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## **SCRUTINY BOARD (HOUSING AND REGENERATION)**

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**Meeting to be held in the Civic Hall, Leeds on  
Tuesday, 25th September, 2012 at 10.00 am**

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

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### **MEMBERSHIP**

#### **Councillors**

- B Atha - Kirkstall;
- D Collins - Horsforth;
- J Cummins - Temple Newsam;
- P Grahame - Cross Gates and  
Whinmoor;
- M Iqbal - City and Hunslet;
- S Lay - Otley and Yeadon;
- V Morgan - Killingbeck and  
Seacroft;
- D Nagle - Rothwell;
- J Procter (Chair) - Wetherby;
- C Towler - Hyde Park and  
Woodhouse;
- G Wilkinson - Wetherby;
- Mr G Hall - Co-optee (Non-voting)

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

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# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance 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> <p><b>No exempt items or information have been identified on the agenda</b></p>	

3

**LATE ITEM**

To identify items which have been admitted to the agenda by the Chair for consideration.

(The special circumstances shall be specified in the minutes.)

4

**DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.

5

**APOLOGIES FOR ABSENCE**

6

**MINUTES OF THE PREVIOUS MEETING**

1 - 12

To confirm, as a correct record the minutes of the meeting held on 20<sup>th</sup> July 2012.

7

**COMMUNITY INFRASTRUCTURE LEVY (CIL) - PROGRESS ON THE LEEDS ECONOMIC VIABILITY STUDY**

13 - 20

To consider a report of the Head of Scrutiny and Member Development, together with receiving a short presentation from GVA Grimley on the methodology that is being applied to their feasibility study on determining viability of sites for development in the city.

8	<p><b>SECTION 106 CONSULTATION WITH WARD MEMBERS</b></p>	21 - 26
9	<p><b>FORMER RESIDENTIAL PROPERTIES UTILISED FOR NON RESIDENTIAL/COMMUNITY/OFFICE PURPOSES</b></p>	27 - 38
10	<p><b>BRINGING FORWARD BROWNFIELD SITES - INFORMATION REQUESTED</b></p>	39 - 68
11	<p><b>INITIAL FINDINGS FOLLOWING COMPLETION OF THE CONSULTATION ON PROPOSED MAJOR CHANGES TO HOUSING POLICY</b></p>	69 - 74
12	<p><b>2012/13 Q1 PERFORMANCE REPORT</b></p>	75 - 86

13

**WORK SCHEDULE**

87 -  
162

To consider a report of the Head of Scrutiny and Member Development on the Board's work schedule.

14

**DATE AND TIME OF NEXT MEETING**

Tuesday 30<sup>th</sup> October 2012 at 10.00am in the Civic Hall, Leeds  
(Pre-meeting for Board Members at 9.30am)

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# Agenda Item 6

## SCRUTINY BOARD (HOUSING AND REGENERATION)

FRIDAY, 20TH JULY, 2012

**PRESENT:** Councillor J Procter in the Chair

Councillors B Atha, D Collins, J Cummins,  
P Grahame, V Morgan, D Nagle and  
C Towler

Mr G Hall – Co-opted Member

### 13 Chair's Opening Remarks

The Chair welcomed everyone to the July meeting of the Scrutiny Board (Housing and Regeneration) meeting.

### 14 Late Item

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Apprenticeship Report – Leeds – August 2011 to April 2012/ Quarter 4 2011/12 – City Priority Plan Report Card (Agenda Item 9) (Minute 21 refers)
- Briefing Note - Provision of training and employment opportunities on new affordable housing schemes (Agenda Item 9) (Minute 21 refers)
- Bringing Forward Brownfield Development Sites (Agenda Item 14) (Minute 25 refers)

The documents were not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

### 15 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

### 16 Apologies for Absence

An apology for absence was received on behalf of Councillors M Iqbal, S Lay and G Wilkinson.

### 17 Minutes of the Previous Meeting

**RESOLVED** – That the minutes of the meeting held on 26<sup>th</sup> June 2012 be approved as a correct record.

### 18 Matters Arising from the Minutes

2011/12 Quarter 4 Performance Report (Minute 9 refers)

Mr G Hall referred to the issue regarding independent assessments undertaken on the 5 year land supply and pointed out that the government

guidance criteria states accessibility and not suitability as reported at the meeting.

## **19 Financial Position Statement 2012/13 - City Development and Environment and Neighbourhoods Directorates**

The Head of Scrutiny and Member Development submitted a report providing Members with a financial position statement of the City Development and Environment and Neighbourhoods Directorate's in relation to this Board's responsibilities after three months of the financial year 2012/13.

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

- Housing Revenue Account (HRA) – Summary/2012/13 Budget – Period 2 position (Item 7a refers)
- Environment and Neighbourhoods - Regeneration Services 2012/13/Housing General Fund 2012/13 (Items 7b and 7c refer)
- Housing Revenue Account Programme/Leeds ALMO Capital Programme 2012/13 (Item 7d refers)

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

- Richard Ellis, Head of Finance, Environment and Neighbourhoods
- Kathryn Bramall, Leeds Homes Policy Manager, Environment and Neighbourhoods
- Rob McCartney, Head of Housing Support, Environment and Neighbourhoods.

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

### Housing Revenue Account (HRA)/Environment and Neighbourhoods Regeneration Services 2012/13

- Clarification of whether there had been any factoring in concerning likely rent arrears as a consequence of benefit changes which was of concern to many Elected Members  
*(The Head of Finance responded and informed the meeting that benefit changes concerning under occupation would not start until April 2013 and universal credit in the Autumn of that year. It was stated that there would be no impact on the current financial year 2012/13. He referred to the fact that what had been factored in to the 2011/12 outturn was the creation of a reserve of £2.2 m for costs associated with welfare reform. He accepted that it would be necessary to keep this issue under review)*
- Clarification if the department were on track with these figures  
*(The Head of Finance stated that at period 2 the statutory housing fund variation was £74,000 above estimate as a consequence of managing workshop change and £25,000 above estimate in regeneration as a consequence of a restructure in November 2011 resulting in residual*



*costs as a consequence of asylum staff being displaced. He stated that based on the current figures the Housing Revenue Account would produce a surplus at the end of the financial year. The Board welcomed this news)*

- Clarification as to why Agency Staffing costs were going up  
*(The Head of Finance responded and informed the meeting that no agency staff were employed in relation to the Housing Revenue Account. The rise in staffing costs related to the creation of an additional post to deal with contracts in the ALMO Business Centre Leeds (ABCL))*
- Clarification of the reasons why a projected £1,550k would be paid over to the ALMOs as incentive payments in respect of voids and arrears  
*(The Head of Finance responded and confirmed that this was part of the performance framework and was a long standing arrangement associated with the setting up of the ALMOs)*

#### Housing Revenue Account Programme – Capital Programme

- Clarification as to whether the regeneration resources of £2.7m was sufficient to meet the regeneration requirements contained within the Council's Core Strategy and the reasons why a further £500,000 had been added to this fund for the outer areas and how this was to be allocated  
*(The Head of Finance responded and agreed to obtain more information on this issue and to let the Principal Scrutiny Adviser have the information so it can be circulated to all Members of the Board)*
- Clarification as to the effect of Welfare Reform on the provision of aids and adaptations in Council houses  
*(It was stated that the Department for Works and Pensions was fully aware of the consequences of the welfare proposals but there was no exception for disability. It was explained that local authorities have now been given additional discretionary housing powers that will enable it to fund additional rental costs as a consequence of for example under occupation to enable a tenant to remain in their home where adaptations have been carried out. The Government had placed a duty on local authorities to protect disabled tenants in this way. Reference was also made to the development of the accessible Housing Register. The Chair informed the meeting that a report on this issue had been discussed at the Executive Board meeting held on 20<sup>th</sup> June 2012 where it had been resolved that correspondence be forwarded to the relevant Government Ministers and Leeds MP's, highlighting the Council's concerns regarding this issue)*

#### Leeds ALMO Capital Programme 2012/13

- Clarification of where the money came from in relation to improving a neighbours properties  
*(The Head of Finance responded and informed the meeting that the monies was paid from Housing Revenue Account monies)*

- Clarification of the empty properties procedure  
(*The Head of Finance responded and outlined the Decent Homes Standard procedure*)
- Clarification of how the department addressed the upgrade of boilers  
(*The Head of Finance responded and outlined the investment priorities contained in the Housing Revenue Account Business Plan for the coming year*)

**RESOLVED -**

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the projected financial position of the Directorates City Development and Environment and Neighbourhoods in relation to the areas listed in the appendices after three months of the financial year 2012/13.

**20 Consultation Major Change in Housing Policy**

The Head of Scrutiny and Member Development submitted a report on proposed major changes in housing policy which would determine how the Council would allocate its housing stock over the next ten years.

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

- Tenancy Strategy 2013-2015 and Lettings Policy Review – Executive Board – 20<sup>th</sup> June 2012 – Report of the Director Environment and Neighbourhoods (Appendix 1 refers)
- Tenancy Strategy 2013 – 2015 – Consultation Draft (Appendix 2 refers)

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

- Kathryn Bramall, Leeds Homes Policy Manager, Environment and Neighbourhoods
- Rob McCartney, Head of Housing Support, Environment and Neighbourhoods.

Arising from a brief discussion of the background issues, the Chair informed the meeting that proposals were in hand to establish a Working Group to which all Members of this Board would be invited to attend in August /early September 2012 in order to have input into this important review.

**RESOLVED -**

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the report of the Director of Environment and Neighbourhoods on the Tenancy Strategy 2013-2015 and lettings policy review approved by the Executive Board on 20<sup>th</sup> June 2012.
- c) That approval be given to the establishment of a Working Group to which all Members of the Board would be invited to attend in order that Members can contribute to the consultation process in an informal setting.

## 21 **Queries Raised Under Quarter 3 Performance Report March 2012**

Referring to Minute 9 of the meeting held on 26<sup>th</sup> June 2012, the Head of Scrutiny and Member Development submitted a report on queries raised under Quarter 3 Performance Report at the former Scrutiny Board (Regeneration) meeting held on 27<sup>th</sup> March 2012.

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

- Housing Distribution (Appendix 1 refers)
- City Priority Plan Performance Report – Guidance (Appendix 2 refers).

In addition to the above documents, the following additional information was circulated as supplementary information:

- Apprenticeship Report – Leeds – August 2011 to April 2012/ Quarter 4 2011/12 – City Priority Plan Report Card
- Briefing Note - Provision of training and employment opportunities on new affordable housing schemes.

Sue Wynne, Chief Officer, Employment and Skills, Environment and Neighbourhoods was in attendance to specifically address the apprenticeship framework element and responded to Members' queries and comments.

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

- Clarification of the sector breakdown of apprenticeships  
*(The Chief Officer, Employment and Skills responded and provided the meeting with a breakdown during the period August 2011-April 2012)*
- Clarification of the number of full time apprentices that had been secured in Leeds
- Clarification of the incentives available to encourage apprenticeships
- The concerns expressed that there seemed to be little feedback from developers who were supporting apprenticeship schemes  
*(The Chief Officer, Employment and Skills responded and made specific reference to Leeds Arena who had taken on 53 apprenticeships to date as apart of their contractual obligations. It was also reported that a further 59 apprenticeships had been taken on through the Affordable Housing Scheme)*
- Clarification of the monitoring process for developers implementing apprenticeship schemes  
*(The Chief Officer, Employment and Skills responded and outlined the monitoring procedures currently in place)*
- The concerns expressed that there was no mention in the report regarding the City Provider Steering Group/Construction Services Board
- Clarification of the costs involved in training apprentices and who was paying the further education costs

*(The Chief Officer, Employment and Skills responded and provided the meeting with the information requested)*

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

(Councillor P Grahame joined the meeting at 11.10am during discussions of the above meeting)

**22 Position Statement - Community Engagement Guide for Developers**

The Chief Planning Officer submitted a report on the development of a community engagement guide for developers.

Phil Crabtree, Chief Planning Officer, City Development was in attendance and responded to Member's queries and comments.

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

- The concerns expressed that often developers and officers do not consult with ward members and the local community at an early stage in the planning process and welcomed the initiative to produce a guide/ protocol for developers to try and introduce consistency and clarity in what the Council expects from developers  
*(The Chief Planning Officer stressed the need for stakeholders to buy in to the development of a guide as there was no statutory requirement for developers to engage with local communities or take on board community concerns)*
- Examples were cited where developers had not engaged well with the community in meaning full discussion which included Red Hall playing fields and various levels of consultation by three developers in Crossgates and Whinmoor. Reference was also made to Scarborough Development Group, the owners of Thorpe Park, Leeds, who will shortly begin pre-application consultation on a new outline planning consent for the future phases of the 270-acre development  
*(The Chief Planning Officer commented on these including Red Hall which was owned by the Council and was an allocated site in the UDP, developers in Scholes who have been consulting in the community but have not spoken to planning officers and the guidance given by planning officers to Scarborough Development Group as to who to consult with regarding proposals for Thorpe Park which included Parish Councils, Ward Members and other neighbouring authorities. He offered a briefing to Ward Members if the Group had not been in touch in this regard)*
- Reference to a leaflet produced by the Chief Planning Officer some time ago entitled ' Protocol for pre-application discussions with local communities and ward members'  
*(The Board's Principal Scrutiny Officer responded and agreed to circulate a copy of the leaflet for the Board's attention)*
- The need for the Board to encourage the practice of having a 'gold standard for development' and to have as rigid a framework as

possible in place that encourages consistency of approach within the Council and sets out clearly its expectation of developers

- Clarification of whom would be consulted on the position statement  
*(The Chief Planning Officer responded and brought the Board's attention to paragraph 3.10 of the report which addressed this point)*

In concluding discussions, the Board supported the suggested principles of the protocol as outlined in 3.5 of the report.

**RESOLVED -**

- a) That the contents of the report be noted.
- b) That approval be given to the proposed process to produce the guide, involving stakeholders as now outlined.
- c) That approval be given to the timescale for the production of the guide in accordance with the report now submitted.

**23 Community Infrastructure Levy (CIL)**

The Head of Scrutiny and Member Development submitted a report regarding the Community Infrastructure Levy (CIL).

Phil Crabtree, Chief Planning Officer, City Development was in attendance and responded to Member's queries and comments.

The Chief Planning Officer advised the Board that GVA Grimley consultants had recently been appointed to do the feasibility study on viability of sites for development across the city. and that the Chief Planning Officer would come back to Board Members on this issue in due course.

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

- Confirmation by the Chief Planning Officer that the Council was following national practice in relation to the appointment of consultants to undertake work concerning the viability of sites  
*(It was agreed to invite GVA Grimley Consultants to address a future meeting of the Board to help Members understand their approach for defining viability of sites for development and the work they have carried out in other local authorities)*
- The fact that Section 106 agreements would remain in reduced form for the delivery of affordable housing, onsite green space and highways works relating to a development
- Clarification as to whether CIL could also be used for the provision of affordable homes  
*(The Chief Planning Officer responded and agreed to come back to the Board on this specific issue)*
- Reference to the House of Commons 'SN1298 Consultation on CIL – affordable housing retained in S106 Planning Obligations (Planning gain or planning contribution)' which stated that the Council opted for the provision of affordable homes through Section 106 Agreements

**RESOLVED -**

- a) That the report and current position be noted.
- b) That the Board's Principal Scrutiny Adviser be requested to invite GVA Grimley Consultants to address a future meeting.

**24 Consultation Undertaken with regard to Section 106 Agreements**

The Head of Scrutiny and Member Development submitted a report on the engagement undertaken by the City Development Directorate with Elected Members in developing Section 106 agreements.

Phil Crabtree, Chief Planning Officer, City Development was in attendance and responded to Member's queries and comments.

In summary, concerns were continuing to be expressed that local Councillors were often not being consulted or not consulted at an early enough stage in the process to contribute to the formulation of Section 106 agreements. Whilst recognising that the Plans Panels were the ultimate decision making body it was thought appropriate that Plans Panels in considering proposed Heads of Terms for Section 106 Agreements as part of the developers planning application ought to be made aware as to whether ward members were content or not with the terms of that agreement.

**RESOLVED -**

- a) That the report be noted.
- b) That the Chief Planning Officer to confirm the arrangements for engaging and reporting the views of Ward Councillors on the proposed Heads of Terms for Section 106 agreements.

(Councillor B Atha left the meeting at 12.20pm during discussions of the above item)

**25 Formal Response and Recommendation Tracking - Private Rented Sector Housing**

The Head of Scrutiny and Member Development submitted a report on the Safer and Stronger Communities Scrutiny Board's recommendations following completion of its inquiry on private rented sector housing.

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

- Recommendation tracking flowchart and classifications: Questions to be considered by Scrutiny Boards (Appendix 1 refers)
- Inquiry into Private Rented Sector Housing (April 2012)(Appendix 2 refers).

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

- John Statham, Strategic Landlord Officer, Environment and Neighbourhoods
- Mark Ireland, Service Manager, Environment and Neighbourhoods.

For the benefit of the meeting, the Chair went through each individual recommendation.

**RESOLVED -**

- a) That the contents of the report and appendices be noted.
- b) That the proposed category status of Appendix 2 of the report be dealt with as follows:-
  - Recommendation 1 (i), (ii), (iii) and (iv) remains at category 4
  - Recommendation 2 (i) and (ii) remains at category 2 and category 4
  - Recommendation 3 (i) and (ii) remains at category 4 and category 1
  - Recommendation 4 remains at category 4
  - Recommendation 5 remains at category 4
  - Recommendation 6 remains at category 4
  - Recommendation 7 remains at category 4
  - Recommendation 8 remains at category 1
- c) That approval be given to those recommendations which no longer require monitoring in accordance with the report now submitted.
- d) That the Strategic Landlord Officer be requested to forward a copy of 2012-15 Empty Homes Strategy to the Board's Principal Scrutiny Adviser for dissemination to the Board.

**26 Bringing Forward Brownfield Development Sites**

The Chief Planning Officer submitted a report presenting an overview of the issues relating to bringing forward brownfield development land in Leeds for residential use.

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

- Phil Crabtree, Chief Planning Officer, City Development
- Christine Addison, Acting Chief Asset Management Officer, City Development
- Adam Brannen, Programme Manger, East and South Leeds, City Development

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

- The fact that Bellway Homes had commenced development of the former Vicker's tank factory with three and four bed roomed houses which was a change of emphasis by developers in producing more traditional type family housing estates at lower densities
- The former Yorkshire Chemicals Site in Black Bull Street and an update by the Chief Planning Officer on the current position regarding redevelopment of this site and the desire to have housing on this site that would complement proposals for Clarence Dock and the former Tetleys site

- Clarification as to whether brownfield sites that were not currently deemed as viable would remain in the Strategic Housing Land Availability Assessment (SHLAA) or be removed  
*(The Chief Planning Officer responded and confirmed that they would remain on the SHLAA because the viability might change and there is a need to maximise the use of brownfield sites)*
- Various information was requested for consideration by the Board having regard to the work already undertaken Scrutiny Board (Resources and Council Services) to avoid any duplication

**RESOLVED -**

- a) That the contents of the report be noted.
- b) That the Acting Chief Management Officer and Chief Planning Officer submit a joint report to the September Board meeting which provides the following information:-

- (i) a list of all Council owned brownfield sites and buildings in the city showing how long they have been declared surplus to requirements, what marketing has been undertaken and what incentives have been offered to encourage redevelopment of those brownfield sites*
- (ii) a list of non Council owned land that are brownfield sites that have been declared not viable and the reasons why they are not viable and what has been offered to move those sites forward for redevelopment*

(Councillor D Nagle left the meeting at 12.35pm during discussions of the above item)

**27 Work Schedule**

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the current municipal year.

Appended to the report was a copy of the following documents for the information/comment of the meeting:

- Revised Scrutiny Board (Housing and Regeneration) Work Schedule for 2012/2013 Municipal Year
- Executive Board – Minutes of a Meeting held on 20<sup>th</sup> June 2012
- Forward Plan of Key Decisions – 1<sup>st</sup> July-31<sup>st</sup> October 2012.

The Principal Scrutiny Adviser, Scrutiny Support presented the report and responded to Members' queries and comments.

**RESOLVED -**

- a) That the contents of the report and appendices be noted.
- b) That the Executive Board minutes and Forward Plan be noted.
- c) That the work schedule be approved as now outlined.



**28 Date and Time of Next Meeting**

Tuesday 25<sup>th</sup> September 2012 at 10.00am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30am)

(The meeting concluded at 12.55pm)

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## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Housing and Regeneration)

**Date: 25<sup>th</sup> September 2012**

### **Subject: Community Infrastructure Levy (CIL) – Progress on The Leeds Economic Viability Study**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Introduction

1. At the last Scrutiny Board meeting Members were advised by the Chief Planning Officer that the consultancy GVA had recently been appointed to undertake the key piece of evidence to inform the development of the Leeds Community Infrastructure Levy (CIL); an Economic Viability Study. The CIL rates which will be set have to be based on evidence of viability, and the Council will need to provide evidence to an inspector that the Community Infrastructure rate does not deter investment; the Viability Study provides this background evidence.
2. The Scrutiny Board agreed that GVA be invited to today's meeting to address the Board in order to help Members understand the approach and methodology for undertaking viability appraisals, in order to determine possible CIL rates which would not put at risk the overall viability of sites for development across the District. This includes the work they have carried out in other local authorities in this regard.

## Consultants

3. Mr Dale Robinson from GVA has confirmed his attendance at today's meeting. He will give a short presentation to the Scrutiny Board on the methodology and assumptions behind the Viability Study and respond to Members' questions and points of clarification.
4. Mr Richard Laming from GVA Grimley has also been invited to attend the meeting today.

## **City Development Directorate**

5. The Deputy Chief Planning Officer, Mr Steve Speak will be in attendance to advise and respond to Members questions as appropriate.
6. A report by the Director of City Development on the Leeds Infrastructure Levy updating members on progress and the commissioning of the Leeds Economic Viability Study Is attached. This was considered by the Development Plan Panel on 11<sup>th</sup> September 2011.

## **Recommendations**

7. Members are asked to
  - (a) Hear the presentation and comment and question representatives from GVA consultants on the Economic Viability Study they are undertaking on viability of sites relating to future CIL rates across the District.
  - (b) Note and comment as appropriate on the report of the Director of City Development on the Leeds Infrastructure Levy and the commissioning of the Leeds Economic Viability Study.
  - (c) Determine what, if any, further information or action the Board wishes to undertake in this regard.

## **Background documents<sup>1</sup>**

8. Report of the Director of City Development on progress and the commissioning of the Leeds Economic Viability Study

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

**Report of the Director of City Development**

**Report to: Development Plan Panel**

**Date: 11<sup>th</sup> September 2012**

**Subject: Leeds Community Infrastructure Levy – Update on progress and the commissioning of the Leeds Economic Viability Study**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of Main Issues**

- Members have previously been given an overview of the Community Infrastructure Levy (CIL), and will be aware that in Leeds we are working towards a target of having an adopted CIL by April 2014 at the latest. Consultants GVA have been appointed to undertake the key piece of evidence to inform the CIL, an Economic Viability Study, which is needed in order to help set the CIL Charging Schedule. This is currently underway with the final report due by the beginning of October.

**Recommendations**

Development Plan Panel is requested to:

- Note the information relating to the Community Infrastructure Levy for Leeds, especially the current work on the Economic Viability Study, and the future actions to develop the Leeds CIL.

## **1.0 Purpose of this Report**

- 1.1 This report gives a short update on the progress made with the Leeds CIL, and the Economic Viability Study currently being undertaken by consultants GVA.

## **2.0 Background Information**

- 2.1 The Community Infrastructure Levy Regulations (2010 and amended 2011, final Regulations expected early 2013) set out that a charging authority can choose to charge the CIL on new development in its area. The charges must be set out in a Charging Schedule, and must be based only on viability evidence. The CIL Regulations have also changed the use of S106 planning obligations. From April 2014 it will no longer be possible to secure S106s for District wide requirements such as greenspace, transport schemes and education facilities.
- 2.2 In December 2011 the Executive Board agreed to progress work on developing a CIL for Leeds.

## **3.0 Main Issues**

- 3.1 Consultants GVA have been appointed to undertake the key piece of evidence to inform the CIL, an Economic Viability Study. This is currently underway with the final report due by the beginning of October.
- 3.2 GVA have agreed with a range of Council officers the various assumptions and inputs to be used in the Study. They will test a range of uses across the District using a residual appraisals methodology. This will take into account the Council's current and potential future policy requirements, such as for affordable housing, greenspace, Code for Sustainable Homes, and other relevant assumptions. This includes the policy requirements for new development in the emerging Core Strategy.
- 3.3 A development industry workshop is scheduled for the 14<sup>th</sup> September, where interested parties will be able to comment on the assumptions in the Viability Study and on its initial findings. Where possible, the comments and opinions will be incorporated into GVA's analysis and final report, and where this is not possible or not deemed appropriate, justification will be given. This 'frontloading' therefore aims to understand developers' concerns at an early stage and aims to reduce subsequent objections.
- 3.4 Dale Robinson from GVA will be attending Development Plan Panel to answer any detailed questions on the viability work.
- 3.5 The final report will use the evidence to recommend a range of viable rates within which the CIL could be set for each of the different uses (and varied by location across the District as necessary). As a theoretical example, the report might set out that new development would still be generally viable if the CIL were set anywhere up to £150 per square meter for residential development in a certain zone. However, choices and options will then need to be balanced in setting the final rate to form the Council's Preliminary Draft Charging Schedule. This includes

considering aspects such as setting the £150 highest rate in order to gain the maximum funding for infrastructure, versus setting a rate £50 or £100 lower in order to encourage economic growth and housebuilding. The CIL Regulations state that the CIL rates must not put at serious risk the overall development of the area, and that an appropriate balance must be struck. The impact on affordable housing also needs to be considered, as once adopted the CIL will not be negotiable, whereas affordable housing will remain negotiable and therefore there will be pressure to reduce provision where schemes are not viable.

- 3.6 The final Economic Viability Study will be brought back to Development Plan Panel for Members to consider these options and recommend the final rates to be used, prior to taking a report to Executive Board. It is anticipated that the formal consultation period on the Preliminary Draft Charging Schedule will be in early 2013.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 As yet there has been no formal consultation stages of the CIL. The first formal consultation will be on the Preliminary Draft Charging Schedule, currently anticipated in early 2013. The current work on the Economic Viability Study as the key piece of evidence to inform the CIL includes informal consultation with the development industry by holding a stakeholder workshop in mid-September, and with neighbouring authorities through informal discussions. Executive Board agreed to implement a CIL for Leeds in December 2011, and Members have been kept aware of ongoing work since then. Following the completion of the Viability Study, Development Plan Panel will make recommendations to Executive Board on the final CIL rates to be set out in the Preliminary Draft Charging Schedule. The findings of the Viability Study are also to be presented to Scrutiny Board on 25<sup>th</sup> September.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An Equality Impact Assessment Screening was undertaken on the Executive Board report in December 2011. This concluded that equality, diversity, cohesion and integration issues were being considered as part of the preparation of the CIL although it was too early to be able to have any meaningful consideration of specific effects. Within this overall context, it will therefore be necessary to continue to have regard to equality and diversity issues as part of the ongoing process of developing a CIL for Leeds, including arranging appropriate consultation stages and proper consideration of representations. Another screening assessment will be required at the point of bringing forwards specific recommendations on the CIL rates and options.

### **4.3 Council Policies and City Priorities**

- 4.3.1 The CIL is already a process which local authorities can use, as supported by the CIL April 2010 and 2011 Regulations. The CIL will be a document within the Local Development Framework. The intention to develop the CIL broadly reflects Council

policies and city priorities in that it emphasises incentivising growth, both to the development industry and local communities.

#### **4.4 Resources and value for money**

4.4.1 Executive Board gave agreement in December 2011 to progress work on the CIL, including the release of the necessary funds. The Government recognises that costs will be incurred and so the Regulations allow set up and administration costs to be reclaimed from future CIL receipts. The implementation of the CIL in Leeds is expected to result in increased funding for strategic infrastructure across the District. The impetus to deliver the CIL as early as possible would therefore provide the most value for money.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 The Community Infrastructure Levy Regulations (2010 and amended 2011, final Regulations expected early 2013) set out that a charging authority can choose to charge the CIL on new development in its area. The charges must be set out in a Charging Schedule, and must be based only on viability evidence. The CIL Regulations have also changed the use of S106 planning obligations. From April 2014 it will no longer be possible to secure S106s for District wide requirements such as greenspace, transport schemes and education facilities

4.5.2 As this report is for information only, it is not subject to call-in, however future Key Decisions on the CIL will be subject to call-in.

#### **4.6 Risk Management**

4.6.1 If the Community Infrastructure Levy is not brought forward in Leeds, then the Council is at risk of losing out on monies which under the present system are gained through the S106 mechanism, as this system will no longer be available. In addition, the introduction of the CIL is intended to bring in a greater amount of infrastructure funding than at present, alongside wider benefits to incentivise development such as more certainty to developers, and more acceptance by local communities. In order to manage this risk it is recommended that Officers continue to work on the development of the CIL, including inputting into the current Economic Viability Study as outlined in this report. The preparation of the CIL is a challenging process within the context of ongoing national changes to the Regulations, limited precedents nationally, and in responding to local issues and priorities. Consequently, at the appropriate time advice is sought from a number of sources, including legal advice and that from the Planning Advisory Service, Planning Officers Society, and neighbouring authorities as a method to help manage risk and to keep the process moving forward.

### **5. Conclusions**

5.1 This report aims to update Development Plan Panel on the progress made with the Leeds CIL, and in particular the Economic Viability Study. It has set out that the Study is currently underway, with consultants GVA undertaking a range of residual appraisals to inform their final report, which will give recommendations on the possible range of CIL rates which could be charged across the District. As part of



this, a developer workshop is programmed for 14<sup>th</sup> September which will allow 'frontloading' of the process with the development industry. The final Study will be presented to Members to recommend the final rates to go into the Preliminary Draft Charging Schedule, anticipated to go out for formal consultation in early 2013.

## **6. Recommendations**

6.1 Development Plan Panel is requested to:

i) Note the information relating to the CIL for Leeds, especially the current work on the Economic Viability Study, and the future actions to develop the Leeds CIL.

## **7. Background documents<sup>1</sup>**

7.1 Relevant background documents are the Executive Board report 14<sup>th</sup> December 2011, the Economic Viability Study Brief for Consultants, and the draft Infrastructure Delivery Plan (February 2012). These documents can be obtained from Lora Hughes on 0113 39 50714.

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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**Report of Chief Planning Officer**

**Report to Scrutiny Board (Housing and Regeneration)**

**Date: 25 September 2012**

**Subject: Section 106 consultation with Ward Members**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

1. At the last meeting of the Scrutiny Board in July 2012, concern was expressed about ward member involvement in the formulation of Section 106 legal agreements which accompany major planning proposals.
2. The Chief Planning Officer was asked to report back to the Board confirming the arrangements for engaging and reporting the views of ward members on the proposed Heads of Terms of these agreements.
3. At present the submission of the draft Heads of Terms can vary according to individual circumstances. The service can and does request that they are submitted as part of the pre application process to aid local engagement. The draft heads of terms are a validation requirement as part of the application submission but it is often during the processing of the application that the detail emerges. This can lead to difficulties with timescales as we do have to have regard to the need for timely and efficient decision making as well as recognising the importance of local involvement.
4. The service proposes to take a much more proactive approach to engagement and reporting, within the legal and policy boundaries within which we operate.

**Recommendations**

Members are requested to note the report and endorse the proposed approach set out

**1 Purpose of this report**

- 1.1 At the last meeting of the Scrutiny Board on 20 July 2012, members requested the Chief Planning Officer to confirm the arrangements for engaging and reporting the views of ward councillors on the proposed Heads of Terms for Section 106 agreements.
- 1.2 The Chief Planning Officer was also asked to consider the Board's proposal that Plans Panels are advised as to whether ward members are content or not with the proposed Heads of Terms of Section 106 agreements (S106)
- 1.3 This report describes the current arrangements and considers the Board's proposal.

## **2 Background information**

- 2.1 A planning obligation must comply with the following three legal tests as set out in the Community Infrastructure Levy Regulations (CIL) 2010:
- necessary to make the development acceptable in planning terms
  - directly related to the development; and
  - fairly and reasonably related in scale and kind to the development.
- 2.2 The council has policies in the adopted UDP and Supplementary Planning Documents and Guidance which sets out standard charges and formulae which are used to identify the level of obligation required from a major development, for example affordable housing.
- 2.3 A S106 agreement is not a list of benefits a community would like to secure but is based on the policy requirements and mitigation of impacts in compliance with the three legal test set out above. The specific Heads of Terms will depend on the nature, scale and location of a development and its associated impacts.

## **3 Main issues**

- 3.1 Members at the Scrutiny Board meeting in July expressed concern about the level and timing of consultation on the formulation of S106 agreements. The section below describes the current process and identifies measures to ensure a more proactive and consistent approach by the service.
- 3.2 It is important, however, that there is a balance between effective local involvement and the need for timely and efficient decision making which reflects the Council's ambitions to promote regeneration and economic growth.

### **3.3 Pre-application stage**

- 3.3.1 The service encourages developers to consult widely with ward members and local communities at the pre-application stage on proposed developments. Part of this engagement can include the heads of terms of the S106, so that the obligations can reflect, as far is possible, the views of the community. However, the S106 cannot be a wish list of community benefits, and any obligations must meet the CIL regulation legal tests test (see 2.1 above). Engagement is not mandatory and the service can only strongly encourage pre-application involvement with ward members and local communities, not insist upon it. This could change once the

government has introduced statutory pre-application engagement on the largest of schemes.

- 3.3.2 It is quite common that only general issues are discussed at pre-application meetings between officers and the developers, because there is little or no detail at that point, due to timescales or pressures from clients. It is only once an application is submitted that there is often any meaningful information to discuss. However, developers are provided with details of the obligations required for S106 agreements to meet UDP policy and the draft Heads of Terms need to be submitted as part of the formal application and should be communicated to ward members.
- 3.3.3 When there is a major pre-application meeting, this often includes discussions about the S106 (if there is any detail of the proposal at that time). The service has been reorganised so that there is a planning officer who is responsible for each area of the city and in the future the planning officer will contact ward members about major pre-application meetings and approaches by developers as a matter of course, unless there are confidentiality issues, including details of the scheme which are known at that stage including the draft Heads of Terms of any likely S106. Members will be kept up to date through regular ward member briefings.

#### **3.4 Formal application stage**

- 3.4.1 Not all major applications seek pre-application discussions but some go straight to formal submission. The service requests that the draft Heads of Terms are submitted as part of the validation procedure of the application. It can be some time into the process until the detail of the S106 contributions is finalised.
- 3.4.2 Details of all new applications are available on Public Access and members can be alerted to every major application in their ward. Draft Heads of Terms are available for viewing and ward members and the community have the opportunity to comment on the content.
- 3.4.3 Section 106 obligations are based on policy requirements and where applications are submitted and the Section 106 is “policy compliant”, then there is no discussion or negotiation with ward members as developers are providing what they need to comply with current policy. However it is important that ward members are kept informed, therefore it is proposed that planning officers will inform ward members about all new major applications and the draft Heads of Terms when they are submitted. Members will be invited to comment, by a given date, on the draft Heads of Terms.

#### **3.5 Viability**

- 3.5.1 Where viability is cited as a reason by a developer why not all the S106 contributions can be made the expectation is that a viability appraisal will need to be submitted to demonstrate this – at that stage discussions will take place with the relevant ward members to determine what are the local priorities and seek further views on the S106 package being offered. The application is likely then to be referred to the relevant Plans Panel for a decision with the views of ward members included.

- 3.5.2 On all major schemes the officers report will state if and when ward members have been consulted on the content of agreements and what response(s) have been received .

### **3.6 Position statements**

- 3.6.1 Draft Heads of Terms are sometimes presented as part of a position statement to the Plans Panel. This can allow further member input particularly where financial viability of the scheme is an issue and Members can advise on the priorities and approach at this stage in the process.

### **3.7 Reporting the views of ward members**

- 3.7.1 The Board, at the meeting in July asked if ward member views on the Heads of Terms could be reported to the Plans Panel. Currently a summary of the obligations are included in the officer's report and it is now proposed to include details of ward member involvement on the S106 agreement and their views, where they have been expressed to officers, so that members at Plans Panel are clear about the views of local ward members. This practice will be applied consistently across the service on all major applications received from 1<sup>st</sup> October 2012 onwards.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The three Plans Panel Chairs and the Executive Board Member for Neighbourhoods, Planning and Support Services are being consulted about the proposed changes outlined in this report.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 Ward members have a role as community champions. Greater engagement of the community is likely to result in more people being aware of development and of planning issues and allows communities to have a greater input to the planning process, aiding community cohesion.

### **4.3 Council policies and City Priorities**

- 4.3.1 The effective and expedient determination of planning applications contributes to the overall prosperity of the City and plays a key part in the regeneration and growth agenda. The service makes a key contribution to the delivery of housing growth, a priority in the City Priority Plan 2011-15.

### **4.4 Resources and value for money**

- 4.4.1 There are some resource implications from the changes to be made as it will take officer time to ensure that members are contacted and to collate responses, however this will be met from existing resources.

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal implications arising from the report.

## **4.6 Risk Management**

4.6.1 This section is not relevant to this report.

## **5 Conclusions**

5.1 It is proposed to formalise the process of informing ward members about S106 agreements. Members will be informed about all non-confidential major pre-applications discussions with developers early on, members will be informed about all new major applications where there is a S106 and invited to comment by a given date and where there are viability issues, officers will consistently invite member comments members on the draft Heads of Terms to determine local priorities, where appropriate.

5.2 Officer reports have been inconsistent in the past. Usually reference has been made where there have been viability issues and ward member have been involved. Officer reports will now note systematically where there has been ward member involvement in S106 agreements and also the outcome of that involvement.

## **6 Recommendations**

Members are requested to note the report and endorse the proposed approach set out.

## **7 Background documents<sup>1</sup>**

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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## Report of Chief Officer Statutory Housing

### Report to Scrutiny Board

**Date: 25 September 2012**

**Subject: Former residential properties utilised for non residential/ community/ office purposes**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Please see Appendix 1	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

This report sets out the work undertaken to date by the Asset and Development Team, in assessing the 49 residential properties (which form part of the ALMO Management agreement) being used for non residential, community or office purposes.

### Recommendations

Scrutiny Board are requested to note the contents of this report and the action plan (Appendix 2) which sets out the approach to deal with former residential properties utilised for non residential, community or office purposes.

## **1 Purpose of this report**

- 1.1 The Environment and Neighbourhoods Asset and Development team, at Scrutiny Board's request, have undertaken a piece of work to assess the number of residential Council properties which are being used for non residential, community or office purposes.
- 1.2 This report provides Scrutiny Board with an assessment of the size of the issue and then outlines an action plan to deal with the properties. The primary purpose of the action plan is to return as many suitable properties back to residential use, to increase housing supply.

## **2 Background information**

- 2.1 There are currently 49 units across the city which have been identified as residential properties being used for office/ community/ non residential purposes. These properties are listed in Appendix 1. The numbers of these properties broken down into ALMO areas are as follows:

- Aire Valley Homes                      7 properties
- BITMO                                        2 properties
- East North East Homes            23 properties
- West North West Homes        17 properties

- 2.2 All 49 properties have been checked against Orchard to establish the rent LCC charge for similar properties in the area. This has then been used to calculate how much income has been lost since the properties were taken out of charge (It must be noted that orchard rental records only go back as far as April 1999 - some of the properties were taken out of charge previous to this date).

- 2.3 The estimated rent forgone on the 49 properties is £1,243,472. This equates to an annual rent loss figure of approximately £131,575.

- 2.4 Leeds City Council currently owns approximately 58, 000 properties. The 49 residential properties which are used for non residential purposes equates to approximately is 0.08% of the total council stock.

## **3.0 Main issues**

- 3.1 The 49 properties are being used for the following purposes:

- 24 properties are used by caretakers or wardens as meeting rooms, accommodation, office or for storage
- 5 properties are used as ALMO offices
- 5 properties are formally leased to community groups (or are in the process of negotiating a new formal lease)
- 4 properties used for community purposes are now void and are currently undergoing an ALMO option appraisal to seek to bring them back into charge for residential purposes

- 4 properties are used as communal rooms for tenants within sheltered complexes
- 3 properties are used on an informal arrangement by Tenants and Residents Associations with no lease or rental agreement
- 2 properties are committee tenancies
- 1 property is used as guest rooms within a sheltered complex
- 1 property is on a licence agreement as a neighbourhood base for the Police and Youth Services

3.2 The next steps are for the Asset and Development Team to work in conjunction with officers in the ALMOs and BITMO to assess the current use of the properties and agree if any are suitable to bring back into charge for letting for residential purposes. This assessment must be undertaken in a sensitive manner, as there could be resistance from residents and community groups, utilising the rooms, if it is perceived that LCC and the ALMOs are withdrawing or reducing service levels.

3.3 Many of the properties have been used by community groups and Tenants and Residents Associations (TRAs) for a long period of time, without formal agreements. Records are now out of date, so the Asset Team are to work in conjunction with the ALMOs and Leeds Tenant Federated to fully establish the following:

- Which TRA is using the building?
- How many members does it have?
- Does the group have a terms of reference or constitution?
- How long has the group been meeting and how long have they been using the building?
- Who is paying for maintenance on the building?
- Does the group cover all of their own utilities/ rates costs etc?
- How often the TRA meet and for how long?
- Are they the sole users of the building – or do they have other groups use the space as well?

3.4 If the building is under used then the Asset Team will liaise with the community centre team in Strategy and Commissioning (who are responsible for the management of purpose built community centres managed by Environment and Neighbourhoods). This would be to establish if there are any other suitable shared facilities in the area where the group can meet, rather than occupying a residential property for their sole use.

3.5 The decision to bring properties back into charge will also be subject to undertaking full surveys on the properties to establish if they are still suitable for residential purposes. The refurbishment costs to bring them up to a lettable level and the Decent Homes standard will also need to be established and agreed.

3.4 The proposed Action Plan is set out in Appendix 2.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 This piece of work originated from an enquiry at Scrutiny Board on the numbers of residential properties which are used for non residential, community or office purposes. A report on the work to date will be presented in September.
- 4.1.2 The Asset and Development Team have worked with Housing Management and the ALMOs to compile the information. A report outlining the issues was submitted to DMT COG on 23 August 2012.
- 4.1.3 The groups using the facilities are to be fully consulted, along with Local Ward Members and Area management, who will be consulted on a case by case basis as and when decisions are made on individual properties.
- 4.1.3 The Asset and Development Team have also been working with Strategy and Commissioning (who are responsible for the management of purpose built community centres managed by Environment and Neighbourhoods) to assess the availability of alternative community facilities (i.e. should a decision be taken to bring units utilised for community purposes back into charge for residential purposes, we can find the groups alternative facilities).

## **5.0 Equality and Diversity / Cohesion and Integration**

- 5.1 Should decisions be made to bring the properties back into charge for residential purposes full Equality and Impact Assessments will be undertaken.

## **6.0 Council policies and City Priorities**

- 6.1 The high demand for affordable homes in the City means that the Council has an obligation to ensure that all suitable residential properties are let for those in housing need. The Environments and Neighbourhoods Asset and Development Team are also working to ensure that the Council achieve best value for all its assets (i.e. that the Council is receiving full rental revenue income from its residential properties) in order to ensure that the self financing HRA remains strong financially.

## **7.0 Resources and value for money**

- 7.1 The primary purpose of the action plan (Appendix 2) is to return as many suitable properties back to residential use, to increase housing supply and rental income to the Council. The estimated rent forgone on the 49 properties is £1,243,472. This equates to an annual rent loss figure of approximately £131,575.

## **8.0 Legal Implications, Access to Information and Call In**

- 8.1 The proposals contained within this report are eligible for call in.

## **9.0 Risk Management**

9.1 The current demand for housing stock within the city means that LCC, the ALMOs and BITMO must review all the assets listed on Appendix 1 and assess their suitability to bring back into charge to be let for residential purposes. By not undertaking this review there is a risk that £131,575 revenue per annum is lost to the HRA, on providing community/ non residential uses which are potentially under utilised.

## **10.0 Conclusions**

10.1 There are currently 49 units across the city which have been identified as residential properties being used for non residential, community and office purposes. This equates to an annual rent loss figure of approximately £131,575. Appendix 2 sets out an action plan to assess the long term use of these properties. The primary purpose of the action plan is to return as many suitable properties back to residential use, to increase housing supply.

## **11.0 Recommendations**

11.1 Scrutiny Board are requested to note the contents of this report and the action plan (Appendix 2) which sets out the approach to deal with former residential properties utilised for non residential, community and office purposes.

## **12.0 Background documents<sup>1</sup>**

Appendix 1 – List of properties being used for non residential, community or office purposes

Appendix 2 – Action Plan for properties being used for non residential, community or office purposes

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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Property Address	Area	Post-code	Ward	ALMO	Property Types	Use	Action
1 Arthington Court	Hunslet	LS10 2LW	City & Hunslet	AVH	Flat	ALMO office	discuss long term use with ALMO
Cottingley Towers	Cottingley	LS11 0JH	Beeston & Holbeck	AVH	Flat	ALMO office	discuss long term use with ALMO
3 Cottingley Heights	Cottingley	LS11 0JL	Beeston & Holbeck	AVH	Flat	ALMO office	discuss long term use with ALMO
1 Parkway Towers	Seacroft	LS14 6UX	Killingbeck & Seacroft	ENE	Flat	ALMO office	discuss long term use with ALMO
3 Gargrave Court	Burmantofts	LS9 7EP	Burmantofts & Richmond Hill	ENE	Flat	ALMO office	discuss long term use with ALMO
59 Belle Isle Circus	Belle Isle	LS10 3DU	Middleton Park	BITMO	Flat	Committee Tenancy - rent paid	check status
65 Belle Isle Circus	Belle Isle	LS10 3DU	Middleton Park	BITMO	Flat	Committee Tenancy - rent paid	check status
1 Sherburn Court	Whinmoor	LS14 5DG	Crossgates & Whinmoor	AVH	Flat (sheltered)	Communal rooms for residents	review of sheltered communal rooms
3 Sherburn Court	Whinmoor	LS14 5DG	Crossgates & Whinmoor	AVH	Flat (sheltered)	Communal rooms for residents	review of sheltered communal rooms
4 Lakeland Court	Halton Moor	LS15 0BY	Temple Newsam	ENE	Flat	Communal rooms for residents	review of sheltered communal rooms
5 Lakeland Court	Halton Moor	LS15 0BY	Temple Newsam	ENE	Flat	Communal rooms for residents	review of sheltered communal rooms
9-15 Cardinal Crescent	Beeston	LS11 8HQ	Beeston & Holbeck	AVH	Flats	Community Group - formal lease	check lease and rent paid
6-8 Low Grange Crescent	Belle Isle	LS10 3EA	Middleton Park	AVH	Pair of Semis	Community Group - formal lease	check lease and rent paid
30 Grange View	Chapelton	LS7 4EP	Chapel Allerton	ENE	House	Community Group - formal lease	check lease and rent paid
13 Boundary Farm Road	Moortown	LS17 5JA	Alwoodley	ENE	Centre	Community Group - formal lease	check lease and rent paid
124 Woodsley Road	Burley	LS2 9LZ	Hyde Park & Woodhouse	WNW	Flat	Community Group - negotiating lease	check status
7 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	Guest rooms for sheltered complex	review of sheltered communal rooms

119 Kendal Drive	Halton Moor	LS15 0BA	Temple Newsam	ENE	House	Licence ageerment - Police	check status
32 The Garth	Saxton Gardens	LS9 9HH	Burmantofts & Richmond Hill	ENE	Flat	TRA - Informal agreement, No lease	liaise with ALMO re:TRA activity
66 The Highways	Killingbeck	LS14 6AT	Killingbeck & Seacroft	ENE	Flat	TRA - Informal agreement, No lease	liaise with ALMO re:TRA activity
5 Heights East	Armley	LS12 3TT	Farnley & Wortley	WNW	Flat	TRA - Informal agreement, No lease	liaise with ALMO re:TRA activity
18 Moorhaven Court	Moortown	LS17 5LN	Alwoodley	ENE	Flat (sheltered)	Void - ALMO Option Appraisal	liaise with ALMO re:OP and funding
41 - 45 Wyther Park Road	Armley	LS12 2RX	Armley	WNW	Flat	Void - ALMO Option Appraisal	liaise with ALMO re:OP and funding
4 Broadlea Gardens	Bramley	LS13 2SW	Bramley & Stanningley	WNW	Flat & shop unit	Void - ALMO Option Appraisal	liaise with ALMO re:OP and funding
Haworth Court	Yeadon	LS19 7NX	Otley & Yeadon	WNW	Flat (sheltered)	Void - ALMO Option Appraisal	ALMO OP on whole sheltered scheme
5 Boston Towers	Lincoln Green	LS9 7PB	Burmantofts & Richmond Hill	ENE	Flat	warden/caretaker office/base	review of warden accommodation
6 Boston Towers	Lincoln Green	LS9 7PB	Burmantofts & Richmond Hill	ENE	Flat	warden/caretaker office/base	review of warden accommodation
2 Holborn Towers	Woodhouse	LS6 2QB	Hyde Park & Woodhouse	ENE	Flat	warden/caretaker office/base	review of warden accommodation
Denbigh Heights	Gipton	LS9 6RL	Gipton & Harehills	ENE	Flat	warden/caretaker office/base	review of warden accommodation
1 Lakeland Court	Halton Moor	LS15 0BY	Temple Newsam	ENE	Flat	warden/caretaker office/base	review of warden accommodation
2 Lakeland Court	Halton Moor	LS15 0BY	Temple Newsam	ENE	Flat	warden/caretaker office/base	review of warden accommodation
1 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
2 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
4 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
5 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation



2 Saville Green	Burmantofts	LS9 7RR	Burmantofts & Richmond Hill	ENE	Flat	warden/caretaker office/base	review of warden accommodation
164 Brander Road	Gipton	LS9 6NX	Gipton & Harehills	ENE	Flat	warden/caretaker office/base	review of warden accommodation
1 Queenswood Court	Headingley	LS6 3EG	Kirkstall	WNW	Flat	warden/caretaker office/base	review of warden accommodation
2 Queenswood Court	Headingley	LS6 3EG	Kirkstall	WNW	Flat	warden/caretaker office/base	review of warden accommodation
11 Burnsall Court	Armley	LS12 3NX	Armley	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
1 Burnsall Court	Armley	LS12 3NX	Armley	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
2 Burnsall Court	Armley	LS12 3NX	Armley	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
1 Carlton Croft	Sheepscar	LS7 1HF	Hyde Park & Woodhouse	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
2 Carlton Croft	Sheepscar	LS7 1HF	Hyde Park & Woodhouse	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
1 Clyde Grange	Armley	LS12 1XP	Armley	WNW	Flat	warden/caretaker office/base	review of warden accommodation
1 Crescent Grange	Holbeck	LS19 7AH	City & Hunslet	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
2 Crescent Grange	Holbeck	LS19 7AH	City & Hunslet	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
2 Rycroft Green	Swinnow	LS13 4PD	Pudsey	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation
4 Rycroft Green	Swinnow	LS13 4PD	Pudsey	WNW	Flat (sheltered)	warden/caretaker office/base	review of warden accommodation

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**Appendix 2 - Action Plan - Former residential properties utilised for non residential/ community/ office purposes**

<b>Property Use</b>	<b>Action</b>	<b>Timescales</b>
1. Warden/ Caretaker office/ bases	<ol style="list-style-type: none"> <li>1. Liaise with ALMOs to assess the need for caretaker/ warden provision on site</li> <li>2. Where provision is not needed agree a programme for option appraisals to assess the cost and suitability of bringing the property back into charge</li> </ol>	September 2012
2. ALMO Offices	<ol style="list-style-type: none"> <li>1. Liaise with ALMOs to assess the need for office accommodation in the area</li> <li>2. Where provision is not needed agree a programme for option appraisals to assess the cost and suitability of bringing the property back into charge</li> </ol>	October 2012
3. Properties leased on a formal basis to community groups	<ol style="list-style-type: none"> <li>1. Check the status of leases and when they are due for renewal/ rent review</li> <li>2. Ensure that tenants are fully complying with the terms of the lease and that the facility is well utilised by the group and/or the community</li> <li>3. Ensure all rental payments are up to date</li> </ol>	September 2012
4. Void Properties - formerly community use	<ol style="list-style-type: none"> <li>1. Assess with ALMOs the suitability of the properties to be refurbished for residential use</li> <li>2. Assess the cost of refurbishment</li> <li>3. Seek approval via E&amp;N Panel and ALMO Board to re-model where appropriate</li> <li>4. Seek alternative uses for property if no longer suitable for residential use</li> </ol>	September 2012
5. Communal rooms within sheltered complexes	<ol style="list-style-type: none"> <li>1. Assess with the ALMOs the requirement for on site communal rooms</li> <li>2. Assess properties' suitability to be refurbished for residential use</li> <li>3. Decide whether to retain as communal rooms or seek to remodel back to residential</li> <li>4. Seek approval via E&amp;N Panel and ALMO Board to re-model where appropriate</li> </ol>	October 2012
6. Committee Tenancies	<ol style="list-style-type: none"> <li>1. Assess who is currently occupying the properties and for what</li> </ol>	October 2012

	<p>purpose</p> <ol style="list-style-type: none"> <li>2. Agree if LCC/ BITMO will continue to subsidise the use of this property on that basis</li> </ol>	
7. Informal use by Tenants and Residents Associations	<ol style="list-style-type: none"> <li>1. Assess who is currently occupying the properties/ for what purpose and how often is the property being used</li> <li>2. Agree if LCC/ ALMOs will continue to subsidise the use of this property on that basis</li> <li>3. Establish if there are any other community facilities/ centres in the area the TRA could use as an alternative</li> <li>3. Seek agreement with the TRA on the long term use of the property</li> </ol>	August/ September 2012
8. Guest room within sheltered complex	<ol style="list-style-type: none"> <li>1. Assess with ALMO the requirement for an on site guest rooms</li> <li>2. Assess property's suitability to be refurbished to be let</li> <li>3. Decide whether to retain as guest rooms or seek to remodel back to residential</li> <li>4. Seek approval via E&amp;N Panel and ALMO Board to re-model if appropriate</li> </ol>	October 2012
9. Property on licence agreement with Police/ youth Service	<ol style="list-style-type: none"> <li>1. Discuss with the Police/ Youth Service if there is still the requirement for a locality base</li> <li>2. Assess property's suitability to be refurbished for residential use</li> <li>3. Decide whether to retain as locality base or seek to remodel back to residential</li> <li>4. Seek approval via E&amp;N Panel and ALMO Board to re-model if appropriate</li> </ol>	September 2012

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

**Report to Scrutiny Board (Housing and Regeneration)**

**Date: 25<sup>th</sup> September 2012**

**Subject: Bringing Forward Brownfield Sites - Information Requested**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Introduction**

1. At the last Scrutiny Board meeting Members considered the attached report of the Director of City Development which presents an overview of the issues relating to bringing forward brownfield development land in Leeds for residential use (see Appendix 1).
2. The Scrutiny Board at that meeting asked the Acting Chief Management Officer and Chief Planning Officer to provide for today's meeting a list of all Council owned brownfield sites and buildings in the city showing how long they have been declared surplus to requirements, what marketing has been undertaken and what incentives have been offered to encourage redevelopment of those brownfield sites.
3. Members also asked for a list of non Council owned land that are brownfield sites that have been declared not viable and the reasons why they are not viable and what has been offered to move those sites forward for redevelopment.

**Information Requested**

4. A report of the Director of City Development is attached which provides the information requested in paragraph 2 above. It also covers the general approach the Directorate uses to the disposal of property which was also requested by the Scrutiny Board.
5. The Scrutiny Board is advised that further work needs to be undertaken with regard non Council owned or third party sites referred to in paragraph 3 above. This involves the collation of a great deal of information from the Strategic Housing Land Availability Assessment (SHLAA), planning allocations and planning permissions. It has not been

possible to complete this work for today's meeting and a further report dealing with third party sites will be submitted to the Scrutiny Board meeting on 30<sup>th</sup> October 2012.

### **Recommendation**

5. Members are asked to

- (a) Consider the information provided in the report of the Director of City Development on Council owned Brownfield sites and comment and ask questions as appropriate.
- (b) Note that a further report on non Council owned or third party sites will be submitted to the Scrutiny Board meeting in October 2012.
- (c) Determine what, if any, further information or action the Board wishes to undertake in this regard.

### Background documents<sup>1</sup>

- 6. The report of the Director of City Development which presents an overview of the issues relating to bringing forward brownfield development land in Leeds.

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

**Report of the Director of City Development**

**Report to Scrutiny Board (Housing and Regeneration)**

**Date: 20 July 2012**

**Subject: Bringing Forward Brownfield Development Sites**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. This report presents an overview of the issues relating to bringing forward brownfield development land in Leeds for residential use.

**Recommendations**

Members are asked to note the report and offer comment on the issues raised.

**1. Purpose of this report**

- 1.1 This report has been prepared in response to a request from Scrutiny Board for a discussion paper on issues relating to the development of brownfield land in Leeds and how it can be brought to the market.

**2. Background information**

- 2.1 A significant feature of Leeds renaissance in the last 10-15 years has been the re-use of brownfield land to accommodate new residential developments. In broad terms this has been underpinned by population and household growth and driven by the boom in city centre living, the availability of credit for developers/house buyers and planning policies (national and local) encouraging a 'brownfield first' approach, which have collectively resulted in land values high enough to support good profit margins for developers and land-owners.
- 2.2 During this period the Council has maintained a healthy disposal programme, benefiting from sale of brownfield land for housing. Since 2005, sales of brownfield

property amounted to almost £28m, with an estimated 1,500 housing units delivered on 38 hectares as a result of subsequent developments by purchasers.

- 2.3 Following the 'credit crunch' of 2007/8 and the subsequent economic downturn, the property and development markets have made a significant withdrawal from development on brownfield sites, which have in large part ceased to offer prospect of a return on land values. Although this has been evident throughout the city, it has particularly been the case in the city centre, inner areas and peripheral estates.
- 2.4 In the city centre, sites that were previously purchased at pre-crunch values and not developed now lay fallow due to the unviability of developing and selling flats at the densities required to make the originally anticipated commercial return. In some cases these sites have returned to the lending bank's ownership due to the liquidation of the companies set up to purchase and develop them.
- 2.5 Sites in non-central marginal locations that previously would have been capable of delivering small commercial profit or land value can now be described as sub-marginal and some way from being of interest to house builders. This has been exacerbated more recently by the swing towards greenfield development following the release of Phase 2 & 3 UDP land for planning applications, which has resulted in some refocus of the local development industry away from inner city and estate locations towards profitable current and future edge of city opportunities.
- 2.6 The proportion of residential completions on brownfield land in Leeds grew from 53% in 1997 to a peak of 97% in 2006. The trend has subsequently been downward, with 86% of completions on brownfield land in 2011.
- 2.7 The Council has continued efforts to secure the disposal and development of brownfield sites in its ownership and has retained priority regeneration and disposal programmes that focus on those areas where much of this land is located.
- 2.8 The capital receipts disposal programme has however slowed and expectations of both income and development potential have been significantly reduced. Since the height of the market in 2007/8 when brownfield disposals were valued at £12m, average annual receipts have been around £2.4m.
- 2.9 The EASEL project is building new homes on two cleared sites in Gipton and Seacroft, albeit on a supported basis significantly different to that of the fully market-lead development originally envisaged. Over 200 new homes have been built since 2008.
- 2.10 The Council has also succeeded in disposing of some brownfield sites directly to the market for development, securing a positive land value in doing so – a recent example being Walmer Grove in Pudsey for which a conditional contract is currently being negotiated and the purchaser is preparing a detailed planning application. In addition, the site of the former Moorhaven older people's home will be sold in the next few days following the purchaser's receipt of detailed planning permission.
- 2.11 The ability to do such deals is however very much dependent upon site conditions (abnormal costs) and location, with market confidence not consistent across the city.



- 2.12 Partner agencies have also continued to play a key role in bringing forward, disposing and developing brownfield sites. The Homes and Communities Agency (formerly English Partnerships) has remediated and disposed of the former Allerton Bywater coal workings and is in the process of taking land at the former Wharfedale Hospital to the market for housing development. The HCA has provided significant subsidy and grant to developers through programmes such as Kickstart, Get Britain Building, HomeBuy Direct and also provides grant to Registered Providers through the Affordable Housing Programme. In total 1690 units have been delivered since 2008 with HCA support.
- 2.13 In the Aire Valley Leeds, the Miller Homes Scheme at Yarn Street continues to be active with two phases (c100 units) delivered so far on brownfield land. The first two phases were supported through Kickstart but Miller Homes declined to pursue the current Get Britain Building scheme which offers loan support to the developer rather than to individual purchasers. Elsewhere the owner of the Yorkshire Chemicals site (Black Bull Street) submitted an application for family housing on the edge of city centre brownfield site. There is as yet no confirmation when this type of development will actually come forward. Despite a range of permissions already granted across Aire Valley Leeds there is not indication currently that any developer is actively preparing for new housing developments.
- 2.14 In the Holbeck Urban Village area public sector pump priming of public realm and site funding, through the former Regional Development Agency, has lead to private residential developments of over 600 units on sites such as the Round Foundry, Manor Mills and Granary Wharf. A further 70 units are in the pipeline for the next phase of the Tower Works project.
- 2.15 For the private sector negotiating independent third party purchases of land, brownfield sites in more attractive locations are proving to be of interest. Bellway has commenced development of the former Vicker's tank factory in Crossgates with three and four bedroomed houses. Also in Crossgates, work will soon commence on the former Optare site. The Green Bank site which straddles the Urban Village boundary at its western edge is currently being consulted on in preparation for a planning application. An existing planning application for the site includes provision for a 33 story tower although the new application, by owners Taylor Wimpey will seek to reduce the scale and number of residential units (to around 600) to reflect current market trading conditions. Such developments are indicating a return to more traditional family type housing estates at lower densities.

### **3. Main issues**

#### **3.1 Land Ownership and Interests**

3.2 Consideration of the brownfield challenges in the city requires appreciation of the differing nature of land ownership and interests. These sit broadly in three categories:

- Leeds City Council
- Other public bodies (eg. HCA, NHS)
- Private interests (eg. developers, banks & investment institutions, individuals)

- 3.3 The intentions of these interests for their land will be driven by different pressures, aspirations and governance arrangements.
- 3.4 The Council has its own conflicting demands to balance and satisfy - the Housing Growth agenda and need to deliver against the city's housing needs; regeneration aspirations for some of the areas in which sites are located; and capital receipt aspirations attached to the land assets.
- 3.5 Other public bodies may be required to respond to aspirations and demands not directly linked to the land itself (eg. clinical and commissioning needs and estate reconfiguration in respect of the NHS), which add further complexity to the way in which land is brought forward for development. There will also be direct policy and funding pressures to respond to from central government.
- 3.6 Private interests will often be driven by the need to recoup purchase costs and ideally obtain a profit on a sale or development. This may lead to owners holding on to land until they are able to bring it forward on a commercial basis and may often play a significant role in determining the eventual nature and form of the development. Where land is owned by banks and investment institutions (particularly as a reversion from liquidated companies) there may be limited immediate and proactive interest in the asset.
- 3.7 Alongside these ownership interests local communities, ward members, individuals and businesses will have their own views and ambitions for sites.
- 3.8 **Planning**
- 3.9 The planning system as a whole has a key role to play in providing or supporting the conditions of certainty that are critical to the development process, particularly where there may be a perception of greater risk attached to the viability of development on brownfield sites.
- 3.10 The city has a range of planning tools at its disposal (or emerging) to offer this certainty, encourage investment and guide development of previously used land. Principal amongst these is the adopted Unitary Development Plan, which focuses on the development and regeneration of brownfield land in the inner areas and the emerging Core Strategy.
- 3.11 The Council produces planning statements and planning briefs for sites, including those it is seeking to dispose of (scope of these is dependent upon the size and complexity of a site), which offer guidance on potential uses, design and siting matters and also support the marketing of the development opportunity.
- 3.12 At a wider level, particularly in priority or regeneration areas, area frameworks can be used and adopted as either formal or informal planning guidance. These provide a more strategic overview of larger sites or collections of sites, their fit with surrounding uses, more detailed development scope and can be part of broader marketing and area regeneration initiatives. Examples of these include the Beeston & Holbeck Land Use Framework and the Aire Valley Area Action Plan.

- 3.13 Following the 2011 Localism Act there are now further ways in which the planning system can support and stimulate brownfield residential development – locally drawn up, pro-growth Neighbourhood Plans will offer clarity and certainty to developers on the potential of sites where these have been designated for housing. These will have an important relationship to work on the ground to affect visible neighbourhood improvements and confidence in the future prospects of an area (such as community safety partnership work, neighbourhood management).
- 3.14 **Future Delivery Opportunities**
- 3.15 The ability of the city and its stakeholders to address its brownfield sites and bring these forward for development will be strongly influenced by two important market dynamics.
- 3.16 Firstly the increasing pressure for development of Greenfield locations, stimulated initially by the release of Phase 1 & 2 UDP sites has refocused the market towards sites which are considered easier to develop and make a commercial return from, away from more challenging and less profitable brownfield locations.
- 3.17 Secondly the prevailing macro-economic conditions will mean it is unlikely that the property and housing markets will see a significant uplift towards pre-crunch levels; values will remain substantially lower and the bar for brownfield sites to become viable for development, with a product that is viable for development and attractive for house buyers, will remain too high.
- 3.18 Leeds City Council
- 3.19 Work is underway to establish the means or vehicles through which greater interest can be secured from the market in the Council's brownfield sites and to secure a more certain and sustainable development pipeline.
- 3.20 The Council has a range of land requirements in reconfiguring, improving and delivering its services, for example in finding sites for new schools and sites for older people's housing. These sites are required to be reserved or set aside to meet service needs.
- 3.21 The Council's immediately available residential development sites have been reviewed and can be divided into two packages:
- (a) sites upon which it is likely that financially viable schemes can be delivered;
  - (b) sites of marginal or no financial viability which would not be of interest to the market without some form of Council assistance.
- 3.22 The first type of site could be expected to sell on the open market with the Council realising a capital receipt. In the current market it is expected developers would wish to proceed on a conditional basis and secure detailed planning permission before completing the acquisition. The second type of site is unlikely to be financially viable without some form of support or subsidy.

- 3.23 There are therefore a range of potential options that could be considered in bringing these sites as a whole to the market:
- Advertised for sale on an open market basis
  - Deferred purchase (disposal and land value returned to the council only upon completion of development)
  - Equity Share in houses constructed (the Council takes a stake off-set against land value)
  - Profit Share (either an agreed proportion of sales or through overage)
  - Direct financial assistance (in the form of grant or cross subsidy from more viable sites)
  - Purchase of houses to guarantee level of sales revenue (requiring Council capital)
  - Partnering with Registered Providers (which may require HCA grant to be allocated)
  - Infrastructure improvements by LCC (requiring up front capital investment)
  - Transfer of affordable housing requirements from other market-lead sites
  - Relaxation of s.106 requirements
- 3.24 These approaches might be considered on a site-by-site basis or under a packaged approach through which the sale of viable sites could be combined with those that are less viable.
- 3.25 There has been growing interest nationally in the extent to which expanding the private rented sector could meet housing requirements, particularly of people who have been unable to access mortgage finance to buy their own property but who would not qualify for social rented housing. The government have been looking at ways through which institutional investors can be encouraged to invest in this market and how some of the technical barriers to investment – including land – can be overcome.
- 3.26 In Leeds, in conjunction with the HCA and colleagues in other Leeds City Region authorities, feasibility work is being undertaken to see how the model might work in the regional market. Location will be key, both in terms of meeting the aspirations of a relatively affluent working population and achieving sufficient scale to make the investment attractive. Ideally schemes would be located near economic centres or on main transport routes. There are a number of brownfield sites which might be appropriate for this and work is ongoing to identify those sites which could lend themselves to this model.
- 3.27 The Affordable Housing Scrutiny Working Group, which concluded its inquiry last month, received a series of discussion papers on the issue of institutional investment and included further detailed consideration of this investment model within its recommendations.
- 3.28 Other Public Bodies
- 3.29 The HCA holds a portfolio of development land arising from its former role as English Partnerships and from its current role in bringing forward housing development on redundant government land. New phases of development are being brought forward at Allerton Bywater and the former Wharfedale Hospital site

is also being brought to the market. There are also a range of former Yorkshire Forward sites located in the Holbeck Urban Village area that sit with the HCA to be brought forward for development.

3.30 The HCA has offered to work with the Council in market testing some of the Council's sites with its own sites through its Delivery Partner Panel (DPP) later in 2012. This exercise will provide feedback from the DPP members whether the sites are attractive and what delivery mechanism may be effective in realising development; it will also offer views on how the sites could be delivered to stimulate development.

### 3.31 Private Interests

3.32 The ability and willingness of private interests to bring forward brownfield sites for development will be almost wholly determined by the wider property and housing market and a viability assessment of when land will become profitable.

3.33 Such private sites are predominately located in areas such as the city centre, Holbeck Urban Village, Aire Valley and at Kirkstall Forge.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 There has been no specific consultation on this report, which is presented as an initial discussion document for Scrutiny Board.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 There has been no Equality Impact screening undertaken for this report, which is presented as an initial discussion document for Scrutiny Board.

### **4.3 Council Policies and City Priorities**

4.3.1 The remediation and development of brownfield sites relates strongly to a range of objectives within the City Priority Plans.

### **4.4 Resources and Value for Money**

4.4.1 There are no specific resource implications related to this report.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no specific legal implications related to this report.

### **4.6 Risk Management**

4.6.1 There are no specific risks related to this report, which is presented as an initial discussion document for Scrutiny Board.

## **5. Conclusions**

- 5.1 The ability to bring brownfield land forward for development is very strongly related to the ability of landowners to make a return and for the development to be profitable. Following the credit crunch and dip in property and housing markets there has been a move away from a high level of interest and realisation of residential brownfield schemes in inner areas, towards a focus on those sites that have a perceived lower level of technical risk and greater chance of commercial return, in greenfield and outer locations.
- 5.2 The ability of the Council and other public bodies to dispose of its brownfield sites is also severely constrained without the funding for significant site preparations or pump priming, requiring new ways of disposing of sites and securing development investment.

## **6. Recommendations**

- 6.1 Members are asked to note the report and offer comment on the issues raised.

## **7. Background documents<sup>1</sup>**

- 7.1 There are no background documents

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

**Report of the Director of City Development**

**Report to Scrutiny Board (Housing and Regeneration)**

**Date: 25 September 2012**

**Subject: Development of Council-Owned Brownfield Development Sites**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

This report and associated appendices provide details of brownfield sites in the Council's ownership and the issues and activities associated with bringing these forward for development.

**Recommendations**

Members are asked to note the report and offer comment on the issues raised.

**1. Purpose of this report**

1.1 At its meeting in July, Scrutiny Board considered an initial paper on brownfield land in the city, which offered a broad picture of the recent history of development, ownership and development interests, the role of Planning and future prospects for development.

1.2 In follow up to this the Board requested:

(i) a list of all Council owned brownfield sites and buildings in the city showing how long they have been declared surplus to requirements, what marketing has been undertaken and what incentives have been offered to encourage redevelopment of those brownfield sites

(ii) a list of non Council owned land that are brownfield sites that have been declared not viable and the reasons why they are not viable and what has been offered to move those sites forward for redevelopment.

1.3 This report provides details in respect of the first request based on activities and information that are known and available internally to the Council. Work in respect of the second request is a complex exercise requiring more detailed research into third party land holdings and collation of market intelligence – this is still ongoing and will be reported to the Board's next meeting.

## 2. Background information

2.1 The report presented to Scrutiny Board on 20 July 2012 provided an overview of the Council's approach to selling and developing its own brownfield assets (land and buildings) and the market context in which this has taken place.

2.2 This included the ongoing work in regeneration areas that has sought to use Council owned assets as a means of generating investment and development interest, the important role public sector funding has played in pump-priming development in the city's ex-industrial areas and the way in which marketing and sale of Council land generates capital receipts.

2.3 Since the height of the market in 2007/8 there has been a marked downturn in the sale and development of all Council-owned sites, reflected in both a fall in land values and the volume of land the Council has been able to sell for development.

2.4 A disposal income of £21.6m was achieved in 2007/8 (with seven sites sold at over £1m and a further eight over £500k). Since then the average annual receipts for the 4 subsequent years to 2011/12 are around £7m (with a total of five individual sales above £1m and a further seven over £500k, within this period). The nature of the sites sold has also tended toward a higher number of smaller sites.

2.5 There is no single reason that can be given to explain why a site can be sold and subsequently developed or not. The ability to do so is very strongly influenced by a range of development factors as they apply to each site:

- (i) **Location** – some neighbourhoods or areas of the city will be more attractive to than others for residential development. This is based on either the developer's ability to sell-on the resulting housing at an acceptable profit (in the case of private interests) or the ability to effectively let and manage affordable or rented housing (in the case of affordable housing providers or institutional investors). Therefore the Council has been able to sell residential sites in Clifford and Methley in recent years although sometimes only on the second or third attempt at marketing.
- (ii) **Site size** – successful or profitable development may only be possible above a certain number of units or above a certain value of construction contract. The requirement to provide affordable housing in schemes of over 14 units means that sites that can develop economically below this threshold do also sometimes attract interest.



- (iii) **Site conditions** – by its own definition brownfield land will have existing buildings that need clearing and/or will have ground conditions/contamination that reflect the previous uses or footprints of development, which will require remediation at an additional, ‘abnormal’ cost to the developer. These will have a direct impact on the ability to make profit or fit within a construction budget and therefore the attractiveness of a site to a prospective purchaser.
- (iv) **Position** – developers will often require land to have a prominent or visible frontage to main routes to assist in marketing and enhance attractiveness to purchasers and end users; sites in ‘backland’ locations may be less attractive.
- (v) **Market conditions** – whilst the city is made up of a range of micro-markets with their own conditions that will influence the attractiveness of previously used land for development (simply evidenced by a historical comparison of house prices in Adel or Wetherby with those in Holbeck or Harehills), the attractiveness of brownfield sites is also strongly influenced by the wider economy, which dictates the pace and strength of the housing and property markets nationally, regionally and at a city level. In more buoyant conditions with higher volumes of housing build and sales and less risk to profits, brownfield sites will generally be more attractive to investors and developers.
- (vi) **Competing opportunities** – if there are other, less risky, land opportunities available (at either a micro-market or city-wide level) these will affect the attractiveness of a brownfield site to the market.

2.6 The Council’s brownfield sites, a large proportion of which are in regeneration areas (including cleared housing) will often display negative characteristics in respect of at least one and usually more of these development factors. Multiple negative characteristics will combine to pose a significant challenge to the viability of development and the attractiveness of a site for prospective purchasers.

### 3. Main issues

3.1 The term ‘brownfield’ encompasses a variety of land types and assets in the Council’s ownership:

- Vacant buildings that have previously been used by services but which have been declared surplus and have no active use or other service proposals;
- Land that has been cleared of former service buildings and which has been declared surplus and has no active use or other service proposals;
- Land that has been cleared of obsolete or unsustainable housing as part of the Decent Homes and other programmes (including private properties that have been acquired to enable area-clearance);
- Land or buildings that are currently unused but which are being actively considered for Council development to support new service delivery;
- Vacant land that has been acquired in preparation for other developments or services uses.

- 3.2 Appendix 1 shows that there are 136 such sites or unused buildings on the Council's current brownfield list. It should be noted that this is a snapshot in time and that other sites will be added when declared surplus and removed once sales are confirmed. Appendix 2 shows the location of these sites by area wedge.
- 3.3 The Council has a number of means through which it can attempt to bring forward development or improvement of these sites. It can:
- undertake building itself (for example through construction of new schools) funded by internal or external finance;
  - seek a disposal directly to a developer through open marketing and invitation of offers, private treaty, one-to-one sale or selling the property at public auction;
  - seek a less-than-best consideration disposal to a third party in return for other quantifiable benefits (for example disposal to an affordable housing provider in return for lettings nominations);
  - consider more bespoke methods of securing development (for example through the creation of joint venture arrangements or development agreements for packages of sites);
  - consider alternative uses for the site that do not involve direct development but improve its condition and value to the local neighbourhood (for example in considering regeneration and reallocating land uses across a wider area).
- 3.4 Appendix 1 indicates for each of the Council's brownfield sites whether it is in the process of being disposed of; there is an intention to dispose; there is a proposition for other service uses; or whether future intentions are to be confirmed.
- 3.5 In any case there is a defined process for dealing with the disposal of land or buildings. A report to the Resources and Council Service Scrutiny Board in April 2012 set this process out in detail.
- 3.6 Sites will become surplus to operational requirements following a delegated decision from the relevant service Director or a resolution of Executive Board as appropriate. Once the building or site is vacated it passes into the control of the Asset Management service for appropriate security and management.
- 3.7 As a site is passed onto this list an appropriate method of potential disposal is assessed, alongside ongoing consideration of service needs for land or buildings that may arise, with the aim to get the best corporate balance between accommodating new or changed service needs and the best financial returns from sale of the Council's vacant land.
- 3.8 It can often take time to ensure that all of the Council's other land or property needs, which can change significantly within and across services relatively quickly, have been assessed and ruled out in relation to a site before proceeding with a disposal.

- 3.9 In considering the scope for a disposal, Council surveyors make an initial assessment of development factors (size, location, site conditions, position, other opportunities, market conditions, likely disposal terms) and planning allocation. Legal checks on Title are also undertaken.
- 3.10 This will inform the case for commissioning further work to support taking the site to market, which will involve two key elements to assist in 'de-risking' the site for a purchaser and to give the Council a realistic understanding of the prospects of a sale and of securing both appropriate development and land value.
- 3.11 The first is a range of more detailed desk top studies into matters such as ground conditions, topography, past uses, ecology and services to the site collectively referred to as 'stage 1 checks'. This offers a detailed picture of technical constraints and development possibilities.
- 3.12 The second is planning guidance, which can be provided in the form of a planning statement (a light touch development brief) for the site or in the form of an outline planning permission. Both offer a clear and certain view of the acceptable development uses, the likely form of development and the capacity of the site, to assist a prospective purchaser in understanding the likely costs and potential for income associated with an acquisition, build and sales project.
- 3.13 The costs to the Council associated with producing the stage 1 checks and planning guidance and the timescales involved are not insubstantial. For a medium sized site, the cost in staff time, expert input and bought-in information could be around £20,000 and the whole process can take a minimum of 6-8 months subject to any complications that may arise. It is therefore important to prioritise the sites for which this work is undertaken.
- 3.14 Not every site the Council intends to sell will need or lend itself to this work - either immediately or at all. There may be specific market intelligence that indicates a delay to bringing a site to market will ultimately result in a better land value returned to the Council; there may be existing market interest that does not need a de-risking approach; there may be a shared ownership interest (where the council has freehold but there is a third party leasehold interest); there maybe better overall value to be achieved in taking a site to auction to be 'sold as seen'; there may be interest in Community Asset Transfer; or there may be potential to package a cluster of sites as part of area-based regeneration activities and planning tools such as neighbourhood frameworks, masterplans and action plans may offer a more coherent way of articulating and stimulating development potential.
- 3.15 For sites that have void buildings on them a view is taken whether there is a significant negative impact on neighbourhood amenity and better value to the Council in committing cost to undertake either demolition or sufficient refurbishment to make the site more attractive and saleable.
- 3.16 Ward Members are consulted throughout the process of declaring land surplus, exploring development potential and disposal. Where there are objections to proposed changes of use or to the sale itself, these are further investigated and may involve consultation with Executive Members. As and when agreement can be reached on the principles of development and disposal, the Acting Chief Asset Management Officer considers a report on the proposed disposal method to ensure

the best possible receipt can be obtained. All marketing is dealt with by the Council, unless a site is to be sold at auction, in which case agents are appointed.

- 3.17 It is not standard practice for the Council to offer incentives as part of a sale as there is no statutory basis for doing so and offers received for a site would reflect current market conditions. However a case can be made for disposal at a value that is less than the best consideration that could be expected on the open market, if there are other quantifiable benefits accruing to the Council that offset the reduced monetary value. This has often been the case for sales to Housing Associations in return for lettings nominations or to voluntary sector/community groups where the sale is part of a Community Asset Transfer.
- 3.18 The Council seeks to ensure with any sale of land that this will result in development rather than just a transfer of an asset to another party. Sales can therefore often be conditional on planning (this is also due to the purchaser requiring planning consent to secure funding for the purchase and development) and may also be accompanied by a development agreement that places conditions on the sale for development to take place. Purchasers may also make their acquisition subject to more detailed site investigations where there may be a perceived risk to development and values.
- 3.19 In recognition of the challenges in attracting interest in its brownfield sites, the Council has established other means of achieving sales and/or development.
- 3.20 The EASEL project is the most recent example, whereby a long term pipeline of sites was guaranteed to a development partner on an agreed contractual basis through a joint venture arrangement, in return for the construction of new homes and land values returned to invest in regeneration. Although the first phase of this in Gipton and Seacroft has proceeded, the housing market will preclude the more substantial development programme originally envisaged.
- 3.21 The Council has PFI deals in place for new schools and prospective deals for new housing and the Residual Waste Treatment Plant, each of which is a means of enabling brownfield development on its land. These require identification and set aside of land some time in advance of the contracts to minimise risk to the Council and create procurement certainty.
- 3.22 For its more marginal and challenging sites the Council can consider other less conventional ways in which disposal and development can be realised:
- Deferred purchase (disposal and land value returned to the council only upon completion of development, to assist development cash flows)
  - Equity Share in houses constructed (the Council takes a stake off-set against land value)
  - Profit Share (either an agreed proportion of sales or through overage)
  - Direct financial assistance (in the form of cross subsidy from more viable sites in a sales package)
  - Purchase of houses to guarantee level of sales revenue (requiring Council capital or use of land value)
  - Partnering with Registered Providers (which may require HCA grant to be allocated)
  - Infrastructure improvements by LCC (requiring up front capital investment)

- Transfer of affordable housing requirements from other market-lead sites
- 3.23 It may also be possible to support prospective purchasers or developers in applications for grants or loans from government, for example in the recent rounds of 'Get Britain Building' and 'Kickstart' funding from the Homes and Communities Agency.
- 3.24 The whole process from a site being declared surplus to it being sold and subsequently developed can take time and there is no set timescale given the variety in sites, local issues and service needs that change over time. The current dip in the property market also has a major bearing on this, though a large proportion of council sites are anyway located in challenging markets (or in areas where there is no property market at all to speak of).
- 3.25 Of the Council's current brownfield sites there are 23 that are proposed for alternative Council uses. For the most part these are sites that have been vacated and/or cleared in the last 6-7 years. Sites for the Little London and Beeston Hill and Holbeck housing project have been specifically cleared or mothballed in anticipation of the new housing development; there are other sites that have been identified to accommodate new school developments. The largest of the sites is at the former wholesale fruit and vegetable market in Cross Green and has been set aside for the new Residual Waste Treatment Plant.
- 3.26 There are 72 sites with potential for residential development. The majority of these have been declared surplus and cleared within the last 5-10 years and are located within difficult markets such as inner city neighbourhoods or Council housing estate areas, being former housing sites, schools, community centres. Land in Middleton has been vacant for a longer period following earlier clearance activities. A smaller number of sites are former garage and commercial sites and there are also a number of existing buildings that will be sold for refurbishment and reoccupation.
- 3.27 There are a further 33 sites with potential to accommodate either commercial or residential uses or mixed use development, subject to developer interest. The key dates for closure, vacation and clearance of these are mixed reflecting the varied nature of past uses and some of the more long-standing challenges relating to site conditions.
- 3.28 There are 21 sites with potential for development to accommodate commercial uses. Larger strategic sites such as land at Elland Road or Eastgate are often subject to development proposals involving third party interests, require resolution of complex commercial matters or land assembly. These are sites that are often central to the city's wider ambitions and have long lead-in times to negotiate deals and acceptable development solutions prior to disposal.
- 3.29 There are 98 sites which currently have activities underway to support forthcoming disposal and 15 that are currently in the process of being sold. Five of these are disposals to Housing Associations under the Affordable Homes programme, where the sites have arisen from clearance of unsustainable homes; three are for residential conversions of existing buildings, two for new build housing and five for commercial uses.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 There has been no specific consultation on this report, which presents information from Council records for discussion by the Scrutiny Board.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 There has been no Equality Impact screening undertaken for this report, which presents information from Council records for discussion by the Scrutiny Board.

### **4.3 Council Policies and City Priorities**

4.3.1 The remediation and development of the Council's brownfield sites relates strongly to a range of objectives within the City Priority Plans, supporting neighbourhood regeneration and housing growth.

### **4.4 Resources and Value for Money**

4.4.1 There are no specific resource implications related to this report.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no specific legal implications related to this report.

### **4.6 Risk Management**

4.6.1 There are no specific risks related to this report, which presents information from Council records for discussion by the Scrutiny Board.

## **5. Conclusions**

5.1 The Council's list of brownfield sites is a dynamic one, reflecting surplus properties added in and sales off on a rolling basis.

5.2 Unless the Council is able to undertake development for its own service uses, the ability to secure development on this land is driven by the interest of third parties. The Council undertakes a variety of activities to reduce risk associated with these sites and to stimulate interest, by providing technical checks, planning clarity, packaging and marketing activity. However the costs and resources associated with this together with the lack of viability on some sites requires a prioritised approach that results in some sites remaining in an undeveloped and unmarketable state for considerable periods.

5.3 Sites that have been vacant and available for development the longest are in the most challenging sub-market areas of the city and often have multiple challenges that limit the interest of third parties to purchase and develop there.

## **6. Recommendations**

6.1 Members are asked to note the report and offer comment on the issues raised.

## **7. Background documents<sup>1</sup>**

- 7.1 Report to 20<sup>th</sup> July Housing & Regeneration Scrutiny Board, 'Brining Forward Brownfield Development Sites'.

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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**Appendix 1: Council Brownfield Sites**

Ref No.	Ward	Site	Size (ha)	Future Use	Key Site dates	Proposals	Comments
1	Middleton Park	Acre Square (Middleton, Site 1)	1.43	Residential	Cleared 1980's & 1990's	Being Sold	Sanctuary Housing is currently in the process of acquiring the site to deliver their allocation as part of the affordable homes programme.
2	Middleton Park	Acre Street (Middleton, Site 4)	2.02	Residential	Cleared 1980's & 1990's	To Dispose	Partially cleared site. 2 plots of land and 1 house remain in private ownership. Options to acquire being assessed. Neighbourhood framework is being prepared for Middleton and Belle Isle which will set out development opportunities for the site. Planning statement required.
3	Gipton & Harehills	Amberton Terrace, Gipton	1.97	Residential	Cleared in 2003	To Dispose	Included within EASEL development agreement with Bellway, awaiting revised planning permission and sale. One owner occupier remains on site. Discussions ongoing in relation to part of the site being brought forward as a new medical centre.
4	Kippax & Methley	Ash Tree Primary School	0.57	Residential	Closed and cleared 2005/6	To Dispose	Building has been demolished and a Planning Statement has been prepared. The site has been marketed on a number of occasions and expressions of interest are being sought. The site has difficult access issues.
5	Killingbeck & Seacroft	Asket Drive North	0.8	Residential	Cleared 2005-2011	To Dispose	Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under JVC arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Outline Planning approval granted as part of HCA-funded Public Land Initiative. Funding requires exploration of deferred purchase approach.
6	Killingbeck & Seacroft	Asket Drive South	2.62	Residential	Cleared 2005-2011	To Dispose	Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under JVC arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Outline Planning approval granted as part of HCA-funded Public Land Initiative. Funding requires exploration of deferred purchase approach.
7	Killingbeck & Seacroft	Asket Hill Primary, site of former	2.58	Residential	Closed and cleared 2005/6	To Dispose	Former school site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
8	Killingbeck & Seacroft	Bailey's House, Baileys Hill	Existing building	Residential/ Commercial	Declared surplus 2011	To Dispose	Existing building on site area covers 0.24ha. Planning statement has been prepared. The property has been on the market and offers have been received and a purchaser selected.
9	Beeston & Holbeck	Barkly Road, land at, Beeston	Existing building	Residential	Declared surplus & cleared 2010	Being Sold	Existing building on site covers an area of 0.1ha. Property has been marketed and offers received. Purchaser to be selected and terms of sale to be agreed.
10	Killingbeck & Seacroft	Barncroft Close	0.66	Residential	Cleared in early 1990's	To Dispose	Site was cleared approximately 20 years ago and has become a resource as amenity space for the local community. Development opportunity to be explored through preparation of Neighbourhood Frameworks for Seacroft and consultation. Planning statement required.
11	City & Hunslet	Bath Road, Holbeck	1.34	Mixed Use	Cleared 1990's	To Dispose	Former terraced housing and industrial site. Mixed use site located in Holbeck Urban Village. Potential for residential use as part of re-marketing of the regeneration area. Planning Statement being prepared. The site has previously been marketed.
12	Chapel Allerton	Beckhill Garth/ Approach & Miles Hill Primary School	5.47	Residential	Cleared 2007-2011	To Dispose	Properties recently acquired and cleared. Planning Statement is being prepared for Miles Hill Primary School, Beckhill Approach and Beckhill Garth area, for marketing and disposal.
13	Chapel Allerton	Beckhill Grove Former Hill Top Public House	0.46	Residential	Cleared 206	To Dispose	Cleared public house. Surrounding houses still remain and will need to be considered as a future phase of Beckhill regeneration.
14	Beeston & Holbeck	Bismarck Drive & Street, Beeston Hill	1.4	Residential	Rehousing from site 2007-11	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI
15	Killingbeck & Seacroft	Blencarns (Central Seacroft East 1 and 2)	3.25	Residential	Cleared 2004-11	To Dispose	Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Site under consideration for pilot Older People's Housing scheme.
16	Hyde Park & Woodhouse	Blenheim Centre	Existing building	Mixed Use	Closed 2012	Service Delivery	Site is currently being retained for possible school site.
17	Roundhay	Braimwood High School	2.72	School	Closed and cleared 2005/6	Service Delivery	Site now under development for primary school.
18	Wetherby	Bramham House, Bramham, Freely Lane	0.88	Residential	Vacated 1988	To Dispose	Site includes vacant building and land. Planning and development brief produced, site marketed on a number of occasions. Purchaser recently withdrew, consideration being given to the alternative offers.
19	Gipton & Harehills	Brander Road, site of 68 & 70, Gipton	0.05	Residential	Cleared 1999-2000	To Dispose	Small cleared housing site. Site is on the market but limited developer interest in current climate. Outline Planning Permission was granted for 2 semi-detached properties in April 2012. Previously marketed through auction but no interest.
20	Bramley & Stanningley	Broad Lane 275, Bramley (Q8), Kuwait Petroleum	0.14	Residential/ Commercial	Cleared 2002	To Dispose	LCC owns freehold of a small section of the rear part of the site and is leased to Kuwait Petroleum UK Ltd who own the wider site. Kuwait Petroleum and their agent Ripleys are seeking longer term redevelopment of the site through which the Council will consider joint disposal of the leasehold/freehold interest.
21	Killingbeck & Seacroft	Brooklands (Central Seacroft West 1)	0.45	Residential	Cleared 2004-11	To Dispose	Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
22	Killingbeck & Seacroft	Brooklands Avenue	0.61	Residential	Cleared 2006-10	To Dispose	Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Planning statement required.
23	Temple Newsam	Brooksbank HOP, Brooksbank Drive, Halton	0.35	Residential	Cleared 2010	To Dispose	Cleared site, former residential home. Planning statement and outline planning application have been prepared to support future market of the site. To market once outline planning permission has been granted.
24	Middleton Park	Broom Court, Middleton	0.28	School	Closed 2010	To Dispose	Former Children's Home. Outline planning application is on hold as the site could be used for a possible school site.
25	Beeston & Holbeck	Brown Lane East, Holbeck	0.8	Residential	Site acquired for demolition 2007-10	To Dispose	Housing Association interest received and approach being determined; site also under consideration for new local retail provision.
26	Beeston & Holbeck	Brown Lane West, North Site	1.45	Commercial	Longstanding ex-landfill site	Service Delivery	Constrained access via private industrial unit. Potential use by Waste Management.

**Appendix 1: Council Brownfield Sites**

Ref No.	Ward	Site	Size (ha)	Future Use	Key Site dates	Proposals	Comments
27	Rothwell	Butcher Lane, Land at, 7 Barraclough Yard, Rothwell	0.13	Mixed Use	Vacant since 2005	To Dispose	The site includes both vacant land and an existing building. Planning Statement being prepared.
28	Horsforth	Calverley Bridge, Zero Waste Site, Horsforth	Existing building	Commercial	Closed 2011	To Dispose	Commercial site. Terms for sale have been agreed and solicitors have been instructed.
29	Hyde Park & Woodhouse	Carlton Gate, Phase 1, Little London	2.44	Residential	Rehousing from site 2007-10, clearance 2010	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI
30	Hyde Park & Woodhouse	Carlton Gate, Phase 2, Little London	0.61	Residential	Rehousing from site 2007-10, clearance 2010	To Dispose	Site compound for PFI scheme, following which sale/redevelopment of the site will be sought. Stage 1 checks in place.
31	Moortown	Carr Manor School (former) site	1.9	School	Closed and cleared 2005/6	Service Delivery	Site is being retained for a school site following Executive Board approval 27/7/2011.
32	Temple Newsam	Cartmell Drive (Halton Moor South, Site 10)	1.33	Residential	Cleared 2000	To Dispose	Regeneration site in East Leeds. Outline Planning permission obtained with funding support from the HCA. Discussions with developers indicate limited viability for development in this area. Funding requires exploration of deferred purchase approach.
33	Harewood	Church Drive, East Keswick (Land between 11 & 37 Church Drive)	0.1	Residential	n/a - open space	To Dispose	Outline Planning Permission has been granted for 2 houses. Going to Auction September 2012.
34	City & Hunslet	Clarence Road Industrial Units	Existing building	Commercial	Vacated 2012	Service Delivery	Commercial site with potential for re-use by internal services
35	City & Hunslet	Clarence Road, Hydro Aluminium Site	Existing building	Mixed Use	Partly cleared site, ongoing	To Dispose	The Council own a small part of the site held on a long lease and is not in control of disposal. Mixed use opportunity site currently being marketed by third party. Previously marketed and contracts exchanged but developer went into administration.
36	Burmantofts & Richmond Hill	Copperfields College	1.85	Mixed Use	Closed 2004, cleared 2006	To Dispose	Site falls within the Aire Valley Area Action Plan area. As part of the plan preparation, development opportunities are being explored. Part of the site has protected playing pitch designation.
37	Beeston & Holbeck	Coupland Place, Beeston Hill	0.15	Residential	Rehousing from site 2007-10	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI
38	Beeston & Holbeck	Coupland Rd, Beeston Hill	0.23	Residential	Rehousing from site 2007-10	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI
39	Burmantofts & Richmond Hill	Cross Green Phase 1 & 2	0.54	Residential	Site acquired for demolition 2007-10	Being Sold	Site to be disposed to Chevin Housing who are progressing a scheme as part of the affordable homes programme.
40	Burmantofts & Richmond Hill	Cross Green Phase 3	0.5	Residential	Site acquired for demolition 2007-10	Being Sold	Site to be disposed to Chevin Housing who are progressing a scheme as part of the affordable homes programme.
41	Kirkstall	Dalesman Public House	Existing building	Residential/ Commercial	Agreed to sale with leaseholder 2011	To Dispose	Site covers 0.31 ha. Public House, LCC own the freehold but is leased out. LCC are negotiating with leaseholder about the potential joint disposal of the site. Planning Statement being drafted.
42	Gipton & Harehills	Dock Green, Harehills	Existing building	Residential/ Commercial	Site vacated 2011	To Dispose	Vacant Public House, LCC own the freehold but is leased out. LCC are in discussions with the leaseholder about the potential joint disposal of the site. Planning Statement drafted and context plan prepared.
43	Killingbeck & Seacroft	East Leeds Family Learning Centre, site of former	3.16	Mixed Use	Site closed 2008, and cleared 2009/10	To Dispose	Regeneration site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Site part occupied by RISE construction training centre. Planning statement required.
44	Temple Newsam	East Leeds Leisure Centre	Existing building	Mixed Use	Closed 2011	To Dispose	Alternative uses are being explored. Ward members and MP are also seeking new uses and approaches to bring the building back into use.
45	Adel & Wharfedale	Eastmoor	Existing building	Residential	Cleared 2007	Service Delivery	Previously the site has been marketed but the sale fell through. The site now is being reserved for new secure unit for which proposals are being progressed. Remaining land may then be marketed for residential. Part of the building is listed. Planning and Development Brief originally prepared and the former purchaser had secured detailed planning permission.
46	Beeston & Holbeck	Elland Road	0.76	Commercial	Long standing vacant land	Being Sold	Commercial site. Revised terms approved and contracts have been exchanged with Planet Ice for part of the site. The majority of the remainder of the site will be required for match day car parking. A new planning and development brief will be required for the remainder of the site.
47	Beeston & Holbeck	Elland Road (Site B Car Park), Leeds	1.8	Commercial	Long standing vacant land	Being Sold	Commercial site. LUFC hotel car park, contracts exchanged under an option agreement.
48	Roundhay	Elmete Centre	1.26	Mixed Use	Closed September 2012	To Dispose	Former education buildings now demolished in green belt location. Potential for commercial uses and residential. Planning informal statement being prepared.
49	Middleton Park	End Thorpe Road (Middleton, Site 7)	0.09	Residential	Cleared 1980's & 1990's	To Dispose	Cleared housing site in South Leeds. Neighbourhood Framework is being prepared for Middleton and Belle Isle which will inform development opportunities. Planning statement required.
50	Beeston & Holbeck	Fairfax Rd, Beeston Hill	0.72	Residential	Rehousing from site 2009-11	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI
51	Farnley & Wortley	Fearnlea Public House, Tong Way	Existing building	Residential/ Commercial	Vacant since 2006	To Dispose	Council owns the freehold to the land but is leased out to pub operator which is keen to redevelop the site and progress a joint disposal with the Council. Offers have been received for the site. This is being progressed, although some objections have been received from ward members.
52	Gipton & Harehills	Florence Street Harehills	2.14	School	Cleared early 1990's	Service Delivery	Former depot and industrial uses. Primary school proposal is being progressed.

**Appendix 1: Council Brownfield Sites**

Ref No.	Ward	Site	Size (ha)	Future Use	Key Site dates	Proposals	Comments
53	Beeston & Holbeck	Folly Lane, Beeston Hill	0.39	Residential	Rehousing from site 2009-11	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI
54	Armley	Former Liberal Club New Wortley	0.49	Residential	Cleared 2008	To Dispose	Cleared site for which a Planning Statement is being prepared to support marketing. Access through the New Wortley estate is likely to limit development interest.
55	Killingbeck & Seacroft	Gala Bingo, former site of, Seacroft	0.17	Mixed Use	Cleared late 1990's	To Dispose	Regeneration site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
56	Garforth & Swillington	Grange Court Residential Care Home, Church Gardens, Garforth	Existing building	Residential	Closed 2012	To Dispose	Planning Statement being prepared. Planning application for demolition submitted.
57	Headingley	Grove Villas 80/82 Cardigan Road	Existing building	Mixed Use	Vacated 2012	To Dispose	Mixed use site including residential. Offers have been received to select preferred bidder.
58	Farnley & Wortley	Hall Lane 1 and 2, Farnley, Leeds	Existing building	Residential	Vacant since 2008	To Dispose	2 existing buildings for residential. On the market, offers received. Part of Farnley Hall estate.
59	Temple Newsam	Halton Moor Road (Halton Moor South, Site 11)	5.56	Residential	Long standingex landfill site	To Dispose	Former landfill site in East Leeds. Discussions with developers indicate limited viability for development in this area. Planning statement required.
60	Gipton & Harehills	Harehills Place Community Centre, LS8 5JL	Existing building	TBC	Closed and declared surplus 2012	To Dispose	Discussions ongoing with ward members regarding disposal approach.
62	Ardsley & Robin Hood	Healey Croft Hostel, Westerton Road, Tingley	Existing building	Residential/ Commercial	Closed and declared surplus 2011	To Dispose	Cleared site ready to be marketed. Planning statement is currently being prepared. Drainage to resolve as the site used to be a pumping station. Part of the site is in Green Belt land
63	Rothwell	High Ridge Park, Rothwell	0.06	Residential	Cleared 2006	To Dispose	Cleared former garage site. Previously marketed via auction but did not sell. Currently on the market and interest received. Outline Planning Permission granted for 2 houses. Negotiations to reroute services have been required.
64	Bramley & Stanningley	Hillside Reception Centre, 602 Leeds & Bradford Road, Bramley	0.7	Residential/ Commercial	Closed 2010, declared surplus 2011	To Dispose	Planning Statement being prepared and will support marketing of the site.
65	Beeston & Holbeck	Holbeck Library, Holbeck, LS11	Existing building	Commercial	Declared surplus and closed 2011	To Dispose	Disposal to the Post Office is being progressed, the site is currently under offer sale completion is imminent.
66	Beeston & Holbeck	Holbeck Towers, Phase 1	2.03	Residential	Rehousing & clearance 2010	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI. Combined size with Holbeck Towers Phase 2 is 2.29 ha.
67	Beeston & Holbeck	Holbeck Towers, Phase 2	0.45	Residential	Rehousing & clearance 2010	To Dispose	Site compound for PFI scheme, following which sale/redevelopment of the site will be sought. Stage 1 checks in place.
68	Armley	Holdforth Place New Wortley	0.85	Residential	Cleared 2000-2001	To Dispose	Site made available for development following clearance of houses. Neighbouring land of former Children's Home is in private ownership. Preliminary discussions have taken place with registered housing providers about bringing forward a scheme and working with the Council to assemble a larger more economic site.
69	Weetwood	Hollies Hostel, Weetwood, Leeds, LS16	Existing building	Residential	Closed and declared surplus 2011	Being Sold	Under Offer - for residential conversion and reuse of buildings.
70	Adel & Wharfedale	Holt Park	1.45	Mixed Use	Site cleared 2006-8	To Dispose/ Service Delivery	Part of the site is being developed as a PFI Active Living Centre. A masterplan is being prepared for the wider area to inform future development opportunities including housing and retail. Part of the site previously considered for PFI Round 6 application.
71	Killingbeck & Seacroft	Inglewood Service Station, former, York Road	0.38	Commercial	Cleared October 2010	To Dispose	Interest has been received from West Yorkshire Fire and Rescue Service which is preparing a scheme for a new fire station.
72	Pudsey	Intake Road Land at, Pudsey	0.12	Residential	Going to auction 13.09.12	To Dispose	Small infill site which was a former garage, expected to go to auction in September. Outline Planning Permission granted for 2 houses.
73	Temple Newsam	Kendal Drive, Site 12	0.43	Residential	Cleared 2004	To Dispose	Regeneration site in East Leeds. Discussions with developers indicate limited viability for development in this area.
74	Beeston & Holbeck	Kenneth Street Industrial Units Site	0.2	Commercial	Cleared 2004	To Dispose	Commercial site. Cleared site. Planning Statement being prepared for marketing.
75	Killingbeck & Seacroft	Kentmere Approach	3.84	Residential	Cleared 2006-10	To Dispose	Cleared housing site adjoining open space in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
76	Otley & Yeadon	Kirkland House Residential Care Home, Queensway, Yeadon	Existing building	Residential/ Commercial	Closed January 2012	To Dispose	Site covers an area of 0.46 ha. Planning Statement is being prepared for marketing and disposal.
78	Kirkstall	Lea Farm Mount, Hawksworth, land at	0.23	Residential	Cleared 2008	To Dispose	Former garage/car park site, difficult to access further guidance required through Planning Statement.
81	City & Hunslet	Leeds International Pool	1.2	Commercial	Cleared March 2010	To Dispose	Commercial site. Previously marketed but sale did not proceed. Temporary Car Parking use on part of the site. Opportunity mixed use development with predominately office use.
82	City & Hunslet	Leeds Wholesale Market	9.2	Commercial	Closed 2010	Service Delivery	Commercial site. Private Finance Initiative Energy from Waste project.

**Appendix 1: Council Brownfield Sites**

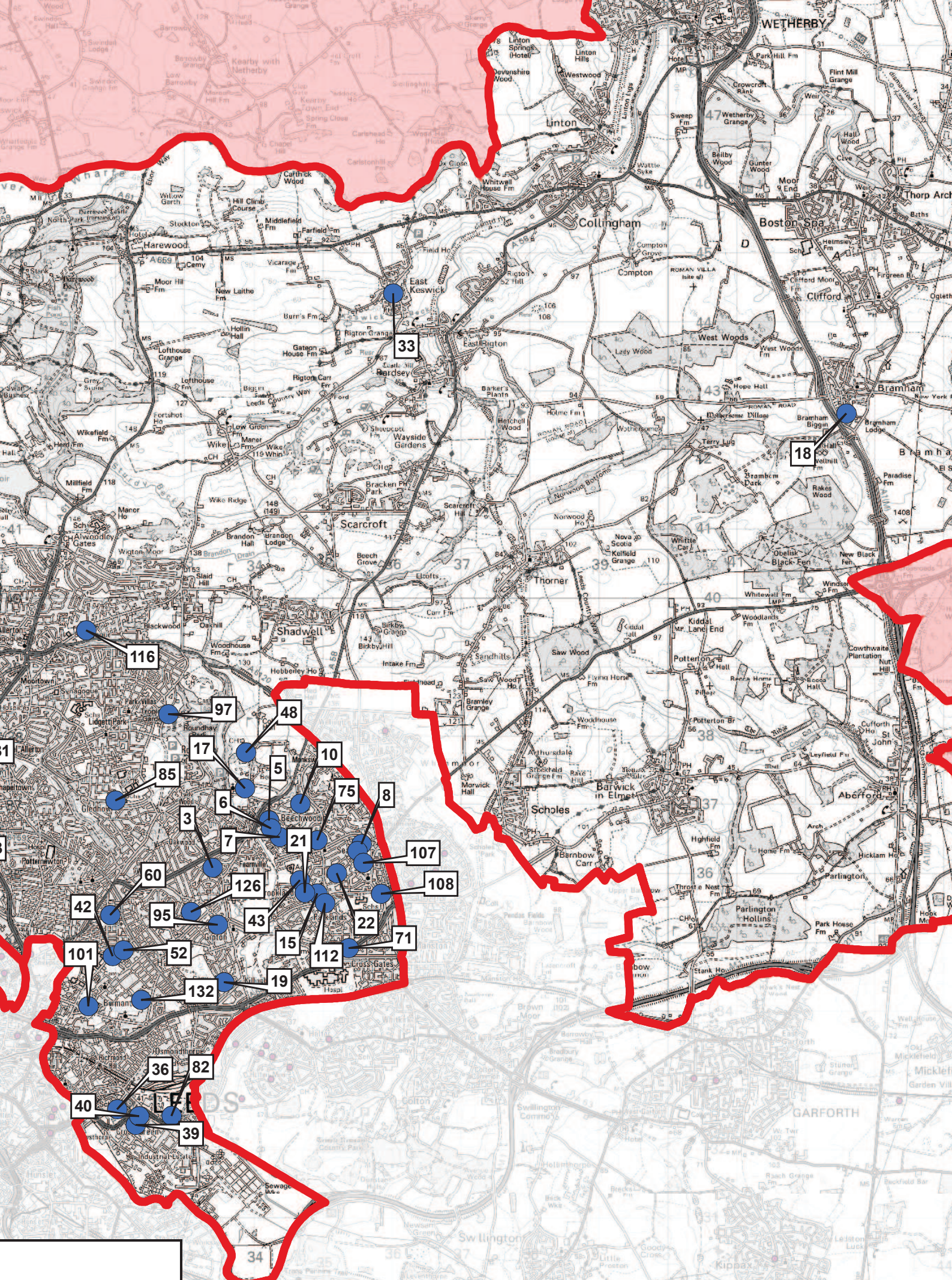
Ref No.	Ward	Site	Size (ha)	Future Use	Key Site dates	Proposals	Comments
84	Hyde Park & Woodhouse	Little London Neighbourhood Centre (Community Hub), land at	0.12	School	Cleared late 1990's	Service Delivery	Part of wider site, former social club. Discussions ongoing with Children's Services and retail interests to progress a redevelopment scheme.
85	Roundhay	Lobb Cottage, Thorn Lane, Roundhay, LS8 1NF	Existing building	Residential	Transferred to PFI project 2002	To Dispose	Former caretakers cottage Title issues to be resolved with Roundhay School. To go to auction once released from PFI contract.
86	Garforth & Swillington	Main Street 1 -5, Garforth LS25 (Former Garforth OSC)	Existing building	Commercial	Vacant since 2010	To Dispose	Commercial site. Offers received preferred purchaser to be selected.
87	Beeston & Holbeck	Malvern Rd, Beeston Hill	0.35	Residential	Rehousing from site 2007-10	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI
88	Beeston & Holbeck	Manor Mill Lane	0.14	Commercial	Vacated and cleared 2002	Being Sold	Commercial site. Previously under offer but failed to complete. Sale now agreed .
89	Beeston & Holbeck	Matthew Murray School	2.72	Mixed Use	Closed 2004, cleared 2006	To Dispose	Part N6 playing fields. Opportunity to consider wider development options.
90	Middleton Park	Merlyn Rees Site	0.72	Mixed Use	Closed 2004, cleared 2006/7	To Dispose	Footprint of former school buildings. A Planning Statement is being prepared to support future marketing. Part of the wider site is designated as protected playing pitches. Children's Services is also considering the site for a new Primary School.
91	Middleton Park	Middleton Park Grove (Middleton Site 13)	0.14	Residential	Cleared 1980's	To Dispose	Regeneration site in South Leeds. Neighbourhood Framework is being prepared for Middleton and Belle Isle which will inform development opportunities. Interest received from a number of registered housing providers.
92	Middleton Park	Middleton Road (Middleton, Site 10)	1.26	Residential	Cleared 1980's & 1990's	To Dispose	Cleared housing site in South Leeds. Neighbourhood Framework is being prepared for Middleton and Belle Isle which will inform development opportunities.
93	Middleton Park	Middlton Park Avenue (Middleton Site 11)	5.85	Residential	Cleared 1980's & 1990's	To Dispose	Former flats now cleared and site in use as open space. Planning permission granted for development as part of Rd 6 PFI older peoples housing project.
94	Armley	Mistress Lane, Armley	1.23	Residential	Cleared 2006	To Dispose	Site comprised of former maisonette buildings, adjoining retained tower blocks. Development of the site is not viable in the current climate due to severe slope and ground conditions. Outline Planning Permission granted as part of previous PFI Round 6 proposals.
95	Gipton & Harehills	Oak Tree Mount	1.95	Residential	Cleared 2004-10	To Dispose	Included within EASEL development agreement with Bellway, awaiting revised planning permission and sale.
96	Crossgates & Whinmoor	Oakdale EYC	0.4	School	Cleared 2012	Service Delivery	Site to be retained for future school use.
97	Roundhay	Park Cottages 1-7, Mansion Lane, Roundhay	Existing building	Residential	Vacated August 2012	Being Sold	Planning statement complete, previously marketed but the sale fell through. Remarketed and sale imminent following planning permission being granted for residential conversion.
98	Beeston & Holbeck	Park Lees site, St Anthony's Road, Beeston, LS11	0.53	Residential	Cleared 2011	To Dispose	Cleared former site of Adult Training Centre. Outline Planning application being prepared prior to marketing.
99	City & Hunslet	Parkside Lane, LS11	0.13	Commercial	Declared surplus October 2011	To Dispose	Commercial site. Vacant industrial site. Planning Statement being prepared for marketing.
100	Kippax & Methley	Peckfield Business Park	5.26	Commercial	Cleared 1990	Service Delivery	Commercial site. Held for proposed Park & Ride
101	Gipton & Harehills	Primrose High School, site of former	2.46	Mixed Use	Closed 2006, cleared 2007	To Dispose	The site has Outline Planning Permission from PFI Round 6. Commercial interest from a third party being explored.
102	City & Hunslet	Pym Street/Donisthorpe Street (First) - Site Z	0.2	Commercial	Vacant since 2010	To Dispose	Commercial site. Previous purchaser withdrew; limited access to site.
103	City & Hunslet	Quarry Hill (Plots 1-6)	2.4	Commercial	Currently used as car parking, marketed 2003	To Dispose	Commercial site. Revised terms of sale being discussed.
104	Temple Newsam	Rathmell Road, Halton Moor, Site 9	2.33	Residential	Cleared 2000	To Dispose	Regeneration site in East Leeds. Discussions with developers indicate limited viability for development in this area. Planning statement required.
105	Hyde Park & Woodhouse	Royal Park Primary School, Former	Existing building	Mixed Use	Closed 2004	To Dispose	Exec Board report to consider potential community use. Planning Statement has been prepared.
106	City & Hunslet	Sayner Lane	1.35	Commercial	Vacant since 2002	To Dispose	Commercial site. Discovery Centre land adjacent.
107	Killingbeck & Seacroft	Seacroft Crescent (Land adjacent to the library)	0.32	Mixed Use	Cleared 1999	To Dispose	Regeneration site in East Leeds. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to guide future development. Interest from health partners to develop new facilities.
108	Killingbeck & Seacroft	Seacroft Depot, former, York Road	0.63	Residential	Closed and partly cleared late 1990's	To Dispose	Included within EASEL development agreement with Bellway, awaiting revised planning permission and sale. Other development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to guide future development.
109	Burmantofts & Richmond Hill	Sheepscar Archive Building, Roscoe Street	Existing building	Commercial	Declared surplus December 2011	To Dispose	Commercial site. Declared surplus at Executive Board 12/12/11. The building is currently being decanted following which the property will be sold. Interest from adjacent owner.

**Appendix 1: Council Brownfield Sites**

Ref No.	Ward	Site	Size (ha)	Future Use	Key Site dates	Proposals	Comments
110	Farnley & Wortley	Silver Royd Drive, Wortley	0.14	Residential	Declared surplus 2010	To Dispose	Small infill site, outline planning application being prepared.
111	Middleton Park	South Leeds Sports Centre	Existing building	School	Closed 2011	Service Delivery	Site is being considered by Children's Services for a new primary school
112	Killingbeck & Seacroft	South Parkway (Central Seacroft West 2)	1	Residential	Cleared 2004-11	To Dispose	Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
113	City & Hunslet	Sovereign Street, Plot B and C	0.45	Commercial	Declared surplus 2011	To Dispose	Commercial site. Phased disposal, Planning Brief has been prepared, marketing undertaken. Best and final offers invited.
114	City & Hunslet	Sovereign Street Plot A	0.25	Commercial	Declared surplus 2010	Being Sold	Commercial site including greenspace. Planning Brief has been prepared. KPMG exchanged conditional contracts for office development.
115	Crossgates & Whinmoor	Squinting Cat Public House, Swarcliffe Avenue	Existing building	Residential/ Commercial	Closed 2010	To Dispose	Vacant Public House site covers 0.7 ha. LCC own the freehold but is leased out. LCC are in discussions with the leaseholder about the potential joint disposal of the site. Planning Statement drafted. Action through Derelict & Nuisance sites programme.
116	Alwoodley	Squirrel Way, Shadwell	0.69	Residential	Vacant since 2011	Being Sold	Site has been marketed and preferred purchaser selected. Terms approved for sale September 2012.
117	Crossgates & Whinmoor	St Gregory's School Site	0.6	Residential	Closed and acquired 2008	To Dispose	Sale terms will relate to the original acquisition from the Diocese. To be marketed for disposal.
118	Beeston & Holbeck	St Lukes Green, Beeston Hill	0.3	Residential	Rehousing from site 2007-10	Service Delivery	Site to be redeveloped for Council housing through the LL & BHH PFI
119	Bramley & Stanningley	Summerfield Place, Land at, Bramley, Leeds LS13	0.04	Residential	Declared surplus 2009	To Dispose	Garage site. Drainage issues on site. Boundaries to be assessed to determine development potential. Outline Planning Application being prepared.
120	Crossgates & Whinmoor	Swarcliffe Avenue	0.26	Residential/ Commercial	Cleared 2006	To Dispose	Vacant site to be marketed. Outline Planning Application to be submitted prior to marketing.
121	City & Hunslet	Bath Road, Holbeck	1.6	Mixed Use	Closed and cleared 1990's	To Dispose	Possible mixed use site, part of Holbeck Urban Village. Planning Statement is being prepared. To be remarketed as part of the regeneration area. Small section of the site is owned by Network Rail.
122	Pudsey	Swinnow Green, Swinnow Road, Pudsey	0.06	Residential/ Commercial	Unused bus turning	To Dispose	Former bus turnaround site.
123	Pudsey	Swinnow Library	Existing building	TBC	Closed 2011	To Dispose	Development potential currently being assessed. Outline Planning Application submitted prior to marketing.
124	Armley	The Ancestor PH, Cockshott Lane, Armley	Existing building	Residential/ Commercial	Closed and vacated 2010	To Dispose	Vacant Public House, LCC own the freehold but is leased out. LCC is in discussions with the leaseholder about the potential joint disposal of the site. Planning Statement to be drafted.
125	Armley	Theaker Lane, land at, Armley	0.1	Residential/ Commercial	Declared surplus 2011	Being Sold	Terms agreed for sale to Sanctuary Housing Association.
126	Gipton & Harehills	Thorn Walk Gipton	1.6	Residential	Closed and cleared early 1990's	To Dispose	Former school site. Included within EASEL development agreement with Bellway, sale anticipated late 2012.
127	Middleton Park	Thorpe Crescent (Middleton, Site 3)	0.29	Residential	Cleared 1980's & 1990's	To Dispose	Sanctuary Housing is currently in the process of acquiring the site to deliver their allocation as part of the affordable homes programme.
128	Middleton Park	Thorpe Road (Middleton, Site 2)	1.18	Residential	Cleared 1980's & 1990's	Being Sold	Sanctuary Housing is currently in the process of acquiring the site to deliver their allocation as part of the affordable homes programme.
129	Middleton Park	Thorpe Square (Middleton, Site 6)	0.74	Residential	Cleared 1980's & 1990's	To Dispose	Neighbourhood framework is being prepared for Middleton and Belle Isle which will set out development opportunities for the site. Planning statement required.
130	Middleton Park	Thorpe View (Middleton, Site 5)	0.62	Residential	Cleared 1980's & 1990's	To Dispose	Interest received from Arena Housing Group. Neighbourhood framework is being prepared for Middleton and Belle Isle which will set out development opportunities for the site. Planning statement required.
131	Middleton Park	Throstle Road (Middleton, Site 9)	0.5	Residential	Cleared 1980's & 1990's	To Dispose	Neighbourhood framework is being prepared for Middleton and Belle Isle which will set out development opportunities for the site. Site needs to be considered in conjunction with Site 10. Planning statement required.
132	Burmantofts & Richmond Hill	Torre Drive, Burmantofts	0.79	Mixed Use	Longstanding ex-industrial and landfill site	To Dispose	Adjacent existing School. Contaminated land, not actively marketed.
133	City & Hunslet	Union Street, Eastgate & Harewood Quarter	2.57	Commercial	Agreed to sale 2006	Being Sold	Commercial site. Conditional development agreement in place for retail development.
134	Pudsey	Walmer Grove	1.4	Residential	Cleared March 2006	Being Sold	Planning Statement complete. Site currently under offer.
135	Armley	West Leeds Family Centre, Former, Whingate Road	0.37	School	Closed 2008	Service Delivery	Site required for new school.

## Appendix 1: Council Brownfield Sites

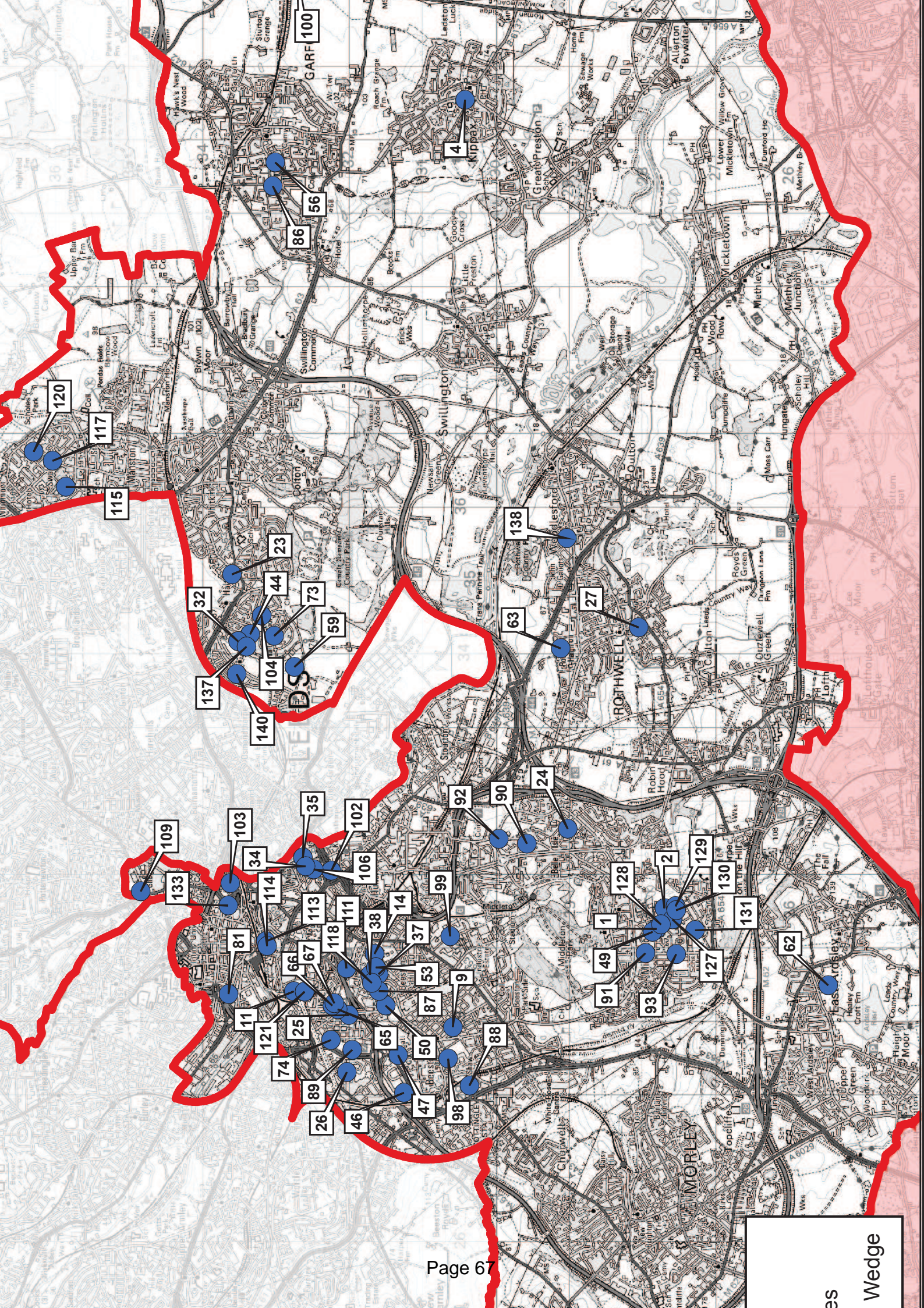
Ref No.	Ward	Site	Size (ha)	Future Use	Key Site dates	Proposals	Comments
136	Farnley & Wortley	Westholme Residential Care Home, Thornhill Road, Wortley	Existing building	Residential/ Commercial	Closed 2011	To Dispose	Site covers an area of 0.5ha. Planning Statement being prepared for marking and disposal.
137	Temple Newsam	Whitebridge Primary School, site of former	Existing building	Residential	Closed 2044, cleared 2006	To Dispose	The majority of the site was sold to Affinity Sutton for affordable housing and is awaiting development. Part of the site remains in council ownership and the future use of this is dependant on future use/proposals for adjoining East Leeds Leisure Centre.
138	Rothwell	Windlesford Green Hostel and adj day centre, Woodlesford	Existing building	Residential	Closed August 2012	To Dispose	The site includes the existing hostel building and covers an area of 0.71ha. Planning Statement is being prepared for marketing and disposal.
139	Farnley & Wortley	Wortley High School (Former)	2.12	Residential	Closed 2009, cleared 2010	To Dispose	Cleared former school site part N6 playing pitches. Potential residential use. Planning Statement being prepared.
140	Temple Newsam	Wykebeck Avenue, Site 13	2.93	Residential	Closed 2004, cleared 2006	To Dispose	Former school site. Discussions with developers indicate limited viability for development in this area. Planning statement required.
141	Armley	Wyther Community Centre, Raynville Crescent	0.31	Residential/ Commercial	Closed and cleared 2008	To Dispose	Former community centre. Outline Planning Application to be prepared. Greenspace/community use to be relocated as part of any sale/development.



Field Sites

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Report author: Richard Mills  
Tel: 2474557

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

**Report to Scrutiny Board (Housing and Regeneration)**

**Date: 25<sup>th</sup> September 2012**

**Subject: Initial Findings following Completion of the Consultation on Proposed Major Changes to Housing Policy**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Introduction**

1. At the last Scrutiny Board meeting Members were advised of proposed major changes in housing policy which would determine how the Council would allocate its housing stock over the next ten years. The Board received reports of the Director of Environment and Neighbourhoods on the Tenancy Strategy 2013-2015 and lettings policy review which had been approved by the Executive Board on 20th June 2012. This included proposals to undertake a consultation exercise with all relevant parties concerned. The Scrutiny Board was invited to contribute to that consultation process which will be used to help formulate the new policies.
  
2. The Scrutiny Board agreed to establish a Working Group to which all Members of the Board would be invited to attend in order that Members could contribute to the consultation process in an informal setting.
  
3. The Scrutiny Board Working Group met on 3<sup>rd</sup> September 2012 and a number of comments and concerns were expressed which were submitted to the consultation. A note of that meeting is attached for members information.

**Overview of the Outcome and Recommendations from the Consultation**

4. The Director of Environment and Neighbourhoods has agreed to provide the Board at today's meeting with an overview of the outcomes and recommendations as a consequence of that consultation which concludes in late September 2012. This report will be tabled at today's meeting in order to give the Directorate the maximum time possible to analyse the information received.

5. This Scrutiny Board is invited to make any further comments or recommendations to the Executive Board following consideration of the Director of Environment and Neighbourhoods report.
6. In accordance with the agreed timetable the Director of Environment and Neighbourhoods will then submit to the Executive Board on 7<sup>th</sup> November 2012 a report seeking approval to implement a tenancy strategy for the Council.

### **Recommendations**

7. Members are asked to
  - (a) Consider the report of the Director of Environment and Neighbourhoods which provides an overview and recommendations that will form the basis for his report to the Executive Board on 7<sup>th</sup> November 2012.
  - (b) Determine what, if any, further information or action the Board wishes to undertake in this regard.

### **Background documents<sup>1</sup>**

8. Reports of the Director of Environment and Neighbourhoods on the Tenancy Strategy 2013-2015 and lettings policy review

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

# **Scrutiny Board (Regeneration) Working Group's Submission to the Consultation on Proposed Major Changes in Housing Policy**

**Meeting held on 3<sup>rd</sup> September 2012 at 4pm in Committee Room 5, Civic Hall**

## **Present:**

Councillor J Procter (Chair)

Councillor B P Atha

Councillor D Collins

Councillor C Towler

Councillor G Wilkinson

Mr George Hall, Co-opted Member

## **Others in Attendance:**

Ms K Bramall, Leeds Homes Policy Manager, Environment & Neighbourhoods Directorate

Ms M Godsell Housing Policy Manager, Environment and Neighbourhoods Directorate

Mr R McCartney, Head of Housing Support, Environment and Neighbourhoods Directorate

Mr R Mills (RM), Principal Scrutiny Adviser, Resources Directorate

## **Apologies:**

Apologies were reported from Councillors Iqbal, Lay, Morgan and Nagle

### **1.0 Welcome, Introductions and Chair's Comments**

1.1 The Chair invited everyone to introduce themselves and stated that the purpose of the meeting was for the Scrutiny Board to make a formal submission to the Directorate's consultation on proposed major changes to housing policy.

### **2.0 Consultation on Major Changes in Housing Policy**

2.1 Officers introduced the Director of Environment and Neighbourhoods reports on the Tenancy Strategy 2013 -15 and the Lettings Policy Review and briefly highlighted the main issues set out in the papers submitted.

### **3.0 Issues and Comments**

3.1 The Working Group considered a range of issues and made the following comments for submission to the consultation:

- a) To strongly support the principle that whatever the outcome of the consultation any proposals put forward to the Executive Board are based on fairness and transparency.
- b) To strongly support the default position proposed in the draft tenancy strategy that new tenants would normally be offered the most secure form of tenancy.
- c) The Localism Act gives new powers to change the way the Council manages its housing stock if it wishes and Members were generally supportive of the Council
  - Determining what classes of persons are or are not 'qualifying persons' who can appear on the housing register and be allocated housing. Members referred to a number of examples of individuals with highly paid jobs with Council tenancies which were considered to be morally wrong.

- Being able to discharge the main homelessness duty with an offer of suitable accommodation from a private landlord without requiring the applicants agreement, provided the tenancy is for a minimum fixed term of 12 months.
- Giving flexible tenancies where appropriate to new social tenants provided that any new tenancy arrangements provide adequate safeguards for dealing with tenants who misbehave and cause nuisance to others.
- In respect to new tenants removing the current statutory right of succession to a secure tenancy to people other than spouses, civil partners and partners to succeed to a secure tenancy. Members expressed concerns about individuals looking after elderly relatives (and other groups) and the need for suitable safeguards and exemptions.

3.2 Some members supported the view that rents should be tied to income but it was acknowledged that the current legislation does not allow this.

3.3 Members discussed the under occupation of Council houses and the 7,000 tenants that will be affected by changes to the housing benefit rules. Members asked what arrangements are in place to provide support to these tenants? Officers responded and stated that 500 tenants to date had been given help and support and are on the housing register. Members discussed the incentives that can be offered to tenants to move and officers responded.

3.4 Members referred to the large number of people in multi story blocks of flats who will not be able to afford to stay in their current home and yet there is no cheaper accommodation elsewhere. It was acknowledged that this is going to develop into a serious and costly issue for the Council with increasing use of bed and breakfast accommodation, private housing and increasing rent arrears. Members were also extremely concerned that that the Council's current policy of not allowing children to be placed at height was threatened.

3.5 Members asked if the reclassification of some properties were on the ALMOs radar and officers confirmed that this may be appropriate in certain circumstances but any reduction in the number of bedrooms would result in a loss of income to the ALMO.

3.6 Members were concerned that the shorter the tenancy the less likely tenants would look after their homes resulting in a decline in the quality of the housing stock. Officers acknowledged that there was some evidence from Housing Associations that supported this view.

3.7 Reference was made to paragraphs 3.7.3 and 3.7.4 of the Directors report which states that it is the Government's intention that the additional rental income Registered Providers receive will contribute to the provision of affordable homes. It has confirmed that affordable rent products will be eligible for housing benefit. Officers confirmed these arrangements and stated that Sanctuary Housing and Yorkshire Housing had already entered into development contracts with the Homes and Community Agency to build new homes with affordable rents.

3.8 It was noted that a report will be brought back to the Scrutiny Board on 25<sup>th</sup> September 2012 which will provide an overview of the outcome of the consultation with stakeholders.

#### **4.0 Update following Inquiry on Affordable Housing by Private Developers**

4.1 It was noted that the Executive Board on 18<sup>th</sup> July 2012 agreed to defer consideration of the former Scrutiny Board (Regeneration) final report and recommendations on affordable housing by private developers and requested an update for its meeting on 5<sup>th</sup> September 2012. The Chair reported that he had met with the Executive Board Member (Neighbourhoods, Planning and Support Services) on 16<sup>th</sup> August 2012 to

discuss a way forward and it was agreed that a further meeting was necessary with the Chief Planning Officer on his return to work in early September 2012 to discuss in detail the three recommendations of concern. As a consequence it had been agreed to take the item off the September Executive Board agenda.

Meeting ended at 5pm

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Report author: Rob Wood / Fiona McAnespie  
Tel: 272564 / 74767

**Report of Assistant Chief Executive (Customer Access and Performance) / Directors of Environment and Neighbourhoods and City Development**

**Report to Housing and Regeneration Scrutiny Board**

**Date: 25<sup>th</sup> September 2012**

**Subject: 2012/13 Q1 Performance Report**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

1. This report provides a summary of performance against the strategic priorities for the council and city related to Housing and Regeneration Scrutiny Board.

**Recommendations**

2. Members are recommended to
  - Note the Q1 performance information and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.

**1 Purpose of this report**

- 1.1 This report presents to Scrutiny a summary of the quarter one performance data for 2012-13 which provides an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

**2 Background information**

- 2.2 The City Priority Plan 2011 to 2015 is the city-wide partnership plan which sets out the key outcomes and priorities to be delivered by the council and its partners.

There are 21 priorities which are split across the 5 strategic partnerships who are responsible for ensuring the delivery of these agreed priorities.

- 2.3 The Council Business Plan 2011 to 2015 sets out the priorities for the council - it has two elements - five cross council priorities aligned to the council's values and a set of directorate priorities and targets.
- 2.4 Members will note that the delivery of City Priority Plan priorities are shared with partners across the city while the Council Business Plan sets out the Council's contribution to these shared priorities. This report provides an overview of the performance relating to both plans enabling the Scrutiny board to directly challenge the council's performance as well as seeking to influence and challenge partners contributions through existing partnership arrangements.
- 2.5 This report includes 2 appendices:
- Appendix 1 – Performance Reports for the City Priority Plan Priorities relevant to the Board
  - Appendix 2 – Directorate Priorities and Indicators relevant to the Board as well as any other issues highlighted through the performance management process
- 2.6 Each quarter every priority within the City Priority Plans and Council Business Plan are rated either green, amber or red according to overall progress against achievement of the priority. These are allocated as follows:
- Green - progress is as planned/expected over the last 3 months. All, or most, of the relevant actions/activities are on track and most targets are being met for the aligned performance measures.
  - Amber - positive progress is being made but not as much as planned/expected. Only some of the relevant actions/activities are on track. Only some of targets are being met for the aligned performance measures.
  - Red =-progress is not being made as planned/expected. Few of the relevant actions/activities are on track. Few of the targets are being met for the aligned performance measures.

A review of this process is currently underway to ensure that all priorities are rated in a consistent manner.

In addition, performance indicators within the Council Business Plan are also rated green, amber or red according to progress against the target laid out in the plan.

### **3 Main issues**

#### **Quarter 4 Performance Summary**

##### ***City Priority Plan***

- 3.1 There are 3 priorities in the City Priority Plan relevant to Housing and Regeneration Board and of these 2 are assessed as green, the third priority was not reported on this quarter. The reporting on "Enable the growth of the city whilst protecting the distinctive green character of the city" was temporarily suspended at Q4 to enable a review of the performance indicator and continues to be the

subject of review at Q1. Agreement has been reached on the focus of a revised indicator for this priority related to the % of brownfield development. Discussion are ongoing between Regeneration and Planning services to scope out exactly what measure(s) could be used and how this can be reported against in terms of data. The Housing & Regeneration Partnership Board at its October meeting will be asked to approve a revised partnership plan which will include a revised headline indicator for this priority.

## **Council Business Plan**

3.2 **Directorate Priorities and Indicators** – there are currently 3 directorate priorities relevant to the Board and 2 are assessed as green and 1 is amber along with the aligned performance indicator. The amber priority and indicator is:

- Improve energy efficiency in public and private sector homes - Increase number of improved energy efficiency installations in houses (both public and privately owned) This programme to deliver enhanced energy efficiency measures to public and private housing had a target to deliver 3000 installations per month from June but is currently running at 1000. Mitigating actions are underway and we are confident that this will take us beyond 10,000 insulation measures, which would still be a remarkable achievement in only 9 months but below the original aim of 15,000 installations. The installation programme was ahead of target until May when competition from other companies began to have an effect (Ofgem will provide a report in August giving more detailed figures). This means that whilst the improvements may not have been delivered via the Council's scheme the benefits of improved energy efficiency are still being delivered to the people of Leeds.

## **Other Performance Issues**

3.3 Homelessness: An increase in the demand for services in this area is being seen in Leeds which reflects the pattern nationally. Councils have a legal duty to activate a homeless assessment where a person approaches for assistance because they are homeless or threatened with homelessness. The purpose of the assessment is to determine whether any form of housing duty is owed. The number of homeless assessments has risen significantly both in Leeds (by 38% over the last 3 years) and nationally (by 18% over the last 3 years). However, the well developed prevention services locally means that at the current time the service is continuing to deal with these increased numbers of presentations without this translating into increased homeless acceptances – unlike the picture nationally. However, there is a risk that homeless acceptances may increase as the on-going welfare reform changes start to make an impact and the economic climate continues to stagnate.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 This is an information report and as such does not need to be consulted on with the public. However all performance information is published on the council's and Leeds Initiative websites and is available to the public.

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 This is an information report and not a decision so due regard is not relevant. However, this report does include an update on equality issues as they relate to the various priorities within the Performance Reports.

## **4.3 Council policies and City Priorities**

- 4.3.1 This report provides an update on progress in delivering the council and city priorities in line with the council's performance management framework.

## **4.4 Resources and value for money**

- 4.4.1 There are no specific resource implications from this report.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 All performance information is publicly available and is published on the council and Leeds Initiative websites. This report is an information update providing Scrutiny with a summary of performance for the strategic priorities within its remit and as such is not subject to call in.

## **4.6 Risk Management**

- 4.6.1 The Performance Report Cards include an update of the key risks and challenges for each of the priorities. This is supported by a comprehensive risk management process in the Council to monitor and manage key risks. These processes also link closely with performance management.

## **5 Conclusions**

- 5.1 This report provides a summary of performance against the strategic priorities for the council and city related to Housing and Regeneration Scrutiny Board.

## **6 Recommendations**

- 6.1 Members are recommended to:

- Note the Q1 performance information and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.

## **7 Background documents<sup>1</sup>**

- 7.1 City Priority Plan 2011 to 2015

- 7.2 Council Business Plan 2011 to 2015

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

**Meeting:** Housing and Regeneration Board

**Population:** All people in Leeds

**Outcome:** Local people benefit from regeneration investment

**Priority:** Maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods.

**Why and where is this a priority**

Leeds is a growing city, between 2001 and 2011 the population rose by 5% (35,900) from 715,600 to 751,500. This upward trend is expected to continue to an estimated 880,000 by 2018. The implications of this projected rise brings to the forefront a continued requirement for housing growth, affordable housing and for improvements to existing public and private sector stock.

**Overall Progress:**  
**GREEN**



**Story behind the baseline**

- The Draft Core Strategy indicates that the City has a housing requirement of 3,660 units per annum. The original targets set for this indicator of 1,730 and 500 which were based on the average completions for new and affordable homes respectively, are currently being reassessed as part of a wider review of the Housing & Regeneration Board Partnership Plan.

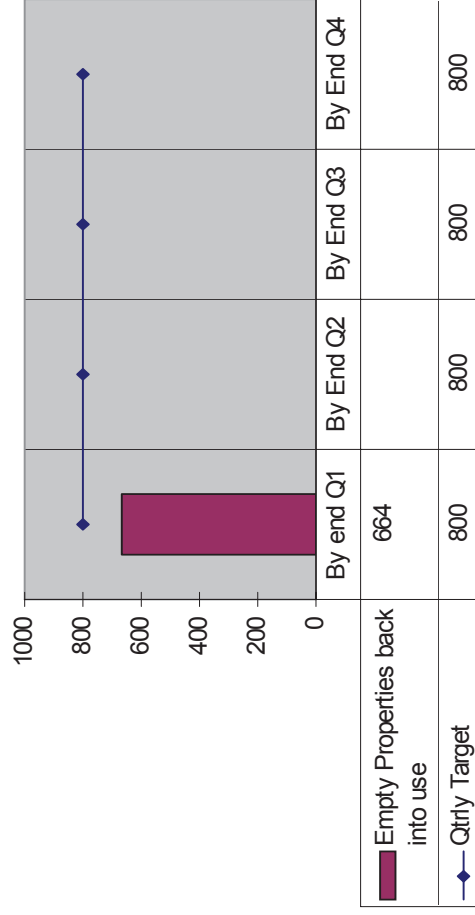
**Investment in affordable housing** is currently being achieved through:

- the HCA funded Affordable Housing Investment Programme;
  - work with developers to deliver affordable housing on commercial sites via the planning system; and
  - bringing empty properties back into use.
- In addition a strategic approach to the use of commuted sums and new resources such as Right to Buy receipts, is being developed.

- The **Housing & Regeneration Board** has agreed to a review of its current Partnership Plan, following the first year of operation, focusing on the Board's agreed priorities (housing growth; older people's housing; homelessness; and investment needs in the private sector), ensuring that performance indicators, actions and targets are clearly defined, remain meaningful and reflect a partnership approach. A revised plan is to be taken to the next Board meeting on 9th October 2012.

**Headline Indicators:** Increase the number of new homes built per year.  
Increase the number of new affordable homes built each year.  
Increase the number of long-term empty properties brought back into use.

**Priority: 3,200 Empty Private Sector Properties to be brought back into use**



## What do key stakeholders think

### What we did (2012/13 Qtr 1)

**Priority: Provide a mix of housing tenure options and types that can meet the changing needs of individuals and communities in target areas.**

- Qtr 1: 114 total affordable homes built against an annual target of 500.
- Agreement in principle with Local Planning Authority for use of existing S106 funds to assist access to and supply of affordable housing.
- Qtr 1: 406 (gross) new dwelling units built.
- Soft market testing for Seacroft Older People's pilot project and appraisal of procurement and delivery options recommended for approval.

**Priority: Maximise the use of public sector land and assets to deliver lasting and measurable economic, social and environmental improvements.**

- Dialogue on-going with Registered Providers, Planning & Ward Members to progress approved allocations under the new Affordable Housing Programme.
- An approach to housing and care provision for older people being developed, including identifying investment solutions and how Council land can enable this.
- Preparing land for development and devising investment solutions in key areas such as Middleton and Beckhills (Meanwood).

**Target 80** Pre-planning consultation has commenced on the proposed development of up to 600 homes on 18ha of HCA owned land to the rear of Seacroft Hospital.

- Work commenced on Neighbourhood Planning Statement for Seacroft.
- Outline planning permissions achieved on three sites in East Leeds (2 x Askets, 1 x Halton Moor), using HCA Public Land Initiative (PLI) funding.

**Priority: Maximise the use of existing long term empty properties as a potential source of new housing provision across the city**

- A Housing Strategy has been produced, pending approval, with a suite of supplementary documents including an Empty Property Strategy.
- An Empty Property Action Plan is being implemented with progress against targets on track. The plan is being updated quarterly.
- 664 long term empty private sector properties have been returned to occupation by the end quarter 1. An annual target of 3,200 has been set for 2012/13.

### Risks and Challenges

- The amount of New Homes Bonus paid for bringing empty homes back into use is based on annual net reduction, so although interventions may be successful if more properties become 'empty' this might result in NHB not being paid to the Council.
- Land availability has been cited as a barrier to development, however the Draft Core Strategy sets out the Council's approach to the use of greenfield/brownfield sites.
- Access to mortgage finance remains the most critical barrier identified by developers to the delivery of new housing. Interventions such as those described above will continue to be developed to assist home buyers in accessing finance.
- Risk that the market view of opportunities for sites in East Leeds is negative/pessimistic resulting in limited development coming forward.
- PLI funding requires reasonable endeavours to assess 'deferred receipt' disposal approach, though limited risk of clawback if not pursued.

### New Actions (2012/13 Qtr 2)

**Priority: Provide a mix of housing tenure options and types that can meet the changing needs of individuals and communities in target areas.**

- Development of approaches to support access to home ownership.
- Executive Board approval of draft Housing Investment Programme.
- Little London, Beeston Hill & Holbeck PFI - progress to Financial Close in August.
- Consultation on Seacroft Hospital to continue and outline plans to be prepared.

**Priority: Maximise use of public sector land and assets to deliver lasting and measurable economic, social and environmental improvements.**

- Further discussion with HCA, to be informed by LABV discussion - use PLI funding to justify exploration of potential for pairing Askets/Halton Moor to support viability.

**Priority: Maximise the use of existing long term empty properties as a potential source of new housing provision across the city.**

- Approval of the Empty Property Strategy.
- Work ongoing to deliver the actions within the Empty Property Action Plan.
- Continue to deliver against the 3,200 target for 2012/13.

### Data Development

In order to set targets which are both ambitious and realistic, work is underway to review the indicators and the way in which progress is tracked, having reference to the need identified in the Core Strategy and expected levels of investment.

### Equality

**Equality Focus:** Ensure that housing and regeneration investment meets the changing needs of individuals and communities.

**Equality Analysis:** Households headed by women with children, BME groups and those in the social rented are more likely to be overcrowded or substandard.

**Equality Action: Increase the number and quality of older people's housing**

- 'Housing & Care Futures for Older People' being developed by E&N and ASC.
- Progress schemes with Sanctuary Housing (Armley) & Unity (Chapel Allerton).
- Procurement of Older People's pilot in Seacroft via HCA Delivery Partner Panel.

**Meeting:** Housing and Regeneration Board

**Population:** All people in Leeds

**Outcome:** Houses of all tenancies are able to meet the needs of citizens of Leeds at different stages of their lives

at different stages of their lives

**Priority:** Improve housing conditions and energy efficiency.

**Why and where is this a priority**

Provision of a range of good quality affordable and energy efficient housing to meet the changing needs of the population of Leeds is a significant challenge and is a critical factor impacting on a range of important quality of life indicators, particularly health and well being. It also has wider effects on the prosperity of the city, as it affects the ability of Leeds to remain competitive and attract people to live and work here, and also contributes to environmental sustainability.

**Overall Progress:**  
**GREEN** ↑

**Story behind the baseline**

Significant investment in Council Housing stock has taken place since ALMOs were established to bring homes up to a decent standard, and levels of decency are now being maintained above the target of 96%.

Improvements are also taking place within the private sector through various programmes of investment and through partnerships with landlords and enforcement work. However, the prevalence of back to back housing and other features of some private sector stock makes bringing these up to a decent standard a significant challenge. For example, the most recent Private Stock Condition Survey (2007) found that a third of private sector housing in Leeds (or 81,800 units) was non-decent, with the main issue being thermal comfort.

Newer housing developments are incorporating specific building regulations standards, although this remains a challenge. Work is also continuing to bring empty properties back into use and improve their condition.

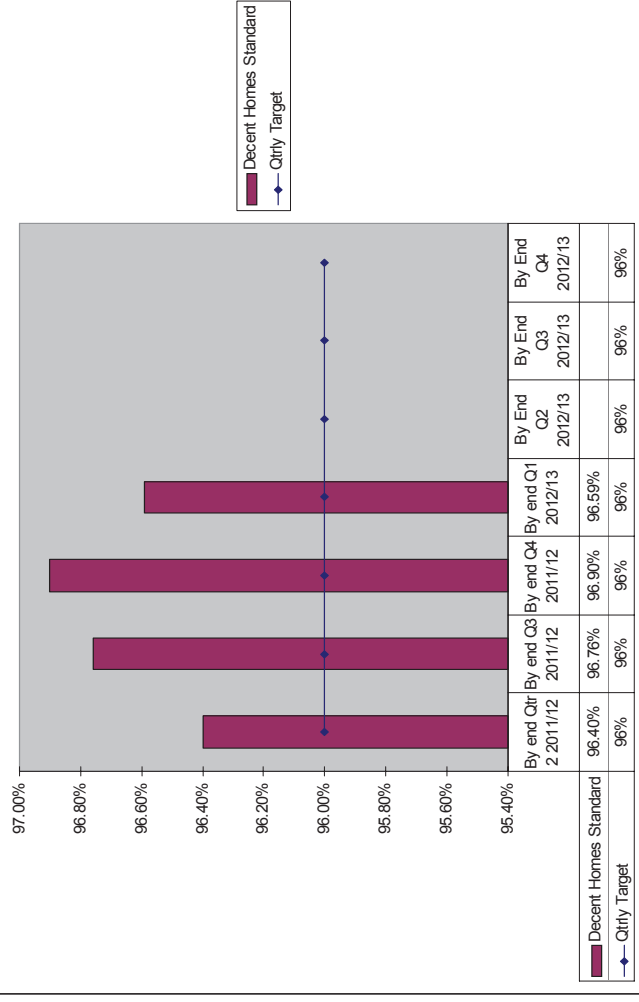
Leeds City Region have appointed Marksman Consulting to lead development of a Green Deal business case.

With the continual rise in energy prices and the squeeze on household income (particularly those on low and fixed incomes) fuel poverty rates in Leeds have risen from a low of 22% in 2005 to 27% in 2010. Coupled to this, budgets for energy efficiency grants such as Warmfront have been slashed and many local third sector organisations (such as Groundwork and Care and Repair) have seen funding streams dry up. So just at a time when fuel poverty is at its worst, the help available is at its lowest.

**Headline Indicator:** Increase the number of properties improved with energy efficiency measures.

Increase the number of properties which achieved the decency standard

Priority: Maintain Decent Homes Standard in Council Housing (96%)



**What do key stakeholders think**

Green Deal: Consultation with services across the council and partners around the city indicate that there is concern about the potential for the Green Deal to miss some of the more deprived parts of the city, if left to the market. This justifies the proposed Leeds City Region partner procurement.

**What we did (2012/13 Qtr 1)**

**New Actions (2012/13 Qtr 2)**

**Priority: Deliver well-designed, visually-appealing and energy-efficient housing (new and existing stock) in target neighbourhoods**

- 100 New homes currently underway in East Leeds are being built to specific building regulations standards (equivalent to CSH 3). Equity support package agreed in-principle for EASEL site 7 - to support development and sale of 11 units.

**Priority: Maintain decent homes standard in Council housing**

- At the end of June 2012 96.52% of Council Housing met the decent homes standard, exceeding the target of 96%. ALMO capital programmes for 2012/13 have been developed with a view to continuing to maintain decency levels at 96%.

**Priority: Sustainable improvements to housing conditions within the private sector (pre-1919 stock (back-to-back's and through terraces) in target neighbourhoods**

- 65 private sector properties have been made decent by the end of Q1. Q1 figures are usually low, however, it is still expected that the annual 500 decent homes target will be met.
- 12539 bedspaces covered by Landlord Accreditation Scheme with 346 members. The performance of the RLA is continually monitored to ensure delivery against targets.
- 1086 individuals have benefited from the removal of a hazard to their homes by the end of Q1 against an annual target of 4,500
- 121 properties have received inspections to ensure compliance with both HMO and selective licensing licence conditions against an annual target of 600
- We have brought 664 empty properties back into use in Qtr1 and the Council is currently working with a number of third sector organisations to help to deliver their successful HCA bids and to work up new ways of engaging with private owners following on from the Call to Action Day in May

Proposals are also being developed to use New Homes Bonus to support empty property work, including the creation of an empty property loan, support for third sector organisations and increased staffing resources to target those empty homes on a locality by locality basis that are blighting priority areas within the city.

**Priority: Implement Leeds Home Insulation Programme, (Implement Solar PV Schemes (public & private sector) & Green Deal**

- Leeds City Region have appointed Marksman Consulting to lead development of a Green Deal business case. Leeds are acting as the anchor authority and as such have engaged with colleagues in finance, procurement, housing, regeneration, energy unit, legal and communications.
- We have delivered 3,892 energy efficiency interventions through the Wrap up Leeds programme in Qtr 1.
- Working with DECC on a new 'low carbon pioneer city' programme that will attract c£1m to Leeds City Region to help launch the Green Deal and provide incentives for early take up.
- The proposal to insulate cavity walls that are too narrow for standard insulation has been concluded and is now ready to start marketing

**Priority: Deliver well-designed, visually-appealing and energy-efficient housing (new and existing stock) in target neighbourhoods**

- Implement equity support model at Site 7 in East Leeds in order to maintain delivery on-site.

**Priority: Maintain decent homes standard in Council housing**

- Continue to closely monitor monthly progress in delivery of capital programmes and addressing decency failures.
- Programmes that deliver decency in the private sector will be continuing in 2012/3

**Priority: Implement Leeds Home Insulation Programme, (Implement Solar PV Schemes (public & private sector) & Green Deal**

- Continuing to deliver Wrap Up Leeds (providing free insulation) - over 1,000 installations per month.
- Build on initial successful take up rates of fully funded Community Energy Saving Programme projects that are now underway in letting areas in both WNW and AV Homes
- Response to Fuel Poverty Scrutiny Board report due to go to Executive Board in July.
- Continue discussions with companies to attract a fully funded solid wall scheme to Leeds
- Further develop the proposals to use Homes Bonus opportunities to support empty property work

**Data Development:**  
Government have announced that the Energy Performance Certificate data is now available to purchase (c£12k for 120,000 records) so should be available to help target new initiatives such as the Green Deal.

**Equality**  
**Equality Focus:** Improve energy efficiency  
**Equality Analysis:** Many households containing people recovering from long term illness, disabled people and pensioners can not afford to heat their homes.  
**Equality Action:** In early 2012 we secured and delivered a grant of £232k from Dept of Health specifically to support vulnerable people during the winter months. The investment supported 265 households with boiler repairs/replacements; provided additional measures to 90 households through the Green Doctor initiative and delivered winter warmth services via 33 frontline community organisations (including fuel bill advice, emergency boxes, hot meal delivery, grant referrals). This support was designed to prevent the most vulnerable from suffering cold related ill-health.



### **Risks and Challenges**

Priority: The continuing uncertainty over feed in tariff payments for solar PV has made it very difficult to get a contract concluded.

The delay to government confirming details of the Green Deal and ECO mean that it's very likely to lead to a period of low activity in 2013.

Priority: Deliver well-designed, visually-appealing and energy-efficient housing (new and existing stock) in target neighbourhoods: **100 new homes in East Leeds built to Sustainable Code for Homes Levels 3 & 4**. There is now less scope for CSH 4 to be achieved prior to this becoming mandatory; HCA has rolled back its expectations to CSH3 on viability grounds. There are likely to be similar viability pressures for commercial developments.

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2012/13 Directorate Scorecard

Reporting Period :

Quarter 1 2012-13

Directorate Priorities	Progress Summary	Overall Progress	Supporting Measures	Target	Q1	Q2	Q3	Q4	Executive Portfolio
Deliver the Housing and Regeneration Board City Priority Plan	The fourth meeting of the H&R Board took place on 12th June 2012. Items discussed included; empty properties, derelict & nuisance sites, use of legislation to ensure private rented sector properties are properly maintained and how the Homes & Community Agency (HCA) investment and assets are aligned with LCC priorities. The sub-structure for the H&R Board has seen an East Leeds Board established (having a strategic overview of, and advisory role in the regeneration of the area) and continuation of the Housing Forum. The Board at its June meeting also agreed to a review of the current Partnership Plan, following the first year of operation, to focus on the Board's agreed priorities ensuring that performance indicators, actions and targets are clearly defined, remain meaningful and reflect a partnership approach. A revised plan is to be taken to the next Board meeting on 9th October 2012.	↔		None applicable					
Identify targets for new housing and strategies to support their delivery	This work is ongoing, linked with the H&R Board Partnership Plan review detailed above. As part of the review it is intended to reach agreement on either a method for identifying an annual adjusted housing target or a set figure applicable to each year of the plan. The Housing Investment Team are continuing to work on wider strategies linked to housing growth in the city, including use of commuted sums, Right to Buy receipts and New Homes Bonus. Proactive work is underway with Planning to drive housing growth using the Core Strategy and Interim Affordable Housing Policy.	↔	Increase number of new affordable homes built	500 (TBC)	114				Neighbourhoods, Planning and Support Services
Improve energy efficiency in public and private sector homes	Wrap Up Leeds (programme to provide free insulation) is continuing to deliver over 1,000 installations per month. However, this programme is finishing in October 2012 due to changes in Government incentives. We are currently working closely with Government and industry to take advantage of new incentives, once Wrap Up Leeds ends. There are some additional ongoing initiatives that will help to contribute to this target which	Amber	Increase number of improved energy efficiency installations in houses (both public and privately owned)	15,000	3,892 insulation measures Wrap Up Leeds				Environment

Other Performance Issues									
Homelessness	An increase in the demand for services in this area is being seen in Leeds which reflects the pattern nationally. Councils have a legal duty to activate a homeless assessment where a person approaches for assistance because they are homeless or threatened with homelessness. The purpose of the assessment is to determine whether any form of housing duty is owed. The number of homeless assessments has risen significantly both in Leeds (by 38% over the last 3 years) and nationally (by 18% over the last 3 years). However, the well developed prevention services locally means that at the current time the service is continuing to deal with these increased numbers of presentations without this translating into increased homeless acceptances – unlike the picture nationally. However, there is a risk that homeless acceptances may increase as the on-going welfare reform changes start to make an impact and the economic climate continues to stagnate.								

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

**Report to Housing and Regeneration Scrutiny Board**

**Date: 25<sup>th</sup> September 2012**

**Subject: Work Schedule**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**1 Purpose of this report**

1.1 The purpose of this report is to consider the Scrutiny Board’s work schedule for the forthcoming municipal year.

**2 Main issues**

2.1 A draft work schedule is attached as appendix 1 which incorporates issues identified for inclusion at the last meeting. The work schedule has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.

2. Also attached as appendix 2 and 3 respectively are the latest minutes of Executive Board and the Council’s current Forward Plan.

**Recommendations**

3. Members are asked to:

- a) Consider the draft work schedule and make amendments as appropriate.
- b) Note the Executive Board’s latest minutes and Forward Plan

#### **4. Background papers<sup>1</sup>**

None used

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

**Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 05. 09.12 Appendix 1**

<b>Area of review</b>	<b>Schedule of meetings/visits during 201213</b>		
	<b>June</b>	<b>July</b>	<b>August</b>
<b><i>Consultation Major Changes to Housing Policy</i></b>		Initial Paper on decision of Executive Board and Proposed Changes including draft tenancy strategy consultation	Working Group comprising all Members of the Board to submit its comments on the proposals
<b><i>Development of Brown field Sites</i></b>		Initial Paper from Director of City Development	
<b><i>Development of Guidance/protocol for Developers</i></b>		Initial Paper from Director of City Development	
<b><i>To be determined</i></b>			
<b>Briefings</b>	Equality Improvement Priorities SB 18/06/12 @ 10 am	Response to queries Q3 performance reports Consultation Section 106 agreements Community Infrastructure Levy	
<b>Budget &amp; Policy Framework Plans</b>		Report on Housing Revenue, General Fund Regeneration and Capital Programme Period 2	
<b>Recommendation Tracking</b>		Recommendation Tracking Private Rented Sector Housing	
<b>Performance Monitoring</b>	Quarter 4 performance report SB 18/06/12 @ 10 am		

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 05. 09.12 Appendix 1

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
<b>Consultation Major Change to Housing Policy</b>	Consider a summary of the responses received from all consultees on the proposals with a view to making any recommendations the Scrutiny Board wishes to make before Executive Board considers the matter in November	Recommendations to Executive Board	Executive Board consider a proposed new Housing Policy
<b>Development of Browfield Sites</b>			
<b>Development of Guidance/protocol for Developers</b>		Board to consider guidance/protocol	
<b>Council houses being used as offices and the Directorate's approach to the disposal of property in general</b>	To consider a report of the Director of Housing on Council houses being used as offices including the Directorate's approach to the disposal of property in general	To consider a list of non Council owned land that are brownfield sites that have been declared not viable and the reasons why they are not viable and what has been offered to move those sites forward for development	
<b>Briefings Inquiry Report Recommendation Private Sector Housing Recommendation</b>		Recommendation 1 Private Sector Housing Report back on outcome of adopting a more proactive and targeted integrated management approach in addressing those areas of the city that have greater housing and environmental needs.	Recommendation 3 That a progress report on the delivery of the Empty Properties Action Plan be brought back to Scrutiny before December 2012.
<b>Budget &amp; Policy Framework Plans</b>		Consider position Housing Revenue, General Account, Regeneration at Period 7	
<b>Recommendation Tracking</b>		Housing Growth	Affordable Housing by Private Developers
<b>Performance Monitoring</b>	Quarter 1 performance report SB 10/09/12 @ 10 am		

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 05. 09.12 Appendix 1

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
<i>Consultation Major Change to Housing Policy</i>			
<i>Development of Brown field Sites</i>			
<i>Development of Guidance/protocol for Developers</i>			
<i>Council houses being used as offices and the Directorate's approach to the disposal of property in general</i>			
<i>Critical Friend to the Strategic Partnership Board</i>			
<b>Briefings Inquiry Report Recommendation Private Sector Housing Recommendation 4</b>		That the Director of Environment and Neighbourhoods report back on the findings from work undertaken analysing current housing market trends within the Leeds 6 postcode areas and for this to then be used to predict empty property trends within these areas over the next 2-3 years.	
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Quarter 2 performance report SB 10/12/12 @ 10 am		

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Area of review	Schedule of meetings/visits during 2012/13		
	March	April	May
<i>Consultation Major Change to Housing Policy</i>			
<i>Development of Brown field Sites</i>			
<i>Development of Guidance/protocol for Developers</i>			
<i>Council houses being used as offices and the Directorate's approach to the disposal of property in general</i>			
<b>Critical friend to the Strategic Partnership Board</b>	To consider the outcome of the workshops organised by Leeds Initiative responding to the questions set out in the constitution		
<b>Briefings</b>			
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Quarter 3 performance report SB 11/03/13 @ 10 am		

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## EXECUTIVE BOARD

WEDNESDAY, 5TH SEPTEMBER, 2012

**PRESENT:** Councillor K Wakefield in the Chair

Councillors J Blake, A Carter, M Dobson,  
S Golton, P Gruen, R Lewis, L Mulherin,  
A Ogilvie and L Yeadon

**64 Exempt Information - Possible Exclusion of the Press and Public**

**RESOLVED** – That the public be excluded from the meeting during the 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 3 to the report referred to in Minute No. 72 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix contains information relating to the financial or business affairs of local authorities. The information relates to proposals that are being developed for consideration by a number of local Councils and in some instances, such proposals are still subject to the relevant approval processes. Therefore, in all the circumstances of the case, it is deemed that at this point in time, it is in the public interest not to disclose this information.

**65 Late Items**

There were no late items as such, however, it was noted that supplementary information had been circulated to Board Members following the despatch of the agenda in the form of correspondence received on behalf of the Morley Borough Independent Group and Green Group respectively, which provided the individual representations of both Groups in respect of the proposals detailed within the report entitled, 'Gypsy and Travellers Site Options'. (Minute No. 69 referred).

**66 Minutes**

**RESOLVED** – That the minutes of the meeting held on 18<sup>th</sup> July 2012, be approved as a correct record.

### **CHILDREN'S SERVICES**

**67 Transfer of Council Owned Land and Buildings to Trust Schools**

The Director of Children's Services submitted a report which sought approval for the mechanism to negotiate the detailed terms of the disposal of land and buildings to schools converting, or which have converted, to Trust status, in accordance with the Education and Inspections Act 2006 and The Schools

Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007.

Having acknowledged a Member's comments, it was proposed that the Director of City Development, or such other officer authorised by him, be provided with the necessary authority to negotiate the detailed terms of such disposals of land, but only having first consulted with the relevant Executive Member.

Members raised concerns regarding the potential for Trusts to invest funds from the sale of their Leeds based surplus assets in their other educational assets which are located outside of the city. In response, the Director undertook to confirm Trusts' rights in respect of this matter, and if it was deemed that Trusts did have authority to invest such funds in their other educational assets located outside of Leeds, Members proposed that appropriate representations be made to the Secretary of State for Education.

**RESOLVED –**

- (a) That the contents of the submitted report be noted.
- (b) That the Director of City Development, or such other officer authorised by him, in consultation with the relevant Executive Member, be authorised to negotiate the detailed terms of the transfer of the freehold land and buildings to trust schools at less than best consideration.
- (c) That if it is confirmed that Trusts have the necessary authority to invest funds from the sale of their Leeds based surplus assets in their other educational assets which are located outside of the city, appropriate representations be made regarding this matter on behalf of the Board to the Secretary of State for Education.

**68 Bankside Primary School Capital Project**

Further to Minute No. 41, 18<sup>th</sup> July 2012, the Director of Children's Services submitted a report which provided details of the overspend which had occurred on the Bankside Primary School capital scheme, sought authority to spend £1,593,000, outlined the key issues that the project had encountered and which provided assurances on the improvements which had been made to prevent a re-occurrence of the issues which led to the overspend on, and delay of the project.

The Board emphasised the need to ensure that the necessary lessons were learned from the situation detailed within the submitted report. In addition, it was highlighted that a more cohesive approach between directorates was required and in respect of future Design and Cost Reports relating to similar developments, it was noted that such reports would not be submitted to Executive Board until design freeze and costs were understood, so that Members were in possession of all relevant facts when determining such matters.

Having regard to the involvement of internal audit in this matter, it was suggested that consideration was given to the future role of internal audit in relation to such projects.

**RESOLVED –**

- (a) That the content of the submitted report, which provides details of the issues that contributed to the overspend of £1,593,000, be noted.
- (b) That authority to spend £1,593,000 be approved.

**NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES**

**69 Gypsy and Travellers Site Options**

Further to Minute No. 146, 14th December 2011, the Director of Environment and Neighbourhoods submitted a report detailing the findings of officers involved in the assessment of Council owned sites for potential use as Gypsy and Traveller accommodation provision, and which proposed an alternative solution which involved the expansion of the current provision at the Cottingley Springs site.

It was noted that correspondence had been received and circulated to Board Members prior to the meeting on behalf of the Morley Borough Independent Group and the Green Group respectively, which confirmed both Groups' individual positions on the proposals detailed within the submitted report. The Board also noted that a petition signed by local residents had been submitted by Members of the Green Group prior to the meeting.

Members received a summary of the comprehensive site assessment process which had been undertaken on Council owned sites against agreed criteria in order to determine their suitability as Gypsy and Traveller accommodation and which had led to the recommendations detailed within the submitted report.

The Board acknowledged the concerns which had been previously raised in respect of the Cottingley Springs site, however, it was emphasised that should the proposal to expand the Cottingley site proceed, then comprehensive dialogue would continue with all relevant parties, which would be accompanied by a programme of re-design and modernisation of the site, together with a review of the services provided to residents, in order to ensure that their needs were met.

Having noted that none of the Council owned sites detailed within the submitted report had been deemed suitable for use as Gypsy and Traveller accommodation provision, it was suggested that dialogue was undertaken with private land owners, in order to determine whether potentially any privately owned sites could be utilised for this purpose.

## **RESOLVED –**

- (a) That it be noted that none of the Council owned sites, as detailed within the table in Appendix A to the submitted report, are currently suitable for use as Gypsy and Traveller accommodation provision.
- (b) That officers be requested to identify how Cottingley Springs can be expanded with the development of twelve new pitches.
- (c) That on the assumption that the expansion of Cottingley Springs proceeds:-
  - (i) That such an expansion is complemented by a programme of modernisation at the site to improve the housing offer made to existing tenants.
  - (ii) That a further funding bid be made to the HCA to part finance the modernisation programme.
- (d) That Cottingley Springs be included within the Housing Revenue Account (HRA) Business Plan so that HRA funding can be used to 'match fund' any further HCA award and to finance longer term investment at Cottingley Springs.
- (e) That work with the Cottingley Spring's residents and other Council/voluntary sector services proceeds to improve the service offer made to residents, with a review of access to services to be undertaken and to include Health, Adult Social Care and Children's Services.
- (f) That the development of a Gypsy and Traveller Lettings Policy be authorised, which will be a satellite policy of the Leeds City Council Lettings Policy.

## **LEISURE AND SKILLS**

### **70 Inspiring a Generation: A Sporting Legacy for Leeds**

The Director of City Development and the Director of Children's Services submitted a joint report outlining proposals aimed at enabling Leeds to build upon the successes of the London 2012 Olympic Games and Paralympic Games, and in particular the successes of local and regional participants. In addition, the report outlined a strategy leading up to 2016 and beyond, which aimed to leave a continuing legacy of the Games for the people of Leeds.

The Board welcomed the timely submission of the report, and highlighted the need to ensure that the momentum arising from the Olympics and Paralympics was built upon, in order to ensure that Leeds' strong sporting tradition continued.

Responding to a Member's comments, it was noted that further work would be undertaken in respect of the Olympic Legacy Fund and how such funding would be allocated, which would include liaison with Leeds Sports Federation.

The Board concurred with the comments made regarding the need to ensure that any initiatives to promote a sporting legacy included the necessary provisions to protect current sports fields and pitches, and wherever possible, increase such facilities across the city.

Members provided a number of examples of how the Games had already made a positive impact upon communities across Leeds, and it was noted that a celebratory reception event for Leeds Paralympians was being scheduled.

In conclusion, the Chair thanked all of those officers who had been involved in successfully delivering all related events throughout Leeds, both prior to and following the Games, he welcomed all of the comments which had been made during the discussion and he proposed that a further report be submitted to a future meeting, in order to provide an update on the progress which had been made on the establishment of a sporting legacy for Leeds.

**RESOLVED –**

- (a) That the contents of the submitted report be noted, along with the following proposals:-
- (i) That further work will be undertaken to explore the benefits and costs of Leeds introducing a “BeActive” style programme. The Director of City Development, Director of Children’s Services and Director of Public health to meet and progress further.
  - (ii) That the emerging Sport and Active Lifestyles strategy is noted and the ambition to be the “most active big city” supported.
  - (iii) Consult with the Leeds Public on how best to celebrate the achievements of our Olympians and Paralympians, and then establish an Olympic Legacy Fund of £100,000 annually, with details to follow.
  - (iv) Support future international sports events in Leeds and to use them to inspire a new generation of participants.
  - (v) To develop proposals for a sustainable school sport system, building on the school games, and that supports Leeds as a child friendly city.
  - (vi) Establish options for increasing National Non Domestic Rate relief to sports clubs in Leeds.
  - (vii) Seek a commitment from sporting groups, third sector and business in the city to attend a Leeds Sporting Summit to maintain and further develop sports in Leeds.
  - (viii) To build on the Games Makers and volunteering which already exists in the city, as we move forward with the other major events planned.

- (b) That a further report be submitted to a future meeting of the Board which provides an update on the progress which has been made on the establishment of a sporting legacy for Leeds.

## **RESOURCES AND CORPORATE FUNCTIONS**

### **71 Financial Health Monitoring 2012/13 - Month 4 Report**

The Director of Resources submitted a report which detailed the Council's projected financial health position for 2012/2013 after four months of the financial year.

With regard to Council owned void properties, responding to a Member's comments, it was acknowledged that further consideration needed to be given to the future of such properties on a case by case basis, particularly in respect of the costs associated with the longer term protection and maintenance of them.

In response to a Member's enquiry, the Board received an update on the progress made regarding the rationalisation of refuse collection routes.

**RESOLVED** – That the projected financial position of the authority, after four months of the financial year, be noted.

### **72 Consultation on Localised Council Tax Support Scheme**

Further to Minute No. 31, 20<sup>th</sup> June 2012, the Director of Resources submitted a report which provided details of the outcomes arising from the consultation undertaken with the West Yorkshire Police Authority and West Yorkshire Fire and Rescue Service on a local Council Tax Support scheme.

Members noted that as a result of the outcomes from such consultation, the report sought approval to consult upon an alternative scheme proposal, alongside the original proposals, which were approved by the Board for the purposes of consultation in June 2012.

Following consideration of Appendix 3 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** – That additional schemes which would aim to limit scheme spend to Government funding levels, be approved for the purposes of consultation alongside the option already approved by Executive Board.

### **73 High Cost Legal Money Lending in Leeds**

Further to Minute No. 239, 11<sup>th</sup> April 2012, the Director of City Development submitted a report providing details of the current issues across the city which related high cost legal money lending and advising on the services being offered by the Council and its partners to assist in overcoming such matters. In addition, the report also outlined possible future initiatives which were currently being investigated.



The Board welcomed the work which was being undertaken collectively with partners, such as Leeds Credit Union and Community Development Finance Institutions (CDFIs), and highlighted the need to ensure that public access to, and awareness of such organisations was maximised.

Members highlighted the importance of the work being undertaken to address the issues associated with high cost legal money lending in Leeds and emphasised that the Council should take any incremental measures it could to help tackle such issues.

In conclusion, it was proposed that, in looking to further address such matters in the future, consideration should also be given to the ways in which the Council could help restrict the advertising campaigns of high cost money lenders in the area, how the Council could help address the wider implications arising from high cost money lending, such as the affect upon individuals' mental and physical health, and that an audit be undertaken, in order to determine which communities across the city were most affected by such matters. It was then requested that a report be submitted to a future meeting, which brought together such information, so that the matter could be progressed further.

**RESOLVED –**

- (a) That the extent of the high cost lending market nationally and more particularly that operating in Leeds, as set out within the submitted report and including the information on the sector provided within Appendix 2, be noted.
- (b) That the approaches outlined within the 'Conclusions', as set out within section 5 of the submitted report, be noted and welcomed.
- (c) That continuing support and promotion of Leeds City Credit Union be agreed, particularly in those areas which complement the delivery of the Leeds City Priority Plans.
- (d) That the ongoing work of the inter-Directorate credit union Working Group, and the range of possible future developments, as set out within paragraph 3.17 of the submitted report, be noted and welcomed.
- (e) That a report be submitted to a future meeting of the Board which provides an update on the progress made in respect of the work being undertaken to address the wider implications of high cost money lending in Leeds, as discussed during the meeting, and detailing how the problems associated with high cost legal money lending could be addressed further.

## **ENVIRONMENT**

### **74 Response to the Deputation to Council from Sparrow Park Action Group on 11th July 2012**

The Director of Environment and Neighbourhoods submitted a report responding to the deputation presented by Sparrow Park Action Group to the meeting of Council on 11<sup>th</sup> July 2012 which related to the issues regarding the future ownership, restoration and management of a green space in Headingley, known locally as “Sparrow Park”.

**RESOLVED** – That the contents of the submitted report be noted, and that the case for pursuing a Compulsory Purchase Order under relevant powers be endorsed, subject to the clarifications identified within paragraph 3.2.17 of the submitted report.

### **75 A Review of City Centre Car Parking in Leeds**

The Director of Resources submitted a report providing a summary review of city centre car parking in Leeds and which highlighted the issues which would inform future car parking policy. The review considered the Council’s current approach towards city centre parking, and how such an approach related to the Council’s policy objectives. In addition, the review considered current and future capacity of car parking spaces within the city centre, provided an analysis of city car park usage and examined recent income trends from Council car parks. In addition, the report highlighted the issues which needed to be taken into account when shaping a future car parking strategy and made recommendations which were consistent with the Council’s objectives.

The Board acknowledged the vital importance of the retail economy in Leeds, and in response to a Member’s concerns regarding the possibility of reviewing current policies in respect of city centre evening and Sunday parking, it was noted that the summary review was for the purposes of informing a consultation exercise which would be undertaken with relevant stakeholders in respect of the Council’s car parking strategy, with the outcomes arising from the consultation being reported back to the Board.

The Board acknowledged that the Council’s current car parking strategy and wider transport policy objectives had been set on the basis that a comprehensive transport strategy would be implemented in Leeds, and which to date, had not occurred in its entirety. A matter which Members requested be taken into consideration when undertaking further work on the city centre car parking review.

#### **RESOLVED –**

- (a) That the contents of the submitted report be noted.
- (b) That approval be given to the review informing a consultation with relevant stakeholders regarding the Council’s car parking strategy, with agreement being given to the following:-

- i) Consideration should be given to reviewing current policies in respect of evening and Sunday car parking.
- ii) Occupancy levels at Woodhouse Lane multi-storey car park should be reviewed following the completion of the refurbishment works, with a view to re-assessing prices once a true level of demand can be re-established, taking into account demand from the Arena.
- iii) On street parking charges should continue to be reviewed annually on a street by street basis to ensure that charges are more responsive to changes in demand.
- iv) Although the Council should review each car park on a site by site basis, it should aim to keep the overall weighted average price of long stay car parking above the cost of public transport.
- v) The Council should continue to develop its Park and Ride proposals and income from car parking activities should be ring fenced to expenditure on the transport infrastructure, with additional income generated from parking activities re-invested into improving the transport infrastructure, including Park and Ride schemes.
- vi) A parking league table should be published for the permanent car parks in the city centre, showing who operates the car parks and ranked according to how much they charge. A statement demonstrating how the Council re-invests its car parking income should also be published alongside this.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he voted against the decisions referred to within this minute)

## **DEVELOPMENT AND THE ECONOMY**

### **76 Green Space Proposals for the Sovereign Street site**

Further to Minute No. 48, 27<sup>th</sup> July 2011, the Director of City Development submitted a report advising of the progress made in respect of the development of the Sovereign Street green space proposal and which sought agreement of the next steps, including the broad concepts for the scheme; indicative budget parameters and the submission of the planning application. In addition, the report also included a summary of the consultation outcomes about the green space proposal and the programme and timetable for its development.

The Board provided its support for the proposals detailed within the submitted report and it was requested that young people were invited to be involved in the project's design and development.

**RESOLVED –**

- (a) That the progress made in respect of the green space proposals to date be noted.
- (b) That the concept design scheme for the new green space at Sovereign Street be approved and that the indicative budget parameter being used as a guide to the design work be noted.
- (c) That the submission of a planning application for the green space at Sovereign Street be approved.
- (d) That the injection of £2,500,000 into the Sovereign Street green space scheme, funded by the first call on any capital receipts generated from the Sovereign Street development, be approved.
- (e) That the outcome of the consultation undertaken to date be noted, and that the consultation proposals with key stakeholders scheduled prior to the planning application determination be approved.

**77 Community Asset Transfer**

Further to Minute No. 221(B), 7<sup>th</sup> March 2012, the Director of City Development submitted a report summarising the results of the consultation exercise undertaken in respect of the Community Asset Transfer Policy and presenting a final Community Asset Transfer Policy for approval.

Responding to an enquiry, officers undertook to provide the Member in question with details regarding the current position of all ongoing Community Asset Transfers throughout the city.

Members welcomed the progressive approach being taken by the Council in respect of Community Asset Transfers, and it was acknowledged that further work would be undertaken in order to ensure that the approach continued to be developed.

**RESOLVED –** That the Community Asset Transfer Policy and Framework documents, as appended at Appendix 1 and Appendix 2 to the submitted report, be approved for use in developing and considering Community Asset Transfers.

**78 Stimulating Growth in Affordable Housing**

The Director of City Development and the Director of Environment and Neighbourhoods submitted a joint report which outlined a proposed approach towards housing investment, combining a range of funding sources and investment models. Further to this, the report sought a number of approvals from the Board in order to facilitate the development of such an approach.

The Board provided its support for the proposals set out within the submitted report.

**RESOLVED –**

- (a) That the development of an investment programme, as illustrated within the submitted report, be approved, through a contribution of £9,400,000 over three years from the Housing Revenue Account, a contribution of £1,500,000 from the New Homes Bonus and the use of Right To Buy receipts, currently estimated to be £1,900,000 over three years.
- (b) That an injection of £1,500,000 and £800,000 into the capital programme from New Homes Bonus and Right To Buy receipts respectively, be approved.
- (c) That the development of the investment programme be delegated to the Directors of City Development and Environment and Neighbourhoods, in consultation with the Executive Member for Development and the Economy.

**DATE OF PUBLICATION:**

7<sup>TH</sup> SEPTEMBER 2012

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:**  
(5.00 P.M.)

14<sup>TH</sup> SEPTEMBER 2012

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 17<sup>th</sup> September 2012)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 17th October, 2012

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APPENDIX 3



**FORWARD PLAN OF KEY DECISIONS**

1 October 2012 – 31 January 2013

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

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 October 2012 – 31 January 2013. A new Plan is issued on a monthly basis, but the Plan is updated as often as required during that month. Details of each key decision will be available to the public 28 clear days before the decision is due to be taken.

## **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 one or more wards.

Article 13 of the Council's Constitution provides more details about which decisions will be treated as key decisions.

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

The Plan gives information about:

what key decisions are due to be taken in the next four months

when those key decisions are likely to be made

who will make those decisions

what consultation will be undertaken

the documents that will be considered by the decision maker and where these can be accessed, and how other documents which may become available to the decision maker at a later date can be requested



## 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?

The contact details of a lead officer are provided for each key decision listed in the Plan. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members. If you are unsure how to make contact, please ring Leeds City Council on 0113 222 4444 and staff there will be able to assist you.

## How do I get copies of the documents being considered by the decision maker?

The Plan lists the documents (meaning any report or background papers, other than those only in draft form) which will be taken into consideration by the decision maker in relation to any key decision.

The agenda papers for Executive Board meetings<sup>1</sup>, and the documents being considered by officers taking key decisions<sup>2</sup>, are available five working days beforehand on the Council's website (using the links below) and from the following address:

Governance Services, 4<sup>th</sup> Floor West, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 39 52194 / Fax: 0113 3951599

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

If you wish to obtain copies or extracts of any other listed documents you should contact the lead officer for the particular key decision named on the Plan. Other documents relevant to the key decision may be submitted to the

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<sup>1</sup> <http://democracy.leeds.gov.uk/ieListMeetings.aspx?CId=102&Year=2012>

<sup>2</sup> <http://democracy.leeds.gov.uk/mgDelegatedDecisions.aspx?bcr=1&DM=4>

decision maker at any time before the decision is made. If you wish to receive details of those documents as they become available, please contact the lead officer for the particular key decision named on the Plan.

Sometimes 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 see a copy of the Forward Plan?**

The Plan can be found on the Leeds City Council website. The Plan will be issued once a month on or before the following dates, and will be updated as often as required between these dates:

<b>Publication date</b>	<b>Period covered by the Plan</b>
Friday 31 <sup>st</sup> August	1 <sup>st</sup> October 2012 – 31 <sup>st</sup> January 2013
Wednesday 3 <sup>rd</sup> October	1 <sup>st</sup> November 2012 – 28 <sup>th</sup> February 2013
Friday 2 <sup>nd</sup> November	1 <sup>st</sup> December 2012 – 31 <sup>st</sup> March 2013
Monday 3 <sup>rd</sup> December	1 <sup>st</sup> January 2013 – 30 <sup>th</sup> April 2013
Thursday 3 <sup>rd</sup> January	1 <sup>st</sup> February 2013 – 31 <sup>st</sup> May 2013
Thursday 31 <sup>st</sup> January	1 <sup>st</sup> March 2013 – 30 <sup>th</sup> June 2013
Friday 1 <sup>st</sup> March	1 <sup>st</sup> April 2013 – 31 <sup>st</sup> July 2013
Tuesday 2 <sup>nd</sup> April	1 <sup>st</sup> May 2013 – 31 <sup>st</sup> August 2013

### **About this publication**

For enquiries about the Forward Plan of Key Decisions please e-mail: [cxd.corporategovern@leeds.gov.uk](mailto:cxd.corporategovern@leeds.gov.uk) or telephone: 0113 39 51712.

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 22 4444.

If you do not speak English and need help in understanding this document, please phone: 0113 22 4444 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 जरूरत 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 (दुभाषिण) 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 ਕਹਾਂਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂਗੇ.

(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 (انٹر پریٹر) سے رابطہ کریں گے۔

## FORWARD PLAN OF KEY DECISIONS

For the period 1 October 2012 to 31 January 2013

<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>
A653 Dewsbury Road junction with A6029 Rein Road, Tingley - Proposed pedestrian crossing facilities To seek approval to incur expenditure and undertake the detailed design and implementation of a pedestrian crossing on the A653 Dewsbury Road junction with A6029 Rein Road, Tingley.	Chief Officer (Highways and Transportation)	1/10/12	Morley South Ward Members	None	Nick Borrás, Senior Engineer - Traffic Management  nick.borras@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Advocacy Consortia Model To approve request to invoke Contracts Procedure Rule 31.1 to waive Contract Procedure Rule 13 to enter into a contract with the Advonet from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2016.</p>	<p>Director of Adult Social Services</p>	<p>1/10/12</p>	<p>The joint advocacy review in 2009 included extensive consultation with service users and demonstrated that there is a strong case for advocacy services but that they were working under pressure and in some cases lacked resources to be able to extend their services. Since this time there has been ongoing consultation with advocacy providers and their customers, including involvement of management steering groups. ASC, NHS, ABL and Advocacy providers have worked closely together to develop this model in order to ensure it is fit for purpose and will continue to do so. A 'Briefing Paper' was presented to Councillors on January 27<sup>th</sup> 2012 outlining the action undertaken to date and the future plans for short term, issue based independent advocacy in the city. Throughout the duration of the contract consultation will take place with customers and stakeholders to assess the effectiveness of the service.</p>	<p>Waiver Report</p>	<p>Mick Ward, Head of Commissioning  mick.ward@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Award of contract to Leeds Partnership Foundation Trust for the care and support services to adults with learning disabilities To invoke Contract Procedure Rule 31.4 (to allow waiver of Contract Procedure Rule 13).	Director of Adult Social Services	1/10/12	Department of Health requirement for 2011/12. The following boards were advised of the requirement: <ul style="list-style-type: none"> <li>• Council Executive Board Report 2009</li> <li>• Joint Commissioning Strategic Board April 2009</li> <li>• Leeds Learning Disability Partnership Board 19 June 2009</li> </ul>	Report to the Director of Adult Social Services	Janet Wright, Joint Commissioning Manager  janet.wright@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Award of Residential Care Home Framework Contracts to Care Homes who comply with the Leeds Quality Standards</p> <p>To agree to the placement of care homes onto the Residential Framework Contract on either the core standard or the enhanced standard.</p>	<p>Director of Adult Social Services</p>	<p>1/10/12</p>	<p>The process was developed in partnership with Ernst and Young and all providers were given opportunities through a range of consultation events to comment on the service specification, quality standards and the methodology applied to derive the fee that LCC will pay for care services within the Leeds boundary. A cross party Advisory Group consisting of Elected Members, service providers, voluntary sector, NHS Leeds and service users were consulted through this project, along with residents/relatives and other Older People. Documents published on Talking Point.</p>	<p>Report to Director of Adult Social Services</p>	<p>Tim O'Shea, Head of Adult Social Care Commissioning</p> <p>Tim.OShea@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>
Bereavement Services Charges To increase burial and cremation charges by 4.5%.	Director of Environment and Neighbourhoods	1/10/12	Executive Member for Environmental Services, Core City comparison.	Report to accompany delegated decision will be prepared in due course.	Sean Flesher, Head of Parks and Countryside  sean.flesher@leeds.gov.uk
Collection of Local Taxation Approval of Council Tax and Business Rate write offs for period 1 <sup>st</sup> October 2011 to 31 <sup>st</sup> March 2012.	Director of Resources	1/10/12	Chief Financial Officer	Report on values and type	David Levitt, Corporate Debt Manager  david.levitt@leeds.gov.uk
Construction Skills Commissioning	Director of City Development	1/10/12	Jobcentre Plus, Members, existing/potential providers	Delegated decision report	Jane Hopkins, Head of Employment and Skills  jane.hopkins@leeds.gov.uk
Contract with Leeds Community Healthcare Request to waive Contracts Procedure Rule 13 and enter into a new contract with Leeds Community Healthcare.	Director of Children's Services	1/10/12	n/a	Waiver Report	Paul Bollom, Interim Lead Commissioner for Children's Services  paul.bollom@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Design and Cost report for Passenger Transport replacement vehicles            Director of Resources is asked to approve the purchase of twelve wheelchair accessible vehicles, to replace twelve vehicles which were originally due for replacement January 2011.</p>	<p>Director of Resources</p>	<p>1/10/12</p>	<p>There is no requirement for corporate consultation, though the drivers have been consulted as to the changes to vehicle specification. If the request is approved, customers will also be consulted as to requirements.</p>	<p>Associated report</p>	<p>Julie Hatton, Head of Passenger Transport             julie.hatton@leeds.gov.uk</p>
<p>Disabled Facilities Grant 2012/13            To grant authority to spend approx £6,670,000 for a category B capital scheme – Capital Scheme 98040, Category B DOD.            Assistance for private residents city wide, towards the provision of adaptations to the home.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Consultations are ongoing with Executive Member for Environment and Neighbourhoods and regular Scrutiny Board reports.</p>	<p>Design and Cost Report and delegated decision report</p>	<p>Colin Moss, Adaptations Agency Manager             colin.moss@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Elmete Primary Centre To give authority to spend for the removal of asbestos and demolition of Elmete Primary Centre.</p>	<p>Director of City Development</p>	<p>1/10/12</p>	<p>Executive Member for Development and the Economy, Ward Members</p>	<p>Design and Cost Report</p>	<p>Phil Elliott, Building Surveyor  phil.elliott@leeds.gov.uk</p>
<p>Exercise of Option to Purchase Agreement - Land at Freely Lane, Bramham Approval is sought to:</p> <ol style="list-style-type: none"> <li>1) Trigger an option to purchase agreement to acquire third party owned land to support the sale and redevelopment of Bramham House, a Council owned property; and</li> <li>2) Give authority to incur expenditure of approx £270k in connection with the land purchase.</li> </ol>	<p>Director of City Development</p>	<p>1/10/12</p>	<p>Executive Member for Development and the Economy, Ward Members, and Bramham Parish Council have already been consulted.</p>	<p>Design and Cost Report</p>	<p>Martin Blackett, Senior Surveyor  martin.blackett@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Extension of Disrepair and Shops Maintenance Contract Agreement to final 12 month extension as provided for under 2008 procurement exercise.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>None</p>	<p>Contract Extension Report</p>	<p>David Purdy, Principal Contracts Manager  david.purdy@leeds.gov.uk</p>
<p>Framework Agreement for the Procuring of fixed play ground equipment including MUGAs, teen shelters and skateboard BMX equipment Awarding of the Framework Contract for the supply and installation of playground equipment for a period of 3 years from the 1<sup>st</sup> March 2012 with the option to extend for a further 2 years if so required.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Parks and Countryside, Procurement Unit.</p>	<p>Tender Returns</p>	<p>Neil Evans, Director of Environment and Neighbourhoods  neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Furniture Framework Agreement Approval to proceed with a furniture framework tender agreement in order to procure a suitable single supplier for the supply and installation of office furniture over a minimum period of two years.</p>	<p>Director of Resources</p>	<p>1/10/12</p>	<p>Procurement, Business Improvement, Facilities Management, Health and Safety, Occupational Health, Business Support.</p>	<p>Tender document for a furniture framework agreement</p>	<p>Jane Watson, Head of Business Improvement  jane.2.watson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>ICT Services - Invest To Save Initiatives Invest in a range of initiatives to deliver services more efficiently and save the council money in the long term. Replace the IT Asset Management software with a more efficient product and so better manage the estate. Continue the programme of server virtualisation and so create a more efficient and supportable environment. Start to look at 'cloud' service options as a consumer and potentially a provider. Further develop more 'Bring Your Device' options.</p>	Chief ICT Officer	1/10/12	ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board	Invest To Save Business Case & DDN, SIB Report.	<p>David Maidment, Head of ICT Strategy, Architecture &amp; Commissioning</p> <p>david.maidment@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Implementing a new children's services structure through the restructure of existing provision To take one or more decisions in connection with the proposals for the new structure including the restructure of existing provision.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Staff, Trade Unions</p>	<p>Delegated Decision Report and relevant structure charts</p>	<p>Nigel Richardson, Director Children's Services  nigel.richardson@leeds.gov.uk</p>
<p>Kendal Carr, Holborn Court and Cockcroft House Sheltered Housing - Request for approval for Permanent Suspension of Lettings and Disposal Approval to close 3 x Sheltered Housing Schemes.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Informal and formal consultations have and continue to be undertaken with customers, Ward councillors, E&amp;N, and Local Housing Performance staff, stakeholders.</p>	<p>WNWhL Executive Decision Panel Report</p>	<p>Jeffrey Dembickjy, Senior Project Officer, ALMO Business Centre Leeds  jeff.dembickjy@abcl.org.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Leeds Community Learning Programme 2012-13 Award of contract(s) following a procurement exercise, to deliver Community Learning provision from August 2012 (Formal First Step and Community Learning funding).</p>	<p>Director of City Development</p>	<p>1/10/12</p>	<p>Consultation has taken place with the Executive Member Leisure and Skills and the Executive Board Member, formerly Neighbourhoods, Housing and Regeneration. There has been specific internal consultation with Children's Services and City Development and external partners including Jobcentre Plus, the Skills Funding Agency, training providers and local FE/HE representatives</p>	<p>None</p>	<p>Sue Wynne, Chief Officer Employment &amp; Skills  sue.wynne@leeds.gov.uk</p>



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Leeds Local Implementation Plan supporting document for the West Yorkshire Local Transport Team Report requesting authority for approval of the supporting document for Leeds setting out details of the strategy and implementation proposals for Leeds included in the West Yorkshire Local Transport Plan.</p>	<p>Chief Officer (Highways and Transportation)</p>	<p>1/10/12</p>	<p>The document sets out issues and proposals that have been consulted on as part of the Local Transport Plan preparation process which has included Members and stakeholders</p>	<p>Delegated decision report</p>	<p>Andrew Hall, Acting Head of Transportation Services  andrew.hall@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Modification of the Shadwell Conservation Area and the approval of the Shadwell Conservation Area Appraisal and Management Plan</p> <p>The Chief Planning Officer to approve the following:</p> <ol style="list-style-type: none"> <li>1. The Modification of the Shadwell Conservation Area (boundary map Appendix 2 with effect from 17 September 2012.</li> <li>2. Adoption of the Shadwell Conservation Area Appraisal and Management Plan as non-statutory planning guidance (and as such with weight as a material consideration) with effect from 17 September 2012.</li> </ol>	Chief Planning Officer	1/10/12	A 5 week period of public consultation has already taken place.	Shadwell Conservation Area Appraisal and Management Plan and the Shadwell Conservation Area Boundary	<p>Matthew Bentley, Senior Conservation Officer</p> <p>matthew.bentley@leeds.gov.uk</p>

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Morley Conservation Area To amalgamate and extend the Morley Town Centre and Morley Dartmouth Park Conservation Area into the Morley Conservation Area and adopt the Morley Conservation Area Appraisal and Management Plan as non-statutory planning guidance.	Chief Planning Officer	1/10/12	Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and Other bodies	Report and Morley Conservation Area Appraisal and Management Plan	Philip Ward, Conservation Officer  phil.ward@leeds.gov.uk
New Farnley Village Design Statement (VDS) Approval of the New Farnley Village Design statement so that it can be formally adopted as a Supplementary Planning Document (SPD) within the Leeds Development Framework.	Chief Planning Officer	1/10/12	The document has undergone significant local consultation which had shaped the aspirations within it. A representations statement and EIA will be published alongside the VDS.	New Farnley VDS	Gareth Read, Planning Assistant  gareth.read@leeds.gov.uk
Occupational Health Services and Complementary Framework Services Award of contracts.	Director of Resources	1/10/12	Subject to Call in	Award Report	Kathryn Tarrant, Occupational Health Manager  kathryn.tarrant@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Proposed Insulation &amp; Render Cladding to Highways Maisonette 122-133 undertaking a mini competition under the Leeds City Council Procurement Unit DEEP Framework (ref LCC22842)</p> <p>That the Director of Environment and Neighbourhoods approves a key decision to allow the procurement and installation of the energy saving cladding system through the Leeds City Council DEEP framework.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Consultation will take place with residents / Ward Members once the contract has been awarded.</p>	<p>Report to Director of Environment and Neighbourhoods</p>	<p>Steve Hunt, Chief Executive - East North East Homes Leeds (ENEHL)</p> <p>steve.j.hunt@enehl.org.uk</p>
<p>Provision of Transport for Leeds City Council Staff engaged on Council Business</p> <p>To agree the award of Tender for the Provision of Transport for Leeds City Council Staff engaged on Council Business.</p>	<p>Chief Officer Resources and Strategy</p>	<p>1/10/12</p>	<p>Planning Policy and Improvement, Procurement Unit, Chief Officer concerned</p>	<p>Tender Submissions</p>	<p>Suzanne Hopes, Head of Customer Services &amp; Support</p> <p>suzanne.hopes@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Reinstatement works following fire damage at Temple Newsam Farm Authority to spend from insurance fund.	Director of City Development	1/10/12	Corporate Procurement Unit, Insurance Section, Ward Members, Executive Member for Leisure	Design and Cost Report	Anne Chambers, Head of Corporate Property Management  anne.chambers@leeds.gov.uk
Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies.	Director of Environment and Neighbourhoods	1/10/12	None	Delegated Decision Report	Neil Evans, Director of Environment and Neighbourhoods  neil.evans@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to invoke Contract Procedure Rule 25.1 in order to invoke the second 12 month extension periods to the three existing contracts with DISC Approval required to invoke Contract Procedure Rule 25.1 in order to invoke the second 12 month extension period to the three existing contracts with DISC for the Drug Rehabilitation Requirement Care Coordination &amp; Structured Intervention Service, the Community Drug Treatment Advice, Information, Triage &amp; Support Service and the Community Drug Treatment Psychosocial &amp; Structured Intervention Service.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Consultation currently being undertaken with service users, providers and key stakeholders through the Drug Treatment Strategic Sector Review which is currently underway.</p>	<p>Report to be presented to the Delegated Decision Panel</p>	<p>Neil Evans, Director of Environment and Neighbourhoods  neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St Anne's Community Services</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contact with St Anne's Community Services for six Learning Disability supported living services at a total contract value of £724,849.91 per annum.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Invocation of extension to existing contract previously authorised to ensure continuity of service delivery. Service will be subject to review and possible remodelling during 2013 as part of the forthcoming Sector Review of supported living services for people with learning disability.</p>	<p>Report to be presented to Delegated Decision Panel</p>	<p>Neil Evans, Director of Environment and Neighbourhoods</p> <p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St. Anne's Community Service</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St. Anne's Community Services for Ex-Trust Group Homes at a total contract value of approximately £442,460.32 per annum.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Invocation of extension to existing contract previously authorised to ensure continuity of service delivery. Service will be subject to review and possible remodelling during 2013 as part of forthcoming Sector Review of supported living services for people with a Learning Disability.</p>	<p>Report to be presented to Delegated Decision Panel</p>	<p>Neil Evans, Director of Environment and Neighbourhoods</p> <p>neil.evans@leeds.gov.uk</p>



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Restructure of Regional Policy Team Approval of the restructure of the Regional Policy Team including deletion of four existing posts and the creation of fourteen new posts. The additional posts will support the activity of the Leeds City Region in particular the Local Enterprise Partnership and new activity relating to the development of the City Deal.</p>	<p>Assistant Chief Executive (Customer Access and Performance)</p>	<p>1/10/12</p>	<p>Affected staff / trade unions</p>	<p>Delegated decision report including appendices, equality, diversity, cohesion and integration screening</p>	<p>Rob Norreys, Head of Regional Policy  rob.norreys@leeds.gov.uk</p>
<p>Schools devolved formula capital budgets 2012/13 Approval to carry out capital works and incur expenditure at Leeds schools, to be funded by Devolved Formula Capital Grant.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Schools (excluding VA schools and Academies)</p>	<p>Design and cost report</p>	<p>Charlotte Foley, Lead Officer for the Built Environment  charlotte.foley@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>The adoption of the Rawdon Cragg Wood Conservation Area Appraisal and Management Plan</p> <p>The adoption of the Rawdon Cragg Wood Conservation Area Appraisal and Management Plan.</p>	Chief Planning Officer	1/10/12		Rawdon Cragg Wood Conservation Area Appraisal and Management Plan	<p>Andrew Graham, Senior Urban Design / Conservation Officer</p> <p>andy.graham@leeds.gov.uk</p>
<p>The Learning Disability Section 75 Agreement between Adult Social Care and NHS Leeds (NHS Airedale, Bradford and Leeds Cluster)</p> <p>To agree the Learning Disability Section 75 Agreement between Leeds City Council Adult Social Care and NHS Leeds (NHS Airedale, Bradford and Leeds Cluster).</p>	Director of Adult Social Services	1/10/12	Collaboration with relevant stakeholders including NHS colleagues, legal services and commissioners.	Report to the Director of Adult Social Services and Section 75 Agreement	<p>Maxine Naismith, Head of Service, Learning and Disability Services</p> <p>maxine.naismith@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>The Manufacture, Supply and Installation of Passenger Lifts, Stair Lifts and through the Floor Lifts to Leeds City Council Buildings</p> <p>Property Maintenance's procurement exercise for the award of a framework contract for the manufacture. Supply and installation of passenger lifts, stair lifts and through the floor lifts to Leeds Council Buildings</p>	<p>Chief Commercial Services Officer</p>	<p>1/10/12</p>	<p>None</p>	<p>The award report from the tender process</p>	<p>Sarah Martin, Chief Officer Property and Fleet</p> <p>sarah.martin@leeds.gov.uk</p>

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<p>To enter into new contractual arrangements with homecare providers to extend legacy cost and volume provision Request to invoke Contract Procedure Rule 31.1 and to waive Contract Procedure Rule 13 to enter into new contracts with the existing independent service providers.</p>	<p>Director of Adult Social Services</p>	<p>1/10/12</p>	<p>As part of the implementation of the framework contract arrangements two years ago, people in receipt of legacy arrangements cost and volume arrangements were consulted and indicated they wished to retain those legacy arrangements. This decision is therefore directed by that consultation.</p>	<p>Report to Director of Adult Social Services</p>	<p>Mark Phillott, Commissioning Manager  mark.phillott@leeds.gov.uk</p>
<p>Travel Plan SPD Approve Travel Plan Supplementary Planning Document as adopted part of the Local Development Framework.</p>	<p>Chief Planning Officer</p>	<p>1/10/12</p>	<p>The draft SPD has gone through significant internal consultation and a full statutory external consultation. Amendments have been made to the SPD as a result of these conditions.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Nathan Huntley, Senior Highways Engineer  nathan.huntley@leeds.gov.uk</p>

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<p>Troubled Families Programme Approval of initial spending profile for Troubled Families programme. Approximately £2.3 million will be made available to Leeds from the DCLG in 2012/13 to work with families to positively impact on a range of issues including worklessness, crime, anti-social behaviour and school attendance.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Consultation on the direction of travel of the troubled families programme, including an outline of an options appraisal for spending have been presented to Corporate Leadership Team, Children's Service Leadership Team, Children's Trust Board, Safer Leeds Executive and the Troubled Families Programme Board.</p>	<p>Programme Board Mandate, Troubled Families Financial framework, Options Appraisal (to follow)</p>	<p>Jim Hopkinson, Head of Service - Targeted Services  jim.hopkinson@leeds.gov.uk</p>

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<p>Use of non approved Procurement Framework for selection of Contractors for part of ENEHL Housing Capital Programme 2012/13 Approval for the use of a non LCC approved Procurement Framework, The Alliance, to undertake mini procurement exercises to select Contractors to undertake housing capital works for the ENEHL 2012/13 programme to the estimated value of £1.4m as prescribed below:</p> <ul style="list-style-type: none"> <li>• Window replacements - £188,000</li> <li>• Replacement doors - £121,000</li> <li>• Fire Safety Doors to communal areas - £500,000</li> <li>• Defective Housing – Prep for External wall insulation - £600,000</li> <li>• Total - £1,409,000</li> </ul>	Director of Environment and Neighbourhoods	1/10/12	Previously undertaken	Report to the Director of Environment and Neighbourhoods Report to Housing Contracts Board	<p>Steve Hunt, Chief Executive - East North East Homes Leeds (ENEHL)</p> <p>steve.j.hunt@enehl.org.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>
Yewtree and Rosewood Extra Care Provision To award a contract to Methodist Homes Association to provide 65 housing tenancies for older people residing in the Moor Allerton extra care housing provision.	Director of Adult Social Services	1/10/12	Project Board and the Health and Social Care Executive Board Member	Report to the Director of Adult Social Services	Susan Gamblen, Commissioning Manager for Older People's Services  susan.gamblen@leeds.gov.uk
Youth Contract: Support for 16-17 year olds who are not in education, Employment or Training To approve £815k of fully funded expenditure into the Children's Services 12-13 budget.	Director of Children's Services	1/10/12	Elected Members	Funding Letter	Ken Morton, Head of Service - Young People & Skills  ken.morton@leeds.gov.uk
Youth Inclusion Projects, Inclusion Service, Substance Misuse Treatment To agree the waiver of Contract Procedure Rule 13 to enter into contracts for the provision of: Youth Inclusion Projects; Inclusion Services; and Substance Misuse Treatment.	Director of Children's Services	1/10/12	Children's Services Directorate, Procurement Unit, Chief Officer Concerned	Proposals from the existing contracted providers	Iain Dunn, Strategic Category Manager  iain.dunn@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Extension of existing contracts with four domiciliary care providers for the provision of Community Based Respite Care            This Community Based Respite Care covers the whole Leeds City Council District. The service enables carers to have a weekly break from caring for their adult family members. To invoke Contract Procedure Rules 25.1 to extend the existing contracts for twenty four months from 1<sup>st</sup> November 2012 with Allied Healthcare, Czajka Community Care, CareUK, and Leeds Jewish Welfare Board.</p>	<p>Director of Adult Social Services</p>	<p>11/10/12</p>	<p>Service users have been consulted through a survey in April 2012.</p>	<p>Report to the delegated decision panel</p>	<p>Bridget Maguire, Carers Commissioning Officer</p>
<p>City Centre Water Features            Future management of water features in City Centre.</p>	<p>Executive Board portfolio:            Development and the Economy</p>	<p>17/10/12</p>	<p>Local Ward Members (City &amp; Hunslet) and businesses who may be effected by the decision taken.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Roy Coello, Head Of Engineering Service            roy.coello@leeds.gov.uk</p>



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<p>Developing the Council's Financial Strategy To advise Executive Board of the Government's technical consultation on Business Rates Retention, and its potential implications for the Council's financial strategy.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>17/10/12</p>	<p>All local authorities have been consulted by Central Government and this report details the Council's response to that consultation.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Alan Gay, Director of Resources  alan.gay@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Green Deal Go Early To approve capital expenditure of a £1m grant from DECC on energy efficiency grants and loans. A LCR proposal has been sent to DECC for a grant of £2.7m to spend on energy efficiency loans/grants to prove the concept of the Green Deal. Approx £1m will be available for Leeds, primarily targeted at traditional Victorian terraces, system built properties and properties with narrow cavities. The energy efficiency package will be based around external wall insulation to reduce energy costs, cut fuel poverty rates and give the immediate neighbourhood a better appearance.</p>	<p>Executive Board Portfolio: Environment</p>	<p>17/10/12</p>	<p>The proposal has been discussed with the Home Energy Project Board and details of areas to be targeted will be agreed in consultation with the Executive Members for Environmental Services and Housing. Tenants and residents in the selected areas will be approached re their willingness to participate.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>George Munson, Energy and Climate Change Manager  george.munson@leeds.gov.uk</p>

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Learning Disability Day Service Modernisation Refurbishment of Rothwell Fulfilling Lives Building Release / authority to spend £1,100,000 Capital for refurbishment of Rothwell Fulfilling Lives Building.	Executive Board Portfolio: Adult Social Care	17/10/12	Extensive consultation has taken place over last 3 years with service users, carers, staff and Elected Members as part of the learning Disability Day Service Modernisation programme; further consultation will take place including Ward Members	The report to be issued to the decision maker with the agenda for the meeting	Andrew Rawnsley, Head of Service - Learning Disability Community Support Services  andrew.rawnsley@leeds.gov.uk
Leeds LGBT Friendly City To consider and approve options and proposals on how Leeds can be an LGBT Friendly City.	Executive Board Portfolio: Leader of Council	17/10/12	Individual options may be subject to consultation when approved	The report to be issued to the decision maker with the agenda for the meeting	Lelir Yeung, Head of Equality  lelir.yeung@leeds.gov.uk
Leeds Rail Growth Package To agree in principle a request to provide financial assistance for the development of the Leeds Rail Growth Package as part of the development of the former Kirkstall Forge site.	Executive Board Portfolio: Development and the Economy	17/10/12	None	The report to be issued to the decision maker with the agenda for the meeting	Doug Meeson, Chief Officer (Financial Management)  doug.meeson@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>17/10/12</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management)  doug.meeson@leeds.gov.uk</p>
<p>NGT - update on progress and spending approvals Update on progress / approval to spend.</p>	<p>Executive Board Portfolio: Development and the Economy</p>	<p>17/10/12</p>	<p>Extensive consultation already undertaken</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Andrew Wheeler, Highway Design and Construction / NGT Manager  andrew.wheeler@leeds.gov.uk</p>

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<p>Outcome of competitions for two new primary schools To determine the outcome of the competitions held to open two new primary schools.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>17/10/12</p>	<p>The competitions were approved following formal statutory consultation held 12 Sep – 11 Oct 2011. This included consultation with and members directly and through area committees, and with all other stakeholders. Following the competition, a statutory notice was published describing the bids received, and advertised to ward members and all other stakeholders. A public meeting was held during the notice period, to allow members of the public and other stakeholders to find out more about the bids. Information on the views expressed during that notice period form the basis of the report.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Stuart Gosney, Capacity Planning and Sufficiency Lead  stuart.gosney@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Tropical World Refurbishment To approve the design and cost report for the proposed Tropical World refurbishment.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>17/10/12</p>	<p>Consultation will commence once Executive Board have agreed in principle to inject funds into a capital scheme</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Sean Flesher, Head of Parks and Countryside  sean.flesher@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Award of contract for Targeted Information, Advice and Guidance (IAG) Service for young people The award of a contract to the successful applicant in the procurement of a Targeted IAG Service for young people. Contract for 1<sup>st</sup> April 2013- 31<sup>st</sup> March 2015, with 3 extension periods of 1 year.</p>	<p>Director of Children's Services</p>	<p>1/11/12</p>	<p>Children's Services Leadership Team – w/c 26/11/12. Consultation that has already taken place:</p> <ul style="list-style-type: none"> <li>• An event for stakeholders, including elected members, to be involved in planning to shape the new service took place in January 2012.</li> <li>• A soft market testing exercise has been conducted with the market place to seek their views on contracting models.</li> <li>• Consultation took place with young people Feb – April 2012.</li> <li>• Consultation with voluntary sector representatives from Young Lives Leeds on 25<sup>th</sup> July 2012.</li> </ul>	<p>Contract award report</p>	<p>Mary Brittle, Commissioning Programme Manager (Learning &amp; Skills)</p> <p>mary.brittle@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Extension of the 'Asbestos Removal Framework Contract' for the 12 months from 30th November 2012 Request to invoke Contract Procedure Rule 25.1 to apply for the 12 month extension period to the existing 3 year contract for the Asbestos Removal Framework Contract from 30<sup>th</sup> November 2012 to the 30<sup>th</sup> November 2013.</p>	<p>Chief Commercial Services Officer</p>	<p>1/11/12</p>	<p>N/A</p>	<p>DDN and extension report</p>	<p>Sarah Martin, Chief Officer Property and Fleet  sarah.martin@leeds.gov.uk</p>
<p>Extension of the 'Building Demolition Framework Contract' for 12 months from 30th November 2012 Request to invoke Contract Procedure Rule 25.1 to apply for the 12 month extension period to the existing 3 year contract for the Building Demolition Framework Contract for Property Maintenance from 30<sup>th</sup> November 2012 to the 30<sup>th</sup> November 2013.</p>	<p>Chief Commercial Services Officer</p>	<p>1/11/12</p>	<p>N/A</p>	<p>DDN and extension report</p>	<p>Sarah Martin, Chief Officer Property and Fleet  sarah.martin@leeds.gov.uk</p>



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with HFT (Home Farm Trust)</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with HFT (Home Farm Trust) for the provision of the Supported Living Service at a total contract value of £276,968.11 per annum.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/11/12</p>	<p>None</p>	<p>Report to be presented to the delegated decision panel</p>	<p>Neil Evans, Director of Environment and Neighbourhoods</p> <p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with Leeds City Council Adult Social Care</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with Leeds City Council Adult Social Care for provision of six Learning Disability supported living services at a total contract value of £1,177,057.20 per annum.</p>	Director of Environment and Neighbourhoods	1/11/12	None	Report to be presented to the delegated decision panel	<p>Neil Evans, Director of Environment and Neighbourhoods</p> <p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St Annes' Community Services</p> <p>Authorisation to invoke Contract Procedure Rules 25.1 to allow the invocation of the 1 year extension period, to the existing 2(+1) contract with St Annes Community Services for the provision of the Floating Supported Living Service with a total contract value of £256,512 per annum.</p>	Director of Environment and Neighbourhoods	1/11/12	None	Report to be presented to the delegated decision panel	<p>Neil Evans, Director of Environment and Neighbourhoods</p> <p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to invoke Contract Procedure Rule 25.1 to allow the invocation of the second 1 year extension period, to the existing 3(+1+1) contract with Leeds City Council Adult Social Care</p> <p>Authorisation to invoke Contract Procedure Rule 25.1 to allow the invocation of the second 1 year extension period, to the existing 3(+1+1) contract with Leeds City Council Adult Social Care for provision of three Learning Disability supported living services at a total contract value of £3,113,533.82 per annum.</p>	Director of Environment and Neighbourhoods	1/11/12	None	Report to be presented to the delegated decision panel	<p>Neil Evans, Director of Environment and Neighbourhoods</p> <p>neil.evans@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Capital Programme Half Year Update for 2012-2015 To note the resources position at the half year point and agree the changes or adjustments that need to be made to ensure the capital programme is affordable.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>7/11/12</p>	<p>None</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Alan Gay, Director of Resources  alan.gay@leeds.gov.uk</p>
<p>Holt Park District Centre 1) Approval to the Draft Informal Planning Statement as a guide to future development proposals for this site. 2) Approval to commence public consultation on the draft Informal Planning Statement</p>	<p>Executive Board Portfolio: Development and the Economy</p>	<p>7/11/12</p>	<p>Executive Member for Development and the Economy and Ward Members</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Ben Middleton, Senior Surveyor  ben.middleton@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Leeds City Region Green Deal Procurement To approve revenue expenditure of £500k to develop a full business plan and procure a delivery partner. To commit £30m of prudential borrowing to a fund to provide fully recoverable energy efficiency loans. The energy efficiency loans will be available to all properties in the city with subsidies available for specific people and specific property types. The effect of the fund will be to reduce energy costs, cut fuel poverty rates and create local employment opportunities.</p>	<p>Executive Board Portfolio: Environment</p>	<p>7/11/12</p>	<p>The business case was requested by Leeds City Region Leaders and will be presented to LCR CEOs and Leaders in September and October respectively for approval. The business case has been developed in consultation with service across the Council, including finance, housing, procurement, legal, sustainable development and planning, with the Home Energy Project Board providing guidance and challenge. The proposal will be agreed in consultation with the Executive Members for Environmental Services and Housing.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting Leeds City Region Business Case</p>	<p>George Munson, Energy and Climate Change Manager  george.munson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Lettings Policy Review Executive Board decision to approve consultation with partners on a revised Lettings Policy for Leeds, in response to changes introduced by the Localism Act 2011 and new government statutory Code of Guidance on allocations.</p>	<p>Executive Board Portfolio: Neighbourhoods, Planning and Support Services</p>	<p>7/11/12</p>	<p>The report seeks approval to commence formal consultation on a revised Lettings Policy for Leeds with Members of the public, Customers on the Leeds Homes Register, Social housing tenants, Arms Length Management Organisations and the Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants Federation, and Voluntary agencies.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Kathryn Bramall, Leeds Homes Policy Manager  kathryn.bramall@leeds.gov.uk</p>
<p>Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>7/11/12</p>		<p>The report will be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management)  doug.meeson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Proposed Hotel alongside the Arena, Clay Pit Lane, Leeds 2</p> <p>Approval in principle to leasing a site for the development of a hotel alongside the Arena, Clay Pit Lane, Leeds 2</p>	<p>Executive Board Portfolio: Development and the Economy</p>	<p>7/11/12</p>	<p>Ward Members, Executive Member</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Richard Fenton, Senior Development Surveyor</p> <p>richard.fenton@leeds.gov.uk</p>
<p>Resident Permit Parking Policy</p> <p>To approve the draft Resident Permit Parking Policy</p>	<p>Executive Board Portfolio: Development and the Economy</p>	<p>7/11/12</p>	<p>The report is based on the current working practices developed following the consultation on specific schemes and has been discussed with the Executive Member for City Development. Individual scheme reports would still require approval from the Highways and Transportation Board which details the community consultation on a scheme.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Howard Claxton, Traffic Engineering Manager</p> <p>howard.claxton@leeds.gov.uk</p>



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Tenancy Strategy Executive Board decision to approve the final version of the Tenancy Strategy for Leeds, following consultation with Stakeholders and as required by the Localism Act 2011.</p>	<p>Executive Board Portfolio: Neighbourhoods, Planning and Support Services</p>	<p>7/11/12</p>	<p>Consultation will have taken place with Members of the public, Customers on the Leeds Homes Register, Social housing tenants, Arms Length Management Organisations and the Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants Federation, Voluntary agencies.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Kathryn Bramall, Leeds Homes Policy Manager  kathryn.bramall@leeds.gov.uk</p>
<p>Treasury Management Strategy Update 2012/13 To note the half year update on the treasury management strategy 2012/13 including any actions that may be needed to ensure borrowing costs can be met.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>7/11/12</p>	<p>None</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Alan Gay, Director of Resources  alan.gay@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Seek permission to award contract for the Mental Health Housing Support and Recovery Service following identification of successful organisation through the completion of a competitive tender exercise</p> <p>Authorisation to award a contract for the Mental Health Housing Support and Recovery Service to the successful organisation following completion of the competitive tender exercise.</p>	Director of Environment and Neighbourhoods	1/12/12	<p>Consultation has taken place during 2010 and 2011 with existing service providers, strategic partners, service users and commissioners around the proposals arising from the review of services and the tender proposal. Approval has been obtained from elected Members through previous delegated decision processes and the Supporting People Commissioning Body.</p>	<p>Report to be presented to Environment and Neighbourhoods Delegated Decision Panel</p>	<p>Debbie Forward, Head of Commissioning</p> <p>debbie.forward@leeds.gov.uk</p>
<p>Asset Management Plan (including Community Asset Strategy and Carbon and Water Management Plan) Approval Required</p>	Executive Board Portfolio: Development and the Economy	12/12/12	Equality Impact Assessment	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Colin Mawhinney, Head of Economic Policy and Programmes</p> <p>colin.mawhinney@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Initial Budget Proposals / Medium Term Financial Plan</p> <p>Agreement to the proposals for the allocation of available resources to support the delivery of the council's spending priorities for 2013/14 and 2014/15, and agreement to the indicative position for the following two years. The final budget proposals will be presented to Full Council in February for approval.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>12/12/12</p>	<p>In accordance with the Council's constitution, consultation will be undertaken with stakeholders.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management)</p> <p>doug.meeson@leeds.gov.uk</p>
<p>Monthly Financial Health Report 2012/13</p> <p>In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>12/12/12</p>	<p>N/A</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management)</p> <p>doug.meeson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Outcome of consultation on expansion of school places for 2014 Permission to publish statutory notices for the proposals</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>12/12/12</p>	<p>The report will summarise the formal statutory 6 week consultation period held 11 June to 27 July 2012 with prescribed consultees and other local stakeholders. This includes area committees and all ward members city wide.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Stuart Gosney, Capacity Planning and Sufficiency Lead  stuart.gosney@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Update on implications for Leeds and outcome of election of the West Yorkshire Police and Crime Commissioner</p> <p>The election of a Police and Crime Commissioner for West Yorkshire could potentially change the way in which local policing, crime reduction and services for victims are delivered in the future. The report aims to set up the current position and understanding of potential risks and opportunities for the city as a result of these changes.</p>	<p>Executive Board Portfolio: Neighbourhoods, Planning and Support Services</p>	<p>12/12/12</p>	<p>Ongoing consultation is taking place with Ward Members, Safer and Stronger Communities Scrutiny Board, Safer Leeds Executive and Safer and Stronger Communities Priorities Board on implications for the city, and development of Safer Leeds business. Members and partners via Safer Leeds Executive and other Boards as highlighted above.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p> <p>Implications of Police and Crime Commissioner Executive Board report - 14th December 2011</p>	<p>Keith Gilert, Chief Officer - Community Safety</p> <p>keith.gilert@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Update on Leeds Burglary Reduction Programme The Burglary Reduction Programme has contributed to significant reductions in domestic burglary across the city over the past 12 months. Funding to support this initiative has come through the Community Safety Fund (CSF), which is allocated to Community Safety Partnerships (CSP) by the Home Office on an annual basis. From April 2013, the CSF will form part of the newly elected Police and Crime Commissioners (PCC) pooled budget. The PCC will determine how this funding is allocated across the sub-region, taking away direct control from local CSP.</p>	<p>Executive Board Portfolio: Neighbourhoods, Planning and Support Services</p>	<p>12/12/12</p>	<p>Ongoing consultation is taking place with Ward Members in localities of concern and via Member briefings and development sessions.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting Leeds Burglary Reduction report to Executive Board - 22nd June 2011 Leeds Burglary Reduction report to Executive Board - 7th March 2012</p>	<p>Keith Gilert, Chief Officer - Community Safety  keith.gilert@leeds.gov.uk</p>

## **MEMBERSHIP OF THE EXECUTIVE BOARD**

### **Executive Board Portfolios**

Leader of Council

Deputy Leader and Executive Member for Children's Services

Deputy Leader and Executive Member for Neighbourhoods, Planning and Support Services

Executive Member for Leisure and Skills

Executive Member for Development and the Economy

Executive Member for the Environment

Executive Member Adult Social Care

Executive Member for Health and Well Being

### **Executive Member**

Councillor Keith Wakefield

Councillor Judith Blake

Councillor Peter Gruen

Councillor Adam Ogilvie

Councillor Richard Lewis

Councillor Mark Dobson

Councillor Lucinda Yeadon

Councillor Lisa Mulherin

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.

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