



SCRUTINY BOARD (HOUSING AND REGENERATION)

Meeting to be held in the Civic Hall, Leeds on
Tuesday, 18th December, 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

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-opted Member

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>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, 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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items or information have been identified on the agenda</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 - 8

To confirm, as a correct record the minutes of the meeting held on 27th November 2012.

7

REGENERATION STAFFING POSITION

9 - 10

To consider a report of the Director of City Development on the staffing position in relation to the Regeneration Unit of the City Development Directorate.

8		<p>FORMER RESIDENTIAL PRPERTIES UTILISED FOR NON-RESIDENTIAL/COMMUNITY OFFICE PURPOSES</p> <p>To consider a report of the Chief Officer Statutory Housing updating Member on progress in relation to a piece of work undertaken to assess the number of residential Council properties which are being used for non residential, community or office purposes.</p>	11 - 24
9		<p>QUARTER 2 PERFORMANCE REPORT 2012/13</p> <p>To consider a report of the Assistant Chief Executive (Customer Access and Performance)/ Directors of Environment and Neighbourhoods and City Development providing a summary of performance against the strategic priorities for the council and city related to Housing and Regeneration Scrutiny Board.</p>	25 - 38
10		<p>WORK SCHEDULE</p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's work schedule.</p> <p>(Appendix 3 – Executive Board minutes 14th December 2012 to follow)</p>	39 - 92
11		<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 29th January 2013 at 10.00am in the Civic Hall, Leeds (Pre meeting for Board Members at 9.30pm)</p>	

Agenda Item 6

SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 27TH NOVEMBER, 2012

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, D Collins, J Cummins,
P Grahame, M Harland, M Iqbal, S Lay,
V Morgan, C Towler and G Wilkinson

Mr G Hall – Co-opted Member

57 Chair's Opening Remarks

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

58 Late Item

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

- Brownfield Sites - Report of the Director of City Development (Agenda Item 12) (Minute 67 refers)

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

59 Declaration of Disclosable Pecuniary and Other Interests

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

60 Apologies for Absence

An apology for absence was received on behalf of Councillor D Nagle.

Notification had been received for Councillor M Harland to substitute for Councillor D Nagle.

61 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 30th October 2012 be approved as a correct record.

62 Good Practice Guide to Pre-Application Engagement

Referring to Minute 51 of the meeting held on 30th October 2012, the Chief Planning Officer submitted a report on a good practice guide to pre-application engagement.

Appended to the report was a revised draft copy of a document entitled 'Good practice guide to pre-application engagement' for the information/comment of the meeting.

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

- Mr Phil Crabtree, Chief Planning Officer, City Development
- Ms Helen Cerroti, Development Project Manager, City Development

In his presentation, the Chief Planning Officer informed the meeting that the guide had now been revised in light of the Board's comments. Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to a number of issues including:

- A view that the revised guide was still not prescriptive enough as discussed at the previous meeting
(The Chief Planning Officer responded and outlined his concerns at being too prescriptive in approach as there were wide variations in the scale of developments and therefore one size does not fit all)
- The concern that planning officers may interpret the guide in different ways and as a consequence there was a need for officer training in order to achieve a consistent approach on this issue
(The Chief Planning Officer stated that arrangements were in hand for the necessary training to take place)
- To note that the good practice guide was voluntary and not mandatory on developers for pre application engagement
- The proposal to include in the guide a simple flow chart on the steps developers should take to ensure proper engagement with officers, ward members and local communities at pre planning application stage and useful contact details
(The Chief Planning Officer responded and agreed to include a flow chart in the guide and consider the inclusion of local community group details as appropriate)
- Clarification if officers had taken into consideration recommendation 9 b of the Housing Growth Inquiry and whether or not they would be rewriting the Statement of Community Involvement (SCI)
(The Chief Planning Officer responded and stated that the guide did go well beyond the SCI guidance)

RESOLVED -

- a) That the contents of the report and appendices be noted.
- b) That the revised draft guide be discussed further at the Board meeting on 29th January 2013.

(Councillor M Iqbal joined the meeting at 10.30am during discussions of the above item)

63 Warning Over Neighbourhood Regime

A copy an article entitled ' Warning over Neighbourhood Regime' was submitted for the information/comment of the meeting following a recent Northern Growth Summit conference which was addressed by the Council's Chief Planning Officer.

Draft minutes to be approved at the meeting
to be held on Tuesday, 18th December, 2012

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

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to a number of issues including:

- Clarification of the neighbourhood planning process and its implications arising from the Local Government Association (LGA) briefing: Growth and Infrastructure Bill 2012 – House of Commons Second reading on 5th November 2012
- Clarification if representations and comments had been made by the Chief Planning Officer to the Department for Communities and Local Government (DCLG) and Local Government Association (LGA) on the Growth and Infrastructure Bill
(The Chief Planning Officer responded and confirmed that representations had been made to the Local Government Association and the Department for Communities and Local Government. He stated that he would be happy to circulate to the Board the response submitted to the LGA on this issue)

In conclusion, the Chair stated that there was considerable political lobbying going as a consequence of the proposals in the Bill which would have serious implications for Leeds and referred to an all party working group which had been established on this issue.

RESOLVED -That the contents of the document be noted and received.

64 Directors Response to Executive Board on the Recommendations of the former Regeneration Scrutiny Board following Completion of its Inquiry on Affordable Housing by Private Developers

The Head of Scrutiny and Member Development submitted a report following the Directorate's formal response to the Executive Board following completion of the Scrutiny Board's Inquiry on Affordable Homes by Private Developers.

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

- Scrutiny Inquiry into Affordable Housing by Private Developers – Joint Report of Directors of City Development and Environment and Neighbourhoods – Executive Board – 7th November 2012
- Scrutiny Inquiry Report – Affordable Housing by Private Developers – Scrutiny Board (Regeneration) – May 2012

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

- Mr Phil Crabtree, Chief Planning Officer, City Development
- Mr Robin Coghlan, Team Leader Policy, City Development

- Ms Maggie Gjessing, City Development

Discussion ensued on the contents of the report and appendices.

RESOLVED -

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the joint report of the Directors of City Development and Neighbourhoods and Housing which was presented to the Executive Board in response to the former Regeneration Scrutiny Board's report and recommendations on affordable housing by private developers.

65 Updated progress on returning private sector empty properties back into occupation

Referring to Minute 49 of the meeting held on 30th October 2012, the Director of Environment and Neighbourhoods submitted a report on progress in relation to returning private sector empty properties back into occupation.

Appended to the report was a copy of the Empty Property Strategy Action Plan for the information/comment of the meeting.

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

- Mr John Statham, Head of Housing Partnerships, Environment and Neighbourhoods
- Mr Mark Ireland, Service Manager, Environment and Neighbourhoods

Detailed discussions ensued on the contents of the report.

In summary, specific reference was made to a number of issues including:

- Clarification as to how the number of private properties had been brought back in to use so successfully and requested that a short seminar on this issue be arranged for all Members of Council (*The Head of Housing Partnerships responded and agreed to convene a seminar in conjunction with the Members Development Team*)
- Clarification of the progress being made to date on the potential for a Empty Homes Doctor service
- Clarification of the figures in relation to long-term empty homes returning into use and the comparison of other core cities

In concluding discussions, the Board welcomed the findings contained within the report and commended officers on the work undertaken in this area.

RESOLVED –

- a) That officers be commended for the work undertaken in achieving the return of 3243 private properties back in to occupation in 2011/12 and a further 1526 properties by the end of quarter 2 2012/13.

- b) That the contents of the report and appendices be noted setting out the progress made against recommendation 3 from the Safer, Stronger Communities Scrutiny inquiry report in to the Private Rented Sector (2012).

66 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 six months of the financial year 2012/13.

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

- 2012-13 Budget Position – Period 6
- Housing Revenue Account – Period 6
- Capital – ALMOs and BITMO/Other Strategic Landlord (HRA)/ E&N – Housing General Fund/City Development – Regeneration Services

Mr Richard Ellis, Head of Finance, Environment and Neighbourhoods was in attendance and responded to Members' queries and comments.

Detailed discussion ensued on the contents of the report and appendices.

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

- The concerns expressed at the reduced staffing levels within the Regeneration Unit and whether this was effecting the effectiveness of the unit
- Clarification of the figures in relation to Essential car user allowances (*The Head of Finance responded and it was noted that this area was currently under review*)
- The need to look at reducing the Council's expenditure on the purchase of petrol and diesel. The Board noted that this specific issue was being addressed by the Scrutiny Board (Resources and Council Services)

RESOLVED -

- a) 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 six months of the financial year 2012/13 as set out in the report submitted.
- b) That a report be submitted to the next meeting of the Scrutiny Board on the staffing levels within the Regeneration Unit of the City Development Directorate.

67 **Brownfield Sites**

Referring to Minute 51 of the meeting held 30th October 2012, the Head of Scrutiny and Member Development submitted a report regarding brownfield sites.

A copy of a report entitled ' Brownfield Sites' prepared by the Director of City Development was circulated at the meeting as supplementary information.

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

- Mr Adam Brannen, Programme Manager, City Development
- Mr Martin Sellens, Head of Planning Services, City Development
- Mr Chris Gomersall, Head of Property Services, City Development

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to a number of issues including:

- Clarification of the process undertaken in relation to Asset Management placing a Council/non Council brownfield site in the Strategic Housing Land Area Assessment (SHLAA)
- To welcome the detail contained within the report and appendices and to request that a copy of the non-Council owned brownfield sites be circulated to all Members of Council for information
(The Programme Manager responded and agreed that this be circulated by the Board's Principal Scrutiny Adviser)
- The concerns expressed that on a number of non-Council owned brownfield sites listed, the authority did not know the name of the owners
(The Programme Manager responded and stated that work was continuing to identify the owners of these sites)

In concluding discussions Councillor B Atha put forward the following motion for the Board to consider:

'That all officers owning development land or prospective development land in the City of Leeds or shares in companies involved in it's development of such land be required to register their interests in a register held by the Chief Executive's Office which was open to the public on demand. Any such breach of this duty would be deemed prima facie of a serious disciplinary offence'

RESOLVED –

- a) That the contents of the report and supplementary information be noted and welcomed.
- b) That this Board recommend that all officers owning development land or prospective development land in the City of Leeds or shares in companies involved in it's development of such land be required to register their interests in a register held by the Chief Executive's Office

which was open to the public on demand. Any such breach of this duty would be deemed prima facie of a serious disciplinary offence.

- c) That the Principal Scrutiny Adviser be requested to notify the Chief Executive of this recommendation as now outlined.

68 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:

- Scrutiny Board (Housing and Regeneration) Work Schedule for 2012/2013 Municipal Year (Appendix 1 refers)
- Executive Board – Minutes of a Meeting held on 7th November 2012 (Appendix 2 refers)
- Forward Plan of Key Decisions – 10th September 2012 -13th November 2012 (Appendix 3 refers)

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.

69 Date and Time of Next Meeting

Tuesday 18th December 2012 at 10.00am in the Civic Hall, Leeds
(Pre-meeting for Board Members at 9.30am)

(The meeting concluded at 11.55am)

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Report of the Director of City Development

Report to Housing and Regeneration Scrutiny Board

Date: 18th December 2012

Subject: Regeneration Staffing Position

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 Introduction

- 1.1 The Scrutiny Board at its meeting on 27th November 2012 considered a financial position statement for the relevant Directorate's after six months of the financial year 2012/13.
- 1.2 The Board requested a report at today's meeting on the staffing levels within the Regeneration Unit of the City Development Directorate. Members want assurances that the staff savings in the Unit are not affecting the delivery of the Council's objectives in this regard.

2 Directorate's Response

- 2.1 A breakdown of the main savings is as follows:

	£000s
Vacant Programme Manager Post	(64)
Savings from 3 posts occupied on part time basis	(47) (posts budgeted at full time)
2 vacant Project Assistant posts	<u>(52)</u>
	(163)

- 2.2 The savings are partly offset by the additional costs incurred for staff in managing workforce change following the restructure. All these staff have now been placed in other posts or have left the authority.
- 2.3 The vacant programme manager post is as a result of the post holder being seconded under long term arrangements to support work in the Employment & Skills Division, to deliver the Apprentice Training Agency.

- 2.4 The project assistant vacancies have arisen as a result of the staff having obtained employment elsewhere in the authority. These posts have not been back-filled as a contribution to overall budget savings in the current financial year. In July 2012 the Regeneration Division was moved to the City Development Directorate to benefit from closer working and realise operational efficiencies with other services in the Directorate such as Asset Management, Planning, Highways and Economic Development. This has involved the shared use of some administrative resources to provide appropriate back-office support. The need to fill the vacant administrative posts is being kept under review and will be considered in the new financial year.
- 2.5 The Regeneration Division is split into three teams covering Housing Investment, Spatial Regeneration and Heritage/Economic projects, with close working and sharing of professional staff resources across these according to workload or expertise/skills required in project activity. Whilst there are some sizeable savings against the staffing budget, the service works flexibly responding to priorities to try to ensure that the nature of these (flexible working, maternity leave and reduced administrative support) has not unduly affected the ability to deliver regeneration activities within its approved staffing structure.

3 Recommendations

- 3.1 Members are asked to consider the Directorate's response and determine what, if any, further scrutiny the Board wishes to undertake on this matter.

4. Background papers¹

- 4.1 None used

¹The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.



Report author: Laura Kripp
Tel: 0113 2478276

Report of Chief Officer Statutory Housing

Report to Housing and Regeneration Scrutiny Board

Date: 18 December 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 is an update to Housing and Regeneration Scrutiny Board (following on from the report submitted in September 2012) on the work being undertaken by the Asset and Development Team, in assessing the initial 49 residential properties (which form part of the ALMO Management agreement) identified as being used for non residential, community or office purposes.

Recommendations

Scrutiny Board are requested to note the contents of this report and the updated list of properties (Appendix 1) 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, undertook 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 update on work, following on from the report submitted in September 2012.

2 Background information

2.1 The report submitted in September 2012, reported that there were 49 units across the city which have been identified as residential properties being used for office/ community/ non residential purposes. Since the initial report this figure has now changed 55 units, as further work has brought more properties forward. These 55 properties are listed in Appendix 1.

2.2 At the Scrutiny Board meeting in September, clarification was requested on the sheltered flat arrangements for Queensview and Queenswood Court, the local circumstances involved and if the schemes had their own furniture. Following on from the meeting, the Asset and Development Team looked into this query and can confirm that Queensview is a 17 storey block of flats built in 1966 and managed by East North East Homes, which was converted into a Sheltered Housing block in 1997. The ground floor flats were converted into two communal rooms, two disabled showers, two disabled toilets, a launderette and two offices. The resident's flats are equipped with the 24 hour Care Ring system. The old second floor entrance has now been converted to a snooker room for residents. On a similar basis Queenswood Court is a sheltered complex of 40, 1 and 2 bedroom flats with ground floor communal rooms, lounge, laundry and conservatory. The properties are let to tenants of 60 years of age.

2.3 Both complexes are equipped with furniture and the communal areas are well used by residents. On this basis, they are deemed unsuitable for conversion into residential accommodation.

2.4 Further work by the team, in conjunction with the ALMOs, has meant that more detail of these 55 properties is now known, and they are being used for the following purposes:

- 4 properties are used as ALMO offices
- 7 properties are now let for residential use
- 1 property is a CCTV control room
- 11 properties have formal lease arrangements with community groups
- 6 properties have tenants groups using buildings on an informal basis with no formal lease agreements
- 3 properties are void
- 2 properties are Guest rooms in sheltered blocks
- 5 properties are used as residential/ communal areas in non sheltered flats
- 16 properties are used as residential/ communal areas in sheltered flats

- 2.2 Of the 55 properties the Asset Team, in conjunction with the ALMOs, have assessed that 22 units are not suitable for conversion for residential, and should remain as community/ communal use (the majority of these are sheltered units).
- 2.3 4 units are considered not to have immediate potential to be returned to residential use, as they are currently used by community groups, but should be reviewed again in 2 years.
- 2.4 6 units are considered to have the potential to be returned to residential use, and the Asset team will be working closely with the ALMOs to explore these further.
- 2.5 The Asset team are awaiting comments from the ALMOs on 16 properties and their suitability to bring back into residential use, or remain as a community facility.

3.0 Main issues

- 3.2 Since the last report in September 2012, the Asset and Development Team have worked in accordance with the action plan (submitted as part of the report in September 2012) 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. The team also work with Strategy and Commissioning (who are responsible for the management of purpose built community centres managed by Environment and Neighbourhoods) to establish if there are any other suitable shared facilities in the area where groups can meet, rather than occupying a residential property for their sole use.
- 2.6 Leeds City Council currently owns approximately 58, 000 properties. The 55 residential properties which are used for non residential purposes equates to approximately is 0.08% of the total council stock.

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. An initial report was presented in September 2012.
- 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 work 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 55 properties is £1,395,632. This equates to an annual rent loss figure of approximately £147,686.

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 £147,686 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 55 units across the city which have been identified as residential properties being used for non residential, community and office purposes. The Asset Team are continuing to work with the ALMOs to assess these properties and establish which are suitable to bring back into residential use.

11.0 Recommendations

11.1 Scrutiny Board are requested to note the contents of this report.

12.0 Background documents¹

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

¹ 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	Update	Action	Potential to bring back into residential use?
1 Clyde Grange	Armley	LS12 1XP	Armley	WNW	Flat (non sheltered)	ALMO office	ALMO use the flat as an office for staff managing the 4 Clyde/ Wortley Blocks and a CCTV control room	No further action	No
1 Arthington Court	Hunslet	LS10 2LW	City & Hunslet	AVH	Flat (non sheltered)	ALMO office	Previously used as a committee tenancy for the sheltered housing warden. DDN approval in Nov '11 to use as office accommodation	No further action	No
1 Parkway Towers	Seacroft	LS14 6UX	Killingbeck & Seacroft	ENE	Flat (non sheltered)	ALMO office	High rise block. Long standing office arrangement. Used 2-3 times a week. Challenging local management issues. To be retained as office use.	No further action until a comprehensive review of housing access points is undertaken. To be retained as office use	No
2 Saville Green	Burmantofts	LS9 7RR	Burmantofts & Richmond Hill	ENE	Flat (non sheltered)	ALMO office	HSO Access point. Future use to be reviewed by ALMO	ALMO assessing	To be confirmed
3 Gargrave Court	Burmantofts	LS9 7EP	Burmantofts & Richmond Hill	ENE	Flat (non sheltered)	CCTV Control Room/ Office	Flat is used as the central monitoring station for the ALMO CCTV system. No current plans to move.	No further action - To be retained as ALMO CCTV monitoring centre	No

41 Bellbrook Place	Harehills	LS9 6AR	Gipton & Harehills	ENE	Terraced property	Formal Lease Arrangement - Canopy Offices in east leeds	Leased to Canopy Housing project as offices/training rooms and drop in	No further action	No
114 Lady Pitt Lane	Beeston	LS11 6EE	Beeston & Holbeck	AVH	Terraced property	Formal Lease Arrangement - Canopy Offices in south leeds	Leased to Canopy Housing project as offices/training rooms and drop in	Negotiating new lease with Canopy	No
30 Grange View	Chapelton	LS7 4EP	Chapel Allerton	ENE	House	Formal lease arrangement - Community Group	Rent subsidised by LCC. Rent paid by group £1,460 per annum - market rental £7,000 per annum. Lease agreement in place until 2035. On Asset Team's portfolio of stock.	Asset Team to discuss the long term use of the building with City Development and the current tenants. Assess the cost of remodelling back into residential	To be confirmed
6-8 Low Grange Crescent	Belle Isle	LS10 3EA	Middleton Park	BITMO	Pair of Semis	Formal lease arrangement - Community Group	Leased on 21/07/08 to Belle Isle Elderly Winter Aid	Liaise with BITMO regarding use	To be confirmed
13 Boundary Farm Road	Moortown	LS17 5JA	Alwoodley	ENE	Centre	Formal lease arrangement - Community Group	On Asset and Development Team's portfolio. Lease expires 2017. Recommended that lease is not renewed and property is brought back into residential use	Bring back into residential use on expiry of lease 2017	Yes
9-15 Cardinal Crescent	Beeston	LS11 8HQ	Beeston & Holbeck	AVH	Flat (non sheltered)	Formal lease arrangement - Community Group - still to be signed	Building is utilised by the Cardinal Youth Group, who have invested in the building	Current negotiations are ongoing to create a lease for the Cardinal Youth Group	No

23-25 Alston Lane	Seacroft	LS14 6BS	Killingbeck and Seacroft	ENE	2x pair semis	Formal Lease arrangement - ex residential property now a community centre	Property managed by Startegy and Commissioning. No further action required.	No further action	No
53 Louis Street	Chapel Allerton	LS7 4BP	Chapel Allerton	ENE	large detached property	Formal Lease arrangement - ex residential property now a community centre for the Vietnamese Community Association	Property managed by Startegy and Commissioning. Leased out to Vietnamese community group. No further action required.	No further action	No
90-92 Shepherds Lane	Chapel Allerton	LS7 4DZ	Chapel Allerton	ENE	2 terraced properties	Formal Lease arrangement - ex residential property now a community centre used by Palace Youth Project	Property managed by Startegy and Commissioning. No further action required.	No further action	No
2 Rosebank Road/ 124 Woodsley Road	Hyde Park	LS3 1HH	Hyde Park & Woodhouse	WNW	2 end terraced properties	Formal Lease arrangement - ex residential property now leased to Hyde Park Source	Asset Team liaising with Hyde Park Source regarding future support and lease requirements	Asset Team to update	To be confirmed
15-17 Broadlea Hill	Bramley	LS13 2SN	Bramley & Stanningley	WNW	shops with flats above	Formal Lease arrangement - ex residential property now the Sandford community centre	Property managed by Startegy and Commissioning. Leased out to community group. No further action required.	No further action	No

11 Burnsall Court (Sir Karl Cohen Sq)	Armley	LS12 3NX	Armley	WNW	Flat (sheltered)	Guest rooms for sheltered complex	ALMO confirmed the unit could be converted to residential, but most sheltered units have and require this type of facility	To be retained as Guest accommodation	No
7 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	Guest rooms for sheltered complex	Guest flat too small to be used as a residential unit	No further action	No
4 Broadlea Gardens	Bramley	LS13 2SW	Bramley & Stanningley	WNW	Flat & shop unit	Informal Community Use (No formal lease) - Tenants Group	ALMO to assess future use of building	liaise with ALMO	To be confirmed
32 The Garth	Saxton Gardens	LS9 9HH	Burmantofts & Richmond Hill	ENE	Flat (non sheltered)	Informal Community Use (No formal lease) - Tenants Group	Currently running as a void property	ALMO are assessing how often unit is used and if it can be brought back into charge	Yes
66 The Highways	Killingbeck	LS14 6AT	Killingbeck & Seacroft	ENE	Flat (non sheltered)	Informal Community Use (No formal lease) - Tenants Group	ALMO believe this is a potential unit to bring back into residential use.	ALMO are assessing how often unit is used and if it can be brought back into charge	Yes
5 Boston Towers	Lincoln Green	LS9 7PB	Burmantofts & Richmond Hill	ENE	Flat (non sheltered)	Informal Community Use (No formal lease) - used by South Leeds Health for All	Flats 5 & 6 is utilised by South Leeds Health for all. Joint funded by the NHS and LCC. Used for drop in sessions/cooking lessons/meetings and staff events.	No further action - until South Leeds Health For All vacate the flat	No

6 Boston Towers	Lincoln Green	LS9 7PB	Burmantofts & Richmond Hill	ENE	Flat (non sheltered)	Informal Community Use (No formal lease) - used by South Leeds Health for All	As above, although flat 6 not as well used as flat 5. South Leeds Health For All have another office at Lincoln Green shopping centre	Discuss the option with South Leeds Health For All to utilise flat 5 and the office at the shopping centre, in order to bring flat 6 back into residential use.	Yes
119 Kendal Drive	Halton Moor	LS15 0BA	Temple Newsam	ENE	House	Informal Community Use (No formal lease) Licence agreement - Youth Services/ Police	No formal lease agreement - they also have a base at the local leisure centre	ALMO are assessing how often unit is used and if it can be brought back into charge	Yes
1 Lakeland Court	Halton Moor	LS15 0BY	Temple Newsam	ENE	Flat (non sheltered)	Non Sheltered Communal Area - Community Room/ Laundry facilities	Flat 1 & 2 have been remodelled to create a large community room with laundry and other shared facilities. Not suitable for conversion for residential use	No further action	No
2 Lakeland Court	Halton Moor	LS15 0BY	Temple Newsam	ENE	Flat (non sheltered)	Non Sheltered Communal Area - Community Room/ Laundry facilities	As no 1 Lakeland Court	No further action	No
3 Cottingley Heights	Cottingley	LS11 0JL	Beeston & Holbeck	AVH	Flat (non sheltered)	Non sheltered Communal Areas - room and storage of equipment used by TRA	ALMO have confirmed that this is a well used facility and would like to see its communal use retained	discuss long term use with ALMO	Not at present - review in 2 years

1 Cottingley Towers	Cottingley	LS11 0JH	Beeston & Holbeck	AVH	Flat (non sheltered)	Non sheltered Communal Areas - room and storage of equipment used by TRA	ALMO have confirmed that this is a well used facility and would like to see its communal use retained	No further action at this time - review in 2 years time	Not at present - review in 2 years
5 Heights East	Armley	LS12 3TT	Farnley & Wortley	WNW	Flat (non sheltered)	Non sheltered Communal Areas - room and storage of equipment used by TRA	ALMO reviewing	liaise with ALMO re: TRA activity	To be confirmed
2 Holborn Towers	Woodhouse	LS6 2QB	Hyde Park & Woodhouse	WNW	Flat (non sheltered)	Residential Use	Block is leased to Unipol on 21 year lease for mature students with families	Lease current - no further action	In use as residential
4 Lakeland Court	Halton Moor	LS15 0BY	Temple Newsam	ENE	Flat (non sheltered)	Residential Use	Property let as residential	No further action	In use as residential
5 Lakeland Court	Halton Moor	LS15 0BY	Temple Newsam	ENE	Flat (non sheltered)	Residential Use	Property let as residential	No further action	In use as residential
164 Brander Road	Gipton	LS9 6NX	Gipton & Harehills	ENE	Flat (non sheltered)	Residential Use	Property let as residential	No further action	In use as residential
18 Moorhaven Court	Moortown	LS17 5LN	Alwoodley	ENE	Flat (sheltered)	Residential Use	Property let as residential	No further action	In use as residential
59 Belle Isle Circus	Belle Isle	LS10 3DU	Middleton Park	BITMO	Flat (non sheltered)	Residential Use	Committee Tenancy - rent paid	check status	In use as residential
65 Belle Isle Circus	Belle Isle	LS10 3DU	Middleton Park	BITMO	Flat (non sheltered)	Residential Use	Committee Tenancy - rent paid	check status	In use as residential
2 Burnsall Court	Armley	LS12 3NX	Armley	WNW	Flat (sheltered)	Sheltered Communal Area	ALMO assessing current use	As above	No

1 Burnsall Court	Armley	LS12 3NX	Armley	WNW	Flat (sheltered)	Sheltered Communal Area	Known as Sir Karl Cohen Square, the sheltered housing complex is ungoing some major refurbishment to remodel and improve the facility.	No further action	No
1 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	Sheltered Communal Area	The ground floor has been remodelled to provide purpose built communal facilities	No further action	No
2 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	Sheltered Communal Area	As 1 Queensview	No further action	No
4 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	Sheltered Communal Area	As 1 Queensview	No further action	No
5 Queensview	Seacroft	LS14 6PQ	Killingbeck & Seacroft	ENE	Flat (sheltered)	Sheltered Communal Area	As 1 Queensview	No further action	No
1 Sherburn Court	Whinmoor	LS14 5DG	Crossgates & Whinmoor	AVH	Flat (sheltered)	Sheltered Communal Area	Flats 1 & 3 used by residents, breakfast club and TRA. ALMO have confirmed they are well used and would like to see the communal use retained	No further action at this time - review in 2 years time	Not at present - review in 2 years
3 Sherburn Court	Whinmoor	LS14 5DG	Crossgates & Whinmoor	AVH	Flat (sheltered)	Sheltered Communal Area	As 1 Sherburn Court	No further action at this time - review in 2 years time	Not at present - review in 2 years
1 Queenswood Court	Headingley	LS6 3EG	Kirkstall	WNW	Flat (sheltered)	Sheltered Communal Area	ALMO assessing current use - although appears well used	Liaise with ALMO	To be confirmed
2 Queenswood Court	Headingley	LS6 3EG	Kirkstall	WNW	Flat (sheltered)	Sheltered Communal Area	As above	Liaise with ALMO	To be confirmed
1 Carlton Croft	Sheepsca	LS7 1HF	Hyde Park & Woodhouse	WNW	Flat (sheltered)	Sheltered Communal Area	ALMO reviewing	ALMO assessing future use	To be confirmed

2 Carlton Croft	Sheepscar	LS7 1HF	Hyde Park & Woodhouse	WNW	Flat (sheltered)	Sheltered Communal Area	ALMO reviewing	ALMO assessing future use	To be confirmed
1 Crescent Grange	Holbeck	LS19 7AH	City & Hunslet	WNW	Flat (sheltered)	Sheltered Communal Area	ALMO reviewing	ALMO assessing future use	To be confirmed
2 Crescent Grange	Holbeck	LS19 7AH	City & Hunslet	WNW	Flat (sheltered)	Sheltered Communal Area	ALMO reviewing	ALMO assessing future use	To be confirmed
2 Rycroft Green	Swinnow	LS13 4PD	Pudsey	WNW	Flat (sheltered)	Sheltered Communal Area	ALMO reviewing	ALMO assessing future use	To be confirmed
4 Rycroft Green	Swinnow	LS13 4PD	Pudsey	WNW	Flat (sheltered)	Sheltered Communal Area	ALMO reviewing	ALMO assessing future use	To be confirmed
Haworth Court	Yeadon	LS19 7NX	Otley & Yeadon	WNW	Flat (sheltered)	Void	ALMO assessing current use	ALMO OP on whole sheltered scheme	To be confirmed
41 - 45 Wyther Park Road	Armley	LS12 2RX	Armley	WNW	Flat (non sheltered)	Void	ALMO assessing current use	liaise with ALMO re:OP and funding	To be confirmed
2 Denbigh Heights	Gipton	LS9 6RL	Gipton & Harehills	ENE	Flat/ former shop	Void	Former shop and adjoining flat. Currently unlettable as residential or as a single shop unit	ALMO assessing the cost of remodelling the flat/ former shop back into residential use	Yes

Report of Assistant Chief Executive (Customer Access and Performance)

Report to Housing and Regeneration Scrutiny Board

Date: 18th December 2012

Subject: 2012/13 Q2 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 Q2 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 two 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 their achievement. 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 2 Performance Summary

City Priority Plan

- 3.1 There are 3 priorities in the City Priority Plan relevant to Housing and Regeneration Board and all 3 of these are assessed as green. This includes the priority to "Enable the growth of the city whilst protecting the distinctive green character of the city" which had been temporarily suspended to enable a review of the performance indicator. Agreement has been reached that the performance measure for this priority will be 'Minimum ratio of 65:35 development of new homes on Brownfield: Greenfield land'.

3.2 The performance reports on regeneration investment to deliver affordable housing and housing growth are both assessed as green, but a number of challenges remain. The timeliness of processing major planning applications remains red although improvement work is on-going, including the establishment of a City Plans Panel to deal with applications with major significance for the City. The number of affordable homes built was lower than expected for Q2 although assurance has been given that the housing investment programme will be delivered within the allocated timeframe through ongoing work with the Homes and Communities Agency and Housing Association partners to maximise the levels of investment in affordable housing for Leeds.. Some aspects of the delivery of the affordable homes programme is via the commercial sector and to that extent is out of our immediate control. It is recognised that in the medium term the delivery of housing growth, and affordable housing, will be a crucial component of obtaining New Homes Bonus for the Council with the determination of residential planning applications key to this.

Council Business Plan

3.3 **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) Competition from other free insulation schemes means Wrap Up Leeds installation rate has dropped to c800 per month, but activity across a range of providers will still deliver significant numbers of measures for the city (we are awaiting information from Government on the overall Leeds position). In relation to Wrap Up Leeds, the closing date has been extended to 7th December 2012, so we should reach c7,000 main measures across this and other related programmes for 2012/13. We have also secured an additional £1.3m for c300 homes through GD Demonstrator and initiated a free narrow cavity offer which is beginning to result in additional measures.
- In addition the performance indicator 'Increase number of new affordable homes built' has moved from Green to Amber at Quarter 2. The number of affordable homes built (30) is a decline from the Quarter 1 result of 114 and is lower than forecast although assurances have been given that the housing investment programme will be delivered within the allocated timeframe and that the year end target of 500 new affordable homes will be met.

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 Q2 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 documents¹

- 7.1 City Priority Plan 2011 to 2015

- 7.2 Council Business Plan 2011 to 2015

¹ 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.

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 860,000 by 2028. 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:

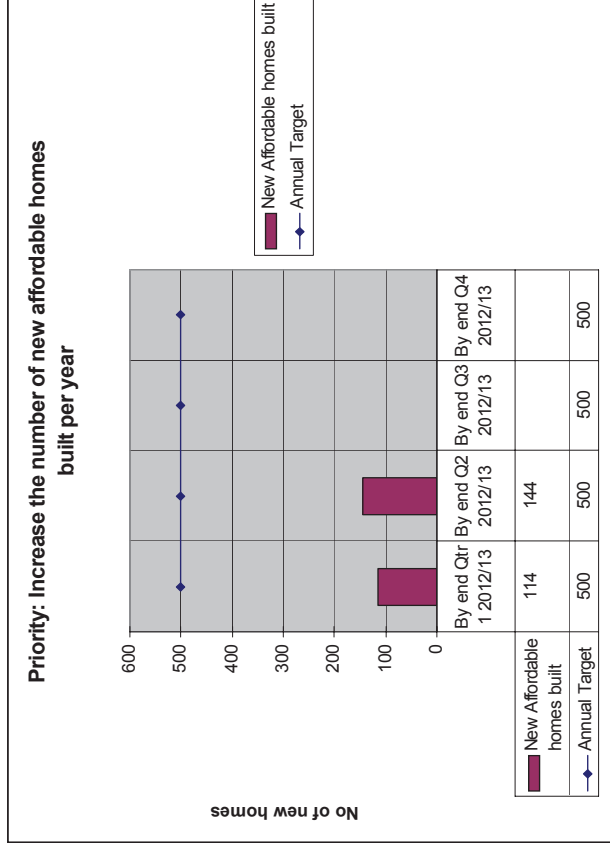
- the HCA funded Affordable Housing Investment Programme;
- work with developers to deliver affordable housing on commercial sites via the planning system;
- bringing empty properties back into use.
- LCC direct investment in new homes.

Page No

In addition a strategic approach to the use of committed 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 was agreed by the Board at the meeting on 9th October 2012.

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



What do key stakeholders think

What we did (2012/13 Qtr 2)

Indicator: Increase the number of new homes built per year (annual target: The Core Strategy = 3,660 new homes built. Discussion required on setting

New Actions (2012/13 Qtr 3)

Indicator: Increase the number of new homes built per year (annual target: The Core Strategy = 3,660 new homes built. Discussion required on

<p>targets and milestones)</p> <ul style="list-style-type: none"> Qtr 2: 432 units (gross) new dwelling units built (838 units built in total since the start of 2012/13). SIB outcome - prospectus to be held back pending resolution of LCC position on greenfield/brownfield. Brownfield programme being developed to identify range of ways in which range of sites across the city - including those in East Leeds - can be brought forward for development. Prospectus to be refreshed to support this. Market testing of Seacroft Older People's Housing Pilot completed. An approach to housing and care provision for older people being developed, including identifying investment solutions and how the Council can enable this. Preparing land for development and devising investment solutions in key areas such as Middleton and Beckhills (Meanwood). 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. <p>Indicator: Increase the number of new affordable homes built per year (annual target = 500 new affordable housing units)</p> <ul style="list-style-type: none"> Qtr 2: 30 affordable homes built (144 since beginning 2012/13). Draft Housing Investment Programme approved by Executive Board. Ongoing use of commuted sums to increase the supply of affordable housing. Work ongoing to identify suitable sites for indicative programmes. <p>Indicator: Increase the number of long-term empty properties brought back into use (annual target: 3,200 empty properties bought back into use)</p> <p>1526 long term empty private sector properties have been returned to occupation by the end quarter 2. Although this is slightly below the half year target, there has been a net reduction in the number of empty homes from Q2 in 2011 to Q2 2012 of 577. An Empty Property Strategy has been completed and agreed. <ul style="list-style-type: none"> Empty Property Action Plan - Project mandate drafted and agreed. Action Plan developed and progress made towards its implementation. Progress against targets on track. Links to Empty Property Strategy as per above. <p>Risks and Challenges</p> <ul style="list-style-type: none"> Housing Associations have identified uncertainty around their ability to borrow and the potential negative impact Welfare Reform may have on their rental stream. Access to mortgage finance remains the most critical barrier identified by developers to the delivery of new housing and the poor functioning of the housing market. 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 markets view of opportunities for sites in East Leeds is negative/pessimistic resulting in limited development coming forward. </p>	<p>setting targets and milestones)</p> <ul style="list-style-type: none"> East Leeds Brownfield programme to be agreed. <p>Indicator: Increase the number of new affordable homes built each year (annual target = 500 new affordable housing units)</p> <ul style="list-style-type: none"> Housing Investment – working up delivery programme utilising the New Homes Bonus and Housing Revenue Account resources. <p>Indicator: Increase the number of long-term empty properties brought back into use (annual target: 3,200 empty properties bought back into use)</p> <ul style="list-style-type: none"> Publishing of the Empty Property Strategy. Work ongoing to deliver the actions within the Empty Property Action Plan. Continue to deliver the programmes of work which go towards meeting the annual target. <p>Data Development</p> <p>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.</p> <p>Equality</p> <p>Equality Focus: Ensure that housing and regeneration investment meets the changing needs of individuals and communities.</p> <p>Equality Analysis: Households headed by women with children, BME groups and those in the social rented are more likely to be overcrowded or substandard.</p> <p>Equality Action: Increase the number and quality of older people's housing</p> <ul style="list-style-type: none"> '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.
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Meeting: Housing and Regeneration Board

Population: All people in Leeds

Outcome: The housing growth of the city is sustainable

Priority: Enable growth of the city whilst minimising the impact on the environment and protecting the distinctive green character of the city.

Why and where is this a priority

Improving the public realm, linking local people to the employment opportunities created by new investment, and improving the vitality and vibrancy of the City’s town and district centres is critical to ensure the long term sustainability of priority neighbourhoods and the City Centre.

Overall Progress:

GREEN ↑

Story behind the baseline

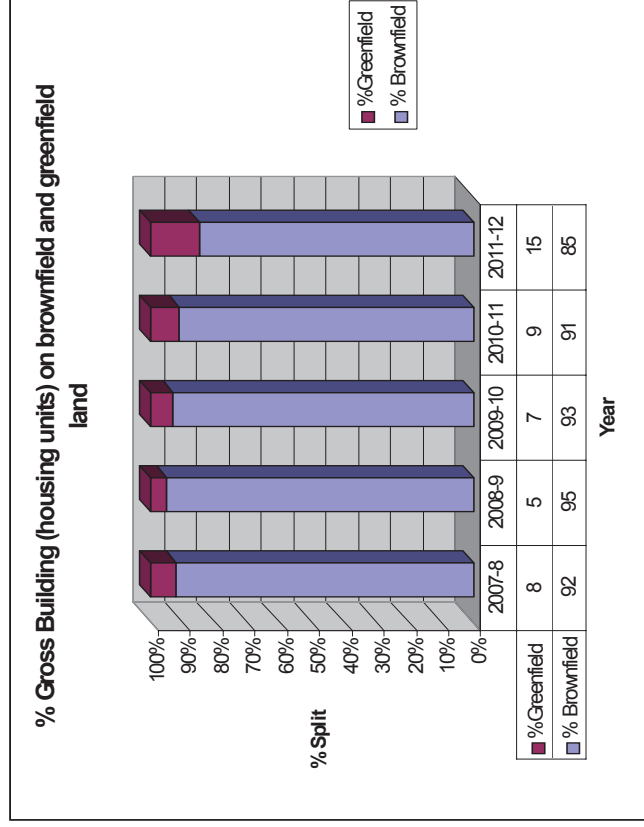
The Core Strategy (currently in its draft form) plans for the longer term regeneration and growth of the district over a 15 year period. The strategy sets out the City Councils desire to respond to current and emerging population pressures and associated needs across the district, especially within inner urban areas.

Key priorities therefore include: planning for the provision of homes and jobs in sustainable locations, respecting local character and distinctiveness in the delivery of the Plan’s objectives and maximising opportunities to recycle previously developed land (PDL), whilst minimising greenfield and Green Belt release, in planning for longer term growth.

In reflecting the district’s strong historical performance in the delivery of previously developed land (PDL), Policy P1 within the Core Strategy identifies a target of 65% (taken from the Regional Spatial Strategy “The Yorkshire and Humber Plan” 2008).

According to the amount of deliverable PDL land identified in the Strategic Housing Land Availability Assessment (SHLAA) 65% presents a realistic target for the first 5 years of the Plan. Beyond this period, although sources of PDL supply are still likely to come forward, more greenfield land as part of the overall balance, will be needed to sustain the housing supply, consequently the target drops to 55%.

Headline Indicator: Minimum ratio of 65:35 development of new homes on Brownfield: Greenfield land



What do key stakeholders think

Nothing to update

<p>What we did (Qtr 2 2012/13)</p> <p>Indicator: Minimum ratio of 65:35 development of new homes on Brownfield: Greenfield land</p> <ul style="list-style-type: none"> The total number of new homes built on previously developed land: greenfield land in 2011/12: 1722 brownfield units (gross) / 84.7% brownfield: 310 greenfield units / 15.3% greenfield. TOTAL 2032 units (gross). The total number of new homes built on previously developed land: greenfield land for 2012/13: Q1 – 368 brownfield units (gross) / 90.6% brownfield: 38 greenfield units / 9.4% greenfield. TOTAL 406 units (gross). Data for Qtr 2 will be available at the end of October 2012. <p>Work with local residents and employers on schemes to enhance public realm and green space:</p> <ul style="list-style-type: none"> Further s106 funding has now been released from development of the EASEL Phase 1 sites for improvements to public space in East Leeds. Work underway to design Wykebeck Valley entrance features as part of the Access to Nature scheme which will see 40 ha of greenspace improved across East Leeds by 2014. Work commenced on Neighbourhood Planning Statement for Seacroft. 	<p>New Actions (2012/13 Qtr 3)</p> <p>Indicator: Minimum ratio of 65:35 development of new homes on Brownfield: Greenfield land</p> <p>The Housing Land Supply document will provide a Five Year brownfield projection to be published as part of the Authority Monitoring Report at the end of December.</p> <p>Work with local residents and employers on schemes to enhance public realm and green space:</p> <ul style="list-style-type: none"> Confirm allocation of further s106 funds. Access 2 Nature interim evaluation to be finalised and published <p>Data Development</p> <p>No data development requests have been identified</p> <p>Equality</p> <p>Equality Focus: None identified</p> <p>Equality Analysis: None identified</p> <p>Equality Action: None identified</p>
<p>What worked locally /Case study of impact</p> <p>Nothing to update.</p> <p>Risks and Challenge</p> <p>Nothing to update.</p>	

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. E.g. 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.

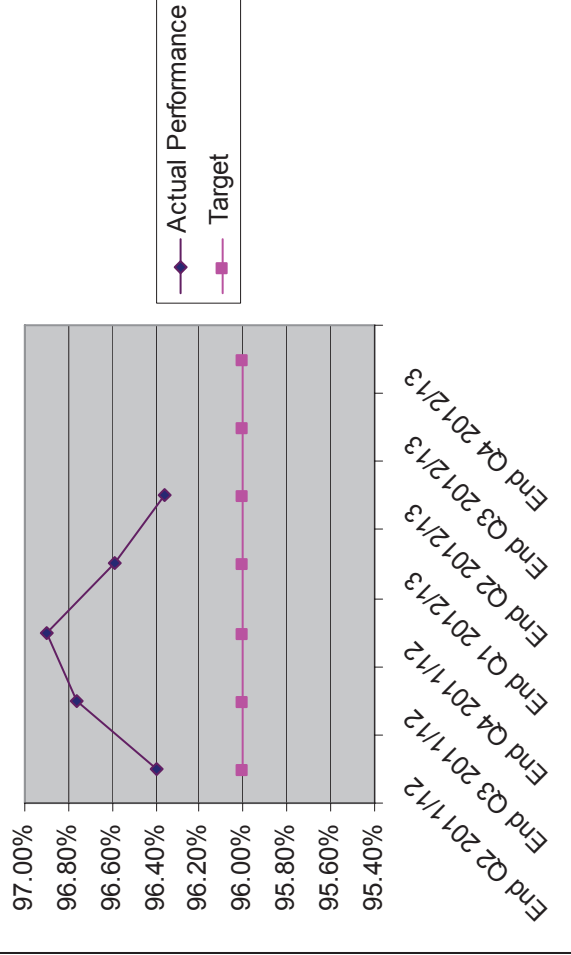
Leeds have been working closely with the City Region to develop a Green Deal business case, using Leeds as the anchor authority, which recommends working collectively over a 3 year period to deliver an £80m project to 12000 homes.

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



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 2)

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

- 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.
- £3.6m has been spent up to the end of Q2 on delivering investment to improve energy efficiency in Council Housing. This includes £1.1m to carry out structural repairs and external wall insulation to non traditional housing stock in WHWHL.

Priority: Maintain decent homes standard in Council housing

- At the end of September 2012 96.36% 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

- 125 private sector properties have been made decent by the end of Q2. Q2 figures are usually low, however, it is still expected that the annual 500 decent homes target will be met. 14091 bedspaces covered by Landlord Accreditation Scheme with 337 members. The performance of the RLA is continually monitored to ensure delivery against targets and an action plan is now being developed to target areas of the city currently under-represented. 1820 individuals have benefited from the removal of a hazard to their homes by the end of Q2 against an annual target of 4,000

- 180 properties have received inspections to ensure compliance with both HMO and selective licensing licence conditions against an annual target of 600. This figure is down on target due to the task of HMO re-licencing – this was expected and resources will be allocated towards the end of the year to achieve the target.

- We have brought 1526 empty properties back into use in Qtr2 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

New Actions (2012/13 Qtr 3)

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.
- To closely monitor the delivery of £12.3m planned investment to improve energy efficiency of Council Housing by the end of 2012/13, including £3.3m to complete the external wall insulation to non traditional stock in WHWHL.

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) until scheme close in early December.
- 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:

The Energy Performance Certificate database has now been purchased (120,000 records) and is now being analysed to help target new initiatives such as the Green Deal. We are also working closely with the NGS to overlay health data on energy data to better target fuel poverty interventions.

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 2,082 energy efficiency interventions through the Wrap up Leeds programme in Qtr 2.
- Secured £1.28m from DECC's 'low carbon pioneer city' programme to help launch the Green Deal and provide incentives for early take up (grants and loans).
- The narrow cavity insulation scheme has been well received with over 25% response rate from first mailing to 1,000 households.

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.

What worked locally /Case study of impact

Wrap Up Leeds has been promoted throughout the city and provided 5974 free insulation measures so far in 2012-13.

Risks and Challenges

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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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 fifth meeting of the H&R Board took place on 9th October 2012. Items discussed included; Housing Investment, changes to plans panel and an update on the Child Friendly Leeds Initiative. At the previous meeting on 12th June, the Board 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 was agreed by the Board at the meeting on 9th October 2012.	↔		None applicable					
Identify targets for new housing and strategies to support their delivery	<p>This work is ongoing, linked with the H&R Board Partnership Plan review. 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 with Developers and Housing Associations 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. Although the number of affordable homes built has been lower than expected for qtr 2 the programme is on target to deliver by the year end with the majority of land transactions complete and schemes progressing towards planning.</p> <p>However, the number of units delivered as a result of Government Initiatives so far this financial year has been lower than expected, in particular Firstbuy Completions (according to the HCA, this is representative across the programme) it may also be reflective of market forces (ability to obtain mortgages even with an equity loan). In previous years the number of affordable homes delivered tends to increase towards the end of the financial year, it had been expected that this may be the case with Firstbuy which was due to complete in Dec 12, however this has now been extended to March 14.</p>	↔	Increase number of new affordable homes built	500 (TBC)	114	30			Neighbourhoods, Planning and Support Services
Improve energy efficiency in public and private sector homes	Competition from other free insulation schemes means Wrap Up Leeds installation rate has dropped to c800 per month, but activity across a range of providers will still deliver significant numbers of measures for the city (we are awaiting information from Government on the overall Leeds position). In relation to Wrap Up Leeds, the closing date has been extended to 7th December 2012, so we should reach c7,000 main measures across this and other related programmes for 12/13. We have also secured an additional £1.3m for c300 homes through GD Demonstrator and initiated a free narrow cavity offer which is beginning to result in additional measures.	Amber	Increase number of improved energy efficiency installations in houses (both public and privately owned)	15000 (all energy efficiency measures)	3029	5624 (cum)			Environment
Other Performance Issues									

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Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 18th December 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.

2.2 Also attached as appendix 2 is a list of the Council's forthcoming key decisions. A copy of the minutes of the Executive Board meeting to be held on 12th December 2012 will be circulated as soon as they are available as appendix 3.

3 Recommendations

3.1 Members are asked to:

- a) Consider the draft work schedule and make amendments as appropriate.
- b) Note the Council's forthcoming key decisions and the minutes of the Executive Board meeting held on 12th December 2012

4. Background papers¹

4.1 None used

¹The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 05.12.12 Appendix 1

Area of review	Schedule of meetings/visits during 201213		
	June	July	August
<i>Consultation Major Changes to Housing Policy</i>		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
<i>Development of Brown field Sites</i>		Initial Paper from Director of City Development	
<i>Development of Guidance/protocol for Developers</i>		Initial Paper from Director of City Development	
<i>To be determined</i>			
Briefings	Equality Improvement Priorities SB 18/06/12 @ 10 am	Response to queries Q3 performance reports Consultation Section 106 agreements Community Infrastructure Levy	
Budget & Policy Framework Plans		Report on Housing Revenue, General Fund Regeneration and Capital Programme Period 2	
Recommendation Tracking		Recommendation Tracking Private Rented Sector Housing	
Performance Monitoring	Quarter 4 performance report SB 18/06/12 @ 10 am		

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 05.12.12 Appendix 1

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
Consultation Major Change to Housing Policy	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
Development of Browfield Sites			
Development of Guidance/protocol for Developers		Board to consider guidance/protocol	
Council houses being used as offices and the Directorate's approach to the disposal of property in general	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	
Briefings Inquiry Report Recommendation Private Sector Housing Recommendation		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. Report on SHLAA Process & Membership	Recommendation 3 That a progress report on the delivery of the Empty Properties Action Plan be brought back to Scrutiny before December 2012.
Budget & Policy Framework Plans		+	Budget report to half year month 6
Recommendation Tracking		Housing Growth	Affordable Housing by Private Developers
Performance Monitoring	Quarter 1 performance report SB 10/09/12 @ 10 am		

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
<i>Development of Guidance/protocol for Developers</i>		To consider a final draft of the good practice guide to pre-application engagement	
<i>Affordable Housing Variations in Bench Mark Figures</i>		To consider a report of the Director of Environment and Housing variations in bench mark figures between authorities concerning affordable housing	
<i>Council houses being used as offices and the Directorate's approach to the disposal of property in general</i>	Update on implementation of action plan		
<i>Strategic Housing Land availability Assessment(SHLAA)</i>		To consider a report on completion of the review of the SHLAA process and Membership	
<i>Community Infrastructure Working Group</i>	At the 30 TH October Board meeting the Working Group was established but deferred to allow officers the opportunity with consultants to develop the position Check on progress	To arrange a meeting of this Working Group	
<i>Briefings Inquiry Report Recommendation Private Sector Housing Recommendation 4</i>		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.	
<i>Performance Monitoring</i>	Quarter 2 performance report SB 10/12/12 @ 10 am		

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>		6 month update on disposal of Council owned brownfield sites	
<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>			
Critical friend to the Strategic Partnership Board	To consider the outcome of the workshops organised by Leeds Initiative responding to the questions set out in the constitution		
Briefings			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 3 performance report SB 11/03/13 @ 10 am		

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APPENDIX 2



LIST OF FORTHCOMING KEY DECISIONS

10 September 2012– 3 December 2012

What is the ‘List of Forthcoming Key Decisions’?

The ‘List of Forthcoming Key Decisions’ is a list of the key decisions the Authority intends to take from 10th September 2012 onwards. The document is updated as often as required. Details of each key decision will be available to the public at least 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 ‘List of Forthcoming Key Decisions’ tell me?

This document gives information about:

- what key decisions are due to be taken by the authority
- 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, 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 this document 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?

This document 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 meetings¹, and the documents being considered by officers taking key decisions², are available five working days beforehand on the Council's website (using the links below) and from the following address:

Governance Services, 4th Floor West, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 39 52194 / Fax: 0113 3951599

Email: 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 within this document. Other documents relevant to the key decision may be submitted to

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

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

the 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 within this document.

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 ‘List of Forthcoming Key Decisions’?

This document can be found on the Leeds City Council website.

About this publication

For enquiries regarding this document please e-mail: cxd.corporategovern@leeds.gov.uk or telephone: 0113 39 51712.

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

(Chinese):-

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

(Hindi):-

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

(Punjabi):-

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

(Urdu):-

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

LIST OF FORTHCOMING KEY DECISIONS

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
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, Head of Commissioning and Market Management, Children's Services paul.bollom@leeds.gov.uk
Exercise of Option to Purchase Agreement - Land at Freely Lane, Bramham Approval is sought to: 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 2) Give authority to incur expenditure of approx £270k in connection with the land purchase.	Director of City Development	1/10/12	Executive Member for Development and the Economy, Ward Members, and Bramham Parish Council have already been consulted.	Design and Cost Report	Martin Blackett, Senior Surveyor martin.blackett@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Framework Agreement for the Procuring of fixed play ground equipment including MUGAs, teen shelters and skateboard BMX equipment</p> <p>Awarding of the Framework Contract for the supply and installation of playground equipment for a period of 3 years from the 1st 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</p> <p>neil.evans@leeds.gov.uk</p>
<p>Implementing a new children's services structure through the restructure of existing provision</p> <p>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 of Children's Services</p> <p>nigel.richardson@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>
<p>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.</p>	<p>Chief Planning Officer</p>	<p>1/10/12</p>	<p>Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and Other bodies</p>	<p>Report and Morley Conservation Area Appraisal and Management Plan</p>	<p>Philip Ward, Conservation Officer phil.ward@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
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
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
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.	Director of Children's Services	1/10/12	Schools (excluding VA schools and Academies)	Design and cost report	Charlotte Foley, Lead Officer for the Built Environment charlotte.foley@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Travel Plan SPD Approve Travel Plan Supplementary Planning Document as adopted part of the Local Development Framework.	Chief Planning Officer	1/10/12	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.	The report to be issued to the decision maker with the agenda for the meeting	Nathan Huntley, Senior Highways Engineer nathan.huntley@leeds.gov.uk
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.	Director of Children's Services	1/10/12	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.	Programme Board Mandate, Troubled Families Financial framework, Options Appraisal (to follow)	Jim Hopkinson, Head of Service - Targeted Services jim.hopkinson@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>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.</p>	Director of Children's Services	1/10/12	Elected Members	Funding Letter	<p>Ken Morton, Head of Service - Young People & Skills</p> <p>ken.morton@leeds.gov.uk</p>
<p>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.</p>	Director of Children's Services	1/10/12	Children's Services Directorate, Procurement Unit, Chief Officer Concerned	Proposals from the existing contracted providers	<p>Iain Dunn, Strategic Category Manager</p> <p>iain.dunn@leeds.gov.uk</p>
<p>Highway Maintenance vehicle replacement programme To approve the replacement of 21 vehicles operated by the Highway Maintenance Operational DSO</p>	Director of City Development	17/10/12	Executive Member for Development and the Economy, Director of Resources	Design and Cost Report	<p>Russell Martin, Highway Maintenance Manager - Ring Road Middleton</p> <p>Russell.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>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 1st April 2013- 31st 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"> • An event for stakeholders, including elected members, to be involved in planning to shape the new service took place in January 2012. • A soft market testing exercise has been conducted with the market place to seek their views on contracting models. • Consultation took place with young people Feb – April 2012. • Consultation with voluntary sector representatives from Young Lives Leeds on 25th July 2012. 	<p>Contract award report</p>	<p>Mary Brittle, Commissioning Programme Manager (Learning & 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>Inclusion Support for Disabled children, young people and parent carers Request to award a 3(+1+1) year contract from 1st April 2013 for the provision of the Leeds Inclusion Support Service to the successful bidder following competitive tendering exercise</p>	<p>Director of Children's Services</p>	<p>1/11/12</p>	<p>Extensive consultation with stakeholders, including disabled children and their families has been undertaken. Further consultation will take place with providers as part of the procurement exercise. Regular briefings will take place for the Executive and Lead Member for Children's Services.</p>	<p>Delegated Decision Report</p>	<p>Paul Bollom, Head of Commissioning and Market Management, Children's Services paul.bollom@leeds.gov.uk</p>
<p>Roundhay Road Highway Improvements Following extensive consultation in 2011, approval of TRO proposals and scheme to be implemented.</p>	<p>Chief Officer (Highways and Transportation)</p>	<p>5/11/12</p>	<p>Gipton & Harehills Ward Members, members of the public, local businesses and residents whose frontages are impacted by the proposals.</p>	<p>Delegated Decision report</p>	<p>Lisa Martin, Trainee Engineer Lisa.S.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>Rugby Union World Cup 2015 To approve the contract with Rugby Union World Cup 2015 to act as host city.</p>	<p>Director of City Development</p>	<p>15/11/12</p>	<p>Executive Member for Leisure.</p>	<p>Delegated decision report</p>	<p>Catherine Blanshard, Chief Libraries, Arts and Heritage Officer, Learning and Leisure catherine.blanshard@leeds.gov.uk</p>
<p>Oulton and Woodlesford Design Statement (NDS) Approval of the Oulton and Woodlesford Design Statement (NDS) to enable it to be formally adopted as a Supplementary Planning Document (SPD) within the Leeds Development Framework.</p>	<p>Chief Planning Officer</p>	<p>19/11/12</p>	<p>The document has undergone significant local consultation which has shaped the aspirations within it. A representations statement and EIA will be published alongside the NDS.</p>	<p>Oulton and Woodlesford NDS</p>	<p>Steven Wilkinson, Senior Planner FPI steven.wilkinson@leeds.gov.uk tel: 0113 3978078</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to invoke the first 1 year extension period to the existing 2(+1) year service level agreement with Leeds City Council Adult Social Care</p> <p>Authorisation from the Director of Environment and Neighbourhoods to approve the request to enter into the first 1 year extension period to the existing 2(+1) year service level agreement with Adult Social Care for the six non-Independent Living Project services at a cost of £1,177,057.20 for the 1 year period.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>20/11/12</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
Request to invoke the second 1 year extension period to the existing 3(+1+1) year service level agreement with Leeds City Council Adult Social Care Authorisation from the Director of Environment and Neighbourhoods to approve the request to enter into the second 1 year extension period to the existing 3(+1+1) year service level agreement with Adult Social Care for the three Independent Living Project services at a cost of £3,113,533.82 for the 1 year period.	Director of Environment and Neighbourhoods	20/11/12	None	Report to be presented to the delegated decision panel	Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
Education Funding Agency Grant Agreement The signing of the grant agreement with the Education Funding Agreement to fund the maintained schools 6 th form provision, bursaries and post 16 SILC provision.	Director of Children's Services	21/11/12	Procurement Unit, Legal Services	Grant agreement	Iain Dunn, Strategic Category Manager Iain.Dunn@leeds.gov.uk tel: 07891 271662

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
White Rose Fostering Framework Contract The award of the contracts for the White Rose Fostering Framework Contract	Director of Children's Services	21/11/12	Procurement Unit, Legal Services	Grant Agreement	Iain Dunn, Strategic Category Manager iain.dunn@leeds.gov.uk Tel:07891 271662
Bill Payment Services for Leeds City Council Request to invoke Contract Procedure Rule 8.5 and enter into a non approved framework agreement for Bill Payment Services for Leeds City Council.	Director of Resources	27/11/12	None	Recommendation report to Revenues and Benefits Chief Officer / Director of Resources to appoint a preferred supplier	Andrew Cameron, Executive Officer, Support Services, Leeds Benefits and Revenues andrew.cameron@leeds.gov.uk
Proposed Changes to the Letting Board Code To approve the proposed changes to Letting Board Code.	Chief Planning Officer	30/11/12	Consultation period held from 19 September 2012 to 17 October 2012.	The Letting Board Code: Guidance for Landlords on the erection of residential letting boards in inner north west Leeds (Draft September 2012)	Ryan Platten, Community Planning Officer - Inner North West Area ryan.platten@leeds.gov.uk, 0113 247 8027

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>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).</p>	<p>Director of Adult Social Services</p>	<p>1/12/12</p>	<p>Department of Health requirement for 2011/12. The following boards were advised of the requirement:</p> <ul style="list-style-type: none"> • Council Executive Board Report 2009 • Joint Commissioning Strategic Board April 2009 • Leeds Learning Disability Partnership Board 19 June 2009 	<p>Report to the Director of Adult Social Services</p>	<p>Janet Wright, Joint Commissioning Manager</p> <p>janet.wright@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 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>1/12/12</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>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Fire Safety Works in Schools 2012-13 Approval to Phase 2 of a programme of fire safety works at schools at an estimated cost of £758,000. This work is to commence during the financial year 2012-13 and approval is sought to incur expenditure. The design of this phase of the programme is underway.</p>	<p>Director of Children's Services</p>	<p>1/12/12</p>	<p>Consultation regarding individual works has been and will continue to be undertaken with the individual schools. There is no requirement for resident or public consultation as these are internal building adaptations that will not require a formal planning application or impact the local community</p>	<p>Design and cost report</p>	<p>Charlotte Foley, Lead Officer for the Built Environment charlotte.foley@leeds.gov.uk Tel: 2143936</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>1/12/12</p>	<p>Informal and formal consultations have and continue to be undertaken with customers, Ward councillors, E&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>Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies</p> <p>Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/12/12</p>	<p>None</p>	<p>Delegated Decision Report</p>	<p>Neil Evans, Director of Environment and Neighbourhoods</p> <p>neil.evans@leeds.gov.uk</p>
<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>	<p>Director of Environment and Neighbourhoods</p>	<p>1/12/12</p>	<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>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>The Learning Disability Section 75 Agreement between Adult Social Care and NHS Leeds (NHS Airedale, Bradford and Leeds Cluster) 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>	<p>Director of Adult Social Services</p>	<p>1/12/12</p>	<p>Collaboration with relevant stakeholders including NHS colleagues, legal services and commissioners.</p>	<p>Report to the Director of Adult Social Services and Section 75 Agreement</p>	<p>Maxine Naismith, Head of Service, Learning and Disability Services maxine.naismith@leeds.gov.uk</p>
<p>The Use of £763k of CLG funding (Regional Homeless Money) to deliver sub regional homeless priorities</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/12/12</p>	<p>Ward Members</p>	<p>Report to DDP</p>	<p>Rob McCartney, Head of Housing Support rob.mccartney@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Contract Amendment for the reallocation of Major Adaptations works from Morrison Facilities Services to East North East Homes Approval for amendment to two contracts for the reallocation of Major Adaptations works for West North West Homes Leeds and Aire Valley Homes Leeds from Morrison Facilities Services to East North East Homes DLO</p>	<p>Director of Environment and Neighbourhoods</p>	<p>6/12/12</p>	<p>Consultation with Legal Services and ALMOs</p>	<p>None</p>	<p>Tom Finch, Programme Manager tom.finch@leeds.gov.uk</p>
<p>Leeds Skyline HIV/AIDS Social Care and Prevention Service contract extension for one year from 1 April 2013 to 31 March 2014 To extend the existing contract from 1 April 2013 for one year.</p>	<p>Director of Adult Social Services</p>	<p>6/12/12</p>	<p>Discussion will be held with the service users and other stakeholders about the future of this service.</p>	<p>Report to the Director, Contract monitoring information</p>	<p>Sinead Cregan, Adult Commissioning Manager sinead.cregan@leeds.gov.uk Tel: 0113 2243463</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to extend ten mental health voluntary sector contracts To extend the ten existing contracts from 1 April 2013 to 31 March 2016</p>	<p>Director of Adult Social Services</p>	<p>6/12/12</p>	<p>With service users and stakeholders about future services.</p>	<p>Report to the Director and monitoring reports</p>	<p>Sinead Cregan, Adult Commissioning Manager sinead.cregan@leeds.gov.uk Tel: 0113 2243463</p>
<p>Extension of contract with North East Specialist Learning Centre (NE SILC) for the provision of short breaks for disabled children Invocation of Contract Procedure Rules 25.1 to extend the contract with NE SILC for the provision of short breaks for disabled children until 31st March 2014. This contract started on 1st April 2012 and is for 12 months, with the option to extend by a further two 12 month periods.</p>	<p>Director of Children's Services</p>	<p>Not before 10th/12/12</p>	<p>None</p>	<p>Extension report</p>	<p>Paul Bollom, Head of Commissioning and Market Management, Children's Services paul.bollom@leeds.gov.uk</p>

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<p>Bulk Fuel Purchasing To approve the proposal for a bulk fuel purchasing scheme to reduce the costs of domestic gas and electricity.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>12/12/12</p>	<p>The recent Fuel Poverty Scrutiny requested that the Director of Environment and Neighbourhoods develop a proposal to launch a bulk fuel purchasing project for Leeds. A grant competition to support this was announced by DECC on the 19th October with a closing date of 30th November. There has therefore been very limited time for consultation after this announcement, but the proposal, developed jointly with other LCR authorities and CO2Sense, is based on learning from other bulk purchasing initiatives in the UK and the recommendations from Scrutiny. The proposal will be discussed with the Home Energy Project Board prior to Exec Board.</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, 0113 39 51767</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Council Tax reforms Policy on charging Council Tax on empty properties	Executive Board Portfolio: Leader of Council	12/12/12	Public consultation already undertaken	The report to be issued to the decision maker with the agenda for the meeting	Steve Carey steven.carey@leeds.gov.uk
Initial Budget Proposals / Medium Term Financial Plan 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.	Executive Board Portfolio: Leader of Council	12/12/12	In accordance with the Council's constitution, consultation will be undertaken with stakeholders.	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>Learning Disability Day Service Modernisation: Replacement of Rothwell Fulfilling Lives Building Executive Board are requested to give the authority to spend a total of £2,025,000 To fund the rebuilding at Rothwell Fulfilling Lives Centre (West building) on Holmsley Lane Woodlesford.</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>12/12/12</p>	<p>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.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Andrew Rawnsley, Head of Service - Learning Disability Community Support Services</p> <p>andrew.rawnsley@leeds.gov.uk Tel: 0113 2143446</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>12/12/12</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>12/12/12</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>Local Council Tax Support Scheme The local Council Tax Support scheme to be adopted in Leeds</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>12/12/12</p>	<p>Public consultation already undertaken</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Steve Carey steven.carey@leeds.gov.uk</p>

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>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) doug.meeson@leeds.gov.uk</p>
<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>

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Queen Elizabeth II Fields Scheme Information for the Executive Board on the Queen Elizabeth II Fields Scheme and agreement on the sites nominated for inclusion. The green space will be protected in perpetuity.	Executive Board Portfolio: The Environment	12/12/12	None.	The report will be issued to the decision maker with the agenda for the meeting EDCI screening form	Tony Stringwell, Senior Project Manager tony.stringwell@leeds.gov.uk, 0113 39 57400
Schools Funding - Changes to the way schools are funded To agree the new factors to approve school funding formula's	Executive Board Portfolio: Children's Services	12/12/12	Schools Forum, Governing Bodies	The report to be issued to the decision maker with the agenda for the meeting	Simon Darby, School Funding and Initiatives Team Leader simon.darby@leeds.gov.uk

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>12/12/12</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>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>12/12/12</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>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 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>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Collection of Local Taxation Approval of Council Tax and Business Rates write offs for period 1 st April 2012 to 30 th September 2012.	Director of Resources	1/13	Financial Management Group	Report on values and types	David Levitt, Corporate Debt Manager david.levitt@leeds.gov.uk Tel: 0113 2475026
Procurement of a Painting Contractor to be used by East North East Homes Leeds using a Framework Agreement The Director or Environments and Neighbourhoods is to be asked for approval to use a Procurement Framework Agreement to procure a commercial Painting Contractor to be used by ENEHL to deliver an internal (to communal areas) and external painting programme over the period 2013/14 to 2016/17.	Director of Environment and Neighbourhoods	1/1/13	Decision supported by Housing Contracts Board	Report to Director of Environments and Neighbourhoods	Steve Hunt, Chief Executive - East North East Homes Leeds (ENEHL) Tel: 247 6009

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<p>Procurement Waiver to appoint YHA as managing agents to oversee the refurbishment and new build at Cottingley Springs.</p> <p>Procurement Waiver to appoint YHA as managing agents to oversee the refurbishment and new build at Cottingley Springs</p>	<p>Director of Environment and Neighbourhoods</p>	<p>2/1/13</p>	<p>With Ward Members</p>	<p>Report to DDP</p>	<p>Rob McCartney, Head of Housing Support</p> <p>rob.mccartney@leeds.gov.uk</p>
<p>Assisi Place Extra Care Housing Scheme</p> <p>To approve the recommendation to invoke Contract Procedure Rule 31.1 to waive Contract Procedure Rule 13 to award a contract to Methodist Homes Association to provide the care and support service to 45 housing tenancies for older people residing in the Assisi Place extra care housing provision, at a cost of £302,895 per annum.</p>	<p>Director of Adult Social Services</p>	<p>3/1/13</p>	<ol style="list-style-type: none"> 1. Future Housing Options for Older People Project Board 2. The Health and Social Care Executive Board Member 3. Adult Commissioning Board 	<p>DDP report to the Director, 29th April 2010</p> <p>DDP report, 3rd January 2013</p>	<p>Susan Gamblen, Commissioning Manager for Older People's Services</p> <p>susan.gamblen@leeds.gov.uk, 0113 24 76088</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Procurement of a local healthwatch organisation for Leeds - to be known as Healthwatch Leeds Approval to award the Healthwatch Leeds contract to the successful bidding organisation / consortium following a procurement exercise.</p>	<p>Director of Adult Social Services</p>	<p>3/1/13</p>	<p>Consultation has been undertaken with a range of stakeholders including the general public, service users, carers, patients, Elected Members, the Leeds LINK, voluntary and community organisations, equality and diversity groups and communities, peer led organisations, NHS Commissioners and Providers, children and young people, Children's Services.</p>	<p>Report to the Director of Adult Social Services</p>	<p>Janet Somers, Consultation & Involvement Officer janet.somers@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>A strategic review of the Leeds " Youth Offer"</p> <p>To delegate a budget from April 2013 to Area Committees so that they can commission activities (places to go, things to do for young people) which engage young people.</p> <p>To restructure the Youth Service and end their 'generalist' role within the overall Youth Offer, to have a clearly defined delivery role, which better meets more targeted need, whilst enshrining the significance of professional youth work.</p> <p>To determine if resource available for youth work which meets more targeted need should be subject to competition</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>9/1/13</p>	<p>A consultant has conducted an elected member led review engaging with over 40 stakeholders sessions with elected members, young people, staff and voluntary and community faith partners.</p> <p>The principles and propositions from the review will be widely circulated with responses fed into the review.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Ken Morton, Head of Service - Young People & Skills</p> <p>ken.morton@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Development of new council homes using Housing Revenue Account (HRA) Approval to progress proposals to the next stages of design, submission of planning applications and procurement of the first construction contract.	Executive Board Portfolio: Development and the Economy	9/1/13	Lead Members and effected ward members to be consulted on the proposals detailed in the report in December 2012.	The report to be issued to the decision maker with the agenda for the meeting	Sue Morse, Programme Delivery Manager sue.morse@leeds.gov.uk Tel: 0113 247 4111
East Leeds Extension and East Leeds Orbital Road To consider the Council's approach to infrastructure requirements of the East Leeds Extension.	Executive Board Portfolio: Development and the Economy	9/1/13	Executive Members for Development & the Economy and Neighbourhoods, Planning & Support Services; East Leeds Regeneration Board; and Ward Members.	The report to be issued to the decision maker with the agenda for the meeting	Adam Brannen, Programme Manager adam.brannen@leeds.gov.uk
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.	Executive Board Portfolio: Leader of Council	9/1/13	N/A	The report will 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
Appointment of bailiffs for recovery of unpaid parking and bus lane penalties To appoint bailiffs to collect outstanding warrants issued on behalf of Leeds City Council.	Director of Environment and Neighbourhoods	11/1/13		Business Case	Mark Jefford mark.jefford@leeds.gov.uk - Tel: 0113 3952200
Asset Management Plan (including Community Asset Strategy and Carbon and Water Management Plan) Approval Required	Executive Board Portfolio: Development and the Economy	15/2/13	Equality Impact Assessment	The report to be issued to the decision maker with the agenda for the meeting	Colin Mawhinney, Head of Economic Policy and Programmes colin.mawhinney@leeds.gov.uk
City Centre Water Features Future management of water features in City Centre.	Executive Board portfolio: Development and the Economy	15/2/13	Local Ward Members (City & Hunslet) and businesses who may be effected by the decision taken.	The report to be issued to the decision maker with the agenda for the meeting	Roy Coello, Head Of Engineering Service roy.coello@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
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	Executive Board Portfolio: Development and the Economy	15/2/13	Executive Member for Development and the Economy and Ward Members	The report to be issued to the decision maker with the agenda for the meeting	Ben Middleton, Senior Surveyor ben.middleton@leeds.gov.uk
HRA Business Plan 2013/14 Approval of the HRA Business Plan 30 Year Budget	Executive Board Portfolio: Leader of Council	15/2/13	DMT / COG, Strategic Governance Board	The report to be issued to the decision maker with the agenda for the meeting	Amanda Dove, Housing Services Manager - Investment and Assets mandy.dove@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Little London Primary School - Project to deliver additional capacity on existing site Approval for remodelling of existing school to provide additional teaching spaces to accommodate additional pupil numbers. Approval is sought to incur expenditure of approximately £675,000 (costs to be confirmed prior to submission of DCR).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Consultation regarding detailed work has been and will continue to be undertaken with the school. Public and Ward Member consultation has taken place on re-provision of the space at facility in the new school building and the community centre. Consultation will take place as part of the formal planning application to site a temporary unit at the school during the period of the works.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager james.saunders@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>15/2/13</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) 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>Morley Newlands Primary School. Construction of new 3FE primary school to replace the existing 2FE primary school as part of the Basic Need Programme Approval sought to incur expenditure of approximately £9,450,000 including fees for the reconstruction of a 3FE primary school (costs to be confirmed prior to the submission of DCR).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Consultation regarding the detailed work has been and will continue to be undertaken with the school. Public and Ward Members consultation has taken place and will continue throughout the development. Consultation will take place as part of the formal planning application which has been submitted on 16th November 2012.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager james.saunders@leeds.gov.uk</p>
<p>HRA Business Plan 2013/14 Approval of the HRA Business Plan 30 Year Budget</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>15/2/13</p>	<p>DMT / COG, Strategic Governance Board</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Amanda Dove, Housing Services Manager - Investment and Assets mandy.dove@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Annual consultation on school admissions arrangements for September 2014 To approve the school admissions arrangements for 2014, in order to meet a statutory deadline of 15th April 2013.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>13/3/13</p>	<p>Consultation to take place between Friday 30th November and Friday 25th January 2013.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Lesley Savage, Senior Planning Manager lesley.savage@leeds.gov.uk, 0113 24 75577</p>
<p>Property Maintenance - Software Package To award a contract to replace an existing business software system that is no longer economically sustainable with a new application that will facilitate current and future business requirements.</p>	<p>Chief Commercial Services Officer</p>	<p>21/3/13</p>	<p>Communication planned and ongoing with all key stakeholders.</p>	<p>Tender evaluation 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>Framework Agreement for the supply of assisted technology To approve the awarding of the Assisted Technology Framework contract following the procurement process.</p>	<p>Director of Adult Social Services</p>	<p>28/2/13</p>	<p>The equipment is provided following an assessment by a professional. Various multi-disciplinary professionals from both Adult Social Care and NHS have been involved in the tender process and will be part of the evaluation.</p>	<p>Report to the Director of Adult Social Services and the Tender Specification</p>	<p>Katie Cunningham, Service Manager katie.cunningham@leeds.gov.uk Tel:2474453</p>
<p>Trade waste contract tender Approval is required to proceed with a trade waste framework contract tender in order to procure suitable contractors to provide trade waste and recycling services to Leeds City Council premises and schools from July 2013.</p>	<p>Director of Resources</p>	<p>5/13</p>	<p>Consultation will take place with Procurement, Recycling & Waste Services, Environmental Policy Team, and Facilities Management.</p>	<p>Tender documents for trade waste contract Contract specification and PQQ</p>	<p>Sam Grimwood, Waste & Resources Officer sam.grimwood@leeds.gov.uk, 0113 2476954</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Beeston Primary School - Project to Deliver Additional Accommodation to Support Increase in School Capacity Approval for extension to existing school to provide additional teaching spaces and hall space. Approval is sought to incur expenditure of approximately £1,269,000 (costs to be confirmed prior to submission of DCR).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>24/4/13</p>	<p>Consultation regarding the detailed work has been and will continue to be taken with the school. Public and Ward Member consultation has taken place and will continue. Consultation will take place as part of the formal planning application which is expected to be submitted during December 2012</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager james.saunders@leeds.gov.uk</p>
<p>Trade waste contract tender Approval is required to proceed with a trade waste framework contract tender in order to procure suitable contractors to provide trade waste and recycling services to Leeds City Council premises and schools from July 2013.</p>	<p>Director of Resources</p>	<p>5/13</p>	<p>Consultation will take place with Procurement, Recycling & Waste Services, Environmental Policy Team, and Facilities Management.</p>	<p>Tender documents for trade waste contract Contract specification and PQQ</p>	<p>Sam Grimwood, Waste & Resources Officer sam.grimwood@leeds.gov.uk, 0113 24 76954</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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