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## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

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Meeting to be held in Civic Hall, Leeds on  
Monday, 14th June, 2010 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

- B Anderson (Chair) - Adel and Wharfedale;  
A Barker - Horsforth;  
G Driver - Middleton Park;  
P Ewens - Hyde Park and Woodhouse;  
R Grahame - Burmantofts and Richmond Hill;  
G Hyde - Killingbeck and Seacroft;  
M Iqbal - City and Hunslet;  
J Marjoram - Calverley and Farsley;  
L Mulherin - Ardsley and Robin Hood;  
R Procter - Harewood;

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

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**Agenda compiled by:**  
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**Principal Scrutiny Adviser:**  
**Angela Brogden**  
**Tel: 24 74553**

# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 17TH MAY 2010</b></p> <p>To confirm as a correct record the attached minutes of the meeting held on 17<sup>th</sup> May 2010.</p>	1 - 4
7			<p><b>CHANGES TO THE COUNCIL'S CONSTITUTION IN RELATION TO SCRUTINY</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	5 - 6
8			<p><b>CRIME AND DISORDER SCRUTINY JOINT PROTOCOL</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	7 - 16
9			<p><b>CO-OPTED MEMBERS</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	17 - 20

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p><b>INPUT TO THE WORK PROGRAMME 2010/11 - SOURCES OF WORK AND ESTABLISHING THE BOARD'S PRIORITIES</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	21 - 44
11			<p><b>DETERMINING THE BOARD'S WORK PROGRAMME 2010/11</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	45 - 52
12			<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p><b><u>Tuesday</u></b> 13<sup>th</sup> July 2010  Monday 13<sup>th</sup> September 2010  Monday 11<sup>th</sup> October 2010  Monday 8<sup>th</sup> November 2010  Monday 13<sup>th</sup> December 2010  Monday 17<sup>th</sup> January 2011  Monday 14<sup>th</sup> February 2011  Monday 14<sup>th</sup> March 2011  Monday 11<sup>th</sup> April 2011</p> <p>All at 10am (Pre-Meetings 9.30am).</p>	

# Agenda Item 6

## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

**MONDAY, 17TH MAY, 2010**

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

Councillors A Barker, B Cleasby,  
R Downes, J Jarosz, J Marjoram,  
L Mulherin and M Rafique

### **122 Chair's Opening Remarks**

The Chair welcomed everyone to the May meeting of the Scrutiny Board (Environment and Neighbourhoods). He also welcomed Councillor B Cleasby who had been appointed to the Board following the recent non-election of the former Councillor D Hollingsworth.

### **123 Late Items**

The Chair agreed to accept the following documents as late items:-

- Review of the Housing Lettings Process – Draft Statement (Agenda Item 9) (Minute 129 refers)
- Worklessness Review – Draft Statement (Agenda Item 10) (Minute 130 refers)
- Annual Report 2009/2010 – Draft Annual Report 2009/2010 (Agenda Item 11) (Minute 131 refers)

The documents in question were late due to ongoing consultation following the agenda despatch deadline.

### **124 Declarations of Interest**

There were no declarations made at the meeting.

### **125 Apologies for Absence**

Apologies for absence were received on behalf of Councillors A Castle and J Dowson.

### **126 Minutes of the Previous Meeting**

**RESOLVED-** That the minutes of the meeting held on 19<sup>th</sup> April 2010 be approved as a correct record.

### **127 Executive Board - Minutes**

**RESOLVED-** That the minutes of the Executive Board meetings held on 7<sup>th</sup> April 2010 and 28<sup>th</sup> April 2010 be received and noted.

### **128 Inquiry into the EASEL Regeneration Programme - Draft Interim Report**

Referring to Minute 93 of the meeting held on 9th February 2009, the Head of Scrutiny and Member Development submitted a report on the Board's inquiry into the EASEL Regeneration Programme.

Draft minutes to be approved at the meeting to be held on 14<sup>th</sup> June 2010.

Appended to the report was a document entitled 'Draft Scrutiny Interim report – East and South East Leeds Regeneration Programme May 2010' for the information/comment of the meeting.

Prior to considering the draft report, the Board noted that the Director of Environment and Neighbourhoods was in agreement with the content and did not wish to make any further comments.

Stephen Boyle, Chief Regeneration Officer, Environment and Neighbourhoods was in attendance to respond to any Members' queries and comments.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the Board's interim inquiry report on the EASEL Regeneration Programme in accordance with the report now submitted.

**129 Review of the Housing Lettings Process - Draft Statement**

The Head of Scrutiny and Member Development submitted a report presenting the Board's draft findings and recommendations in relation to its review of the Housing Lettings Process.

Appended to the report was a copy of a document entitled 'Draft Scrutiny Statement – Housing Lettings Process – May 2010' for the information/comment of the meeting.

Simeon Perry, Housing Policy and Monitoring Manager, Environment and Neighbourhoods was in attendance and responded to Members' queries and comments:-

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

- clarification of the content of the update report due to be considered by the Executive Board on 19<sup>th</sup> May 2010 in relation to the review of the Council's Lettings Policy and also the consultation undertaken to date with political groups in this regard  
*(The Housing Policy and Monitoring Manager responded and briefly outlined the areas covered within the Executive Board report and the consultation undertaken to date with Elected Members)*
- that the timing of the Executive Board report had not allowed for the work of the Scrutiny Board to be taken into consideration at this stage. It was the view of the Board that an acknowledgement needed to be given to the work undertaken by the Scrutiny Board on the housing lettings process as part of the update to Executive Board on 19<sup>th</sup> May 2010
- the need to incorporate a defined timescale in relation to Recommendation 4 'That any concerns or complaints made to the ALMOs about the behaviour of a particular tenant are acted upon with urgency'

*(Following discussions, the Board agreed to include the following additional wording after the word urgency.... ‘,with an interim response given within 5 working days’ )*

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That, subject to the proposed amendment to Recommendation 4 as referred to above, approval be given to the Board’s Statement on the Housing Lettings Process in accordance with the report now submitted.
- c) That the Director of Environment and Neighbourhoods be requested to acknowledge the work undertaken by the Scrutiny Board on the housing lettings process as part of the update being presented to the Executive Board on 19<sup>th</sup> May 2010.

(Councillor R Downes joined the meeting at 10.05am during discussions of the above item)

**130 Worklessness Review - Draft Statement**

The Head of Scrutiny and Member Development submitted a report presenting the Board’s draft findings and recommendations in relation to its review on Worklessness.

Appended to the report was a copy of a document entitled ‘Draft Scrutiny Statement - Worklessness – May 2010’ for the information/comment of the meeting.

The following representatives were in attendance to respond to any Members’ queries and comments:-

- Stephen Boyle, Chief Regeneration Officer, Environment and Neighbourhoods
- Sue Wynne, Head of Regeneration Policy and Planning, Environment and Neighbourhoods

Arising from discussions, it was the view of the Board that due to the complex nature of this issue, the successor Board should be provided with regular updates in relation to the overall delivery of the new Employment Leeds model.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the Board’s Statement following its review on Worklessness in accordance with the report now submitted.
- c) That the Board’s Principal Scrutiny Adviser be requested to update the work programme for the successor Board.

**131 Annual Report 2009/2010**

The Head of Scrutiny and Member Development submitted a report presenting the draft contribution of the Scrutiny Board (Environment and Neighbourhoods) to the Scrutiny Boards' Annual Report.

**RESOLVED** – That, subject to a number of minor amendments, the contribution of the Scrutiny Board (Environment and Neighbourhoods) composite Scrutiny Annual Report be approved.

**132 Work Programme**

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

Appended to the report was a copy of the current Forward Plan of Key Decisions for the period 1<sup>st</sup> May 2010 to 31<sup>st</sup> August 2010 for the information/comment of the meeting.

**RESOLVED-**

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the current position with regard to the work programme, which will be forwarded to the new Board for the 2010/11 municipal year for consideration.

**133 Chair's Closing Remarks**

The Chair reminded Members that this was the last Board meeting within the current municipal year. He personally thanked Board Members, witnesses and officers for their support and commitment during the year.

(The meeting concluded at 10.25am)





Originator: R L Mills

Tel: 2474557

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**Report of the Head of Scrutiny and Member Development**

**Scrutiny Board: Environment and Neighbourhoods**

**Date: 14<sup>th</sup> June 2010**

**Subject: Changes to the Council's Constitution in relation to Scrutiny**

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**1.0 Purpose of Report**

1.1 This report provides the Board with information on recent amendments to the Council's Constitution, as agreed by Annual Council on 27<sup>th</sup> May 2010, which directly relate to and/or impact on the work of Scrutiny Boards.

**2.0 Background**

2.1 The annual review of Scrutiny more often than not identifies a number of areas for amendment within Article 6 of the Constitution, the Scrutiny Boards' Terms of Reference and the Scrutiny Board Procedure Rules. These are either to ensure consistency in wording, to reflect legislative changes or to provide procedural clarity.

2.2 The more significant amendments agreed by Council were;

Article 6

- Additional bullet point to clarify that value for money reviews on particular services, functions or issues relating to their area of responsibility may be undertaken by Scrutiny Boards.
- Amendment to reflect the designation and duties of the Council's Scrutiny Officer.
- Amendment to the power to co-opt onto the Crime and Disorder Committee, following recent amendments to legislation.

## Scrutiny Board Terms of Reference

- That there are six Scrutiny Boards achieved by the deletion of Scrutiny Board (City and Regional Partnerships). These functions will be taken up by all Boards with the lead for City Region and Leeds Initiative resting with Scrutiny Board (Central and Corporate Functions).
- Additional bullet point to clarify that value for money reviews on particular services, functions or issues relating to their area of responsibility may be undertaken by Scrutiny Boards.

## Scrutiny Board Procedure Rules

- Minor amendments and re-ordering of paragraphs to make distinction between reviews and other items of work which may result in reports and recommendations and full Scrutiny Inquiries which involve formal terms of reference, the use of the Inquiry selection criteria and formal discussion with the relevant Executive Board Member.
- Inclusion of specific reference to “Partner Authorities”, including new powers for Scrutiny Boards to require information, reflecting legislation.<sup>1</sup> .
- Clarification that should a Member withdraw their signature from a Call In and no further signatures are obtained within the required time period, the Call In will fall.
- That substitutions are permitted for all Scrutiny Boards. Substitutes are to be drawn from the pool of Scrutiny Board Members

### **3.0 Recommendations**

- 3.1 In fulfilling the role and function of the Scrutiny Board, Members are requested to note the amendments to the Council’s Constitution outlined in this report.

## **Background Papers**

The Council’s Constitution

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<sup>1</sup> Local Authorities (Overview and Scrutiny Committees)(England) Regulations 2009.

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board (Environment and Neighbourhoods)

Date: 14<sup>th</sup> June 2010

### Subject: Crime and Disorder Scrutiny Joint Protocol

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#### Electoral Wards Affected: All

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Introduction

- 1.1 In recent years, the role and responsibilities of overview and scrutiny have expanded significantly, with the function now responsible for investigating the delivery of services provided by a wide range of public, private and third-sector partners.
- 1.2 Provisions in the Police and Justice Act 2006, namely Section 19, 20 and 21, further extend the remit of local authorities to scrutinise crime and disorder functions and as from April 2009, the Council has been required to designate a Scrutiny Board to act as the Council's 'Crime and Disorder Committee'. The Environment and Neighbourhoods Scrutiny Board has been assigned to fulfil this role.
- 1.3 In its capacity as a 'Crime and Disorder Committee', the Environment and Neighbourhoods Scrutiny Board has powers to review or scrutinise decisions made (or action taken), in connection with the discharge by the 'responsible authorities' of their crime and disorder functions. These are the authorities responsible for crime and disorder strategies, as detailed in the Crime and Disorder Act 1998, and include the Local Authority, the Police Force, the Police Authority, the Fire and Rescue Authority and the Primary Care Trust. As from April 2010, the Probation Service also becomes the sixth responsible authority.
- 1.4 The Crime and Disorder Act 1998 also introduced Crime and Disorder Reduction Partnerships (now referred to as Community Safety Partnerships) to develop and implement such strategies. In Leeds, *Safer Leeds* is the city's Community Safety Partnership.

- 1.5 Home Office guidance recommended that a protocol be developed jointly between the local Scrutiny function and Community Safety Partnership to help provide guidance and a common understanding of how crime and disorder scrutiny will operate in practice. Separate protocols already exist for the scrutiny of health services and other statutory public sector partners in Leeds and have been well received.
- 1.6 In view of this, a protocol between the Scrutiny Board and the local Community Safety Partnership was developed and agreed by the Scrutiny Board and the Safer Leeds Executive in April/May 2010.
- 1.7 This protocol is attached for the information of the Scrutiny Board.

## **2.0 Recommendations**

- 2.1 Members of the Scrutiny Board (Environment and Neighbourhoods) are asked to note the attached joint protocol between the Scrutiny Board and the local Community Safety Partnership.

### Background Papers

National Support Framework. Delivering Safer and Confident Communities. Guidance for the Scrutiny of Crime and Disorder Matters – England. Implementing Sections 19 and 20 of the Police and Justice Act 2006. Home Office (May 2009).



**Scrutiny Board  
(Environment and Neighbourhoods)**

**Protocol between the Scrutiny Board and the  
Community Safety Partnership in Leeds**

**May 2010**

## **BACKGROUND**

The Local Government Act 2000 brought in new arrangements that clearly defined a scrutiny role for elected members in holding executives of councils to account, and in scrutinising the work of other agencies providing local services. The overview and scrutiny function of a local authority has the power to summon members of the executive and officers of the authority to answer questions, and can invite other persons to attend meetings to give their views or submit evidence.

There are four fundamental roles that define good scrutiny and underpin scrutiny activity:

1. provides 'critical friend' challenge to executive policy-makers and decision-makers;
2. enables the voice and concerns of the public and its communities to be heard;
3. is carried out by 'independent minded governors' who lead and own the scrutiny process; and
4. drives improvement in public services

In recent years, the role and responsibilities of overview and scrutiny have expanded significantly, with the function now responsible for investigating the delivery of services provided by a wide range of public, private and third-sector partners. In line with the scrutiny provisions set out within the Health and Social Care Act 2001 and the Local Government and Public Involvement in Health Act 2007, separate protocols exist for the Scrutiny of health services and other Statutory Public Sector Partners in Leeds.

Provisions in the Police and Justice Act 2006, namely Section 19, 20 and 21, extend the remit of local authorities to scrutinise crime and disorder functions. As a result, the Council has been required to designate a Scrutiny Board to act as the Council's 'Crime and Disorder Committee'. The Environment and Neighbourhoods Scrutiny Board has been assigned to fulfil this role.

The purpose of this protocol is to provide guidance and a common understanding on how scrutiny of crime and disorder will operate in Leeds. The publication of Regulations<sup>1</sup> and good working practice has shaped this protocol, which may be revised by agreement between all the interested parties in order to continually improve the scrutiny process. The aim is for all parties to help ensure that Scrutiny remains a positive and challenging process.

### **SCRUTINY BOARDS (GENERAL)**

The overall role and function of scrutiny is to hold decision-makers to account and secure improvements in local practice for local people via a contribution to policy development and review. As such, Scrutiny Boards do not have decision-making powers.

Scrutiny Boards are composed of Elected Members selected to represent the political balance of Leeds City Council. These Members will be the only members of the Board with voting rights and will be selected to serve for a period of 12 months. The

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<sup>1</sup> The Crime and Disorder (Overview and Scrutiny) Regulations 2009 (S.I.2009/942) and the Crime and Disorder (Overview and Scrutiny) (Amendment) Regulations 2010 (S.I. 2010/616).

membership of the Board will seek to avoid conflicts of interest and where potential for this exists interests of those Members will be declared and subject to the Council's procedures on these matters<sup>2</sup>.

Scrutiny Boards may also seek nominations from other representative groups to act as co-opted members of the Board. These nominations may be for the duration of a municipal year and/or on an inquiry by inquiry basis, as set out in the Scrutiny Board Procedure Rules, Leeds City Council Constitution. However, the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the 2010 amendment make specific provision for the co-option of additional members to serve on a 'Crime and Disorder Committee'.

## **SCRUTINY OF CRIME AND DISORDER IN LEEDS**

### **Scope**

In its capacity as a 'Crime and Disorder Committee', the Environment and Neighbourhoods Scrutiny Board has powers to review or scrutinise decisions made (or action taken), in connection with the discharge by the 'responsible authorities' of their crime and disorder functions. These are the authorities responsible for crime and disorder strategies, as detailed in the Crime and Disorder Act 1998, Section 5<sup>3</sup>. The Act also introduced Crime and Disorder Reduction Partnerships (CDRPs) to develop and implement such strategies. However, since 1<sup>st</sup> March 2010 the Home Office use the term Community Safety Partnerships in replace of CDRPs. In Leeds, *Safer Leeds* is the city's Community Safety Partnership.

Responsible authorities also have a duty to work in conjunction with the 'co-operating' bodies, which involve parish councils, NHS Trusts, NHS Foundation Trusts, proprietors of independent schools and governing bodies of an institution within the further education sector.

The Safer Leeds Partnership has an Executive and a Board. The Board meets quarterly and the Executive meets monthly. Membership comprises a number of responsible authorities\* and organisations as follows:

The Safer Leeds Executive comprises of Leeds City Council\*, West Yorkshire Police\*, West Yorkshire Police Authority\*, West Yorkshire Fire and Rescue Service\*, Local Strategic Partnership, NHS Leeds\*, West Yorkshire Probation Trust\* and Government Office for Yorkshire and the Humber.

The Safer Leeds Board comprises of Leeds City Council, West Yorkshire Police, West Yorkshire Police Authority, West Yorkshire Fire and Rescue Service, West Yorkshire Probation Trust, Prison Service, Government Office for Yorkshire and the Humber, CASAC, Leeds University, re'new, National Treatment Agency and Leeds Voice.

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<sup>2</sup> Leeds City Council Constitution - Scrutiny Board Procedure Rules Section 2

<sup>3</sup> This was amended by the Policing and Crime Act 2009. Section 108 of the Act provides for every provider of probation services in a particular area, whose arrangements under section 3 of the Offender Management Act 2007 provide for it to be a responsible authority, to be added to the list of "responsible authorities" which comprise the Community Safety Partnership. It also extends the remit of CSPs to explicitly include the reduction of re-offending.

The Environment and Neighbourhoods Scrutiny Board will scrutinise the work of the Community Safety Partnership and the partners who comprise it, only insofar as their activities relate to the partnership itself. For the avoidance of doubt, the Scrutiny Board will not extend to the separate statutory functions of the partner bodies, nor will it entail scrutiny of individual cases.

The Police and Justice Act 2006 also makes provision for elected members to refer local crime and disorder matters to the Council's designated Crime and Disorder Committee. Local crime and disorder matters should be considered to encompass crime and disorder matters that affect all or part of the ward for which the member is elected or any person who lives or works in that area including:

- Antisocial behaviour;
- Other behaviour adversely affecting the local environment;
- The misuse of drugs, alcohol or other substances

While the Police and Justice Act 2006 makes separate provision for the referral of local crime and disorder matters, in practice the principles and processes involved are essentially the same as for any Councillor Call for Action (CCfA) referral. A separate Guidance Note on how to progress a CCfA is set out within the Council's Constitution.

### **Work programme**

Although some matters may arise at short notice, the Environment and Neighbourhoods Scrutiny Board will publish a forward work programme. The work programme will be considered and, where necessary, revised on a monthly basis. It will subsequently be widely circulated to the responsible authorities and co-operating bodies represented on the local Community Safety Partnership.

At the beginning of each municipal year, the Community Safety Partnership will be invited to make any referrals to the Scrutiny Board which will be considered when formulating its work programme. Such referrals are to be formally agreed and presented by a representative of the Safer Leeds Executive.

Where the production of a specific report is requested and/or necessary for a particular Scrutiny Board meeting, then sufficient notice will be given for the preparation of that documentation. There will be a minimum of 7 working days notice.

### **Information to be supplied to the Board**

Where the Environment and Neighbourhoods Scrutiny Board makes a request in writing for information, this request will be directed to the Chair of the Safer Leeds Executive for action. This information must be provided no later than the date indicated in the request, or as soon as reasonably possible, but not beyond 2 weeks of the date indicated without the agreement of the Scrutiny Board Chair.

Where information has been requested by the Environment and Neighbourhoods Scrutiny Board in connection with their inquiries, this shall be depersonalised information, unless the identification of an individual is necessary or appropriate in order to enable the Scrutiny Board to properly exercise its powers.

However, requests made by the Environment and Neighbourhoods Scrutiny Board shall not include information that the disclosure of which would not be in the public



interest or would be reasonably likely to prejudice legal proceedings or current or future operations of the responsible authorities, whether acting together or individually, or of the co-operating bodies.

The Environment and Neighbourhoods Scrutiny Board will not publish confidential information in its reports or information which is exempt under Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006. Where exempt information has been used in the preparation of a report by the Scrutiny Board the report, if published, will list the exempt information referred to in the preparation of the report but not reproduce it in the report. However, Schedule 12A of the Local Government Act 1972 should not be used as a method to bypass the requirement to depersonalise information by placing reports which are not depersonalised onto a Scrutiny Board agenda as an item to be heard without the press or public present.

### **Attending Scrutiny Board Meetings**

The Environment and Neighbourhoods Scrutiny Board is scheduled to meet approximately once a month, although it may arrange additional meetings at any time if needed. As the designated 'Crime and Disorder Committee' the Environment and Neighbourhoods Scrutiny Board is required to meet no less than once in every twelve month period to carry out this particular function.

Meetings normally take place in the Civic Hall and, with limited exceptions, they are open to the public. From time to time, meetings are arranged at different venues in Leeds, often dictated by the nature of the inquiry taking place. Most meetings are audio taped so that the Board can make sure that it has noted all the points made at the meeting.

The Environment and Neighbourhoods Scrutiny Board may require the attendance of an officer of a responsible authority or of a co-operating body to answer questions. Where reasonable notice of the intended date is given, the responsible authority or co-operating body will be obliged to attend<sup>4</sup>.

The Scrutiny Support Unit will also try to give approximate times for items to be discussed. However, as items sometimes overrun, there may be a short waiting time.

Prior to a Scrutiny Board meeting, the Chair receives a briefing on items to appear on the forthcoming agenda from officers in the Scrutiny Support Unit. On occasion, officers from the responsible authorities or co-operating bodies may be requested to attend this briefing, or a separate session, to enable the Chair of the Scrutiny Board to be briefed ahead of the scrutiny meeting.

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<sup>4</sup> The responsible authority or co-operating body should ensure that officers attending Scrutiny Board meetings are in a position to answer the Scrutiny Board's questions and are given appropriate support by their line managers.

## Conduct of Scrutiny Board Inquiries

### The role of Terms of Reference

The majority of Scrutiny Inquiries have agreed terms of reference. These identify the subject areas members of the Board wish to pursue and are used to inform departments of the Council and partners of the emphasis of a particular inquiry.

Officers in the Scrutiny Support Unit will liaise with relevant officers of the Council and the responsible authorities and co-operating bodies during the preparation of Terms of Reference to ensure that the focus of the inquiry is relevant and the timing of it appropriate.

### Co-opted Members

The Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the 2010 amendment make specific provision for the co-option of additional members to serve on a 'Crime and Disorder Committee'. The Environment and Neighbourhoods Scrutiny Board has agreed to consider the co-option of any additional members on an inquiry by inquiry basis.

The Home Office guidance for the Scrutiny of Crime and Disorder Matters makes specific reference to the role of police authorities and emphasises the importance of ensuring that community safety scrutiny complements this role. It states that *'all local authorities should presume that the police authority should play an active part at committee when community safety matters are being discussed – and particularly when the police are to be present'*. One option suggested in the guidance is *'to consider co-opting a police authority member onto the committee when policing matters are being considered, and it would be for the police authority to decide the most appropriate member to appoint – this can be an independent or councillor member. This would provide a more direct link between the police authority and overview and scrutiny committee and would be particularly relevant if the committee is considering matters directly relevant to policing'*

### Gathering evidence

The evidence to be gathered will be detailed in the inquiry's terms of reference. This material may be considered at a scrutiny meeting which is open to the public or by a small working group of Board members deputed to undertake a specific evidence gathering task. In the latter case, working group members will report back to a full meeting of the Scrutiny Board on their findings.

The Scrutiny Support Unit will try to give guidance on what will be asked and sometimes possible question areas will be passed on to the responsible authorities or co-operating bodies to allow some time for preparation before the meeting. However, members may follow a related line of discussion and ask other questions on the day.

## Preparation and publication of reports

At the conclusion of an inquiry, where considered appropriate, the Scrutiny Board will produce a preliminary report. This will be drafted by the Scrutiny Support Unit in conjunction with the Scrutiny Board Chair and agreed by the Board. This report will provide a summary of the evidence submitted, along with the Scrutiny Board's conclusions and recommendations. The Scrutiny Board will consult the Community Safety Partnership Executive and other relevant responsible authorities or co-operating bodies prior to finalising its report. Final reports will be published on the Council's website and be widely available to all relevant stakeholders and members of the public. Copies will be sent to each of the responsible authorities and each of the co-operating persons and bodies.

## Response to reports

Where the Environment and Neighbourhoods Scrutiny Board makes a report or recommendations to the Council or the Executive about the exercise of crime and disorder functions by responsible authorities, a copy will be provided to each of the responsible authorities and each of the co-operating persons and bodies.

Where a relevant authority or co-operating persons or body has been notified, it must:

- consider the report and recommendations;
- respond in writing to the Scrutiny Board within 28 days of the date of the report or recommendations, indicating what (if any) action it proposes to take; and
- have regard to the report or recommendations in exercising its functions.

The implementation of any agreed scrutiny recommendations will be monitored by the Scrutiny Support Unit and progress recorded at regular intervals.

## **Scrutiny Support Unit**

In summary, the work of the Scrutiny Support Unit entails:

- Providing a research and intelligence function to Scrutiny Boards (each of which has been allocated a different area of specialism)
- Managing programmes of inquiries for each of the Scrutiny Boards
- Managing the presentation of witnesses, research and reports to Scrutiny Boards and/or carrying out research and reports "in house" as appropriate
- Assisting Scrutiny Boards to prepare reports of their inquiries and steering recommendations through the Council's decision making arrangements
- Monitoring and tracking the implementation of scrutiny recommendations
- Leading the continuing development of the Overview and Scrutiny function

For further information or advice, public sector partners can contact the Scrutiny Support Unit at [scrutiny.unit@leeds.gov.uk](mailto:scrutiny.unit@leeds.gov.uk)

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Originator: R L Mills

Tel: 2474557

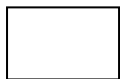
## Report of the Head of Scrutiny and Member Development

### Scrutiny Board: Environment and Neighbourhoods

Date: 14<sup>th</sup> June 2010

### Subject: Co-opted Members

#### Electoral Wards Affected:



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

## 1.0 Purpose of the report

- 1.1 The purpose of this report is to seek the Scrutiny Board's formal consideration for the appointment of co-opted members to the Board.

## 2.0 Background

- 2.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. For those Scrutiny Boards where co-opted members have previously been appointed, such arrangements have tended to be reviewed on an annual basis, usually at the beginning of a new municipal year. However, the appointment of co-opted members has not been considered consistently across all Scrutiny Boards.

### Leeds City Council Scrutiny Review (May 2009)

- 2.2 As part of their 2008/09 Audit and Inspection Plan, KPMG (the Council's external auditors) carried out a review of the Council's Overview and Scrutiny function. An aspect of their report related to the appointment of co-opted members to Scrutiny Boards.
- 2.3 The relevant extract and associated recommendation from the KPMG report is detailed below:

*Having attended Scrutiny meetings at LCC that had both co-opted Members on the Board and no co-opted Members there appeared to be a greater level of participation by all when the Boards contained co-opted Members. In addition the contribution made by the co-opted Members was very valuable as these Members were able to draw upon their experiences and provide a different perspective.*

*Currently the constitution of LCC does allow all Scrutiny Boards to have co-opted members it is just something that is not widely exercised. This is almost the opposite at Bristol City Council where there are a large number of Scrutiny Boards with co-opted Members. The Scrutiny Support Unit has however been proactive in this area and have recently taken a paper to the Scrutiny Advisory Group highlighting the benefits of having co-opted Members on Scrutiny Boards.*

### **Recommendation Six**

Each of the Scrutiny Boards should assess more formally whether co-opted Members should be invited to participate in their Board so to allow them to draw from the benefits of their involvement.

- 2.4 In response to this recommendation, it was agreed that each Scrutiny Board would be formally asked to consider the potential involvement of co-opted members throughout the year.

## **3.0 Arrangements for appointing co-opted members**

### General arrangements

- 3.1 It is widely recognised that in some circumstances, in particular where there is some specialist knowledge or skill, co-opted members can significantly aid the work Scrutiny Boards. This is currently reflected in Article 6 (Scrutiny Boards) of the Council's Constitution, which outlines the options available to Scrutiny Boards in relation to appointing co-opted members. In general terms, Scrutiny Boards can appoint:
- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council ; and/or,
  - Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

### Specific arrangements

- 3.2 In the majority of cases the appointment of co-opted members is optional and is determined by the relevant Scrutiny Board, however, there are some particular legislative exceptions. Such cases are also set out in Article 6 (Scrutiny Boards) of the Council's Constitution and summarised below:

### *Education Representatives*

- 3.3 In addition to elected Members appointed by Council, the Local Government Act 2000 states that the relevant Scrutiny Board dealing with education matters shall include in its membership the following voting representatives in accordance with statutory requirements:
- One Church of England diocese representative<sup>1</sup>
  - One Roman Catholic diocese representative<sup>1</sup>
  - Three parent governor representatives<sup>2</sup>

Where the Scrutiny Board deals with other non-educational matters the co-opted members may participate in any discussion but shall not be entitled to vote on those matters.

<sup>1</sup> Article 6 states this appointment shall be for a term of office that does not go beyond the next Annual Meeting of Council

<sup>2</sup> Article 6 states these appointments shall be for a four-year term of office

### *Crime and Disorder Committee*

- 3.4 In accordance with the requirements of the Police and Justice Act 2006, the Council has designated the Scrutiny Board (Environment and Neighbourhoods) to act as the Council's crime and disorder committee.
- 3.5 In its capacity as a crime and disorder committee, the Scrutiny Board (Environment and Neighbourhoods) may co-opt additional members to serve on the Board, providing they are not an Executive Member.
- 3.6 The Scrutiny Board (Environment and Neighbourhoods) may limit the co-opted member's participation to those matters where the Scrutiny Board is acting as the Council's crime and disorder committee.
- 3.7 Unless the Scrutiny Board (Environment and Neighbourhoods) decides otherwise, any co-opted member shall not be entitled to vote and the Board may withdraw the co-opted membership at any time.

#### **4.0 Issue to consider when seeking to appoint co-opted members**

- 4.1 Currently, there is no overarching national guidance or criteria that should be considered when seeking to appoint co-opted members. As a result, there is a plethora of methods employed within Councils for the appointment of co-optees to Overview and Scrutiny Committees (Scrutiny Boards). For example, some Councils use "job descriptions", some carry out formal interviews and some advertise for co-optees in the local press, with individuals completing a simple application form which is then considered by Members.
- 4.2 In considering or seeking the appointment of co-opted members, Scrutiny Boards may find it useful to consider that co-opted members should:
- Add value to the work of the Scrutiny Board and/or specific inquiry, by having some specialist skill or knowledge
  - Be considered as representatives of wider groups of people. For example, service user representatives, voluntary or community groups etc.
  - Not be seen as a replacement to professional advice from officers;
  - Be mindful about the extent of any potential conflicts of interest;
- 4.3 Despite the lack of any national guidance, what is clear is that any process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of Scrutiny Boards.
- 4.4 In addition, when considering the issue of co-opted members, Scrutiny Boards should also be mindful of the role of expert witnesses and seeking information / evidence from a variety of different sources to help fulfill the objectives of the work programme and/or a specific inquiry.

#### **5.0 Recommendation**

- 5.1 In line with the options available outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

#### **6.0 Background Papers**

- The Council's Constitution
- Police and Justice Act 2006
- KPMG Scrutiny Review May 2009

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## Report of the Head of Scrutiny and Member Development

### Scrutiny Board: Environment and Neighbourhoods

Date: 14<sup>th</sup> June 2010

Subject: Input to the Work Programme 2010/11 - Sources of Work and  
Establishing the Board's Priorities

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#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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### 1.0 Purpose of Report

1.1 This report provides information and guidance to assist the Board develop its work programme for 2010/11.

### 2.0 Background Information

2.1 Relevant information from the following key sources have been extracted appropriate to this Board's responsibilities and attached to this paper to assist Members in this process (Appendix 1):

- Leeds Strategic Plan 2008 – 2011 – Executive Summary
- List of Scrutiny work undertaken in the past six years relevant to the Board's portfolio

2.2 Other sources of work will continue to be 'requests for scrutiny' and corporate referrals.

2.3 A copy of the Board's terms of reference is attached for reference purposes (Appendix 2).

2.4 The relevant extract from the latest forward plan is also attached for consideration (Appendix 3).

### 3.0 Work programming

3.1 The Director of Environment and Neighbourhoods and the Executive Member for Environmental Services have been invited to attend this meeting of the Board to

contribute to discussions about the Board's work programme. The Executive Member for Neighbourhoods and Housing will be attending the Board's July meeting.

- 3.2 Following those discussions, the Board is asked to agree an outline work programme that prioritises the issues to be investigated.

#### **4.0 Guidance**

- 4.1 Over the last few years of Scrutiny Board work, experience has shown that the process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time and focus its resources on one key issue at a time. This view was echoed within the findings of the KPMG external audit report on the Scrutiny function in Leeds.

- 4.2 The Board is advised to consider the benefits of single item agendas (excluding miscellaneous information and minutes) in order to focus on all the relevant evidence and complete an inquiry in a shorter period of time. There are various mechanisms available to assist the Board in concluding inquiries quickly, such as working groups and site visits.

- 4.3 The agreed Memorandum of Understanding between Executive Board and Overview and Scrutiny which sits within the Council's Constitution states;

*"The responsibility of those setting scrutiny work programmes is, therefore, to ensure that items of work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.*

*It is recognised that Scrutiny Boards have a 'watching brief' role. In addition information is required for members' own development process, particularly as membership of the Boards is changed annually.*

*However, it is also recognised that agendas are often filled up with reports for this purpose, which takes up time for both officers and Members. Where Scrutiny Boards wish to ask questions at a general or more strategic level and/or be updated on issues already considered in detail, the facility of Members' Questions – where a verbal exchange replaces written reports - should be used.*

*It is expected that where ever possible prior notification is given of the likely questions to be asked".*

- 4.4 For the past couple of years the Children's Services Board in particular has developed the approach of devoting one meeting per quarter to 'horizon scan' issues and consider performance management. This includes discussing with Executive Members and officers relevant issues. This is acknowledged within the KPMG report as good practice.

#### **5.0 Recommendations**

- 5.1 Members are requested to use the attached information and the discussion with those present at the meeting to develop its work programme.

#### Background Papers

# Leeds Strategic Plan 2008 to 2011

## Executive Summary

### About the Leeds Strategic Plan

The Leeds Strategic Plan 2008 to 2011 sets out the strategic outcomes – the real changes we want to see in people's lives and the city by 2011, and improvement priorities – the key areas where we want to focus our efforts over the next three years. Clear targets have been set to measure the progress we will make over the next three years. The contents of the Plan are aligned with the eight themes in the Vision for Leeds 2004 to 2020, the sustainable community strategy for Leeds. The Leeds Strategic plan can be seen as the delivery plan for the Vision for Leeds.

Working in partnership through the Leeds Initiative, Leeds' local strategic partnership, the Council and its key partners have agreed, following extensive consultation with councillors, stakeholder groups and the public across the city, a single shared set of outcomes and priorities for the city.

The targets in the Leeds Strategic Plan have been selected after thorough study of the prospects, opportunities and challenges facing Leeds and agreed with partners in the city and with central government. The Leeds Strategic Plan is also the Local Area Agreement for Leeds, a formal agreement with central government about how to improve outcomes on our shared priorities..

At the heart of the Leeds Strategic Plan is our ambition to transform the quality of life in Leeds to see:

- people happy, healthy, safe, successful and free from the effects of poverty;
- our young people equipped to contribute to their own and the city's future well being and prosperity;
- local people engaged in decisions about their neighbourhood and community and help shape local services;
- neighbourhoods that are inclusive, varied and vibrant offering housing options and quality facilities and free from harassment and crime;
- an environment that is clean, green, attractive and above all, sustainable; and
- a city-region that is prosperous, innovative and distinctive enabling individuals and businesses to achieve their economic potential.

Our long and successful record of partnership working is a sure foundation for the delivery of these ambitious targets for Leeds. Leeds is one of only three authorities nationally to have been awarded Beacon status for the quality of partnership working and, as a Beacon authority, we will help other authorities all over the country develop effective partnerships to represent local wishes and meet local needs.

### How we will deliver this plan

Leeds City Council will play a key role engaging the public and other stakeholders to shape the contents of the Leeds Strategic Plan, managing performance and reporting progress to local people. The Leeds Strategic Plan is a partnership plan and Leeds Initiative and its groups, including the Strategy Group which brings together the major public sector partners in the city as well as key representatives from the business and voluntary, community and faith sectors, will monitor and manage progress and keep the contents of the Plan relevant to the needs of Leeds. Each partner will also integrate the targets and priorities in this Plan into their work plans. Leeds City Council has produced a Business Plan to support its contribution to the Leeds Strategic Plan.



Working in partnership through the Leeds Initiative



Strategic Outcomes The real changes we want to see		Improvement Priorities – our key focus for the next three years	
<b>Culture</b>			
	<ul style="list-style-type: none"> <li>• Increased participation in cultural opportunities through engaging with all our communities.</li> <li>• Enhanced cultural opportunities through encouraging investment and development of high quality facilities of national and international significance.</li> </ul>		<ul style="list-style-type: none"> <li>• Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities.</li> <li>• Facilitate the delivery of major cultural schemes of international significance.</li> </ul>
<b>Enterprise and the Economy</b>			
	<ul style="list-style-type: none"> <li>• Increased entrepreneurship and innovation through effective support to achieve the full potential of people, business and the economy.</li> <li>• Increased international competitiveness through marketing and investment in high quality infrastructure and physical assets, particularly in the city centre.</li> </ul>		<ul style="list-style-type: none"> <li>• Increase innovation and entrepreneurial activity across the city</li> <li>• Facilitate the delivery of major developments in the city centre to enhance the economy and support local employment</li> <li>• Increase international communications, marketing and business support activities to promote the city and attract investment.</li> </ul>
<b>Learning</b>			
	<ul style="list-style-type: none"> <li>• An enhanced workforce that will meet future challenges through fulfilling individual and economic potential and investing in learning facilities.</li> </ul>		<ul style="list-style-type: none"> <li>• Enhance the skill level of the workforce to fulfil individual and economic potential</li> <li>• Improve learning outcomes for all 16 year olds, with a focus on narrowing the achievement gap.</li> <li>• Improve learning outcomes and skill levels for 19 year olds.</li> <li>• Increase the proportion of vulnerable groups engaged in education, training or employment.</li> <li>• Improve participation and early learning outcomes for all children, with a focus on families in deprived areas.</li> </ul>
<b>Transport</b>			
	<ul style="list-style-type: none"> <li>• Increased accessibility and connectivity through investment in a high quality transport system and through influencing others and changing behaviours</li> </ul>		<ul style="list-style-type: none"> <li>• Deliver and facilitate a range of transport proposals for an enhanced transport system, including cycling and walking.</li> <li>• Improve the quality, use and accessibility of public transport services in Leeds.</li> <li>• Improve the condition of the streets and transport infrastructure by carrying out a major programme of maintenance and improvements.</li> <li>• Improve road safety for all our users, especially motor cyclists, pedal cyclists and pedestrians.</li> </ul>
<b>Environment</b>			
	<ul style="list-style-type: none"> <li>• Reduced ecological footprint through responding to environmental and climate change and influencing others.</li> <li>• Cleaner, greener and more attractive city through effective environmental management and changed behaviours.</li> </ul>		<ul style="list-style-type: none"> <li>• Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill.</li> <li>• Reduce emissions from public sector buildings, operations and service delivery, and encourage others to do so.</li> <li>• Undertake actions to improve our resilience to current and future climate change.</li> <li>• Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.</li> <li>• Improve the quality and sustainability of the built and natural environment.</li> </ul>

Strategic Outcomes The real changes we want to see	Improvement Priorities – our key focus for the next three years
<b>Health and Wellbeing</b>	
<ul style="list-style-type: none"> <li>• Reduced health inequalities through the promotion of healthy life choices and improved access to services.</li> <li>• Improved quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect.</li> <li>• Enhanced safety and support for vulnerable people through preventative and protective action to minimise risks and maximise wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce premature mortality in the most deprived areas.</li> <li>• Reduction in the number of people who smoke.</li> <li>• Reduce rate of increase in obesity and raise physical activity for all.</li> <li>• Reduce teenage conception and improve sexual health.</li> <li>• Improve the assessment and care management of children, families and vulnerable adults.</li> <li>• Improved psychological, mental health, and learning disability services for those who need it.</li> <li>• Increase the number of vulnerable people helped to live at home.</li> <li>• Increase the proportion of people in receipt of community services enjoying choice and control over their daily lives.</li> <li>• Improve safeguarding arrangements for vulnerable children and adults through better information, recognition and response to risk.</li> </ul>
<b>Thriving Places</b>	
<ul style="list-style-type: none"> <li>• Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities.</li> <li>• Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours.</li> <li>• Increased economic activity through targeted support to reduce worklessness and poverty.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase the number of “decent homes”.</li> <li>• Increase the number of affordable homes.</li> <li>• Reduce the number of homeless people.</li> <li>• Reduce the number of people who are not able to adequately heat their homes.</li> <li>• Increase financial inclusion in deprived areas.</li> <li>• Create safer environments by tackling crime</li> <li>• Improve lives by reducing the harm caused by substance misuse</li> <li>• Reduce offending by managing offending behaviour better</li> <li>• Reduce bullying and harassment.</li> <li>• Reduce worklessness across the city with a focus on deprived areas.</li> <li>• Reduce the number of children in poverty.</li> <li>• Develop extended services, using sites across the city, to improve support to children, families and communities</li> </ul>
<b>Harmonious Communities</b>	
<ul style="list-style-type: none"> <li>• More inclusive, varied and vibrant communities through empowering people to contribute to decision making and delivering local services.</li> <li>• Improved community cohesion and integration through meaningful involvement and valuing equality and diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents.</li> <li>• An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery.</li> <li>• Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services.</li> <li>• An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities.</li> </ul>

## Partners who have helped to draw up this Plan

Arts Council  
Education Leeds  
English Heritage  
Environment Agency  
Health and Safety Executive  
Highways Agency  
Jobcentre Plus  
Learning and Skills Council  
Leeds chamber of Commerce and Industry  
Leeds Colleges  
Leeds Partnership Foundation Trust  
Leeds Primary Care Trust  
Leeds Teaching Hospitals Trust  
Leeds Voice  
Museums, Libraries, Archives Yorkshire  
Natural England  
Re'new  
Sport England  
West Yorkshire Fire and Rescue Service  
West Yorkshire Metro  
West Yorkshire Police  
West Yorkshire Police Authority  
West Yorkshire Probation Service  
Yorkshire Forward  
Youth Offending Service

For enquiries about the Leeds Strategic Plan or to obtain a copy of the plan please:

Email: [leedsstrategicplan@leeds.gov.uk](mailto:leedsstrategicplan@leeds.gov.uk)

Telephone: **0113 224 346 2**

Visit our website: [www.leedsstrategicplan.org.uk](http://www.leedsstrategicplan.org.uk)

Write to:  
**Leeds Strategic Plan  
Planning, Policy and  
Improvement  
2nd Floor East  
Civic Hall  
Leeds LS1 1UR**

If you do not speak English and need help in understanding this document, please phone: **0113 224 346 2** and state the name of your language. We will then put you on hold while we contact an interpreter. We can assist with any language and there is no charge for interpretation.

An audio cassette of the Leeds Strategic Plan can also be obtained by contacting us via one of the methods above.



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**List of Scrutiny work undertaken in the past six years relevant to the Environment and Neighbourhoods portfolio**

The following list summaries key areas of scrutiny work carried out over the last six years that are relevant to the Board's portfolio (this list excludes the standard performance management and recommendation tracking items)

**Municipal year 2009/10 – Scrutiny Board (Environment and Neighbourhoods)**

Integrated Offender Management Inquiry  
 EASEL Regeneration Programme Inquiry  
 Procurement of Housing Contracts Review  
 Housing Lettings Process Review  
 Recycling Inquiry  
 Worklessness Review  
 Procurement of the Grounds Maintenance Contract for 2011  
 Dog Warden Service Strategy  
 Response to the CLG Consultation around social housing allocations  
 Integrated Waste Strategy for Leeds 2005-2035 – Revised Draft Action Plan  
 Briefing on the Roseville Door Factory Closure  
 Briefing on the Housing Solutions/Mortgage Rescue  
 Briefing on Fuel Poverty

**Municipal year 2008/09 – Scrutiny Board (Environment and Neighbourhoods)**

Review of Dog Fouling Enforcement in Leeds  
 Street Cleaning Inquiry  
 Asylum Seeker and Case Resolution Inquiry  
 Older People's Housing Inquiry  
 Private Rented Sector Housing Inquiry  
 Review of Miscellaneous Properties  
 Draft Leeds Housing Strategy  
 Grounds Maintenance Draft Service Improvement Plan  
 Sustainable Communities Act  
 Revised Lettings Policy  
 Monthly performance updates on the Dog Warden service  
 Quarterly updates on the Supporting People Programme  
 Briefing on the role of Police Community Support Officers

**Municipal year 2007/08 – Scrutiny Board (Environment and Neighbourhoods)**

Housing Lettings Pressures Inquiry  
 CO2 Emissions Inquiry  
 Safer Leeds 2006/07 Annual Performance Report  
 Recycling Strategy  
 Consultation on Strategic Outcomes and Improvement Priorities for the Leeds Strategic Plan  
 Voids and Empty Properties Update  
 Street Cleansing and Britain's Cleanest City Award Update  
 Outcomes of Research into the Housing Market in Leeds  
 Rodent Control in Leeds  
 Integrated Waste Strategy – Waste Solution for Leeds  
 Integrated Waste Strategy – The role of the Voluntary and Community Sector  
 Safer Leeds Partnership Plan

Municipal year 2006/07 – Scrutiny Board (City Services) and Scrutiny Board (Neighbourhoods and Housing)

Implementation of the Clean Neighbourhoods and Environment Act 2005  
 PFI Street lighting – visit to the Scottish Electric Contracting Ltd Headquarters at Swillington  
 City Services EMAS and actions taken to reduce CO2 Emissions  
 Review of the Leeds scheme to control litter from flyers and free printed material  
 Regeneration in Beeston Hill and Holbeck Inquiry  
 Supporting People  
 Respect Agenda  
 Emergency Accommodation for young people  
 PCSO Evaluation  
 EASEL update  
 Lettings Policy  
 Area Management Review  
 Social Enterprise  
 Asylum Seekers  
 Prostitution Strategy  
 Single Regional Housing Pot

Municipal year 2005/06 – Scrutiny Board (Environment and Community Safety) and Scrutiny Board (Thriving Communities)

Anti-social Behaviour Interventions Inquiry  
 Evaluation of Police Community Support Officers  
 Closure of Public Rights of Way for the Purposes of Crime Prevention  
 Streetlighting Private Finance Initiative  
 Streetscene Grounds Maintenance Contract Inquiry  
 Waste Solution Inquiry  
 Contaminated Land  
 Affordable Housing for Families Inquiry  
 ALMO Performance Information  
 Empty Properties  
 Community Cohesion  
 Leeds Tenants Federation and Tenant Involvement in ALMOs  
 Fitness of Private Sector Housing  
 Asylum Seekers  
 Gypsies and Travellers  
 Hostel Closures  
 ALMO Review  
 ALMO Enforcement of Tenancy Conditions  
 Implementation of the Housing Act 2004

Municipal year 2004/05 – Scrutiny Board (City Services) and Scrutiny Board (Neighbourhoods and Housing)

Streetscene Revisited: A Critical Assessment  
 Bulky Items Collection Inquiry  
 Review of Enforcement  
 Recycling Inquiry  
 Landfill Allowance Trading Scheme  
 Gypsies and Traveller Sites  
 Asylum arrangements in Leeds post 2005  
 Area Management – progress and implementation



Lettings Policy and Local Lettings Policy  
Introductory Tenancies  
Licensing of Private Landlords  
Community Centre Review  
SRB Exit Strategies  
Evaluating the use of Enforcement Powers  
Allocation of PCSOs and Wardens  
Community Safety and Enforcement Operations  
External Audit Report – Community Safety Partnerships  
Energy and Fuel Poverty  
Leeds Tenants Federation  
Alley Gating Schemes  
Hostel Closures

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**Scrutiny Board (Environment and Neighbourhoods)**

1. In relation to **Environment and Neighbourhoods**<sup>1</sup>, to exercise the functions of a Scrutiny Board including the following:
  - (a) to review or scrutinise the exercise of any council or executive function, or any other related matter<sup>2</sup>;
  - (b) to make reports or recommendations to Council or the Executive in connection with the exercise of any functions of the Council or the Executive including proposals for changes to policies and practices;
  - (c) to receive and review external audit and inspection reports;
  - (d) to act as the appropriate Scrutiny Board<sup>3</sup> in relation to the Executive's initial proposals for a plan or strategy within the Budget and Policy Framework; and
  - (e) to review corporate performance indicators and to make such reports and recommendations as it considers appropriate;
  - (f) to undertake value for money reviews;
  - (g) to review outcomes, targets and priorities within the Leeds Strategic Plan and to make such reports and recommendations as it considers appropriate; and
  - (h) to review or scrutinise executive decisions made but not implemented.<sup>4</sup>
2. To exercise the functions of a **crime and disorder committee**<sup>5</sup>, including the following:
  - (a) to review or scrutinise the exercise of crime and disorder functions<sup>6</sup> by responsible authorities<sup>7</sup>;
  - (b) to review or scrutinise any local crime and disorder matter in relation to a Member<sup>8</sup>;

<sup>1</sup>These are the functions delegated to the Director of Environment and Neighbourhoods, the Chief Environmental Services Officer, the Chief Housing Services Officer and the Chief Regeneration Officer under the officer delegation schemes (council functions) and the officer delegation scheme (executive functions), and the functions which the authority has agreed that another person should exercise as agent of the authority (Section 27 of the Housing Act 1985).

<sup>2</sup> including matters pertaining to outside bodies and partnerships to which appointments have been made by the authority

<sup>3</sup> under the Budget and Policy Framework Procedure Rules

<sup>4</sup> which have been called-in under Rule 21 of the Scrutiny Board Procedure Rules.

<sup>5</sup> In accordance with Section 19 Police and Justice Act 2006

<sup>6</sup> As defined by Section 6 Crime and Disorder Act 1998 (formulating and implementing crime and disorder strategies).

<sup>7</sup> These are the authorities responsible for crime and disorder strategies (Section 5 of the Crime and Disorder Act 1998)

Part 3 Section 2B

Page 1 of 2

- (c) to make a report or recommendations to the Council or the Executive about the exercise of crime and disorder functions<sup>9</sup> or any local crime and disorder matter in relation to a Member<sup>10</sup>.
3. To receive and monitor formal responses to any reports or recommendations made by the Board.

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<sup>8</sup> This is any matter concerning-

- (a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment) or
- (b) the misuse of drugs alcohol and other substances in that area which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area.

<sup>9</sup> See footnote 6 above

<sup>10</sup> See footnote 8 above



## **FORWARD PLAN OF KEY DECISIONS**

1 June 2010 – 30 September 2010

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

For the period 1 June 2010 to 30 September 2010

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)

<p>Request to award the 3 (+1+1) year Supporting People contract to the preferred bidder, following a competitive tender, to provide the Housing Support for Young People Leaving Care service at a value of up to £297,000 per annum.</p> <p>Approval to award the 3 (+1+1) year Supporting People contract to the preferred bidder, following a competitive tender, to provide the Housing Support for Young People Leaving Care service at a value of up to £297,000 per annum.</p>	Director of Environment and Neighbourhoods	1/6/10	n/a	Reports presented to the Commissioning Body and Delegated Decision Panel prior to decision being taken	Appendix 3 Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
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<p>: Request to invoke the six month extension for the existing 18+6 month contract with Adult Social Care Learning Disabilities for the 6 Non Independent Living Project ( Non ILP) Services The value of the 6 month extension is approximately £588,528. Authorisation to invoke the six month extension for the existing 18+6 contract with Adult Social Care Learning Disabilities. This is for the following services :</p> <p>East North East 24/7 (Non ILP)  East North East Visiting Support (Non ILP)  South South East 24/7 (Non ILP)  South South East Visiting Support (Non ILP)  West North West 24/7 (Non ILP)  West North West Visiting Support (Non ILP)  The approximate value of the 6 month extension is £588,528.66.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/6/10</p>	<p>n/a</p>	<p>Report to be presented to the Delegated Decision Panel</p>	<p>Appendix 3  Director of Environment and Neighbourhoods  neil.evans@leeds.gov.uk</p>
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## Appendix 3

HRA Subsidy Variation Approval to spend the subsidy variation on additional capital schemes over and above decency works and support to key regeneration schemes so that the money is used to add value to the Council's assets and residents lives.	Executive Board (Portfolio: Neighbourhoods and Housing)	16/6/10	Consultation has taken place with the ALMOs, BITMO and Strategic Housing to determine priorities for the spend of this money.	None	Director of Environment and Neighbourhoods john.statham@leeds.gov.uk
Grounds Maintenance Contract	Executive Board (Portfolio: Environmental Services)	16/6/10	Various key stakeholders have been consulted, including all Area Committees, as set out in the report	The report to be issued to the decision maker with the agenda for the meeting	Chief Officer Environmental Services stephen.smith@leeds.gov.uk

<p>Household Waste Sorting Site (HWSS) Strategic Review Agree</p> <ul style="list-style-type: none"> <li>• Policy for provision of HWSS based on national standards, best practise and Leeds specific population/tonnage data</li> <li>• Policy on cross border use</li> <li>• Number of HWSS required in total</li> </ul>	Executive Board (Portfolio: Environmental Services)	16/6/10	Previously undertaken	The report to be issued to the decision maker with the agenda for the meeting	Chief Officer Environmental Services susan.upton@leeds.gov.uk
Review of Area Functions Endorsement of the review of Area Functions for 2010/11	Executive Board (Portfolio: Neighbourhoods and Housing)	16/6/10	Elected Members, Area Committees, Regeneration Management Teams	The report is to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods liz.jarmin@leeds.gov.uk
60 Sholebroke Avenue To dispose or lease at less than best an asset with a value of more than £250k	Executive Board (Portfolio: Neighbourhoods and Housing)	16/6/10	Previously undertaken	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods karen.chiverall@leeds.gov.uk

<p>Reform of Council Housing Finance - The Council's response to the Government's consultation paper - "Council housing: A real future. Prospectus"</p> <p>That Executive Board agree the proposed response to the Government's consultation paper "Council housing: A real Future. Prospectus"</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>16/6/10</p>	<p>Presentation to ALMO boards and Leeds Tenants Federation</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Appendix 3</p> <p>Director of Environment and Neighbourhoods richard.ellis@leeds.gov.uk</p>
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## Appendix 3

<p>Request to enter into a Supporting People contract with Leeds Partnership NHS Foundation Trust with an approximate total annual contract value of £1,499,591.02</p> <p>Authorisation to enter into a Supporting People contract with Leeds Partnership NHS Foundation Trust for a period of 2(+1) years. This is for the following services: Specialised Supported Living Service 1 (multiple disability_ Specialised Supported Living Service 2 (complex behaviour)</p> <p>This is at an approximate annual cost of 31,499,591.02</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/10</p>	<p>n/a</p>	<p>Report to be presented to the Delegated Decision Panel</p>	<p>Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
<p>East Leeds Household Waste Sort Site Re-development To award contract to redevelop this waste recycling facility</p>	<p>Chief Officer Environmental Services</p>	<p>1/7/10</p>	<p>Local residents and Councillors prior to works commencing</p>	<p>Tender Documents</p>	<p>Chief Officer Environmental Services susan.upton@leeds.gov.uk</p>

<p>The Future of Council Housing Project</p> <p>The project's objective is to deliver an appraisal which will identify, assess and recommend the most desirable, viable and achievable option(s) to deliver the long term vision for council housing in Leeds</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>21/7/10</p>	<p>With all key stakeholders including Members, Tenants and Leaseholders, Housing Providers internal and external</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Appendix 3</p> <p>Chief Housing Services Officer neil.evans@leeds.gov.uk</p>
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<p>The Leeds Regeneration Framework, 2010 to 2030 Approval of the Leeds Regeneration Framework. This includes :-</p> <ol style="list-style-type: none"> <li>1. The strategy element, which consists of the Vision, the new objectives and the mechanism for determining where, when and how regeneration should take place across Leeds over the next 20 years.</li> <li>2. The programme element, which sets out the headline milestones to be achieved within each of our current and planned major regeneration programmes.</li> </ol>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>21/7/10</p>	<p>A wide-ranging consultation process has been ongoing since Sept 2009. This has been led by the Chief Regeneration Officer, and has involved a large number of internal and external stakeholders. Papers on the proposed framework have been taken to, and supported by, a number of key groups, including Strategic Leadership Team, Worklessness Strategic Outcomes Group and Narrowing the Gap Board. In addition, consultation has taken place with senior management teams across the Council, and with Members and Chief Officers. Further consultation is planned for early next year, including with the Youth Parliament.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Appendix 3 Director of Environment and Neighbourhoods stephen.boyle@leeds.gov.uk</p>
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<p>ALMO Annual Reports 09/10 Approval and comments on the ALMO annual reports to the Council covering the period April 2009 – March 2010</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>21/7/10</p>	<p>Previously Undertaken</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Environment and Neighbourhoods john.statham@leeds.gov.uk</p>
<p>Golden Triangle Partnership - Partnership Agreement - Transfer of Executive Powers from Executive Board The transfer of specific powers from Executive Board to the Golden Triangle Partnership Board through a partnering agreement between Leeds, City of York and Harrogate Borough Council</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>21/7/10</p>	<p>The consultation has already taken place between the three local authorities legal representatives in developing the partnering agreement. The progress of this agreement has been tracked by the partnership board.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Environment and Neighbourhoods ernie.gray@leeds.gov.uk</p>
<p>Area Delivery Plans 2010/11 Endorsement of 10 Area Delivery Plans</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>21/7/10</p>	<p>Elected Members, Area Committees, Regeneration Management Teams</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
<p>Treatment of kerbside collected food waste Approval of strategy and business case for procurement of food waste processing capacity</p>	<p>Executive Board (Portfolio: Environmental Services)</p>	<p>21/7/10</p>	<p>Waste Solution Programme Board, Planning, City Development</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Environment and Neighbourhoods andrew.mason@leeds.gov.uk</p>

<p>Seek permission to award the contract for housing related support to older people in the West North West area of Leeds following identification of a successful organisation through the completion of a competitive tendering exercise</p> <p>Authorisation to award the contract for housing related support to older people in the West North West Area of Leeds, to the successful organisation following completion of the tender exercise</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/8/10</p>	<p>n/a</p>	<p>Report to be presented to the Delegated Decision Panel and all tender documents available if required</p>	<p>Appendix 3</p> <p>Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
<p>Lifetime Neighbourhoods for Leeds - Round 6 housing PFI Project</p> <p>Updated position on the round 6 housing PFI Project</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>25/8/10</p>	<p>Refer to Appendix 3 of Executive Board 12 February 2010</p>	<p>Executive Board report 12th Feb 2010 and Outline Business Case</p>	<p>Director of Environment and Neighbourhoods christene.addison@leeds.gov.uk</p>
<p>Adaptation Strategy</p> <p>Endorsing results of detailed bid solution phase. To agree the Adaptation Strategy for implementation</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>25/8/10</p>	<p>Previously undertaken</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Chief Officer Environmental Services helen.freeman@leeds.gov.uk</p>



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## Report of the Head of Scrutiny and Member Development

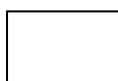
**Scrutiny Board: Environment and Neighbourhoods**

**Date: 14<sup>th</sup> June 2010**

**Subject: Determining the Work Programme 2010/11**

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### Electoral Wards Affected:



Ward Members consulted  
(referred to in report)

### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Purpose of Report

1.1 The purpose of this report is to determine the Board's work programme for 2010/11.

## 2.0 Introduction

2.1 The previous Agenda item provided inputs to the development of the Board's work programme. Having considered the written information and having discussed relevant issues with those present at the meeting, the Board is now asked to consider formulating a draft work programme.

2.2 In formulating the work programme the Scrutiny Board shall determine;

- how the proposed inquiry meets criteria approved from time to time by the Scrutiny Advisor Group (Attached as Appendix 1)
- whether the programme can be adequately resourced and timetabled. A draft work programme highlighting existing commitments and potential areas of Scrutiny work is attached as Appendix 2.

## 3.0 Recommendations

3.1 Members are requested to consider the Board's work programme.

### Background Papers

Council's Constitution - Scrutiny Board Procedure Rules

## SCRUTINY BOARD PROCEDURE RULES GUIDANCE NOTE 7

### INQUIRY SELECTION CRITERIA

#### 1.0 INTRODUCTION

- 1.1 The Scrutiny Board Procedure Rules require Scrutiny Boards, before deciding to undertake an Inquiry, to:

*Consider how a proposed Inquiry meets criteria approved from time to time; and*

*Consult with any relevant Director and Executive Member*

- 1.2 This is to ensure that Scrutiny Boards, when agreeing to undertake an Inquiry, have considered carefully the reasons for that Inquiry, its objectives, whether it can be adequately resourced in terms of Member and Officer time and have sought the views of the relevant Director and Executive Member.
- 1.3 The decision whether to undertake an Inquiry or not rests with the Scrutiny Board.

#### 2.0 INQUIRY SELECTION CRITERIA

- 2.1 At the time of deciding to undertake an Inquiry, the Scrutiny Board will refer to the Inquiry Selection Criteria within this Guidance Note and formally identify which of the agreed criteria the proposed Inquiry meets. The Board will also record the comments of the relevant Director and Executive Member. This process will be recorded in the Scrutiny Board minutes.

## INQUIRY SELECTION CRITERIA

**Scrutiny Board** \_\_\_\_\_

**Inquiry Title** \_\_\_\_\_

**Anticipated Start Date** \_\_\_\_\_

**Anticipated Finish Date** \_\_\_\_\_

**The Inquiry meets the following criteria**

- It addresses the Council's agreed Strategic outcomes by reviewing the effectiveness of policy to achieve strategic outcomes as defined by the Leeds Strategic Plan
- Shaping and developing policy through influencing pre-policy discussion



It fulfils a performance management function by

- Reviewing performance of significant parts of service
- Addressing a poor performing service
- Addressing a high level of user dissatisfaction with the service
- Addressing a pattern of budgetary overspends
- Addressing matters raised by external auditors and inspectors






- Addresses an issue of high public interest
- Reviews a Major or Key Officer decision
- Reviews an Executive Board decision
- Reviews a series of decisions which have a significant impact \_\_\_\_\_
- Has been requested by the Executive Board/Full Council/Scrutiny Advisory Group
- looks at innovative change







Comments of relevant Director and Executive Member (Attach additional sheet if necessary)

Date

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SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Suggested Areas for Scrutiny Currently Unscheduled</b>			
<b>Procurement of the Grounds Maintenance Contract for 2011</b>	To continue to oversee the procurement process for the new grounds maintenance contract.	The Board produced an interim Statement in January 2010 with a view to continuing to oversee the procurement of the new grounds maintenance contract.	RP
<b>ALMO Inspections</b>	To consider the findings of the ALMO inspections.	The Board raised this matter during its January 2010 meeting. A suggestion was made to establish a working group to look at the general findings arising from the ALMO inspections. It was noted at that stage that the WNWHL inspection had not been completed.	PM
<b>Future options for Council Housing</b>	To monitor developments in relation to future options for Council Housing.	This was a referral from the Central and Corporate Functions Scrutiny Board.	RFS

## SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Meeting date: 13<sup>th</sup> July 2010</b>			
<b>Performance Management</b>	To consider Quarter 4 information for 2009/10 (Jan-Mar).	All Scrutiny Boards receive performance information on a quarterly basis.	PM
<b>Integrated Offender Management</b>	To consider and agree the Board's report following its inquiry into Integrated Offender Management.	This report is carried over from 2009/10.	RP
<b>Recycling</b>	To consider and agree the Board's report following its inquiry into Recycling.	This report is carried over from 2009/10.	RP
<b>Procurement of Housing Contracts – formal response</b>	To consider the formal response to the Board's recommendations and any progress made in implementing the recommendations.	The formal response is due to be considered at the Executive Board meeting in June.	MSR
<b>Meeting date: 13<sup>th</sup> September 2010</b>			
<b>Formal Responses to Previous Scrutiny Inquiries</b>	To consider the formal responses to the Board's previous inquiries into: <ul style="list-style-type: none"> <li>EASEL Regeneration Programme</li> <li>Worklessness</li> <li>Housing Lettings Process</li> </ul>	The formal responses are due to be considered at the Executive Board meeting in July.	MSR
<b>Leeds Strategic Plan/Vision</b>	To consider proposed Vision aims, LSP and Business Plan priorities.	All Scrutiny Boards to be consulted. Timing subject to confirmation.	
<b>Performance Management</b>	To consider Quarter 1 information for 2010/11 (April - June).	All Scrutiny Boards receive performance information on a quarterly basis	PM
<b>Recommendation Tracking</b>	This item tracks progress with previous Scrutiny recommendations on a quarterly basis.		MSR

**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)**

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Meeting date: 11<sup>th</sup> October 2010</b>			
<b>Leeds Strategic Plan/Vision</b>	To engage in the target setting process, linked to the LSP and Business Plan priorities.	All Scrutiny Boards to be consulted. Timing subject to confirmation.	
<b>Formal Responses to Previous Scrutiny Inquiries</b>	To consider the formal responses to the Board's previous inquiries into: <ul style="list-style-type: none"> <li>• Integrated Offender Management</li> <li>• Recycling</li> </ul>		MSR
<b>Meeting date: 8<sup>th</sup> November 2010</b>			
<b>Meeting date: 13<sup>th</sup> December 2010</b>			
<b>Performance Management</b>	To consider Quarter 2 information for 2010/11 (July-Sept)	All Scrutiny Boards receive performance information on a quarterly basis	PM
<b>Recommendation Tracking</b>	This item tracks progress with previous Scrutiny recommendations on a quarterly basis		MSR
<b>Meeting date: 17<sup>th</sup> January 2011</b>			
<b>Meeting date: 14<sup>th</sup> February 2011</b>			
<b>Leeds Strategic Plan/Vision</b>	To agree composite report to be submitted to Executive Board as part of the Budget and Policy Framework.	Timing subject to confirmation.	
<b>Meeting date: 14<sup>th</sup> March 2011</b>			
<b>Performance Management</b>	To consider Quarter 3 information for 2010/11 (Oct-Dec)	All Scrutiny Boards receive performance information on a quarterly basis	PM

**SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)**

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Meeting date: 11<sup>th</sup> April 2011</b>			
<b>Annual Report</b>	To agree the Board's contribution to the annual scrutiny report		

Key:

CCFA / RFS – Councillor call for action / request for scrutiny  
 RP – Review of existing policy  
 DP – Development of new policy  
 MSR – Monitoring scrutiny recommendations

B – Briefings (Including potential areas for scrutiny)  
 SC – Statutory consultation  
 CI – Call in  
 PM – Performance management