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## SCRUTINY BOARD (CENTRAL AND CORPORATE)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 7th February, 2011 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

P Grahame (Chair) - Cross Gates and Whinmoor;  
S Bentley - Weetwood;  
D Blackburn - Farnley and Wortley;  
B Chastney - Weetwood;  
M Hamilton - Headingley;  
A Lowe - Armley;  
N Taggart - Bramley and Stanningley;  
J Hardy - Farnley and Wortley;  
K Groves - Middleton Park;  
J L Carter - Adel and Wharfedale;  
R Wood - Calverley and Farsley;  
A Gabriel - Beeston and Holbeck;

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

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**Head of Scrutiny and Member**  
**Development:**  
**Peter Marrington**  
**Tel: 39 51151**

# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 10 JANUARY 2010</b></p> <p>To confirm as a correct record the minutes of the meeting held on 10 January 2010</p>	1 - 6
7			<p><b>VOID PROPERTIES</b></p> <p>To receive and consider the attached report of the Chief Asset Management Officer</p>	7 - 18
8			<p><b>ONCE COUNCIL COMMUNICATIONS PROJECT</b></p> <p>To receive and consider the report of the Head of Communications</p>	19 - 26
9			<p><b>WORK PROGRAMME</b></p> <p>To receive and consider a report from the Head of Scrutiny and Member Development outlining the Scrutiny Board's work programme for the remainder of the current municipal year.</p>	27 - 54

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p><b>DATE AND TIME OF NEXT MEETING - 7 MARCH 2011</b></p> <p>To note that the next meeting of the Board will be held on Monday, 7 March 2011 at 10.00 am with a pre meeting for Board Members at 9.30 am.</p>	

# Agenda Item 6

## SCRUTINY BOARD (CENTRAL AND CORPORATE)

**MONDAY, 10TH JANUARY, 2011**

**PRESENT:** Councillor P Grahame in the Chair

Councillors S Bentley, D Blackburn,  
B Chastney, M Hamilton, A Lowe,  
N Taggart, J Hardy, K Groves and R Wood

### **53 Declarations of Interest**

There were no declarations of interest.

### **54 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted on behalf of Councillor J L Carter.

### **55 Minutes - 6 December 2010**

**RESOLVED** – That the minutes of the meeting held on 6 December 2010, be confirmed as a correct record.

### **56 Initial Budget Proposals**

The report of the Head of Scrutiny and Member Development informed the Board that in accordance with the Council's Budget and Policy Framework, the Director of Resources was required to submit a report to Scrutiny Board which set out the Executive's initial budget proposals for 2011/12. A report on the initial budget proposals was considered at the Executive Board Meeting on 15 December 2010 where it was agreed for these proposals to be submitted to scrutiny for review and consideration. A copy of the Executive Board report was appended to the agenda.

The Chair welcomed the following to the meeting:

- Councillor Keith Wakefield, Leader of the Council and Executive Member – Central and Corporate
- Alan Gay – Director of Resources
- Doug Meeson – Chief Officer (Financial Management)

In response to Members comments and questions, the following issues were discussed:

- The role of Scrutiny – this was helpful and any suggestions to the budget planning process would be welcomed.
- The need to protect frontline services.
- Reserve levels – the last few budgets had been set with minimum reserve levels of £12 million which was considered to be low. It was recognised that due to increasing risks and pressures on the budget

that reserve levels needed to be raised and these currently stood at £16 million.

- School reserves.
- Risk assessments on the budget were carried out every year and this formed part of setting the reserve levels.
- At least £20 million of savings would be made following the take up of the Early Leavers Initiative.
- There was a target to reduce Senior Management costs by 20% and there would be a review of management structures.
- The Government Grant offer for Council's to freeze Council Tax. This would be equivalent to a 2.5% rise in Council Tax.
- Capital Spending.
- Analysis of public consultation – main issues highlighted included protection of children, community safety, services for the elderly and jobs and skills. Only a small response had been made and it was felt that any future consultation should be simplified.
- Staffing costs – savings made due to the Early Leavers initiative would be permanent savings due to restructures and deletion of posts.
- Discussion with Trade Unions on other employment issues.

The Chair thanked those present for this item.

**RESOLVED** - That the report and discussion be noted.

(Councillors Hamilton and Taggart joined the meeting at 10.20 a.m. and 10.25 a.m. respectively).

## **57 ICT**

The report of the Head of Scrutiny and Member Development made reference to the discussion with the Chief Executive at the Board's October 2010 meeting where the issue of ICT provision and systems was raised. Discussion included how 'fit for purpose' current provision was and the need to invest in ICT to ensure a robust and reliable ICT service and it was agreed to invite the Chief Officer (ICT) to a future meeting to discuss these issues.

The Chair welcomed Dylan Roberts, Chief Officer (ICT) to the meeting.

In response to the query as to whether ICT provision in the Council was fit for purpose, it was split into the following three areas:

- Infrastructure – this included all physical assets such as servers, the telephone system and software that was used on a day to day basis. Overall the ICT infrastructure was felt to be appropriate although there were some components that were reaching the end of their lifespan. The use of ICT had grown significantly in recent years whilst funding to keep systems up to date had been decreased. Approval had been given during the previous financial year for an essential infrastructure

programme and this would ensure that at least minimum requirements would be met.

- Business Applications – these were the different software packages used all across the Council. The industry standard for these kind of packages was usually for a life of around 5 to 6 years but many packages in use were over 10 years old. If a business application was still suitable then it was not always upgraded where an updated version was available but there had been instances of packages becoming unfit for purpose.
- ICT Services – resources and staffing. It was reported that 40% of services were commissioned externally and special commercial expertise had been brought in which had resulted in savings. Since 2007 the number of full time equivalent staff had fallen from 370 to 286.

In response to Members' comments and questions, the following issues were discussed:

- Concern that Members of the public and constituents could not contact Elected Members or access website services during periods that the website was down – reference was made to recent problems with the uninterruptible power supply. It was reported that two new supplies would be bought which would provide back up and allow for expansion.
- Provision of ICT support for Elected Members.
- Replacement of the internet and intranet – this would include improved content management and search facilities.
- ICT costs – independent reviews of costs showed that Leeds, with 1.22% of operational costs spent less on ICT, compared to other core cities.
- Consideration of regional ICT provision across Local Authorities for potential cost effectiveness.
- Commissioned ICT Services – it was agreed to supply the Board with a full list of commissioned services.

#### **RESOLVED –**

- (1) That report and discussion be noted.
- (2) That the Board receive a further report on ICT Strategy.

#### **58 Impact of Housing Benefit Changes in Leeds**

The report of the Director of Resources provided details of the Housing Benefit changes announced in the Emergency Budget on 22 June 2010 and the Comprehensive Spending Review on October 2010 and set out the likely implication of these changes in Leeds as well as detailing the actions being undertaken within the Benefits Service both to ensure that people were aware of the changes and where possible to mitigate the impact of the changes.

The Chair welcomed Steve Carey, Chief Revenues and Benefits Officer to the meeting.

It was reported that significant changes would be made to housing benefits over the next four years and these were set out in the report on a year by year basis. Further issues highlighted included the following:

- Changes to the Local Housing Allowance (LHA) and reduction in LHA rates which affected private sector housing. Caps would be introduced to LHA rates which did not affect anyone in Leeds other than those who were in properties with 5 bedrooms or more. Any changes to current recipients of the allowance would be deferred for 9 months but would be immediate to new claimants.
- Excess benefit of up to £15 per week would no longer be able to be kept by those who rented properties at a lower rate than that of the LHA.
- Changes to increase the direct payments to private landlords.

In response to Members comments and questions, the following issues were discussed:

- In response to a question of what discussions had taken place with the ALMOs regarding the proposed changes, it was reported that the April 2011 changes were almost exclusively concerned with the private sector. Where applicable, tenants and landlords had been written to.
- Concern regarding the impact on BEM families and the need to carry out an equality impact assessment.
- Concern regarding the impact on the families who would be affected by the changes and the increased demand for social housing.
- Proposed shared room rates. These were not due till 2012, if at all, and would not affect disabled people or those with children.

#### **RESOLVED –**

- (1) That the report be noted
- (2) That a further report on Housing Benefits be brought to the Board.

#### **59 Void Property Process**

The report of the Head of Scrutiny and Member Development made reference to a Members request for scrutiny on the Council's treatment of sites that were surplus to requirements. This had been previously raised at a meeting of the North West Inner Area Committee and at the last meeting of the Scrutiny Board (Central and Corporate) when it had been agreed to request a report on the void property process.

An appendix to the report from the Acting Chief Officer – Property Management outlined the current void management process for properties declared surplus to operational requirements. Void properties were managed by Corporate Property Management prior to re-allocation or disposal by Property Services, City Development. A further appendix detailed void properties currently managed by CPM.



The Chair welcomed Anne Chambers, Acting Chief Officer – Corporate Property Management and Councillor J Illingworth, North West Area Committee to the meeting.

In response to Members comments and questions, the following issues were discussed:

- Concern regarding the length of time that some properties remained void and then fell into a state of disrepair. It was reported that CPM had only been established 3 years ago and part of their remit was to try and reduce the timescale that properties remained void. CPM only managed properties when they became empty and tried to get notice prior to vacancies in order to explore possibilities for re-use.
- Other responsibilities for CPM included security of void properties and ensuring any rates and bills were paid.
- CPM had a budget of £480k for void properties.
- Short term lets – these could be arranged through Property Services.
- Disposal and sale of void properties – this was carried out by Property Services.

**RESOLVED –**

- (1) That the report be noted
- (2) That a further report be submitted to the Board regarding the role of Property Services in relation to void properties.

**60 Work Programme**

The report of the Head of Scrutiny and Member Development outlined the Board's Work Programme and also included recent Executive Board minutes and a copy of the Council's Forward Plan of Key Decisions.

Proposed amendments to the Work Programme were discussed following the earlier reports considered and further reports requested on the ICT Strategy, Housing Benefit and Void Properties. Members were also reminded of the Value for Money training that would be provided in due course.

**RESOLVED –**

- (1) That the work programme be amended accordingly.
- (2) That the Forward Plan and Executive Board minutes be noted.

**61 Date and Time of Next Meeting**

Monday, 7 February 2011 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

**The meeting concluded at 12.40 p.m.**

Draft minutes to be approved at the meeting  
to be held on Monday, 24th January, 2011





Originator: C Gomersall

Tel: 2477868

## Report of the Chief Asset Management Officer

### Scrutiny Board

Date: 7<sup>th</sup> February 2011

Subject: Void Properties

#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

## 1.0 Introduction

- 1.1 At its meeting on 10<sup>th</sup> January 2011, Scrutiny Board (Central and Corporate) received a report from the Acting Chief Officer Corporate property Management about the management of vacant Council property. Following this, the board has sought further information about the management of the process leading to the disposal of property and the respective roles of Corporate Property Management and Property Services.
- 1.2 The purpose of this report is to provide information to Scrutiny Board about the processes and issues relating to the disposal of surplus property as well as some clarity about the respective roles.

## 2.0 Background

### The Disposal Process

- 2.1 Once property has been declared surplus by the occupying service, Corporate Property Management considers through either the Office Accommodation Review Group or the Property Review Group whether there are any operational requirements elsewhere in the Council for the property. If the property is not required on this basis, it is passed to City Development, Asset Management (Property Services), for disposal.
- 2.2 The process of dealing with the disposal of surplus land and property then involves a number of elements:
- i) Property Services assesses the most appropriate method of sale for the disposal of the property. This can range from open market sales through the invitation of

offers, private treaty, one-to-one sales or selling the property at auction.

- ii) At the same time, the title to the property has to be checked with Legal Services. Alternative uses have to be determined, and a decision taken as to whether or not the property or land is to be sold with planning consent or a planning statement.
- iii) Ward Members are consulted about the proposed sale. If Ward Members are not fully supportive of the sale or have an alternative proposed use for the property, this is investigated further, which often includes consultation with the Executive Member for Development and Regeneration.
- iv) A report is then prepared for the property or land to be formally declared surplus to the Council's operational requirements which has to be signed off by the Directorate in which the property is vested.
- v) Once surplus, or simultaneously to declaring it surplus, a report is submitted to the Chief Asset Management Officer to approve the method of disposal as outlined in 2.2(i) above. The selected method of disposal reflects (amongst other factors) the route that would ensure that the Council maximises the receipt raised from the sale, unless it has been decided that the property is to be disposed at less than best consideration e.g. for a community use which will then need Asset Management Board and possibly Executive Board approval.
- vi) Marketing details are prepared which will include a planning statement prepared by officers in Planning Services or planning consent where appropriate, and agents will be appointed if the property is to be sold by auction or is of a specialist nature. Otherwise, all the marketing is dealt with by the Council.
- vii) If the property is to be sold at auction, a legal contract for sale is prepared. If an acceptable bid is made above the set reserve price, contracts for sale are exchanged at the auction, with completion taking place usually within 28 days. If the property is sold through the open market or through one to one negotiations, the provisional offers and terms are reported back to the Chief Asset Management Officer for approval. Once approved, Legal Services are instructed to prepare a legal contract for sale. On larger property sales, e.g. commercial and residential development schemes, these contracts tend to be conditional on the purchaser securing planning consent and undertaking further surveys before a sale is completed.

2.3 The above is a brief description of the disposal process. The Council has a large range of different types of properties and land to sell and it is not always a straight forward process.

2.4 The Property Services team within Asset Management manages the disposal process. Over the last 20 years, the Council has raised in excess of £400m from the disposal of surplus land and property. Of this, nearly £300m has been raised in the last 10 years. It is anticipated that the level of receipts will be circa £9m for 2010/11 with a provisional target at a similar level for 2011/12. The attached schedule at Appendix 1 shows the level of capital receipts that have been achieved annually. It can be seen that receipts have been severely affected by the downturn in the economy from 2008/09. All receipts are used to fund Council initiatives through the Capital Programme. In future years, it will be possible to fund revenue debts from the sale of surplus land and property.

2.5 Appendix 2 is an update of the schedule of void properties that was attached to the report that came to Scrutiny Board on 10<sup>th</sup> January 2011. It has been reorganised into a number of different categories as follows:

- i) those properties and land that are under contract, being marketed, or to be marketed;
- ii) properties and land held for Council initiatives;
- iii) properties being considered by the Property Review Group.
- iv) sold / let.

2.6 In terms of timescales for the disposal of land and property, it is difficult to give a standard period of time as each property varies. The following factors can impact on the sale of a property or extend the period of time the disposal takes.

i) Current Recession and Downturn in the property Market

This has had a major impact on the time taken for the disposal of land and property following the credit crunch in 2008/09. The lack of availability of finance has substantially limited the number of people or companies able to acquire properties. The majority of Council properties require refurbishment or redevelopment. This, combined with the lack of market demand for these types of properties, has extended the sale process e.g. a number of properties were marketed via auction in February to April last year and no bids were made. Some of these properties were remarketed later in 2010, through informal offers which has resulted in offers being received e.g. the former Clifford Primary school, the former Cross Hall Infants School in Morley and the former Methley Infants school. However, some of these are conditional on the purchasers obtaining planning consent. Currently the larger residential sites are waiting for the housing market to improve.

The credit crunch also had an impacted on the Council's ability to let vacant properties.

ii) The Council reviewing its use of the property or land

The Council can, after a property has been declared surplus, decide that it may require it for its own purposes or initiatives. There are a number of properties and some land that have been added into the Council's capital receipts programme that are on hold while a review is undertaken to see if they will be suitable for Council initiatives e.g. the former wholesale fruit and vegetable market at Pontefract Lane is held for Residual Waste PFI Project and the former Eastmoor School in Adel has been held for a new secure unit. Education Leeds are currently undertaking a review of their primary school provision across Leeds and this could also prevent the disposal of a number of sites which maybe required for school purposes.

iii) Ownership, title and planning issues

The disposal of land and property can be affected by ownership, title and planning issues. When a property is passed over for disposal the title to the

property is checked. This can sometimes cause delays as the Council may not have full title to the property. There may be restrictions in legal deeds preventing various uses or the Council may not have the appropriate rights of access over adjacent land that is necessary to facilitate redevelopment e.g. the widening an access road may require negotiations with an adjacent landowner or there may be old restrictive covenants or rights that need resolving. This can extend the period of disposal, particularly where external funding is being used by a purchaser as the banks are now very cautious about any title issues. The Council has substantially improved its title records through a voluntary land registration initiative with the Land Registry, in order to reduce the risk of delay that title issues can introduce.

In addition, a check is made of any adjacent Council land that can be added to the surplus property if this will enhance the value of the site.

Planning issues can also delay disposal. With larger properties and land, particularly where redevelopment or refurbishment is involved, purchasers and funders need to be sure they can obtain the appropriate planning consent. The Council provides initial guidance through either planning statements or planning consents (used particularly for small infill sites). Most disposals with the benefit of a planning statement tend to be conditional on the purchaser securing detailed planning consent before a sale can be completed including agreeing the terms of S106 Agreements.

A number of Council owned sites are affected by Planning Policies e.g. those that contain greenspace and protected playing pitches, the protection of these areas has to be factored into any disposal.

The Council has held properties if they are affected by highway or NGT initiatives. Depending on timescales for these schemes, where appropriate, the Council tries to let these properties on a short term basis.

#### iv) Community requirements and Ward Member Consultation

The consultation with Ward Members is an important part of the process. This provides Members with the opportunity to make comments or observations on the range of uses a property might be sold for, or whether they are aware of any alternative uses of the property particularly by community groups. If there are Member concerns, further consultation takes place. However, the Council is obliged under S123 of the Local Government Act 1972 to achieve best consideration. It is not always possible to restrict uses if planning consent can be obtained and it is not always possible to enforce restrictions.

If a community use for the property is highlighted, it is necessary to obtain the support of a sponsoring Directorate. The sponsoring Directorate will need to obtain the support of the Asset Management Board, which needs to determine whether or not there is a requirement for a community facility and, if so, how this is going to be funded by the local community, other organisations and/or the Council, and if this can be supported by a business case. These requests take time to process and may ultimately need Executive Board approval if the disposal or lease is going to be at less than best consideration e.g. the former Headingley Primary School and Royal Park School.

v) Void Properties

As mentioned in the previous report of 10<sup>th</sup> January 2011, when a property is declared surplus to operational requirements of the Council consideration is given to whether the property or land it is built on has a higher value. If it is considered that the land has a higher value, then to reduce costs of looking after the property, the property will be considered whether or not it is suitable for demolition. Otherwise, security arrangements will be put in place to look after the property until it is sold. The costs of demolition tend to be recovered from the increase sale value of the site as otherwise a purchaser would deduct this from their purchase price.

On a number of occasions, the Council has unique properties with costly renovation requirements and prior to marketing the Council has invested sufficient reserve to ensure they can be made economically viable. This is the case with Roundhay Mansion where the Council contributed towards the costs of internal works to assist with the reopening of the Mansion. A further example is the former Harehills Middle School where funding was obtained from Yorkshire Forward to protect the external envelope before a purchaser was secured.

It is important to highlight therefore that a sale of a property does not necessarily mean the property will be brought back into its full operational use although it does pass the liability onto the private owner. This has happened in a small minority of cases, e.g. the former York Road library and the former Oakwood toilets.

**Corporate Landlord Arrangements**

- 2.7 Prior to 2000 each directorate was responsible for their own management of land and property. From 2000 a corporate Asset Management approach was introduced to co-ordinate Council land and property holdings.
- 2.8 The current approach to the corporate management of property, on behalf of Council services, was introduced in 2007. This 'corporate landlord' approach is based on:
- i) all property assets of the Council being a corporate resource, used operationally by services;
  - ii) scope for economies and efficiencies through standardising the approach to accommodation requirements;
  - iii) mechanism in place to ensure that Council assets are properly managed, maintained and serviced, and that asset use is optimised with surplus assets being released.
- 2.9 Since that time responsibilities have been split between:
- i) Operational services – using the properties;
  - ii) CPM – providing maintenance and FM services of operational service and the review process and management of voids;
  - iii) City Development – providing strategic overview of the use of Council assets through the Asset Management Plan and consideration of specific

matters through Asset Management Board; and managing the disposal process including seeking relevant approval from Executive Board.

2.10 Regular dialogue takes place between Asset Management and Corporate Property Management in respect of void properties.

### **3.0 Recommendation**

It is recommended that the Scrutiny Board notes the contents of the report.



Appendix 1

<b>CAPITAL RECEIPTS PROGRAMME 1990 - 2010</b>			
<b>CHIEF ASSET MANAGEMENT OFFICER</b>			
<b>Year</b>	<b>Capital Receipt</b>		
	£M		
1990/91	10.62		
1991/92	13.75		
1992/93	16.30		
1993/94	32.17		
1994/95	11.98		
1995/96	10.53		
1996/97	13.51		
1997/98	13.74		
<b>1990-98</b>	<b>122.60</b>		
1998/99	25.32		
1999/00	32.29		
2000/01	19.05		
2001/02	24.11		
2002/03	19.55		
2003/04	22.57		
2004/05	17.63		
2005/06	62.7		
2006/07	26.20		
2007/08	20.00		
2008/09	8.95		
2009/10	9.03		
<b>1998-2010</b>	<b>287.40</b>		
<b>Grand Total 410.00</b>			

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## Appendix 2 - Void Property Matrix

Address	Description	Comments
<b>1 - Properties under contract, being marketed or to be marketed</b>		
<b>Buildings</b>		
37 Gledhow Valley Woods	Residential	Terms agreed with Wade Charity on the sale and surrender, preparing to market.
Barraclough Yard (No 7), Rothwell	Residential	Held pending outcome of parking survey following Morrisons redevelopment in Rothwell. Development potential now being considered for sale of house.
Bramham House, Freely Lane, Bramham	House	Marketed twice, offers now received.
Clifford Primary School	Primary School	Been marketed three times, temporary use by nursery. Purchaser now selected.
Darfield Avenue	Office in back to back house	Preparing to market by auction May 2011.
Drighlington Junior School	Primary School	Marketed twice. Sale was delayed by community interest and Listing. Purchaser now keen to complete.
Fountain Street Primary School	Primary School	With Legal to exchange contracts.
Garforth OSC, Main Street	Former One Stop Centre	Sales particulars being prepared for marketing.
38 Bennett Road, North Lane (adj to Headingley Com Cntr)	Caretaker's House	Still occupied, to be vacated Feb 2011, being prepared for sale.
Hillside Reception Centre	Reception Centre	Being prepared for sale by auction. To be demolished.
Kippax Ash Tree Primary School	Primary School	On market, buildings being demolished. Second time of marketing.
Methley Infants School	Primary School	Offers received, to select purchaser in next 2 weeks. Third time of marketing.
Nunroyd Park	Nunroyd House (former pub)	Marketing to commence shortly.
Osley Lodge	Lodge	Marketing to commence shortly.
Pudsey Cemetery	Lodge	Purchaser to be selected at Panel shortly. Previously failed to sell at auction.
Roseville - Enfield Avenue	Training Centre - (Roseville Doors)	Sale agreed and contract issued, purchaser securing planning permission before completion.
Roundhay Park Estate	Carriage House and 2 cottages	On market, to issue closing date.
Roundhay Mansion Cottages	Terrace of 7 cottages	Previously marketed and sale fell through. Remarketing in next month.
St John's Ambulance Hall, Barkly Road, Beeston	Meeting Hall	Preparing to market upon grant of outline planning permission.
St Lawrence House EYC	Former Early Years building	Marketing to commence shortly when Planning Statement available.
Stanhope Drive Youth Centre	Centre	Marketing to commence shortly for auction end March 2011.
Stank Hall Barn Complex	Listed building	Listed Building, Ancient Monument, many site constraints making it difficult to sell.
The Hollies	Lodges 1 and 2	On market
Towngate, Calverley (no 1)	House	Terms for joint disposal being negotiated with freeholder
Victoria Cottage Barn	Barn	sale to adjoining owners agreed.
Sholebroke Mount (No 5)	House (former HMO, 3 flats)	To be auctioned March or May 2011.
Fewston Avenue (No 19)	House	To be auctioned March or May 2011.
Woodhouse Hill Road (No 47)	House (AKA Springfield Place)	To be auctioned March or May 2011.
Resource Centre, Roundhay Road	Day Centre - Phys Disability	Part of the Roundhay Road Area Office site, planning input awaiting, preparing to market. Part still occupied.
Park Square East (No 13)	Office	In course of being let.
Belle Isle Neighbourhood Centre, 92 Windmill Road	Office (Ground and First Floor)	Getting ready to market. CPM declaring surplus.
Jack Lane Car Repair Units 5 & 6	Office	To let.
York Road (no 116), LS9	Offices (formerly Welfare Rights)	To be demolished. Part of land assembly for retail supermarket proposal.
Farnley Hall Estate	1 and 2 Hall Lane	Preparing to market.
Wyther Community Centre	Former community centre	To seek outline planning permission and market.
Reginald Place (No 2)	House	Acquiring by CPO, will be marketed upon acquisition.
Royal Park Primary School	Primary School & house	Sale to community association agreed by Executive Board.

Beeston St Lukes PS Nursery (AKA Temporary 1)	Former off site nursery building.	Possible lease to community group.
Farnley Hall Estate	Cottage	Higher value can be achieved when other tenanted buildings become vacant.
Kirkstall Avenue (No 36)	Caretaker's House	Be declared surplus for sale. To market shortly.
Ashfield Works, Otley	Mill complex	Marketed previously, sale fell through. To be remarketed.
St Ann's Mills	Mill complex	Marketed with proposal to relocate tenants from Abbey Mills. Sale fell through.
Abbey Mill, Kirkstall	Mill complex	Partly tenanted. Previous proposal to relocate tenants to St Ann's Mill. Sale of St Ann's Mills fell through.
Sholebroke Avenue, 60, Harehills	Vacant house	Sale being negotiated with housing association.
Sholebroke avenue, 5, Harehills	Vacant house	To be auctioned May 2011.
Parkleas APH, Beeston	Vacant APH	Preparing to market, awaiting planning input.
Grand Theatre shops	Vacant shop units	Previously marketed. To be remarket.
Headingley Community Centre	Community Centre	Will be vacated shortly, to be auctioned.
Holmsley House, Phase B	Aged Persons Home	Sale to be completed to Housing Association shortly.
Lobb Cottage, Thorn Lane, Roundhay	Caretaker's House	Being released from PFI lease for disposal by LCC.
Spenn Lane, 10, Lawnswood	Caretaker's House	Being released from PFI lease for disposal by LCC.
Churwell Community Centre	Community Centre	Preparing to market, waiting for occupiers to vacate.
Ramshead Hill (No 51) Seacroft	Residential Accommodation	Property Services reviewing.
Thorn Lane, 30a, Roundhay	Caretaker's House	Being released from PFI lease for disposal by LCC.
<b>Land</b>		
Brooksbank Home For Older People, Halton	former Res Home - Older People (cleared site)	Seeking outline planning permission and preparing for sale.
Buckingham Road (No 31) Headingley	Site of former nursery.	Sale agreed, purchaser keen to complete.
Copperfields College, Cross Green Lane	Former college, cleared site	Major site in Aire Valley proposed urban eco settlement. To market at appropriate time, and under review for Academy.
Pankland Place Nursery, Chapeltown	Land former EYC, cleared site	Part of the Roundhay Road Area Office, to be marketed shortly.
High Ridge Park Garage Site, Rothwell	Former Garage Site	To be marketed shortly, YEDL rights across site.
Matthew Murray School Site, Brown Lane East	Cleared school site	Large site to be marketed when market improves.
Pheonix Way, Micklefield	Former colliery site	Has been marketed, interest now from Network Rail for new station and park & ride.
St Gregory's Primary School	Former Primary School	To be transferred from RC Diocese.
Thornes Farm, Pontefract Lane, Halton	Land	Plot 6 sale agree, plot 5 on market, plot 2 to be marketed when others sold.
Walmer Grove, Pudsey	Land	Will be marketed shortly, preparing sales particulars.
Primrose High School site, off Dolly Lane	Land	Was held for PFI Round 6. To review.
Wyther Park Primary School	Former Primary School, cleared site	In detailed negotiations with potential purchaser.
Birch Grove (site of 36-50) Kippax	Site of demolished flats	Being prepared for sale, seeking planning permission.
Bath Road, Holbeck, Sites B & D	Vacant site	Being held pending improvement in property market.
Howden Clough Road, Morley	Vacant site	To be entered in auction May 2011.
Summerfield Place, Bramley	Vacant site	Development potential being assessed. Will be marketed if redevelopment acceptable.
Manor Mill Lane, Beeston	Vacant site	Encroachment being resolved. Marketing to commence shortly.
International Pool, city centre	Vacant site	Temporary use as a car park.
Mistress Lane, Armley	Vacant site	Previously held for PFI Round 6 and current position being reviewed.
Swinnow Green, Pudsey	Vacant site	Planning application being prepared, then to market with benefit of planning permission.
Acres Hall Crescent, Pudsey	Vacant site	Planning application being prepared, then to market with benefit of planning permission.

Church Drive, East Keswick	Vacant site	To be marketed with planning permission once title issues resolved.
Swarcliffe Av, Swarcliffe	Vacant site	Development potential to be assessed.
Arena Development Plots	Vacant site	Sale being negotiated.
Donnithorpe St (Sites Y & Z), Hunslet	Vacant site	Sale agreed, contract being negotiated, subject to planning.
Fearnlea PH, land adj, Wortley	Vacant site	Sale being negotiated with adjoining owner.
Woolin Avenue, East Ardsley	Vacant site	Planning permission granted, to be auctioned May 2011.
Lutterell Crescent, Cookridge	Vacant garage site	Development potential being assessed.
Ramsgate Crescent, Lofthouse	Vacant garage site	Development potential being assessed.
Pym Street (site X), Hunslet	Vacant site	Sale to complete shortly.
Intake Road, Pudsey	Vacant site	Planning application being prepared, then to market with benefit of planning permission.
Inglewood Service Station, York Road	Vacant petrol filling station	Allocated greenspace, unlikely to be able to sell, unless allocation can be moved.
Peckfield Colliery, Plots 4 & 5, Micklefield	Vacant site	Possible sale to Network Rail for new Micklefield Station and park and ride.
Torre Drive, Burmantofts	Land	Potential to be assessed by Property Services.
Kenneth Street Light Industrial Estate	Cleared site	Potential to be assessed by Property Services.
Middleton Grove, Middleton	Land adj No 4	Potential to be assessed by Property Services.
Cottingley Springs, Gelderd Road	Land	Potential to be assessed by Property Services.
Moseley Wood Gardens, to rear	Land	Potential to be assessed by Property Services.
Nowell Mount, Land off	Land	Potential to be assessed by Property Services.
Orchard Way, Guiseley	Land	Potential to be assessed by Property Services.
Pit Field Road, Wakefield	Land	Potential to be assessed by Property Services.
Rigton Bank, in front of Wincroft	Land	Potential to be assessed by Property Services.
Seacroft Crescent, Seacroft	Land	Potential to be assessed by Property Services.
South View, Kent Road, Pudsey	Land	Potential to be assessed by Property Services.
Stanley Road Depot - Florence St site	Land to rear of depot	Strategic Housing site, and interest as school site.
Wakefield Rd (23-25), Drighlington	Land	Potential to be assessed by Property Services.
Seacroft Family Activity Centre	Former Community Centre	Potential to be assessed by Property Services.
Brander Road (Nos 68-70) Gipton	Site of demolished shop	Potential to be assessed by Property Services.
East Leeds Family Learning Centre	Cleared site	Potential to be assessed by Property Services.
Moor Lane, Guiseley	Garage site in quarry	Potential to be assessed by Property Services.
Alwoodley, Land adj High Ash Drive (Wigton Moor)	Land	Former Education Leeds land, formal handover to CPM awaited. Landlocked site. Ward Members requesting use as allotments.

## 2 - Properties held for Council initiatives

### Buildings

Eastmoor School, Adel	Former school	Previously marketed. Part being held for new secure unit, remained including listed building to be marketed with current secure unit site when replaced.
Haigh Farm, Rothwell	Farm buildings (SW part of Rothwell Country Park)	With Parks and Countryside for new cemetery scheme.
Stanhope Memorial Hall, Churwell	Community Centre	Being retained and refurbished as a community centre.
Victoria Avenue (No 21) Yeadon	Residential Accommodation	Creates potential access to adjacent land.
Otley Civic Centre, Cross Green, Otley	Community Centre	On hold pending outcome of funding review between LCC and Otley Town Council.
South Leeds Sports Centre	Sports Centre	To be demolished. Under consideration as new school site.
Pudsey Cemetery	Spire (Link) between Chapels	The Spire connector is void and funding is required to repair before it can be brought back into Leeds City Council use. Unsuitable for disposal.
Canal Gardens and Tropical World	Princes Avenue PCs	To use as Changing Places PC.
Wharfemeadows Park	Public Conveniences within complex	Part of park.
Burley HMO Woodsley Green Woodhouse	Administrative Building	Shortly to be occupied by Adult Social Care.

Reginald Terrace Office	Offices	Being refurbished for LCC users moving from 180 Roundhay Road.
Tong Road Highways Depot, Windmill Gate	Main Building and shed	May be used by Parks and Countryside in conjunction with Farnley Hall.
Meanwood, 6 - 10 Green Road	Office	Leased in property. Lease will expire shortly.
Beckett Park Primary School	School building (Incl kitchen)	Part still occupied by schools' library service. Possible temporary city centre office decant site.
The Hollies	Public Conveniences - Gents	In use by Parks and Countryside staff.
Pudsey Lowtown Public Conveniences	Public Conveniences	Being refurbished.

### Land

Braimwood School Site	Cleared former school site	Being held in the primary school provision review.
Miles Hill Primary School	Cleared former school site	Part of the Beckhills regeneration project. Under review.
Station Top (Depot) Otley	Land	Being held to facilitate possible relocation of tenants from Ashfield Works.
Whitebridge Primary School site	Cleared former school site	Most sold, remainder being considered for possible primary school.
Osmondthorpe Primary School land	Cleared former school site	Was held for PFI Round 6. To review.
Newmarket Approach, Land off, Cross Green Industrial Estate	Land	Being held for Energy From Waste.
Merlyn Rees School Site	Cleared former school site	Being held to facilitate relocation of a local business.
Carr Manor Road	Cleared former school site	Being held in the primary school provision review.
Britannia Road, Morley	Land	Site has no development potential, no access.
Back Burley Street	Cleared site of nos 13, 15, 17, 19	Leased for car parking. Strategic Affordable Housing Site, under review.
Ralph Thoresby School site	Cleared school site	Being held for Well Being Centre

### 3 Properties being considered by Property Review Group (PRG)

#### Buildings

Broom Road Community Centre, Middleton	Office and community centre	PRG reviewing. Consideration to occupation by Children's Services.
Micklefield House, New Road Side, Rawdon	Caretaker's House	To be retained until rest of property is vacated.
Rowan Gardens (Broom Court), Middleton	Residential Home - Children and Family	PRG reviewing. Consideration to occupation by Children's Services.
St Hilda's Crescent (No 3)	Residential Accommodation	Forms part of a regeneration clearance area.
Farsley Town Street (Andrew Square) Public Conveniences	Public Conveniences	Being refurbished
Hunslet District Centre	Public Conveniences	Leased to the Council, within Morrisons supermarket.
Wesley Street, Morley	Public Conveniences	To be demolished 2011/12. Property Services to review any potential to sell.

### 4 - Sold / Let

Chapel Hill (Bank Court), Morley	Land and Buildings	Sold
Headingley Primary School	School buildings	Leased to HDT
St Gregory's caretaker's bungalow	Caretaker's bungalow	Sold
Westroyd Park Lodge, Farsley	Lodge	Sold
Pontefract Road site, Stourton	Land	Let for parking.
Ebor Gardens Design Base, 93 Haslewood Drive, Burmantofts LS9	E&N shops	Not vacant. ALMO let to community group.
Farfield Day Centre, Farsley	Day Centre - Learn Disability	Let to community group.
Lincoln Green EMO, Cromwell Street, Burmantofts	Office	Let to community group.

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## Report of the Head of Communications

### Scrutiny Board (Corporate and Central)

Date: 7 February 2011

Subject: One council communications project

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**Electoral Wards Affected:**

All

**Specific Implications For:**

- Ethnic minorities
- Women
- Disabled people
- Narrowing the Gap
- 

### 1.0 Purpose of this Report

- 1.1 To update the board on the progress of the 'one council communications' project, which is seeking to develop a new approach to the delivery of communications, marketing and PR functions at Leeds City Council.

### 2.0 Background Information

- 2.1 As previously reported to the board, historically Leeds City Council has operated a decentralised approach to communications in that communications, PR and marketing functions have not been led by a professional responsible for communications and marketing.
- 2.2 Instead, a small 'corporate' communications team was established to lead on issues such as internal communications, the council's website, publications, a press and media relations service and most recently consultation and engagement responsibility and brand and reputation management.
- 2.3 At the same time directorates have been able to resource their own communications functions as they considered appropriate. For instance, in city development marketing teams were established in order to support the directorate's revenue generating activities particularly around the sport, leisure, culture and business and enterprise agendas. City development also has a media relations function in order to generate coverage to support its marketing and campaign work. The council's 'creative arm' (graphic design staff) also resides under city development, being closely associated with planning related activity.

- 2.4 Other directorates have created their own communications support, but there has been no consistent approach. Job grades, descriptions, the size of the team and reporting structures vary wildly. In many cases, communications has been aligned alongside or within the directorates' performance management functions.
- 2.5 As a consequence, a coherent and co-ordinated approach to communications does not exist and the council's communications professionals do not work together in a planned way to support the authority's overall priorities and outcomes.
- 2.6 Several attempts have been made to create a proper network for closer working, through the communications sub-board and more recently the communications group, but with limited success.
- 2.7 During 2009 an audit of the council's communications functions was carried out. This highlighted many of the issues above. Several options for change were developed, including suggestions for two potential new council wide communication structures.
- 2.8 More recently, at the beginning of 2010, as part of the DECATS project, data was captured around the 'process' of PR, marketing and communications. It identified the level of resource involved in PR, marketing and communications across the council. From the DECATS analysis, we have identified 64.6 FTE posts that are currently deemed to be in scope of the project. The working intention is to seek to reduce this by approximately 25%.
- 2.9 Now, against a background of public sector budget reductions, it has been decided to look at the council's communications resource with a view to establishing a new corporately led arrangement. A 'core' team of professionals would be established to provide support across the authority on matters such as internal communications, PR, reputation and brand management, publications, marketing and web, e-communications and social media. Support would continue to be provided to the directorates. Members of staff assigned to a directorate would have a professional line of responsibility, and report to a senior officer who will be the professional lead for communications and marketing. Future communications where appropriate would be campaign based, supporting the council's overall priorities and outcomes.
- 2.10 The new working arrangements would be constructed to enable efficiencies to be delivered between 2011/12 and 2014/15, with the intention of maximising the delivery of efficiencies in 2011/12.

### **3.0 Progress**

- 3.1 Since members last considered the one council communications project in October 2010, a 'communications needs' assessment has been carried out in order that the requirements of each directorate are better understood. There are a few 'gaps' from this process, which require further investigation and clarification.
- 3.2 A list of staff in scope of the project has been drawn up and formal discussions with them are due to begin this month. Trade union colleagues were given an update on the project last month.
- 3.3 'Benchmarking' with other councils has taken place. Authorities from across the country have been kind enough to share their experiences and information about restructures that have taken place.



3.4 A 'model' for communications has been developed (attached as appendix 1).

3.5 A set of 'design principles' have been developed (attached as appendix 2).

#### **4.0 Next steps**

4.1 Consultation and discussion with staff will take place in order that their views about how the new communications model might be structured in future can be properly considered.

4.2 As highlighted earlier, 'gaps' in the communication needs assessment, where further detail about specific service needs is required, will be obtained.

4.3 A formal, future, staffing structure will be agreed and the allocation of roles and responsibilities will take accordingly.

#### **5.0 Background Papers**

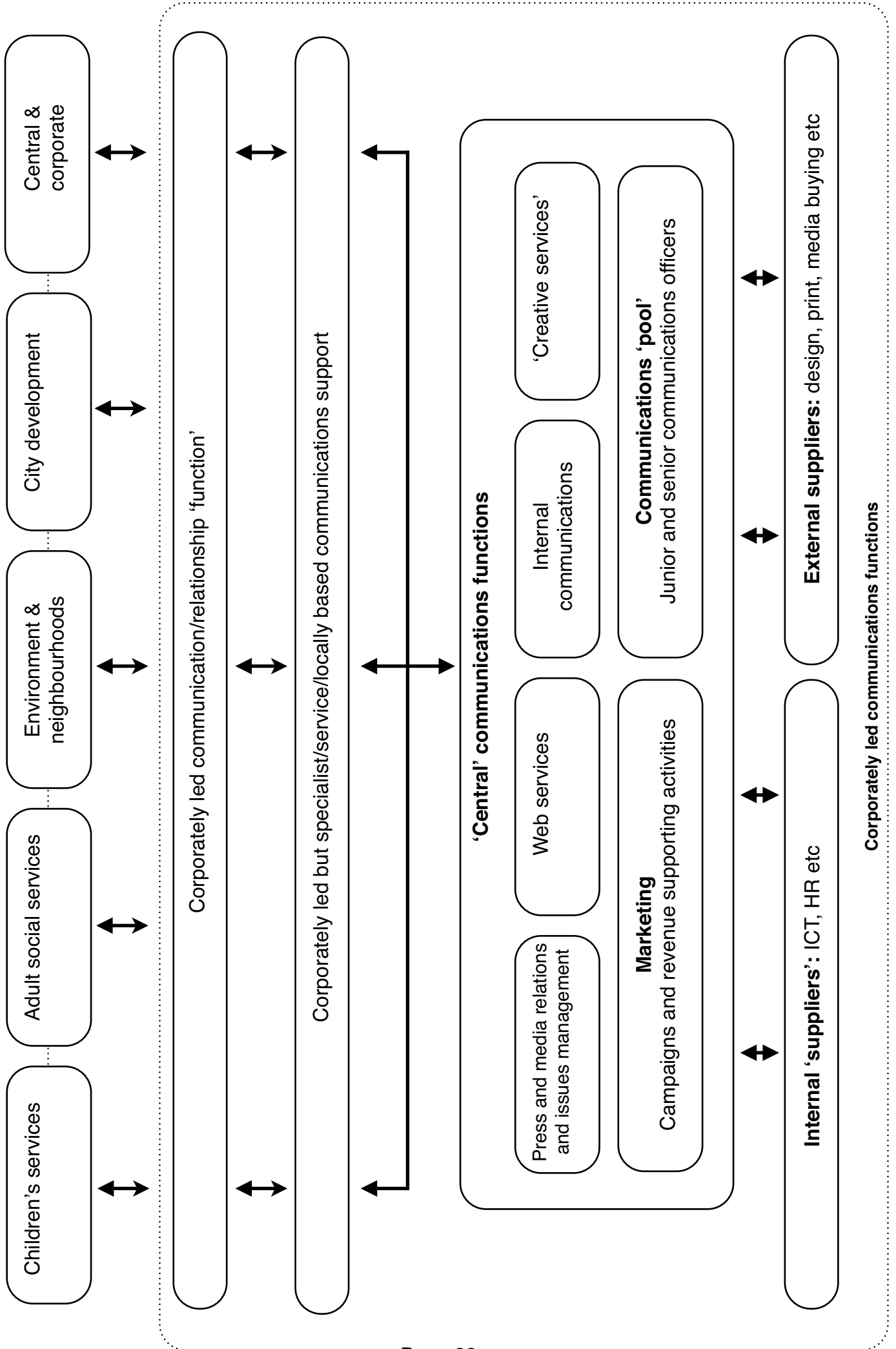
5.1 There are no relevant, new background papers. Copies of the project initiation document were circulated to board members in October 2010.

#### **6.0 Recommendations**

6.1 Board members are asked to review the model (appendix 1) and the proposed design principles (appendix 2) and offer comment, or ask questions as appropriate.

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**One council communications - proposed working model**



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## Draft Design Principles (v5)

1. Strong and effective governance to ensure professional communications and marketing resources are effectively deployed across the council to meet our ambition to be the best council in the UK and to meet service need.
2. Strong leadership that sets the framework and standards for all communications and marketing activity undertaken by the council.
3. Implementation of a professionally led communications and marketing structure, with all staff defined as 'in-scope' of the project being accountable to an appropriately qualified senior officer with professional responsibility for marketing and communications e.g. a Head of Communications and Marketing.
4. Staffing and relevant activity resources to be centralised where appropriate to create economies of scale, efficiencies and consolidate scarce expertise to maximise contribution across the whole council.
5. Communication and marketing staffing resources to be allocated to specific service areas where there is an overriding business reason for dedicated support. This could be virtual or staff physically located with services, dependent upon need. Such locally based staff will report to both a senior officer in the respective service (for day-to-day management issues) as well as professionally to the corporate structure.
6. Chief officers to retain control of budgets related to core service marketing related activity, with professional support being provided through the corporate team (whether based centrally or locally), in accordance with agreed frameworks. All marketing and communications activity involving spend of £10,000 or greater, will be subject to consultation with the professional lead for communications to ensure value for money and to maximise on opportunities.
7. When faced with urgent issues to respond to, communications and marketing staff will work flexibly to enable the council to respond in an effective and timely fashion. Release of staff to respond to such issues will be done in consultation with relevant directors and chief officers.
8. The new communications and marketing function will be delivered as a council wide service with the most appropriate member of staff responding to each issue. This may, from time to time, necessitate the movement of staff across the council. Any such movements will be done in consultation with relevant directors and chief officers.
9. The centrally based communications and marketing team will develop contractual arrangements and procurement frameworks with internal and external suppliers of professional communications and marketing services (design, printing, marketing etc.). All communications and marketing activity will be procured in accordance with the agreed frameworks.
10. The team will proactively plan communications and marketing campaigns across the council, being informed by corporate and service planning arrangements, to encourage greater understanding of the key issues and priorities of the Council.
11. All communications and marketing activity will be subject to formal monitoring and evaluation, in accordance with agreed frameworks.
12. All services/directorates will have a single point of contact with the corporate team, to ensure the team understand and can respond to service need.

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

**Scrutiny Board (Central & Corporate Functions)**

**Date: 7<sup>th</sup> February 2011**

**Subject: Scrutiny Board (Central & Corporate Functions) – Work Programme,**

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**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. Also attached are Executive Board minutes and the current Forward Plan.

**2.0 RECOMMENDATIONS**

2.1 Members are asked to;

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

Background Papers

None used

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**SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) – WORK PROGRAMME 2010/11 LAST REVISED JANUARY 2011**

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Suggested Areas for Scrutiny Currently Unscheduled</b>			
Employment issues around diversity within the workforce			
Leeds City Region and Governance			
Data Information shared throughout the Council			

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Meeting date: 7th March 2011</b>			
<b>Scrutiny of the Budget</b>	To receive and consider quarter 3 financial report.		PM
<b>Council Business Plan and City Priority Plans</b>	To receive as part of the Council's Budget and Policy Framework procedure		SC
<b>Quarterly Accountability Reports</b>	To receive quarter 3 performance reports including questions to the Executive Board Member		PM
<b>Meeting date: 4<sup>th</sup> April 2011</b>			
<b>Annual Report</b>	To consider the Boards contribution to the annual report to council		
<b>Recommendation Tracking</b>	To monitor progress on meeting the recommendations agreed following an Inquiry into the use of consultants		MSR

**SCRUTINY BOARD (CENTRAL & CORPORATE FUNCTIONS) – WORK PROGRAMME 2010/11 LAST REVISED JANUARY 2011**

Key:

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

RP – Review of existing policy

DP – Development of new policy

MSR – Monitoring scrutiny recommendations

PM – Performance management

B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in



## **FORWARD PLAN OF KEY DECISIONS**

1 February 2011 – 31 May 2011

## **What is the Forward Plan?**

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 February 2011 – 31 May 2011. The Plan is updated monthly and is available to the public 14 days before the beginning of each month.

## **What is a Key Decision?**

A Key decision, as defined in the Council's Constitution is an executive decision which is likely to:

- result in the Authority incurring expenditure or making savings over £250,000 per annum, or
- have a significant effect on communities living or working in an area comprising 2 or more wards

## **What does the Forward Plan tell me?**

The Plan gives information about:

- what key decisions are coming forward in the next four months
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to

## **Who takes key decisions?**

Under the Authority's Constitution, key decisions are taken by the Executive Board or Officers acting under delegated powers.

## **Who can I contact?**

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members.

## **How do I make contact?**

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring Leeds City Council and staff there will be able to assist you:

**Leeds City Council - Telephone: 0113 2474357**

## **How do I get copies of agenda papers?**

The agenda papers for Executive Board meetings are available five working days before the meeting from:

Governance Services, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 2474350

Fax: 0113 3951599

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

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

### **Where can I get copies of the Plan?**

Copies of the Plan are available free of charge upon request to Leeds City Council. The Plan is regularly updated and for legal reasons is formally published on a monthly basis on the following dates:

#### **2010 2011**

16 <sup>th</sup> July 2010	17 <sup>th</sup> December 2010
17 <sup>th</sup> August 2010	17 <sup>th</sup> January 2011
16 <sup>th</sup> September 2010	14 <sup>th</sup> February 2011
15 <sup>th</sup> October 2010	17 <sup>th</sup> March 2011
16 <sup>th</sup> November 2010	15 <sup>th</sup> April 2011

### **About this publication**

For enquiries about the Forward Plan of Key Decisions please:

E-mail: [cxd.councilandexec@leeds.gov.uk](mailto:cxd.councilandexec@leeds.gov.uk) or telephone: 0113 247 4357

Visit our website [www.leeds.gov.uk](http://www.leeds.gov.uk) for more information on council services, departments, plans and reports.

This publication can also be made available in Braille or audio cassette. Please call: 0113 247 4357

If you do not speak English and need help in understanding this document, please phone: 0113 247 4357 and state the name of your language.

We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali):-

যদি আপনি ইংরেজিতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 2243462 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助解釋這份資料者，請致電 0113 22 43462 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की ज़रूरत है, तो कृपया 0113 224 3462 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 22 43462 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ. ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂ ਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂ ਗੇ.

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 22 43462 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹریپرٹیر) سے رابطہ کریں گے۔

**LEEDS CITY COUNCIL**

**FORWARD PLAN OF KEY DECISIONS**

For the period 1 February 2011 to 31 May 2011

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Chapelton Enterprise Network - Unity Property Services Ltd and Chapelton Development Trust Authority to incur expenditure of up to £307,500 on the above project	Director of Resources	1/2/11	Ward members, LEGI Programme Management Board	Design and Cost Report	neill.fishman@leeds.gov.uk
Business Growth Fund Authority to incur capital expenditure of up to £300,000 on the project	Director of Resources	1/2/11	Undertaken with LEGI Programme Management Board	Business Growth Fund, Design and Cost Report	neill.fishman@leeds.gov.uk
Review of Revenues and Benefits Structure Make amendments to the Revenues and Benefits structure	Director of Resources	1/2/11	Unions and staff affected, HR, Legal and Finance	Proposals relating to Revenues and Benefits Establishment report	Director of Resources steven.carey@leeds.gov.uk



<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Trade Union Consultations (S188)</p> <p>To consider the outcomes and impact of the trade union consultations. At the moment it is not known what the savings/cost will be but it is assumed that this will be a key decision.</p>	<p>Director of Resources</p>	<p>1/2/11</p>	<p>90 day period – Outcomes from the consultations cannot be prejudiced, therefore, costings/savings cannot be projected, however, there it is expected that there could be a significant impact.</p>	<p>Collective agreements with the trade unions</p>	<p>Director of Resources lorraine.hallam@leeds.gov.uk</p>
<p>Leeds Crisis Centre Counselling and Support Service</p> <p>That Executive Board approve the option to decommission the counselling service</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>11/2/11</p>	<p>Consultation is ongoing and will be undertaken with all stakeholders</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>John Lennon, Chief Officer (Access &amp; Inclusion john.lennon@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Vehicle Programme 2010/11 Expenditure of £477,112 CENEX grant funding in the Capital Programme	Chief Officer (Financial Development)	14/2/11	Executive Member already consulted regarding the overall Vehicle Programme for 2010/11	Design and Cost Report	bhupinder.chana@leeds.gov.uk
Frozen Food Tender To approve the arrangements for the supply of frozen foods to educational establishments for a 4 year period	Director of Resources	28/2/11	Procurement Department	Tender Submissions	Director of Resources mandy.snaith@leeds.gov.uk
Restructure of, and new staffing arrangements for the Council's marketing, PR and communications functions (the one Council communications project) The agreement of a new 'one Council' approach to marketing, PR and communications functions and an associated new staffing structure.	Assistant Chief Executive (Planning, Policy and Improvement)	1/3/11	Affected Staff and their Trade Union representatives.	Report	Assistant Chief Executive (Planning, Policy and Improvement) Andy.carter@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Changing The Workplace Programme Approval of detailed Business Case including funding approval for delivery of phase 1. Draft Heads of Terms approval plus agreement on delegated decision for final HoT.	Executive Board (Portfolio: Resources and Corporate Functions)	30/3/11	CLT, Cabinet.	The report to be issued to the decision maker with the agenda for the meeting	Director of Resources jane.watson@leeds.gov.uk
RHB Programme Update Approval of proposal to dispose of properties acquired which will not now be demolished and reuse of receipts within the SRHP Programme.	Executive Board (Portfolio: Neighbourhoods and Housing)	30/3/11	Ward Members and AVH	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
ALMO/BITMO Penalty/Incentive Scheme To approve the detail of the Strategic Landlord Performance Management Penalty/Incentive Scheme.	Director of Environment and Neighbourhoods	1/4/11	With the ALMO's and BITMO	None	Simeon Perry simeon.perry@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Lotherton Hall and Estate infrastructure and service improvements To approve an injection to the capital programme and authority to spend on infrastructure improvements to Lotherton Hall and Estate fully funded through a prudential borrowing business case.</p>	<p>Director of Resources</p>	<p>1/5/11</p>	<p>Ward Members</p>	<p>Design and Cost Report</p>	<p>Director of Resources ed.mylan@leeds.gov.uk</p>

## **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.

**LEEDS CITY COUNCIL**

**BUDGET AND POLICY FRAMEWORK DECISIONS**

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Budget	Council	23 <sup>rd</sup> February 2011	Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Resources
Council Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Children & Young People's Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Council Business Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Crime and Disorder Reduction Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environments and Neighbourhoods
Development Plan documents	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Local Transport Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Plans and alterations which together comprise the Development plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Youth Justice Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Licensing Authority Policy Statement	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Corporate Governance)
Leeds Strategic Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Health and Wellbeing Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Care
Economic Development Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Climate Change Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda	Director of City Development

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
				for the meeting	
Leeds Housing Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Neighbourhoods and Environment

**NOTES:**

The Council's Constitution, in Article 4, defines those plans and strategies which make up the Budget and Policy Framework. Details of the consultation process are published in the Council's Forward Plan as required under the Budget and Policy Framework.

Full Council ( a meeting of all Members of Council) are responsible for the adoption of the Budget and Policy Framework.



## EXECUTIVE BOARD

WEDNESDAY, 5TH JANUARY, 2011

**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

Councillors J Dowson and R Finnigan – Non-Voting Advisory Members

### 142 **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 1 to the report referred to in Minute No. 145, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix relates to the financial or business affairs of the Council. It is considered that it is not in the public interest to disclose this information at this point in time as it could undermine the method of disposal, should that come about and affect the integrity of disposing of the property. It is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to this or other similar transactions in that prospective purchasers of this or other similar properties would have information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of any transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (b) Appendix 1 to the report referred to in Minute No. 153, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix contains information relating to the estimated funding the Council would have to provide. It is felt that if this is disclosed, specifically to prospective software suppliers, this would, or would be likely to, prejudice the commercial interest of the Council in any future competitive procurement.

**143 Update on Refuse Collection Service**

Members requested an update regarding the current position of the refuse collection service, which was provided to the Board at the conclusion of the meeting.

**144 Declaration of Interests**

Councillor A Carter declared a personal interest in the item relating to the deputation from Morley Town Council, due to his position as a member of West Yorkshire Integrated Transport Authority and a personal interest in the item relating to the deputation from Users of Barwick in Elmet Primary School, due to his position as a trustee of Calverley Girl Guides Association (Minute Nos. 148 and 152 refer respectively).

Councillor Finnigan declared a personal interest in the item relating to the deputation from Morley Town Council, due to his position as a Morley Town Councillor (Minute No. 148 refers).

Further declarations of interest were made at a later point in the meeting (Minute No. 155 refers)

**DEVELOPMENT AND REGENERATION**

**145 The Former Royal Park School**

Further to Minute No. 196, 10<sup>th</sup> March 2010, the Acting Director of City Development submitted a report regarding the disposal of the former Royal Park Primary School. The report also sought consideration of the request from the North West (Inner) Area Committee to waive the court costs granted against the individuals who had illegally occupied the site.

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

**RESOLVED -**

- (a) That the single offer from Royal Park Community Consortium (RPCC) be accepted, subject to Members being satisfied that the disposal of the property is likely to promote or improve the economic, social and/or environmental well being of the area or of local residents.
- (b) That the necessary authority be delegated to the Director of City Development in order to accept the financial offer from Royal Park Community Consortium and to enter into detailed negotiations to agree heads of terms for a lease on a less than best basis and then to enter into an agreement to lease, conditional upon the following:
  - (i) capital investment funding of £750,000 being secured within nine months from the date of this decision, with a report being submitted to Executive Board after six months, in order to provide details on the progress made in obtaining the necessary funding.

- (ii) the start date of the lease being immediately after award of funding of at least £750,000 and the offer sum of £250,000 being paid to the Council.
  - (iii) if the Royal Park Community Consortium cannot raise at least £750,000 within the period set out in paragraph (i) above, then the agreement for lease will automatically cease and the Director of City Development be asked to bring forwards options for consideration at that time should it be necessary.
  - (iv) should Members agree to dispose of the building to RPCC on the terms set out above, it is also subject to there being no agreement with RPCC until the fees have been paid as required by the court order.
  - (v) a report being submitted to Executive Board in six months when RPCC's key fundraising position will be clearer.
- (c) That the request from the North West (Inner) Area Committee for Executive Board to waive the legal fees awarded against the individuals who trespassed on the site, be noted but declined.

#### **146 Woodhouse Community Centre**

The Director of Environment and Neighbourhoods and the Acting Director of City Development submitted a joint report outlining proposals to grant a 50 year lease of the Woodhouse Community Centre to the local charity Oblong, using powers to dispose at less than best consideration.

#### **RESOLVED –**

- (a) That the proposal from Oblong be noted.
- (b) That approval be given to Oblong being provided with a 50 year lease for the Woodhouse Community Centre on a peppercorn rent on the basis that:
  - Evidence is provided of an offer of funding of at least £400,000 from the Community Builders programme;
  - The lease will restrict use for community purposes;
  - Youth Service can access free lettings for the period of the lease as detailed at paragraph 3.7 of the submitted report.

#### **147 Minutes**

**RESOLVED –** That the minutes of the meeting held on 15<sup>th</sup> December 2010 be approved as a correct record.

## **DEVELOPMENT AND REGENERATION**

### **148 Deputation to Council - Morley Town Council regarding Bus Services in Morley**

The Acting Director of City Development submitted a report in response to the deputation to Council on 17<sup>th</sup> November 2010 from Morley Town Council regarding bus services in Morley.

Officers undertook to respond to a Member request regarding the timescales associated with the introduction of the Quality Bus Contract Scheme.

#### **RESOLVED –**

- (a) That the contents of the submitted report be noted.
- (b) That it be noted that Metro will publish further information in due course concerning the consultation being undertaken on proposals for a Quality Bus Contract Scheme in West Yorkshire.
- (c) That the Leader of the City Council meet with the local bus operators and Metro in order to discuss the issues raised by the Town Council and to highlight the City Council's concerns.
- (d) That a report be submitted to Executive Board on proposals to improve the delivery of an integrated transport system across Leeds and West Yorkshire, including the relationship between the new Local Enterprise Partnership and Metro, and the opportunity for more powers to be devolved from central Government.

### **149 Proposal to Serve an Article 4 Direction to Require Planning Permission for a Change of Use from Use Class C3 to C4 in Selected Areas of Leeds**

The Acting Director of City Development submitted a report in response to the recent changes to Houses in Multiple Occupation (HMO) legislation and the proposed strategic response by Leeds City Council.

#### **RESOLVED -**

- (a) That approval in principle be given to the preparation and serving of an article 4 direction to remove permitted development rights for use class C3 to use class C4 on a non-immediate basis and subject to a period of public consultation.
- (b) That the article 4 direction be applied to the indicative area, as shown upon the plan detailed at appendix 2 to the submitted report.
- (c) That the necessary powers be delegated to the Chief Planning Officer in order to prepare and serve the Article 4 Direction notice, including a draft interim policy and to undertake appropriate consultation.
- (d) That further consideration be given to whether any or all of the additional areas proposed by Members should be covered by a further article 4 direction.

## **ENVIRONMENTAL SERVICES**

### **150 Annual Environmental Statement**

The Acting Director of City Development submitted a report presenting the Council's Annual Environmental Statement for 2009/2010 for approval and for the purposes of publication.

The Annual Environmental Statement was appended to Board Members' agendas for their consideration and had also been made available to others electronically.

**RESOLVED** – That the publication of the Council's Annual Environmental Statement be endorsed.

## **NEIGHBOURHOODS AND HOUSING**

### **151 Transfer of the Beverleys Site for Redevelopment**

Further to Minute No. 202, 12<sup>th</sup> March 2008, the Director of Environment and Neighbourhoods submitted a report regarding the proposed transfer of the Beverleys site jointly to Chevin Housing Association and Unity Housing Association at nil value in order to enable the commencement of work on site to provide 55 new affordable homes.

#### **RESOLVED –**

- (a) That the proposals to transfer the Beverleys site jointly to Chevin Housing Association and Unity Housing Association at nil cost be approved.
- (b) That a further report be brought back to Executive Board seeking approval for the disposal of the remaining sites cleared with Single Regional Housing Pot (SRHP) funding following the exploration of other options for the potential to secure a receipt as detail emerges from proposals contained within the recent Comprehensive Spending Review.

## **CHILDREN'S SERVICES**

### **152 Deputation to Council - Users of Barwick in Elmet Primary School regarding the Community Use of Schools Policy**

The Director of Children's Services submitted a report in response to the deputation to Council on 17<sup>th</sup> November 2010 from Users of Barwick in Elmet Primary School regarding the Community Use of Schools Policy.

Members emphasised the need to ensure that both schools and community groups were communicated with effectively on this issue.

#### **RESOLVED -**

- (a) That the import and significant role that Guide and Scout groups play in supporting the development and progress of children and young people in Leeds be acknowledged.

Draft minutes to be approved at the meeting  
to be held on Friday, 11th February, 2011

- (b) That in light of wider Council policy, changes to national legislation over several years and current and future financial pressures, the policy to remove the subsidy for community use of schools, as approved by Executive Board at their 23<sup>rd</sup> September 2010 meeting be endorsed.
- (c) That the necessary actions be taken to ensure that both schools and community groups are communicated with effectively on this issue.

(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).

### **153 Social Care Systems Review**

Further to Minute No. 14, 22<sup>nd</sup> June 2010, the Director of Children's Services and the Director of Adult Social Care submitted a joint report outlining proposals regarding the procurement and implementation of children's social care information systems and associated business changes. The report also seeks approval to defer the decision to procure systems for Adult Social Care.

Following consideration of appendix 1 to the submitted 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 appendix 1 of the submitted report, in order to procure and implement social care solutions for Children's Services.
- (b) That approval be given to defer the decision to procure new solutions for Adult Social Care until spring/summer 2011, taking into consideration the potential costs, as outlined within section 9.0 of the submitted report, that will be required to be provided within the Council's capital programme in order to deliver this.
- (c) That regular update reports be submitted to Executive Board in due course in order to enable the Board to monitor the progress being made in respect of this initiative.

### **ADULT HEALTH AND SOCIAL CARE**

#### **154 Leeds Centre for Integrated Living Proposals regarding Change of Legal Status**

The Director of Adult Social Care submitted a report outlining the development and current role of Leeds Centre for Integrated Living (LCIL), and detailing the reasons for the recommendations within the submitted report that LCIL became a User Led Organisation independent of Leeds City Council. In addition, the report detailed the process used to determine the most appropriate legal status for LCIL, in order to facilitate its operation as an independent User Led Organisation.

Linda Boadle, Chair of the LCIL Management Committee and Susan Morrell, manager of the LCIL service were in attendance at the meeting, in order to answer Members' questions and provide further details.

**RESOLVED -**

- (a) That approval be given to the establishment of Leeds Centre for Integrated Living (LCIL) as a Social Enterprise Limited by Guarantee with Charitable Status, from 1<sup>st</sup> April 2011.
- (b) That given the approval provided at (a) above, it be noted that the Director of Adult Social Services will sign a waiver to invoke Contracts Procedure Rule 31.1 and waive Contracts Procedure Rule 13, High Value Procurements, in order to allow Adult Social Care to enter into a new contract with LCIL for a period of 3 years with the option to extend twice for a further 12 month period if required, commencing April 1<sup>st</sup> 2011.

**RESOURCES AND CORPORATE FUNCTIONS**

**155 Deputation to Council - Leeds Student Unions regarding the Impact of the Government's Proposals to Increase University Tuition Fees on Leeds**

The Director of Resources submitted a report in response to the deputation to Council on 17<sup>th</sup> November 2010 from Leeds Student Unions regarding the impact of the Government's proposal to increase university tuition fees on Leeds students.

**RESOLVED –**

- (a) That the deputation's speech, as appended to the submitted report be noted.
- (b) That officers be authorised to engage with the universities and other relevant parties in order to undertake a piece of work to help fully understand the impact of the changes on students, the universities and the economy in Leeds, with a further report detailing the findings being submitted to the Board in due course.

(Councillors J Blake and Finnigan both declared personal interests in this item, due to having children currently studying at university).

**156 Provisional Local Government Finance Settlement 2011/12 and 2012/13**

The Director of Resources submitted a report providing details of the recently announced provisional Local Government Finance Settlement for 2011/12 and 2012/13.

The Chair welcomed and thanked Board Members for the cross-party support received to lobby the Government on this issue.

**RESOLVED -** That the contents of the submitted report be noted.

**157 RE:FIT**

The Director of Resources and the Director of City Development submitted a joint report outlining the proposed scope of the procurement for the RE:FIT pilot project and seeking support for the Council's participation in the initiative.

**RESOLVED -**

- (a) That the initial funding for procurement provided by Core Cities be noted.
- (b) That the RE:FIT project proposals, including the portfolio of buildings as reviewed by Asset Management Board, be approved.
- (c) That the authority to spend for this project be approved.
- (d) That authority be delegated to the Director of City Development in order to approve the award of the contract.
- (e) That this pilot project be recommended to be rolled out through the Chief Officer of the Public Private Partnership Unit to:
  - other buildings within Leeds City Council in further RE:FIT phases;
  - other public sector bodies within the Leeds City Region; and
  - wider partners including other local public bodies, private sector and any future partnership developments.

**158 Design and Cost Report: The Web and Intranet Replacement Project**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report outlining proposals and seeking the relevant approvals to fund the design and development of a new website and intranet presence for the Council as part of the Web and Intranet Replacement Project.

Members highlighted the need for the Board to monitor the development of this initiative, noted the interaction with the private sector and emphasised the integral nature of online service provision.

**RESOLVED –**

- (a) That authority be given to spend existing capital provision for ICT developments, equating to £959,300 in 2010/11, £767,600 in 2011/12 and £80,700 in 2012/13 in order to fund the design and development of a new website and intranet presence as part of the Web and Intranet Replacement Project.
- (b) That progress reports be submitted to Executive Board at each phase of the project's development.
- (c) That following the conclusion of the Scrutiny Inquiry being undertaken in respect of this matter, an overarching report be submitted to Executive Board which draws together all of the Council's ICT priorities and needs.

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



**DATE OF PUBLICATION:** 7<sup>TH</sup> JANUARY 2011

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 14<sup>TH</sup> JANUARY 2011 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00noon on 17<sup>th</sup> January 2011)

Draft minutes to be approved at the meeting  
to be held on Friday, 11th February, 2011

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