforce byelaws preventing barbecue use as outlined in the consultation process
- Option 3: To trial a designated barbecue area

RESOLVED -

- a) That the analysis and summary consultation activity contained in the report be noted.
- b) That approval be given to the implementation of Option 3: to trial a designated barbecue area, from 1 April 2010 until the end of the barbecue season.

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

NEIGHBOURHOODS AND HOUSING

67 Response to the Environment and Neighbourhoods Scrutiny Board Inquiry into Older People's Housing

The Director of Environment and Neighbourhoods submitted a report in response to the recommendations from the Scrutiny Board (Environment and Neighbourhoods) inquiry into older people's housing.

The Chair of the Scrutiny Board attended the meeting, presented the inquiry findings and requested that officers offer a more robust response to recommendation 9.

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

68 Response to the Environment and Neighbourhoods Scrutiny Board Inquiry into the Private Rented Sector

The Director of Environment and Neighbourhoods submitted a report in response to the recommendations from the Scrutiny Board (Environment and Neighbourhoods) inquiry into the private rented sector.

The Chair of the Scrutiny Board attended the meeting and presented the inquiry findings.

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

69 Regeneration of Holbeck - Phase 4

The Director of Environment and Neighbourhoods submitted a report outlining the options for regeneration of the Holbeck area and seeking approval of the acquisition and clearance of 20 properties within Holbeck by utilising £1,300,000 of Single Regional Housing Single Regional Housing Pot funding during 2009/11.

The options presented were:-

- a) Do the minimum to meet legal conformity.
- b) Undertake group repair and internal remodelling.
- c) Acquisition, clearance and redevelopment of the site for housing.

Following consideration of Appendices 1, 2 and 4 to the report, designated as exempt under the terms of Access to Information Procedure Rule 10.4(3), which were considered in private at the conclusion of the meeting, it was

RESOLVED –

- a) that Scheme expenditure to the to the amount of £1.300,000 be authorised.
- b) That officers proceed in accordance with option C
- c) That the Director of Environment and Neighbourhoods and the Director of City Development authorise and promote any necessary Compulsory Purchase Orders should such become necessary

70 Regeneration of Cross Green - Phase 3

The Director of Environment and Neighbourhoods submitted a report outlining the options for regeneration of the Cross Green area and seeking approval of the acquisition and clearance of 14 street lined semi detached properties built in the early 1900s by utilising £1,100,000 of Single Regional Housing Pot funding during 2009/11.

The options presented were:-

- a) Do the minimum to meet legal conformity.
- b) Undertake group repair.
- c) Acquisition, clearance and redevelopment of the site for housing.

Following consideration of Appendices 1, 2 and 4 to the report, are designated as exempt under the terms of Access to Information Procedure Rule 10.4(3), which were considered in private at the conclusion of the meeting, it was

RESOLVED -

- a) That Scheme expenditure to the amount of £1,100,000 be authorised.
- b) That officers proceed in accordance with option C.
- c) That the Director of Environment and Neighbourhoods and the Director of City Development authorise and promote any necessary Compulsory Purchase Orders should such become necessary

DEVELOPMENT AND REGENERATION

71 Leeds (River Aire) Flood Alleviation Scheme

Further to minute 191 of the meeting held on 13th February 2009, the Director of City Development submitted a report providing an update on the progress made in relation to the Leeds Flood Alleviation Scheme, outlining the feedback from the public consultation exercise, and presenting for approval the latest version of the Design Vision and Guide, along with a recommended approach to be adopted by the Environment Agency in designing a scheme for the River Aire.

The report outlined the following 5 options identified by the Environment Agency, upon which the Council were invited to express a preference:-

- a) 1 in 200 years plus precautionary climate change: Raised flood defences. Total scheme cost £145m. £0m external funding required.
- b) 1 in 200 years plus precautionary climate change: Upstream Storage. Total scheme cost £180m. £30-35m external funding required.
- c) 1 in 200 years Managed Adaptive approach dealing with climate change in the future. Total scheme cost £145m. Raised defences - £5-10m external funding required.
- d) 1 in 200 years Managed Adaptive approach dealing with climate change in the future. Total scheme cost £150m. Upstream Storage - £15-20m external funding required.

- e) 1 in 200 years Managed Adaptive approach dealing with climate change in the future. Total scheme cost £200m. Bypass Channel - £65m – 70m external funding required.

RESOLVED –

- a) That the progress on the Leeds (River Aire) Flood Alleviation Scheme and the comments received during the public consultations be noted.
- b) That the latest version of the Design Vision and Guide document be approved.
- c) That the Environment Agency be informed that a Managed Adaptive approach to protecting Leeds from major flooding should be adopted by the Agency.

72 The Agenda for Improving Economic Performance

The Director of City Development submitted a report presenting the draft 'Agenda for Improved Economic Performance' proposed for formal consultation.

RESOLVED – That the document, as submitted, be approved for a formal consultation process.

73 Leeds United - Thorp Arch Academy

The Director of City Development submitted a report on the history and current position of the Leeds United Thorp Arch Academy and on options for the Council to support Leeds United Football Club in the continuation of the facility.

The report presented the options of declining the Club's request for assistance, of giving the Club a loan to acquire the facility or of the Club novating to the Council its option to purchase and the Council acquiring the facility and leasing it back to the Club.

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

RESOLVED –

- a) That the request from Leeds United 2007 for support in exercising its option to acquire the Thorp Arch training facility be noted.
- b) That the option of offering a loan to the Club be discounted.
- c) That the Director of City Development be authorised, in consultation with the Director of Resources, the Assistant Chief Executive

(Corporate Governance) and the Executive Member Development and Regeneration, to enter into discussions with the Club on the lines now discussed in order to explore whether the option of the Club novating to the Council its option to purchase with subsequent acquisition by the Council and lease back to the club can be progressed. Such preliminary discussions to include the need for appropriate guarantees in respect of the income from the lease to the Club, adequate provision for community and educational use, securing levels of Council control appropriate to the City's hosting of international sporting events, necessary maintenance arrangements and such other matters as may be necessary to protect the Council's interests as owner of the facility.

- d) That a meeting of this Board be convened sufficiently in advance of the 10th October 2009 deadline, in the event that the discussions referred to in (c) give rise to a recommendation to progress the option to a conclusion.

ENVIRONMENTAL SERVICES

74 Response to the Young People's Scrutiny Forum Inquiry entitled, 'Protecting Our Environment'

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

The Chair of the Scrutiny Board (Children's Services) attended the meeting and presented the inquiry findings.

RESOLVED – That the proposed responses to the Young People's Scrutiny Forum's recommendations, as contained in the submitted report be approved.

75 Response to the Environment and Neighbourhoods Scrutiny Board Inquiry into Street Cleaning

The Director of Environment and Neighbourhoods submitted a report in response to the recommendations from the Scrutiny Board (Environment and Neighbourhoods) inquiry into street cleaning.

The Chair of the Scrutiny Board attended the meeting and presented the inquiry findings.

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

CHILDREN'S SERVICES

76 Proposal to close the LEA maintained nursery and change the lower age limit of Christ the King Catholic Primary School, Bramley

The Chief Executive of Education Leeds submitted a report presenting the outcome of the statutory notice period to close the maintained nursery with effect from 31st August 2009 and to change the lower age limit of Bramley Christ the King Catholic Primary School from 3-11 years to 5-11 years of age.

RESOLVED – That the lower age of Christ the King Catholic Primary School be changed from 3-11 years to 5-11 years of age and that the LEA maintained nursery be closed.

77 Design and Cost Report - Seacroft Children's Centre Accommodation and Extension

The Acting Chief Officer for Early Years and Integrated Youth Support Service submitted a report on the costs and fees related to the proposed refurbishment and extension of the existing Seacroft Children's Centre.

RESOLVED – That authority be given to incur expenditure on construction £819,350 and fees £180,650 on the refurbishment and extension of the existing Seacroft Children's Centre to enable the relocation of children, staff and services from East Leeds Children's Centre and the amalgamation of the two children's centres.

78 Response to the Children's Services Scrutiny Board Inquiry into 'Entering the Education System'

The Director of Children's Services submitted a report in response to the recommendations of the Scrutiny Board (Children's Services) inquiry entitled, 'Education Standards - Entering the Education System'.

The Chair of the Scrutiny Board attended the meeting and presented the findings of the inquiry.

RESOLVED – That the proposed responses to the Scrutiny Board (Children's Services) recommendations, as contained in the submitted report, be approved.

LEISURE

79 Vision for Council Leisure Centres

Further to minute 74 of the meeting held on 2nd September 2009, the Director of City Development submitted a report proposing a Vision for Leisure Centres following extensive public consultation and a review of Sport England's Facility Planning Model.

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

Proposal 1 – The Eight Refurbishment Sites

- i) Modernisation and improvement to the quality of the facilities provided at the following sites, and detailed in table 3 to the report: Kirkstall, Rothwell, Aireborough, Otley Chippendale Pool, Bramley, Pudsey, Scott Hall* (*scheme currently being delivered) and Wetherby with a commitment to deliver and resource this work up to 2020.
- ii) The Director of City Development to submit bids in respect of the Free Swimming Capital Modernisation Programme 2010/11 by 4th September 2009.
- iii) The indicative phasing of works, as detailed in table 3 to the report, was noted.

Proposal 2 – Inner East

- iv) Re-provision of Fearnville and East Leeds Leisure Centres in the form of one new, purpose built, well being centre, with a commitment to deliver and resource by 2013/15.
- v) To seek expressions of interest to transfer East Leeds and Fearnville Leisure Centres to a Community Organisation.
- vi) East Leeds Leisure Centre and Fearnville Leisure Centre to remain under Council management until such time that:-
 - a) a new well being centre is confirmed; or
 - b) a suitable community organisation has been identified to whom to transfer the asset(s).
- vii) To seek to transfer the management of Richmond Hill Sports Hall to a Community Organization.

Proposal 3 – Outer East

- viii) To re-provide Kippax and Garforth Leisure Centres in the form of one new or refurbished swimming pool, fitness suite and other appropriate dry side sports facilities to serve the communities of Garforth and Kippax, with a commitment to deliver and resource by 2017.

Proposal 4 South Leeds & Middleton

- ix) To seek expressions of interest to transfer South Leeds Sports Centre to a Community Organisation
- x) To close South Leeds Sports Centre (if no suitable community group is identified) when the new Morley Leisure Centre opens in 2010, and concentrate leisure provision at the John Charles Centre for Sport and Morley

- xi) To provide a new well being facility for Middleton, at or in close proximity to the current St George's Centre, with a commitment to deliver and resource by 2013/15.
- xii) To seek expressions of interest to transfer the existing Middleton Leisure Centre to a Community Organisation
- xiii) Middleton Leisure Centre to remain under Council management until such time that a) a new well being centre is confirmed (at St George's Centre) or b) a suitable community organisation has been identified to whom to transfer the existing Middleton Leisure Centre (asset).

(Under the provisions of Council Procedure Rule 16.5 Councillor Wakefield required it to be recorded that he voted for Proposal 1, abstained from voting on Proposals 2 and 4 and voted against Proposal 3.)

ADULT HEALTH AND SOCIAL CARE

- 80 Leeds - A City for All Ages: Developing a Strategic Approach to Ageing**
The Director of Adult Social Services submitted a report outlining proposals for the development of a strategic response to the development of demographic change and the ageing society under the banner of "Leeds – a City for all ages".

RESOLVED –

- a) That consultation be commenced to develop a strategic framework for the city to address demographic change and an ageing society.
- b) That the outline of the strategic framework, as described in section 6 of the submitted report, be supported.
- c) That 'Leeds – a city for all ages' be used as a headline to encourage and engage all age groups, but in particular people over 50, in setting the strategic framework to address the ageing society.

- 81 Response to the Adult Social Care Scrutiny Board Inquiry into Major Adaptations for Disabled People**

The Director of Adult Social Services and the Director of Environment and Neighbourhoods submitted a joint report in response to the recommendations from the Scrutiny Board (Adult Social Care) inquiry into major adaptations for disabled people.

The Chair of the Scrutiny Board attended the meeting, presented the inquiry findings and reiterated the request at minute 67 that officers offer a more robust response to this same recommendation 9.

RESOLVED –

- a) That the proposed responses to the Scrutiny Board (Adult Social Care) recommendations, as contained in the submitted report, be approved and that the request of the Scrutiny Board Chair be noted.
- b) That this Board requests that future Scrutiny Board inquiry reports should, as a matter of course, make reference to any cost implications arising from the recommendations.

CENTRAL AND CORPORATE

82 Design and Cost Report: Demolition of East Leeds Family Learning Centre

The Chief Officer (Corporate Property Management) submitted a report on proposals for the demolition of the East Leeds Family Learning Centre.

RESOLVED –

- a) That approval be given to the proposed demolition of the remaining ELFLC buildings.
- b) That approval be given for the use of the revenue savings following the vacation of the ELFLC site to provide £880,000 of unsupported borrowing to part fund the demolition costs.
- c) That the transfer of £118,505 from the Demolitions and Dilapidations Fund (scheme 15620) to fund the balance of the demolition costs be approved.
- d) That Authority to Spend of £998,505 in respect of the demolition of the ELFLC premises be given.

83 Financial Health Monitoring 2009/10 - First Quarter Report

The Director of Resources submitted a report on the Council's financial health position for 2009/10 after the first three months of the financial year.

RESOLVED –

- a) That the projected financial position of the authority after three months of the new financial year be noted and that directorates be requested to continue to develop and implement action plans.
- b) That the following budget adjustments be approved:-
 - i) A revenue contribution to capital (RCCOs) to fund decency works on the Woodbridge estate (£500,000) and a projected shortfall in funding for the HICT orchard project (£200,000) within the Housing Revenue Account.

- ii) A virement in the sum of £800,000 within City Development directorate from the Highways Direct Labour Organisation account, as detailed in the City Development report attached to the submitted report.
- iii) The reallocation of the Strategy and Policy budget within City Development as detailed in the City Development report attached to the submitted 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.)

84 Local Taxation Collection Policy, Business Rate Hardship Relief and Discretionary Rate Relief Guidance

The Director of Resources submitted a report on proposals regarding the categories and criteria used to write off outstanding Council Tax and Business Rates debts, the current guidelines used in respect of hardship relief and the current guidelines used in respect of discretionary rate relief.

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

RESOLVED –

- a) That approval be given to the revised criteria to be used to write off debts for both Council Tax and Business Rates as outlined in the revised local taxation collection policies in exempt Appendices 1 and 2 to the report.
- b) That the revised guidance for Discretionary Rate relief be approved.
- c) That the current hardship relief guidelines be retained.

DATE OF PUBLICATION: 28th August 2009
LAST DATE FOR CALL IN: 7th September 2009

(Scrutiny Support will notify Directors of any items called in by 12:00 noon on 8th September 2009.)



Originator: Marilyn Summers

Tel: 395 0786

Report of the Head of Policy, Performance and Improvement

Meeting: Environment and Neighbourhoods Scrutiny Board

Date: 14th September 2009

Subject: Quarter 1 Performance Report 2009-10

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

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

1.0 Purpose Of This Report

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

2.0 Background Information

- 2.1 This 'highlight report' has been prepared in readiness for the Accountability process, which included the CLT meeting on 18th August, Leader Management Team on 20th August 2009 and the Scrutiny Boards in the September cycle.
- 2.2 The issues discussed in this report have been identified because performance in these areas impacts upon one of the following, the delivery of our corporate priorities, performance against the National Indicator set which will be reflected in our CAA judgement or the lack of assurance relating to data quality.

3.0 Main Issues

3.1 Environment and Neighbourhoods Performance Issues

Serious Acquisitive Crime

Although performance is still a cause for concern, early indications from the week on week analysis of burglary offences is that there has been an overall improvement in performance following a peak at Quarter 3 2008/09 when around 230 offences were being reported. The LAA target for Leeds in 2009/10 equates to 165 offences per week and the latest weekly performance (week 17) is showing 158 reported offences. In overall terms, serious acquisitive crime has reduced by 1% compared to the previous quarter (5262 offences Quarter 1 09/10 compared to 5336). This is evidence that the priority being placed on acquisitive crime by the Police and Leeds Community Safety and their co-ordinated programme of activity is starting to have a positive effect. However, this performance needs to be sustained against the background of recession which generally correlates with increases in acquisitive crime.

Reducing Homelessness

The situation in relation to reducing homelessness is more positive.

It is reasonable to assume that a rise in homeless applications and temporary accommodation placements could have been a consequence of the economic recession. The Leeds Housing Options Service has seen a rise in the number of people requiring assistance because they are homeless, threatened with homelessness or in some form of housing need. There were 24,696 enquiries at Leeds Housing Options in 2008/09; the equivalent figure for Q1 2009/10 was 6640, which suggests that there will be approximately 26,560 enquiries in the whole year. However, the effectiveness of the Leeds Housing Options Service has meant that there has been reduction in homeless applications and temporary accommodation placements.

In common with all other local authorities, the council has been set a target to halve the number of households who are in temporary accommodation by the end of March 2010. The target is based upon the number of households who were placed in temporary accommodation at the end of December 2004 – 521 – and therefore the target was to reduce placements to no more 261 by the end of March 2010. At the end of June 2009, there were 227 households placed in temporary accommodation, meaning that the target has been met nine months ahead of schedule.

The target has been met because the council has become increasingly effective at preventing homelessness. 2008/09 was the first year when homeless prevention outcomes (1296) exceeded homeless acceptances of 1099. This trend has continued in Q1 with 350

homeless prevention outcomes compared to 153 homeless acceptances. Prevention outcome performance in 2008/09 was equivalent to 118 preventions against 100 acceptances. Prevention outcome performance in Q1 2009/10 was equivalent to 228 preventions for 100 acceptances. The council has a range of homeless prevention initiatives in place including:

Sanctuary Scheme – installation of security measures that enable a person who has experienced domestic violence or hate crime to remain ‘safely’ in their home.

Youth Mediation Service – help young people to reconcile differences with their parents so that they can return to the family home.

Private Sector Lettings Scheme – guarantee to quality landlords to cover the cost of rent arrears, damage to property or fixtures or fittings (up to the equivalent of four weeks rent) as an alternative to an up front bond payment. This helps people to access private rented accommodation as an alternative to a temporary accommodation placement.

Homelessness is a service area that can be expensive for the council, especially in relation to temporary accommodation placements. The Leeds Housing Options Service has established a homeless prevention fund, which can be used to facilitate a homeless prevention outcome, where the alternative was a temporary accommodation placement. This offers a more cost effective solution for the council and the Leeds Housing Options Service is committed to maximising such ‘invest to save’ opportunities.

3.2 Data Quality

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

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

4.0 Implications For Council Policy And Governance

4.1 Effective performance management enables elected members and senior officers to be assured that the council is making adequate progress and provides a mechanism for them to challenge performance where appropriate. Effective performance management also forms a key element of the organisational assessment under the Comprehensive Area Assessment introduced in April 2009. The CAA examines and challenges the robustness and effectiveness of our corporate performance management arrangements.

4.2 Our approach to performance management could improve policy making and decision making by making better use of the existing information in relation to the services the council provides either on its own or in partnership.

5.0 Legal And Resource Implications

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

6.0 Conclusions

6.1 This report and the attached appendix highlights the key issues in relation to Environment and Neighbourhoods performance and data quality. Although serious acquisitive crime performance is still a cause for concern, early indications from the week on week analysis of burglary offences is that there has been an overall improvement; evidence that the priority

being placed on acquisitive crime by the Police and Leeds Community Safety and their co-ordinated programme of activity is starting to have a positive effect.

On a positive note in terms of homelessness, although there has been a rise in the number of people requiring assistance because they are homeless, threatened with homelessness or in some form of housing need, the effectiveness of the Leeds Housing Options Service has meant that there has been reduction in homeless applications and temporary accommodation placements. The establishment of the homeless prevention fund offers a more cost effective solution for the council, and the Leeds Housing Options Service is committed to maximising such 'invest to save' opportunities.

7.0 Recommendations

That the Environment and Neighbourhoods Scrutiny Board note the Quarter 1 performance information and highlight any areas for further scrutiny.

Background papers

None

Accountability Reporting Guidance

Column Title	Description						
PI Type	<p>The PI Type column describes which basket each indicator belongs to. A basket is a set of indicators which we use to report on progress relating to different plans or frameworks, such as the Leeds Strategic Plan.</p> <p>Leeds Strategic Plan Government Agreed - These indicators show progress against the Leeds Strategic Plan and also form our Local Area Agreement.</p> <p>Leeds Strategic Plan Partnership Agreed - These indicators are the locally agreed priorities included in the Leeds Strategic Plan.</p> <p>Business Plan - These are indicators that form part of the Council Business Plan.</p> <p>National Indicator - These indicators are part of the set that are used to measure local government performance.</p> <p>Local Indicator - These are local key indicators for Leeds set by specific service areas.</p>						
Reference	Each indicator has a unique reference number.						
Title	This is the title given to the indicator.						
Service	The service column identifies which team within the Council is responsible for service delivery, monitoring the performance and data quality of each indicator.						
Frequency & Measure	<p>The top line in this column identifies how often we collect this information. This may be every month, every three months (quarterly) or once a year (annually). We only report annual indicators at the end of quarter 4 (after the end of March).</p> <p>The second line in this column identifies what measure we use to check on progress. For example, we might measure this result in the number of days or weeks we should take to finish something, such as a planning application. In another case, we might measure the percentage, such as the percentage of enquiries we respond to within five minutes.</p>						
Rise or Fall	The good performance column identifies if the results should go up or down to show whether we are doing well. For example, if this is set to rise, you would expect the figures to increase.						
Baseline	The baseline column provides a base result for the indicator against which progress can be measured. This is usually based on performance at a specific time in the past. E.g. a previous year.						
Last Year Result	This column displays the result at the end of the previous financial year (31 March 2009).						
Target	This column shows the target we have agreed for this financial year.						
Quarter	This column identifies the result at the end of the quarter.						
Predicted Full Year Result	<p>Directorates use this column to show how well they expect to do at the end of the year. They forecast this position depending on the current performance of each indicator. This figure may change each quarter depending on the performance over time of the indicator. We use this figure as one method to inform whether an indicator is red, amber or green.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">The green light shows that the Directorate predicts this indicator WILL meet its target. The Directorate uses current performance information to make this forecast.</td> <td style="width: 20%; text-align: center; background-color: #90EE90;"> </td> </tr> <tr> <td>An amber traffic light shows that the Directorate predicts this indicator will not meet its target. However, the performance for this indicator is still acceptable and will not result in significant problems. The Directorate uses current performance information to make this forecast.</td> <td style="text-align: center; background-color: #FFD700;"> </td> </tr> <tr> <td>The red light shows that the Directorate predicts this indicator WILL NOT meet its target at the end of the year. The Directorate uses current performance information to make this forecast.</td> <td style="text-align: center; background-color: #FF0000;"> </td> </tr> </table>	The green light shows that the Directorate predicts this indicator WILL meet its target. The Directorate uses current performance information to make this forecast.		An amber traffic light shows that the Directorate predicts this indicator will not meet its target. However, the performance for this indicator is still acceptable and will not result in significant problems. The Directorate uses current performance information to make this forecast.		The red light shows that the Directorate predicts this indicator WILL NOT meet its target at the end of the year. The Directorate uses current performance information to make this forecast.	
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Data Quality	<p>To know we can rely on the information in these reports, it has to be of good quality. Directorates use this column to identify indicators where they have concerns about the quality of the information or data in the report. If a Directorate has Some or Significant concerns regarding Data Quality there will be an explanation in the comments field.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">No Concerns indicates that the Directorate has signed off the data as accurate.</td> <td style="width: 20%; text-align: center; background-color: #90EE90;">No Concerns</td> </tr> <tr> <td>If Some Concerns has been chosen, the Directorate has concerns about the data and are working to ensure it is accurate and reliable.</td> <td style="text-align: center; background-color: #FFD700;">Some Concerns</td> </tr> <tr> <td>If Significant Concerns has been chosen, the Directorate thinks that the quality of the data may not be good or that maybe they have not got the correct data.</td> <td style="text-align: center; background-color: #FF0000;">Significant Concerns</td> </tr> </table>	No Concerns indicates that the Directorate has signed off the data as accurate.	No Concerns	If Some Concerns has been chosen, the Directorate has concerns about the data and are working to ensure it is accurate and reliable.	Some Concerns	If Significant Concerns has been chosen, the Directorate thinks that the quality of the data may not be good or that maybe they have not got the correct data.	Significant Concerns
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Comments	The comments for each indicator should explain why performance varies. They should also highlight if there are any problems with the quality of the data and what steps the Directorate is taking to improve it. This section will also focus on what will be done to improve the actions and state what outcomes they have achieved.						

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	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
1	Business Plan	BP-05C	Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.	Housing Management	Monthly %	Rise	96.53%	96.62%	97.50%	96.42	96.99	Checklist completed, no concerns highlighted, but additional supporting comments required.
2	Leeds Strategic Plan - Government Agreed	NI 16	Serious acquisitive crime rate	Community Safety	Monthly Number per 1000	Fall	27 Per 1,000	27.8 Per 1,000	25.8 Per 1,000	6.9 Per 1,000	27.6 Per 1,000	No Concerns with data
3	Leeds Strategic Plan - Government Agreed	NI 20	Level of Assaults with injury crime per 1,000 population.	Community Safety	Monthly Number per 1000	Fall	8.2 Per 1,000	7.5 Per 1,000	7.5 Per 1,000	2 Per 1,000	7.8 Per 1,000	No Concerns with data
4	Leeds Strategic Plan - Government Agreed	NI 30	Prolific and other Priority Offender re-offending rate	Community Safety	Quarterly %	Fall	877	-29.70%	-17.00%	-29.70%	-17%	Checklist completed, no concerns highlighted, but additional supporting comments required.

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	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
5	Leeds Strategic Plan - Government Agreed	NI 40	Number of drug users recorded as being in effective treatment	Community Safety	Quarterly Number	Rise	2,939	3,139	3,028	3,147	3,187	No Concerns with data
6	Leeds Strategic Plan - Government Agreed	NI 192	Percentage of household waste sent for reuse, recycling and composting	Environmental Services	Monthly %	Rise	27.05%	30.41%	33.94%	35.55%	35.27%	No Concerns with data
Page 44	Leeds Strategic Plan - Government Agreed	NI 152	Working age people on out of work benefits	Regeneration	Quarterly %	Fall	11.20%	10.90%	10.60%	Awaiting DWP update	n/a	No Concerns with data
8	Leeds Strategic Plan - Government Agreed	NI 141	Percentage of vulnerable people achieving independent living	Strategic Housing and Commissioning	Quarterly %	Rise	59.77%	76.39%	71.00%	83.77%	71.00%	Some Concerns with data

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
9	Leeds Strategic Plan - Partnership Agreed	LKI-HAS4	The number of homeless acceptances made in the year (cumulative)	Homeless and Advisory Service	Monthly Number	Fall	1,142	1,099	1,060	153	700	Checklist completed, no concerns highlighted, but additional supporting comments required.
10	Leeds Strategic Plan - Partnership Agreed	NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	Regeneration	Quarterly %	Fall	28.70%	27.30%	27.70%	Awaiting DWP update	n/a	No Concerns with data
11	Leeds Strategic Plan - Partnership Agreed	NI 158	% non-decent council homes	Strategic Landlord	Monthly %	Fall	18.50%	18.50%	10.00%	17.29%	10.00%	No Concerns with data
12	National Indicator	NI 15	Serious violent crime rate	Community Safety	Monthly Number	Fall	612	579	N.A.	150	600	No Concerns with data
13	National Indicator	NI 18	Adult re-offending rates for those under probation supervision	Community Safety	Quarterly Number	No	N.A.	N.A.	N.A.	Not Received	Not Received	No Checklist Received

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	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
14	National Indicator	NI 32	Repeat incidents of domestic violence	Community Safety	Quarterly %	No			20.50%	23.50%	23.50%	No Checklist Received
		Performance is below the standard required to meet the target but on par with previous periods. This is a new indicator and no comprehensive comparison data is available.										
15	National Indicator	NI 34	Domestic violence / murder	Community Safety	Quarterly Number	No	N.A.	N.A.	N.A.	Not Available	Not Available	No Checklist Received
		West Yorkshire Police report on this PI for the whole force area and do not supply district level information. WYP hope to provide annual Leeds district information before April 2010.										
16	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	3	3	3	4	3	No Concerns with data
		<p>This indicator measures a local authority's performance based on its year on year change in the total number of incidents of fly-tipping, compared with its year on year change in enforcement activity taken against fly tipping. The authority's performance is then rated on a 4 point scale with 1 being 'very effective' and 4 being 'poor'.</p> <p>The score is 4 (poor) in the first three months as the number of fly tips removed has increased on the same period last year (this is due in part to recording improvements made in Streetscene Services which started in August 2008). At the same time, the number of enforcement actions undertaken has also dropped which has a negative effect on this measure. The number of investigations, warning letters and duty of care inspections have fallen in comparison to the previous year. A piece of work to analyse the location and size of fly tips together with levels of enforcement action has been undertaken to ensure work is targeted in the right areas. This will be completed in early August. Leeds performance is good in comparison to the other core cities.</p>										
17	National Indicator	NI 184	Food Establishments in the area which are broadly compliant with food hygiene law	Environmental Services	Quarterly %	Rise	76.00%	76.20%	78.00%	77.85%	78.00%	Checklist completed, no concerns highlighted, but additional supporting comments required.
		This indicator is reported annually and therefore is subject to change and fluctuation over the year. In the first quarter, indicative results show that 77.85% of premises are broadly compliant. This is an improvement of performance on the previous year .										
18	National Indicator	NI 191	Kilograms of residual household waste collected per household	Environmental Services	Monthly KG	Fall	736.15kg	675.49kg	663.21kg	165.41	600 kgs	No Concerns with data
		Performance for Quarter 1 is encouraging with the kilograms of residual waste collected per household down by 16 kgs on the same period in the previous year. Performance has been aided by an increase in the number of households with access to a kerbside collection of garden waste (as part of the roll out to 60,000 households). Waste arisings may also be down due to the impact of the current economic situation (i.e. fewer goods purchased).										

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
19	National Indicator	NI 193	Percentage of municipal waste land filled	Environmental Services	Monthly %	Fall	67.17%	67.17%	62.75%	61.16%	61.70%	No Concerns with data
		<p>Performance in the first three months of the year has been positive with 61.16% of household waste sent to landfill compared to 67% for 2008/09. The increase in recycling, composting and re-use coupled with a decrease in actual waste arisings has led to improved performance. If current trends are replicated the council is on course to meet and indeed exceed its landfill diversion targets for the year.</p>										
20	National Indicator	NI 156	Number of households living in temporary accommodation	Homeless and Advisory Service	Quarterly Number	Fall	548	281	260	227	210	No Concerns with data
		<p>The target to halve the number of homeless households in temporary accommodation by March 2010 to no more than 261 has been achieved 9 months ahead of schedule with a figure of 227 recorded for Quarter 1 2009. This is a decrease of 54 or 19% from Quarter 4 08/09 when 281 households were recorded. This is excellent performance and has been achieved through a continued focus on the reduction in private sector accommodation through effective utilisation of Supporting People commissioned units and private rented tenancies. It is recommended to amend the Target for 2009/10 to 210.</p>										
21	National Indicator	NI 142	Percentage of vulnerable people who are supported to maintain independent living	Strategic Housing and Commissioning	Quarterly %	Rise	99.00%	98.78%	99.00%	97.70%	99.00%	No Concerns with data
		<p>Contracts Officers continue to work with services to ensure good performance and positive outcomes for service users. Performance data is used to identify poorly performing services and robust work is then carried out through the contract management process.</p>										
22	National Indicator	NI 33A	Number of deliberate primary fires per 10,000 population	West Yorkshire Fire Service	Quarterly Number per 10,000	Fall	16.38	11.81	15.29	2.60 (198)	10.4 (792)	No Concerns with data
	National Indicator	NI 33B	Number of deliberate secondary fires per 10,000 population	West Yorkshire Fire Service	Quarterly Number per 10,000	Fall	53.17	40.26	51.42	12.51 (952)	50.03 (3,808)	No Concerns with data
<p>Please note the Quarter 1 result is provisional due to the changes in our data collection system.</p> <p>To help alleviate potential risk situations, the Leeds Arson Task Force is developing a working relationship with Leeds City Council Call Centre for when they report rubbish and fly-tipping for removal. A pilot has been established in the Seacroft area of Leeds, whereby any rubbish reported by the Leeds Arson Task Force team is specifically logged. Results of this pilot will be available in early September and it is hoped the system will be eventually rolled out to the rest of Leeds district.</p> <p>The Leeds Arson Task Force has developed partnerships with Wardens, the Police, Private Sector Housing and Visible services teams to ensure identification of key issues for areas and ensure these are addressed either by the Arson Task Force or by input from the appropriate body. Consequently, abandoned vehicles open to potential arson attacks and antisocial behaviour is reported to the police for removal.</p> <p>As part of the work to reduce deliberate fires within West Yorkshire the Arson Task Force Team has been involved in 15 Crime and Grime Initiatives in the Leeds district and Streets ahead Walkabout Crime and Grime Initiative in Canterbury. These initiatives aim to promote environmental and social improvements for the area as part of a multi-agency initiative.</p>												

	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
23	National Indicator	NI 49A	Total number of primary fires per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	283.66	220.60	264.75	51.64 (393)	206.5 (1,572)	No Concerns with data
	National Indicator	NI 49B	Total number of fatalities due to primary fires per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	N.A.	0.79	N.A.	0.13 (1)	N.A.	No Concerns with data
	National Indicator	NI 49C	Total number of non-fatal casualties (excluding precautionary checks) per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	14.18	9.72	13.08	2.36 (18)	9.46 (72)	No Concerns with data
<p>Please note the Quarter 1 result is provisional due to the changes in our data collection system. West Yorkshire Fire and Rescue Service are working in partnership with a number of organisations and agencies within Leeds, targeting those that are identified as being at most risk from fire. For example, Leeds Telecare, the partnership provides training to WYFRS staff on the fitting of the Telecare system. WYFRS staff carries the Telecare system in their vans and are able to then supply and fit the equipment should they come across anyone who would benefit during a home fire safety check. 46 talks were delivered to year 5 children on fire safety and road safety, 22 of these were talks by the ATF aimed at raising awareness of the consequences of arson and car crime.</p>												
24	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%	95.00%	93.39	95.00	Some Concerns with data
25	Local Indicator	LAA-SSC25	Homelessness acceptances due to violence and harassment.	Homeless and Advisory Service	Quarterly Number	Fall	307	243	300	38	152	No Concerns with data
26	Local Indicator	LKI-HAS11	Number of sanctuary installations completed	Homeless and Advisory Service	Monthly Number	Rise	305	385	350	114	456	No Concerns with data

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	Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Qtr1	Predicted Full Year Result	Data Quality Checklist Received
27	Local Indicator	LKI-HAS5	The number of homeless acceptances resulting from parental eviction (cumulative)	Homeless and Advisory Service	Monthly Number	Fall	209	139	100	17	68	Checklist completed, no concerns highlighted, but checklist to be revised.
<p>Current performance projects 68 acceptances in the year, a reduction of over 50% from the 08/09 year end figure of 139. Homelessness due to parental eviction is one of the most prominent reasons for loss of accommodation. 17 acceptances in Quarter 1 is only 11% of all acceptances and shows very positive performance through the application of housing options casework at Leeds Housing Options where good performance has been maintained in spite of the underperforming Archway young person's mediation service which has been subjected to tender.</p>												
28	Local Indicator	LKI-RC1	Number of household collections missed per 100,000 collections	Refuse Collection & Waste Management	Quarterly Number	Fall	95.3 per 100,000	95.3 per 100,000	49 per 100,000	33.81 per 100,000	49 per 100,000	No Concerns with data
<p>Performance has improved significantly on the previous year with a marked change in performance being noticed since February 2009. The number of misses reported through the call centre has reduced significantly in comparison to the same period in the previous year. It should be noted that there is a risk that performance on this measure may be affected as a result of possible industrial action (therefore, the year end target may not be achieved).</p>												

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Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result
1 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%	30.41%
2 National Indicator	NI 28	Knife crime rate	Community Safety	Quarterly	No	N.A.	N.A.	N.A.	1
3 National Indicator	NI 29	Gun crime rate	Community Safety	Quarterly	no	N.A.	N.A.	N.A.	0.2
4 National Indicators	NI 147	Care leavers in suitable accommodation	Children and Young People's Social Care	Annually %	Rise	94.20%	94.20%	95%	92.60%
5 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%
6 National Indicator	NI 191	Kilograms of residual household waste collected per household	Environmental Services	Monthly KG	Fall	736.15kg	N.A.	697.89kg	675.49Kg
7 National Indicator	NI 193	Percentage of municipal waste land filled	Environmental Services	Monthly %	Fall	68.82%	N.A.	65.92%	67.17%

Performance Indicator Type	Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	
PLACE SURVEY NATIONAL INDICATORS - 2008/09 Results										
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.	73.80%
2	National Indicator	NI 2	% of people who feel that they belong to their neighbourhood	Regeneration	Survey %	Rise	N.A.	N.A.	N.A.	54.7%
3	National Indicator	NI 3	Civic Participation in the local area	Regeneration	Survey %	Rise	N.A.	N.A.	N.A.	11.1%
4	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.	30.7%
5	National Indicator	NI 5	Overall/general satisfaction with local area	Regeneration	Survey %	Rise	N.A.	77% - 2006 BV General Survey	N.A.	78.5%
6	National Indicator	NI 6	Participation in regular volunteering	Regeneration	Survey %	Rise	N.A.	N.A.	N.A.	19.6%
7	National Indicator	NI 17	Perceptions of anti-social behaviour	Community Safety	Survey %	Fall	N.A.	22% - 2006 BV General Survey	N.A.	22.1%
8	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.	25.3%
9	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%
10	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.	31.1%
11	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.	21.1%
13	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.	28.2%
14	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.	28.9%



Originator: A Brogden

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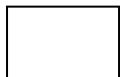
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 14th September 2009

Subject: Inquiry into Street Cleaning – Formal Response

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 During 2008/2009, the Scrutiny Board (Environment and Neighbourhoods) conducted an Inquiry into Street Cleaning and published its report in May 2009. The Board's report 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 report has been published.
- 1.3 On 26th August 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 Environment and Neighbourhoods Directorate to the inquiry recommendations.
- 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) Inquiry Report on Street Cleaning. May 2009.

Street Cleaning

Scrutiny Inquiry Report

Introduction and Scope



1. Introduction

- 1.1 Disposing of litter inappropriately is not only antisocial and unpleasant, but is also illegal. Yet research by ENCAMS (Environmental Campaigns) reported an estimated cost of £547 million to local authorities in 2005-2006 to clean and clear streets of litter and refuse. More recently in March 2009, the joint report of the independent think tank, Policy Exchange, and the Campaign to Protect Rural England (CPRE) states that since the 1960s, the amount of litter dropped in the UK has increased by approximately 500%.
- 1.2 Whilst acknowledging that the Environmental Protection Act 1990 imposes a duty on land owners and duty bodies to keep specified land clear from litter and refuse, it is important to remember that we all play a part in the quality of the local environment and therefore have a responsibility to deal with litter in an acceptable way.
- 1.3 Whilst our report does acknowledge the need to educate individuals and influence behaviour towards littering, the primary focus of our inquiry has been around the statutory duty of the Council in keeping land clear from litter and refuse and exploring opportunities for further

improvements in the way that street cleaning services are delivered to the residents of Leeds.

2. Scope

- 2.1 The purpose of our inquiry was to make an assessment of and, where appropriate, make recommendations on the following areas:

- Legislation governing street cleaning services, including the National Code of Practice on Litter and Refuse 2006;
- Roles and responsibilities of the Council for street cleaning services in Leeds;
- Common perceptions around street cleaning services and the measure of success used;
- Comparative case studies of successful beacon authorities in relation to the 'better public places' theme;
- Street cleaning enforcement powers of the Council and opportunities for joined up enforcement with other individuals, groups and organisations;
- Frequency and monitoring of street cleaning services;

Introduction and Scope

- Resource pressures relating to street cleaning services;
- The methods of community engagement used to reflect local priorities for street cleaning in Leeds.

3. Witnesses

- 3.1 During our inquiry, we sought the views of a wide range of stakeholders, including ENCAMS who provided a professional and independent opinion based around their experiences of working with other local authorities in addressing issues around street cleaning.
- 3.2 As the focus of our inquiry was around delivering effective street cleaning services to the residents of Leeds, we also acknowledged a need to gather opinions of local residents about the current standards of street cleanliness and their experiences of street cleaning services.
- 3.3 Using the local media, we invited residents to write in and share their experiences and opinions with the Scrutiny Board. We received numerous letters during our inquiry, which formed part of our evidence base and helped us to identify common issues and potential hotspot areas across the city.
- 3.4 We would like to sincerely thank everyone for their contribution and commitment to our inquiry and hope that our report reflects the high level of importance placed upon this issue by all stakeholders, including the public, and also the demand for this issue to become a priority for the Council.

Conclusions and Recommendations



4. Delivering the statutory duties of the Council

4.1 It is the Environmental Protection Act 1990 (EPA) that imposes a duty under section 89 on land owners and duty bodies to keep specified land clear from litter and refuse. For local authorities, this includes all publicly maintained highways, housing estates, open spaces (including parks) for which they are responsible. We understand that this duty is not transferable, so where cleaning contractors are used to carry out the cleaning on behalf of local authorities, it is still the duty body that remains responsible.

4.2 The Code of Practice on Litter and Refuse 2006 accompanies the EPA. The main objective of the Code is to provide practical guidance on the discharge of the duties under section 89 of the EPA by establishing reasonable and acceptable standards of cleanliness. Leeds City Council therefore has to abide by, and fully understand the implications of, this Code of Practice.

4.3 Whilst Leeds City Council is the responsible body, as defined within the Code of Practice, historically this responsibility has been delegated to a number of different service areas who have been vested with the responsibility to look after

individual areas of land. For example, Parks and Countryside are responsible for managing publicly accessible parks and green spaces ranging from large formal parks to smaller areas of local green space, all of which are important for recreation or conservation; Education Leeds is responsible for all school grounds and associated land; the ALMOs are responsible for all land forming part of Leeds City Council's housing stock; Highways Services have the statutory responsibility for maintaining the adopted highway across Leeds in a safe and clean condition; and Streetscene Services is responsible for keeping clean all adopted Highways as notified by Highway Services.

4.4 The individual functions carried out by Streetscene Services include gully cleansing; litter bins; street sweeping; manual litter picking; street washing; fly tipping removal; graffiti removal; needle picking; public convenience cleaning; and leaf clearing.

4.5 However, despite such delegations in place, we acknowledged that most services continue to receive complaints about the environmental cleanliness of land that does not fall within their particular service area.

Conclusions and Recommendations



- 4.6 Whilst the Council's call centre acts as the single point of contact for the public when dealing with street cleaning complaints, there was a general acknowledgment from all stakeholders that the current fragmented approach makes it more difficult to establish lines of accountability and can therefore cause delays when referring and dealing with such complaints.
- 4.7 Whilst we acknowledge that the development of a shared digital mapping system could assist in determining lines of accountability, this still does not address the underlying problem of having different service areas handling complaints disjointedly, which consequently can lead to confusion and sometimes duplication of work.
- 4.8 The current fragmented approach towards street cleaning services is very complex and confusing to the public, particularly when trying to establish the boundaries between private and ALMO land. In view of the fact that the duty placed upon local authorities is not transferable (i.e. the Council as a whole remains accountable despite such delegation arrangements in place), we did question whether it would be more sensible to simplify the process and allow for one service area to have the budget for street cleaning and become the responsible lead to undertake the Council's duty to keep the city clean.
- 4.9 However, there were some reservations expressed to the Scrutiny Board by the different service areas and particularly from ALMOs. These are summarised below.
- 4.10 Firstly, we learned that apart from the grounds maintenance budget, there is no core funding source for street cleaning activities carried out by the ALMOs and that such activities are incorporated within their wider estate management role. This would therefore make it difficult to identify and separate out a specific budget in which to transfer to another service area. It was highlighted that in terms of any resources being transferred, this would be in the form of existing staff that carry out such activities, such as the Estate Caretaking Teams, and that any reduction in estate management resources would put further pressure on the ALMOs in delivering other service standards.
- 4.11 It was also highlighted that a lot of time and effort had been invested in working with local tenants in terms of carrying out estate walkabouts and inspections to help identify

Conclusions and Recommendations



particular environmental hotspots.

4.12 We noted that each ALMO has in place its own service standards, some of which have been agreed with tenants to reflect local priorities, and therefore a question was raised about whether the transfer of ALMO staff to another service area would detract from the local service standards already achieved by the ALMOs. It was felt that this would very much depend on any new management processes put in place and the level of influence that the ALMOs would have in terms of services provided within their specific areas.

4.13 Concerns were also raised about whether a single service area would be able to replicate the innovative approaches adopted by the ALMOs to address local needs. For example, the use of ALMO staff and also commissioned staff from local social enterprises to provide an enhanced garden maintenance service for their more vulnerable tenants, which has received recognition as part of the audit inspection process and is deemed invaluable to those residents that receive this service.

4.14 Whilst we do acknowledge the importance of maintaining such

local services, these are deemed to be enhanced services. In view of this, it prompted a need to clarify a baseline service for street cleaning in order to establish what would constitute as an enhanced service and who would be responsible for managing and funding such services if street cleaning was to be transferred to a single service area.

4.15 The wider issues around minimum cleanliness standards and baseline service data are addressed further within our report.

4.16 In relation to Parks and Countryside, we learned that staff are generally employed to carry out site based horticultural duties, primarily within parks, and that cleansing responsibilities were just a small element of this work. In employing such a multi-skilled workforce, it was therefore considered very difficult to identify a specific budget and staff resource for such cleansing responsibilities.

4.17 In relation to the cleansing of school grounds and other associated education land, we noted that where school grounds are clearly defined with parameter fencing then the cleansing responsibilities lie with the school.

Conclusions and Recommendations



- 4.18 Each of the 249 schools within Leeds is allocated a budget, which includes an amount for maintenance work. Such maintenance work would involve cleansing responsibilities and it was explained that these responsibilities would generally form part of the school caretaker's role. We acknowledge that where the responsibility for education land is clearly vested with the schools themselves, it would be very difficult for this responsibility to be transferred to the Council, particularly when trying to access the land, and therefore this responsibility should remain with the schools' governing bodies.
- 4.19 However, we noted that difficulties have arisen in the past where the land is vested with education but outside of any defined parameters. As the cleansing responsibilities for this land remains with Education Leeds, they have previously commissioned agencies to deal with fly tipping problems when required. In view of the fact that the maintenance of such land is being undertaken by Education Leeds on an ad hoc basis, there was a general agreement that there would be merits in transferring the responsibility of this land to a single service area within the Council.
- 4.20 We would also apply this same principle to formal parks given that there are also clear boundaries and clear responsibilities in place for the maintenance of such parks.
- 4.21 In recognising the aspirations of Leeds to become a 'one Council', it is clear that the current arrangements in place for street cleaning are not providing a seamless service from the initial contact and referral stage through to service delivery.
- 4.22 Whilst acknowledging some of the implications of transferring the Council's responsibilities for keeping land clear from litter and refuse to a single service area, we believe that in principle this is the most appropriate approach in terms of establishing clear lines of accountability.
- 4.23 Obviously with such responsibility comes the need for adequate resources to be put into place too. However, our inquiry has highlighted that the complexity of the current arrangements has made it very difficult to identify and separate out specific resources in which to simply transfer to a single service area.
- 4.24 In view of this, we recommend that Director of Environment and Neighbourhoods conducts a piece of research over the next 6

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months to determine the wider implications, including any consequential management arrangements, and potential costs involved in bringing the Council's responsibilities for keeping land clear of litter and refuse, in accordance with the EPA, into one single service area and that the findings of this research is brought back to Scrutiny for consideration.

Recommendation 1

That the Director of Environment and Neighbourhoods conducts a piece of research over the next 6 months to determine the wider implications, including any consequential management arrangements, and potential costs involved in bringing the Council's responsibilities under the Environmental Protection Act for keeping land clear of litter and refuse into one single service area.

That the findings of this research is brought back to Scrutiny for consideration.

Recommendation 2

That unless the research findings from recommendation 1 identifies clear reasons not to, then

- (i) the Executive Board supports the principle of having one single service area responsible for undertaking the Council's duty to keep the city clean.**

Recommendation 2 continued

- (ii) the Director of Environment and Neighbourhoods produces an action plan within 6 months aimed at bringing the Council's responsibilities under the Environmental Protection Act for keeping land clear of litter and refuse into one single service area.**

4.25 With regard to the existing arrangements in place, there is a clear need for communication links between the different street cleaning service areas to be strengthened in order to achieve a more co-ordinated and coherent service across the city. We therefore recommend that the Director of Environment and Neighbourhoods conducts an urgent piece of work aimed at improving such communication links.

Recommendation 3

That the Director of Environment and Neighbourhoods conducts an urgent piece of work aimed at strengthening communication links between the different street cleaning service areas and reports back to Scrutiny within 3 months.

Conclusions and Recommendations



5. Standards of cleanliness across the City

5.1 ENCAMS highlighted that whilst street cleaning standards within Leeds have improved over recent years, there still remain areas across the city that require further improvement.

5.2 We noted that Leeds was not alone, as other Metropolitan Authorities have also struggled to try to address problems around street cleanliness standards. It was also recognised that the legacy of Competitive Compulsory Tendering had contributed towards the complexity of the arrangements now in place for delivering street cleaning services.

5.3 In terms of performance measures, we learned that National Indicator 195, which was introduced in April 2008, had replaced the Best Value Performance Indicator BV199, used for measuring environmental cleanliness.

5.4 The data for this indicator is based on surveys carried out three times per year covering five electoral wards on each visit and assessing twelve land use areas.

5.5 The following table shows how Leeds was performing against other comparable Core Cities in terms of the previous Best Value

Performance Indicator (BV199) in relation to litter and detritus and also the spend per head of population.

2007/08	Spend per head of population	BVPI 199a (litter and detritus)
Liverpool	£26.31	7%
Manchester	£23.31	8%
Nottingham	£16.98	8%
Birmingham	£17.96	10%
Bristol	£13.14	13%
Leeds	£14.24	13%
Newcastle	£28.94	16%
Sheffield	£12.55	16%

5.6 The BV199a result states the percentage of streets across Leeds that were found to be in an unsatisfactory condition, therefore the lower the result the better the performance. Leeds' performance was considered average when compared to the other Core Cities, yet Leeds has one of the lowest spends per head of population.

5.7 ENCAMS placed particular importance on utilising resources effectively and achieving a minimum standard of cleanliness across the city. Examples were given of where other local authorities had prioritised resources within city centre

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areas, which consequently led to a reduced service being provided to residential areas.

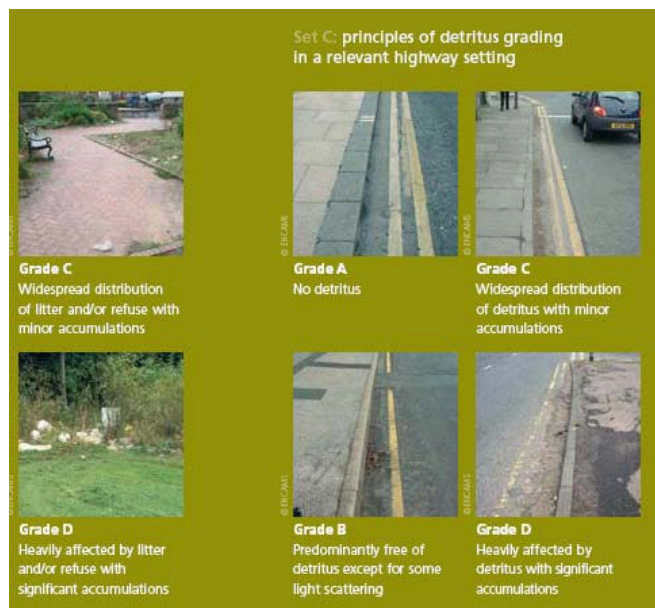
5.8 Examples of street cleanliness standards across the city were also shared with the Scrutiny Board by all witnesses, including members of the public who had written to the Chair of the Board.

5.9 We recognise that even within neighbouring areas there can be significant differences in terms of cleanliness standards.

5.10 As part of our inquiry, we queried the street cleanliness standards set across the city and sought clarification on who was responsible for setting these standards.

5.11 We acknowledged that the main objective of the Code of Practice on Litter and Refuse 2006 is to provide reasonable and acceptable standards of cleanliness. It therefore sets out grades of cleanliness, along with accompanying illustrations.

5.12 We learned that such definitions are included within the Council's Strategic Summary of the Code of Practice on Litter and Refuse 2006 and are as follows:



5.13 The Code recognises that a grade A cannot be maintained at all times and that it is generally accepted by the public that a grade B is an acceptable level of

Conclusions and Recommendations



cleansing for short periods of time. However, a grade A must be achieved on a regular basis after cleansing.

people most of the time. This is to be responded to within one day (this means by 6 pm the following evening).

5.14 Litter accumulation and deposition is dependent on numerous factors, with levels of pedestrian traffic and vehicular traffic being the most obvious. Other factors include the time of year, time of day, the natural and physical features of the location and the presence of structural and physical items that could affect the area to be cleansed.

- *Low intensity* of use are lightly trafficked areas that do not impact upon most people's lives most of the time such as rural roads. This is responded to within 14 days.

5.15 It was highlighted that the most important factors are the intensity of activity in an area and health and safety limitations. The Code of Practice reflects these factors and highlights four main intensity zones (High, Medium, Low and Special Circumstances) with corresponding maximum response times. These are set out below:

5.16 Areas with special circumstances include situations where issues of health and safety and reasonableness and practicality are dominant considerations when undertaking environmental maintenance work. For example, carriageways, verges and central reservations of motorways and operational rail land within urban areas. This is to be responded to within 28 days or as soon as reasonably practical.

- *High Intensity of use* are busy public areas such as the city centre. This is to be responded to within ½ day (this means by 6 pm if reported by 1 pm or by 1 pm the next duty day if reported between 1 pm and 6 pm the previous day)
- *Medium Intensity of use* are everyday areas such as all housing land occupied by

5.17 The above response times are set from the time the duty body becomes aware of an issue (for example, through a complaint from the public). The duty body then has a set time limit to restore the area to a Grade A. Duty bodies that allow their land to fall below acceptable standards for longer than the allowed response time may be subject to a Litter Abatement Order or a Litter Abatement Notice under sections 91 and 92 of the EPA.

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5.18 In view of this, we queried whether the different service areas were aware of the duties and implications of the Code of Practice in terms of cleanliness standards and response times.

5.19 We had already established that the ALMOs had introduced their own service standards to reflect local priorities. Whilst they are still aware of the Code of Practice, it was explained that, generally, the ALMOs have found it difficult to achieve the grade A cleanliness standard set out within the Code and have also found difficulties in meeting the specified response times when dealing with referrals or complaints.

5.20 In relation to Parks and Countryside, we noted that the standards in place for the management of parks go beyond the statutory EPA cleanliness standards. This is because the Green Flag Award, which is the national standard for parks and green spaces, requires wider considerations such as signage, information, conservation and horticultural standards in addition to cleanliness. A key performance indicator included in the Leeds Local Agreement is 'the percentage of parks and countryside sites assessed internally that meet the Green Flag criteria', and includes a sample of all sites managed by

the service including local green space.

5.21 We learned that Education Leeds was also aware of the Code of Practice and that a handbook had been produced for all schools setting out the standards expected of them in line with the Code. With PFI schools, it was also highlighted that as part of the contract, there would be clear performance standards in relation to the school site and that penalties would often apply when such standards are not maintained.

5.22 In view of the current fragmented approach towards street cleaning services, it is vital that each of the different service areas continue to remind the relevant staff of the minimum standards of cleanliness expected from the Council in line with the Code of Practice.

5.23 However, as the accountable body, we believe that all employees and Members of the Council should also be made aware of these standards and encouraged to report any street cleaning or other environmental problems across the city.

5.24 There is also a clear need for the Council to communicate better with the public about such standards in order to address differing views of the public in

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terms of their expectations of services.

5.25 We therefore recommend that the Council uses the Code of Practice to produce a Charter for Leeds that clearly sets out the statutory duties of the Council and other duty bodies for keeping land free of litter and refuse and, in particular, sets out the minimum standard of street cleanliness that the public can expect to see across the city. This Charter could then be referred to whenever it was felt that this minimum standard was not being met.

Recommendation 4

That the Council uses the Code of Practice for Litter and Refuse 2006 to produce a Charter for Leeds that clearly sets out the statutory duties of the Council and other duty bodies for keeping land free of litter and refuse and also the minimum standard of street cleanliness that the public can expect to see across the city.

6. Gathering more local baseline data around street cleanliness needs

6.1 Whilst the performance data gathered as part of the National Indicator 195 is considered a robust measure of performance from a city-wide perspective, we recognise the value of gathering

baseline data on a more local level too.

6.2 During our inquiry, references were made to the successes behind local Environmental Action Teams, Local Area Management Plans (LAMPs) and Intensive Neighbourhood Management (INM) programmes in terms of focusing on the needs of a local area and thus making marked improvements in terms of the street cleaning services provided.

6.3 We also learned that the Council had adopted the District Local Environmental Quality Survey (DLEQS) within areas of Intensive Neighbourhood Management (INM), where the focus is on improving services in the most deprived communities in the city.

6.4 The DLEQS is adapted from a national survey and reports factually on selected environmental standards prevailing within a particular area. It monitors cleansing issues (litter, detritus, leaf fall); cleansing related issues (weeds and staining of roads); environmental crime (flytipping, flyposting and graffiti); litter bins and waste placed out for collection; landscaped areas (litter and maintenance); grading of environmental elements; and

Conclusions and Recommendations



the location of problems within the transect.

- 6.5 Within the INM areas, every street had been surveyed and monitored. Whilst this proved to be a very complex and resource intensive exercise, such detailed survey data had meant that more accurate information was provided to enforcement and Streetscene services, enabling them to identify any need for targeted resources and education campaigns.
- 6.6 Whilst we welcome the Council's intentions to roll out DLEQS across the city, we learned that the level of resources required to carry out such detailed survey work has had a significant impact on the level of progress made.
- 6.7 In recognising that such detailed survey data would provide more accurate information and therefore enhance services in the long term, we do recommend that a detailed assessment of the full costs required to roll out DLEQS across the city is carried out within the next 6 months and brought back to Scrutiny for consideration.

Recommendation 5
That the Director of Environment and Neighbourhoods commissions a detailed assessment of the full costs required to roll out DLEQS across the city and reports the findings back to Scrutiny within the next 6 months.

7. Developing robust monitoring mechanisms

- 7.1 As well as achieving more accurate baseline data at a local level, we also identified a need for more robust monitoring of street cleaning services.
- 7.2 ENCAMS explained that the key element to success is to establish a robust monitoring system that everyone can link into.
- 7.3 As street cleaning services are judged purely on outcomes in terms of performance measures and not inputs, we understand that officers and operatives are now encouraged to exercise their discretion to determine levels of street cleanliness to allow for greater flexibility within the service to be responsive to specific areas of need.
- 7.4 Whilst we acknowledge the cost effective benefits of adopting a more responsive approach to street cleaning that is based around outputs and targeting particular hotspots, we are concerned that such an approach does not appear to be backed up with a robust monitoring and recording mechanism.
- 7.5 Whilst Area Managers are responsible for carrying out their

Conclusions and Recommendations



own quality checks in relation to street cleaning services, which would involve visiting staff and conducting spot checks, they are covering large areas of the city and street cleaning supervision is just one of a number of their duties.

- 7.6 We believe that many residents judge the effectiveness of street cleaning services on what they see on the streets and not necessarily on the outcomes achieved. In view of this, if decisions about cleansing needs are not being monitored and recorded systematically, this causes difficulties for services to provide categorical evidence of when a particular street or area had last been assessed and cleaned. We believe that such an audit trail is vital to demonstrate where best value is being achieved by services.

Recommendation 6
That the Director of Environment and Neighbourhoods ensures that robust monitoring and recording mechanisms are put in place for all street cleaning services to link into in order to produce a audit trail of when a particular street or area had last been assessed and cleaned.

- 7.7 In view of such discretionary responsibilities, we learned that managers and operatives have

taken part in a training course to make them aware of minimum cleanliness standards.

- 7.8 However, we recommend that such training forms part of the formal induction programme for all staff responsible for keeping land clear from litter and refuse in accordance with the Environmental Protection Act 1990.

Recommendation 7
That the Director of Environment and Neighbourhoods ensures that training around minimum cleanliness standards is included as part of the formal induction programme for all staff responsible for keeping land clear of litter and refuse in accordance with the Environmental Protection Act 1990 .

8. Review of cleansing schedules

- 8.1 In adopting a more responsive approach to street cleaning, we learned that cleansing schedules are only used as a guideline to determine minimum cleansing frequencies.
- 8.2 However, in acknowledging that the Council's current cleansing schedule was formulated using historical data, we do recommend that a review of the schedule is conducted to ensure that correct minimum cleansing frequencies are being set across

Conclusions and Recommendations



the city and also reflects areas of priority in terms of cleanliness needs.

Recommendation 8

That the Director of Environment and Neighbourhoods conducts a review of the current cleansing schedule to ensure that correct minimum cleansing frequencies are being set across the city and also reflects areas of priority in terms of cleanliness needs.

9. Dealing with obstructions to street sweeping operations.

- 9.1 We recognised that one of the most common problems raised by the public during our inquiry was around on-street parked cars obstructing street sweeping operations.
- 9.2 The gutters of most kerbed roads are mechanically swept using a road sweeping vehicle. This removes any grit, litter and general dirt that has accumulated in the gutter. We therefore understand the frustrations of street cleaning operatives and also residents when the effectiveness of this mechanical sweeping is limited by on-street parked cars.
- 9.3 However, unless these cars are parked illegally, we understand that both the Council and the

Police have limited enforcement powers to restrict such parking. We therefore noted that such problems would need to be addressed by working with residents and gaining their co-operation to minimise obstructions during street cleaning operations.

- 9.4 In view of this, we recommend that the Director of Environment and Neighbourhoods explores all possible routes of addressing the problem of on-street parked cars to help minimise obstructions to effective street cleaning operations. In addition, we would advise that the Director also brings this matter to the attention of the Transport Minister and requests that consideration be given to introducing enforcement powers that will enable local authorities to minimise the obstructions caused by on-street parked cars.
- 9.5 We would like an update report on this issue to be brought back to Scrutiny within 6 months.

Recommendation 9

(i) That the Director of Environment and Neighbourhoods explores all possible routes of addressing the problem of on-street parked cars to help minimise obstructions to effective street cleaning operations.

Conclusions and Recommendations



Recommendation 9 (continued)

- (ii) That the Director of Environment and Neighbourhoods writes to the Transport Minister requesting that consideration be given to introducing enforcement powers that will enable local authorities to minimise obstructions to street cleaning operations caused by on-street parked cars.
- (iii) That an update report on this issue is brought back to Scrutiny within 6 months.

10. Changing public behaviour towards littering

- 10.1 As part of our inquiry, particular emphasis was made around changing public behaviour and educating people not to drop litter by making them aware of the penalties that can be incurred as a result.
- 10.2 We noted that enforcement services do link in closely with Streetscene services and acknowledge the successful work of the enforcement team, particularly in terms of enforcing matters relating to transient groups across the city and also the numbers of successful prosecutions in relation to flytipping.

10.3 However, research by ENCAMS (2006) showed that littering was deemed to be acceptable when an individual's sense of personal responsibility had been taken away because everyone else was doing it. It was considered most acceptable to drop litter when an area was already dirty and run-down, but not when it was tidy and presentable. It was considered most excusable to drop litter when everyone else was doing it, but not when in respectable company.

10.4 During our inquiry, particular reference was made to a number of known hotspot areas across the city, such as Headingley, Hyde Park and Holbeck, which are densely populated and also often include temporary residents such as students.

10.5 Due to the intensive nature of the work experienced in hotspot areas across the city, there is a clear need for more targeted enforcement and education campaigns to be carried out in these areas.

10.6 However, where particular hotspot areas are targeted with more intensive resources, it is important to ensure that other areas across the city do not receive a reduced service as a consequence of this and that they too are receiving sufficient

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enforcement and education resources.

10.7 Importance was also placed on targeting certain types of businesses, such as 'food on the go' establishments, where litter problems can clearly be traced back to those establishments.

10.8 We therefore recommend that the Director of Environment and Neighbourhoods produces an action plan within the next 6 months for delivering street cleaning enforcement and education campaigns across the city and particularly within known hotspot areas.

Recommendation 10
That the Director of Environment and Neighbourhoods produces an action plan within the next 6 months for delivering street cleaning enforcement and education campaigns across the city and particularly within known hotspot areas.

10.9 We would hope that a Charter for Leeds will help towards educating people more generally about expected standards of cleanliness across the city and promote a sense of responsibility amongst communities.

10.10 However, we believe that communication links with the public could also be improved by

services linking into the community engagement plans of the Area Committees and also their joint tasking arrangements, which also encourages closer working with key partners.

Recommendation 11
That all street cleaning services link into the community engagement plans of the Area Committees to help improve their communication links with the public.

10.11 Area Committees generally would benefit from receiving more information in relation to the street cleaning services provided in their respective areas. Such information should include clarification of the different street cleansing services they could expect to receive within their areas along with details of work schedules indicating at least the minimum frequencies for service provisions.

10.12 Whilst acknowledging that the service has adopted a more responsive approach which encourages officers and operatives to exercise their discretion to determine levels of street cleanliness and service need, Area Committees would also benefit from understanding how such decisions are made and subsequently monitored.

Conclusions and Recommendations



10.13 We believe that Area Committees should also be receiving performance data on a regular basis to demonstrate how services are performing. This should include information about their respective Community Action Services Teams (CAST) or Community Pride Teams to ensure that these are being utilised effectively and are responsive to the needs of the Area Committees.

10.14 We also suggest that where Area Committees are currently holding themed debates as part of their meeting cycles, one of the themes could be around environmental cleanliness and could be used as an opportunity to open up a dialogue with other key stakeholders, in particular with local Town and Parish Councils.

10.15 In developing closer working links with local Town and Parish Councils, this would help existing services to further engage with local residents and maximise on such a valuable resource, particularly as some Town and Parish Councils have previous experience of the inspection regimes for street cleanliness.

10.16 Taking on board the above issues we have raised, we recommend that the Director of

Environment and Neighbourhoods works with Area Committees and local Town and Parish Councils to produce an action plan within the next 6 months aimed at strengthening their links with the Council's street cleaning services and also maximising resources in terms of engaging with the public.

Recommendation 12

That the Director of Environment and Neighbourhoods works with Area Committees and local Town and Parish Councils to produce an action plan within the next 6 months aimed at strengthening their links with the Council's street cleaning services and also maximising resources in terms of engaging with the public.

Recommendation 13

That the Director of Environment and Neighbourhoods ensures that Area Committees receive regular street cleaning performance data. This should include information about their respective Community Action Services Teams (CAST) or Community Pride Teams to ensure that these are being utilised effectively and are responsive to the needs of the Area Committees.

10.17 We also recognise the value of working more closely with local community groups involved in championing environmental

Conclusions and Recommendations



cleanliness issues as they too are a valuable resource in terms of monitoring cleanliness standards across communities.

- 10.18 We understand that in the past, the Council has commissioned ENCAMS to conduct training with community groups to enable them to make assessments and work with ENCAMS to come back to Leeds City Council with outcomes and actions. Whilst we acknowledge that at that time there was little interest expressed by community groups for such training, we would recommend that the Council remains proactive in engaging with local community groups and continues to offer such assessment training to these groups. We would also recommend that such training opportunities are offered to local Town and Parish Councils too.

Recommendation 14

- (i) That the Council remains proactive in engaging with local community groups and continues to offer training which will enable such groups to carry out street cleanliness assessments.**
- (ii) That such training opportunities are offered to local Town and Parish Councils too.**

11. Making street cleaning a priority for Leeds

- 11.1 We know that Leeds' performance in terms of street cleanliness is considered average when compared to other comparable core cities, yet Leeds has one of the lowest spends per head of population.
- 11.2 We fully appreciate that existing street cleaning services do the best job they can with the resources available. However, it is clear that significant additional resources are required in order to deliver a standard of service that meets with the expectations of all residents in Leeds.
- 11.3 We also recognise that in order for Leeds to compete with other core cities in attracting new developers and investors to the city, particularly within the current economic climate, then it needs to demonstrate to such developers and investors that Leeds is a clean and vibrant city for which they and their staff would wish to come and work and live.
- 11.4 Street cleaning therefore needs to be regarded as a priority for further improvement and investment.

Evidence



Monitoring arrangements

Standard arrangements for monitoring the outcome of the Board's recommendations will apply.

The decision-makers to whom the recommendations are addressed will be asked to submit a formal response to the recommendations, including an action plan and timetable, normally within two months.

Following this the Scrutiny Board will determine any further detailed monitoring, over and above the standard quarterly monitoring of all scrutiny recommendations.

Reports and Publications Submitted

- Report of the Chief Officer for Environmental Services presenting evidence in line with session one of the Board's Inquiry – September 2008
- Strategic Summary of the Code of Practice on Litter and Refuse 2006
- Report of the Head of Scrutiny and Member Development presenting a summary report of the working group – 13th October 2008
- Report of the Head of Scrutiny and Member Development presenting a summary report of the working group – 8th December 2008
- Report of the Head of Scrutiny and Member Development presenting a summary report of the working group – 9th February 2009
- Summary report of the working group meeting held on 14th March 2009
- Summary table of the issues raised within the public letters
- Litter and the Law. A guide for the public. ENCAMS.
- Litterbugs. How to deal with the problem of littering. Policy Exchange. March 2009.

Evidence



Witnesses Heard

- Councillor David Blackburn, Chair of the West (Outer) Area Committee
- Dave Richmond, Area Manager, South East Leeds
- Steve Crocker, Area Manager, West and North West Leeds
- Rory Barke, Area Manager, North East Leeds
- Stephen Smith, Head of Environmental Services
- Claire Warren, Chief Executive, West North West Homes Leeds
- Phil Hirst, Housing Services Development Manager, Aire Valley Homes Leeds
- Mike Holdsworth, Operations Manager, Aire Valley Homes Leeds
- Tony Saynor, Head of Estate and Support Services, East North East Homes Leeds
- Brian Johnson, Director of Strategic Projects, ENCAMS
- James Holmes, ENCAMS
- Andrew Mason, Chief Environmental Services Officer
- Graham Wilson, Head of Environmental Action & Parking
- Phillip Turpin, Principal Projects Officer, Environmental Services
- Graham Little, Principal Manager (Environmental Services), West North West Homes Leeds
- Sean Flesher, Acting Head of Parks and Countryside
- Alex MacLeod, Programme Manager, Education Leeds

Dates of Scrutiny

- 8th September 2008 – Scrutiny Board meeting (agree inquiry terms of reference)
- 24th September 2008 – Scrutiny Working Group Meeting
- 13th October 2008 – Scrutiny Board Meeting
- 24th November 2008 – Scrutiny Working Group Meeting
- 8th December 2008 – Scrutiny Board Meeting
- 14th January 2009 – Scrutiny Working Group Meeting
- 9th February 2009 – Scrutiny Board Meeting
- 12th March 2009 – Scrutiny Working Group Meeting
- 11th May 2009 – Scrutiny Board Meeting (agree final inquiry report)

Environment & Neighbourhoods**Response to the Scrutiny Board (Environment and Neighbourhoods) recommendations following the inquiry into Street Cleaning**

Recommendation	Response
<p>Recommendation 1 That the Director of Environment and Neighbourhoods conducts a piece of research over the next 6 months to determine the wider implications, including any consequential management arrangements, and potential costs involved in bringing the Council's responsibilities under the Environmental Protection Act for keeping land clear of litter and refuse into one single service area. That the findings of this research is brought back to Scrutiny for consideration.</p>	<p>The Director agrees to this recommendation and will report back on the general principles outlined in the recommendation, as well as the detailed issues in relation to any changes to management and financial arrangements as appropriate. However, in terms of this recommendation the Director does not envisage that it will include any of the contained land owned by the Council such as parks (including recreational/amenity open spaces) and school grounds (currently covered by formal maintenance agreements).</p>
<p>Recommendation 2 That unless the research findings from recommendation 1 identifies clear reasons not to, then</p> <p>(i) the Executive Board supports the principle of having one single service area responsible for undertaking the Council's duty to keep the city clean.</p> <p>(ii) the Director of Environment and Neighbourhoods produces an action plan within 6 months aimed at bringing the Council's responsibilities under the Environmental Protection Act for keeping land clear of litter and refuse into one single service area.</p>	<p>(i) The Director feels that it would be more appropriate to await the outcome of the work mentioned in Recommendation 1 before producing an action plan as recommended here.</p>

Recommendation	Response
<p>Recommendation 3 That the Director of Environment and Neighbourhoods conducts an urgent piece of work aimed at strengthening communication links between the different street cleaning service areas and reports back to Scrutiny within 3 months.</p>	<p>The Director agrees with this recommendation and will bring a report back to a future meeting of the Scrutiny Board outlining current arrangements for communication between the various service areas within the Council. In terms of longer-term arrangements again, it is thought more appropriate to await the outcome of piece of work suggested in recommendation 1.</p>
<p>Recommendation 4 That the Council uses the Code of Practice for Litter and Refuse 2006 to produce a Charter for Leeds that clearly sets out the statutory duties of the Council and other duty bodies for keeping land free of litter and refuse and also the minimum standard of street cleanliness that the public can expect to see across the city.</p>	<p>The Director agrees with this recommendation and in addition, feels that the charter could include additional information in terms of how the Council actually intends to fulfill its duty under the Code of Practice, for example, information can be given on proposed cleansing arrangements including use and types of machinery etc. It may also be the case that in some areas the minimum standards required by the Code of Practice are felt to be inadequate and need to be enhanced – where this is the case this will be pointed out.</p>
<p>Recommendation 5 That the Director of Environment and Neighbourhoods commissions a detailed assessment of the full costs required to roll out DLEQS across the city and reports the findings back to Scrutiny within the next 6 months.</p>	<p>The Director agrees with this recommendation and in addition to identifying the costs of rolling-out the DLEQ'S survey, we will also outline the benefits in terms of service improvements and efficiencies that can be delivered.</p>

Recommendation	Response
<p>Recommendation 6 That the Director of Environment and Neighbourhoods ensures that robust monitoring and recording mechanisms are put in place for all street cleaning services to link into in order to produce a audit trail of when a particular street or area had last been assessed and cleaned.</p>	<p>All scheduled street cleaning activities are currently identified on area-based paper maps that are allocated to street cleaning crews on a daily basis. Upon completion of work, these maps are returned identifying all streets that have been visited and cleaned, or by exception, where this is not the case, with additional information. This would allow an audit to be undertaken in response to specific queries.</p> <p>The service is currently looking at the potential for new technology to provide a more immediate and useable record of schedule sweeping activities and will report on progress to the Scrutiny Board as part of responding to its recommendations.</p>
<p>Recommendation 7 That the Director of Environment and Neighbourhoods ensures that training around minimum cleanliness standards is included as part of the formal induction programme for all staff responsible for keeping land clear of litter and refuse in accordance with the Environmental Protection Act 1990 .</p>	<p>The Director agrees with this recommendation.</p>
<p>Recommendation 8 That the Director of Environment and Neighbourhoods conducts a review of the current cleansing schedule to ensure that correct minimum cleansing frequencies are being set across the city and also reflects areas of priority in terms of cleanliness needs.</p>	<p>The Director agrees with this recommendation and sees it as an important part of providing clear information to the public and other bodies, e.g. Area Committees, in relation to what standards they can expect with regard to street cleaning.</p>

Recommendation	Response
<p>Recommendation 9 (i) That the Director of Environment and Neighbourhoods explores all possible routes of addressing the problem of on-street parked cars to help minimise obstructions to effective street cleaning operations.</p> <p>(ii) That the Director of Environment and Neighbourhoods writes to the Transport Minister requesting that consideration be given to introducing enforcement powers that will enable local authorities to minimise obstructions to street cleaning operations caused by on-street parked cars.</p> <p>(iii) That an update report on this issue is brought back to Scrutiny within 6 months.</p>	<p>(i) The Director agrees with this recommendation and in the first instance, this will involve detailed discussions between colleagues within Environmental Services, Highway Services and West Yorkshire Police.</p> <p>(ii) Following the discussions in relation to recommendation 9(i) above, the Council will submit a request to the Transport Minister outlining current problems within Leeds and seeking support and guidance on ways to minimise obstructions preventing effective street cleaning operations being carried out.</p> <p>(iii) The Director agrees with this part of the recommendation.</p>
<p>Recommendation 10 That the Director of Environment and Neighbourhoods produces an action plan within the next 6 months for delivering street cleaning enforcement and education campaigns across the city and particularly within known hotspot areas.</p>	<p>The Director agrees with this recommendation, and can confirm that work in this area has already begun working with a range of groups to spread the dual messages of education and enforcement.</p>
<p>Recommendation 11 That all street cleaning services link into the community engagement plans of the Area Committees to help improve their communication links with the public.</p>	<p>The Director agrees with this recommendation, and can confirm that work has already begun by presenting reports to all Area Committees earlier on this year, asking for suggestions as to how Area Committees can influence street cleaning services in their areas.</p>

Recommendation	Response
<p>Recommendation 12 That the Director of Environment and Neighbourhoods works with Area Committees and local Town and Parish Councils to produce an action plan within the next 6 months aimed at strengthening their links with the Council's street cleaning services and also maximising resources in terms of engaging with the public.</p>	<p>The Director agrees with the recommendation.</p>
<p>Recommendation 13 That the Director of Environment and Neighbourhoods ensures that Area Committees receive regular street cleaning performance data. This should include information about their respective Community Action Services Teams (CAST) or Community Pride Teams to ensure that these are being utilised effectively and are responsive to the needs of the Area Committees.</p>	<p>The Director agrees with this recommendation, and with reference to recommendation 11 above, is already working with Area Committees to determine the type and format of information that they will need.</p>
<p>Recommendation 14 (i) That the Council remains proactive in engaging with local community groups and continues to offer training which will enable such groups to carry out street cleanliness assessments. (ii) That such training opportunities are offered to local Town and Parish Councils too.</p>	<p>The Director agrees with both parts of this recommendation, and would comment that there are clear links here between comments made in relation to recommendations 10, 11 and 12 above. It is proposed to work with established national interest groups, e.g. Keep Britain Tidy Group, to ensure that we use the most appropriate and up-to-date communication arrangements available to us. There may be resource implications in doing some of the work outlined, and these will be determined and reported on in due course.</p>

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Originator: A Brogden

Tel:2474553

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 14th September 2009

Subject: Inquiry into Recycling – Draft Terms of Reference

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 In June 2009, the Board agreed to conduct an inquiry into Recycling following a referral made by the Executive Board Member for Environmental Services. The Board decided to establish a working group to consider the scope of this inquiry and to bring draft terms of reference back to this meeting.
- 1.2 The working group met on 11th August 2009 and draft terms of reference are attached for the Board's consideration.

2.0 Views of the director and executive member

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

3.0 Recommendation

- 3.1 The Board is requested to agree the terms of reference for its forthcoming inquiry into Recycling.

Background Papers

None

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SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

INQUIRY INTO RECYCLING

DRAFT TERMS OF REFERENCE

1.0 Introduction

- 1.1 It is clear that more people are becoming increasingly aware of the environmental threat posed by the vast quantities of waste that is produced each year. Leeds City Council continues to improve its performance for the percentage of household waste sent for reuse, recycling and composting and is already on course to meet and exceed its 2009/10 year end target of 33.94%. Whilst recycling has become a part of every day life for many people, it is recognised both locally and nationally that further action is still required to divert waste away from landfill. One of the key aims set out within the Leeds Integrated Waste Strategy 2005-2035 is to achieve a combined recycling and composting rate of greater than 50% by 2020.
- 1.2 Recycling continues to be an area of interest for Scrutiny. The former City Services Scrutiny Board conducted an in-depth inquiry into Recycling back in 2004/2005 and more recently the Young People's Scrutiny Forum conducted an inquiry which was focused around 'Protecting our Environment'.
- 1.3 Scrutiny has also continued to monitor the Council's progress in implementing the Leeds Integrated Waste Strategy 2005-2035, which sets out its aims to reduce the impact of waste management on the environment and significantly reduce the amount of waste going to landfill.
- 1.4 However, in June 2009 the Environment and Neighbourhoods Scrutiny Board received a referral from the Executive Board Member for Environmental Services to conduct a further inquiry into Recycling which focuses on improving the long term recycling infrastructure for Leeds.
- 1.5 Whilst acknowledging that over 90% of residents have access to kerbside recycling, it was highlighted that there is significant scope for improvement by improving the recycling infrastructure and making recycling facilities more accessible to everyone. Based around the principle that 'one size does not fit all', the focus of this particular Scrutiny inquiry will be to explore the different options available for collecting recyclables, taking into account the diverse range of communities and housing types that exist in Leeds, but also the aim is to produce high quality material streams to encourage the long term development and sustainability of secondary material industries.

- 1.6 Whilst the potential for collecting more materials as part of the kerbside collection was raised as a particular issue, it was highlighted to the Scrutiny Board that a full options appraisal is currently being undertaken for food waste collections and that the outcome of this particular work will be reported separately to a future meeting of the Scrutiny Board. It was noted that a full options appraisal is also required to determine the most effective and best value for money collection method for glass. The Scrutiny Board also acknowledged that the Leeds Integrated Waste Strategy Action Plan was in the process of being updated and will therefore be brought to a future meeting of the Scrutiny Board for consideration.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:

- Details of the current range of recycling facilities/methods available across the city (including kerbside collection, drop-off sites and Waste Sorting Sites) and the advantages and limitations of each;
- Identifying specific areas across the city which do not have access to appropriate and convenient recycling facilities;
- The challenges presented by different property types, particularly flats, back to back properties, terrace housing and any other property types that have limited access to recycling facilities;
- Examples of other recycling facilities/methods used outside of Leeds and the potential cost implications for adopting these across the city;
- Regional and national approaches towards recyclable collection methods, with specific reference to the role of DEFRA and WRAP (The Waste & Resources Action Programme is a not-for-profit company supported by funding from DEFRA, the DTI and the devolved administrations of Scotland, Wales and Northern Ireland. It is working to promote sustainable waste management by creating stable and efficient markets for recycled materials and products)
- The relationship between Environment and Neighbourhoods and City Development to ensure that future recycling service proposals are reflected in planning policy and guidance;
- The role of the Council in ensuring that developers are making adequate provision for recycling within their planning proposals.

3.0 Comments of the relevant Director and Executive Member

3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member will be sought and incorporated where appropriate into these Terms of Reference.

4.0 Timetable for the inquiry

4.1 The Inquiry will take place over a number of sessions. These sessions will involve working group meetings and site visits which will provide flexibility for the Board to gather and consider evidence that will aid the discussions during the public Board meetings.

4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Dates for the working group meetings are to be arranged.

5.2 Session one – November 2009

To consider evidence in relation to the following areas:

- Details of the current range of recycling facilities/methods available across the city (including kerbside collection, drop-off sites and Waste Sorting Sites) and the advantages and limitations of each;
- Identifying specific areas across the city which do not have access to appropriate and convenient recycling facilities;
- The challenges presented by different property types, particularly flats, back to back properties, terrace housing and any other property types that have limited access to recycling facilities;

5.3 Session two – January 2010

To consider evidence in relation to the following areas:

- Examples of other recycling facilities/methods used outside of Leeds and the potential cost implications for adopting these across the city;
- Regional and national approaches towards recyclable collection methods, with specific reference to the role of DEFRA and WRAP (The Waste & Resources Action Programme is a not-for-profit company supported by funding from DEFRA, the DTI and the devolved administrations of Scotland, Wales and Northern Ireland).

It is working to promote sustainable waste management by creating stable and efficient markets for recycled materials and products)

5.4 Session three – February 2010

- The relationship between Environment and Neighbourhoods and City Development to ensure that future recycling service proposals are reflected in planning policy and guidance;
- The role of the Council in ensuring that developers are making adequate provision for recycling within their planning proposals

5.5 Session four – April 2010

- To agree final report

6.0 Witnesses

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

- Director of Environment and Neighbourhoods
- Director of City Development
- Executive Member for Environmental Services
- Head of Waste Management
- Chief Officer, Environmental Services
- Representative from DEFRA
- Representative from the Waste Regional Advisory Group (WRAG),
- Representative from WRAP

7.0 Site visits

7.1 As part of the inquiry, the following site visits will be undertaken by Board Members:

Martins Material Recycling Facility (MRF)
Sample of Household Waste Collection sites across the city
Other leading local authorities in recycling, for example, Manchester

8.0 Post inquiry report monitoring arrangements

7.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

7.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

9.0 Measures of success

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

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Originator: A Brogden

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 14th September 2009

Subject: Inquiry into Asylum Seeker Case Resolution – Formal Response

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 During 2008/2009, the Scrutiny Board (Environment and Neighbourhoods) conducted an Inquiry into Asylum Seeker Case Resolution and published its report in May 2009. The Board's report is attached as Appendix 1.
- 1.2 It is the normal practice to request a formal response from the relevant Directorate(s) and other relevant external organisations to the Board's recommendations, once a report has been published.
- 1.3 On 22nd July 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. Written responses to the Board's recommendations were also provided by the UK Border Agency and the Yorkshire and Humber Regional Migration Partnership.
- 1.4 The attached chart (appendix 2) details the response of the Environment and Neighbourhoods Directorate, the UK Border Agency and the Yorkshire and Humber Regional Migration Partnership.
- 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) Inquiry Report on Asylum Seeker Case Resolution. May 2009.

Asylum Seeker Case Resolution

Scrutiny Inquiry Report

Introduction and Scope



1. Introduction

1.1 In July 2006 the Home Secretary made a statement to clear a backlog of 450,000 legacy records relating to pre April 2007 unresolved asylum cases by July 2011.

1.2 The priorities for this case resolution programme was to focus on those who pose a risk to the public, those who could more easily be removed, those in receipt of UK Border Agency (UKBA) support and those who may be granted leave to remain.

1.3 The programme was initially to be undertaken over several tranches. The first tranche began in October 2007 and focused on supported family cases over 4 years old. This was due to be completed by March 2008. There were approximately 1,060 families in the first tranche in Yorkshire & Humberside, with 279 of these being in Leeds. This made up a total of 981 individuals, with approximately 95% of all these cases being resolved through the granting of status. However, for Leeds this time frame had slipped and we learned at the start of our inquiry that approximately 5% of the original cohort were still awaiting resolution. We

understand that these have all now been resolved.

1.4 The UKBA have now taken a decision to not proceed in tranches that focus on specific groups and instead will be resolving records on an ongoing basis across all family structures and support mechanisms.

1.5 Concerns about the overall management and potential impact of the case resolution programme on Council services and on the city as a whole were brought to the attention of the Scrutiny Board by the Executive Member for Neighbourhoods and Housing at the beginning of the municipal year. We therefore agreed to investigate this matter further.

2.0 Scope

2.1 The purpose of our inquiry was to make an assessment of and, where appropriate, make recommendations on the following areas:

- Assess the impact of positively resolved cases upon housing provision by the authority and the private rented sector;
- Assess the impact of the case resolution process upon homelessness figures;

Introduction and Scope

- Consider the details of the Government's case resolution policy and process in a Leeds and wider regional context;
- Assess the possible service requirements as the case resolution process develops;
- Consider the impact of case resolution on the placement of asylum seekers across the city and explore links with existing community cohesion policies.

2.2 As well as meeting with internal officers to discuss the impact of the case resolution programme from the Council's perspective, we also recognised the need to meet with other key external partners involved in driving forward and managing the programme on a wider scale. This would enable Scrutiny to understand their roles and also allow them the opportunity to raise any particular issues.

2.3 We therefore welcomed the involvement of the UK Border Agency and the Yorkshire and Humber Regional Migration Partnership in our inquiry. We were also pleased to learn that, to their knowledge, Leeds is the first local authority in the region to conduct an inquiry into the case resolution programme.

Our inquiry was therefore welcomed.

2.4 The target set by the government to clear the backlog of legacy records by July 2011 clearly places additional pressures on local authorities to respond accordingly. Whilst we are very confident in the skills and commitment of officers within the Council to manage such pressures, our inquiry has demonstrated a wider need for all key partners to work more closely together in order to achieve this for Leeds and across the region and therefore many of our recommendations are focused around strengthening such partnership working in the future.

Conclusions and Recommendations



3.0 The need for more accurate local baseline data

3.1 At the beginning of our inquiry, we were informed that the initial information provided by UKBA had indicated that there are approximately 3500 records for Leeds which will require resolution before 2011. However, the term 'records' was very significant as we learned that this was not necessarily referring to individuals. These records could relate to families and therefore involve more than 3500 individuals.

3.2 We also noted that these figures do not necessarily relate to actual cases either and that the work undertaken so far during this programme projects that more than 40% of these records will be either "ghosts" (those individuals who cannot be located by UKBA and are believed to be no longer residing in the UK), duplicates, or administrative errors.

3.3 After learning about the Council's experience in dealing with the initial family tranche, it was evident that more accurate baseline data on cases to be resolved as part of the case resolution programme, including projections of likely resolutions and timeframes, would have enabled the Council to assess the impacts upon housing

provision and homelessness figures and plan the management of these cases more effectively.

3.4 We acknowledge that the majority of these legacy cases will have already been determined and are therefore now awaiting final resolution. However, in view of the potential for cases to be identified as "ghosts", duplicates or administrative errors, particular importance was placed on UKBA sharing its projections around likely resolutions and timeframes with local authorities.

3.5 At the beginning of our inquiry, we noted that requests for detailed projections and core information from UKBA were still being greeted with a reluctance to share due to data protection concerns. We therefore raised this issue with UKBA during our inquiry.

3.6 Representatives from UKBA explained that from an operational perspective, it was imperative for them to ensure the accuracy of such data before it is shared with local authorities. Whilst it was highlighted that UKBA had started to share this information with the Yorkshire and Humber Regional Migration Partnership, there was an acknowledgement

Conclusions and Recommendations



that UKBA needed to work more closely with the Council in providing all necessary information that will assist in the management and future planning of these cases.

3.7 In relation to the data protection concerns that were raised with the Council, UKBA explained that this should not be an issue and again gave a commitment to ensuring that every effort would be made to provide projections and planning information to local authorities.

3.8 However, at the time of concluding our inquiry we learned that UKBA had still not provided the information requested. In view of this, we recommend that the Regional Director of the UK Border Agency ensures that accurate baseline data on cases to be resolved as part of the case resolution programme is provided directly to the Council as a matter of urgency, as well as details around projections of likely resolutions and timeframes.

3.9 We also recommend that the Director of Environment and Neighbourhoods proactively pursues any delays in receiving this information on behalf of the Council and for Scrutiny to also be kept informed of any data quality issues in future.

Recommendation 1

That the Regional Director of the UK Border Agency ensures that accurate baseline data on cases to be resolved as part of the case resolution programme is provided directly to the Council as a matter of urgency.

Recommendation 2

That the Regional Director of the UK Border Agency ensures that details around projections of likely resolutions and timeframes are shared with the Council regularly to allow officers to assess potential impacts and plan the management of these cases more effectively.

Recommendation 3

That the Director of Environment and Neighbourhoods proactively pursues any delays in receiving the baseline data and projection details with the UK Border Agency on behalf of the Council in future.

Recommendation 4

That Scrutiny is kept informed of any data quality issues relating to the case resolution programme in future and receives annual update reports on this matter.

Conclusions and Recommendations



4.0 Allowing sufficient time and resources for the Council to deal with referred cases.

4.1 As well as receiving accurate baseline data and projection details, the Council should also be given sufficient time and, where necessary, additional resources to manage any referred cases effectively.

4.2 Whilst we acknowledge the UKBA decision to resolve case resolution records on an ongoing basis and not to proceed in tranches that focus on specific groups, we would still expect to see a phased approach adopted for all case referrals in order to allow sufficient time for the Council to respond accordingly without undue pressure. This should also apply to other initiatives and programmes which local authorities are required to respond to, such as the New Asylum Model (NAM).

4.3 We understand that applications made after 5th March 2007 will now come within the NAM. The main objective of this model is to conclude an increasing proportion of asylum cases within six months leading to either integration or removal.

4.4 We noted that whilst UKBA are concluding about 60% of cases within the six month period, their target had now been increased

to conclude 75% of cases within six months by 31st December 2009.

4.5 During our inquiry, we were also made aware of the High Court judgement around Zimbabwean asylum applications, which stated that those individuals who are returned to Zimbabwe and are unable to demonstrate that they are supporters of, or loyal to, the Zimbabwe African National Union – Patriotic Front (ZANU-PF) would be at increased risk. We learned that UKBA were expected to deal with these cases as a priority and that the case resolution programme cases were to be resolved over the year to 31st March 2009. The UKBA regional teams were therefore assessing the numbers of cases that needed to be considered, which were thought to be around 322 across the region, and would liaise with local stakeholders, including the Council, once confirmed.

4.6 It was noted that in addition to the case resolution Zimbabwe cases, there would also be a cohort of Zimbabwe NAM cases to be resolved as a priority. However, these cases were separate to the normal NAM processes and therefore were not required to be resolved within the six month period.

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4.7 It was recognised that this enhanced programme would clearly place additional pressures on local authorities housing and homeless services which UKBA needed to take into account. At the time of concluding our inquiry, we were therefore pleased to learn that the Council had received information regarding grant claims for additional resources towards the management of these cases.

Recommendation 5
That the Council be given sufficient time and, where necessary, additional resources from the UK Border Agency to effectively manage any referred asylum seeker cases.

4.8 It was also brought to the attention of UKBA that the Council supports a large number of failed asylum seeker cases under the provisions within the National Assistance Act and Children Act due to them having depended children or satisfying the destitute plus criteria.

4.9 Whilst the Council had previously requested that UKBA prioritise these cases to relieve some of the local authority financial pressures, we learned that no further progress had been made. When we raised this issue during our inquiry,

UKBA agreed to work with the Council in chasing up these particular cases but highlighted that a large percentage of these should now have been resolved. However, at the time of concluding our inquiry, we again noted that no progress had been made.

4.10 In light of the Council's previous attempts to work with UKBA in ensuring that an early agreement on progressing these cases is sought, we recommend that a deadline of August 2009 be given to UKBA to resolve such cases. Where this is not achieved, we recommend that the Chief Executive of the Council writes to the Immigration Minister setting out the Council's concerns about the lack of progress made by UKBA in resolving these cases.

Recommendation 6
That a deadline of August 2009 be given to UKBA by the Council to resolve those case resolution asylum seeker cases which fall under the provisions within the National Assistance Act and Children Act.

Where this deadline is not achieved, we recommend that the Chief Executive of the Council writes to the Immigration Minister setting out the Council's concerns about the lack of progress made by UKBA in resolving such cases.

Conclusions and Recommendations



5.0 Acknowledging the role of the Yorkshire and Humber Regional Migration Partnership

5.1 We learned that the Yorkshire and Humber Regional Migration Partnership (YHRMP) is the new name for what used to be called the Yorkshire and Humberside Consortium for Asylum Seekers and Refugees. The Partnership is made up of Local Authorities, key regional agencies and other stakeholders working within the Yorkshire and Humberside region.

5.2 It was explained that the Partnership has a number of roles covering enabling, integration and central contract management. Funded by a grant from the UK Border Agency, the Partnership tries to ensure that agencies across the region provide appropriate and accessible advice, services and support for asylum seekers, unsuccessful asylum seekers, new refugees and migrant workers. Its activities therefore include a strategic leadership and co-ordination role; policy work; providing and sharing information; awareness raising; and encouraging and supporting organisations in the region to work together on issues and projects relating to asylum seekers, refugees and migrants.

5.3 Reference was also made to the Partnership's Strategic Migration Group (SMG) responsible for national and regional decisions that reflect the wider views of partners; policy work; and providing strategic leadership and advice for the region.

5.4 We therefore questioned how Elected Members are able to influence or share opinions around the strategy work of the SMG and was informed about the Yorkshire and Humber Local Authority Member Group. This was established last year and has representation from all Local Authorities in the region. Historically the focus has been very much on the 10 Local Authorities involved in the accommodation contract, but this group is currently being expanded to cover all 22 Local Authorities in the region. It was noted that the Leeds representative on this group is the Executive Member for Neighbourhoods and Housing. Any issues raised by this group are fed back to the SMG for consideration.

5.5 In view of the enabling role of the YHRMP, there is an expectation for UKBA to liaise closely with the Partnership's Strategic Migration Group about future initiatives so that any issues may be discussed and mechanisms put in place to help manage the

Conclusions and Recommendations



smooth running of such initiatives at both a regional and local level.

5.6 However, we learned that whilst information about such initiatives is always shared with the Partnership, issues have been raised in the past around the timing of receiving such information. Previously the Partnership has been given very little time to act upon the information received from UKBA before such initiatives are implemented.

5.7 It was also highlighted that the Partnership would often need to press UKBA to release more information to them regarding such initiatives and that sometimes even local authorities would find out information about certain initiatives before the Partnership.

5.8 In relation to the case resolution programme in particular, we were informed that as a region, the Partnership has written to Phil Woolas, Minister of State for Borders and Immigration, setting out their concerns about the overall impact of the programme on the region as a whole, as well as the restraints on resources to deliver the programme and the tight timescales in which to do so.

5.9 Whilst local authorities continue to value the role of the

Partnership as a representative body and intelligence research hub for the region, it is clear that UKBA also needs to acknowledge the effective role of the Partnership and to strengthen its communication links with the Partnership in future.

Recommendation 7
That the UK Border Agency acknowledges the effective role of the Yorkshire and Humber Regional Migration Partnership and strengthens its communication links with the Partnership in future.

6.0 Strengthening partnership working

6.1 As a result of our inquiry, we have identified a wider need for all key partners across the region to work more closely together in terms of sharing information, assessing potential impacts and planning the management of cases more effectively.

6.2 UKBA also acknowledged the importance of the policy division within the Home Office to work more closely with the operational division in ensuring that policies are deliverable and that all partners work more closely together to help address

Conclusions and Recommendations



any conflicting policies or concerns locally.

- 6.3 We were pleased to learn that from January 2009 all local authority areas were assigned a named Case Resolution Directorate case owner to which cases in each area will be allocated. The role of the case owner is to allow much closer working between local authorities and UKBA, enabling clearer communications and any issues or concerns to be addressed quickly and directly.
- 6.4 It was also highlighted that the first Local Immigration Team in the region was launched in Newcastle during January 2009 and that further Teams would be rolled out across the region between now and December 2011.
- 6.5 However, whilst acknowledging that communication links between the Council and UKBA are slowly beginning to improve due to the introduction of the case owner role, we noted from YHRMP that the feedback from other local authorities about the services received from the case owners was very inconsistent.
- 6.6 During our inquiry, we also acknowledged the difficulties in the relationship between the Council and the private providers contracted to provide

housing for asylum seekers across the city. These were based around the inherited problems of distribution (particularly in Leeds) and the reluctance of some private providers to fully engage with the local authority. One of the problems highlighted was around some private providers issuing notifications for failed asylum seekers to leave their property within the 28 day notice period but not informing the Council in advance of this notice to enable alternative plans to be put in place.

- 6.7 It was highlighted that the YHRMP also had little power over the private providers and whilst some providers are not as forthcoming as others, it continues to try and encourage more open dialogue between all relevant parties.
- 6.8 To assist in improving relationships, it was suggested that UKBA may wish to include within the contract specifications a statement clarifying that such providers are required to liaise with the local authority otherwise this would be seen as a breach of contract. However, UKBA highlighted that within its commercial division, there is a contracts team managing this process to ensure that providers

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are delivering to the terms set out within their contracts.

6.9 Overall, there was a general acknowledgement that partnership working is vital if we are to deliver on the case resolution programme, or any other initiatives, as a region.

6.10 We therefore recommend that the YHRMP takes a lead role on producing a joint action plan with the UK Border Agency, aimed at strengthening the communication links between all key partners across the region and that the Regional Director of the UK Border Agency plays a proactive role in overseeing the delivery of this action plan and reports back to the Strategic Migration Group on its delivery.

Recommendation 8
That the Yorkshire and Humber Regional Migration Partnership takes a lead role on producing a joint action plan with the UK Border Agency, aimed at strengthening the communication links between all key partners across the region and that the Regional Director of the UK Border Agency plays a proactive role in overseeing the delivery of this action plan and reports back to the Strategic Migration Group on its delivery.

7.0 Section 4 support

7.1 During our inquiry, particular reference was made to those asylum seekers in receipt of Section 4 support from the UKBA who qualify for the case resolution programme. We learned that Section 4 support is provided in the form of self catering accommodation with vouchers to the value of £35 per week to purchase food and essential toiletries, and is provided to a failed asylum seeker who is destitute and also satisfies one or more of the following conditions:-

- They are taking all reasonable steps to leave the UK or to place themselves in a position where they are able to leave the UK, e.g. sign up for a voluntary return or demonstrate that they are complying with attempts to obtain travel documents to facilitate departure;
- They are unable to leave the UK because of a physical impediment to travel or for some other medical reason;
- They are unable to leave the UK because in the opinion of the Secretary of State there is currently no viable route of return available;

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- The provision of accommodation is necessary for the purposes of avoiding a breach of their human rights.
- 7.2 It was highlighted that many people have remained on Section 4 support for extended periods of time, often running to years, even though the regulations provide for a 3 monthly review of an individual's circumstances to satisfy the Home Office that an individual is still eligible for continuing Section 4 support.
- 7.3 In September 2008, UKBA had announced that the Case Resolution Directorate team in Yorkshire & Humber and North East would be reviewing the continuing entitlement to support all those individuals currently supported under Section 4 in the region, between 3,000 – 4,000 cases across the entire region (approximately 800 in Leeds).
- 7.4 We learned that the review of these cases will not be combined with a resolution for most and that when an individual's Section 4 support is terminated, they are expected to either return home voluntarily or be removed.
- 7.5 We were therefore very concerned about the implications of this approach, as we believe that individuals whose support is terminated could potentially 'disappear' and work illegally to support themselves thus creating difficulties in regard to knowing where individuals are to enable their cases to be successfully resolved through removal or the granting of status.
- 7.6 We noted that such individuals are likely to remain in Leeds given that no other local authority is obliged to support them as the legal responsibility remains with the metropolitan district they originated from. We therefore raised concerns about the welfare of these individuals, particularly in relation to their ongoing health needs and living accommodation given their vulnerability and limited options available to them.
- 7.7 The extent of this problem was again difficult to quantify and monitor given that there is no real data available relating to these individuals. References were made to the Council's Housing Enforcement Team as they were more likely to pick up any issues raised about poor housing conditions within the private rented sector. We therefore ensured that such matters would be raised as part of our separate inquiry into Private Rented Sector Housing,

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which was also being conducted this municipal year.

- 7.8 In acknowledging that it was the responsibility of the Home Office to remove those individuals whose applications had been declined, we were informed that the Council had sought assurances from UKBA that they had prepared for these difficulties and put in place a strategy for monitoring these individuals and maintaining contact. Whilst this was not clarified by UKBA, the understanding was that a case could be resolved as a “ghost” record when no contact or record of an individual can be found for over 6 months. However, we felt that a ‘ghost’ record did not necessarily mean that the individual had left the area. We therefore raised our concerns with UKBA as part of our inquiry.
- 7.9 Representatives from UKBA explained that when a decision is taken to terminate Section 4 support, every effort is made to work with the individual in ensuring that they are returned back to where they had originated from in a fair and compassionate manner.
- 7.10 However, where individuals have refused to maintain contact, we learned that UKBA had links into other information

systems to help track these individuals, with the most valuable link being with local authority housing departments.

- 7.11 Whilst we acknowledge that the number of individuals who are tracked and removal action taken is rising, we would still recommend that the UKBA works with the Yorkshire and Humber Strategic Migration Group to explore alternative options for dealing with those individuals no longer eligible for Section 4 support with the aim of promoting a more cooperative approach.

Recommendation 9

That the UK Border Agency works with the Yorkshire and Humber Strategic Migration Group to explore alternative options for dealing with those individuals no longer eligible for Section 4 support will the aim of promoting a more cooperative approach.

8.0 The allocation of asylum seekers to Leeds

- 8.1 During our inquiry, we questioned whether limitations were put into place with regard to the numbers of asylum seekers allocated to Leeds and were informed about the existing Cluster Policy for the Yorkshire and Humber region.

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This policy makes it clear that cluster numbers are to be proportionate to the settled populations of the district and that an absolute cluster limit of 1:300 of the general population is agreed for each local authority area.

- 8.2 Within Leeds it was noted that 2,501 is the maximum number allocated under this guide and that the city is at around 78% of its capacity as of the end of January 2009. It was highlighted that the regional Asylum Impacts Group, which is part of the wider YHRMP structures, is responsible for monitoring this policy and is currently in the process of re-drafting the written cluster guidance. In view of this, importance was placed on ensuring that such guidance does not conflict with the Council's policies around community cohesion and equality.

Recommendation 10
That the Council works closely with the Regional Asylum Impacts Group to ensure that the regional cluster guidance does not conflict with the Council's policies around community cohesion and equality.

- 8.3 We also questioned whether UKBA had undertaken any

impact assessment of their management of the case resolution programme in regard to equality and cohesion. It was explained that whilst research of that nature is carried out by other elements of the Home Office rather than UKBA, the local work that is carried out by the Asylum Impacts Group would involve issues around community cohesion.

- 8.4 Where asylum seekers are being allocated to Leeds, it was felt that there needed to be systems in place to target 'cluster areas' and provide for a greater choice of housing accommodation throughout the city.

- 8.5 There was an acknowledgement that the existing joint working arrangements between UKBA and the Council could be built upon to help achieve this outcome and that UKBA would consider how more control over the distribution of private sector providers could be achieved to also deliver this outcome.

Recommendation 11
That the Council continues to work closely with the UK Border Agency to ensure that systems are in place to target 'cluster areas' and provide for a greater choice of housing accommodation throughout the city.

Conclusions and Recommendations



9.0 Regional and local integration strategies

9.1 Particular importance was placed on the work carried out by the YHRMP around integration as a whole and it was highlighted that the YHRMP was launching its Regional Integration Strategy following wide consultation with asylum seekers, refugees and other partners which helped to inform this strategy. It was hoped that this strategy would also be used on a local level too. In acknowledging this, we recommend that the wider issues around regional and local integration strategies are explored further by Scrutiny in the future.

Evidence



Monitoring arrangements

Standard arrangements for monitoring the outcome of the Board's recommendations will apply.

The decision-makers to whom the recommendations are addressed will be asked to submit a formal response to the recommendations, including an action plan and timetable, normally within two months.

Following this the Scrutiny Board will determine any further detailed monitoring, over and above the standard quarterly monitoring of all scrutiny recommendations.

Reports and Publications Submitted

- Report of the Director of Environment and Neighbourhoods presenting evidence in line with session one of the Board's Inquiry – 27th October 2008
- Report of the Head of Scrutiny and Member Development presenting a summary report of the working group – 27th October 2008
- Report of the Head of Scrutiny and Member Development presenting a summary report of the working group – 9th February 2008
- Summary report of the working group meeting held on 27th February 2009

Evidence



Witnesses Heard

- Sharon Hague, Asylum Services Manager, Leeds City Council
- Tom Wiltshire, Head of Housing Needs and Options, Leeds City Council
- Lelir Yeung, Head of Equality, Leeds City Council
- Mervyn Millington, Yorkshire and Humber Public Sector Group Contract Manager (part of the Y&H Regional Migration Partnership)
- Steve Lamb, Regional Operations Director, North East, Yorkshire and the Humber Region, UK Border Agency
- Steve Trimmins, Deputy Director Operations – Asylum, North East, Yorkshire and the Humber Region, UK Border Agency

Dates of Scrutiny

- 13th October 2008 – Scrutiny Board Meeting (agree terms of reference)
- 27th October 2008 – Scrutiny Working Group Meeting
- 10th November 2008 – Scrutiny Board Meeting
- 22nd January 2009 – Scrutiny Working Group Meeting
- 9th February 2009 – Scrutiny Board Meeting
- 27th February 2009 – Scrutiny Working Group Meeting
- 11th May 2009 – Scrutiny Board Meeting (agree final inquiry report)

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Response to the Scrutiny Board (Environment and Neighbourhoods) recommendations following the inquiry into Asylum Seeker Case Resolution

Recommendation	Response
<p>Recommendation 1 That the Regional Director of the UK Border Agency ensures that accurate baseline data on cases to be resolved as part of the case resolution programme is provided directly to the Council as a matter of urgency.</p>	<p><u>Response of UK Border Agency Regional Director</u> The Case Resolution Directorate (CRD) Case Owner for Leeds held a meeting with the Leeds Asylum Team on the 19th June. It was agreed at that meeting that the latest CRD data would be supplied to the asylum team. CRD also agreed to provide details of cases which are being processed and those whose decisions are due each week. This recommendation has, therefore, been implemented.</p> <p><u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with and fully supports Recommendation 1. UKBA agreed to provide the requested information week commencing 22nd June 2009.</p>
<p>Recommendation 2 That the Regional Director of the UK Border Agency ensures that details around projections of likely resolutions and timeframes are shared with the Council regularly to allow officers to assess potential impacts and plan the management of these cases more effectively.</p>	<p><u>Response of UK Border Agency Regional Director</u> This recommendation has also been implemented. At their meeting with the Leeds Asylum Team on the 19th June, the Case Resolution Directorate agreed to provide details of cases which are being processed and those whose decisions are due each week. The CRD case owner agreed that the Leeds Asylum Team would be able to negotiate the numbers being dealt with. It is hoped that this will minimise the impact of CRD decisions on the staff and resources of the local authority.</p> <p><u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with and fully supports Recommendation 2. UKBA have given a commitment to developing project plans in partnership with the authority for the future of case resolution.</p>

Recommendation	Response
<p>Recommendation 3 That the Director of Environment and Neighbourhoods proactively pursues any delays in receiving the baseline data and projection details with the UK Border Agency on behalf of the Council in future.</p>	<p><u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with this recommendation. The Leeds Refugee and Asylum Service manager will escalate further delays to the Director to pursue with UKBA.</p>
<p>Recommendation 4 That Scrutiny is kept informed of any data quality issues relating to the case resolution programme in future and receives annual update reports on this matter.</p>	<p><u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with this recommendation and will report to scrutiny annually, and as required, to advise of any anomalies with the information received.</p>
<p>Recommendation 5 That the Council be given sufficient time and, where necessary, additional resources from the UK Border Agency to effectively manage any referred asylum seeker cases.</p>	<p><u>Response of UK Border Agency Regional Director</u> Details of the Case Resolution Directorate remittance package have been circulated to Leeds City Council's Chief Executive, Finance Officer, Housing Officer and the Asylum Team. UKBA has received positive feedback from the local authority on the package which is available, so it is my understanding that this recommendation has now been met to the Council's satisfaction.</p> <p><u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with this recommendation. UKBA have issued new guidance on financial assistance available to support with the transition and management of case resolution cases. Processes are currently being established to ensure the Directorate is able to be fully reimbursed for additional costs incurred.</p>

Recommendation	Response
<p>Recommendation 6 That a deadline of August 2009 be given to UKBA by the Council to resolve those case resolution asylum seeker cases which fall under the provisions within the National Assistance Act and Children Act. Where this deadline is not achieved, we recommend that the Chief Executive of the Council writes to the Immigration Minister setting out the Council's concerns about the lack of progress made by UKBA in resolving such cases.</p>	<p><u>Response of UK Border Agency Regional Director</u> The Case Resolution Directorate has agreed to review the Council's National Assistance Act and Children's Act cases, however it may not be possible to conclude all of these by August 2009. I understand that CRD is still waiting for a list of these cases to be provided by Leeds Asylum Team, as there have been some problems collating the list. I cannot, therefore, accept the deadline given within this recommendation.</p> <p><u>Response of Environment and Neighbourhoods Directorate</u> The Director recommends that the timescale for this action should be amended to September to allow time for the authority to collate the necessary information on those cases for which resolution is requested.</p>
<p>Recommendation 7 That the UK Border Agency acknowledges the effective role of the Yorkshire and Humber Regional Migration Partnership and strengthens its communication links with the Partnership in future.</p>	<p><u>Response of UK Border Agency Regional Director</u> We can always communicate more effectively, but you should note that I regularly meet with the Regional Migration Partnership manager and enjoy frequent and open communication. The Regional Migration Partnership manager also meets regularly with Senior UKBA Managers in the region and with the Regional Representation Manager for asylum. The Regional Representation Manager also works closely with the Y&H Strategic Migration Partnership on issues related to asylum support and accommodation, ensuring issues are resolved quickly. Members of the staff from the RMP are involved in the organisation for the UKBA open day in September and meet regularly with members of the asylum support team to discuss any issues.</p>

Recommendation	Response
	<p data-bbox="1077 233 2080 379"><u>Response of Yorkshire and Humber Regional Migration Partnership</u> The Partnership welcomes the Panel's request to UKBA to continue to use the Partnership structure to communicate and work with Leeds and other Local Authority partners in the region.</p> <p data-bbox="1077 416 2080 528"><u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with this recommendation and will write to the UK Border Agency urging that the communication links are strengthened.</p>
<p data-bbox="188 564 1055 895">Recommendation 8 That the Yorkshire and Humber Regional Migration Partnership takes a lead role on producing a joint action plan with the UK Border Agency, aimed at strengthening the communication links between all key partners across the region and that the Regional Director of the UK Border Agency plays a proactive role in overseeing the delivery of this action plan and reports back to the Strategic Migration Group on its delivery.</p>	<p data-bbox="1077 564 2080 676"><u>Response of UK Border Agency Regional Director</u> UKBA is happy to work with our partners to improve communication across the region. I accept this recommendation.</p> <p data-bbox="1077 713 2080 968"><u>Response of Yorkshire and Humber Regional Migration Partnership</u> The Partnership will work with UKBA to develop a regional joint action plan to set out how we will work together to deliver Case Resolution in the region. We have already started discussions with CRD about the format and content of this, and a paper setting out how such an approach would work was agreed at the June meeting of our Strategic Migration Group.</p> <p data-bbox="1077 1005 2080 1117"><u>Response of Environment and Neighbourhoods Directorate</u> The Director will recommend this proposal to both the Yorkshire and Humber Regional Migration Partnership and the UK Border Agency.</p>

Recommendation	Response
<p>Recommendation 9 That the UK Border Agency works with the Yorkshire and Humber Strategic Migration Group to explore alternative options for dealing with those individuals no longer eligible for Section 4 support will the aim of promoting a more cooperative approach.</p>	<p><u>Response of Regional Director UK Border Agency</u> UKBA is happy to discuss with the SMG ways in which we can cooperate with them. However it should be noted that in order to qualify for section 4 support applicants must be destitute and meeting one of the following conditions they must have a Medical Condition, be Pregnant, have applied for AVR or there is no valid route of return, have an outstanding judicial review or out of time appeal. Under the Asylum Support Regulations, all Section 4 applicants' cases must be reviewed regularly. Should the applicant be considered to no longer meet the criteria for Section 4 support will be terminated. The position of the UK Border Agency remains that failed asylum seekers should return to their own country voluntarily.</p> <p><u>Response of Yorkshire and Humber Regional Migration Partnership</u> We will continue to work with UKBA, both in the region and nationally through LGA channels, to ensure that individuals coming off Section 4 are dealt with in a way that does not impact too negatively on individual local authorities such as Leeds – either financially or in terms of cohesion.</p> <p>The Panel will be interested to hear that since the report was drafted, there has been the announcement of further changes to Section 4, including some pilots on accommodation and payment cards. We are currently working through regional and national structures to understand the potential impact of these changes on Leeds City Council and other local authorities in the region.</p> <p><u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with this recommendation and will request that the necessary action is undertaken by the UK Border Agency.</p>

Recommendation	Response
<p>Recommendation 10 That the Council works closely with the Regional Asylum Impacts Group to ensure that the regional cluster guidance does not conflict with the Council’s policies around community cohesion and equality.</p>	<p><u>Response of Regional Director UK Border Agency</u> The Regional Cluster policy is regularly reviewed by the AIG and UKBA provides updated cluster numbers to each local authority monthly. The processes for suspension of areas are to be reviewed by the AIG during the next year and this review will take into account the requirements to maintain community cohesion and equality.</p> <p><u>Response of Yorkshire and Humber Regional Migration Partnership</u> The Asylum Impacts Group (which is a sub-group of the Strategic Migration Group) will continue to involve Local Authorities in the development and implementation of cluster guidance.</p> <p><u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with this recommendation. The Regional Asylum Impact Group meets quarterly and Leeds is represented by the Refugee and Asylum Service Manager.</p>
<p>Recommendation 11 That the Council continues to work closely with the UK Border Agency to ensure that systems are in place to target ‘cluster areas’ and provide for a greater choice of housing accommodation throughout the city.</p>	<p><u>Response of Regional Director UK Border Agency</u> The contracts for housing are awarded to accommodation providers (including the Local Authority). The Local Authority is able to provide guidance to providers on community cohesion issues which would adversely affect service users if accommodation procured in areas where tensions were rising. The framework that currently exists provides for this advice and we hope that providers and the local authority continue to work proactively together to ensure that accommodation is the greatest choice is available. UKBA would not wish to constrain providers or control distribution of accommodation.</p>

Recommendation	Response
	<u>Response of Environment and Neighbourhoods Directorate</u> The Director agrees with this recommendation. This work is ongoing and, through the agreed private provider procurement framework process, the authority is now better able to refuse the use of accommodation for asylum seekers if this impacts on community cohesion.

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Report of the Director of Environment and Neighbourhoods

Scrutiny Board: Environment and Neighbourhoods

Date: 14th September 2009

Subject: Roseville Door Factory Closure

<p>Electoral Wards Affected:</p> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 10px; vertical-align: middle;"></div> Ward Members consulted (referred to in report)
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1.0 PURPOSE OF REPORT

1.1 To update Environment & Neighbourhoods Scrutiny Board on the progress of the redeployment of the 36 staff from the Roseville Door Factory into mainstream jobs and placements across the Council.

2.0. BACKGROUND INFORMATION¹

2.1. Roseville Door Factory is a supported business which employs 36 people, 27 of whom are disabled.

2.2. A decision was made in February 2009 to close the factory as the Council recognised that it no longer provided the employment model to achieve the outcomes required for the inclusive employment of disabled staff. A 3 year strategy for the employment of disabled people was launched by the Council in 2007. The strategy recognises the need for disabled people to be fully integrated into the workforce. A 'Toolkit for Reasonable Adjustment' was launched in March 2009 as part of the range of measures being put in place to improve the Council's capacity to employ and support disabled people across mainstream services.

2.3. The Council decided that alternative employment options should be found in mainstream services across the Council and a Project Team was established in March 2009 tasked with securing the alternative employment opportunities for all the disabled staff with a deadline of 30th September 2009.

2.4. Recognising the unique nature of the Roseville environment the Council decided not to apply the Managing Workforce Change policy to the 27 disabled staff. This was considered to be a reasonable adjustment under the terms of the Disability Discrimination Act (DDA).

¹ For additional background information see CLT Report 5th May 2009

3.0 MAIN ISSUES

3.1 Strategy for Disabled staff

3.1.1 All 27 disabled staff have their skills profiles directed to the weekly Redeployment Board. Since April, 1 member of staff has been matched successfully through the Board and is now a full time member of staff at Occupation Health. One other member of staff has also taken up a 3 month trial into a vacant post. This post was identified prior to submission to the Redeployment Board.

3.1.2 In conjunction with Environmental Streetscene Services, the Project Team are developing a Streetscene pilot scheme which will meet both an identified business need and enable 11 of the disabled staff to work together in 2/3 teams providing them with a range of new skills and experience. All 11 of the staff have the potential to be fully mainstreamed in the future but require a phased approach due to the fact that their disabilities and the range of suitable meaningful work options available is currently limited. It is envisaged that the scheme will run for 12 months, with a review at the end of this period. The scheme will target streetscene issues within the boundaries of the ALMO / BITMO estates. The full definition of the new teams including the job responsibilities will be defined within the next 4 weeks and the teams should be operational in late September 2009.

3.1.3 Four members of staff who are most significantly affected by their learning disability have had placements agreed from 27th April 2009 within the Linen and Laundry unit which offers the optimum solution for these individuals at this time. A request has been made to ASC to consider the transfer of a further 4 members of staff to the Linen and Laundry Unit as a result of a comparative assessment of the employment pathway opportunities on offer and the individuals complex and high level support needs. This figure may increase to 5 if one employee decides not to take up the option of Voluntary Early Retirement.

3.1.4 Individual employment pathways are either in place or development for the remaining 8 members of staff.

3.1.5 Table 1 below shows the posts, placements, pilot scheme and current stage of development.

Role	Post / placement /pilot scheme	No	Service Area	In place	Development stage	Request to Service Area stage
Administrative Asst	Vacant Post on structure	1	Resources – Occupational Health	1 - In post		
Support Officer	Vacant post on structure	1	Environment & Neighbourhoods – Housing Services	1- 3 month trial		
Domestic/ kitchen Asst	Vacant post on structure	1	Adult Social Care – Support & Enablement		1 – CRB pending	
Vehicle Valet	Placement	1	Resources – Commercial Services	1 placed		
Streetscene Operative / Driver & CH	Pilot Scheme	11	Environment & Neighbourhoods – Streetscene		11	
Laundry Operative	Placement	8	Adult Social Care – Support & Enablement	4 placed	4 to be agreed with ASC	
Revenue Recovery Officer	Placement	1	Resources - Revenue			1
Operative	Placement	1	City Dev - Parks & Countryside		1	
Operative	Placement	1	Resources /Facilities Mgt		1	
VER	VER	1	VER		1	
	Total	27		7	19	1

3.2 Strategy for Non-Disabled Factory Staff

3.2.1 The non-disabled staff at the factory will be treated in accordance with accepted employment practices and procedures staff and will formally enter Managing Workforce Change from 1st October 2009. However, in order to be able to deliver the Environmental Streetscene pilot there will be a requirement for the 2/3 teams to be intensely supervised, particularly at the start of the scheme. 3 non-disabled members of staff have been identified as having the necessary skills and experience to be able to provide the required level of supervision.

3.2.2 It is proposed that the 3 supervisors are taken out of Managing Workforce Change for the duration of the pilot scheme and given up to a maximum 12 month secondment. The 3 staff will continue to have their skills profiles sent to the redeployment board to ensure they are afforded the fullest opportunity to secure future employment.

3.3 Challenges:

3.3.1 Some of the disabled staff have very specialist support needs which will remain challenging to provide for within a mainstream working environment. As a consequence they may require permanent intensive managerial support in a mainstream setting.

3.3.2 Some of the disabled staff will struggle to bridge the transition from supported to mainstream employment. Many of them have only ever worked in the sheltered environment of Roseville or have had a negative experience of mainstream employment.

3.3.3 Some services do not have the skills or experience required to manage disabled staff who have specialist support needs.

3.3.4 A review is being undertaken with the DWP covering the operation of the Workstep contract that LCC operate through LEODIS, which is contract managed through Adult Social Care. With the contract due to end in October 2010, the Council is reviewing the numbers of staff who still need to be supported by Workstep. 22 of the 27 disabled staff at the Door Factory are on the Workstep programme. Discussions are on-going with various other providers who operate Workstep contracts in the city and would be able to offer this support. When the LCC contract expires any Workstep supported employees who still require support will be transferred to the new providers.

3.3.5 The Project Team are liaising with both Mencap Pathways and Connect in the North, both organisations provide intensive support in terms of job training and job coaching to clients with learning disabilities. Mencap Pathways has agreed to provide support to one member of staff and Connect in the North are assessing their capacity to assist with 2 members of staff.

4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

4.1 The Council has an overall set of strategies to improve it's performance in relation to the employment of disabled people. However, there are some areas where the ability to deliver on these strategies will be further tested – specifically in relation to mainstreaming staff with high levels of disability as the experience with Roseville Door Factory has demonstrated.

4.2 There is a need to fill the transition into mainstream employment for this group of disabled staff. In doing this the Council has a responsibility to deliver better opportunities in employment and to think more strategically about pathways into

mainstream employment as part of its overall Disability Employment Strategy.

5.0 LEGAL AND RESOURCE IMPLICATIONS

- 5.1** The projected trading deficit as at the 30th September, the date for the closure of the factory, is projected to be £210k, and this variation is largely due to the lost contribution associated with a projected reduction from the number of door sales assumed in the budget. This variation will have to be managed within the overall approved budget for the Environment and Neighbourhoods Directorate.
- 5.2** A request was made to Corporate Leadership Team on the 18th August that from 30th September, the costs associated with employing the 27 disabled staff be accounted for corporately. It is projected that the additional cost, over and above the level of budgetary provision available for the period October to March, is £127k and this relates entirely to non-disabled staff. Sufficient budgetary provision, to be transferred, is available to fund disabled staff for the period October 2009 to March 2010. The request was accepted.
- 5.3** For 2010/11 the costs associated with continuing to employ 27 disabled staff for the full year is £430k and appropriate budgetary provision to resource this will be transferred. There is insufficient budgetary provision to resource the 9 non-disabled staff, and a projected shortfall of £254k that would be a pressure to Environment and Neighbourhoods Directorate. This projection assumes that 4 members of staff would continue to support the disabled staff whilst the other 5 would have gone through managing work force change.
- 5.4** In addition, it is anticipated that there will be a reasonable adjustment requirement to successfully mainstream the 27 disabled staff. Based on the current Workstep grant of £4.8k per FTE, this could potentially require the identification of additional resources of £121k per annum to resource this. However, where a disabled member of staff is placed in a genuine vacancy, then the appropriate budget for these posts could be used to offset any reasonable adjustment costs including the costs associated with the 4 able bodied staff.

6.0 CONCLUSIONS

- 6.1** The closure of the Roseville Door Factory presents an opportunity for the Council to demonstrate how it is improving its capacity to employ disabled people in mainstream services rather than by the traditional route of segregated supported services.
- 6.2** Mainstreaming the disabled staff with high support needs raises challenges and risks that must be strategically managed.
- 6.3** A 'One Council' approach to the development of an Employment Pathway for the 27 disabled people will require a simplification of current processes. In particular, a single simplified route of access to specialist support resources will increase the speed, quality and take up of the support that is available.
- 6.4** A distinct cost centre will provide the Council with the opportunity to easily identify the actual cost and display tangible progress in providing mainstream employment, reasonable adjustments and additional levels of support for the staff.
- 6.5** The financial pressures incurred through trading losses at the door factory and for the 9 non-disabled staff will be managed by Environment and Neighbourhoods.

7.0 RECOMMENDATIONS

7.1 The Board note the contents of the report and make any appropriate comment.

Background Papers

Corporate Leadership Team Report dated 5th May 2009
'Toolkit for Reasonable Adjustment'. March 2009.

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Originator: A Brogden

Tel:2474553

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 14th September 2009

Subject: Current Work Programme

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 A copy of the Board's work programme is attached for Members' consideration (appendix 1). This includes an update on the reviews being conducted by the Board's working groups.

1.2 Appendix 2 is the current Forward Plan of Key Decisions for the period 1st September to 31st December 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 JULY 2009

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 9th October 2009			
Dog Control Strategy for Leeds	To consider an outline strategy pertaining to the Dog Warden Service but also identifying partners.	The development of a Dog Control Strategy for Leeds was a recommendation arising from the Board's earlier review of Dog Fouling Enforcement.	MSR/DP
Inquiry into Offender Management	To consider and agree draft terms of reference for the Board's forthcoming inquiry into Offender Management.		RP
Formal Responses to Previous Scrutiny Inquiries	To consider the formal responses to the Board's previous inquiries into: <ul style="list-style-type: none"> • Private Rented Sector Housing • Older Peoples Housing 		MSR
Progress report in developing 'Housing Solutions'	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
Mortgage Rescue Schemes	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

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JULY 2009

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 9TH November 2009			
EASEL Inquiry	To consider evidence in line with the Board's ongoing Inquiry.		RP
Inquiry into Recycling	To consider evidence in line with session one of the Board's inquiry	Subject to the approval of the draft terms of reference.	DP
Meeting date: 14TH December 2009			
Performance Management	To consider Quarter 2 information for 2009/10 (July - Sept).	All Scrutiny Boards receive performance information on a quarterly basis.	PM
Recommendation Tracking	This item tracks progress with previous Scrutiny recommendations on a quarterly basis.		MSR
Meeting date: 11TH January 2010			
Inquiry into recycling	To consider evidence in line with session two of the Board's inquiry	Subject to the approval of the draft terms of reference.	DP
Meeting date: 8th February 2010			
Inquiry into Recycling	To consider evidence in line with session three of the Board's inquiry	Subject to the approval of the draft terms of reference.	DP

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JULY 2009

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 8TH March 2010			
Performance Management	To consider Quarter 3 information for 2009/10 (Oct – Dec).	All Scrutiny Boards receive performance information on a quarterly basis.	PM
Recommendation Tracking	This item tracks progress with previous Scrutiny recommendations on a quarterly basis.		
EASEL Inquiry	To consider and agree the Board’s draft inquiry report		
Meeting date: 19TH April 2010			
Annual Report	To consider the Board’s contribution to the Scrutiny Annual Report.		
Inquiry into Recycling	To consider and agree the Board’s draft inquiry report.		DP

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JULY 2009

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Unscheduled Items			
ALMO Management Review	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
Area Management Review	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
Climate Change	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
Future options for Council Housing	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

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JULY 2009

Working Groups		
Working group	Membership	Current position
Lettings Policy	Councillor Barry Anderson Councillor Ann Blackburn Councillor Graham Hyde Councillor Mohammed Rafique	<p>The working group initially met on 29th July 2009 to consider the scope of this particular review. In acknowledging the proposed options for change already put forward to the Executive Board in July 2009, the working group agreed to focus the review around the following areas:</p> <ul style="list-style-type: none"> • The current criteria and procedures in place when determining an individual's suitability to become a Council tenant and also their housing need; • Existing tenancy management arrangements, with a particular focus around the management of anti-social behaviour and the working relationship between the ALMOs/BITMO, the Council's Anti-social Behaviour Unit and the Police. • The implications of any new Government policy and guidance on the Council's powers and flexibilities in relation to lettings. <p>As well as officers, the working group recognised the importance of ensuring that the views of tenants are also sought during this review. The working group will commence its review in September and aims to produce a draft Statement early in the new year.</p>

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JULY 2009

<p>Procurement of Contracts in Housing</p>	<p>Councillor Barry Anderson Councillor Graham Hyde Councillor Joe Marjoram</p>	<p>The working group met on 30th July 2009 to consider the scope of this review. Based on the issues arising from the Board’s Call In meeting on 3rd June 2009, the working group agreed to focus on the following areas:</p> <ul style="list-style-type: none"> • The general procurement process followed by Environment and Neighbourhoods for contracts procured in relation to housing services and the specific role of Procurement and Legal Services in this process; • Contract management and monitoring arrangements in place within Environment and Neighbourhoods; • The rationale and processes followed to waiver Contracts Procedure Rules in relation to housing contracts; • Contract review processes and any lessons learned from the Called In Decision. <p>The working group will commence its review in September.</p>
<p>Worklessness</p>	<p>Councillor Barry Anderson Councillor Ann Blackburn Councillor Graham Hyde Councillor Josie Jarosz</p>	<p>The working group met on 5th August to discuss the key issues affecting worklessness across the city and how Scrutiny could effectively contribute in addressing this particular problem.</p> <p>In acknowledging the wide range of programmes and interventions currently delivered in the City, the working group agreed to focus its attention on the development of a new delivery model - Employment Leeds. This model aims to better connect the supply and demand side interventions to provide a seamless and tailored service to employers and investors in the City and train and skill up local residents to take up these opportunities model. This way of working will require input from</p>

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS) – LAST UPDATED JULY 2009

		<p>and collaboration across Council services and agencies such as Job Centre Plus and the Learning and Skills Council as well as effective engagement with the employer / business facing partnership groups in the City. A funding bid has been submitted to Yorkshire Forward to support work to take forward this approach from early next year.</p> <p>The working group will commence its review of this model in September.</p>
<p>Grounds Maintenance Contract 2011</p>	<p>Councillor Barry Anderson Councillor Ann Blackburn Councillor Ann Castle Councillor David Hollingsworth</p>	<p>This working group was established to review the processes in place for the procurement of a new Grounds Maintenance Contract due to commence in 2011.</p> <p>The working group initially met on 11th August 2009 to consider the implementation plan for procuring the new contract, including details of the consultation process with key stakeholders, which finished on 31st August 2009.</p> <p>A further meeting was arranged on 2nd September 2009 when the working group met with representatives from the four main clients (3 ALMOs and Highway Services) to discuss their expectations for the new contract.</p>

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

For the period 1 September 2009 to 31 December 2009

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Request to enter into a Supporting People contract with St Anne's Community Service for Alcohol Floating Support Service and Holdforth Court Hostel Service at a total contract value of approximately £451,412.00 Authorisation to enter into a Supporting People Contract with St Anne's Community Service for Alcohol Floating Support Service and Holdforth Court Hostel Service at a total contract value of approximately £451,412.00.	Director of Environment and Neighbourhoods	1/9/09	n/a	Report to be presented to the delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Request to vary the current Supporting People contract with Foundation for the Young Offenders Floating Support Service, Young Offenders Accommodation Based Service, Adult Offender Floating Support Service, Adult Offender Accommodation Based Service Authorisation to vary the existing 3(+1+1) year Supporting People Contract with Foundation to provide a Together Women Programme Service at an additional cost of £78,283.00. The total annual value of the contract including this variation will be £860,425.03.	Director of Environment and Neighbourhoods	1/9/09	n/a	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
Request to invoke the extension for the Supporting People Contract with St Anne's Community Services for a further 12 month period for the Floating Supported Living Service Authorisation to invoke the extension of the existing 3(+1+1) Supporting People contract with St Anne's Community Services for the Floating Supported Living Service, at an annual cost of £253,552.00	Director of Environment and Neighbourhoods	1/9/09	n/a	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>To seek approval to renew the framework contract with Cascade Homes Ltd and Care Accommodation to provide temporary accommodation. This will allow the continuation of the existing temporary accommodation services for a period between 6-12 months pend</p> <p>The Chief Housing Services Officer is recommended to approve the waiver of Contracts' Procedure Rule 13 and the invocation of Contracts' Procedure Rule 31.4. This is to enable the award of a short term framework contract to Cascade Homes Ltd and Care Accommodation for the provision of temporary accommodation pending the completion of the tender for the temporary accommodation service</p>	Chief Housing Services Officer	1/9/09	The Procurement Unit, Legal Services and local ward members in Burmantofts and Richmond Hill; Harehills and Gipton and Beeston and Holbeck wards.	Report for Delegated Decision Panel	Chief Housing Services Officer paul.langford@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Request to enter into a Supporting People contract with Community Links with a total contract value of approximately £1,267,762.06 per annum</p> <p>Authorisation to enter into a Supporting People contract with Community Links for the housing related support provision to people with mental health needs at a total contract value of approximately £1,267,762.06 per annum.</p>	Director of Environment and Neighbourhoods	1/9/09	n/a	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
<p>Request to enter into a Supporting People contract with Renew for the Young Persons Floating Support Service and the Teenagers Parents Floating Support Service at a total contract value of £745,638.97 per annum</p> <p>Authorisation to enter into a Supporting People contract with Renew for the Young Persons Floating Support Service and the Teenagers Parents Floating Support Service at a total contract value of £745,638.97 per annum.</p>	Director of Environment and Neighbourhoods	1/9/09	n/a	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Disabled Facilities Grant 2009/10 Capital Scheme 98040 Authority to spend from Director of Environments and Neighbourhoods	Director of Environment and Neighbourhoods	1/9/09	Consultations have taken place with Councillor Les Carter, Lead Member for Environment and Neighbourhoods	Design and Cost Report/DDN	Director of Environment and Neighbourhoods andy.beattie@leeds.gov.uk
Request to invoke a twelve month extension for the existing 3+1+1 contract with Gipsil with a total annual contract value of £496,081.92 Authorisation to invoke a twelve month extension for the existing 3+1+1 contract with Gipsil with an annual value of £496,081.92	Director of Environment and Neighbourhoods	1/10/09	n/a	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Request to enter into a Supporting People contract with Leeds Housing Concern with a total contract value of approximately £853,585.33 per annum</p> <p>Authorisation to enter into a Supporting People contract with Leeds Housing Concern for the following services: NAOS, Young Persons Project, Mens Sector and Womens Sector at a total annual contract value of approximately £853,585.33</p>	Director of Environment and Neighbourhoods	1/10/09	n/a	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
<p>Chapelton and Armley Townscape Heritage Initiative schemes</p> <ul style="list-style-type: none"> For Executive Board to include an allocation of Leeds Local Enterprise Growth Initiative (LEGI) Funding into the Capital Programme of the City Council to assist funding the Armley and Chapelton Townscape Heritage Initiative (THI) schemes 	Executive Board (Portfolio: Neighbourhoods and Housing)	14/10/09	West Leeds Gateway Programme Board, IMP Act (Improving Chapelton), ward councillors	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods richard.spensley@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Acquisition of 2 Branch Road, Armley Approval to acquire 2 Branch Road, Armley, through negotiation with the building owner, to support the regeneration of the West Leeds Gateway	Executive Board (Portfolio: Neighbourhoods and Housing)	14/10/09	Armley Ward Members, West Leeds Gateway Programme Board on which the Executive Member for Development and Regeneration sits.	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods michelle.anderson@leeds.gov.uk
Lifetime Neighbourhoods (Round 6 Housing) Outline Business Case To approve the Outline Business Case and Project Affordability Position.	Executive Board (Portfolio: Neighbourhoods and Housing)	14/10/09	PFI Housing Project Board and PPP/PFI Coordination Board	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods christine.addison@leeds.gov.uk
Demolition of properties in advance of Private Finance Initiative Scheme - Little London, Beeston Hill and Holbeck Approval of necessary capital expenditure to demolish empty properties at Carlton Towers and Carlton Carr and Carlton Gate, Little London and Holbeck Towers, Gaitskell Grange, Holbeck.	Executive Board (Portfolio: Neighbourhoods and Housing)	14/10/09	Executive Members Ward Members Aire Valley Homes West North West Homes	The report to be issued to the decision maker with the agenda for the meeting.	Director of Environment and Neighbourhoods iain.kyles@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
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)	14/10/09	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
Recycling of long term empty private properties Approval for the mechanism of disposal for private sector properties purchased via the recycling empties scheme	Executive Board (Portfolio: Environmental Services)	4/11/09	Legal, Asset Management, Councillor Les Carter – Lead Member for Environment and Neighbourhoods	The report to be issued to the decision maker with the agenda for the meeting	Chief Officer Environmental Services mark.ireland@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Pilot Council House Build Project Injection and authority to spend from Executive Board to purchase 27x2 bed properties built by Keepmoat.</p> <p>To use the land receipt from the sale of Evelyn Place, (less than best) and the former Waterloo school site (less than best) as contributions to the purchase price of the units.</p> <p>To agree that Keepmoat build the new council properties at Silveroyd Hill under a licence agreement.</p>	Executive Board (Portfolio: Neighbourhoods and Housing)	4/11/09	The Chief Housing Services Officer has discussed this issue with both the Lead Member for Environment and Neighbourhoods as well as the Chair of the Strategic Affordable Housing Partnership Board	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods megan.godsell@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.