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## SCRUTINY BOARD (HOUSING AND REGENERATION)

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Meeting to be held in the Civic Hall, Leeds on  
Tuesday, 26th February, 2013 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

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

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

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# A G E N D A

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

3

**LATE ITEM**

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

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

4

**DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

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

5

**APOLOGIES FOR ABSENCE**

6

**MINUTES OF THE PREVIOUS MEETING**

1 - 8

To confirm, as a correct record the minutes of the meeting held on 29<sup>th</sup> January 2013.

7

**COUNCIL APPROACH TO BROWNFIELD DEVELOPMENT**

9 - 18

To consider a report of the Director of City Development providing the meeting with an update on the Council's revised strategy for bringing forward brownfield sites in the city.

8		<p><b>CONFLICTS OF INTEREST WITH PLANNING DECISION MAKING PROCESS</b></p> <p>To consider a report of the Head of Internal Audit providing the Board with a high level assurance that key controls are in place within the planning application process to mitigate the risk of planning decisions being subject to a conflict of interest and inappropriate external influence.</p>	19 - 24
9		<p><b>2011 CENSUS; LEEDS - THE BIG PICTURE</b></p> <p>To consider a report of the Assistant Chief Executive, Customer Access and Performance providing the meeting with a summary of the city-wide results from the 2011 Census. The report also highlighted some of the issues emerging from the 2011 Census and advised of future data releases and proposals for analysis.</p>	25 - 48
10		<p><b>WORK SCHEDULE</b></p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's work programme.</p> <p><b>(N.B. Appendix 3 – Executive Board minutes on 15<sup>th</sup> February 2013 to follow)</b></p>	49 - 112
11		<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Tuesday 26<sup>th</sup> March 2013 at 10.00 am in the Civic Hall, Leeds (Pre meeting for Board Members at 9.30am)</p>	

# Agenda Item 6

## SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 29TH JANUARY, 2013

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

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

**81 Chair' Opening Remarks**

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

**82 Declaration of Disclosable Pecuniary and Other Interests**

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

**83 Apologies for Absence**

An apology for absence was received on behalf of Mr G Hall, Co-opted Member.

**84 Minutes of the Previous Meeting**

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

**85 Matters Arising from the Minutes**

a) Brownfield Sites (Minute 75 a) refers)

The Acting Deputy Chief Executive and Director of Resources, Mr Alan Gay, together with Mr David Almond, Head of Human Resources attended for this item to update Members following the Scrutiny Board's recommendation that all officers owning development land or prospective development land in the City of Leeds or shares in companies involved in its development of such land should be required to register their interests in a register held by the Chief Executive's Office which was open to the public on demand.

The Acting Deputy Chief Executive and Director of Resources briefly outlined the current protocol in relation to high risk posts within the authority and commented on recent guidance obtained from the Information Commissioner, and legal services on officer declarations of interest. It was noted that he had asked Internal Audit to undertake specific work on this matter in the Planning Unit.

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

- The previous involvement of Scrutiny Board (Resources and Council Services) in this area

- The need for this register to be in the public domain in order to be open and transparent
- The view that the Information Commissioner should be asked to provide a definitive response to the concerns expressed by Members on this subject
- Clarification if departments held a list of high risk posts and the monitoring role of Directors and Human Resources in this regard
- Clarification of the sanctions that could be imposed if a high risk officer failed to declare an interest
- Clarification as to whether the Council had explored and learned lessons from Doncaster Council on this issue
- The view that the findings by Internal Audit following their investigation of the Planning Unit be presented to the Scrutiny Board

The Acting Deputy Chief Executive and Director of Resources responded to the various issues raised by the Board. He referred to data protection issues in relation to publishing the register and agreed to prepare a report to the Corporate Leadership Team which set out the following:-

- How the authority intends to make arrangements for Members to be able to inspect the register of officer interests where they had a legitimate need
- What arrangements the authority needs to put in place to make public the interests of those officers who have relevant interests relating to their decision making or advisory roles in the Council
- How the authority could gain greater assurances that officers were declaring interests in accordance with the Council's Officer Code of Conduct and that Directors were continuing to review, monitor and take appropriate action as the need arises

**RESOLVED** -That the report of Internal Audit on its findings within the Planning Unit on officer declarations be presented to the Board when completed and that this incorporate any lessons learned from issues which arose at Doncaster Council.

## **86 Review of the ALMO Management Arrangements - Consultation**

The Head of Scrutiny and Member Development submitted a report on the consultation arrangements in relation to the review of the ALMO Management arrangements.

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

- Review of the ALMO Management Agreements – Report of Assistant Chief Executive (Customer Access and Performance) – Executive Board – 9<sup>th</sup> January 2013
- Housing Management/ALMO Review summary of stakeholder feedback

- Review of ALMOs – Terms of Reference

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

- Councillor P Gruen, Executive Member, Neighbourhoods, Planning and Support Services
- Mr James Rogers, Assistant Chief Executive (Customer Access and Performance)
- Mr Martyn Long, Policy Manager, Customer Access and Performance

At the request of the Chair, Mr J Rogers briefly outlined the background issues and the two options agreed by Executive Board at their meeting on 9<sup>th</sup> January 2013 to be taken forward to the next stage of consultation.

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

- Clarification of the relationship between the ALMO and the Council
- The significant savings that would be made as a result of the review
- The concerns expressed that Elected Members had not received a copy of the consultation document issued to tenants
- A view that those Members not on an ALMO Board or Area Panel were currently less well informed than those that were and that this needed to be considered as part of the review
- The need for tenants on the Board to declare their interests in an open and transparent way
- Clarification of the ALMO process ten years ago and examples of the areas where improvements had been made
- The need to ensure that the work being carried as a consequence of Welfare Reform was not affected by the ALMO management review

In concluding discussions, the Executive Member, Neighbourhoods, Planning and Support Service commented on the work to be done in relation to the ongoing review. It was noted that a further report on the review arrangements would be presented to the Executive Board in May 2013 with an anticipated implementation date of March 2014. It was further noted that the work on Welfare Reform would be discussed at all ALMO Boards, together with an input at Area Committees.

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

(Councillor M Iqbal joined the meeting at 10.40am during discussions of the above item)

**87 Good Practice Guide to Pre Application Engagement**

Referring to Minute 62 of the meeting held on 27<sup>th</sup> November 2012, the Director of City Development submitted a report on the final draft of the Good Practice Guide to Pre Application Engagement for consideration of the Scrutiny Board.

Appended to the report was a copy of a document entitled 'Pre Application Engagement – A guide to best practice' for the information/comment of the meeting.

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

- Councillor P Gruen, Executive Member, Neighbourhoods, Planning and Support Services
- Mr Phil Crabtree, Chief Planning Officer, City Development
- Ms Helen Cerroti, Development Programme Manager, City Development

In summary, Members expressed the view that the guide would encourage developers to engage with Members and the community at the pre application stage of a planning application whilst acknowledging that it was voluntary and could not be imposed on developers.

The Chief Planning Officer informed the meeting that the guide would next be considered by the Joint Plans Panel and then subsequently issued to all Members of Council.

The Chair referred to the flow chart to be followed in the pre-application process and to the following wording:-

'Officers could assist in organising meetings between developers and members to discuss the proposal and to scope the requirements for community engagement'.

He recommended to the Board that the word 'could' be changed to 'will' and the Board agreed.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That, subject to the above amendment, to recommend that approval be given to the Good Practice Guide to Pre Application Engagement in accordance with the report now submitted.
- c) That officers be thanked for their work in producing this guide.

**88 Explanation of Section 106 Affordable Housing Bench Mark Prices**

Referring to Minute 64 of the meeting held on 27<sup>th</sup> November 2012, the Director of City Development submitted a report responding to the request from Scrutiny Board (Housing and Regeneration) to provide a detailed explanation of how the price at which the affordable housing units (required as



part of a Section 106 (S106) agreement) are expected to be sold at to a Registered Provider (RP) is arrived at in Leeds.

Appended to the report was a copy of a document entitled 'Approach to affordable housing transfer prices by Local Authority' for the information/comment of the meeting.

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

- Councillor P Gruen, Executive Member, Neighbourhoods, Planning and Support Services
- Ms Maggie Gjessing, Housing Investment Manager, City Development
- Mr Robin Coghlan, Team Leader, City Development
- Ms Nasreen Yunis, Principal PFI Planner, City Development

At the request of the Chair, the Team Leader, City Development outlined the background issues and welcomed the Board's comments on the review process.

Members raised a number of issues and comments on the report and officers responded.

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

#### **89 Updated progress on predicting empty property trends**

Referring to Minute 65 of the meeting held on 27<sup>th</sup> November 2012, the Head of Scrutiny and Member Development submitted a report updating the meeting on progress on predicting empty property trends.

Appended to the report was a copy of a document entitled 'Analysis of current housing market trends within the Leeds 6 postcode areas' prepared by the Director of Environment and Neighbourhoods 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

A map was tabled showing the location of student populations in Leeds.

At the request of the Chair, the Head of Housing Partnerships provided the meeting with the background issues on predicting empty property trends.

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

- Clarification of the Council's current strategic policy concerning student accommodation in the city following the recent divisional plans panel decision to allow a change of use to a building in Greek Street for student accommodation
- Clarification on whether or not a charge could be imposed on landlords whose student housing accommodation remains empty  
(*The Head of Housing Partnerships agreed to investigate this issue*)

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the progress made against recommendation 4 from the Safer, Stronger Communities Scrutiny report in to the Private Rented Sector (2012).
- c) That a further joint report with City Development (Planning) be submitted to the Board in April 2013 which covers the Council's policy with regards to student accommodation to include:
  - progress update on discussions with private landlords in Woodhouse/student areas as to how they see things regarding student accommodation and what they think the Council should be providing to support them
  - the Council's strategic plan for student accommodation and its view on the spread of student accommodation and whether the Council approach supports the views or not of the private landlords/businesses
  - the Plans Panel decision to approve student accommodation in Greek Street

**90 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 9<sup>th</sup> January 2013 (Appendix 2 refers)
- Forward Plan of Key Decisions – 10<sup>th</sup> September 2012 – 10<sup>th</sup> January 2013 (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.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 26th February, 2013

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

**91 Date and Time of Next Meeting**

Tuesday 26<sup>th</sup> February 2013 at 10.00am in the Civic Hall, Leeds  
(Pre-meeting for Board Members at 9.30am)

(The meeting concluded at 12.10pm)

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**Report of the Director of City Development**

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

**Date: 26<sup>th</sup> February 2013**

**Subject: Council Approach to Brownfield Development**

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

**Summary of main issues**

This report and associated appendices provide an update on matters raised in previous Scrutiny Board meetings in relation to the development of brownfield sites in the city.

**Recommendations**

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

**1. Purpose of this report**

1.1 This report provides Scrutiny Board with an update on the Council's revised strategy for bringing forward brownfield sites in the city.

**2. Background information**

2.1 At its meetings since July 2012, Scrutiny Board has considered issues relating to the viability of brownfield sites in the city and how development can be brought forward on these. The Board has considered the issues in relation to both private and Council owned land.

2.2 A series of reports have set out the recent history of development, ownership and development interests, the role of Planning and future prospects for development (July); details of Council-owned brownfield sites and work undertaken to secure their development (September); and details of third-party owned brownfield sites that have not been developed (November). At its meeting in December, the Board

requested an update on the Council's strategy for bringing forward brownfield sites in the city, including those in east and south east Leeds.

2.3 This report provides further details in response to this latter request.

### **3. Main issues**

3.1 The Council's strategy for securing development on brownfield land is spread across a range of activities, principally within the City Development Directorate. There is joint work across the Planning, Asset Management and Regeneration services on:

- City-wide Brownfield Land Programme;
- Capital Receipts disposal programme;
- Affordable and Older People's Housing Programmes
- Local Development Framework and Planning Applications
- Partnership work with landowners in regeneration programme areas.

#### **Brownfield Land Programme**

3.2 At its meeting on 9<sup>th</sup> January, the Executive Board approved a new Brownfield Land Programme through which 29 Council-owned sites will be subject to a range of measures to stimulate and support development interest towards sale for new housing.

3.3 The sites within the programme cover 45 ha in total with an indicative total capacity of up to 1100 homes (assuming an average development density of around 30 units per ha and allowing for existing open space on some sites). The majority of the sites are located in East or North East Leeds (17) and South Leeds (8), with a small number in West Leeds (4). The main concentrations are in Seacroft, Middleton and Halton Moor. Appendix 1 provides a list of the sites.

3.4 These are all sites that have not previously been earmarked for the Council's Capital Receipts programme and which for the most part are in challenging locations where there is limited recent history of market development interest.

3.5 The Brownfield Land Programme aims to secure housing development on these sites, where there is an indicative housing capacity of up to 1100 homes. It establishes a ringfence within which any receipts through the sale of sites will be retained, enabling these monies to be recycled into measures that will support an ongoing process of disposal and development on other sites in the programme. Such measures could include:

- Remediation of sites prior to disposal;
- Provision of infrastructure or servicing on sites prior to disposal;
- Funding for the Council to directly purchase units on a completed development, for social rent or rent-to-mortgage, to offer some certainty to a development partner on sales or to mitigate development risk
- Funding to offer equity share loans to prospective purchasers.

- 3.6 As has been described in previous reports the majority of these sites are unlikely to be immediately attractive to house builders that favour normal market conditions for development and sales. The programme has been set up to specifically address these issues and to offer a means of dialogue and support with any development interests that may be able to offer solutions that are more bespoke than those of the mainstream volume house builders.
- 3.7 Some initial informal discussions have taken place with developers that have expressed interest in some sites in the programme and which may be able to work with the Council on mixed tenure schemes, bringing external funding, particularly if some certainty could be offered in a pipeline of sites being available over time.
- 3.8 There will be a number of approaches to disposal and development. Some sites may offer better value to the overall programme by selling in standalone deals to generate receipts to support other site preparation or marketing activities. Others may lend themselves to a packaging approach, where more profitable sites are paired with less viable sites and development is controlled to guarantee housing delivery across the two. There may also be scope to align disposal or development with other funded programmes such as those supported by the Homes and Communities Agency (including the affordable housing programme) and the Council itself (such as the Council house build programme).
- 3.9 Initial activity will take place in Seacroft and Gipton. The Askets in North Seacroft is a split site of 3.4 ha with outline planning permission in place for 120 homes. Its location at the edge of the estate on the A58 Wetherby Road offers some expectation of a land value to be derived from a disposal. Marketing activity will take place within the next two months with a view to securing development interest and progressing reserved matters planning approvals within the next 12 months. Disposal and development would follow shortly thereafter pending the confirmation of a development agreement and programme.
- 3.10 In Gipton part of a site allocated to development under the East and South East Leeds (EASEL) project has been identified for the location of a new GP surgery. The sale of this, subject to negotiation and contract, will give rise to a land receipt that can be used to support activities within the Brownfield Programme.
- 3.11 Four further sites allocated to the EASEL project in Gipton and Seacroft (Amberton Terrace, Thorn Tree Walk, Oak Tree Drive and Old York Road) will continue to be subject to development proposals by Bellway Homes, though any sale receipts from these will be used to support the remainder of the Brownfield Programme. The remaining sites in East Leeds that are set out in Appendix 1 are those that had been provisionally allocated to the longer term EASEL project but which are no longer to be taken forward with Bellway and will be available for marketing and disposal to other developers.
- 3.12 The nature of the sites allocated to the programme and the challenges they pose suggest that disposal and development of the full list will take some time. It is to be expected that in current housing market and lending conditions it may be as long as 10 years before they could all be tested with developers, remediated, prepared, planning permissions obtained, disposals made and development started. It may also be the case that if current market conditions prevail, some of these sites may

not ever become viable or attractive for development without significant public subsidy.

### **Capital Receipts Programme**

- 3.13 Alongside the Brownfield Programme, the Council's Capital Receipts activities continue to seek sales to secure income for the Council and the development of those unused or cleared sites that are in more marketable condition and locations.
- 3.14 The Council has disposed of a number of residential development sites over the last 12 months, which will deliver approximately 200 new dwellings in the city. Depending upon the site and location, there is normally a development agreement contained within the disposal contract, to ensure construction takes place within a reasonable period of time to prevent sites being sold to a third party and not subsequently developed.

### **Affordable and Older People's Housing Programmes**

- 3.15 The Council manages the delivery of an affordable housing programme through work with the HCA as grant provider and with a range of Registered Providers in the city. The programme often utilises Council owned sites and nomination rights are secured for applicants on the Council's waiting list. Work is underway to identify additional sites, including smaller infill sites and how to streamline the disposals process .
- 3.16 The Council is also developing a shortlist of sites for the development of new Council homes to be funded through the Housing Revenue Account and s106 funds. Feasibility on 5 sites is underway, which have the potential for around 200 new 1 and 2 bedroom flats, which will aimed at meeting the needs of older people, and smaller households who will be affected by welfare reforms, with a view to freeing up family housing wherever possible. It is anticipated that these homes could be under construction from November 2013.
- 3.17 Specialist older people's accommodation is the subject of a report to Executive Board in February. It is proposed that in order to develop new housing for elderly people, focussing initially on those areas of the city with the highest needs, a range of delivery routes will be used including support for Registered Providers in delivering specialist schemes on cleared land, a bid for specialist Dept of Health funding to develop former sheltered housing sites, the HRA Council house build programme (as described above) and marketing of sites for specialist development in Seacroft, Kippax, Woodlesford and Yeadon.
- 3.18 Support for this specialist development may be required by the Council in the form of disposal at less than best consideration (subject to relevant approvals), land contribution/deferred purchase or direct acquisition of units on sites to defer developer risk and stimulate market interest.

### **Local Development Framework and Planning Applications**

- 3.19 The Board received a separate report on the Strategic Housing Land Availability Assessment (SHLAA) process and its 2012 update at its meeting in October 2012.



- 3.20 The SHLAA is a technical database of land. Information on sites includes estimates of how many dwellings could be delivered and when. It is evidence designed to inform the preparation of plans, including Leeds' Core Strategy and Site Allocations Plan and to inform the requirement for a 5 year supply of housing sites. The SHLAA sites are a pool of sites which will be assessed to determine which should be allocated in the future Site Allocations plan. First published in 2010, the SHLAA is updated annually, comprising refreshed details of existing sites where new information is available and consideration of new sites. The 2012 update resulted in over 100 submissions of new housing land.
- 3.21 Part of the vision of the draft Core Strategy is to ensure the use of brownfield land as part of an overall framework promoting development in sustainable locations; the spatial policies of the draft Core Strategy set out a preference for delivery of the city's housing targets on brownfield sites.
- 3.22 The Council seeks to work flexibly with planning applicants for development on brownfield sites where there are issues of commercial viability that may prevent a standard approach to implementation of policy. This includes extensions of time, reduction of section 106 contributions, phased viability clauses, reduction of affordable housing percentages and negotiations on the content of scheme.
- 3.23 The Local Planning Authority is also working with the government's Advisory Team on Large Applications (ATLAS) and with the developers of a small number of key sites to seek ways in which viability issues can be addressed. Although this work does not bring additional funding it seeks to take advantage of third party expertise to broker negotiations on s106 requirements to enable significant developments to be brought forward. The four sites being addressed through this approach – Monksbridge, Holbeck (City & Hunslet), Royds Lane (Farnley & Wortley), Kirkstall Forge (Kirkstall) and Woodside Quarry (Horsforth) – would in themselves deliver up to 3000 housing units.

### **Partnership Work with Landowners in Regeneration Areas**

- 3.24 The Council seeks to work in partnership with land interests in those parts of the city that are a focus of regeneration activities, with a view to securing development that will contribute to both economic and housing growth. Key areas for this are the Holbeck Urban Village and Aire Valley Leeds programme areas.
- 3.25 The Aire Valley has been identified in the Draft Core Strategy as one of the city region's four Urban Eco Settlements capable of providing between 6,500 and 9,000 new homes on mostly brownfield land. A review of existing allocations, commitments, and other opportunities in the area is being undertaken through the Aire Valley Leeds Area Action Plan and co-ordinated measures are being put in place to address any infrastructure and other physical constraints to development of the land. The Council has working relationships with the landowners in the Aire Valley in seeking to realise this potential.
- 3.26 In the Holbeck Urban Village there are 20 significant brownfield sites in a mix of private and public ownership that have capacity for up to 3500 new homes based on historic planning permissions. These were generally secured at a time when high density apartment developments were being brought forward in a buoyant sales market.

3.27 The Council and Homes & Communities Agency has land holdings in this area and discussions are taking place across with private interests to establish a co-ordinated approach to development of adjoining sites that will address complex commercial and land value issues with the aim of unlocking mixed use development, to include an element of residential, but possibly at lower density and in lower numbers than has previously been envisaged.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

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

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

4.2.1 There has been no specific Equality Impact screening undertaken for this report, which presents details of service activities already undertaken and screened.

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

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

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

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

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

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

### **4.6 Risk Management**

4.6.1 There are no specific risks related to this report.

## **5. Conclusions**

5.1 The report presents an updated position on the Council's strategy for securing the development of brownfield land in the city, in response to previous queries raised by the Scrutiny Board.

## **6. Recommendations**

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

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

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing

7.1 There are no unpublished background documents.

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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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Leeds City Council Brownfield Sites

Ward	Site Name	Size (ha)	Indicative Development Capacity	Key Site dates	Planning/Guidance	AHSP Site	Comments
Ardsley & Robin Hood	Westerton Walk, Tingley	0.39	12	Closed and declared surplus 2011			Planning statement is currently being prepared. Drainage to resolve as the site used to be a pumping station. Site comprises footprint of building only.
Armley	Hedley Chase, New Wortley	0.49	15	Cleared 2008			Cleared site for which a Planning Statement is being prepared to support marketing. Access through the New Wortley estate is likely to limit development interest.
Armley	Holdforth Place, New Wortley	0.85	26	Cleared 2000-2001	West Leeds Gateway SPD; Planning statement required		Site made available for development following clearance of houses. Neighbouring land of former Children's Home is in private ownership. Preliminary discussions have taken place with registered housing providers about bringing forward a scheme and working with the Council to assemble a larger more economic site.
Armley	Mistress Lane, Armley	1.23	37	Cleared 2006		Y	Site comprised of former maisonette buildings, adjoining retained tower blocks. Development of the site is not viable in the current climate due to severe slope and ground conditions. Outline Planning Permission granted as part of previous PFI Round 6 proposals.
Beeston & Holbeck	Meynell Approach, Holbeck	0.45	25	Rehousing & clearance 2010	OPP for residential; Neighbourhood Plan in progress		Site compound for PFI scheme, following which sale/redevelopment of the site will be sought. Stage 1 checks in place.
Chapel Allerton	Beckhill Grove, Meanwood	0.46	14	Cleared 2006	Planning statement required		Cleared public house. Surrounding houses still remain and will need to be considered as a future phase of Beckhill regeneration.
Hyde Park & Woodhouse	Lovell Park Road, Little London	0.61	28	Rehousing from site 2007-10, clearance 2010	OPP for residential		Site compound for PFI scheme, following which sale/redevelopment of the site will be sought. Stage 1 checks in place.
Killingbeck & Seacroft	Asket Drive (North), Seacroft	0.8	24	Cleared 2005-2011	Draft Neighbourhood Framework; OPP for residential		Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under JVC arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Outline Planning approval granted as part of HCA-funded Public Land Initiative. Funding requires exploration of deferred purchase approach.
Killingbeck & Seacroft	Asket Drive (South), Seacroft	2.62	96	Cleared 2005-2011	Draft Neighbourhood Framework; OPP for residential		Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under JVC arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Outline Planning approval granted as part of HCA-funded Public Land Initiative. Funding requires exploration of deferred purchase approach.
Killingbeck & Seacroft	Former Asket Hill Primary School, Kentmere Approach, Seacroft	1.2	30	Closed and cleared 2005/6	Draft Neighbourhood Framework; Planning statement required		Former school site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
Killingbeck & Seacroft	Barncroft Close, Seacroft	0.66	20	Cleared in early 1990's	Draft Neighbourhood Framework; Planning statement required		Site was cleared approximately 20 years ago and has become a resource as amenity space for the local community. Development opportunity to be explored through preparation of Neighbourhood Frameworks for Seacroft and consultation. Planning statement required. Some interest received from a Housing Association for a community build project.
Killingbeck & Seacroft	Brooklands Avenue, Seacroft	3.25	98	Cleared 2004-11	Draft Neighbourhood Framework; OPP for residential		Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Site under consideration for pilot Older People's Housing scheme.
Killingbeck & Seacroft	Brooklands Drive, Seacroft	0.45	14	Cleared 2004-11	Draft Neighbourhood Framework; Planning statement required		Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
Killingbeck & Seacroft	Former East Leeds Family Learning Centre, Brooklands View, Seacroft	3.16	95	Site closed 2008, and cleared 2009/10	Draft Neighbourhood Framework; Planning statement required		Regeneration site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development. Site part occupied by RISE construction training centre. Planning statement required.
Killingbeck & Seacroft	Former Gala Bingo site, Seacroft Crescent, Seacroft	0.17	5	Cleared late 1990's	Draft Neighbourhood Framework; Planning statement required		Regeneration site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
Killingbeck & Seacroft	Kentmere Approach, Seacroft	3.84	20	Cleared 2006-10	Draft Neighbourhood Framework; Planning statement required		Cleared housing site incorporating adjoining open space in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
Killingbeck & Seacroft	Land to south of Seacroft Library, Seacroft Crescent, Seacroft	0.32	10	Cleared 1999	Draft Neighbourhood Framework; Planning statement required		Regeneration site in East Leeds. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to guide future development. Interest from health partners to develop new facilities.
Killingbeck & Seacroft	South Parkway, Seacroft	1.0	30	Cleared 2004-11	Draft Neighbourhood Framework; Planning statement required		Cleared housing site in East Leeds which until 2011 has been of interest to Bellway under joint venture arrangements. Development opportunities are being explored and a Neighbourhood Framework for the area is being prepared to stimulate and guide future development.
Middleton Park	Acre Mount, Middleton (may wish to split site)	2.02	61	Cleared 1980's & 1990's	Draft Neighbourhood Framework; Planning statement required	Y	Partially cleared site. 2 plots of land and 1 house remain in private ownership. Options to acquire being assessed. Neighbourhood framework is being prepared for Middleton and Belle Isle which will set out development opportunities for the site. Planning statement required.
Middleton Park	Thorpe Road East	0.09	3	Cleared 1980's & 1990's	Draft Neighbourhood Framework; Planning statement required	Y	Cleared housing site in South Leeds. Neighbourhood Framework is being prepared for Middleton and Belle Isle which will inform development opportunities. Planning statement required.
Middleton Park	Towcester Avenue, Middleton	1.26	38	Cleared 1980's & 1990's	Draft Neighbourhood Framework; Planning statement required		Cleared housing site in South Leeds. Neighbourhood Framework is being prepared for Middleton and Belle Isle which will inform development opportunities.
Middleton Park	Middleton Park Avenue, Middleton	5.85	100	Cleared 1980's & 1990's	Draft Neighbourhood Framework; Planning statement required	Y	Former flats now cleared and site in use as open space. Planning permission granted for development as part of Rd 6 PFI older peoples housing project.
Middleton Park	Thrope Square, Middleton	0.74	22	Cleared 1980's & 1990's	Draft Neighbourhood Framework; Planning statement required	Y	Neighbourhood framework is being prepared for Middleton and Belle Isle which will set out development opportunities for the site. Planning statement required.

Leeds City Council Brownfield Sites

Ward	Site Name	Size (ha)	Indicative Development Capacity	Key Site dates	Planning/Guidance	AHSP Site	Comments
Middleton Park	<b>Throstle Terrace, Middleton</b>	<b>0.5</b>	<b>15</b>	Cleared 1980's & 1990's	Draft Neighbourhood Framework; Planning statement required		Neighbourhood framework is being prepared for Middleton and Belle Isle which will set out development opportunities for the site. Site needs to be considered in conjunction with Site 10. Planning statement required.
Temple Newsam	<b>Cartmell Drive North, Halton Moor</b>	<b>1.33</b>	<b>40</b>	Cleared 2000	OPP for residential		Regeneration site in East Leeds. Outline Planning permission obtained with funding support from the HCA. Discussions with developers indicate limited viability for development in this area. Funding requires exploration of deferred purchase approach.
Temple Newsam	<b>Cartmell Drive South, Halton Moor</b>	<b>5.56</b>	<b>50</b>	Long standing ex landfill site	Planning statement required		Former landfill site in East Leeds. Discussions with developers indicate limited viability for development in this area. Planning statement required.
Temple Newsam	<b>Kendal Drive, Halton Moor</b>	<b>0.43</b>	<b>13</b>	Cleared 2004	Planning statement required		Regeneration site in East Leeds. Discussions with developers indicate limited viability for development in this area.
Temple Newsam	<b>Rathmell Road, Halton Moor (may wish to split)</b>	<b>2.33</b>	<b>70</b>	Cleared 2000	Planning statement required		Regeneration site in East Leeds. Discussions with developers indicate limited viability for development in this area. Planning statement required.
Temple Newsam	<b>Wykebeck Mount, Osmondthorpe (may wish to split)</b>	<b>2.93</b>	<b>88</b>	Closed 2004, cleared 2006	Planning statement required		Former school site. Discussions with developers indicate limited viability for development in this area. Planning statement required.



Report author: Neil Hunter  
Tel: 0113 2474214

**Report of: Head of Internal Audit**

**Report to: Scrutiny Board**

**Date: 26<sup>th</sup> February 2013**

**Subject: Conflicts of Interest within the Planning Decision Making Process**

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

## Summary of main issues

1. Internal Audit has been asked to conduct an independent review of the controls in place to detect any potential conflicts of interest on the decisions made in respect of planning applications.
2. The review concluded that Leeds City Council Planning Services department has taken steps to identify and address any potential conflicts of interest arising throughout the development process and key controls are in place to mitigate the risk. Minor issues were identified and recommendations have been included in the Internal Audit report that has been issued to the Director of City Development, with the most significant being the inclusion of a declaration of no interest to be signed by the Case Officer and Principal Planning Officer responsible for signing off each decision.

## Recommendations

3. Scrutiny board members are asked to note the contents of this report and take assurance that there are controls within the planning process to mitigate the risk of outside interests having influence on the decision making process.
4. Members are also requested to note the recommendation to include a signed declaration with each decision, and to provide any comments and suggestions they may have regarding the proposal.

## **1 Purpose of this report**

- 1.1 This report intends to give high level assurance that key controls are in place within the planning application process to mitigate the risk of planning decisions being subject to a conflict of interest and inappropriate external influence.

## **2 Background information**

- 2.1 Planning Services must operate a sound system of internal control in order to mitigate the risk of any outside interests impacting on the impartiality of the decision making process. Internal Audit has been asked to provide assurances that the controls operating within Planning Services can demonstrate that lessons have been learned from scandals such as that experienced by Doncaster Metropolitan Borough Council (DMBC) that raised significant questions around the integrity of Local Authority planning decisions. In March 2002 the former Chairman of Planning at DMBC, was sentenced to four years in prison for accepting bribes from a local property developer leading to the award of planning permission for a high profile development.
- 2.2 Internal Audit has undertaken a piece of work to review the measures and procedures in place within Planning Services to identify and avoid potential conflicts of interest within the planning application process. The detailed results of this review have been reported separately.
- 2.3 A sound system of internal control to prevent such occurrences would include:
- Transparency around each decision to ensure the basis is open to public scrutiny.
  - Segregation of duties in the approval process to ensure each decision is subject to review and authorisation at an appropriate level.
  - Robust procedures to identify and address any conflicting interests that may impact on the duties of planning officers in order to prevent instances in which officers are responsible for making decisions on applications in which they may have a personal interest in the outcome.
  - A clearly communicated anti-bribery stance embedded within the organisation including appropriate channels for whistle-blowing in the event of any suspected breaches.



### 3 Main issues

The expected controls at 2.3 have been listed as objectives below for ease of reference.

#### **Objective 1 – There is transparency around each decision to ensure the basis is open to public scrutiny.**

- 3.1 All planning applications are published on the public access area of the Council website. This ensures that key documentation surrounding each application is open to public scrutiny and there is transparency around the decision to award planning permission or otherwise.

#### **Objective 2 - Segregation of duties in the approval process to ensure each decision is subject to review and authorisation at an appropriate level.**

- 3.2 There is segregation of duties within the decision making approval process. No Case Officer can sign off an application that they have been working on. A comprehensive recommendation report is submitted by the Case Officer, giving due consideration to all relevant legislation and development policies. All decisions are subsequently reviewed and signed off by a Principal Planning Officer, as a minimum, in accordance with the Chief Planning Officer's sub-delegation scheme. This control ensures that all decisions are subject to an appropriate level of review and authorisation.
- 3.3 Where applications are deemed to be of wider significance to local communities and importance to Leeds, they are referred to the Plans Panel. The panel is made up of council members and also includes the council's legal representative, a number of planning officers and a highways officer. The general public are invited to make representations, and each application is discussed until a decision is reached. This will be set out in the official minutes of the panel meeting, which are subsequently published. Opening up decisions to this level of transparency and scrutiny helps to mitigate the risk of decisions being subject to the level of individual influence that was the root cause of the scandal outlined at 2.1.

#### **Objective 3 - Robust procedures to identify and address any conflicting interests that may impact on the duties of planning officers in order to prevent instances in which officers are responsible for making decisions on applications in which they may have a personal interest in the outcome.**

- 3.4 Officers have a duty to declare any interests they are aware of that could be perceived to potentially impact on the impartiality of the decision. This would be carried out via an email to the Line Manager outlining details of the interest and the case would then be allocated to an alternative officer. Whilst there is no formalised workflow that documents this procedure, Internal Audit was able to validate instances of this taking place, giving assurance that this control is understood by some officers and working in practice.
- 3.5 The audit report issued to the Director of City Development has recommended an additional control in this area that will further strengthen the arrangements. The recommendation is to incorporate a declaration of no interest, to be signed by the

Case Officer and Principal Planning Officer responsible for signing off each decision. This would act as a consistent reminder and deterrent to any officers that may have conflicting interests.

- 3.6 There are further procedures in place to identify potential conflicts of interest through the Council's Register of Interests procedure. This stipulates that any employee with any external interest which may conflict with their Council duties should complete a Declaration of Interest form. However all employees deemed to be 'high risk' should complete a register of interest form annually, regardless of whether or not they believe they have any potential conflicts of interest. This demonstrates a robust approach towards ensuring that officers in positions of influence are regularly reminded of their responsibility to declare any potential conflicting interests.
- 3.7 All Principal Planning Officers, and those with delegated decision making authority, have been identified as 'high risk' and are therefore subject to the annual declaration procedure. Internal Audit identified minor issues with the co-ordination of this process, and these have been addressed throughout the course of the review and subsequent report issued.

**Objective 4 - A clearly communicated anti-bribery stance embedded within the organisation including appropriate channels for whistle-blowing in the event of any suspected breaches.**

- 3.8 Leeds City Council operates an Anti-bribery Policy that sets out a zero tolerance approach to bribery and a commitment to the prevention, deterrence and detection of such offences. The document applies to all the Council's activities and covers the acceptance as well as the offering of inducements. The policy encourages openness and outlines an intention to support anyone that raises a genuine concern where bribery and corruption is concerned, with links to the Whistle-blowing Policy. This ensures that there are appropriately communicated means through which staff are able to raise any concerns around the integrity of the process.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There are no specific implications with respect to this report.

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

- 4.2.1 There are no specific implications with respect to this report.

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

- 4.3.1 The importance of ensuring that the council's processes for decision making on planning applications are lawful, accountable, transparent and fair is crucial to ensuring public confidence in the system from all sectors of the community including residents and developers.

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

4.4.1 There are no specific implications with respect to this report.

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

4.5.1 There are no specific implications with respect to this report.

#### **4.6 Risk Management**

**5** There are a number of risks associated with the decision making process which are both financial and reputational.

### **6 Conclusions**

6.1 There are a number of good controls within Leeds City Council's Planning Services that are operating to mitigate the risk of conflicts of interest impacting on the planning process. However, no system can eliminate the risk of collaboration occurring and individuals behaving in a manner that is contrary to the culture of the organisation.

6.2 The segregation of duties within the planning decision making process ensures that no decision can be subject to the level of corrupt individual influence that caused the scandal at DMBC. Significant developments would be referred to the relevant Plans Panel and subsequently any attempt to influence a development in the manner that occurred in Doncaster would be subject to scrutiny from a number of councillors, officers and external stakeholders prior to a decision being reached.

6.3 Controls could be strengthened by introducing a declaration of no interest, to be signed by the Case Officer and Principal Planning Officer responsible for signing off each decision. This would act as a consistent reminder and deterrent to any officers that may have conflicting interests.

### **7 Recommendations**

7.1 Scrutiny board members are asked to note the contents of this report and take assurance that there are controls within the planning process to mitigate the risk of outside interests having influence on the decision making process .

7.2 Members are also requested to note the recommendation to include a signed declaration with each decision, and to provide any comments and suggestions they may have regarding the proposal.

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

8.1 None.

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<sup>1</sup> The 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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## Report of Head of Scrutiny and Member Development

### Report to Housing and Regeneration Scrutiny Board

**Date: 26<sup>th</sup> February 2013**

**Subject: 2011 census – Leeds: The Big Picture**

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 Executive Board on 15<sup>th</sup> February 2013 considered a report of the Assistant Chief Executive, Customer Access and Performance highlighting some of the main findings from the 2011 Census.
- 1.2 The Executive Board considered this report and resolved to:
  - note the issues emerging from 2011 Census;
  - recommend that the “Leeds: The Big Picture” document be received by all Scrutiny Boards and Directorates with a request for them to consider the Census data in relation to the future provision of services;
  - recommend that future locality based assessments be referred to Area Committees for their consideration.

## 2 Leeds: The Big Picture

- 2.1 A copy of the analysis of Census data which has been published as “Leeds: The Big Picture” is located on the Leeds Observatory. This document gives a summary of the city-wide results from the 2011 Census and where possible, includes comparisons to the 2001 Census.
- 2.2 The Director of Environment and Neighbourhoods has provided the attached briefing paper which evaluates the key strategic housing and policy issues as a consequence of the 2011 Census data.

## 3 Recommendation

- 3.1 Members are asked to:

- a) Note the issues emerging from the 2011 Census in relation to the Scrutiny Board's terms of reference.
- b) Consider what, if any, further scrutiny the Board wishes to undertake in this regard.

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

4.1 None

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<sup>1</sup>The 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 of : Chief Statutory Housing Officer**

**Report to: Housing and Regeneration Scrutiny Board**

**Date: 26th February 2013**

**Subject: Housing implication from the Census**

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 The Census, which is undertaken every ten years, provides a count of the population in local areas and establishes the base from which subsequent mid-year population estimates are produced. It provides the basis for central and local government, health authorities and many other organisations to target their resources and to plan housing, education, employment, health, transport and other services for years to come.
- 2 A report has been commissioned from Re'new which focuses on the Housing Policy implications arising from the Census data. The report is attached.
- 3 The report presents a summary of findings from the 2011 census for Leeds, compares findings to the 2001 census and to the average for England and Wales for 2011. It shows the changes in population characteristics, employment, housing, education and health recorded through the two censuses.
- 4 The report also presents a commentary on the potential issues for housing policy and strategy in Leeds:

### Recommendations

- 1 That Housing and Regeneration Board note the Housing Policy implications arising from the Census data as discussed in the attached Report.

## **Purpose of this report**

- 1.1 The purpose of the report is to inform members of the Housing and Regeneration Scrutiny Board of the policy implications for Housing issues arising from the Census data.

## **2 Background information**

- 2.1 The Census is completed every ten years and is the largest piece of social research undertaken in the country. It tells us how many people live where, and provides valuable information on the make-up of local communities. It captures the defining characteristics of the population: who we are; how we live; and what we do. It is unique because it is the only information source that captures all these characteristics across the whole population.
- 2.2 An analysis of the data has been published as “Leeds: The Big Picture”. This provides a summary of the city-wide results from the 2011 Census and, where possible, includes comparisons to the 2001 Census. This document is available on the Leeds Observatory under the “Resources and Documents” section.
- 2.3 A report has been commissioned from Re’new which sets out the Housing Policy Implications arising from the Census data.

## **3 Main issues**

- 3.1 Attached is the report produced by Re’new.

## **4.0 Corporate Considerations**

- 4.1 This is an information report that provides commentary and analysis on data that has been published by the Office for National Statistics.
- 4.2 The analysis of the Census data will also support the next iteration of the State of the City Report and will provide a contextual background to inform future actions, prioritisation and decision making.

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

- 3.1 The Census establishes a new baseline for much of the city’s equality and diversity data. There is an acknowledged link between deprivation and many of the equality groups and the Census will provide an opportunity to assess progress over the last 10 years. The data will support the annual Equality and Diversity Position Statement that is produced alongside the State of the City report.
- 3.2 The Intelligence and Improvement Team will also be producing a detailed analysis of the 2011 Census data relating to both BME and faith communities across the city.

## **4.0 Council policies and City Priorities**

- 4.1 The Census is important as it provides the basis for central and local government, health authorities and many other organisations to target their resources more



effectively and to plan housing, education, employment, health, and transport services for years to come.

## **5.0 Resources and value for money**

5.1 There are no resources or value for money issues.

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

6.1 There are no legal implications

## **7.0 Risk Management**

7.1 There is a risk that failure to adequately consider the implications of the Census data will impact on our ability to bring about improved outcomes for communities.

## **8.0 Recommendations**

8.1 That Housing and Regeneration Board note the contents of this report.

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# **Census 2011: Leeds statistics and implications for housing strategy and policy**

**Huw Jones,  
Lead Consultant,  
Construction and Housing Yorkshire  
(a project of re'new)**

**February 2013**

## INTRODUCTION

This report presents a summary of findings from the 2011 census for Leeds, compares findings to the 2001 census and to the average for England and Wales for 2011.

It shows the changes in population characteristics, employment, housing, education and health recorded through the two censuses.

It also presents a commentary on the potential issues for housing policy and strategy in Leeds:

## CENSUS 2011 AND COMPARISON TO 2001 - OVERVIEW

- The population of Leeds is increasing but is also changing in its composition. There are more younger people and very old people; more single people, and single parents in the population and fewer 'traditional' families.
- There has been an increase in the number of over 85 year olds, and in those aged 45 – 75. There has also been a substantial increase in the numbers of people aged 16 – 30, the proportion of which is now higher than the national average.
- The ethnic and religious composition of the Leeds population is changing with a substantial increase in people from Africa, South Asia, the European Union and the far-east.
- Of those households not born in the UK, the majority have been resident for over 5 years, with 43% resident for over 10 years
- There are fewer home owners, and substantially more households renting especially from private landlords. The proportion of households living in Council housing is now less than those living in private rented housing,
- While the proportion of households living in housing managed by housing associations has increased, the reduction in households in council housing has meant that overall the number of households living in social housing has reduced by 22% since 2001.
- The number of homeowners increased between 2001 and 2011 but the proportion of households that are homeowners reduced.
- There has been a substantial increase in the number of households living in flats since 2001 reflecting the city living boom 2005 – 2009.
- The number of households overcrowded increased by 5,759 households between 2001 and 2011, or from 7.8% to 9.1% of all households.
- There has been an increase in the number of economically active people, but with the greatest increase being in part-time work and self-employment. There has also been an increase in the number of people unemployed, especially long-term unemployed.
- There has been a significant increases in the number of people in service sector and higher managerial or professional occupations
- There has been an increase in people with qualifications of Level 3 or above, and far fewer people with no qualifications
- The number of people providing unpaid care increased by 1.6% and the number of people providing over 20 hours a week increased by 16.4%.

## OVERVIEW OF ISSUES FOR HOUSING POLICY

The 2011 Census and comparison to the 2001 Census highlights a number of significant issues for housing strategy and policy that the Council and its partners will need to address:

### **1. Meeting the needs of a changing population with differing characteristics, expectations and needs**

- a. Meeting the housing needs of an aging population - the very old (over 85); the increasing proportion of the 'young-old' (60 – 70), and the middle aged 'baby boomers' who will become old in the future.
- b. Meeting the future housing needs of the increasing number of 18 – 34 year olds including assistance to home ownership; intermediate housing options and recognition of a role for shared housing in the market
- c. Ensuring that family housing' provision reflects changes in the nature of families - meeting the needs of split families, single people with access or visitation rights, and single parent families, as well as the traditional family group.
- d. Meeting the needs of 'new' communities as the population of Leeds becomes increasingly diverse.

### **2. Ensuring housing provision meets the needs a changing economy and labour market as circumstances change in the context of general economic change.**

- a. Enabling affordable housing options for an increasing number of households in lower paid work or insecure employment.
- b. Ensuring housing provision can meet the aspirations and expectations of a growing number of higher paid professional household
- c. Ensuring housing provision is of a mix that can meet the needs of a range of household types whose needs may change over time. .

### **3. Managing a continuing process of tenure change, with fewer home owners, fewer Council tenants and an increased number of people living in private rented housing**

- a. 'Managing' standards of condition and management in an expanding private rented sector including encouraging more accreditation of landlords;
- b. Ensuring and managing an increased supply of shared private rented housing
- c. Encouraging more security of tenure in the private rented sector including longer term tenancies for families in housing need unable to be rehoused in social housing and those who may need to rent for some considerable time while accumulating the deposit for home ownership

### **4. Ensuring that a sufficient supply of larger housing provision is available**

- a. To reduce the increasing incidence of overcrowding,
- b. To meet the needs of the increasing number of households living in flats who may require larger homes (and homes with gardens or access to secure play space in the future.

## A. HOUSING TENURE, OCCUPANCY AND PROPERTY

The pattern of housing tenure is changing rapidly but the balance between ownership and renting has only changed modestly.

- The number of households renting privately increased by almost 20,000 (52%) between 2001 and 2011, or from 12.4% to 17.9% of all households.
- The number of households renting from a housing association increased by 3,300 (25%) between 2001 and 2011, or from 4.3% to 5.1% of all households
- The number of households renting from the Council reduced by 9,000 (14%) between 2001 and 2011, or from 21% to 17% of all households
- The number of owner occupier households stayed virtually the same, but reduced as a % of all households from 62% to 58%.
- The number of households overcrowded (at least one room less than needed) increased by 5759 households between 2001 and 2011, or from 7.8% to 9.1% of all households.
- 51% of households live in detached or semi-detached homes, compared to 53% across England and Wales. 27% of households live in terraced housing compared to 25% across England and Wales.
- 22% of households live in flats similar to the average for England and Wales. The number of households living in flats has increased by over 15,000 since 2001.
- 95% of households had central heating compared to 79% in 2001. Just over 45,000 fewer households were without central heating compared to 2001.

### Implications for housing policy

The Census 2011 shows a changing housing tenure pattern, and indicates a number of issues that will need to be addressed over the coming years:

1. The reduction in the proportion of home owners is clearly linked to restricted mortgage lending, and the impacts of lower Loan to Value Ratios, leading to a requirement for higher deposits from first time buyers. This suggests that
  - a. Greater assistance may be needed from housebuilders, lenders and from the Council itself to first time buyers to enable them to enter the market
  - b. Private rented housing with longer security of tenure and higher quality amenities (especially in certain parts of the city) may be needed
  - c. The benefits of renting may need to be more positively promoted to younger households given the restricted access to mortgage lending
2. The clear increase in households renting privately in Leeds brings challenges for the Council in seeking to ensure an appropriate supply of private rented housing to meet growing need, and to ensure that the quality of that supply is appropriate.
3. With many younger households unable to buy housing, and finding self-contained private rented housing harder to afford, shared private rented housing may become more prevalent, potentially increasing the need for housing in multiple occupation. This will present challenges in terms of the neighbourhood impacts of HMOS and the implementation of the Article 4 powers recently adopted by the Council.

4. The reduction in Council housing as a proportion of housing stock, and an increasing private rented housing stock, may mean the Council will need to consider the resources it puts into 'managing' the private rented market. Alternatively, there may be a case for linking the management of Council housing, and 'managing' the private rented market.
5. The continuing reduction in the proportion of households resident in Council housing reflects impact both of the historic success of the Right to Buy, and the continuing restrictions on new additions to Council housing stock.
6. Increases in households living in housing run by housing associations did not fully offset the loss of Council housing, meaning that the proportion of households living in social housing declined overall. This perhaps indicates that the shortage in supply of social housing led to an increase in households who would have lived in social housing, living instead in private rented housing. With demand for social housing continuing to outstrip supply of vacancies, this presents a current and future challenge.
7. The increase in overcrowding also presents challenges. There has been increasing demand from poorer, or 'newly arrived households' for private rented housing. With a relative scarcity of larger housing, then households in need may have no option to take up housing smaller than would be considered appropriate for needs. This may also lead to increased demand for social housing within a context of a shrinking supply.

## **B POPULATION, HOUSEHOLD AND AGE GROUPS**

The 2011 census shows that the population of Leeds was 751,485 an increase of 36,083 since 2001. It also shows that:

- The number of children under school age increased by 7,000 between 2001 and 2011, but the number of children of school age (5 – 15) reduced by 12,500.
- The number of people aged 16 – 29 increased by over 27,000 and there is now a significantly higher proportion of that age group in Leeds compared to the average for England and Wales
- The number of very elderly people over 85 increased by over 1000 (7.4%)
- The number of single pensioners and pensioner couples reduced between 2001 and 2011 by just over 8,000 households.
- The number of single people under pension age increased by over 16,000 and single persons and childless couples under pension age now form 35% of all households
- The number and proportion of couples with dependent children reduced by 1,800 households or 3%, but the number of lone parents with dependent children increased by 3,250 or 15%.

### **Implications for housing policy**

There are a number of issues for housing policy arising from the demographic and household findings from the Census.

1. The increase in population measured by the 2011 Census and the projections for further increase, reinforce the need for an increasing housing supply in an appropriate mix to meet changing household formation, age patterns and demand requirements.

2. The aging population highlighted in the Census results indicates the need for a review of housing provision and policy for older people in Leeds.
  - a. Considerations of old age need to change;
  - b. Housing for older people needs to be reviewed. Traditional sheltered housing may not meet the requirements or aspirations of people as they grow older. 'Retirement villages' and the like may meet the requirements of some but certainly not all people over 55. Many people aged 55 to 75 are perfectly capable of living independently, but may need enhanced access to services or support as they age.
  - c. The increasing number of over 85 year olds would tend to indicate increased frailty and a need for housing with additional care and consideration needs to be given to enabling increased supply of extra care housing;
3. Housing options for young households need consideration given the increasing number of 16 to 34 year olds, and projections of more children in the population in the medium term. This could include
  - a. recognising shared housing as a valuable housing option,
  - b. encouraging live-work housing,
  - c. targeting housing at 'affordable rents' to younger households on bottom quartile to average incomes
  - d. enhancing rent to mortgage, shared equity provision, FirstBuy type assistance and local authority mortgage indemnity provisions to help newly forming younger households into home ownership
4. The 2011 Census results indicate a need to reappraise notions of 'family housing'. With both a reduction in the numbers of couples with children matched by increasing numbers of lone parents; and an increasing incidence of divorce and separation, then there will be a need to ensure that housing provision meets the needs of families in a variety of forms, and not just in the traditional model.

## **C ETHNIC ORIGIN AND RELIGION**

The 2011 Census shows that the 'ethnic map' of Leeds is continuing to change. It clearly shows the emergence of new populations and communities in Leeds, and that amongst migrants to the UK a large proportion have now become long-term residents. It also shows changes in the religious make up of Leeds although broadly the pattern was similar to that for England and Wales.

- The % of population of 'White' ethnic origin declined from 92% to 85% between 2001 and 2011
- The number of Asian and African/Caribbean households increased from 6.4% to 11.2% between 2001 and 2011
- The number of Asian/Asian British increased by 22,500 persons (or by 63%) between 2001 and 2011
- The number of Black Caribbean people stayed virtually the same
- The number of households of mixed ethnic origin doubled between 2001 and 2011, from 1.3% of households to 2.7%. The largest number were White and Caribbean households (8,800) followed by White and Asian households (4,900).



- The number of Black Africans increased by 12,500 persons (or by over 500%) between 2001 and 2011
- The number of 'other white' people (presumably Europeans) increased by 11,000 persons (over 107%) between 2001 and 2011
- The number of 'Other Asian' people (presumably, Korean, Vietnamese, Philippino, Malaysian) increased by 6,900 persons (or 290%) between 2001 and 2011
- The number of 'Other Black' people increased by 3,100 persons (or by 267%) between 2001 and 2011.
- While the vast majority of people describe themselves as 'Christian' the proportion doing so has reduced from 69% in 2001 to 56% in 2011.
- The proportion of people describing themselves as having 'no religion' has increased from 17% to 28% since 2001
- The proportion of people describing themselves as Muslim increased by 91%; as Sikh by 18% and as Hindu by 69%. The proportion describing themselves as Jewish reduced by 17%
- The vast majority of people in Leeds were born in the UK (87%)
- There has been an increase of 198% in the number of people born in EU countries, especially the EU accession countries.
- Of those people not born in the UK the majority (60,000) had arrived since 2000. Around 43% of those not born in the UK had been living in the UK for over 10 years and 67% for more than 5 years.

### Implications for Housing Policy in Leeds

With a changing and more diverse population, the need to ensure housing that meets cultural needs and requirements will become increasingly important. This is likely to be added to with the forthcoming inflow of Bulgarian and Romanian EU migrants. Accordingly, housing will increasingly need to

- recognise and meet variations in needs and requirements
- recognise preferences in terms of the location of housing, while also managing issues of 'concentration'
- recognise the need for variations in size, layout and amenities in housing to meet cultural and religious needs

With the private rented sector often supplying housing to meet the needs of migrants, issues arise over the quality and standards of management of that housing.

It is likely that increasing overcrowding will take place amongst new communities as households compete for larger housing that is scarce and expensive, and end up accepting housing that is too small for their needs, but cheaper.

## D ECONOMIC ACTIVITY AND OCCUPATION

The 2011 Census found there were 389,929 economically active people living in Leeds or 69.5% of the population, virtually the same as the average for England and Wales.

- The % of people economically active increased by 47,223 households between 2001 and 2011, an increase of 13.8%. Conversely, the number of economically inactive people reduced by 6,900, or by 3.9%.
- The number of people in full time work increased by 7,000 households or 3.4%, but the number in part time work increased by 10,900 or by 17.4%.
- The number of people in self-employment increased by 8,700, or by 26%.
- The number of people economically active but unemployed increased by 9,500 or by 55%.
- The number of people in managerial occupations reduced by 23% since 2001 but the number in professional occupations increased by 80%.
- The number of people in administrative and secretarial occupations reduced by 6.5% and the number in operative or elementary occupations reduced by 10%. The number in service occupations increased by 38%, and in sales or customer service occupations by 16%.
- The majority of people (60%) were in full-time work of between 31 and 48 hours a week. The number of people in part time work of less than 15 hours a week increased by 33%, and the number working 16 and 30 hours increased by 22% between 2001 and 2011.

### Implications for Housing Policy in Leeds

There are implications for housing policy driven by increasing numbers of people in higher paid professional occupations, increasing numbers of people in service sector and customer service jobs which are often at low or below average pay, and increasing numbers of people in part-time work, which tends to be lower paid and insecure. This raises the following issues:

1. There are concerns over the adequacy of provision of housing options for people in low paid work, namely that:
  - a. there is insufficient housing at social rents to meet needs and affordable rents may not be affordable to those on low pay
  - b. while unemployment has been reducing, housing provision should avoid creating a benefits trap for those who are on benefits by being too expensive while in low paid work
2. The increasing number of households on bottom quartile to average incomes may not be able to access 'full priced' home ownership but could afford intermediate housing (affordable rents/low cost home ownership)
3. There will be a need to recognise and ensure housing supply to meet the requirements and aspirations of those in professional occupations

## **E EDUCATION INDICATORS**

- The number of people with no qualifications reduced by 18,297 between 2001 and 2011, or by 11.4%
- The number of people with Level 1 qualifications only reduced by 5,700 or by 6.9%.
- The number of people with Level 3 qualifications increased by 36,625 or by 68%, and the number of people with Level 4 or above qualifications increased by 65,405 or by 65%.

### **Implications for housing policy**

Enhanced educational performance as identified in the Census may well feed into increased numbers of students with a housing need.

## **F HEALTH**

- The number of households containing someone with a long term limiting illness reduced by 22,000 or by 22% between 2001 and 2011.
- The number of people providing unpaid care increased by 1,152 to 71,598, an increase of 1.6, of which the number of people providing over 20 hours a week increased by 3,644 or by 16.4%.
- 81% of people described themselves as being in good or very good health.

### **Implications for housing policy**

Increases in the proportion of housing with central heating may have contributed to reductions in households with a long term limiting illness. However, a combination of poor energy efficiency in housing and overcrowding could give rise to health issues that will need tackling

## Appendix A 2011 Census: Housing tenure, occupancy and property

Census 2011: Housing Tenure	2001		2011		ENGLAND AND WALES %	Change in Numbers	% change 2001 - 2011
Owned outright	74,310	23.8%	83,385	26.0%	30.8%	9,075	12.2%
Owned with a mortgage or loan	112,049	35.9%	103,082	32.2%	32.7%	-8,967	-8.0%
Shared ownership	1,292	0.4%	1,442	0.4%	0.8%	150	11.6%
<i>All Owner Occupied</i>	<i>187,651</i>	<i>60.0%</i>	<i>187,909</i>	<i>58.6%</i>	<i>64.3%</i>	<i>258</i>	<i>0.1%</i>
Rented - Council/ ALMO	63,076	20.2%	54,122	16.9%	9.4%	-8,954	-14.2%
Rented - Housing Association	12,986	4.2%	16,255	5.1%	8.2%	3,269	25.2%
<i>All Social Rented</i>	<i>76,062</i>	<i>24.3%</i>	<i>70,377</i>	<i>22.0%</i>	<i>17.6%</i>	<i>-5,685</i>	<i>-7.5%</i>
Private rented	37,901	12.1%	57,456	17.9%	16.7%	19,555	51.6%
<i>All Rented</i>	<i>113,963</i>	<i>36.5%</i>	<i>127,833</i>	<i>39.9%</i>	<i>34.3%</i>	<i>13,870</i>	<i>12.2%</i>
<b>All Households</b>	<b>301,614</b>		<b>315,742</b>			<b>14,128</b>	<b>4.7%</b>

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<b>All Households</b>	<b>301,614</b>		<b>315,742</b>			<b>14,128</b>	<b>4.7%</b>

Census 2011: Occupancy	2001		2011		England & Wales %	Change in Numbers (Leeds) 2001 - 2011	% change (Leeds) 2001 - 2011
Overcrowded by at least one	23,440	7.8%	29,199	9.1%	8.5%	5,759	24.6%
Overcrowded by at least one bedroom (8)	~	~	12,310	3.8%	4.7%	~	~
Average household size	2.3		2.3		2.4	0.0	
Average number of rooms per household	5.1		5.2		5.4	0.1	
Average number of bedrooms per household (8)	~		2.7		2.7		

(8) Question not asked in 2001

Census 2011: Property Type	2001		2011		England & Wales 2011	Numerical change (Leeds) 2001 - 2011	% change (Leeds) 2001 - 2011
Detached	46,082	14.7%	48,361	14.5%	22.6%	2,279	4.9%
Semi Detached	121,398	38.8%	122,757	36.9%	30.7%	1,359	1.1%
Terraced	87,336	27.9%	88,726	26.7%	24.7%	1,390	1.6%
Flats	57,338	18.3%	72,449	21.8%	21.6%	15,111	26.4%
Caravan/Mobile home	387	0.1%	381	0.1%	0.4%	-6	-1.6%
<b>ALL</b>	<b>312,541</b>	<b>100.0%</b>	<b>332,674</b>	<b>100.0%</b>	<b>100.0%</b>	<b>20,133</b>	<b>6.4%</b>

Census 2011: Heating	2001		2011		England & Wales 2011	Numerical change (Leeds) 2001 - 2011	% change (Leeds) 2001 - 2011
With Central heating	239143	79.3	303571	94.7	97.3	64428	26.9%
Without central heating	62471	20.7	17025	5.3	2.7	-45446	-72.7%

## Appendix B 2001 Census: Population, age groups and household types

Leeds - Census 2011: Age	2,001		2011		England & Wales 2011	Numerical change (Leeds) 2001 - 2011	% change (Leeds) 2001 - 2011
aged Under 5	40,871	5.7%	47,844	6.4%	6.2	6,973	17.1%
aged 5 - 15	102,220	14.3%	89,649	11.9%	12.6	-12,571	-12.3%
<i>aged under 16</i>	<i>143,091</i>	<i>20.0%</i>	<i>137,493</i>	<i>18.3%</i>	<i>18.8</i>	<i>-5,598</i>	<i>-3.9%</i>
aged 16 - 19	39,439	5.5%	43,934	5.8%	5.1	4,495	11.4%
aged 20 - 29	108,981	15.2%	131,734	17.5%	13.6	22,753	20.9%
<i>aged 16 - 29</i>	<i>148,420</i>	<i>20.7%</i>	<i>175,668</i>	<i>23.4%</i>	<i>18.7</i>	<i>27,248</i>	<i>18.4%</i>
aged 30 - 44	157,259	22.0%	155,762	20.7%	20.5	-1,497	-1.0%
aged 45 - 59	123,917	17.3%	132,786	17.7%	19.4	8,869	7.2%
<i>aged 30 - 60</i>	<i>281,176</i>	<i>39.3%</i>	<i>288,548</i>	<i>38.4%</i>	<i>39.9</i>	<i>7,372</i>	<i>2.6%</i>
aged 60 - 75	90,883	12.7%	96,633	12.9%	14.7	5,750	6.3%
aged 75 - 85	38,256	5.3%	38,561	5.1%	5.6	305	0.8%
<i>aged 60 - 85</i>	<i>129,139</i>	<i>18.1%</i>	<i>135,194</i>	<i>18.0%</i>	<i>20.3</i>	<i>6,055</i>	<i>4.7%</i>
<i>Aged over 85</i>	<i>13,576</i>	<i>1.9%</i>	<i>14,582</i>	<i>1.9%</i>	<i>2.3</i>	<i>1,006</i>	<i>7.4%</i>
<b>ALL</b>	<b>715,402</b>		<b>751,485</b>			<b>36,083</b>	<b>5.0%</b>

Leeds - Census 2011: Households	2,001		2011		England & Wales 2011	Numerical change (Leeds) 2001 - 2011	% change (Leeds) 2001 - 2011
Single Person under pension age	52,142	17.3%	68,413	21.3%	17.8	16,271	31.2%
Single Pensioner	43,309	14.4%	38,326	12.0%	12.4	-4,983	-11.5%
<i>Single Person</i>	<i>95,451</i>	<i>31.6%</i>	<i>106,739</i>	<i>33.3%</i>	<i>30.2</i>	<i>11,288</i>	<i>11.8%</i>
Pensioner Couple without children	25,574	8.5%	22,346	7.0%	8.2	-3,228	-12.6%
Couple under pension age without children	51,373	17.0%	55,988	17.5%	17.6	4,615	9.0%
<i>Couple without children</i>	<i>76,947</i>	<i>25.5%</i>	<i>78,334</i>	<i>24.4%</i>	<i>25.8</i>	<i>1,387</i>	<i>1.8%</i>
Couple with dependent children	58,438	19.4%	56,646	17.7%	19.3	-1,792	-3.1%
Couple with non-dependent children	18,023	6.0%	16,679	5.2%	6.1	-1,344	-7.5%
Lone parent with dependent children	21,249	7.0%	24,499	7.6%	7.2	3,250	15.3%
Lone parent with non-dependent children	8,340	2.8%	10,389	3.2%	3.5	2,049	24.6%
Other households with dependent children	7,176	2.4%	7,242	2.3%	2.6	66	0.9%
<i>All households with children</i>	<i>113,226</i>	<i>37.5%</i>	<i>115,455</i>	<i>36.0%</i>	<i>38.7</i>	<i>2,229</i>	<i>2.0%</i>
Other households	15,990	5.3%	20,068	6.3%	5.3	4,078	25.5%
<b>ALL</b>	<b>301,614</b>	<b>100.0%</b>	<b>320,596</b>	<b>100.0%</b>	<b>100</b>	<b>18,982</b>	<b>6.3%</b>

## Appendix C 2011 Census: Ethnic Origin, Residence and Religion

Leeds - Census 2011: Ethnic group	2001		2011		2011 England & Wales	Change in Numbers	% change 2001 - 2011
	No	%	No	%			
<b>White</b>	<b>657,082</b>	<b>91.9</b>	<b>639,487</b>	<b>85.0</b>	<b>86.0</b>	<b>-17,595</b>	<b>-2.7%</b>
British	637,872	89.2	609,714	81.1	80.5	-28,158	-4.4%
Irish	8,578	1.2	7,031	0.9	0.9	-1,547	-18.0%
Gypsy or Irish Traveller (1)	~	~	687	0.1	0.1	~	~
Other White (2)	10,632	1.5	22,055	2.9	0.4	11,423	107.4%
<b>Asian/Asian British</b>	<b>35,737</b>	<b>5.0</b>	<b>58,243</b>	<b>7.7</b>	<b>7.5</b>	<b>22,506</b>	<b>63.0%</b>
Indian	12,303	1.7	16,130	2.1	2.5	3,827	31.1%
Pakistani	15,064	2.1	22,492	3.0	2.0	7,428	49.3%
Bangladeshi	2,537	0.4	4,432	0.6	0.8	1,895	74.7%
Chinese	3,447	0.5	5,933	0.8	0.7	2,486	72.1%
Other Asian (3)	2,386	0.3	9,256	1.2	1.5	6,870	287.9%
<b>Black African/Caribbean/British</b>	<b>10,318</b>	<b>1.4</b>	<b>25,893</b>	<b>3.5</b>	<b>3.3</b>	<b>15,575</b>	<b>150.9%</b>
African	2,435	0.3	14,894	2.0	1.8	12,459	511.7%
Caribbean	6,718	0.9	6,728	0.9	1.1	10	0.1%
Other Black	1,165	0.2	4,271	0.6	0.5	3,106	266.6%
<b>Mixed/Multiple Ethnic Group</b>	<b>9,737</b>	<b>1.3</b>	<b>19,632</b>	<b>2.7</b>	<b>2.2</b>	<b>9,895</b>	<b>101.6%</b>
White and Black Caribbean	4,603	0.6	8,813	1.2	0.8	4,210	91.5%
White and Black African	885	0.1	2,493	0.3	0.3	1,608	181.7%
White and Asian	2,516	0.4	4,906	0.7	0.6	2,390	95.0%
Other Mixed	1,733	0.2	3,420	0.5	0.5	1,687	97.3%
<b>Other ethnic group</b>	<b>2,528</b>	<b>0.4</b>	<b>8,230</b>	<b>1.1</b>	<b>1.0</b>	<b>5,702</b>	<b>225.6%</b>
Arab (3)	~	~	3,791	0.5	0.4	~	~
Any other ethnic group	2,528	0.4	4,439	0.6	0.6	1,911	75.6%
<b>ALL</b>	<b>715,402</b>	<b>100</b>	<b>751,485</b>	<b>100</b>	<b>100</b>	<b>36,083</b>	<b>5.0%</b>

(1) Question not asked in 2001

(2) European/Eastern European?

(3) China, S Korea, Vietnam, Philippines, Malaysia?

Leeds - Census 2011: Length of residence (4)	2001		2011		2011 England & Wales	Change in Numbers	% change 2001 - 2011
Born in UK	~	~	665,341	88.5%	86.6%	~	~
Under 2 years	~	~	12,325	1.6%	1.7%	~	~
2 - 5 years	~	~	15,647	2.1%	2.1%	~	~
5 - 10 years	~	~	20,614	2.7%	2.8%	~	~
Over 10 years	~	~	37,558	5.0%	6.8%	~	~
<b>ALL</b>	~	~	<b>751,485</b>	<b>100.0%</b>	<b>100.0%</b>	~	~

(4) Question not asked in 2001

Leeds - Census 2011: Country of Birth	2001		2011		2011 England & Wales	Change in Numbers	% change 2001 - 2011
England	647,675	90.5%	647,767	84.8%	80.0%	92	0.0%
Scotland	11,813	1.7%	10,281	1.3%	1.3%	-1,532	-13.0%
Wales	4,782	0.7%	3,829	0.5%	4.9%	-953	-19.9%
Northern Ireland	3,496	0.5%	3,390	0.4%	0.4%	-106	-3.0%
Republic of Ireland	5,685	0.8%	4,762	0.6%	0.0%	-923	-16.2%
EU countries (Excl. EIRE)	6,818	1.0%	20,302	2.7%	3.6%	13,484	197.8%
(of which) EU Accession countries (5)	~	~	12,026	1.6%	2.0%	~	~
Other	35,133	4.9%	61,080	8.0%	9.0%	25,947	73.9%
<b>ALL</b>	<b>715,402</b>	<b>100.0%</b>	<b>763,437</b>	<b>100.0%</b>	<b>100.0%</b>	<b>48,035</b>	<b>6.7%</b>

(5) People from EU Accession countries not recorded in 2001

Leeds - Census 2011: Date of Arrival (6)	2001		2011		2011 England & Wales	Change in Numbers (Leeds)	% change 2001 - 2011
Born in the UK	~	~	665,341	88.5%	86.6%	~	~
Arrived before 1960	~	~	5,814	0.8%	0.9%	~	~
Arrived 1960 - 1980	~	~	13,754	1.8%	3.3%	~	~
Arrived 1980 - 2000	~	~	17,056	2.3%	3.4%	~	~
Arrived 2000 - 2009	~	~	41,951	5.6%	5.7%	~	~
Arrived 2010-2011	~	~	8,019	1.1%	1.1%	~	~
<b>ALL</b>	~	~	<b>751,935</b>	<b>100.0%</b>	<b>100.0%</b>	~	~

(6) Question not asked in 2001

Leeds - Census 2011: Religion	2001		2011		2011 England & Wales	Change in Numbers (Leeds)	% change 2001 - 2011 (Leeds)
Christian	492,656	68.9%	419,790	55.9%	59.3%	-72,866	-14.8%
Muslim	21,394	3.0%	40,772	5.4%	4.8%	19,378	90.6%
Sikh	7,586	1.1%	8,914	1.2%	0.8%	1,328	17.5%
Hindu	4,183	0.6%	7,048	0.9%	1.5%	2,865	68.5%
Jewish	8,267	1.2%	6,847	0.9%	0.5%	-1,420	-17.2%
Buddhist	1,587	0.2%	2,772	0.4%	0.4%	1,185	74.7%
Other religion	1,530	0.2%	2,396	0.3%	0.4%	866	56.6%
No Religion	120,139	16.8%	212,229	28.2%	25.1%	92,090	76.7%
Religion not stated	58,060	8.1%	50,717	6.7%	7.2%	-7,343	-12.6%
<b>ALL</b>	<b>715,402</b>	<b>100.0%</b>	<b>751,485</b>	<b>100.0%</b>	<b>100.0%</b>	<b>36,083</b>	<b>5.0%</b>



## Appendix D 2011 Census : Economic activity and occupation

<b>Census 2011: Economic Activity</b> <i>All usual residents aged 16 - 74</i>	<b>2001</b>		<b>2011</b>		<b>England &amp; Wales 2011</b>	<b>Change in Numbers (Leeds)</b>	<b>% change 2001 – 2011 (Leeds)</b>
<b>Economically Active</b>	<b>342,706</b>	<b>65.8%</b>	<b>389,929</b>	<b>69.5%</b>	<b>69.7</b>	<b>47,223</b>	<b>13.8%</b>
Part-time employment	62,614	12.0%	73,507	13.1%	13.7	10,893	17.4%
Full time employment	210,472	40.4%	217,528	38.8%	38.5	7,056	3.4%
Self employed	33,584	6.5%	42,298	7.5%	9.7	8,714	25.9%
Unemployed	17,280	3.3%	26,786	4.8%	4.4	9,506	55.0%
Full time student	18,756	3.6%	29,810	5.3%	3.4	11,054	58.9%
<b>Economically inactive</b>	<b>177,773</b>	<b>34.2%</b>	<b>170,920</b>	<b>30.5%</b>	<b>30.3</b>	<b>-6,853</b>	<b>-3.9%</b>
Retired	68,751	13.2%	69,446	12.4%	13.8	695	1.0%
Student	36,775	7.1%	46,047	8.2%	5.8	9,272	25.2%
Looking after home/family	28,606	5.5%	20,435	3.6%	4.3	-8,171	-28.6%
Long term Sick/Disabled	27,589	5.3%	22,498	4.0%	4.2	-5,091	-18.5%
Other	16,052	3.1%	12,494	2.2%	2.2	-3,558	-22.2%
<b>ALL</b>	<b>520,479</b>	<b>100.0%</b>	<b>560,849</b>	<b>100.0%</b>	<b>100</b>	<b>40,370</b>	<b>7.8%</b>

<b>Census 2011: Socio economic classifications</b> <i>All usual residents aged 16 - 74</i>	<b>2001</b>		<b>2011</b>		<b>England &amp; Wales 2011</b>	<b>Numerical change (Leeds) 2001 - 2011</b>	<b>% change (Leeds) 2001 - 2011</b>
Higher managerial and professional	42,021	9.7%	58,491	10.4%	10.3%	16,470	39.2%
Lower managerial, administrative, professional	91,233	21.0%	108,607	19.4%	20.8%	17,374	19.0%
Intermediate occupations	53,335	12.3%	72,518	12.9%	12.7%	19,183	36.0%
Small employers/self employed	28,627	6.6%	41,641	7.4%	9.4%	13,014	45.5%
Lower supervisory and technical	35,157	8.1%	35,744	6.4%	6.9%	587	1.7%
Semi routine occupations	61,341	14.1%	74,729	13.3%	14.1%	13,388	21.8%
Routine occupations	48,165	11.1%	60,678	10.8%	11.1%	12,513	26.0%
Never worked	14,300	3.3%	23,012	4.1%	3.9%	8,712	60.9%
Long term unemployed	5,191	1.2%	10,856	1.9%	1.7%	5,665	109.1%
Full time students	54,294	12.5%	74,573	13.3%	9.0%	20,279	37.4%
<b>ALL</b>	<b>433,664</b>	<b>100.0%</b>	<b>560,849</b>	<b>100.0%</b>	<b>100.0%</b>	<b>127,185</b>	<b>29.3%</b>

<b>Census 2011: Occupation Groups</b> <i>All usual residents aged 16 - 74 in employment the week before the census</i>	<b>2001</b>		<b>2011</b>		<b>England &amp; Wales 2011</b>	<b>Change in Numbers (Leeds)</b>	<b>% change 2001 – 2011 (Leeds)</b>
Directors, senior managers/officials, professionals	80,351	24.9%	99,519	27.9%	10.8	19168	23.9%
Associate Professional/Technical	43,241	13.4%	46,626	13.1%	12.7	3385	7.8%
Administrative/Secretarial	45,758	14.2%	42,777	12.0%	11.4	-2981	-6.5%
Skilled Trades	34,238	10.6%	36,027	10.1%	11.5	1789	5.2%
Caring, leisure, other services	23,431	7.3%	32,353	9.1%	9.4	8922	38.1%
Sales/Customer Service	28,906	9.0%	33,516	9.4%	8.4	4610	15.9%
Process, Plant and machine operatives	25,898	8.0%	23,312	6.5%	7.2	-2586	-10.0%
Elementary occupations	41,008	12.7%	41,095	11.5%	11.1	87	0.2%
<b>ALL</b>	<b>322,831</b>	<b>100.0%</b>	<b>357236</b>	<b>100.0%</b>	<b>100</b>	<b>34405</b>	<b>10.7%</b>

<b>Census 2011: Hours worked</b> <i>All usual residents aged 16 - 74 in employment the week before the census</i>	<b>2001</b>		<b>2011</b>		<b>England &amp; Wales 2011</b>	<b>Numerical change (Leeds) 2001 - 2011</b>	<b>% change (Leeds) 2001 - 2011</b>
Part time - under 15 hours	25,758	8.0%	34,322	9.7%	9.6%	8,564	33.2%
Part time - 16 - 30 hours	57,569	17.8%	70,354	19.8%	19.5%	12,785	22.2%
Full time - 31 - 48 hours	194,835	60.4%	211,309	59.5%	57.7%	16,474	8.5%
Full time - Over 49 hours	44,669	13.8%	39,240	11.0%	13.2%	-5,429	-12.2%
<b>ALL</b>	<b>322,831</b>	<b>100.0%</b>	<b>355,225</b>	<b>100.0%</b>	<b>100.0%</b>	<b>32,394</b>	<b>10.0%</b>

## Appendix E 2011 Census Education and learning

Census 2011: Qualifications	2001		2011		England & Wales 2011	Numerical change (Leeds) 2001 - 2011	% change (Leeds) 2001 - 2011
No qualifications	160,778	30.9%	142,481	23.2%	22.7%	-18,297	-11.4%
Level 1 (NVQ level 1, GCSE grades D - G)	82,986	15.9%	77,294	12.6%	13.3%	-5,692	-6.9%
Level 2 (GCSE grades A - C, NVQ level 2, City and Guilds level 2)	87,308	16.8%	86,614	14.1%	15.3%	-694	-0.8%
Level 3 (A/AS Level, National Diploma, NVQ level 3, City and Guilds level 3)	53,872	10.3%	90,497	14.7%	12.3%	36,625	68.0%
Level 4 or above (HND, Under & Post graduate degree, professional diplomas)	100,024	19.2%	165,429	26.9%	27.2%	65,405	65.4%
Apprenticeship (7)	~	~	22,893	3.7%	3.6%	~	~
Other (inc. foreign qualifications)	35,601	6.8%	28,784	4.7%	5.7%	-6,817	-19.1%
<b>ALL</b>	<b>520,569</b>	<b>100.0%</b>	<b>613,992</b>	<b>100.0%</b>	<b>100.1%</b>	<b>93,423</b>	<b>17.9%</b>

(7) No of apprenticeships not recorded in 2001 census

## Appendix E 2011 Census: Health and well being, personal care

Census 2011: Health	2001		2011		England & Wales 2011	Numerical change (Leeds) 2001 - 2011	% change (Leeds) 2001 - 2011
Households with a long term limiting illness	101455	33.6%	79413	24.8%	26.0%	-22042	-21.7%
People with limited activities	128647	18.0%	125678	16.8%	17.9%	-2969	-2.3%
People providing unpaid care	70446	9.8%	71598	9.5%	8.4%	1152	1.6%
(of which) over 20 hours per week	22270	3.1%	25914	3.5%	3.8%	3644	16.4%
People with very good health (9)	~	~	361295	48.1%	47.1%	~	~
People with good health (9)	~	~	254023	33.8%	34.1%	~	~
People with fair health (9)	~	~	95515	12.7%	13.2%	~	~
People with bad health (9)	~	~	31504	4.2%	4.3%	~	~
People with very bad health (9)	~	~	9148	1.2%	1.3%	~	~
ALL	~	~	751485	100.0%	100.0%	~	~

(9) Question not asked in 2001



Report author: Richard Mills  
Tel: 2474557

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

**Report to Housing and Regeneration Scrutiny Board**

**Date: 26<sup>th</sup> February 2013**

**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 current 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 latest minutes of the Executive Board meeting are attached 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 latest minutes of the Executive Board meeting.

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

4.1 None used

<sup>1</sup>The 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 11.02.13 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>			
<b>Briefings</b>	Equality Improvement Priorities SB 18/06/12 @ 10 am	Response to queries Q3 performance reports Consultation Section 106 agreements Community Infrastructure Levy	
<b>Budget &amp; Policy Framework Plans</b>		Report on Housing Revenue, General Fund Regeneration and Capital Programme Period 2	
<b>Recommendation Tracking</b>		Recommendation Tracking Private Rented Sector Housing	
<b>Performance Monitoring</b>	Quarter 4 performance report SB 18/06/12 @ 10 am		

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 11.02.13 Appendix 1

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
<b>Consultation Major Change to Housing Policy</b>	Consider a summary of the responses received from all consultees on the proposals with a view to making any recommendations the Scrutiny Board wishes to make before Executive Board considers the matter in November	Recommendations to Executive Board	Executive Board consider a proposed new Housing Policy
<b>Development of Browfield Sites</b>			
<b>Development of Guidance/protocol for Developers</b>		Board to consider guidance/protocol	
<b>Council houses being used as offices and the Directorate's approach to the disposal of property in general</b>	To consider a report of the Director of Housing on Council houses being used as offices including the Directorate's approach to the disposal of property in general	To consider a list of non Council owned land that are brownfield sites that have been declared not viable and the reasons why they are not viable and what has been offered to move those sites forward for development	
<b>Briefings Inquiry Report Recommendation Private Sector Housing Recommendation</b>		Recommendation 1 Private Sector Housing Report back on outcome of adopting a more proactive and targeted integrated management approach in addressing those areas of the city that have greater housing and environmental needs. 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.
<b>Budget &amp; Policy Framework Plans</b>		+	Budget report to half year month 6
<b>Recommendation Tracking</b>		Housing Growth	Affordable Housing by Private Developers
<b>Performance Monitoring</b>	Quarter 1 performance report SB 10/09/12 @ 10 am		

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 11.02.13 Appendix 1

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
<b>Development of Guidance/protocol for Developers</b>		To consider a final draft of the good practice guide to pre-application engagement	
<b>Affordable Housing Variations in Bench Mark Figures</b>		To consider a report of the Director of Environment and Housing variations in bench mark figures between authorities concerning affordable housing	
<b>Internal Audit Report officer declarations – planning investigation &amp; lessons learned from Doncaster</b>			To consider a report from Internal Audit on officer declarations
<b>Delivery of Brownfield Sites</b>	Update on <i>Council houses being used as offices and the Directorate's approach to the disposal of property in general</i>		Revised strategy for delivery of brownfield sites in the city including EASEL
<b>Strategic Housing Land availability Assessment(SHLAA)</b>		To consider a report on completion of the review of the SHLAA process and Membership	To consider a report on completion of the review of the SHLAA process and Membership -
<b>Community Infrastructure Working Group</b>	At the 30 <sup>TH</sup> October Board meeting the Working Group was established but deferred to allow officers the opportunity with consultants to develop the position	To arrange a meeting of this Working Group - Check on progress	To arrange a meeting of this Working Group - Check on progress
<b>Briefings Inquiry Report Recommendation 4 Private Sector Housing</b>		That the Director of Environment and Neighbourhoods report back on the findings from work undertaken analysing current housing market trends within the Leeds 6.	
<b>Performance Monitoring</b>	Quarter 2 performance report SB 10/12/12 @ 10 am		

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Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year Revised 11.02.13 Appendix 1

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>			
<b>Critical friend to the Strategic Partnership Board</b>	To consider a report on outcome of the workshops organised by Leeds Initiative responding to the questions set out in the constitution		
<b>Briefings</b>		To consider the Council's policy regarding student accommodation in the city (Requested by the Board on 29 <sup>th</sup> January 2013)	
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Quarter 3 performance report SB 11/03/13 @ 10 am		

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## **LIST OF FORTHCOMING KEY DECISIONS**

**10 September 2012 – 7 February 2013**

### **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 10<sup>th</sup> 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 meetings<sup>1</sup>, and the documents being considered by officers taking key decisions<sup>2</sup>, are available five working days beforehand on the Council's website (using the links below) and from the following address:

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

Telephone: 0113 39 52194 / Fax: 0113 3951599

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

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

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

<sup>2</sup> <http://democracy.leeds.gov.uk/mg/DelegatedDecisions.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: [cx.d.corporategovern@leeds.gov.uk](mailto:cx.d.corporategovern@leeds.gov.uk) or telephone: 0113 39 51712.

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

This publication can also be made available in Braille or audio cassette. Please call: 0113 22 4444.

If you do not speak English and need help in understanding this document, please phone: 0113 22 4444 and state the name of your language. We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali) :-

যদি আপনি 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 লাইভে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助辦理這份資料者，請致電 0113 22 43462 或說明本身所講語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इलिया नहीं बोलते हैं और इस दस्तावेज को समझने में आपको मदद की जरूरत है, तो कृपया 0113 224 3462 पर फोन करें और अपनी भाषा का नाम बताएं। तब हम आपको होल्ड पर रखेंगे (आपको फोन पर कुछ देर के लिए इंतजार 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 ਕਹਾਂਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂਗੇ।

(Urdu):-

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

**LIST OF FORTHCOMING KEY DECISIONS**

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b>
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
Framework Agreement for the Procuring of fixed play ground equipment including MUGAs, teen shelters and skateboard BMX equipment Awarding of the Framework Contract for the supply and installation of playground equipment for a period of 3 years from the 1 <sup>st</sup> March 2012 with the option to extend for a further 2 years if so required.	Director of Environment and Neighbourhoods	1/10/12	Parks and Countryside, Procurement Unit.	Tender Returns	Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Troubled Families Programme</p> <p>Approval of initial spending profile for Troubled Families programme. Approximately £2.3 million will be made available to Leeds from the DCLG in 2012/13 to work with families to positively impact on a range of issues including worklessness, crime, anti-social behaviour and school attendance.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Consultation on the direction of travel of the troubled families programme, including an outline of an options appraisal for spending have been presented to Corporate Leadership Team, Children's Service Leadership Team, Children's Trust Board, Safer Leeds Executive and the Troubled Families Programme Board.</p>	<p>Programme Board Mandate, Troubled Families Financial framework, Options Appraisal (to follow)</p>	<p>Jim Hopkinson, Head of Service - Targeted Services jim.hopkinson@leeds.gov.uk</p>
<p>Youth Contract: Support for 16-17 year olds who are not in education, Employment or Training</p> <p>To approve £815k of fully funded expenditure into the Children's Services 12-13 budget.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Elected Members</p>	<p>Funding Letter</p>	<p>Ken Morton, Head of Service - Young People &amp; Skills 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
<p>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.</p>	<p>Director of Resources</p>	<p>27/11/12</p>	<p>None</p>	<p>Recommendation report to Revenues and Benefits Chief Officer / Director of Resources to appoint a preferred supplier</p>	<p>Andrew Cameron, Executive Officer, Support Services, Leeds Benefits and Revenues  andrew.cameron@leeds.gov.uk</p>
<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 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>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
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.	Director of Environment and Neighbourhoods	1/12/12	Informal and formal consultations have and continue to be undertaken with customers, Ward councillors, E&N, and Local Housing Performance staff, stakeholders.	WNWhL Executive Decision Panel Report	Jeffrey Dembickij, Senior Project Officer, ALMO Business Centre Leeds  jeff.dembickij@abcl.org.uk
The Use of £763k of CLG funding (Regional Homeless Money) to deliver sub regional homeless priorities	Director of Environment and Neighbourhoods	1/12/12	Ward Members	Report to DDP	Rob McCartney, Head of Housing Support  rob.mccartney@leeds.gov.uk
Collection of Local Taxation Approval of Council Tax and Business Rates write offs for period 1 <sup>st</sup> April 2012 to 30 <sup>th</sup> 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

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Procurement of a Painting Contractor to be used by East North East Homes Leeds using a Framework Agreement</p> <p>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.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/1/13</p>	<p>Decision supported by Housing Contracts Board</p>	<p>Report to Director of Environments and Neighbourhoods</p>	<p>Steve Hunt, Chief Executive - East North East Homes Leeds (ENEHL)</p> <p>Tel: 247 6009</p>

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>3/1/13</p>	<p>Department of Health requirement for 2011/12. The following boards were advised of the requirement:</p> <ul style="list-style-type: none"> <li>• Council Executive Board Report 2009</li> <li>• Joint Commissioning Strategic Board April 2009</li> <li>• Leeds Learning Disability Partnership Board 19 June 2009</li> </ul>	<p>Report to the Director of Adult Social Services</p>	<p>Janet Wright, Joint Commissioning Manager            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>Procurement of a local healthwatch organisation for Leeds - to be known as Healthwatch Leeds</p> <p>Approval to award the Healthwatch Leeds contract to the successful bidding organisation / consortium following a procurement exercise.</p>	<p>Assistant Chief Executive (Customer Access and Performance)</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 &amp; Involvement Officer janet.somers@leeds.gov.uk</p>
<p>2nd Stage Housing Services Restructure</p> <p>Approval from the Director for Housing Support and Housing Partnership restructure.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>8/1/13</p>	<p>Affected staff, Trade Unions.</p>	<p>Delegated Decision Report</p>	<p>Liz Cook, Chief Officer Housing Services liz.cook@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Procurement Waiver to appoint Strategic Team Group as the contractors for the new build and refurbishment of Cottingley Springs</p> <p>Approval to appoint Strategic Team Group as the contractors for the refurbishment and new build at Cottingley Springs by approving a procurement waiver.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>9/1/13</p>	<p>Ward Members.</p>	<p>None</p>	<p>Rob McCartney, Head of Housing Support rob.mccartney@leeds.gov.uk</p>
<p>Appointment of bailiffs for recovery of unpaid parking and bus lane penalties</p> <p>To appoint bailiffs to collect outstanding warrants issued on behalf of Leeds City Council.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>11/1/13</p>		<p>Business Case</p>	<p>Mark Jefford mark.jefford@leeds.gov.uk - Tel: 0113 3952200</p>
<p>National Citizen Scheme (NCS) proposed delivery by Leeds Youth Service</p> <p>Agreement to sub contract arrangement with NCS Network Partnership (National Youth Agency, Catch 22, Serco, UK Youth, V Inspired)</p>	<p>Director of Children's Services</p>	<p>11/1/13</p>	<p>Contract is currently with Legal Services for their advice on terms and conditions.</p>	<p>National Citizen Service contract</p>	<p>Jean Davey, Youth Offer Lead jean.davey@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>To proceed with asbestos related works in Leeds schools and seek authority to incur expenditure from the capital programme</p> <p>Approval to proceed with asbestos related works in Leeds schools and seek authority to incur expenditure from the capital programme of £466,315.</p>	<p>Director of Children's Services</p>	<p>14/1/13</p>	<p>Affected schools including governors.</p>	<p>Design &amp; Cost Report</p>	<p>Charlotte Foley, Lead Officer for the Built Environment</p> <p>charlotte.foley@leeds.gov.uk, 0113 2243936</p>
<p>Supported Accommodation Contract</p> <p>The award of the contract for supported accommodation</p>	<p>Director of Children's Services</p>	<p>15/1/13</p>	<p>Procurement Unit, Legal Services.</p>	<p>Waiver Report</p>	<p>Iain Dunn, Strategic Category Manager</p> <p>iain.dunn@leeds.gov.uk Tel: 07891 271662</p>



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Commissioning of Independent Support work for disabled children requiring specialist provision</p> <p>Approval to award a framework contract to deliver Independent Support Work for disabled children requiring specialist provision from 1<sup>st</sup> January 2014. This award will follow a competitive tender exercise to commence January 2013.</p>	<p>Director of Children's Services</p>	<p>25/1/13</p>	<p>Lead Member for Children's Services will be briefed on the decision and families and other stakeholders will be consulted on the service model.</p>	<p>Extension Report</p>	<p>Paul Bollom, Head of Commissioning and Market Management, Children's Services</p> <p>paul.bollom@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</p> <p>To extend the existing contract from 1 April 2013 for one year.</p>	<p>Director of Adult Social Services</p>	<p>31/1/13</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</p> <p>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>31/1/13</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>Request to invoke Contracts Procedure Rule 25.1 to invoke the first 12 month extension period of the existing 3+1+1 year contract with Creative Support to provide the Hall Lane service Approval to invoke Contracts Procedure Rule 25.1 to invoke the first 12 month extension period of the existing 3+1+1 year contract with Creative Support to provide the Hall Lane service</p>	<p>Director of Adult Social Services</p>	<p>31/1/13</p>	<p>Quality assessment will be undertaken during the life of the contract and will involve detailed consultation with staff, clients and key stakeholders.</p>	<p>Reports to be presented to the Adult Social Care and Environment and Neighbourhoods DDP</p>	<p>Sandra Twitchett, Principal Officer - Learning Disability Business &amp; Contracts sandra.twitchett@leeds.gov.uk, 0113 2476975</p>

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<p>Exercise of Option to Purchase Agreement - Land at Freely Lane, Bramham Approval is sought to:</p> <ol style="list-style-type: none"> <li>1) Trigger an option to purchase agreement to acquire third party owned land to support the sale and redevelopment of Bramham House, a Council owned property; and</li> <li>2) Give authority to incur expenditure of approx £270k in connection with the land purchase.</li> </ol>	<p>Director of City Development</p>	<p>1/2/13</p>	<p>Executive Member for Development and the Economy, Ward Members, and Bramham Parish Council have already been consulted.</p>	<p>Design and Cost Report</p>	<p>Martin Blackett, Senior Surveyor martin.blackett@leeds.gov.uk</p>
<p>Highway Maintenance vehicle replacement programme To approve the replacement of 21 vehicles operated by the Highway Maintenance Operational DSO</p>	<p>Director of City Development</p>	<p>1/2/13</p>	<p>Executive Member for Development and the Economy, Director of Resources</p>	<p>Design and Cost Report</p>	<p>Russell Martin, Highway Maintenance Manager - Ring Road Middleton 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>Leeds Local Implementation Plan supporting document for the West Yorkshire Local Transport Team</p> <p>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>1/2/13</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</p> <p>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>1/2/13</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>

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<p>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.</p>	<p>Chief Planning Officer</p>	<p>1/2/13</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 VDS.</p>	<p>New Farnley VDS</p>	<p>Gareth Read, Planning Assistant gareth.read@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>1/2/13</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
Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies.	Director of Environment and Neighbourhoods	1/2/13	None	Delegated Decision Report	Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk
Roundhay Road Highway Improvements Following extensive consultation in 2011, approval of TR0 proposals and scheme to be implemented.	Chief Officer (Highways and Transportation)	1/2/13	Gipton & Harehills Ward Members, members of the public, local businesses and residents whose frontages are impacted by the proposals.	Delegated Decision report	Lisa Martin, Trainee Engineer Lisa.S.Martin@leeds.gov.uk
Rugby Union World Cup 2015 To approve the contract with Rugby Union World Cup 2015 to act as host city.	Director of City Development	1/2/13	Executive Member for Leisure.	Delegated decision report	Catherine Blanshard, Chief Libraries, Arts and Heritage Officer, Learning and Leisure catherine.blanshard@leeds.gov.uk

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<p>To invoke Contracts' Procedure Rule 25.1 to enter into the 1 year extension period with Care &amp; Repair Leeds for the Home Improvement Agency and the Housing Choices Services</p> <p>Request to invoke Contracts' Procedure Rule 25.1 in order to enter into the 1 year extension period to the existing 2(+1) year contract with Care &amp; Repair Leeds for the Home Improvement Agency and the Housing Choices Services.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/2/13</p>	<p>Consultation with service users and stakeholders has been carried out during a validation visit which took place in 2010 where users expressed satisfaction with the service.</p>	<p>EIA Screening</p>	<p>Sarah Best, Programme Management Officer sarah.best@leeds.gov.uk Tel: 0113 2476112</p>
<p>Travel Plan SPD Approve Travel Plan Supplementary Planning Document as adopted part of the Local Development Framework.</p>	<p>Chief Planning Officer</p>	<p>1/2/13</p>	<p>The draft SPD has gone through significant internal consultation and a full statutory external consultation. Amendments have been made to the SPD as a result of these conditions.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Nathan Huntley, Senior Highways Engineer nathan.huntley@leeds.gov.uk</p>

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<p>Beeches and Oaktree Tenant Management Organisation (BOTMO) Offer Document</p> <p>To agree to the offer document that has been jointly produced by Leeds City Council, East North East Homes and BOTMO. It is a requirement of the TMO process and will be sent to all residents in the BOTMO area prior to the final ballot to decide whether the organisation will be set up.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Not before 11th/2/13</p>	<p>None</p>	<p>Approved Assessor Final Assessment of Competence - Stage 3, BOTMO offer document</p>	<p>Lorraine Wright, Service Manager - Relationship Management  lorraine.chawke@leeds.gov.uk</p>
<p>Request to enter into a further short term contract with CRI for the provision of DIP services</p> <p>Request to enter into a further short term contract with CRI for the provision of DIP services for a period of 6(+6) months at an approximate per annum cost of £650,000.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Not before 12th/2/13</p>	<p>Safer Leeds Executive, Reducing Re-offending Board, and DIP providers and stakeholders,</p>	<p>Report to Delegated Decision Panel</p>	<p>Neil O'Byrne, Programme Management Officer  neil.o'byrne@leeds.gov.uk</p>



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Request to enter into a further short term contract with DISC for the provision of DIP services</p> <p>Request to enter into a further short term contract with DISC for the provision of DIP services for a period of 6(+6) months at an approximate per annum cost of £580,000.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Not before 12th/2/13</p>	<p>Safer Leeds Executive, Reducing Re-offending Board, and DIP providers and stakeholders.</p>	<p>Report to Delegated Decision Panel</p>	<p>Neil O'Byrne, Programme Management Officer neil.o'byrne@leeds.gov.uk</p>
<p>The award of a range of contracts on behalf of the director of Children's Services.</p> <p>The award of contracts for the provision of Youth Inclusion Projects, Substance Misuse Treatment and Children and Adolescent Mental Health Services.</p>	<p>Director of Children's Services</p>	<p>Not before 12th/2/13</p>	<p>Procurement Unit, Legal Services.</p>	<p>Waiver Reports</p>	<p>Iain Dunn, Strategic Category Manager iain.dunn@leeds.gov.uk Tel: 07891271662</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Basic Need Programme Part A-Permission to consult, school place expansions for 2014, Part B-Design &amp; Cost Report Morley Newlands Primary School</p> <p>Permission to consult on primary expansions and change of age range and approval to incur expenditure for the design and construction of the new and expanded Morley Newlands Primary School.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Consultation on primary expansions would take place over a five week period 25 February-29 March 2013. Consultation about lowering the age range at Hollybush Primary School would conclude 12 April 2013. Ward Members and governing bodies of schools have been consulted. Consultation has taken place with Children's Services Officers and school Representatives on the proposed scheme at Morley Newlands. Public consultation in September 2012 included Ward Members for Morley. Ward Members and local community groups have been consulted with directly.</p>	<p>Report to be issued to the decision maker with the agenda for the meeting</p>	<p>Stuart Gosney, Capacity Planning and Sufficiency Lead, James Saunders, Built Environment Programme Manager</p> <p>stuart.gosney@leeds.gov.uk james.saunders@leeds.gov.uk,</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Behaviour, Emotional and Social Difficulties (BESD) - Permission to consult on BESD school expansions for 2013-14 academic year.</p> <p>To approve the following consultations to change the age range of the BESD Specialist Inclusive Learning Centre, to expand the capacity of the provision using existing sites at Elmete Wood, Stonegate Road, the Burley Park Centre, the Hunslet Gate Centre and the Tinshill Centre. To expand the North East SILC (Oakwood Lane).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Initial consultation completed, statutory consultation cannot begin until this key decision is made.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Alun Rees, Head of the Virtual College alun.rees@leeds.gov.uk</p>

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<p>Better Lives for People of Leeds - Day Centres for Older People</p> <p>To approve the recommendation to (i) recognise the progress made so far and approve the commencement of consultation on the options identified for the day centres specified in the report and (ii) approve that detailed consultation is undertaken on the proposed options which takes into account the benefits from lessons learned and the insights gained from the consultation undertaken in 2011 as part of the 'Future Options for Long Term Residential and Day Care for Older People' review.</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>15/2/13</p>	<p>12 week consultation plan with key stakeholders (service users, carers, staff, Elected Members, independent and voluntary sectors)</p>	<p>The report to be submitted to the decision maker with the agenda for the meeting</p>	<p>Anna Clifford, Programme Manager anna.clifford@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Better Lives for People of Leeds - Residential Care for Older People</p> <p>To approve the recommendation to (i) recognise the progress made so far and approve the commencement of consultation on the options identified for the residential care homes specified in the report and (ii) approve that detailed consultation is undertaken on the proposed options which takes into account the benefits from lessons learned and the insights gained from the consultation undertaken in 2011 as part of the 'Future Options for Long Term Residential and Day Care for Older People' review.</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>15/2/13</p>	<p>12 weeks consultation plan with key stakeholders (service users, relatives, staff, Elected Members, independent and voluntary sector).</p>	<p>The report to be submitted to the decision maker with the agenda for the meeting</p>	<p>Anna Clifford, Programme Manager anna.clifford@leeds.gov.uk</p>

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<p>Change of host school for Primary resourced provision for deaf and hearing impaired children</p> <p>To give permission to consult on the closure of the resourced provision for deaf and hearing impaired children at Cottingley Academy Primary School, and the opening of a new resourced provision for deaf and hearing impaired children at Talbot Primary School.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<ul style="list-style-type: none"> <li>• Cottingley Academy and the governors and Headteacher at Talbot have been consulted and are in agreement with the proposals.</li> <li>• A full statutory consultation will need to take place. This will be outlined in the report.</li> <li>• Parents of deaf and children organisations such as National Deaf Children's Society will be involved in planning the future provision.</li> </ul>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Tony Bowyer, Sensory Service Lead tony.bowyer@leeds.gov.uk Tel: 0113 3957498</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b>
Community Infrastructure Levy - Preliminary Draft Charging Schedule. Approval of CIL Preliminary Draft Charging Schedule for public consultation.	Executive Board Portfolio: Development and the Economy	15/2/13	Request to consult – March 2013 (6 Weeks)	The report to be issued to the decision maker with the agenda for the meeting	Lora Hughes, Principal Planner lora.hughes@leeds.gov.uk, 0113 3950714
Extension of Pedestrianized Hours in Leeds City Centre Agree to extend the pedestrianized hours in the city centre to facilitate growth in the retail sector and night-time economy.	Executive Board Portfolio: Development and the Economy	15/2/13	Formal Traffic Regulation Order consultation plus city centre business consultation already undertaken.	The report to be issued to the decision maker with the agenda for the meeting	Cath Follin, Head of City Centre Management cath.follin@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

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<p>Little London Primary School - Project to deliver additional capacity on existing site</p> <p>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 DGR).</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>Mental Health Day Service Transformation</p> <p>Approval to implement: (i) new service model, and (ii) changes to asset bases</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>15/2/13</p>	<p>Formal consultation period September – December 2012.</p>	<p>The Report to be issued to the decision maker with the agenda for the meeting</p>	<p>Debbie Ramskill, Interim Head of Service debbie.ramskill@leeds.gov.uk Tel: 0113 3957242</p>



<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b>
<p>Monthly Financial Health report 2012/13</p> <p>In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified.</p>	<p>Executive Board Portfolio: Leader of Council</p>	15/2/13	N/A	<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>Older People's Housing &amp; Care</p> <p>To consider and agree investment proposals for Older People's residential accommodation including extra care housing.</p>	<p>Executive Board Portfolio: Development and the Economy</p>	15/2/13	<p>Detailed consultation will take place with Ward Members, residents and the wider communities through the planning and design process.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting.</p>	<p>Margaret Gjessing, Housing Investment Manager maggie.gjessing@leeds.gov.uk</p>
<p>Proposed budget plan to cease school clothing allowance from June 2013. Permission to enter into consultation with stakeholders from February 2013 - May 2013 prior to implementation in June.</p>	<p>Executive Board Portfolio: Children's Services</p>	15/2/13	Feb-May 2013	<p>The report to be issued to the decision maker with the agenda for meeting.</p>	<p>Jody Sheppard, Family Support and Parenting Lead jody.sheppard@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b>
Public consultation on changes to Children's Services Transport Policy Permission to enter into public consultation on the scope and content of a new Children's Services Transport Policy	Executive Board Portfolio: Children's Services	15/2/13	February 2013	The report to be issued to the decision maker with the agenda for the meeting	Allan Hudson, Senior Contract Manager Allan.hudson@leeds.gov.uk
Sustainable Communities Investment Programme - Nevilles and Cross Green To approve an injection from the capital programme and the HRA to support a programme of delivery of projects in these neighbourhoods between 2013-2016. To delegate final approval for projects to the Director of Environment and Neighbourhoods within the set funding and timescale parameters.	Executive Board Portfolio: Neighbourhoods, Planning and Support	15/2/13	CLT and LMT reports – January 2013, Ward Member consultation – December 2012, Community Leadership Team (Cross Green) – January 2013, Community consultation (Nevilles & Cross Green) – January 2013.	The report to be issued to the decision maker with the agenda for the meeting	Christa Smith, Project Manager christa.smith@leeds.gov.uk Tel: 0113 2478198

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b>
West Park Centre Options Appraisal To consider the various options for the future of the West Park Centre.	Executive Board Portfolio: Development and the Economy	15/2/13	Community and user consultation has taken place.	The report to be issued to the decision maker with the agenda for the meeting.	Neil Charlesworth, Community Asset Officer neil.charlesworth@leeds.gov.uk
White Rose Framework Contract The award of the contracts for the White Rose Residential Framework Contract.	Director of Children's Services	15/2/13	Procurement Unit, Legal Services.	Grant Agreement	Iain Dunn, Strategic Category Manager iain.dunn@leeds.gov.uk Tel: 07891271662
Advice Agency Grant Allocations 2013/14 Approval of grant allocations for the Advice Agency Grant Fund to organisations to enable them to provide advice services across Leeds including the City's most disadvantaged communities.	Director of Environment and Neighbourhoods	18/2/13	Consultation with current providers, Leeds City Council officers and with the relevant Executive Member.	Report to be presented to the Delegated Decision Panel	Julie Staton, Head of Commissioning julie.staton@leeds.gov.uk, 0113 24 75951

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Infrastructure Support Fund Grant Allocations 2013/14</p> <p>Approval of grant allocations to Voluntary Action Leeds and the West Yorkshire Community Accounting Service for the Infrastructure Support Fund to enable them to deliver practical infrastructure support services to voluntary, community and faith sector organisations for 2013/14.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>18/2/13</p>	<p>Consultation with current providers, Leeds City Council officers and the relevant Executive Member.</p>	<p>Report to be presented to the Delegated Decision Panel</p>	<p>Julie Staton, Head of Commissioning</p> <p>julie.staton@leeds.gov.uk, 0113 24 75951</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Annual Pedestrian Crossing Review 2013            Chief Officer of Highways and Transportation to approve the proposals made in the report as the basis for the 2013/14 programme for introducing new pedestrian crossings.</p>	<p>Chief Officer (Highways and Transportation)</p>	<p>19/2/13</p>	<p>Local members are advised of the progress made with their requests by the Traffic Section and notified of the final outcome of the review. One approved, each individual scheme is then taken forward for a separate delegated decision for detailed design and construction – this includes consultations with ward members and affected frontages</p>	<p>Design and Cost Report: Annual Pedestrian Crossing Review 2013</p>	<p>Kasia Speakman,            Access and Mobility Officer            katarzyna.speakman@leeds.gov.uk, 0113 2476312</p>
<p>Adult Social Care Voluntary Grants Schedule 2013/2014            A decision of the Director of Adult Social Services to approve the Voluntary Sector Grants Schedule for 2013/2014.</p>	<p>Director of Adult Social Services</p>	<p>28/2/13</p>	<p>Executive member Adult Social Services, Adult Commissioning Board.</p>	<p>Report to the Director of Adult Social Services</p>	<p>Mark Phillott,            Commissioning Manager            mark.phillott@leeds.gov.uk            Tel: 07891 276577</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Capital Scheme 16790(ADT) 16790 (MKS) Adaptations 2013/14</p> <p>To approve the release of capital expenditure of £400,000 on adaptations from April 2013 to March 2014.</p>	<p>Director of Adult Social Services</p>	<p>28/2/13</p>	<p>Stakeholders, Government's Community Equipment Services agenda.</p>	<p>Design and Cost Report</p>	<p>Liz Ward, Head of Service, Access &amp; Inclusion liz.ward@leeds.gov.uk</p>
<p>Contract to continue Carers support services provided by Carers Leeds and Leeds and York NHS Partnerships Foundation Trust</p> <p>Approval to award a contract for five months to Carers Leeds and Leeds and York Foundation NHS Trust for the provision of carers support services commencing 1<sup>st</sup> April 2013, to allow the re-commissioning process to be completed.</p>	<p>Director of Adult Social Services</p>	<p>28/2/13</p>	<p>Stakeholders, Executive Member.</p>	<p>Report to Director of Adult Social Services</p>	<p>Sinead Cregan, Adult Commissioning Manager sinead.cregan@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</p> <p>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, 0113 2474453</p>
<p>Revised Nursery Fees 2013/14</p> <p>To accept the proposal for nursery fees for 2013/14.</p>	<p>Director of Children's Services</p>	<p>28/2/13</p>		<p>Report, EIA and Letter to parents</p>	<p>Andrea Richardson, Head of Early Help Service andrea.richardson@leeds.gov.uk</p>
<p>Short breaks for disabled children capital grant for 2012/13</p> <p>Request for approval of Authority to spend short breaks capital.</p>	<p>Director of Children's Services</p>	<p>28/2/13</p>	<p>N/A</p>	<p>Design and cost report</p>	<p>Barbara Newton, Head of Complex Needs barbara.newton@leeds.gov.uk</p>

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<p>Property Maintenance - Extension of the 'Supply of General Building Supplies' for 12 months from 31st March 2013</p> <p>Request to invoke Contract Procedure Rules 25.1 to apply for the 12 month extension period to the existing 3 year contract for the 'Supply of General Building Supplies' to Property Maintenance from 31<sup>st</sup> March 2013 until the 31<sup>st</sup> March 2014.</p>	<p>Chief Commercial Services Officer</p>	<p>3/13</p>	<p>Communication planned and ongoing with all key stakeholders.</p>	<p>DDN and extension report</p>	<p>Sarah Martin, Chief Officer Property and Fleet sarah.martin@leeds.gov.uk</p>
<p>Reinstatement works following fire damage at Temple Newsam Farm Authority to spend from insurance fund.</p>	<p>Director of City Development</p>	<p>1/3/13</p>	<p>Corporate Procurement Unit, Insurance Section, Ward Members, Executive Member for Leisure</p>	<p>Design and Cost Report</p>	<p>Anne Chambers, Head of Corporate Property Management anne.chambers@leeds.gov.uk</p>



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Sport Prices 2013/14 To approve a pricing schedule for Sport and Active Lifestyle Service 2013/14	Chief Officer Resources and Strategy	4/3/13	Executive Member, You Choose online budget survey.	Delegated Decision Report	Mark Allman, Head of Sport and Active Recreation mark.allman@leeds.gov.uk
To proceed with Planned Maintenance Programme 2013/14 in Leeds schools and to incur expenditure from capital programme. Approval to proceed with Planned Maintenance Programme 2013/14 in Leeds schools and seek authority to incur expenditure from the capital programme.	Director of Children's Services	5/3/13	Affected Schools including Governors.	Design and Cost Report.	Charlotte Foley, Lead Officer for the Built Environment charlotte.foley@leeds.gov.uk
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.	Chief Commercial Services Officer	7/3/13	Communication planned and ongoing with all key stakeholders.	Tender evaluation report	Sarah Martin, Chief Officer Property and Fleet sarah.martin@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Outdoor advertising on Council Land Tender</p> <p>To seek approval to extend the existing billboard licence agreement by 24 months from the expiry on 31 March 2012 to 31 March 2014.</p>	<p>Director of City Development</p>	<p>8/3/13</p>	<p>Executive Member for Development and the Economy.</p>	<p>Report</p>	<p>Stephen Jefferys, Senior Surveyor <a href="mailto:stephen.jeffreys@leeds.gov.uk">stephen.jeffreys@leeds.gov.uk</a></p>
<p>Windows and Door installation programme for 2012/13</p> <p>To seek approval to establish a contract with Herbert Forrest Ltd following a formal procurement exercise conducted in conjunction with Fusions 21 for the installations of Windows and Doors to circa 1300 ENEHL properties.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Not before 8th/3/13</p>	<p>N/A</p>	<p>Report to Director of Environment &amp; Neighbourhoods, Fusion 21 Executive Summary, Bid submission report.</p>	<p>Tony Butler, Director of Technical Services, East North East Homes Leeds <a href="mailto:tony.butler@enehl.org.uk">tony.butler@enehl.org.uk</a></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 which engage young people. 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>13/3/13</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. 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 &amp; Skills ken.morton@leeds.gov.uk</p>

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<p>A58(M) Woodhouse Tunnel Strengthening Works Following, and subject to full approval being granted by the Department for Transport,</p> <p>(i) Approve the implementation of the A58(M) Woodhouse Tunnel Strengthening Works; and</p> <p>(ii) Give authority to incur expenditure of £20 million.</p>	<p>Executive Board Portfolio: Development and the Economy</p>	<p>13/3/13</p>	<p>On such a key part of the highway network, an extensive consultation programme is being developed. This will include all ward Members and key stakeholders. Findings will be included in the Executive Board report.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Paul Russell, Principal Engineer paul.russell@leeds.gov.uk, 0113 24 76171</p>
<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 15<sup>th</sup> April 2013.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>13/3/13</p>	<p>Consultation to take place between Friday 30<sup>th</sup> November and Friday 25<sup>th</sup> 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>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
City Centre Water Features Future management of water features in City Centre.	Executive Board portfolio: Development and the Economy	13/3/13	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
Determination of School admissions arrangements for 2013 Approval of admissions arrangements.	Executive Board Portfolio: Children's Services	13/3/13	N/A	The report to be issued to the decision maker with the agenda for the meeting	Lesley Savage, Senior Planning Manager lesley.savage@leeds.gov.uk
HECA Report 2013 To approve the Home Energy Conservation Act report to be submitted to Government by the end of March 2013. The HECA report describes our future domestic energy strategy to significantly reduce energy demand, cut carbon emissions and tackle fuel poverty. It is a statutory requirement and will focus particularly on future Green Deal plans.	Executive Board Portfolio: The Environment	13/3/13	The HECA report will be based on evidence gathered over the past two decades on domestic energy use in the city and will use this to forecast priority actions for all domestic energy sectors. This will focus particularly on the Green Deal for both carbon reduction and fuel poverty alleviation actions.	The report to be issued to the decision maker with the agenda for the meeting	George Munson, Energy and Climate Change Manager george.munson@leeds.gov.uk

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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	13/3/13	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
Local Development Framework (LDF) Authority Monitoring Report (AMR) 2012 To agree the 2012 Authority Monitoring Report	Executive Board Portfolio: Development and the Economy	13/3/13	Legal Services / Executive Member	The report to be issued to the decision maker with the agenda for the meeting	Martin Elliot, Data Team Leader martin.elliott@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	13/3/13	N/A	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 Tel: 0113 2474250

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<p>Police Community Support Officers (PCSO) - SLA 2013/14</p> <p>The report seeks Executive Board approval for expenditure of approximately £1.5million in 2013/14 to provide a 30% contribution towards 165 PCSOs (5 per ward) to the Office of the Police and Crime Commissioner.</p>	<p>Executive Board Portfolio: Neighbourhoods, Planning and Support Services</p>	<p>13/3/13</p>	<p>All elected Members have been consulted on the provision of PCSOs to support crime reduction, provide public reassurance and contribute to the development of neighbourhood initiatives.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Keith Gilert, Chief Officer - Community Safety keith.gilert@leeds.gov.uk, 0113 278078</p>
<p>Single Supplier Framework Agreement for the supply of ICT goods and services</p> <p>Appointment of a single supplier to be used for the procurement of ICT hardware, software, peripherals and services.</p> <p>This contract will replace the current contract which expires on 6<sup>th</sup> July 2013.</p>	<p>Director of Resources</p>	<p>23/5/13</p>	<p>None</p>	<p>Tender evaluation report and award of contract report</p>	<p>Andrew Byrom, Support Services Manager andrew.byrom@leeds.gov.uk, 07891 275241</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>HECA Report 2013 To approve the Home Energy Conservation Act report to be submitted to Government by the end of March 2013. The HECA report describes our future domestic energy strategy to significantly reduce energy demand, cut carbon emissions and tackle fuel poverty. It is a statutory requirement and will focus particularly on future Green Deal plans.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>13/3/13</p>	<p>The HECA report will be based on evidence gathered over the past two decades on domestic energy use in the city and will use this to forecast priority actions for all domestic energy sectors. This will focus particularly on the Green Deal for both carbon reduction and fuel poverty alleviation actions.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>George Munson, Energy and Climate Change Manager george.munson@leeds.gov.uk</p>



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<p>Transfer of Public Health Directorate resources, assets and liabilities into Leeds City Council</p> <p>The transfer of Public Health Directorate to Leeds City Council is due to take place on 1<sup>st</sup> April 2013 as set out in the Health and Social Care Act 2012.</p> <p>Under the transfer there will be functions, resources, budget, assets and liabilities transferring to the Council.</p> <p>A formal decision is required to enter into new contracts from 1<sup>st</sup> April 2013 to ensure continuity of services.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>13/3/13</p>	<p>Public Health Transition Programme Board 17<sup>th</sup> January 2013 and Corporate Leadership Team (CLT) 12<sup>th</sup> February 2013.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting.</p>	<p>Angela Lawson, Executive Project Manager angela.lawson@leeds.gov.uk</p>

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<p>Lettings Policy Review 2013 Executive Board decision to approve a revised Lettings Policy.</p>	<p>Executive Board Portfolio: Neighbourhoods, Planning and Support Services</p>	<p>13/3/13</p>	<p>Consultation has been undertaken 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 Tel: 0113 2243296</p>
<p>Property Maintenance - Replacement of existing fleet vehicles. To seek authority to incur an estimated expenditure of up to £770,000 from capital scheme number 16699/000/000 for the purchase of new replacement Property Maintenance Fleet Vehicles.</p>	<p>Director of Resources</p>	<p>22/3/13</p>	<p>Communication planned and ongoing with all key stakeholders.</p>	<p>Design Cost Report</p>	<p>David Wilkinson, Head of Property Maintenance david.wilkinson@leeds.gov.uk</p>

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<p>New temporary contract for Family Intensive Support Providers. The new contract will be for 3 months with a possible further 3 month extension</p> <p>To create a new temporary contract with current providers to ensure a smooth transition in the re-commission of the Family Intensive Support Services.</p>	<p>Director of Children's Services</p>	<p>31/3/13</p>	<p>Contracts, Chief Officer, Finance</p>	<p>Waiver report and delegated decision forms</p>	<p>Louise Atherton, Commissioning Programme Manager louise.atherton@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>1/4/13</p>	<p>Staff, Trade Unions</p>	<p>Delegated Decision Report and relevant structure charts</p>	<p>Nigel Richardson, Director of Children's Services nigel.richardson@leeds.gov.uk</p>

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<p>Beeston Primary School - Project to Deliver Additional Accommodation to Support Increase in School Capacity</p> <p>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>

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</p> <p>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>

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<p>Charges for non-residential Adult Social Care Services</p> <p>To report on the outcome of the consultation on charges for non residential services (home care, supported living, day care, transport, direct payments, care ring and telecare) and request Executive Board to approve changes to the charging and contributions policy framework and to service user contributions.</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>24/4/13</p>	<p>A three-month public consultation period has taken place on the proposals involving service users and carers, service user and care led groups and forums, VCFS organisations, partner organisations, staff and elected members. Elected members have been involved in developing the proposals through a cross party Members Advisory Board</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Ann Hill, Head of Finance (Adult Social Care) ann.hill@leeds.gov.uk</p>
<p>Wrap Up Leeds Final Report</p> <p>To receive and approve a statistical and qualitative report assessing the effects of Wrap Up Leeds and comment on lessons learnt for a future Green Deal programme.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>13/3/13</p>	<p>The final report will be based on information provided by Yorkshire Energy Services (the managing agent).</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>George Munson, Energy and Climate Change Manager george.munson@leeds.gov.uk</p>

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Strategic Housing Land Availability Assessment (SHLAA) 2012 Update To agree the 2012 update and revised membership of the SHLAA Partnership.	Executive Board Portfolio: Development and the Economy	13/3/13	Legal Services/ Executive Member	The report to be issued to the decision maker with the agenda for the meeting	Robin Coghlan, Policy Team Leader robin.coghlan@leeds.gov.uk Tel: 0113 2478131
The Council's Procurement Strategy Approval of the Council's Procurement Strategy.	Executive Board Portfolio: Leader of Council	13/3/13	There has been extensive consultation throughout the transforming procurement programme, engaging with a wide range of stakeholders internal and external to the Council.	The report to be issued to the decision maker with the agenda for the meeting.	David Outram, Chief Officer, Public Private Partnerships Unit and Procurement david.outram@leeds.gov.uk
Tower Works Approval to land assembly proposals at Tower Works between Leeds City Council and Holmes and Communities Agency.	Executive Board Portfolio: Development and Economy	13/3/13	Executive Member Development & Economy, and City & Hunslet Ward Members.	The report to be issued to the decision maker with the agenda for the meeting.	Edward Rowland, Principal Surveyor edward.roland@leeds.gov.uk

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<p>Wrap Up Leeds Final Report To receive and approve a statistical and qualitative report assessing the effects of Wrap Up Leeds and comment on lessons learnt for a future Green Deal programme.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>13/3/13</p>	<p>The final report will be based on information provided by Yorkshire Energy Services (the managing agent).</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>George Munson, Energy and Climate Change Manager george.munson@leeds.gov.uk</p>
<p>New temporary contract for Family Intensive Support Providers. The new contract will be for 3 months with a possible further 3 month extension To create a new temporary contract with current providers to ensure a smooth transition in the re-commissioning of the Family Intensive Support Services.</p>	<p>Director of Children's Services</p>	<p>31/3/13</p>	<p>Contracts, Chief Officer, Finance</p>	<p>Waiver report and delegated decision forms</p>	<p>Louise Atherton, Commissioning Programme Manager louise.atherton@leeds.gov.uk</p>
<p>Asset Management Plan (including Community Asset Strategy and Carbon and Water Management Plan) Approval Required</p>	<p>Executive Board Portfolio: Development and the Economy</p>	<p>24/4/13</p>	<p>Equality Impact Assessment</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Colin Mawhinney, Head of Economic Policy and Programmes colin.mawhinney@leeds.gov.uk</p>



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Leeds Let's Get Active Acknowledge receipt of funding from Sport England and Public Health, and note commencement of the project to increase access to leisure facilities.	Executive Board Portfolio: Leisure and Skills	24/4/13	None	The report to be issued to the decision maker with the agenda for the meeting	Mark Allman, Head of Sport and Active Recreation mark.allman@leeds.gov.uk
Lettings Policy Review 2013 Executive Board decision to approve a revised Lettings Policy.	Executive Board Portfolio: Neighbourhoods, Planning and Support Services	24/4/13	Consultation has been undertaken 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.	The report to be issued to the decision maker with the agenda for the meeting.	Kathryn Bramall, Leeds Homes Policy Manager kathryn.bramall@leeds.gov.uk Tel: 0113 2243296

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
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.	Director of Resources	5/13	Consultation will take place with Procurement, Recycling & Waste Services, Environmental Policy Team, and Facilities Management.	Tender documents for trade waste contract Contract specification and PQQ	Sam Grimwood, Waste & Resources Officer sam.grimwood@leeds.gov.uk, 0113 24 76954
Single Supplier Framework Agreement for the supply of ICT goods and services Appointment of a single supplier to be used for the procurement of ICT hardware, software, peripherals and services. This contract will replace the current contract which expires on 6 <sup>th</sup> July 2013.	Director of Resources	23/5/13	None	Tender evaluation report and award of contract report	Andrew Byrom, Support Services Manager andrew.byrom@leeds.gov.uk, 07891 275241

## **MEMBERSHIP OF THE EXECUTIVE BOARD**

### **Executive Board Portfolios**

Leader of Council		<b><u>Executive Member</u></b>
Deputy Leader and Executive Member for Children's Services		Councillor Keith Wakefield
Deputy Leader and Executive Member for Neighbourhoods, Planning and Support Services		Councillor Judith Blake
Executive Member for Leisure and Skills		Councillor Peter Gruen
Executive Member for Development and the Economy		Councillor Adam Ogilvie
Executive Member for the Environment		Councillor Richard Lewis
Executive Member Adult Social Care		Councillor Mark Dobson
Executive Member for Health and Well Being		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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