



SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

Meeting to be held in Civic Hall, Leeds on
Tuesday, 13th July, 2010 at 10.00 am

(Pre-meeting for Members only at 9.30 am)

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;

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

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Principal Scrutiny Adviser:
Richard Mills
Tel: 2474557

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information 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>	

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 - 14 JUNE 2010</p> <p>To confirm as a correct record the attached minutes of the meeting held on 14 June 2010.</p>	1 - 6
7			<p>INPUT TO THE WORK PROGRAMME 2010/11</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development</p>	7 - 8
8			<p>PERFORMANCE MANAGEMENT QUARTER 4 2009/10</p> <p>To receive and consider the attached report from the Head of Policy, Performance and Improvement on performance information for Quarter 4 2009/10.</p>	9 - 40
9			<p>PROCUREMENT OF HOUSING CONTRACTS - FORMAL RESPONSE</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development presenting the formal response to the Board's Statement on the Procurement of Housing Contracts.</p>	41 - 58

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>WORK PROGRAMME</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development on the Board's current work programme.</p>	59 - 92
11			<p>DATES AND TIMES OF FUTURE MEETINGS</p> <p>Monday, 13 September 2010 Monday 11 October 2010 Monday 8 November 2010 Monday 13 December 2010 Monday 17 January 2011 Monday 14 February 2011 Monday 14 March 2011 Monday 11 April 2011</p> <p>All at 10.00a.m. (Pre-meetings for Members at 9.30 a.m.)</p>	

Agenda Item 6

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

MONDAY, 14TH JUNE, 2010

PRESENT: Councillor B Anderson in the Chair

Councillors A Barker, G Driver, P Ewens, R Grahame, G Hyde, M Iqbal and L Mulherin

1 Declarations of Interest

No declarations of interest were made.

2 Apologies for Absence

No apologies for absence from the meeting were received.

3 Minutes - 17th May 2010

RESOLVED – That the minutes of the meeting held on 17th May 2010 be confirmed as a correct record.

4 Matters Arising from the Minutes

Review of the Housing Lettings Process (Minute No.129 refers)

Further to Minute No. 129, 17th May 2010, in response to a Member's query, the Director of Environment and Neighbourhoods reported that the Board's views and recommendations would be taken into consideration when the matter went back before the Executive Board in the autumn.

5 Changes to the Council's Constitution in relation to Scrutiny

The Head of Scrutiny and Member Development submitted a report outlining recent procedural changes to the Council's Constitution in respect of the scrutiny process.

In response to a query regarding substitute arrangements for Scrutiny Board meetings, it was clarified that these arrangements applied to a whole meeting, not part of a meeting, and that Board Members were responsible for notifying their group office of their intended absence which, in turn, was responsible for arranging and notifying substitute Members.

RESOLVED – That the report be noted.

6 Crime and Disorder Scrutiny Joint Protocol

RESOLVED – That the proposed Joint Protocol between the Scrutiny Board (Environment and Neighbourhoods) and the local Community Safety Partnership be approved, in accordance with the report now submitted.

7 Co-opted Members on Scrutiny Boards

The Head of Scrutiny and Member Development submitted a report regarding scrutiny issues highlighted in the May 2009 Audit and Inspection Plan prepared by the Council's external auditors, KPMG, and drew particular attention to the comments contained in the Plan relating to the use of co-optees by Scrutiny Boards.

Members discussed and debated the options for possibly appointing co-optees onto the Board, either on a semi-permanent or on an ad hoc basis.

During the course of the discussion, a Member raised an issue regarding the current composition of the statutory representatives appointed annually to the Scrutiny Board (Children's Services) and it was agreed to refer this matter for consideration by the Head of Scrutiny and Member Development.

RESOLVED – That the Board agrees to appoint co-optees on an ad hoc basis, as and when considered necessary to assist with particular matters or inquiries, and the Head of Scrutiny and Member Development, in consultation with the Chair, consider how, in practice, this might work given the Board's work programme.

(NB: Councillor R Grahame joined the meeting at 10.10 am, during the consideration of this item.)

8 Input into the Board's Work Programme 2010/11 - Sources of Work and Establishing the Board's Priorities

The Head of Scrutiny and Member Development submitted a report seeking Members' input on the Board's proposed 2010/11 work programme.

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

- Councillor Tom Murray, Executive Member (Environmental Services).
- Neil Evans, Director of Environment and Neighbourhoods.

It was reported that Councillor P Gruen, Executive Member (Neighbourhoods and Housing) would be in attendance at the July meeting.

In brief summary, the main areas discussed were:-

- The more austere financial situation now facing local authorities. The Director of Resources would be reporting to the Executive Board on 22nd June regarding Government instructions for current year budget savings, and the likely impact on the Environment and Neighbourhoods Directorate was in-year savings in the region of £1.5m.

Members requested the Director to report to the Board when the cuts/savings had been identified.

- The success of the food waste recycling pilot scheme in the Rothwell area, and the possibility of a similar scheme being rolled out across the City.

Members requested that an analysis of the Rothwell pilot project be circulated to Board Members.

- The development of the proposed Residual Waste Plant. The possible commissioning of an anaerobic digester as part of a wider food waste strategy would have to be the subject of a separate procurement exercise.
- The introduction of revised domestic waste collection routes across the City, possible teething problems and how these would be tackled. The collection frequency of black, brown, green and food waste bins was also a live issue.
- More localised input and control of street cleansing services via local Members and Area Committees. Members expressed some reservations regarding this proposed initiative, unless sufficient resources were to be devolved at the same time.
- Illegal rubbish dumping and environmental enforcement issues.
- Missed refuse collections and how these were followed up.
- The frequency of street gully cleansing. Members requested that more detailed information be circulated to Board Members.

RESOLVED – That Councillor Murray and the Director be thanked for their input, which will be taken into account when the Board is finalising its work programme for 2010/11.

9 Determining the Board's Work Programme 2010/11

The Board considered the report of the Head of Scrutiny and Member Development regarding establishing the Board's work programme for 2010/11.

The Board identified the following areas/issues under the Environment portfolio for further consideration at the July Board meeting, when issues

Draft minutes to be approved at the meeting
to be held on Tuesday, 13th July, 2010

would also be identified under the Neighbourhoods and Housing portfolio and priority issues identified for inclusion in the 2010/11 work programme:-

- Localised street cleansing service.
- Food waste recycling and the possible commissioning of an anaerobic digester.
- Partnership working, and what the Council's partners were doing to assist the Council to meet its environmental targets/ambitions;
- Travellers and associated issues across the City.
- Procurement of new Grounds Maintenance Contract 2011.

Members made reference to the following issues under the Neighbourhoods and Housing portfolio, which would be discussed at the next meeting :-

- Law and order issues, including anti-social behaviour, and how local people could be involved in the system.
- Affordable housing in Leeds and future options for Council housing.
- Local youth unemployment and what could be done about it.
- ALMO inspection results.
- Following up the outcome of previous Inquiries/investigations, including the review of the Housing Lettings Process referred to in Minute No. 4.

RESOLVED – That the Principal Scrutiny Advisor, in consultation with the Chair, prepare a draft work programme 2010/11 for submission to the next meeting.

10 Dog Warden Service

Abigail Sandham, Dog Warden Service, updated Members on progress on the consultation exercise regarding dog control orders.

It was reported that an item on dog control orders would be submitted to the first cycle of Area Committee meetings in June/July.

A Member requested that details of the number of cases of toxocariasis across the City be circulated to Board Members.

11 Dates and Times of Future Meetings

Tuesday, 13th July 2010

Monday, 13th September 2010

Draft minutes to be approved at the meeting
to be held on Tuesday, 13th July, 2010

Monday, 11th October 2010

Monday, 08th November 2010

Monday, 13th December 2010

Monday, 17th January 2011

Monday, 14th February 2011

Monday, 14th March 2011

Monday, 11th April 2011

All at 10.00 am (pre-meetings at 9.30 am).

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Originator: Richard L Mills

Tel: 2474557

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 13th July 2010

Subject: Input to the Work Programme 2010/11

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 At the Scrutiny Board meeting in June 2010 Members received information and guidance to assist the Board develop its work programme for 2010/11. The Director of Environment and Neighbourhoods and the Executive Board Members with portfolio responsibilities for Environmental Services and Neighbourhoods and Housing were also invited to discuss possible areas for the Board to consider as part of its work programme for 2010/11.
- 1.2 Unfortunately the Executive Board Member with portfolio responsibility for Neighbourhoods and Housing was not able to attend the June meeting. In view of this, the Board agreed to defer further consideration of possible areas under the Neighbourhoods and Housing portfolio until July.

2.0 Work Programme

- 2.1 The Executive Board Member with portfolio responsibility for Neighbourhoods and Housing and the Director of Environment and Neighbourhoods are attending today's meeting to discuss possible areas under the Neighbourhoods and Housing portfolio for the Board to consider as part of its work programme for 2010/11.
- 2.2 Following these discussions, the Board is asked to agree a work programme under agenda item 10 that prioritises the issues to be investigated.

3.0 Recommendation

- 3.1 Members are requested to use the discussion with those present at the meeting to develop its work programme.

Background Papers

None



Report of the Head of Policy and Performance

Meeting: Environment and Neighbourhoods Scrutiny Board

Date: 13th July 2010

Subject: Performance Report Year End 2009/10

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1 Executive Summary

- 1.1 This report presents the Quarter 4 action trackers summarising our progress against the Leeds Strategic Plan improvement priorities relevant to the Environment and Neighbourhoods Scrutiny Board for 2009/10 at the end of the 2nd year of delivery of this plan. The action trackers are provided by exception only ie all trackers with an overall progress rating of red regardless of the direction of travel arrow are provided along with amber trackers with a static or deteriorating direction of travel. A complete set of action trackers are published on the intranet for information. In addition a full performance indicator report is also provided. Overall, Members should note that for the improvement priorities relevant to the Environment and Neighbourhoods Scrutiny Board 75% (12 out of 16) of **improvement priorities** are currently assessed as green and on track.

2 Purpose of the Report

- 2.1 The purpose of this report is to present an overview of performance against the priority outcomes relevant to the Environment and Neighbourhoods Scrutiny Board including an analysis of performance indicator results at the end of 2009/10 so that the Board may understand and challenge current performance.

3 Background Information

- 3.1 Accountable Officers were asked to provide a high level summary of performance both qualitative and quantitative within their trackers and were requested to limit their action trackers to one A4 page (ie 2 sides). However, many accountable officers were unable to do this without missing essential information and therefore the limit was not rigidly applied so that the trackers provided a complete picture of performance.

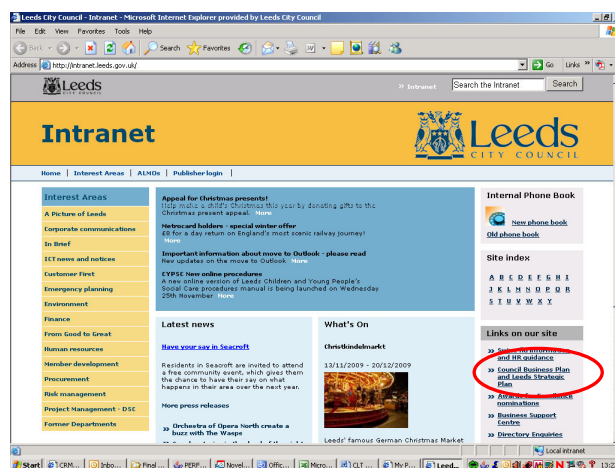
- 3.2 A number of appendices of information are provided with this report and these are summarised below:

- **Appendix 1** – summary sheet showing the overall progress rating against the *improvement priorities* relevant to the Environment and Neighbourhoods Scrutiny Board.
- **Appendix 2** – selected amber and red rated action trackers from the Leeds Strategic Plan priorities relevant to the Environment and Neighbourhoods Scrutiny Board. These trackers include a contextual update as well as key performance indicator results.
- **Appendix 3** – Performance Indicator report containing year end results for all performance indicators from the National Indicator set and any key local indicator which are relevant.

This information is supported by a guidance document to aid the reader in interpreting the action trackers.

4 Main Issues

- 4.1 As part of the performance management process each strategic improvement priority is given a overall traffic light rating which denotes the progress based on all the information provided in the Action Tracker including progress against targets for all aligned performance indicators, progress in the delivery of key actions/activities and taking into account all relevant challenges and risks. This traffic light rating is assigned by the Accountable Officer and agreed with the Accountable Director. This is supplemented by a direction of travel arrow that indicates whether progress is improving, static or deteriorating.
- 4.2 The action trackers provided in this report (see appendix 2) are by exception only in order to focus attention on those areas where the overall progress is not currently on track. At Q4 a slightly more nuanced approach has been taken ie:
- **Red Trackers** – these are defined as having significant delays or issues to address and unlikely to meet targets for key performance indicators. For this reason, all red trackers are provided with this report.
 - **Amber Trackers** – these are defined as minor delays/issues which are having an impact on delivery but remedial action is underway/planned and the key performance indicator(s) results are likely to be on, or close to, target. In this case the direction of travel arrow is crucial and therefore in this report the amber trackers with a **deteriorating** or **static** direction of travel have been provided.
- 4.3 This exception reporting is to enable senior officer, partners and members to focus their attention on those areas where progress is not on track. However, all action trackers for the year end are published on the intranet so that all the green action trackers are also available for information. These can be found on the intranet by following the link to the Council Business Plan / Leeds Strategic Plan from the front page.



- 4.4 The action trackers provide a high level summary of performance against each of our strategic improvement priority areas and as such include relevant aligned performance indicator results.

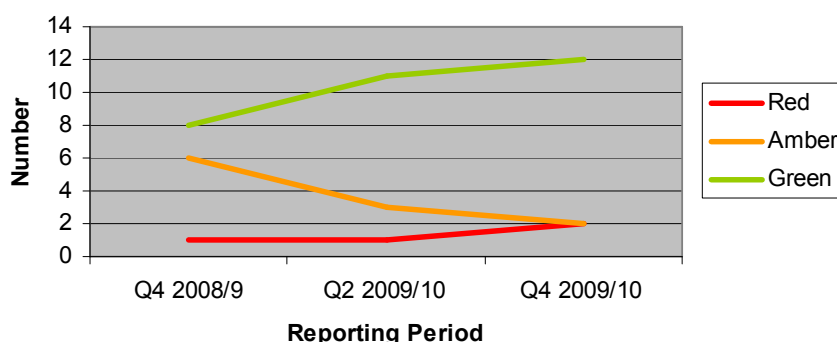
However, a full performance indicator report is provided in appendix 3 and a high level analysis of the Environment and Neighbourhoods key performance indicators is provided below.

Analysis of Overall Performance in 2009/10
Improvement Priorities

4.5 There are 16 improvement priorities from the Leeds Strategic Plan which are relevant to the Environment and Neighbourhoods Board. Members will note that this quarter the improvement priority TP-2c Improving lives by reducing the harm caused by substance misuse has been split into two - with separate action trackers provided for “Drugs” and “Alcohol”. Of these improvement priorities 2 are assessed as red, 2 as amber and 12 as green. This represents an improved overall position compared to quarter 2 2009/10 and a further improvement on the position at the end of 2008/9 – as illustrated in the table and graph below.

	Q4 2008/9		Q2 2009/10		Q4 2009/10	
	Number	%	Number	%	Number	%
Red	1	7	1	7	2	12.5
Amber	6	40	3	20	2	12.5
Green	8	53	11	73	12	75

Change in Improvement Priority RAG Ratings



4.6 Further analysis shows that the change between quarters 2 and 4 is because a number of improvement priorities have been assigned a different RAG rating over the last 6 months, some improving and some deteriorating, which has resulted in a net improvement. The key changes are highlighted in the table below:

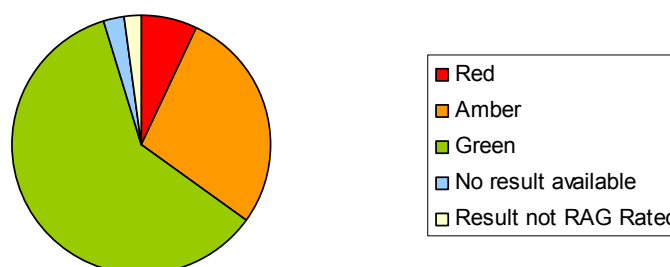
Improvement Priority	Q2 2009/10	Q4 2009/10
ENV-2a Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces	↔	↔
ENV-2b Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill	↑	↑
TP-2c Improving lives by reducing the harm caused by substance misuse – Alcohol		↓
TP-1a Increase the number of decent homes	↑	↑

Performance Indicators

- 4.7 The overall breakdown of all the indicators relevant to Environment and Neighbourhoods Scrutiny Board is shown in the chart below with 60% meeting their year end target – this includes all Leeds Strategic Plan indicators, National Indicators and local key indicators. At the year end we have a complete set of performance indicators including those that are only available annually.

	Number	%
Red	3	7
Amber	12	28
Green	26	60
No result available	1	2
Result not RAG Rated	1	2

Overall Performance of Environment and Neighbourhoods PIs



- 4.8 It is not possible to accurately compare this position with that from Q4 last year as a significant proportion of PIs were new and 2008/09 was the baseline year so traffic lights could not be allocated.

Data Quality

- 4.9 In previous quarters Members have received an update on the on-going work to develop a more robust, consistent and over-arching approach to data quality for our key performance indicators – which will give a wider based data quality judgement. The implementation of the new data quality checklists across all national and local indicators has resulted in a number of anomalies - despite a successful pilot exercise - and more work is required to ensure that this revised approach is fit for purpose and that the scoring criteria are effective across a broad range of measures. Therefore, the new scoring mechanism will not now be adopted until Q1 2010/11 and Members should note that in these Q4 reports the previous system has continued to be used to provide the data quality traffic light.

4 Implications for Council Policy and Governance

- 4.1 The Leeds Strategic Plan and Council Business Plan is part of the council's Budget and Policy Framework. Effective performance management enables senior officers and Elected Members to be assured that the council is making adequate progress and provides a mechanism for them to challenge performance where appropriate.

5 Legal and Resource Implications

- 5.1 The Leeds Strategic Plan fulfils the Council's statutory requirement to prepare a Local Area Agreement for its area and these government agreed targets are subject to performance reward grant.

6 Conclusions

- 6.1 This report provides the Board with a high level overview of the city's performance against the key priorities relevant to the Board from the Leeds Strategic Plan as at the end of 2009/10 ie the end of the 2nd year of delivery. This report highlights those areas where progress is not on track and Members need to satisfy themselves that these areas are being addressed appropriately and where necessary involving partners in any improvement activity.

7 Recommendation

- 7.1 Members are asked to consider the overall performance against the strategic priorities and where appropriate, recommend action to address the specific performance concerns raised.

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Thriving Places				Harmonious Communities			
Code	Improvement Priority		Accountable Director	Code	Improvement Priority		Accountable Director
TP-1a	Increase the number of decent homes	●	Neil Evans	HM-1a	An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents	●	Neil Evans
TP-1b	Increase the number of affordable homes	●	Neil Evans	HM-1b	An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery	●	Neil Evans
TP-1c	Reduce the number of homeless people	●	Neil Evans	HM-2a	Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services	●	Neil Evans
TP-1d	Reduce the number of people who are not able to adequately heat their homes	●	Neil Evans	HM-2b	An increased sense of belonging and pride in local neighbourhoods that help build cohesive communities	●	Neil Evans
TP-2a	Creating safer environment by tackling crime	●	Neil Evans	Environment			
TP-2b	Reducing and managing offending behaviour	●	Neil Evans	Code	Improvement Priority		Accountable Director
TP-2c Page 5	Improving lives by reducing the harm caused by substance misuse - Drugs	●	Neil Evans	ENV-2a	Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces	●	Neil Evans
	Improving lives by reducing the harm caused by substance misuse - Alcohol	●	Neil Evans/ Sandie Keene	ENV-2b	Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill	●	Neil Evans
TP-3a	Reduce worklessness across the city with a focus on deprived areas	●	Neil Evans				
Health and Well Being							
Code	Improvement Priority		Accountable Director				
HW-2a	Increase the number of vulnerable people helped to live at home	●	Sandie Keene				

Key

●	Significant delays or issues to address
●	Minor delays or issues to address
●	Progressing as expected – on schedule to complete actions & targets

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Improvement Priority – Improve lives by reducing the harm caused by substance misuse (Alcohol)

Overall Progress



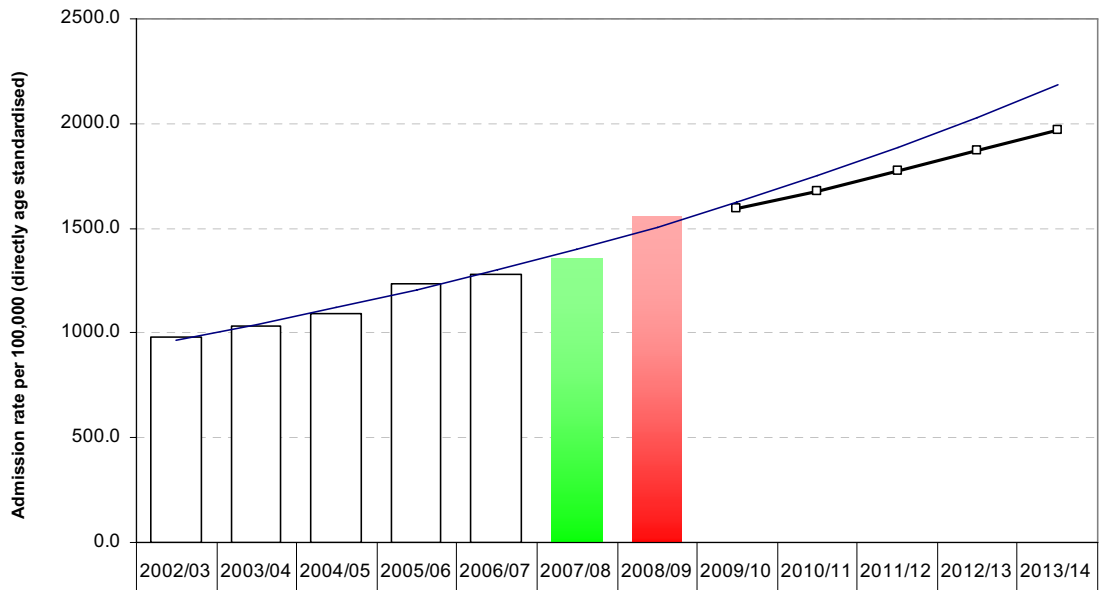
Lead Officer – Brenda Fullard

Why is this a priority

Alcohol is a legal drug but it is also the most widely misused drug in the country. Alcohol misuse can lead to violent and other crime. The British Crime Survey estimates that 40% of all violent crime is alcohol related. Long-term use of alcohol in excessive quantities is capable of damaging nearly every organ and system in the body. The developing adolescent brain is particularly vulnerable to the toxic effects of alcohol.

Alcohol Related Hospital Admissions - Regional Comparison

Alcohol Related Hospital admissions in Leeds - Target vs Actual



Leeds Actual	982.9	1035.5	1090.9	1234.8	1277.3	1356.2	1560.6					
Trajectory (WCC Year 2 b)								1591.7	1679.7	1771.9	1868.2	1968.9
re-forecast (2002/03 to 2008/09 data)	964.4	1039.0	1119.3	1205.8	1299.0	1399.5	1507.6	1624.2	1749.7	1885.0	2030.7	2187.6

Overall progress to date and outcomes achieved 1 October 2009 to 31 March 2010

Overall Summary

Alcohol harm is a significant issue for Leeds both environmentally and socially. The Joint Strategic Needs Assessment identified alcohol related hospital admissions as increasing and is set to continue to increase. In response the partnership is reviewing the Alcohol Strategy and will revise the Action Plan to ensure the most appropriate interventions are being used. Demand for alcohol support services has also increased significantly and the PCT is seeking additional resources to better meet this need.

Achievements

A research study on the Alcohol Screening and Brief interventions in Primary care in Leeds was completed and an action plan has been developed based on the recommendations in this report.

A study of University and sixth form students was commissioned from the University of Leeds. The study revealed patterns of drinking behaviour, how alcohol is accessed, young people’s perception of others’ drinking and the effectiveness of the national web based intervention aimed at young people – Unit Check. The results of the survey were reported in the local press and are being used in taking forward alcohol harm reduction in young people.

Radio Aire was commissioned to promote and manage an online Alcohol Research campaign. A series of adverts were played on Radio Aire and Magic FM for one month. People were encouraged to take an online test at www.radioaire.com/drink that will help them work out whether their drinking habits were potentially dangerous or within recommended limits. Over 1,500 completed the survey and the data was analysed by locality and provided additional insight into social marketing intelligence.

Improvement Priority – Improve lives by reducing the harm caused by substance misuse (Alcohol)

Lead Officer – Brenda Fullard

NHS Leeds Board agreed in February 2010 to support the Core Cities campaign to advocate for a minimum price of 50 pence per unit of alcohol.

A social marketing focused review of local data and 'soft' intelligence has been completed. This built on the new national alcohol and social marketing campaign strategy and segmentation tool for the NHS. A report was presented in March 2010 to partners and this will provide the foundation of new forward plan for Leeds.

Leeds has been awarded a substantial grant from the European Union to provide a city-wide alcohol arrest referral programme for the next three years. This programme will initially be based at the Leeds Bridewell police station and there will be planned rolled out at all custody suites over the next 36 months. The initiative will focus on all persons arrested in Leeds by West Yorkshire Police for offences of violence and/or disorder where alcohol is deemed to be the causal factor.

A fixed penalty notice scheme commenced which reduces the "fine" following attendance at 2 alcohol treatment sessions.

Additional commissioning investment has been made by Leeds City Council to alcohol treatment services.

During 2009-10 the Addiction Dependency Service and the Primary Care Brief Intervention Service were reviewed and changes made to delivery systems to ensure those most in need get the quickest access to alcohol treatment.

Eighty Six percent of patients completed their alcohol detoxification and were discharged from alcohol treatment in a planned way across a range of community and residential services. This compares to 51% nationally and 52% in Yorkshire and the Humber.

The Leeds Addiction Unit (LAU) has had 1028 primary alcohol users in treatment in the first 3 quarters of 2009/10. The LAU is commissioned to provide alcohol treatment for highly complex patients. The 60.8% care planned discharge rate (significantly higher than the national average) is particularly impressive with this difficult to treat client group.

In total 2000 dependent drinkers have had at least one contact with dependent drinking treatment services in 2009/10

Leeds Partnership Foundation Trust has been commissioned to provide an alcohol hospital liaison scheme. Two nurses have identified patients with alcohol related conditions who are admitted to hospital with the aim of moving them into community treatment. Three additional alcohol treatment nurses have now been recruited.

Challenges/Risks

- The number of dependent drinkers in treatment in Leeds rose by nearly 100% between 2006/7 and 2008/9 .
- Department of Health recommends that there should be treatment places available for 15% of the dependent drinking population - Leeds currently has about 8% of dependent drinkers in treatment.
- Action to increase identification and skilled brief advice in primary care has not yet commenced.
- The St Anne's residential alcohol detoxification service has now reached 100% bed occupancy rates and waiting times remain high

<u>Approved by Accountable Officer</u>	Jim Willson Brenda Fullard	<u>Date</u>	28/4/10 22/4/10
<u>Approved by Accountable Director</u>	Neil Evans		
<u>Approved by Accountable Director</u>	Ian Cameron		

Improvement Priority – Improve lives by reducing the harm caused by substance misuse (Alcohol)

Lead Officer – Brenda Fullard

	Action	Lead Officer	Milestone	Timescale
	An Alcohol Management Board has been formed with senior level representation from key partners to review progress on the 2008-2010 Leeds Alcohol Strategy, agree a revised action plan for 2010 – 2013, focusing on joint commissioning of alcohol treatment services; Social marketing and primary care IBA to change public attitudes and behaviour; Reducing alcohol related violent crime and disorder. They will steer the following activity.	Jim Willson, Brenda Fullard, John England	Leeds Alcohol Harm Reduction Strategy, agree a revised action plan for 2010 – 2013	October 2010
	Develop and take forward a social marketing plan to build on the national campaign resources and the recommendations from the social marketing review carried out in 2009-10.	Jim Willson, Brenda Fullard, John England	Plan commenced	October 2010
	Preparations for the re-tendering the residential alcohol detoxification and rehabilitation service to be completed in 2011/12.	Luke Turnbull		March 2011
Page 19	Increase the number of people admitted to hospital with alcohol related hospital admissions who are identified and offered treatment through the newly increased staffing of the hospital alcohol treatment nurse scheme	Luke Turnbull	Increase in referrals and treatment identified	March 2011
	Increase in capacity of treatment places for dependent drinkers from current 8.4% to 9.6% (Subject to investment approval)	Luke Turnbull	Additional treatment places commissioned	March 2011
	Complete an Alcohol Health Needs Assessment to inform the forward plan	Brenda Fullard	Alcohol Health Needs Assessment completed	End of April 2010
	Increase the profile and rationale for investment in alcohol harm reduction using the findings of a study that has been commissioned to report on the financial impact, including the costs and benefits of alcohol to Leeds.	Brenda Fullard/Jim Willson	Report findings disseminated to key stakeholders and senior level endorsement of the revised Leeds Alcohol harm reduction strategy	September 2010

Improvement Priority – Improve lives by reducing the harm caused by substance misuse (Alcohol)

Lead Officer – Brenda Fullard

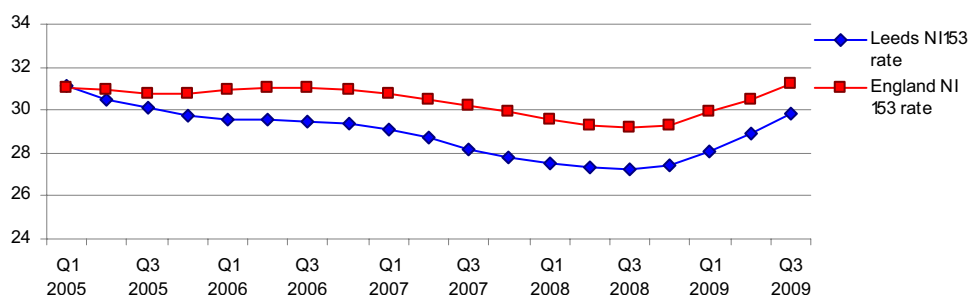
Reference	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Predicted Full Year Result	Data Quality
NI39 VSC 26 WCC 6	Reduce the rate of increase of alcohol related hospital admissions		Quarterly – rate of alcohol related hospital admissions per 100,000 population	Rise	1,277	1,561	1,433	Not available	No Concerns with data



Why is this a priority

Reducing worklessness across the city with a focus on deprived areas is a key improvement priority within The Leeds Strategic Plan (2008-2011). This priority is set within the key strategic outcome of increasing economic activity through targeted support to reduce worklessness and poverty across the city under the 'Thriving Places' theme.

NI153 : Working age people claiming out of work benefits in the worst performing neighbourhoods as a % of working age population



Overall Progress to date and outcomes achieved

Overall Progress:

The Worklessness Strategic Outcome Group, involving Jobcentre Plus, the Council, the Skills Funding Agency, the Third Sector, Yorkshire Forward and other key partners, has developed its interim plan requested by DWP and set out its plans to develop the Worklessness Assessment and the Work and Skills Plan 2011-14. This will create a detailed picture of local needs, existing provision, duplication and gaps and where provision needs to be realigned to more effectively meet need. The plan will set out the targeted provision that partners will make locally to engage with those furthest from the labour market, to complement the DWP national spine of employability provision delivered through Jobcentre Plus and DWP prime contractors.

The latest available DWP data (Aug 2009) shows that there are approximately 66,695 Working Age Client Group (WACG) claimants claiming out-of-work benefits in Leeds of which 23,660 were claiming Job Seekers Allowance, 31,115 (6.1%) were claiming Employment Support Allowance or Incapacity Benefit and 9,515 (1.9%) were lone parents in receipt of Income Support. The highest concentrations of inactive claimants (IB/ESA and Lone Parents) are located in Inner South and East Leeds which is reflected in the targeting of interventions by partners. The number of 16-18 year olds not in employment, education, or training was 1,822 (8.3%) of which 1,591 (7.0%) whose current status is not known. Arrangements for referrals and fast tracking of young people to employability schemes has been agreed.

The impact of job losses has been felt across all sectors and impacted across the whole of the district but the highest claimant rates are now concentrated in the inner city's worst performing areas (NI 153 areas). This is the pattern nationally and the above graph shows the lower than average levels of worklessness in Leeds tracked against this national measure. Progress within this area is largely dependent upon the state of the national economy.

The average weekly intake of new JSA claimants is running at 1251, 6.2% lower than 12 months ago, and of the people who left the register in February 2010, 54.2% had been unemployed for less than three months. In February 2010, 4,358 vacancies were notified in Leeds, an increase of 1,285 (41.8%) on January 2010. This was a decrease of 983 (18.4%) on February 2009. The top 3 notified vacancies in Leeds are currently for care assistants/home carers; market research interviewers; and sales representatives. The 3 most current sought after occupations by jobseekers are for sales and retail assistants; goods handlers and storage operatives; and general office assistants and clerks. In March 2010, Leeds had the third lowest Job Seekers Allowance claimant rate of the Core Cities, with only Bristol and Sheffield having a lower rate.

Achievements:

- JCP and Leeds Partnership Foundation Trust have been successful in securing PSA16 funding of £50k to the work of employability skills providers and specialist health providers working with those experiencing mental ill health.
- The Future Jobs Fund programme is creating jobs for long term unemployed young people and 197 jobs of the target 263 jobs have been filled and 156 individuals have started work. Contracts for first 6 months delivery are now in place. An extension to the programme has now been approved by DWP for jobs starting 1 May 2010 to end March 2011. This brings the total numbers of jobs to be delivered to 807 across the Leeds Programme.

Improvement Priority – TP-3a. Reduce worklessness across the city with a focus on deprived areas. Accountable Officer – Stephen Boyle Apr 2009 – Mar 2010

- 254 apprenticeships have been created on the Council’s Work4Leeds programme to enable young people and adults from key target groups to apply for entry level posts.
- The 4 Families programme is being delivered in 4 inner city target neighbourhoods with a focus on providing families with a holistic approach to support them to move towards employment. The performance against contracted outputs following 8 months of operation has been positive, with 203 clients engaged with the project team and 50 receiving intensive support. The interim evaluation will be reported in June 2010.
- Leeds has piloted a data sharing project with DWP on Lone Parent benefit claimants to test how we can better target resources and improve services to this client group. 3 tranches of data have now been received from DWP and have been used to improve targeting of clients via the ‘4 Families’ project.
- The SFA Skills for Success programme provides skills and employment support targeted to disadvantaged inner city areas up to December 2010, and will engage over 620 people in formal and informal employability training (at the beginning of March 2010, 257 people had been supported, 145 of which have completed a non-accredited learning activity, and 181 have started an accredited training qualification). 15 people have also progressed onto further training and 2 people have progressed into employment.
- At the end of 3rd quarter of 2009/10, 1846 people were supported to gain skills and move towards employment through LCC funded/managed provision, of which 315 are now in work. Quarter 4 performance information will be available in June 2010.
- Local providers have worked jointly to rent a unit on Leeds Kirkgate Market as a Job Stop. It will be supported by staff from partner organisations and co-ordinated by a local provider, Learning Partnerships. Kirkgate market welcomes more than 10 million visitors each year. Due to its location, adjacent to many of the cities excluded communities and very high footfall, it is ideally positioned to support people seeking employment.

Challenges/Risks:

- Potential for a rising number of young people Not in Employment Education or Training (NEETs) in the city
- Continuing rise in JSA Claimant Rate and increased competition for employment across all areas of the city
- Increases in the number and type of claimants resulting from the recession will require different interventions and stretch resources
- Significant reduction in funding to provide employment and skills initiatives targeted to individuals, eg NRF/SSCF/Single Pot
- Downturn in the construction and development sector reducing the potential to link local people to employment opportunities
- Data availability and security – ongoing challenge to access timely data on clients or beneficiaries due to data protection /data sharing protocols and limited information available on DWP prime contractor provision within the local authority area
- Potential for further redundancies in the financial services sector and the public sector (the two largest employment sectors in Leeds)

<u>Council / Partnership Groups</u>	Worklessness Strategic Outcomes Group		
<u>Approved by (Stephen Boyle)</u>	<u>Stephen Boyle</u>	<u>Date</u>	17 May 2010
<u>Approved by (Neil Evans)</u>	Neil Evans	<u>Date</u>	17 May 2010

Improvement Priority – TP-3a. Reduce worklessness across the city with a focus on deprived areas. Accountable Officer – Stephen Boyle Apr 2009 – Mar 2010

Key actions for the next 6 months			
Action (Desired Achievements)	Contributory Officer / Partner	Milestone / Actions	Timescale (2010/11)
Deliver Future Jobs Fund Programme (eligibility and referrals determined by Jobcentre Plus but participants will largely reside in high claimant areas)	Stephen Boyle LCC / Ian Hunter, Jobcentre Plus	<ul style="list-style-type: none"> 263 jobs delivered under 1st Future Jobs Fund (FJF) contract Target of 216 jobs to be delivered under 2nd FJF contract 	Q1 Q2
Employment Leads – securing funding and commencing delivery (enhance employer engagement through single gateway and provide customise training and job brokerage to individuals in communities with high claimant areas)	Stephen Boyle LCC	<ul style="list-style-type: none"> Establish project team and work programme (ongoing) Work with existing /new partners to ensure sign up to Employment Leads model (meetings ongoing) Deliver employer engagement event 	Q1 Q1 Q3
Delivery of the EASEL and West Leeds Gateway - 4 Families Worklessness Pilot (targeted case worked provision in 4 inner city localities) and pilot evaluation	Stephen Boyle LCC	<p>Worklessness Pilot:</p> <ul style="list-style-type: none"> 80 Families supported 380 people supported towards employment 50 people into employment, 80 assisted with skills development 240 people completing a back to work development plan 120 people assisted to access complementary support Evaluation report completed to be presented to WSOG to highlight multi-agency working arrangements, outcomes and the benefits both financial and non financial) 	Q1 Q2
Continue to work via WSOG to ensure a strategic partnership approach to tackling worklessness, with a focus on the most deprived areas	Stephen Boyle / Ian Hunter, Jobcentre Plus / Phillip Hunter, Skills Funding Agency	<ul style="list-style-type: none"> Review WSOG Membership and operation (commenced) Develop integrated performance reports at a lower spatial level across the partnership to monitor progress and effectiveness particularly in NI 153 areas Produce interim Work and Skills Plan and submit to Government Office Agree work programme to produce Work and Skills Plan 2011-14 	Q1 Q2 Q1 Q1
Continued delivery of expanded Jobcentre Plus services to address the rise in JSA claimants in the current economic downturn	I Hunter JCP	<ul style="list-style-type: none"> Implement the ESF project for JSA customers with Mental health problems/learning difficulties (commenced and ongoing) Implement the Flexible New Deal Support Contract (commenced and ongoing) Introduce the Young Person's Guarantee including the Future Jobs Fund (commenced and ongoing) 	Q3 09/10 onwards

Improvement Priority – TP-3a. Reduce worklessness across the city with a focus on deprived areas. Accountable Officer – Stephen Boyle Apr 2009 – Mar 2010

Key actions for the next 6 months			
Action (Desired Achievements)	Contributory Officer / Partner	Milestone / Actions	Timescale (2010/11)
		<ul style="list-style-type: none"> Joint Area Worklessness Groups Workshops, looking at improved working relationships with Connexions/Prospects to better support the NEET agenda Employment White Paper – ‘Building Britain’s Recovery: Achieving Full Employment’ (published 16 December 2010) - introduce additional measures outlined in the paper, where appropriate (commenced and ongoing) 	Q4 09/10 onwards
Linking job opportunities for local people with existing and planned major regeneration schemes across the city	S Boyle LCC	<ul style="list-style-type: none"> Establish policy framework and secure support and ownership. Report to WSOG and CLT Review planned programmes/contracts to identify areas of focus and assess achievability and scope for roll out, eg, EASEL, Area, Holbeck Urban Village, Aire Valley, major PFI Schemes 	Q2 Q2
Supporting people with mental health issues back into work	Ian Hunter, Jobcentre Plus / Jane Williams NHS Leeds	<ul style="list-style-type: none"> Progress report on JCP ESF funded provision to support JSA customers with mental health problems/learning difficulties LPFT and Jobcentre Plus to establish a time-limited task and finish group to co-ordinate the implementation of a number of agreed actions to improve alignment of pathways and individuals journeys to support those with mental health issues to progress towards and into employment. (Task and Finish Group established and ongoing). 	Q2 Q1 onwards

Improvement Priority – TP-3a. Reduce worklessness across the city with a focus on deprived areas. Accountable Officer – Stephen Boyle Apr 2009 – Mar 2010

Performance Indicators

Performance indicators aligned to the Improvement Priority

Reference	Title	Owner	Frequency & Measure	Rise or Fall	Baseline	2008/09 Result	2009/10 Target	2009/10 Quarter 4	Full Year Result	Data Quality
NI 152	Working age people on out-of-work benefits. (From April 2010 - Ensure a lead over the England average rate of at least 0.3 percentage points by Q2 May 2011)	Regeneration	Quarterly %	Fall	0.3% (Q1 2009)	NA	NA	NA (0.1%)	12.6% (Q3) (0.1%)	6 month time lag on DWP data
NI 153	Working age people claiming out-of-work benefits in the worst performing neighbourhoods. (From April 2010 -Narrow the gap between the Leeds out of work claimant rate and the overall rate for the combined NI 153 areas to 16.5% by Q2 May 2011)	Regeneration	Quarterly %	Fall	16.9% (Q1 2009)	NA	NA	NA (17.2%)	29.8% (Q3) (17.5%)	6 month time lag on DWP data

NB: Due to the change in economic conditions, DWP enabled local authorities to renegotiate their NI 152 and NI 153 targets. The new targets were proposed by the Worklessness Strategic Outcome Group and approved by the Council's Executive Board and DWP. The targets apply from 1 April 2010.

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	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
1	National Indicator	NI 15	Serious violent crime rate	Community Safety	Monthly Numerical	Fall	0.08 (612)	0.08 (579)	0.75 (567)	0.70 (548)	↑	No Concerns with data
										In 2009/10, there were 548 recorded serious violent crimes in Leeds this is equivalent to a 5.3% reduction (31 fewer offences) when compared with the previous year. The 2009/10 target of 567 has been achieved (variation = -19).		
2	Leeds Strategic Plan - Government Agreed	NI 16	Serious acquisitive crime rate	Community Safety	Monthly Number per 1000	Fall	27 per 1000	27.8 per 1000	25.8 per 1000	25.9 per 1000	↑	No Concerns with data
										In 2009/10, there were 19,935 recorded acquisitive crimes in Leeds this is equivalent to a 5.8% reduction (1227 fewer offences) when compared with the previous year. However, the 2009/10 LAA target of (19,339) has not been achieved, (variation = +3%, over by 596 offences). See TP-2a for details		
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 per 1000	7.5 per 1000	7.5 per 1000	6.7	↑	No Concerns with data
										In 2009/10, there were 5145 recorded assaults resulting in injury in Leeds this is equivalent to a 9.8% reduction (562 fewer offences) when compared with the previous year. The 2009/10 LAA target of (5765) has been achieved, (variation = -10.8%, under by 620 offences). See TP-2a for more details.		
4	National Indicator	NI 28	Knife crime rate	Community Safety	Quarterly Number per 1000	Fall	1	1	Not Set	0.7	↑	No Concerns with data
										In 2009/10, there were 557 serious violent knife crime recorded in Leeds this is equivalent to a 28.2% reduction (219 fewer offences) when compared with the previous year.		
5	National Indicator	NI 29	Gun crime rate	Community Safety	Quarterly Number per 1000	Fall	0.2	0.2	Not Set	0.13	↑	No Concerns with data
										In 2009/10, there were 101 gun crimes recorded in Leeds this is equivalent to a 24.6% reduction (33 fewer offences) when compared with the previous year.		
6	Leeds Strategic Plan - Government Agreed	NI 30	Prolific and other Priority Offender re-offending rate	Community Safety	Quarterly %	Fall	0%	-45%	-17%	See comment	NA	Checklist completed, no concerns highlighted, but need additional supporting comments.
										This is measured centrally by the Home Office. Data is produced approximately 6-9 months in arrears. Unfortunately data for the last quarter was recalled by the Home Office due to errors in the national data and it is therefore not currently possible to report a year end figure.		
7	National Indicator	NI 32	Repeat incidents of domestic violence	Community Safety	Quarterly %	Fall	NA.	NA.	22% (National target)	23.83%	NA	No Concerns with data
										This NI measures repeat victimisation for those domestic violence cases being managed by a MARAC (multi-agency risk assessment conference) on a 12 month rolling repeat rate. Baseline year below national target of 22% (variation = -1.83%)		

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	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
8	National Indicator	NI 34	Domestic violence/murder	Community Safety	Quarterly Number	Fall	NA.	0	Not Set	0	↔	No Concerns with data
In 2009/10 there were no domestic violence homicides recorded.												
9	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	3325	↑	No Concerns with data
In 2009/10, there were 3,325 problematic drug users in effective treatment, equivalent to 13.1% improvement on the baseline year and 5.8% above the national trajectory. The 2009/10 LAA target (3028) has been achieved, (variation = +10%)												
10	National Indicator	NI 143	Offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence	Community Safety	Quarterly %	Rise	80.4%	80%	70.0%	81.5%	↑	Checklist completed, no concerns highlighted, but need additional supporting comments.
The target for this indicator is set Nationally. Leeds is well above target but slightly below the National Average of 82%.												
Page 28	National Indicator	NI 144	Offenders under probation supervision in employment at the end of their order or licence	Community Safety	Quarterly %	Rise	42.1%	42	40	36.3%	↓	Checklist completed, no concerns highlighted, but need additional supporting comments.
	The target for this indicator is set Nationally. The economic climate experienced during the last year has made it very difficult to obtain employment opportunities for ex-offenders, hence the National target was not achieved (variation = -3.7%).											
12	National Indicator	NI 33A	Number of deliberate primary fires per 10,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	16.4	11.8	15.3	8.6	↑	No Concerns with data
13	National Indicator	NI 33B	Number of deliberate secondary fires per 10,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	53.2	40.6	51.4	41.8	↓	
During the quarter, as part of the work to reduce incidents of deliberate fires in the district, the Arson Task Force have undertaken 151 Arson Audits, either as a result of high activity in an area, as part multi-agency initiative 'Operation Champion' or during a street audit. Have undertaken talks in schools covering arson and hoax calls, and attended multi-agency safety events, providing education on vehicle crime, and have completed 208 hot strikes which take place following a deliberate fire.												

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	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
14	National Indicator	NI 49A	Total number of primary fires per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	283.7	220.6	264.8	186.4	↑	No Concerns with data
15	National Indicator	NI 49B	Total number of fatalities due to primary fires per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	Not set	0.8	Not set	0.7	↑	
16	National Indicator	NI 49C	Total number of non-fatal casualties (excluding precautionary checks) per 100,000 population	West Yorkshire Fire Service	Quarterly Number	Fall	14.2	9.7	13.1	10.3	↓	
16,365 Home Fire Safety Checks have been completed in the Leeds District during 2009/10 year, providing education on fire safety awareness, hazards within the home and planning an emergency escape route in the event of a fire occurring. Assisting WYFRS to create safer homes within Leeds.												
Page 29	Leeds Strategic Plan - Government Agreed	NI 152	Working age people on out of work benefits	Regeneration	Quarterly %	Fall	11.2%	10.9%	10.4%	12.6% (Q3 position)	NA	6 month time lag for DWP data
	Due to the change in economic conditions, DWP enabled local authorities to renegotiate their NI 152 and NI 153 targets. The new targets were proposed by the Worklessness Strategic Outcome Group and approved by the Council's Executive Board and DWP. The new target is to 'Ensure a lead over the England average rate of at least 0.3 percentage points by Q2 May 2011'. As at Q3 09/10 our position was 0.1% (there is a 6 months time lag for DWP data). As at March 2010 the percentage of working age people on Job Seekers Allowance in Leeds stood at 4.9% (25,016) compared to 4.5% (22,460) a year previous.											
Page 29	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%	29.8% (Q3 position)	NA	6 month time lag for DWP data
	Due to the change in economic conditions, DWP enabled local authorities to renegotiate their NI 152 and NI 153 targets. The new targets were proposed by the Worklessness Strategic Outcome Group and approved by the Council's Executive Board and DWP. The new target is to 'Narrow the gap between the Leeds out of work claimant rate and the overall rate for the combined NI 153 areas to 16.5% by Q2 May 2011'. As at Q3 09/10 our position was 17.5% (there is a 6 months time lag for DWP data). As at March 2010 the percentage of working age people on Job Seekers Allowance in the worst performing neighbourhoods stood at 11.2% (6,135) compared to 4.5% (5,641) a year previous.											
19	National Indicator	NI 35	Building resilience to violent extremism	Regeneration	Annually Number	Rise	2.8	2.8	-	3.8	↑	No Concerns with data
<p>NI 35 includes 4 criteria which are further split into 13 performance descriptions/areas of activity that a local authority might undertake as part of their Prevent programme of action. Each of these is then described in terms of what level of local performance would represent a score of 1 to 5 against the assessment framework. The Prevent Team has identified and gathered evidence of relevant work and progress which is logged within the self assessment framework as a starting point. A score of 1 to 5 has been attributed against each performance description and an average of these scores for each performance description is the score for the criterion that each performance description relates to. The average of the scores for each of the four criteria is the overall score against NI35. A copy of the self assessment framework can be made available upon request. The scores for each criterion are:</p> <p>Understanding of, and engagement with, Muslim communities: 4 Knowledge and understanding of the drivers and causes of violent extremism and the Prevent objectives: 4 Development of a risk-based preventing violent extremism action plan, in support of delivery of the Prevent objectives: 3 Effective oversight, delivery and evaluation of projects and actions: 4</p> <p>The average of these scores has been rounded up to 3.8 as per national guidance.</p>												






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	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
20	Leeds Strategic Plan - Government Agreed	NI 187A	Tackling fuel poverty - % of people receiving income based benefits living in homes with a low energy efficiency rating (SAP < 35)	Fuel Savers	Annually %	Fall	7.90%	6.63%	5.85%	5.43%		No Concerns with data
Result derived through 81,000 Private Sector household mailing in Sept 09. Multiple randomised samples taken matching ward / Council Tax Band profiles of Council Administered Benefit recipients, and Citywide Tenure/Benefit profile. Private Sector data entered into DECC supplied "EnQuire" software and mean results combined pro-rata with the Public Sector energy database. Methodology used is an improvement on that used in 2008/09, (with repeated random sampling giving greater confidence in the results, and larger sample size) and is in line with that previously been agreed with Department of Energy and Climate Change.												
21	Leeds Strategic Plan - Government Agreed	NI 187B	Tackling fuel poverty, % of people receiving income based benefits living in homes with a high energy efficiency rating (SAP >= 65)	Fuel Savers	Annually %	Rise	34.59%	35.75%	38.12%	38.73%		No Concerns with data
Result derived through 81,000 Private Sector household mailing in Sept 09. Multiple randomised samples taken matching ward / Council Tax Band profiles of Council Administered Benefit recipients, and Citywide Tenure/Benefit profile. Private Sector data entered into DECC supplied "EnQuire" software and mean results combined pro-rata with the Public Sector energy database. Methodology used is an improvement on that used in 2008/09, (with repeated random sampling giving greater confidence in the results, and larger sample size) and is in line with that previously been agreed with Department of Energy and Climate Change.												

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	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
22	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%	83.95%	↑	No Concerns with data
<p>The Q4 figure (81.5%) indicates the continued positive performance in assisting vulnerable people to achieve independent living. Throughout 2009/10 Contracts Officers have worked with poorly performing services to drive up performance.</p> <p>The accumulative performance for the 4 quarterly returns is 83.95% significantly exceeds the LAA year end target of 71%.</p>												
23	Leeds Strategic Plan - Government Agreed	NI 155	Number of affordable homes delivered (gross)	Strategic Landlord	Quarterly %	Rise	232	410	800 (cumulative)	823 (413 09-10)	↑	No Concerns with data
<p>In February 2010, following negotiation with the GOYH and the HCA, it has been proposed that the cumulative projected 3 year target is re-profiled to more than 1750 over 3 years (433 in 09/10 and 907 in 10/11). This is a 50 unit reduction over the 3 year target. The success of increasing investment through the 'stimulus package' has mitigated the loss in the number of units delivered through the planning system which was over 200 units in 2007/8 and again in 2008/9.</p>												
24	Leeds Strategic Plan - Partnership Agreed	LKI-HAS4	The number of homeless acceptances made in the year (cumulative)	Strategic Housing and Commissioning	Monthly Number	Fall	1,142	1,099	1,060	427	↑	Checklist completed, no concerns highlighted, but need additional supporting comments.
<p>There has been exceptional performance leading to a considerable decrease in homeless acceptances between Q3 and Q4. 49 homeless acceptances in Q4 represent a performance improvement of 52%. Homeless acceptances alone do not represent the positive improvement in service delivery and must be compared with homelessness preventions. In Q4 there were a record number of homeless preventions and a record low figure for acceptances with 22 cases prevented for every homeless acceptance. This highlights the clear correlation between these indicators and the positive impact of homelessness prevention for customers accessing Leeds Housing Options. This is further accentuated by the year end figure of 427 homeless acceptances against a target of 1,060 as set out in the Leeds Strategic Plan which positively exceeds this target by 60% and provides a year on year improvement of 61% with 672 fewer homeless acceptances than 2008/09.</p>												
25	National Indicator	NI 156	Number of households living in temporary accommodation	Strategic Housing and Commissioning	Quarterly Number	Fall	548	281	260	60	↑	No Concerns with data
<p>No households were placed with private providers on 31 March 2010, the first time this had occurred since the late 1990s. On 31 March 2010 there were 60 homeless households in temporary accommodation in Leeds.</p> <p>In 2008/09, the Council made payments of £2,782,544 to private providers for placements made. The budget for 2009/10 was set at £2,153,000, assuming average nightly placements of 250. The actual value of payments made in 2009/10 was £772,946, a reduction of £2,009,598 or 72%. The Council receives housing benefit subsidy to part cover the cost of temporary accommodation placements. The net cost of temporary accommodation fell from £357,187 in 2008/09 to £39,285 in 2009/10, a saving of £317,902 or 89%.</p> <p>In addition to a substantial efficiency saving this focus on reducing temporary accommodation has significantly exceeded the CLG target to halve temporary accommodation by March 2010 to no more than 261 placements in Leeds. This was achieved in June 2009 and by March 2010 and the year end figure of 60 has successfully exceeded this target by 201 or 77%. This is an excellent achievement and is expected to be the best performance improvement from all the core cities.</p>												

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	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
26	National Indicator	NI 142	Percentage of vulnerable people who are supported to maintain independent living	Strategic Housing and Commissioning	Quarterly %	Rise	99%	98.78%	99%	97.86%		No Concerns with data
27	Local Indicator	LKI-HAS5	The number of homeless acceptances resulting from parental eviction (cumulative)	Strategic Housing and Commissioning	Monthly Number	Fall	209	139	100	48		Checklist completed, no concerns highlighted, but need additional supporting comments.
28	Local Indicator	LKI-HAS11	Number of sanctuary installations completed	Homeless and Advisory Service	Monthly Number	Rise	305	385	350	434		No Concerns with data
29	Local Indicator	LAA-SSC25	Homelessness acceptances due to violence and harassment.	Homeless and Advisory Service	Quarterly Number	Fall	307	243	300	78		No Concerns with data
30	Leeds Strategic Plan Partnership Agreed	NI 158	% non-decent council homes	Strategic Landlord	Monthly %	Fall	18.50%	18.50%	10.0%	14.1%		Some Concerns with data

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	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
31	Council Business Plan	BP-05C	Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.	Housing Management	Monthly %	Rise	96.53%	96.62%	97.50%	96.93%	↑	Checklist completed, no concerns highlighted, but need additional supporting comments.
<p>Whilst the Business Plan target was to achieve 97.5% of rent owed, subsequent to last year's outturn, Strategic Landlord and the ALMOs agreed to work to a target of 96.99% for the 2009/10 year. The city-wide result shows that the revised target was missed by just 0.06% (equivalent to approx £112K). Although only one ALMO managed to achieve the revised target it is felt the ALMOs have performed quite well considering the present economic climate.</p>												
32	Leeds Strategic Plan - Government Agreed	NI 192	Percentage of household waste sent for reuse, recycling and composting	Environmental Services	Monthly %	Rise	30.41%	30.41%	33.94%	31.23%	↑	No Concerns with data
<p>Performance in 2009/10 was higher than in the previous year. The main initiatives that aided improvement were the garden waste kerbside service which was extended to a further 60,000 households and the pilot scheme for segregated waste which 8,000 households in Rothwell began in late February. The improved performance was achieved despite a period of industrial action in Streetscene Services and a period of particularly poor weather in December and January.</p>												
Page 33	Leeds Strategic Plan - Government Agreed	NI 195A	Improved street cleanliness - levels of litter	Environmental Services	Survey %	Fall	9%	10%	8%	9%	↑	No Concerns with data
	Leeds Strategic Plan - Government Agreed	NI 195B	Improved street cleanliness - the percentage of relevant land and highways that is assessed as having deposits of detritus that fall below an acceptable level	Environmental Services	Survey %	Fall	11%	11%	10%	12%	↓	
	Leeds Strategic Plan - Government Agreed	NI 195C	The percentage of relevant land and highways assessed as having levels of graffiti below an acceptable level	Environmental Services	Survey %	Fall	4%	4%	4%	1%	↑	
	Leeds Strategic Plan - Government Agreed	NI 195D	The percentage of relevant land and highways assessed as having a level of flyposting that falls below and acceptable level.	Environmental Services	Survey %	Fall	0%	0%	0%	0%	↔	
<p>NI 195 a-d: Performance has improved on both litter and graffiti during the year. Levels of fly posting have remained the same (i.e. at 0%) but levels of detritus have deteriorated in comparison to the previous year. Improvements in litter have been aided by the work of the environmental pride teams in the most deprived areas of the city. Over 23,000 tags were removed by graffiti teams across the city and this has aided performance and helped the visual appearance of local neighbourhoods. The detritus scores were lower than the previous year and were the result of fewer mechanical sweeps being undertaken in the year. in part due to industrial action.</p>												

Environment and Neighbourhoods Performance Report Year End 2009/10

	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
37	National Indicator	NI 182	Satisfaction of business with local authority regulation services	Environmental Services	Annually %	Rise		80%	80%	77%		No Concerns with data
										77% of businesses questioned in the year have been satisfied. Performance is slightly down on last year and was affected by a low results in April and September. The calculation method for this indicator is very complex but analysis undertaken by the service shows that more people are answering neither satisfied nor dissatisfied and this has had an effect on the measure. In addition, it may be that in the current economic conditions, businesses view involvement of regulatory services less positively.		
38	National Indicator	NI 183	Impact of local authority trading standards services on the fair trading environment	Environmental Services Trading Standards	Annually %	Fall	2.01%	2.01%	2%	1.94%		No Concerns with data
										It should be noted that the figure quoted for this measure is the West Yorkshire figure (WYTS). Across West Yorkshire, 1,208 traders had 3 or more referrals made to the trading standard authority (but from this there were 35 judicial disposals and 4 referrals in and out). Therefore the final figure is 1,173 traders. This is divided by 60,440 (PAYE based enterprises from ONS data). This equates to 1.94%.		
39	National Indicator	NI 184	Food Establishments in the area which are broadly compliant with food hygiene law	Environmental Services	Quarterly %	Rise	76%	76%	78%	82%		Checklist completed, no concerns highlighted, but need additional supporting comments.
										The improvement in performance has been achieved (in part) by targeting unrated premises (a premise becomes 'unrated' when the ownership of a business changes and as soon as this happens it counts as 'non compliant' under the rules of the PI). The team have reduced the amount of these premises by roughly a third during the year.		
Page 34	National Indicator	NI 191	Kilograms of residual household waste collected per household	Environmental Services	Monthly KG	Fall	736.15 KG	675.49 KG	663.21 KG	633.1 KG		No Concerns with data
										Positive performance with a reduction of 6.57% on previous year.		
41	National Indicator	NI 193	Percentage of municipal waste land filled	Environmental Services	Monthly %	Fall	67.17%	67.17%	62.75%	66.49%		No Concerns with data
										Performance in 2009/10 was better than in the previous year with the amount of waste sent to landfill reducing still further. Performance was assisted by the extension of the kerbside garden waste collection service to a further 60,000 households.		
42	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	2		No Concerns with data
										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'. The number of fly tips reported and removed has fallen in 2009/10 compared to the previous year (7,347 compared to 9,709). Numbers were lower during the period of industrial action but have also remained lower since then. The size of fly tips has also changed with a significant reduction in larger fly tips (e.g. tipper lorry loads, multiple loads). This indicates that the work of the specialist enforcement team is working to combat large scale fly tippers.		

Environment and Neighbourhoods Performance Report Year End 2009/10

	PI Type	Ref	Title	Service	Frequency & Measure	Rise or Fall	Baseline	Last Year Result	Target	Full Year Result	Direction of Travel	Data Quality
43	National Indicator	NI 194a	Level of Air Quality - reduction in NOx emissions through local authority's estate and operations.	Sustainable Development	Annually %	Rise	289 tonnes	N/A	2.1%	6.2%	N/A	No Concerns with data
		The results indicate that our buildings and street lights are responsible for about two thirds of emissions. Detailed breakdowns show that transport is responsible for 51.3 tonnes (18.9%) of NOx emissions; and stationary sources are responsible for 219.9 tonnes (81.1%) of NOx. Emissions from transport have decreased as a percentage of our total emissions. The reduction is closely linked to actions arising from the National Indicator 185, Reduction of CO2 Emissions, Action Plan.										
44	National Indicator	NI 194b	Level Air Quality - Percentage reduction in primary PM10 emissions through local authority's estate and operation.	Sustainable Development	Annually %	Rise	9.16 tonnes	N/A	2.1%	7.2%	N/A	No Concerns with data
		The results indicate that our buildings and street lights are responsible for about two thirds of emissions. Detailed breakdowns show that transport is responsible for 2.53 tonnes (29.8%) of PM10 emissions; stationary sources are responsible for 5.97 (69.2%) PM10. Emissions from transport have decreased as a percentage of our total emissions. The reduction is closely linked to actions arising from the National Indicator 185, Reduction of CO2 Emissions, Action Plan.										
45	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	93.39%	93.39%	95%	93.59%		Some Concerns with data
		Council tax figures show that the number of properties in Leeds at 31st March is 335,296. Reports highlight that over 313,000 properties have access to kerbside recycling (green bins/bags etc). 21,500 properties do not have access to green recycling. A Recycling Improvement Plan is to be delivered in 2010/11 to offer recycling facilities to residents that currently don't have access to these services. The Recycling Improvement Plan will focus on identifying solutions and how these can best be programmed to achieve maximum results in terms of participation and likely yields (in liaison with local ward members). 335296										
46	Local Indicator	LKI-RC1	Number of household collections missed per 100,000 collections	Refuse Collection & Waste Management	Quarterly Number	Fall	95.3	95.3	49	129.57		No Concerns with data
		In the first six months of the year performance improved significantly on the previous year. Although performance in the first half of the year was good, the catch up operation following the industrial action and the poor weather in December and January meant there were higher number of missed collections in those months than normal (e.g. as a result of the poor weather 6,500 collections were missed).										










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Action Tracker Guidance

Introduction

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

Overall Progress Traffic Light and Direction of Travel Ratings Explained

	<p>Progressing as expected – on schedule to complete key actions and meet the targets for key performance indicators.</p> <p>Overall the direction of travel is improving.</p>		<p>Minor delays/issues are having an impact on delivery but remedial action is underway/planned and the key performance indicators results are likely to be on, or close to, target.</p> <p>Overall the direction of travel is improving.</p>		<p>Significant delays or issues to address and unlikely to meet targets for key performance indicators.</p> <p>Overall the direction of travel is improving.</p>
	<p>Progressing as expected – on schedule to complete key actions and meet the targets for key performance indicators.</p> <p>Overall the direction of travel is static.</p>		<p>Minor delays/issues are having an impact on delivery but remedial action is underway/planned and the key performance indicators results are likely to be on, or close to, target.</p> <p>Overall the direction of travel is static.</p>		<p>Significant delays or issues to address and unlikely to meet targets for key performance indicators.</p> <p>Overall the direction of travel is static.</p>
	<p>Progressing as expected – on schedule to complete key actions and meet the targets for key performance indicators.</p> <p>Overall the performance is deteriorating.</p>		<p>Minor delays/issues are having an impact on delivery but remedial action is underway/planned and the key performance indicators results are likely to be on, or close to, target.</p> <p>Overall the performance is deteriorating.</p>		<p>Significant delays or issues to address and unlikely to meet targets for key performance indicators.</p> <p>Overall the performance is deteriorating.</p>

Why is this a Priority?	This section provides a brief comment on why this improvement area is a priority. For example it may be to address poor performance particularly in comparison to other similar cities, be a Government priority or it may address a specific local need / inequality etc.
Graphs	This section presents one or two of the aligned performance indicators as a graph. The graph will include information such as past and present performance and future targets
Overall Summary	This section provides an overall summary analysis of the progress to date - taking a view based on all the information provided in the action tracker including the results for the aligned performance indicators. This section should provide a clear explanation for the overall traffic light and direction of travel ratings.
Achievements since the last report	This section provides details of the key achievements/outcomes delivered in the last 6 months. For many improvement priorities there will be a large number of actions and activities but this section will only include the most important high level achievements.
Challenges/Risks	This section sets out any key risks or challenges that may prevent the delivery of the improvement priority.
Council/Partnership Groups	This outlines at which key council or partnership group the Action Tracker has been discussed and/or approved.
Key Actions for the next 6 months	This section provides a summary of next steps/key actions which are due to be carried out over the coming 6 months. Again these are limited to the most important and high level activities and where possible focus on what the impact/outcome will be. For each action/activity the contributory officer/partner responsible for leading this work, any milestones and timescales are included.
Performance Indicator Information	In this section the results for the aligned performance indicators for this improvement priority are presented including the target and are traffic lighted both for the result itself and for data quality. NB Additional performance information is presented in appendix 4.

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.
Full Year Result	This column shows the full year result for 2009/10.

	The green light shows that t this indicator has met its target.	
	An amber traffic light shows that this indicator has not met its target. However, the performance for this indicator is still acceptable and will not result in significant problems.	
	The red lights shows that this indicator has not met its target.	
Direction of Travel	An upwards arrow indicates that the 2009/10 result is an improvement in performance compared to the 2008/09 result	↑
	A sideways arrow indicates that the 2009/10 result is at the same level of performance compared to the 2008/09 result.	↔
	A downwards arrow indicates that the 2009/10 result is a decline in performance compared to the 2008/09 result	↓
Data Quality	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.	
	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
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.	



Originator: R L Mills

Tel:2474557

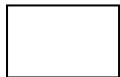
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 13th July 2010

Subject: Procurement of Housing Contracts– Formal Response to the Scrutiny Board's Statement

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 Call In meeting of the Environment and Neighbourhoods Scrutiny Board was held on 3rd June 2009 to consider a decision to enter into a framework contract for the supply and management of temporary accommodation. In consideration of this decision, a number of concerns were raised about the processes that were followed for this particular contract. This led the Scrutiny Board to conduct a wider review into the processes followed by Environment and Neighbourhoods when procuring contracts in housing services.
- 1.2 In April 2010, the Scrutiny Board produced a Statement setting out its findings and recommendations following its review. This is attached as Appendix 1.
- 1.3 It is the normal practice to request a formal response from the relevant Directorate(s) to the Board's recommendations, once a Statement has been published.
- 1.4 On 22nd June 2010, 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. This report is attached as Appendix 2 for the Board's consideration.
- 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

None.

Scrutiny Statement

Procurement of Housing Contracts

Scrutiny Board
(Environment and Neighbourhoods)
April 2010



Introduction and Scope

Introduction

1. A Call In meeting of the Environment and Neighbourhoods Scrutiny Board was held on 3rd June 2009. This was to consider an Officer Delegated Decision of the Chief Housing Services Officer relating to a request to enter into a framework contract with Cascade Homes, Care Solutions and Green Investments (Jump) for the supply and management of temporary accommodation for a period of 12 months, commencing in May 2009 at a cost of £2.6m per annum.
2. In consideration of this particular decision, a number of concerns were raised about the processes that were followed for this particular contract. This led the Scrutiny Board to conduct a wider review into the processes followed by Environment and Neighbourhoods when procuring contracts in housing services.
3. In July 2009, the Board agreed to establish a working group to consider evidence as part of this review. The membership of this working group included Councillors Barry Anderson, Graham Hyde and Joe Marjoram.

Scope of the review

4. The concerns raised during the Call In were considered when determining the scope of this review.
5. In particular, we noted that the decision to enter into a framework contract with the three temporary accommodation providers was made subject to the completion of the pre-qualification questionnaire (PQQ) process. However,

it was evident from the Call In meeting that the suitability and financial viability of one of the prospective providers had already raised concerns amongst local Ward Councillors and residents prior to the completion of the PQQ process. We subsequently learned that this particular provider had indeed failed to pre-qualify.

6. In view of this, we questioned the robustness of the procurement process followed by the directorate, particularly in identifying prospective providers, and also sought clarification of the specific role of Procurement and Legal Services in this process.
7. The fact that two extensions to the framework contract had been requested by the directorate as a result of not having completed a competitive tender exercise before the contract expiry date also led us to question the contract management and monitoring arrangements in place.
8. In consideration of the above, we agreed that our review would focus on the following areas:
 - *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*



Introduction and Scope

Procedure Rules in relation to housing contracts.

- *Contract review processes and any lessons learned from the Call In.*
9. During our review, we welcomed the contribution of representatives from Environment and Neighbourhoods, Supporting People, Corporate Procurement, Legal Services and Internal Audit. In recognition of the strategic move towards adopting a more joined up approach for the procurement of housing provision for vulnerable clients, we also invited contributions from the Adult Social Care and Children's Services directorates.
 10. Overall, this review has enabled Scrutiny to observe how the lessons learned from the Call In have led to significant improvements within Environment and Neighbourhoods in terms of its procurement and contract management processes for housing and housing support services. However, it also presented opportunities to identify where procurement practices within the directorate and across the Council could be strengthened.
 11. Whilst acknowledging that there will be resource implications attached to our recommendations, which will need to be taken into consideration by the various directorates, our recommendations seek to bring about long term efficiency gains across the Council.



Conclusions and Recommendations

The procurement of quality temporary accommodation

12. During the Call In meeting, local residents shared their experiences of poor quality temporary accommodation within their areas which had been contracted by the Council. This led the Scrutiny Board to make a formal recommendation to the directorate to ensure that all properties are inspected for suitability prior to allocation to service users. Where this is not possible, then to ensure that an inspection is undertaken within 48 hours or on the next working day.
13. Following the Call In, we were very pleased to learn that the concerns raised had prompted the directorate to take a more proactive approach in checking the suitability of temporary accommodation contracted by the Council by ensuring that every property is inspected.
14. We appreciate that previously such an approach would have proved more difficult to adopt given the high numbers of temporary accommodation placements (we noted that demand rose to over 400 households accommodated at any given time in September 2008).
15. However, in 2004 the Government set a target for all local authorities to halve temporary accommodation by March 2010. Using the 2004 figures as the baseline, the target set for Leeds was to reduce from 521 to no more than 261 placements in March 2010.
16. Over the last couple of years, we have observed a dramatic fall in the numbers of temporary accommodation placements across the city. Recent performance figures reported to the Scrutiny Board in March 2010 indicated that on 31 December 2009, there were 98 homeless households in temporary accommodation throughout Leeds. This is a reduction of 81 or 45% from the end of September 2009, when 179 homeless households were accommodated.
17. We learned that this reduction has been achieved primarily through a focused effort to reduce the use of private sector accommodation leased through the Leeds Housing Options Service by successfully maximising homeless prevention opportunities. We therefore congratulate the relevant staff within the Environment and Neighbourhoods directorate for this achievement.
18. Decreasing the demand for temporary accommodation placements will obviously make it more manageable to check the suitability of temporary accommodation properties prior to making any placements. Such quality assurance is paramount when we consider the vulnerability of many of the homeless households that use this service.
19. However, during our review we learned of the strategic move towards procuring a Council-wide contract for the provision of temporary accommodation for all vulnerable clients across the city. Such provision had been very fragmented in the past and therefore this new contract aims to provide a more integrated service and will be managed jointly by Environment and Neighbourhoods, Adult Social Care and Children's Services.



Conclusions and Recommendations

20. In welcoming this move, we would fully expect to see the same quality assurance standards adopted as part of the new Council-wide contract. We therefore recommend that the Director of Environment and Neighbourhoods leads on the development of a robust inspection programme as part of the Council-wide contract to ensure that all properties are checked for suitability prior to any placements being made. However, where this is not possible due to unforeseen emergency situations, an inspection should be undertaken within 48 hours or on the next working day.

Recommendation 1

That the Director of Environment and Neighbourhoods leads on the development of a robust inspection programme as part of the Council-wide contract for the provision of temporary accommodation to ensure that all properties are checked for suitability prior to any placements being made.

Where this is not possible due to unforeseen emergency situations, then to ensure that an inspection is undertaken within 48 hours or on the next working day.

Improving data sharing on prospective contractors

21. As with the majority of housing contracts, the Council-wide contract for the provision of temporary accommodation will be procured through one of the competitive tender routes set out in the Council's Contracts'

Procedure Rules. These Rules set down strict procedures that must be followed to ensure that all procurement is compliant, ethical and within the legal framework. They also encompass the need for transparency, openness and fairness.

22. During our review, we learned that as part of any procurement process, an advertising and pre-qualification questionnaire (PQQ) process is undertaken to aid the selection of appropriate contractors. The aim of this process is to ensure potential contractors are robust and competent organisations. Checks are therefore carried out and the organisations are vetted to determine whether they are financially viable; have a suitable health and safety policy; have competent administrative procedures; have effective employment practices; have robust management procedures and are able to demonstrate a track record to deliver services.

23. Whilst acknowledging such safeguarding measures, we refer again to the Call In meeting and the fact that concerns had already been raised about the suitability and financial viability of one of the prospective providers prior to them completing the PQQ process.

24. In particular, it was brought to our attention that a decision had been taken by the Planning Inspectorate in March 2009 which had dismissed an appeal against service of notices for unauthorised works by an individual who was linked to this particular provider. Such local intelligence about this provider had been held by the Council's Planning division yet had not been taken



Conclusions and Recommendations

into consideration during this particular procurement process.

25. We subsequently learned that this particular provider had indeed failed to satisfy the PQQ process and therefore was not awarded a contract. However, in view of such a track record, we questioned why they had been considered as a prospective provider in the first instance.
26. Following the Call In meeting, we were pleased to learn that officers from Environmental Health and Planning are now involved in the procurement work for the tender of the new framework contract and that providers will be required to provide an up-to-date list of potential properties likely to be included in the contract, which will also be shared with officers from Environmental Health and Planning as appropriate.
27. Whilst acknowledging the role of the PQQ process and the safeguards this brings, our review has highlighted a need to improve data sharing internally to ensure that all local intelligence about a particular company/person is taken into account during the procurement process. In relation to housing contracts, we would particularly emphasise the importance of sharing data with Planning Enforcement and Environmental Health.
28. Whilst not wishing to cause any unnecessary delays to the procurement process, we do recommend that a robust internal data sharing system/protocol is developed to complement the PQQ process as part of any procurement exercise.

Recommendation 2

- (i) That the Chief Procurement Officer leads on developing a robust internal data sharing system/protocol to complement the Pre-Qualification Questionnaire process as part of any procurement exercise.**
- (ii) That an update report is brought back to Scrutiny by October 2010.**

29. Once a contract has been procured and awarded, we recognise that the future success of the contract will be dependent upon the contract management arrangements put in place to deliver the contract's terms and conditions and also the commitment of all partners to comply with such arrangements.
30. Whilst our review primarily focused on the contract management arrangements used within Environment and Neighbourhoods for housing related contracts, in identifying and sharing models of best practice we also recognised opportunities to strengthen contract management practices throughout the Environment and Neighbourhoods directorate and across the Council.

Sharing best practice models around contract management

31. During our review, particular attention was given to the contract management arrangements adopted by Supporting People Services in recognition of the fact that the majority of housing related



Conclusions and Recommendations

support services for vulnerable adults are commissioned through Supporting People.

performance and in the value for money of commissioned supported housing services in the city.

32. The Supporting People programme is managed through a Commissioning Body, which comprises representatives from the Council, NHS Leeds and the West Yorkshire Probation Service. However, the programme is administered on a day-to-day basis by the Housing Strategy and Commissioning section, which sits within the Environment and Neighbourhoods directorate.
33. We learned that in 2008/09, the Leeds Supporting People programme received a grant settlement of £32.9 million, a reduction of £3 million from the position in 2003/04. As a result, efficiency savings of approximately £7.5 million have needed to be generated since 2003 in order to balance the budget, given the real increases in costs, and to also commission new strategically relevant services.
34. In acknowledging that the Leeds Supporting People programme succeeded in delivering significant improvements in service quality and performance at the same time as generating efficiency savings, we noted that such improvements were a direct result of partnership working with service providers through a new contract management process which was introduced in April 2007.
35. This process includes a quarterly performance review of all services subject to Supporting People contracts against a Quality Assessment Framework and has led to significant improvements in the quality,
36. In recognition of its success, we learned from the Chief Housing Services Officer that the Supporting People contract management arrangements are to be adopted as best practice for other housing contracts. This will include the new Council-wide contract for the provision of temporary accommodation as we learned that both Adult Social Care and Children's Services are also keen to learn from this process.
37. We are conscious that contract compliance and management was also identified as a significant area for improvement by the Central and Corporate Functions Scrutiny Board following its Inquiry into the Procurement of Services during 2008/09. A number of recommendations were put forward by the Board to help improve contract management, which included using a case study approach to demonstrate good examples of contract management across the Council and to build these into existing guidance and training.
38. In view of this, we would recommend that the lessons learned from the Supporting People contract management arrangements are disseminated more widely across the Council and for the Director of Environment and Neighbourhoods and Chief Procurement Officer to lead on championing such arrangements as a best practice model.



Conclusions and Recommendations

Recommendation 3

That the lessons learned from the Supporting People contract management arrangements are disseminated more widely across the Council and for the Director of Environment and Neighbourhoods and Chief Procurement Officer to lead on championing such arrangements as a best practice model.

Conducting timely contract reviews

39. During the Call In meeting, we noted that two extensions to the framework contract for the provision of temporary accommodation had been requested by the directorate as a result of not having completed a competitive tender exercise before the contract expiry date.

40. We were informed that the initial intention was to move forward with the procurement of a Council-wide contract before the existing framework contract had expired. However, subsequent delays in identifying the total number of units required by all directorates had led to the Environment and Neighbourhoods directorate putting in place its own contract in order to meet its statutory requirements. In view of the short timescale left to complete a competitive tender exercise for a new contract, the directorate sought approval to waiver/invoke particular contract procedure rules to enable them to enter into a framework contract and secure temporary accommodation provision whilst the competitive tender exercise is carried out.

41. We learned that, on average, the Procurement Unit will receive around one or two requests each week to waiver/invoke contract procedure rules. The Procurement Unit and Internal Audit are required to provide written advice about any risks of securing the contract without seeking competition, which is taken into account as part of the decision making process and published with the delegated decision form.

42. Whilst acknowledging that a robust business case and rationale is required when making a request to waiver/invoke contract procedure rules, it was noted that many of these requests are made as a result of contracts not being monitored effectively.

43. It was highlighted that the Procurement Unit has a system in place (ALITO system) which notifies relevant officers within each of the directorates when a contract is due to expire. The degree of notice is usually determined by the officers responsible for managing each contract.

44. However, where an extension provision is written into a contract, the Procurement Unit will write to the contract manager 6 months before the expiry date to make it clear that an evaluation of the service would need to be undertaken before granting an extension to ensure that the quality of service remains, otherwise it should be subject to competitive tender.

45. With regard to the Supporting People Contracts, we noted that as there are over 100 contracts in place, which are often short term contracts, most of these will have an extension provision as it would not be feasible to submit this



Conclusions and Recommendations

volume to competition as they come up for renewal. Instead contracts are prioritised for competitive tender. However, it was highlighted that in addition to the quarterly reviews conducted for each contract, an evaluation process would also normally take place 9 months before the expiry date, with proposals now in place to change this to 12 months.

46. It is vital that contracts are reviewed as early as possible in order to avoid unnecessary delays in the tendering process and to also reduce the need to waiver/invoke contract procedure rules unnecessarily.
47. We were pleased to learn that the Procurement Unit now has a dedicated team in place to help improve contract management and assist clients in monitoring contracts more effectively.
48. Whilst we acknowledge that directorates are directly responsible for monitoring their own contracts, we recognise the valuable role of the Procurement Unit in assisting to alert contract managers prior to a contract expiry date. However, we believe that such alerts need to be made much earlier than 6 months.
49. We discussed when would be an appropriate time to review a contract and, in line with the proposal put forward for the Supporting People contracts, we would recommend that all contracts are formally reviewed at least 12 months before its expiry date.

Recommendation 4

That, as part of the ALITO system used by the Procurement Unit, all contract managers across the Council are prompted to conduct a review of a contract at least 12 months before the contract expiry date.

50. When conducting such reviews and evaluating the future of a contracted service, this process also needs to be guided by the general procurement principles of transparency, probity and fairness.
51. In particular, we recognised the need to ensure that the individual interests of those conducting the reviews and taking part in any procurement discussions are accurately registered and openly disclosed to avoid any conflicts of interest which may prejudice the process.
52. Whilst acknowledging that Members and officers of the Council are governed by Codes of Conduct which require them to register and declare any interests/relationships of a business or private nature with external contractors or potential contractors, we would recommend that the Council's Monitoring Officer and Chief Officer of Human Resources explore ways in which this can be made more transparent as part of any contract review process.

Recommendation 5

- (i) That the Council's Monitoring Officer and Chief Officer of Human Resources explore ways in which the requirement for all Members and officers to formally register and declare any interests/relationships of a business or private nature with external contractors or potential contractors can be made more transparent as part of any contract review process.**
- (ii) That an update report is brought back to Scrutiny within 3 months.**



Conclusions and Recommendations

Procuring high quality goods/services for the residents of Leeds.

53. Finally, we would like to acknowledge again that it was through the actions of the local residents and Ward Councillors who utilised the Scrutiny Call In process to share their concerns about a particular procurement process that led us to conduct this wider review.
54. In acknowledging that Leeds City Council annually procures around £800m worth of goods, works and services from the private and voluntary sectors, as well as other public sector organisations, it is vital that best practice is utilised across the Council in relation to procurement and contract management processes in order to secure value for money, high quality services, goods and works for the residents of Leeds.

**Scrutiny Board (Environment and Neighbourhoods)
Procurement of Housing Contracts
April 2010
Report author: Angela Brogden**

www.scrutiny.unit@leeds.gov.uk





Originator:	Bridget Emery
Tel:	3950149

Report of the Director of Environment and Neighbourhoods

Executive Board

Date: 22nd June 2010

Subject: Response to Scrutiny Board Statement Regarding Housing Contracts

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

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

EXECUTIVE SUMMARY

1. This report provides the Executive Board with details of the recommendations from the recent Environment and Neighbourhoods Scrutiny Board inquiry in to the Procurement of Housing Contracts and details how the Director proposes to respond to these recommendations. The report asks the Board to approve the proposed response.

RECOMMENDATIONS

2. Executive Board are recommended to:

Approve the proposed recommendations to the Scrutiny Board's recommendations.

1. Purpose of this report

- 1.1 This report provides the Executive Board with details of the recommendations from the recent Environment and Neighbourhoods Scrutiny Board inquiry in to the Procurement of Housing Contracts and details how the Director proposes to respond to these recommendations. The report asks the Board to approve the proposed response.

2. Background Information

- 2.1 In June 2009 a call in meeting of the Environment and Neighbourhoods Scrutiny Board was held. This was to consider an Officer Delegated Decision relating to a request to enter into a framework contract for the supply and management of temporary accommodation. Consideration of this decision led the Scrutiny Board to conduct a wider review into the processes followed by Environment and Neighbourhoods when procuring contracts in housing services. In July 2009, the Scrutiny Board agreed to establish a working group to consider evidence as part of this review.
- 2.2 The report makes five recommendations for action. The recommendations concern the working practices of the Environment and Neighbourhoods directorate and those of the Corporate Procurement Unit. These recommendations are accepted by the Director of Environment and Neighbourhoods and actions are underway or have been completed to address them.

3. Main issues

- 3.1 Below, each of the Scrutiny Boards five recommendations are listed along with a response from the relevant director.

3.2 Recommendation One:

That the Director of Environment and Neighbourhoods leads on the development of a robust inspection programme as part of the Council-wide contract for the provision of temporary accommodation to ensure that all properties are checked for suitability prior to any placements being made. Where this is not possible due to unforeseen emergency situations, then to ensure that an inspection is undertaken within 48 hours or on the next working day.

The Director of Environment and Neighbourhoods has established a programme of inspections as detailed above. Additionally this requirement is build into the service specification of the proposed new framework contract which is currently subject to a tender exercise.

3.3 Recommendation Two:

That the Chief Procurement Officer leads on developing a robust internal data sharing system/protocol to complement the Pre-Qualification Questionnaire process as part of any procurement exercise.

That an updated report is brought back to Scrutiny by October 2010.

The Chief Procurement Officer agrees with this recommendation and in developing the data sharing and robust protocol will consider all potential areas of service within the Council. The data sharing and protocol will relate mainly to the company concerned but the Chief Procurement Officer will also look at how this can be applied to Directors of companies. This work will be completed by end December 2010 and an update report will be produced in September 2010.

3.4 Recommendation Three:

That the lessons learned from the Supporting People contract management arrangements are disseminated more widely across the Council and for the Director

of Environment and Neighbourhoods and the Chief Procurement Officer to lead on championing such arrangements as a best practice model.

The Director of Environment and Neighbourhoods and the Chief Procurement Officer agrees with this recommendation. The findings of the Central and Corporate Scrutiny Board in 2008/9 and the findings of this current scrutiny report regarding contract management are being acted on and case studies are being prepared. A case study championing the Supporting People contract management will be publicised in June 2010 and further case studies will follow. The Chief Procurement Officer has made this work a priority in his service plan and all contracts will have a contract management plan by 1st April 2011.

3.5 Recommendation Four:

That, as part of the ALITO system used by the Procurement Unit, all contract managers are prompted to conduct a review of the contract at least 12 months before the contract expiry date.

The Chief Procurement Officer agrees with this recommendation where contracts exceed 18 months in length. This is good practice which needs to be part of the overall contract management process. The prompt will be put in place from June 2010.

3.6 Recommendation Five:

That the Council's Monitoring Officer and Chief Officer of Human Resources explore ways in which the requirement for Members and officers to formally register and declare any interest/relationships of a business or private nature with external contractors or potential contractors can be made more transparent as part of any contract review process.

That an update report is brought back to Scrutiny within 3 months.

The Council's Monitoring Officer and Chief Officer Human Resources agree with this recommendation and will review the delegated decision notification form. Footnote 6 on the form will be revised to make clear the circumstances under which an officer and/or member must declare an interest and an entry on the form will be mandatory rather than optional.

4. Implications for Council Policy and Governance

- 4.1 There are no specific implications for Council Policy and Governance.

5. Legal and Resource Implications

There are no specific legal or resource implications.

6. Conclusions

- 6.1 The Environment and Neighbourhoods Scrutiny Board's inquiry into issues around the procurement of temporary accommodation has identified some important issues for both housing services and Corporate Procurement Unit. The standard of temporary accommodation used by vulnerable people has improved over the past 12 months and the recommendations contained in this report will further improve the

standard of accommodation and the procurement of other services within the Directorate.

7. Recommendations

7.1 Executive Board are recommended to:

Approve the proposed responses to the Scrutiny Board's recommendations.

8. Background papers

8.1 There are no specific background papers to this report.

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Environment and Neighbourhoods)

Date: 13th July 2010

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

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 Attached as Appendix 1 is the current work programme for this Scrutiny Board. This has been amended to take into account discussions held at the last meeting.

1.2 Also attached as Appendix 2 and 3 respectively are the latest Executive Board minutes and the Council's current Forward Plan relating to this Board's portfolio.

2.0 Recommendations

2.1 Members are asked to;

- (i) Note the Executive Board minutes and Forward Plan
- (ii) Agree the Board's work programme

Background Papers

None used

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SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Suggested Areas for Scrutiny Currently Unscheduled			
Procurement of the Grounds Maintenance Contract for 2011	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
ALMO Inspections	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
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 last year.	RFS
Localised Street Cleansing Services	To consider the potential for more localised input and control of street cleansing services via local Members and Area Committees.	This was identified as a potential area for Scrutiny under the Board's Environment portfolio.	DP
Food Waste Recycling	To evaluate the success of the Rothwell Food Waste Recycling pilot scheme and consider the possibility of similar schemes being rolled out across the City.	This was identified as a potential area for Scrutiny under the Board's Environment portfolio.	DP

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 13th September 2010			
Formal Responses to Previous Scrutiny Inquiries	To consider the formal responses to the Board's previous inquiries into: <ul style="list-style-type: none"> • EASEL Regeneration Programme • Worklessness • Housing Lettings Process 		MSR
Leeds Strategic Plan/Vision	To consider proposed Vision aims, LSP and Business Plan priorities.	All Scrutiny Boards to be consulted. Timing subject to confirmation.	
Performance Management	To consider Quarter 1 information for 2010/11 (April - June).	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
Integrated Offender Management	To consider and agree the Board's report following its inquiry into Integrated Offender Management.	This report is carried over from 2009/10.	RP
Recycling	To consider and agree the Board's report following its inquiry into Recycling.	This report is carried over from 2009/10.	RP

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 11th October 2010			
Leeds Strategic Plan/Vision	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.	
			MSR
Meeting date: 8th November 2010			
Formal Responses to Previous Scrutiny Inquiries	To consider the formal responses to the Board's previous inquiries into: <ul style="list-style-type: none"> • Integrated Offender Management • Recycling 		
Meeting date: 13th December 2010			
Performance Management	To consider Quarter 2 information for 2010/11 (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: 17th January 2011			
Meeting date: 14th February 2011			
Leeds Strategic Plan/Vision	To agree composite report to be submitted to Executive Board as part of the Budget and Policy Framework.	Timing subject to confirmation.	

SCRUTINY BOARD (ENVIRONMENT AND NEIGHBOURHOODS)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Meeting date: 14th March 2011			
Performance Management	To consider Quarter 3 information for 2010/11 (Oct-Dec)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Meeting date: 11th April 2011			
Annual Report	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

EXECUTIVE BOARD

TUESDAY, 22ND JUNE, 2010

PRESENT: Councillor K Wakefield in the Chair

Councillors A Blackburn, J Blake, A Carter,
S Golton, P Gruen, R Lewis, T Murray,
A Ogilvie and L Yeadon

Councillor J Dowson – Non-voting advisory member

1 **Chair's Opening Remarks**

The Chair welcomed all in attendance to the meeting and thanked his predecessors, Councillors A Carter and Brett, for the equitable way in which they had conducted previous Board meetings.

2 **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 as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 2 to the report referred to in Minute No. 14 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix contains information relating to the business and financial affairs of the Council, and disclosure of such information would, or would be likely to, prejudice the commercial interest of the Council in securing best value for money solutions in the future.
- (b) The appendices and the Final Business Case (FBC) document referred to in Minute No. 15 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that publication could prejudice the Council's commercial interests, as both the appendices and the FBC (lodged with the clerk to this Executive Board and available for inspection by Members of Executive Board) include matters where final negotiations on the Contract are not yet complete, and these negotiations are confidential between the City Council, the Local Education Partnership (LEP) and the Environments for Learning (E4L) Consortium. In addition, both the appendices and the FBC contain sensitive commercial information supplied to the City Council by E4L. In these circumstances it is considered that the public interest in not disclosing this commercial information outweighs the interests of disclosure.
- (c) Appendix 1 to the report referred to in Minute No. 21 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that

Draft minutes to be approved at the meeting
to be held on Wednesday, 21st July, 2010

the information contained within the appendix 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 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 such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

3 Declaration of Interests

Councillor Blake declared a personal interest in the item referred to in Minute No. 20, as a trustee of the Health For All organisation.

Councillor Murray declared a personal interest in the item referred to in Minute No. 16, as a Director of Learning Partnerships.

Councillor Murray declared a personal and prejudicial interest in the item referred to in Minute No. 5, due to his involvement in a charitable organisation involved in the running of a Kirkgate Market stall.

Councillor Wakefield declared a personal interest in the item referred to in Minute No. 10, as a stakeholder in Tiger 11.

Further declarations of interest were made at later points in the meeting (Minute Nos. 19 and 24 refer).

4 Minutes

RESOLVED – That the minutes of the meeting held on 19th May 2010 be approved as a correct record.

DEVELOPMENT AND REGENERATION

5 Deputation to Council - The National Federation of Market Traders on behalf of Kirkgate Market Traders regarding the Strategy for Leeds Market

The Director of City Development submitted a report in response to the deputation to Council from the National Federation of Market Traders on behalf of Kirkgate Market Traders on the 21st April 2010.

RESOLVED -

- (a) That the contents of the submitted report and the actions being taken to support the market be noted.
- (b) That endorsement be given to the proposal that following a review of markets management and consultation with Trades Unions, a permanent Markets Manager post is created and that the Council's normal recruitment policies are followed for a post of this grade.
- (c) That there be no immediate rent reduction, but that an independent rent review be undertaken and that the charges for extending produce beyond stalls into the 'Yellow Line' area be reduced and that administrative charges for a change in use etc. be reviewed and that notice periods be reduced from six to three months in line with notice periods of other commercial Council leases.
- (d) That there be no reduction in car parking charges.
- (e) That a fully costed report on the condition of the whole of the market be submitted to a future meeting of Executive Board.
- (f) That tenants continue to be encouraged to take advantage of the Business Support Scheme.

(Having declared a personal and prejudicial interest in this item, Councillor Murray left the meeting for the duration of this item).

RESOURCES AND CORPORATE FUNCTIONS

6 Final Statement and Recommendations of the Scrutiny Board (City and Regional Partnerships) on the Kirkstall Joint Service Centre

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report in response to the recommendations detailed within the Scrutiny Board (City and Regional Partnerships) statement regarding Kirkstall Joint Service Centre.

The Chair of the Scrutiny Board at the time the inquiry was undertaken attended the meeting to present the Board's findings.

RESOLVED - That the proposed responses to the recommendations of the Scrutiny Board (City and Regional Partnerships) be approved.

DEVELOPMENT AND REGENERATION

7 Response to Scrutiny Board (City Development) Inquiry into the Method by which Planning Applications are Publicised and Consultation Undertaken

The Director of City Development submitted a report in response to the recommendations arising from the Scrutiny Board (City Development) inquiry into the method by which planning applications were publicised and consultation was undertaken.

The Chair of the Scrutiny Board at the time the inquiry was undertaken attended the meeting to present the Board's findings.

RESOLVED - That the proposed responses to the Scrutiny Board (City Development) recommendations be approved.

8 Response to Scrutiny Board (City and Regional Partnerships) Inquiry into Integrated Transport Strategies for Leeds and the Wider Region

The Director of City Development submitted a report in response to the recommendations arising from the Scrutiny Board (City and Regional Partnerships) inquiry into integrated transport strategies for Leeds and the wider region.

The Chair of the Scrutiny Board at the time the inquiry was undertaken attended the meeting to present the Board's findings.

RESOLVED - That the Director of City Development's responses to the recommendations of the Scrutiny Board (City and Regional Partnerships) inquiry into "Integrated Transport Strategy for Leeds and the Wider Region", be approved.

NEIGHBOURHOODS AND HOUSING

9 Response to Scrutiny Board (Environment and Neighbourhoods) Statement regarding the Procurement of Housing Contracts

The Director of Environment and Neighbourhoods submitted a report in response to the recommendations detailed within the Scrutiny Board (Environment and Neighbourhoods) statement regarding the procurement of housing contracts.

The Chair of the Scrutiny Board at the time the inquiry was undertaken attended the meeting to present the Board's findings.

RESOLVED – That the proposed responses to the recommendations of the Scrutiny Board (Environment and Neighbourhoods) be approved.

LEISURE

10 South Leeds Sports Centre

Further to Minute No. 79, 26th August 2009, the Chief Recreation Officer submitted a report outlining proposals to extend the Council's management of South Leeds Sports Centre for up to four months, in order to allow continuity of service pending a decision in relation to a possible community asset transfer.

RESOLVED –

- (a) That the postponement of the closure of South Leeds Sports Centre for up to four months from the current approved date of 21st June 2010 be

approved, and a further report regarding the proposed community asset transfer be submitted to the Board within that period of time.

- (b) That the financial implications of continued opening, which will be met by the reprioritising of resources in the City Development Directorate, be noted.

11 Woodhouse Moor Park Barbecue Use

Further to Minute No. 66, 26th August 2009, the Director of City Development submitted a report providing an update on the actions taken following a previous Executive Board decision regarding barbecue usage on Woodhouse Moor, detailing a summary of the research and consultation undertaken in respect to this issue and outlining proposals to address future barbecue usage on the site.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the enforcement of existing byelaws outlawing barbecue usage at Woodhouse Moor Park continue as an alternative to trialling a designated barbecue area on the site.

ADULT HEALTH AND SOCIAL CARE

12 Deputation to Council - The Access Committee for Leeds regarding 'Adult Social Care: The Real Deal'

The Director of Adult Social Services submitted a report in response to the deputation to Council from the Access Committee for Leeds on 21st April 2010.

RESOLVED –

- (a) That the concerns raised by the deputation be noted and members of the Leeds Access Committee be thanked for bringing this matter to the attention of the Council.
- (b) That Adult Social Care's approach to tackling the issues raised by the deputation be noted, all of which form part of the Council's commitment to 'Putting People First' and its four key principles of early intervention and prevention, empowering people through choice and control, universal services and developing social capital.
- (c) That Adult Social Care's commitment to developing good practice by issuing additional professional guidance notes to all staff when conducting assessments for vulnerable adults, particularly where support is required to access signposted services, be noted.
- (d) That Adult Social Care's commitment to developing good practice by taking steps to ensure all service users are aware of their right to make representations regarding the outcome of their assessment, be noted.

13 Leeds Safeguarding Adult Partnership Board Report 2009/2010

The Director of Adult Social Services submitted a report presenting for approval the Leeds Safeguarding Adults Partnership Board annual report for 2009/10, in addition to the Board's work plan for 2010/11.

RESOLVED – That the content of the 2009/2010 annual report be noted, and that the 2010/2011 work programme for the Adult Safeguarding Partnership Board be endorsed.

14 Social Care Systems Review

The Director of Adult Social Services, the Interim Director of Children's Services and the Director of Resources submitted a joint report outlining proposals for the implementation of new social care business solutions, which were aimed at radically improving the access, assessment, commissioning, provision, management and monitoring of Social Care in Leeds.

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

RESOLVED –

- (a) That approval be given to incur expenditure as detailed within exempt appendix 2, in order to develop the existing information systems (ESCR) and implement the associated business changes required to support the service improvement and transformational plans in Social Care, as outlined within the submitted report.
- (b) That the staffing resource costs to produce further reports and associated business cases for Executive Board approval in respect of the development and implementation of replacement business solutions to meet ongoing and future demands be approved.
- (c) That Board Members' views be sought in relation to the areas that those future reports referred to in recommendation (b) above should focus upon.

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

15 Leeds Holt Park Wellbeing Centre Project: Submission of the Final Business Case and Execution of the Contract for the new Holt Park Wellbeing Centre

Further to Minute No. 189, 12th February 2010, the Directors of Resources, City Development and Adult Social Services submitted a joint report providing an update on the Holt Park Wellbeing Centre project, and which sought the necessary approvals to facilitate the submission of the Final Business Case (FBC) to the Department of Health and the execution of the project's contract documentation.

With the Chair's agreement, an updated set of recommendations for this item were circulated at the commencement of the meeting. The recommendations had been revised in response to the recent announcement by the Government that the Holt Park Wellbeing Centre was one of a number of projects to be suspended pending the Government's Comprehensive Spending Review.

Following consideration of the appendices 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 contents of the submitted report be noted.
- (b) That the final scope of the Holt Park Wellbeing Centre Project (Project), as set out in the submitted report, be noted and confirmed.
- (c) That the submission of the FBC to the Department of Health be approved and that the Director of City Development be authorised to make any necessary amendments to the FBC. (The Final Business Case covers the Holt Park Wellbeing Centre Project financed through the Government's Private Finance Initiative).
- (d) That the demolition of the existing leisure centre in advance of opening the new Wellbeing Centre, subject to further consultation once the outcome of the spending review is known, be approved in principle.
- (e) That approval be given to the financial implications for the Council of entering into the Project, and agreement be given to the maximum affordability ceiling for the Council in relation to the PFI of £2,428,000 in the first full year of service commencement (2012/13), as set out in exempt Appendix 1 to the submitted report, but subject to resolution (i) (below), should the SWAP rate exceed 5.00%.
- (f) That the balance sheet treatment for the Project be noted.
- (g) That it be noted that the project is one of a number suspended as part of the Government's Comprehensive Spending Review, but that the Department of Health review of, and the Council input into the FBC continue (together with the progress with the Leeds Local Education Partnership (LEP) of any significant outstanding matters on the new project approval process which impact upon the process for the approval of the FBC).
- (h) That, whilst noting the financial close cannot take place until and unless the Government confirms the availability of PFI Credits and the FBC approval, approval be given to the arrangements for Financial Close and the implementation of the Project to include (but not by way

of limitation) the award/entry into a PFI Project Agreement to a special purpose company to be established under terms agreed between the City Council and the LEP, and

in connection therewith, the arrangements at paragraph 5.4 of the submitted report be confirmed, and (for the avoidance of doubt) authorisation be given to the exercising of delegated powers (as set out at Part 3 Section 3E of the Constitution in relation to PPP/PFI and other Major Property and Infrastructure Related projects), in relation to this Project, by the Director of City Development (or delegee) in consultation with the Director of Adult Social Care (or delegee).

- (i) That authority be delegated to the Director of City Development, or her nominee, to approve the completion of the project should the SWAP rate exceed 5.00% but be less than 5.50% at the time of Financial Close up to a maximum affordability ceiling of £2,500,000 in 2012/13 terms.

RESOURCES AND CORPORATE FUNCTIONS

16 Reductions in Grants to Local Authorities 2010/2011

The Director of Resources submitted a report providing details of the reductions in grants to local authorities as part of the Government's accelerated deficit reduction plan at a national level, and detailing information, in so far as it was available, as to the impact of the grant reductions on this Council.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That a detailed report be submitted to the July meeting of Executive Board on the implications for Leeds and the options available to meet the funding gap.

17 Financial Performance - Outturn 2009/2010

The Director of Resources submitted a report presenting the Council's financial outturn position for 2009/2010, including both revenue and capital and the Housing Revenue Account. The report also detailed revenue expenditure and income compared to the approved budget and reported on the outturn for Education Leeds and the Arms Length Management Organisations (ALMOs).

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the contributions to, and the use of, Housing Revenue Account reserves, as outlined within the report, be agreed.

18 Corporate Performance Report 2009/2010 Year End

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting an overview of the Council's performance against the priority outcomes at the 2009/2010 year end.

RESOLVED - That the overall performance position at quarter 4 of 2009/2010 against the strategic priorities and the action planned to further improve or address the performance concerns be noted.

DEVELOPMENT AND REGENERATION

19 Deputation to Council - Wetherby Business Association seeking reinstatement of the Wetherby Historic Market Town Signage on the A1

The Director of City Development submitted a report in response to the deputation to Council from Wetherby Business Association on 21st April 2010.

RESOLVED -

- (a) That the contents of the submitted report be noted.
- (b) That the application for appropriate brown tourist signing for Wetherby from the A1(M), from a third party, for example either the business community in Wetherby or the Wetherby Town Council, be supported.
- (c) That the applicant should fund all associated costs.

(During the course of the discussion on this matter, Councillor Gruen declared a personal interest in this item, due to his employment by the Department for Transport)

20 Granting a New 20 Year Lease at a Peppercorn Rent in respect of the New Middleton Enterprise Centre

Further to Minute No. 170, 6th January 2010, the Director of City Development submitted a report outlining proposals to grant a new 20 year lease to the Health for All (HFA) organisation, at a peppercorn rent in respect of the new Middleton Enterprise Centre.

RESOLVED - That the proposal to grant a 20 year lease to Health for All for the new Middleton Enterprise Centre at a peppercorn rent be approved.

NEIGHBOURHOODS AND HOUSING

21 Disposal of 60, Sholebroke Avenue, LS7 3HB

The Director of Environment and Neighbourhoods submitted a report outlining the options available to the Council with respect to the future of 60, Sholebroke Avenue, LS7 3HB.

Following the conclusion of an options appraisal exercise, the report presented the following four alternatives:

1. An open market sale of the property
2. The refurbishment and letting of the property as a Council house, managed by the relevant Arms Length Management Organisation (ALMO)
3. The Council entering into negotiations with a partner Registered Social Landlord currently managing other stock in the immediate neighbourhood, with a view to them purchasing the property, investing in it and creating a new affordable home.
4. The Council entering into negotiations with a local supported housing provider, with a view to them leasing the property from the Council at a peppercorn rent for a 21 year period.

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

RESOLVED –

- (a) That approval be given to progress with Option 3, as detailed above and within the submitted report.
- (b) That the property be declared surplus to the Council's operational requirements
- (c) That approval be given to enter into negotiations with a partner Registered Social Landlord, with the aim of concluding a sale to them which represents the value of the property and which recognises the level of refurbishment needed to bring the property to a decent homes standard.
- (d) That approval be given to covenant the sale, in order that the property is retained in perpetuity as a socially rented family home and that the Council retains nomination rights in respect of lettings.

- 22 Government Review of Council Housing Finance: The Council's Response to the Consultation Paper: "Council Housing: A Real Future"**
 The Director of Environment and Neighbourhoods and the Director of Resources submitted a joint report providing a proposed response to the Government's consultation paper entitled, "Council Housing: A Real Future".

RESOLVED -

- (a) That the proposed response to the Government's consultation paper "Council Housing: A Real Future" be agreed.
- (b) That this decision be exempt from Call In, as there is insufficient time for the Call In process to be concluded prior to the closing date for responses to the consultation exercise.

ENVIRONMENTAL SERVICES

23 Grounds Maintenance Contract

The Director of Environment and Neighbourhoods submitted a report outlining the progress made to date in relation to the procurement of a new grounds maintenance contract for the Council, recommending a proposed approach to the contract's packaging and procurement, whilst also informing of a proposed revision to the contract start date.

RESOLVED –

- (a) That the progress made to date regarding the procurement of a new grounds maintenance contract be noted.
- (b) That the contract administration and monitoring arrangements, as set out in the submitted report, be approved.
- (c) That approval be given to the contract being advertised on the basis of one, single city-wide contract, with the option to require a variant bid to allow interested Parish or Town Councils to tender for work within their areas.
- (d) That approval be given to a contract being advertised for five years with the option to extend for up to a further five years.
- (e) That the contract with Glendale and ATM be extended until 31st December 2011, subject to the issue of a transparency notice.
- (f) That a contingency sum of £60,000 in year 1 (financial year 2012/2013) and £20,000 in year 2 onwards, be allocated to enable any future orphan sites identified to be properly maintained.

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

24 Strategic Review of Household Waste Sorting Sites and Bring Sites

The Director of Environment and Neighbourhoods submitted a report providing an update on the current provision and performance of Household Waste Sorting Sites (HWSS) and Bring Sites in Leeds, outlining issues which influence their usage and effectiveness and recommending options in relation to spatial policy and joint working with neighbouring authorities.

RESOLVED -

- (a) That the permanent closure of the Calverley Bridge zero waste site be approved.
- (b) That approval be given to maintaining the current free access of border HWSS by residents from neighbouring authorities, on the proviso that protocols and procedures to account for the shared cost of the provision of facilities, on a site by site basis, are developed and subject to continuous review.

- (c) That the development of joint working with neighbouring authorities North Yorkshire and Wakefield in parallel with the undertaking of a revised replacement site search, to be carried out during the interim period before Gamblethorpe closes upon completion of East Leeds redevelopment, be commended.
- (d) That approval be given to the redevelopment of the HWSS at Kirkstall Road and modernisation of the existing transfer station by means of an injection of £3,800,000 into the Capital Programme, with a full design and cost report (DCR) and business case being prepared and submitted to Executive Board for approval when the detailed plans have been fully worked up and costed. At this stage it is proposed to fund the redevelopment of the site using a DEFRA grant (£500,000) and unsupported borrowing, with the borrowing repayments being funded from savings made as part of the overall HWSS review. The scale of the revenue repayment will be dependant upon the use of the £1,050,000 currently identified for a replacement site for Gamblethorpe, as set out in paragraph 5.5.4 of the submitted report.
- (e) That approval be given to the further review of operational practices, in order to deliver a consistently high performance across all sites, with a further report being submitted to a future meeting of Executive Board.
- (f) That approval be given to the maintenance and development of the current complementary bring site infrastructure, whilst continuing to evaluate the effectiveness of bring site provision.

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

(During the course of the discussion on this matter, Councillor Golton declared a personal interest in this item, as a user of the Gamblethorpe site)

CHILDREN'S SERVICES

25 Updated Statements of Purpose for the Fostering and Adoption Services of Leeds City Council

The Interim Director of Children's Services submitted a report presenting for approval the revised statements of purpose for Leeds City Council's Fostering and Adoption Services.

RESOLVED – That the Statements of Purpose for both the Fostering and Adoption services of Leeds City Council be approved.

26 Building Schools for the Future Phase 2 - Farnley Park Maths and Computing College

Further to Minute No. 151, 9th December 2009, the Chief Executive of Education Leeds submitted a report presenting for approval and submission

to Partnerships for Schools (Pfs) the Final Business Case (FBC) for the Farnley Park Maths and Computing College project.

RESOLVED – That the submission of the Final Business Case for the Farnley Park Maths and Computing College Project to Partnerships for Schools be approved.

27 Outcomes of the Consultation on the Proposals for the West Leeds Specialist Inclusive Learning Centre (SILC)

Further to Minute No. 154, 9th December 2009, the Chief Executive of Education Leeds submitted a report providing the outcomes from the public consultation exercise undertaken with respect to the proposed relocation of the West Leeds Specialist Inclusive Learning Centre (SILC) modular building at Farnley Park Maths and Computing College to Bruntcliffe High School. The report also outlined an alternative proposal formulated in response to the feedback received.

RESOLVED –

- (a) That the outcome of the formal public consultation exercise on the relocation of the West SILC modular building at Farnley Park Maths and Computing College to Bruntcliffe High School be noted.
- (b) That the alternative proposal formulated in response to the public consultation, to make provision for the pupils currently educated on the Farnley Park site at the West SILC Milestone site, be noted.

28 Response to Scrutiny Board (Children's Services) Inquiry Statement regarding School Attendance

The Chief Executive of Education Leeds submitted a report in response to the recommendations detailed within the Scrutiny Board (Children's Services) statement regarding school attendance.

RESOLVED – That the proposed responses to the recommendations of the Scrutiny Board (Children's Services) be approved.

DATE OF PUBLICATION: 24th June 2010
LAST DATE FOR CALL IN: 1st July 2010 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00noon on 2nd July 2010)

Draft minutes to be approved at the meeting
to be held on Wednesday, 21st July, 2010

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FORWARD PLAN OF KEY DECISIONS

1 July 2010 – 31 October 2010

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

For the period 1 July 2010 to 31 October 2010

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 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 £1,499,591.02</p>	Director of Environment and Neighbourhoods	1/7/10	n/a	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

Appendix 3

<p>Disabled Facilities Grant 2010/11 Capital Scheme 98040. Category C DOD Authority to spend for a category C capital scheme</p>	<p>Chief Officer Environmental Services</p>	<p>1/7/10</p>	<p>Consultations are ongoing with Exec Member E&N and regular scrutiny board reports.</p>	<p>Design and Cost report/DDN</p>	<p>Chief Officer Environmental Services andy.beattie@leeds.gov.uk</p>
<p>Provision of Asbestos Surveying contracts for the ALMO's and BITMO A decision is required to extend the current contracts for Asbestos surveying for the ALMO's and BITMO so that they conclude as the newly procured contracts will commence in April 2011. The contracts are currently worth around £766k</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/10</p>	<p>None</p>	<p>None.</p>	<p>Director of Environment and Neighbourhoods John.Statham@leeds.gov.uk</p>
<p>Provision of Stair Lift contracts for the ALMO's and BITMO A decision is required to extend the current contracts for the provision of stair lifts for the ALMO's and BITMO so they conclude when the newly procured contracts commence in April 2011</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/7/10</p>	<p>Previously undertaken</p>	<p>None.</p>	<p>Director of Environment and Neighbourhoods John.Statham@leeds.gov.uk</p>

Appendix 3

Decision regarding the contract with Great Places (formerly Manchester Methodist Housing Association) Floating Support Service contract Decision regarding the remodelling of the current St Anne's Hostel service and expansion of the Resettlement Floating Support Service	Director of Environment and Neighbourhoods	1/7/10	N/A	Report to be presented to the Delegated Decision Panel	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
East Leeds Household Waste Sort Site Re-development To award contract to redevelop this waste recycling facility	Chief Officer Environmental Services	1/7/10	Local residents and Councillors prior to works commencing	Tender Documents	Chief Officer Environmental Services susan.upton@leeds.gov.uk

Appendix 3

<p>Request to enter into a Supporting People Contract with HFT (formerly Home Farm Trust) Supported Living Service at a total contract value of approximately £297,648.09 per annum</p> <p>Authorisation to enter into a Supporting People Contract with HFT (formerly Home Farm Trust) Supported Living Service at a total contract value of approximately £297,648.09 per annum</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>
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Appendix 3

<p>Request to enter into a Supporting People contract with St Anne's Community Services for 6 Learning Disability Services</p> <p>Authorisation to enter into a Supporting People contract with St Anne's Community Services for 6 Learning Disability Services (Ex Trust Group Homes, Ashwood Villas, Hall Parks, Low Lane, Fearnville Grove, and North Grove Drive) at a total contract value of approximately £921,022.75 per annum</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>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>Chief Housing Services Officer neil.evans@leeds.gov.uk</p>

<p>The Leeds Regeneration Framework, 2010 to 2030 Approval of the Leeds Regeneration Framework. This includes :-</p> <ol style="list-style-type: none"> 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. 2. The programme element, which sets out the headline milestones to be achieved within each of our current and planned major regeneration programmes. 	<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>Director of Environment and Neighbourhoods stephen.boyle@leeds.gov.uk</p>
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Appendix 3

<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>

Appendix 3

Homeless Prevention Fund Approval to amend the current criteria for the Homeless Prevention Fund so that loans, in addition to grants, can be offered to households to prevent homelessness	Executive Board (Portfolio: Neighbourhoods and Housing)	21/7/10	Previously undertaken	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods Rob.McCartney@leeds.gov.uk
Leeds Breathing Space Scheme Approval for Leeds City Council to join the Breathing Space scheme that is administered by Wakefield District Council	Executive Board (Portfolio: Neighbourhoods and Housing)	21/7/10	Previously undertaken	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods Rob.McCartney@leeds.gov.uk

Appendix 3

<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 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>Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
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Appendix 3

<p>Request to enter into a Supporting People Contract with St Anne's Community Services Floating Supported Living Service at a total contract value of approximately £260.284.24 per annum</p> <p>Authorisation to enter into a Supporting People Contract with St Anne's Community Services Floating Supported Living Service at a total contract value of approximately £260.284.24 per annum</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</p>	<p>Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
<p>Contract Award</p> <p>To approve the award of a 4 year framework contract for the ongoing landfill disposal of municipal wastes collected by Streetscene Services. The contract also looks to encourage bids from organisations who can offer landfill diversion options utilising any existing merchant capacity.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>2/8/10</p>	<p>Corporate Procurement Unit(including legal services), Waste Solution Programme Board.</p>	<p>Contract Award Report</p>	<p>Director of Environment and Neighbourhoods susan.upton@leeds.gov.uk</p>

Appendix 3

Lifetime Neighbourhoods for Leeds - Round 6 housing PFI Project Updated position on the round 6 housing PFI Project	Executive Board (Portfolio: Neighbourhoods and Housing)	25/8/10	Refer to Appendix 3 of Executive Board 12 February 2010	Executive Board report 12th Feb 2010 and Outline Business Case	Director of Environment and Neighbourhoods christene.addison@leeds.gov.uk
Adaptation Strategy Endorsing results of detailed bid solution phase. To agree the Adaptation Strategy for implementation	Executive Board (Portfolio: Neighbourhoods and Housing)	25/8/10	Previously undertaken	The report to be issued to the decision maker with the agenda for the meeting	Chief Officer Environmental Services helen.freeman@leeds.gov.uk
The future of Council Housing Project: 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 Authorisation to proceed with the project	Executive Board (Portfolio: Neighbourhoods and Housing)	13/10/10	With all key stakeholders including members, tenants and leaseholders, Housing Providers internal and external	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk

Appendix 3

<p>Allocation of RHB funded clearance sites to Affordable Housing Strategic Partnership Authorisation of the allocation of cleared sites in The Garnets, Beeston; The Crosbys, Holbeck; and St Hilda's, Cross Green to the Affordable Housing Strategic Partnership for redevelopment.</p>	<p>Executive Board (Portfolio: Neighbourhoods and Housing)</p>	<p>13/10/10</p>	<p>Ward Members, Legal Licensing and Registration, Area Management, Local Community Groups</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Environment and Neighbourhoods sue.morse@leeds.gov.uk</p>
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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

Resources and Corporate Functions	Councillor Keith Wakefield
Development and Regeneration	Councillor Richard Lewis
Environmental Services	Councillor Thomas Murray
Neighbourhoods and Housing	Councillor Peter Gruen
Children's Services	Councillor Judith Blake
Leisure	Councillor Adam Ogilvie
Adult Health and Social Care	Councillor Lucinda Yeadon
Leader of the Conservative Group	Councillor Andrew Carter
Leader of the Liberal Democrat Group	Councillor Stewart Golton
Leader of the Green Group	Councillor Ann Blackburn
Advisory Member	Councillor Jane Dowson

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.