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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 June, 2012 at 10.00 am**

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

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### **MEMBERSHIP**

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;

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**Agenda compiled by:  
Stuart Robinson  
Governance Services  
Civic Hall  
LEEDS LS1 1UR  
Telephone No: 24 74360**

**Principal Scrutiny Adviser:  
Richard Mills  
Telephone: 24 74557**

## 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, written notice of an appeal must be received by the Head of Governance Services 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	<b>LATE ITEM</b>	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	<b>DECLARATION OF INTERESTS</b>	To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct	
5	<b>APOLOGIES FOR ABSENCE</b>		
6	<b>CO-OPTED MEMBERS</b>	To consider a report of the Head of Scrutiny and Member Development on guidance when seeking to appoint co-opted members.	1 - 6
7	<b>MINUTES OF THE SCRUTINY BOARD (REGENERATION) MEETING - 17TH MAY 2012</b>	To confirm as a correct record, the minutes of the meeting of Scrutiny Board (Regeneration) held on 17 <sup>th</sup> May 2012.	7 - 12
8	<b>CHANGES TO THE COUNCIL'S CONSTITUTION IN RELATION TO SCRUTINY</b>	To consider a report of the Head of Scrutiny and Member Development on the changes to the Council's Constitution in relation to Scrutiny.	13 - 18
9	<b>EQUALITY IMPROVEMENT PRIORITIES 2011-2015</b>	To consider a report of the Assistant Chief Executive (Customer Access and Performance) on the Equality Improvement Priorities and revised Equality and Diversity Policy.	19 - 36

10		<p><b>2011/12 QUARTER 4 PERFORMANCE REPORT</b></p> <p>To consider a report of the Assistant Chief Executive (Customer Access and Performance) summarising the quarter 4 performance data relevant to the Scrutiny Board.</p>	37 - 52
11		<p><b>SOURCES OF WORK FOR THE SCRUTINY BOARD</b></p> <p>To consider a report of the Head of Scrutiny and Member Development on potential sources of work for the Scrutiny Board.</p>	53 - 124
12		<p><b>WORK SCHEDULE</b></p> <p>To consider a report of the Head of Scrutiny and Member Development on the Board's work schedule for the forthcoming Municipal Year.</p>	125 - 130
13		<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Tuesday 24<sup>th</sup> July 2012 at 10.00am in the Civic Hall, Leeds (Pre- meeting for Board Members at 9.30am)</p>	

## Report of Head of Scrutiny and Member Development

### Report to Housing and Regeneration Scrutiny Board

Date: 26<sup>th</sup> June 2012

### Subject: Co-opted Members

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

### Summary of main issues

1. For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. However, the appointment of co-opted members has not been considered consistently across all Scrutiny Boards.
2. This report provides guidance to the Scrutiny Board when seeking to appoint co-opted members. There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are set out in Article 6 of the Council's Constitution and are also summarised within this report.

### Recommendation

3. In line with the options available outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to seek the Scrutiny Board's formal consideration for the appointment of co-opted members to the Board.

## **2 Background information**

- 2.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. For those Scrutiny Boards where co-opted members have previously been appointed, such arrangements have tended to be reviewed on an annual basis, usually at the beginning of a new municipal year. However, the appointment of co-opted members has not been considered consistently across all Scrutiny Boards.

## **3 Main issues**

### General arrangements for appointing co-opted members

- 3.1 It is widely recognised that in some circumstances, co-opted members can significantly aid the work of Scrutiny Boards. This is currently reflected in Article 6 (Scrutiny Boards) of the Council's Constitution, which outlines the options available to Scrutiny Boards in relation to appointing co-opted members.
- 3.2 In general terms, Scrutiny Boards can appoint:
- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council ; and/or,
  - Up to two non -voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.3 In the majority of cases the appointment of co-opted members is optional and is determined by the relevant Scrutiny Board. However, Article 6 makes it clear that co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board. Particular issues to consider when seeking to appoint a co-opted member are set out later in the report.
- 3.4 There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are also set out in Article 6 (Scrutiny Boards) of the Council's Constitution and are summarised below.

### Arrangements for appointing specific co-opted members

#### *Education Representatives*

- 3.5 In addition to elected Members appointed by Council, the Local Government Act 2000 states that the relevant Scrutiny Board dealing with education matters shall include in its membership the following voting representatives in accordance with statutory requirements:

- One Church of England diocese representative<sup>1</sup>
- One Roman Catholic diocese representative<sup>1</sup>
- Three parent governor representatives<sup>2</sup>

3.6 The number and term of office of education representatives is fixed by full Council and set out in Article 6. Representatives of the Church of England and Roman Catholic dioceses are nominated by their diocese and parent governor representatives are elected. Such representatives are then notified to the Scrutiny Board and their appointment confirmed.

3.7 Where the Scrutiny Board deals with other non-educational matters the co-opted members may participate in any discussion but shall not be entitled to vote on those matters.

#### *Crime and Disorder Committee*

3.8 In accordance with the requirements of the Police and Justice Act 2006, the Council has designated the Scrutiny Board (Safer and Stronger Communities) to act as the Council's crime and disorder committee.

3.9 In its capacity as a crime and disorder committee, the Scrutiny Board (Safer and Stronger Communities) may co-opt additional members to serve on the Board, providing they are not an Executive Member.

3.10 The Scrutiny Board (Safer and Stronger Communities) may limit the co-opted member's participation to those matters where the Scrutiny Board is acting as the Council's crime and disorder committee.

3.11 Unless the Scrutiny Board (Safer and Stronger Communities) decides otherwise, any co-opted member shall not be entitled to vote and the Board may withdraw the co-opted membership at any time.

#### Issues to consider when seeking to appoint co-opted members

3.12 Currently, there is no overarching national guidance or criteria that should be considered when seeking to appoint co-opted members. As a result, there is a plethora of methods employed within Councils for the appointment of co-optees to Overview and Scrutiny Committees (Scrutiny Boards). For example, some Council's use "job descriptions", some carry out formal interviews and some advertise for co-optees in the local press, with individuals completing a simple application form which is then considered by Members.

3.13 The Constitution makes it clear that 'co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board'. In considering the appointment of co-opted members, Scrutiny Boards should be satisfied that a co-opted member can use their specialist skill or knowledge to add value to the work of the Scrutiny Board. However,

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<sup>1</sup> Article 6 states this appointment shall be for a term of office that does not go beyond the next Annual Meeting of Council

<sup>2</sup> Article 6 states these appointments shall be for a four-year term of office

co-opted members should not be seen as a replacement to professional advice from officers.

- 3.14 Co-opted members should be considered as representatives of wider groups of people. However, when seeking external input into the Scrutiny Board's work, consideration should always be given to other alternative approaches, such as the role of expert witnesses or use of external research studies, to help achieve a balanced evidence base.
- 3.15 When considering the appointment of a standing co-opted member for a term of office, Scrutiny Boards should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference. To help overcome this, Scrutiny Boards may wish to focus on the provision available to appoint up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.16 Despite the lack of any national guidance, what is clear is that any process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of Scrutiny Boards.

#### **4 Proposed Co-option**

- 4.1 The Scrutiny Board (Regeneration) in September 2011 co-opted Mr George Hall to the Board. Mr Hall is a Member of the Council's Strategic Housing Land Availability Assessment (SHLAA). He has actively contributed and participated in a number of inquiries undertaken by Scrutiny Board (Regeneration) on Housing Growth and Affordable Housing by Private Developers. Mr Hall is a former Parish Councillor for Barwick-in-Elmet and Scholes Parish. He also attended several working group sessions and took part in a Scrutiny Board delegation to meet the Chief Planner at the DCLG in London on 15<sup>th</sup> September 2011. His knowledge and expertise on housing and planning issues particularly with regard to the Strategic Housing Land Availability Assessment (SHLAA) has been invaluable.
- 4.2 It is now proposed that in accordance with Article 6 of the Council's Constitution Mr G Hall be co-opted to the Board without voting rights until the Annual General Meeting of Council in May 2013.

#### **5 Corporate Considerations**

##### **5.1 Consultation and Engagement**

- 5.1.1 During 2010/11, the guidance surrounding co-opted members was discussed by the Scrutiny Chairs and it was agreed that individual Scrutiny Boards would consider the appointment of co-optees on an individual basis.

##### **5.2 Equality and Diversity / Cohesion and Integration.**

- 5.2.1 The process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of the Scrutiny Board. In doing so, due regard should also be given to any potential equality issues in line with the Council's Equality and Diversity Scheme.



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

4.3.1 The Council's Scrutiny arrangements are one of the key parts of the Council's governance arrangements. Within the Council's Constitution, there is particular provision for the appointment of co-opted members to individual Scrutiny Boards, which this report seeks to summarise.

### **5.4 Resources and Value for Money**

5.4.1 Where applicable, any incidental expenses paid to co-optees will be met within existing resources.

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

5.5.1 Where additional members are co-opted onto a Scrutiny Board, such members must comply with the provisions set out in the Member's Code of Conduct as detailed within the Council's Constitution.

### **5.6 Risk Management**

5.6.1 As stated in paragraph 3.15 above, when Scrutiny Boards are considering the appointment of a standing co-opted member for a term of office, they should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference.

### **6.0 Conclusions**

6.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. However, the appointment of co-opted members has not been considered consistently across all Scrutiny Boards. This report therefore sets out the legislative arrangements in place for the appointment of specific co-opted members and also provides further guidance when seeking to appoint co-opted members.

### **7.0 Recommendations**

7.1 In line with the options available outlined in this report, Members are asked to consider the

(i) appointment of Mr George Hall as a co-opted Member to the Board with non voting rights for a term of office that does not go beyond the next Annual Meeting of Council in May 2013

(ii) appointment of other co-opted members to the Scrutiny Board.

### **8.0 Background documents<sup>3</sup>**

- The Council's Constitution
- Police and Justice Act 2006
- KPMG Scrutiny Review May 2009

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<sup>3</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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## SCRUTINY BOARD (REGENERATION)

THURSDAY, 17TH MAY, 2012

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

Councillors B Atha, D Collins, Fox,  
P Grahame, G Hussain, M Iqbal, T Murray  
and C Townsley

Mr G Hall – Co-opted Member

### 91 Chair's Opening Remarks

The Chair welcomed everyone to the additional May meeting of the Scrutiny Board (Regeneration).

He particularly welcomed Councillor C Townsley who had been appointed to fill one of the two current vacancies on the Board and Councillor C Fox who was substituting for Councillor G Wilkinson.

### 92 Late Items

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

- Draft Final Report and Recommendations – Inquiry on Affordable Housing by Private Developers (Agenda Item 9) (Minute 98 refers)

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

### 93 Declarations of Interest

There were no declarations of interest made at the meeting.

### 94 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillors J Harper and G Wilkinson.

Notification had been received for Councillor C Fox to substitute for Councillor G Wilkinson.

### 95 Minutes of the Previous Meeting

**RESOLVED** – That the minutes of the meeting held on 27<sup>th</sup> March 2012 be confirmed as a correct record.

### 96 Forecourt Management Plan

Referring to Minute 86 of the meeting held on 27<sup>th</sup> March 2012, the Head of Scrutiny and Member Development submitted a report on the latest developments in relation to a timetable for the submission of a Forecourt Management Plan by Leeds Bradford International Airport.

Draft minutes to be approved at the Scrutiny Board (Housing and Regeneration) meeting to be held on Tuesday, 26<sup>th</sup> June, 2012

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

- Martin Farrington, Director of City Development, City Development
- Martin Sellens, Head of Planning Services, City Development

At the request of the Chair, the Director of City Development provided the meeting with a brief history regarding hackney carriage provision at Leeds Bradford International Airport, together with details of the latest discussions held between Council representatives and airport officials.

In addition to this, the Head of Planning Services provided the meeting with a brief history regarding the planning process relating to the submission of LBIA Forecourt Management Plan which was a condition of the planning consent for the airport terminal extension. The Board noted that the Forecourt Management Plan would be considered at Plans Panel (West) on 14<sup>th</sup> June 2012.

Detailed discussion ensued on the contents of the report.

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

- The need to make available to relevant ward members a copy of the Forecourt Management Plan in advance of the meeting on 14<sup>th</sup> June 2012 to enable proper consultation with the community and interested parties  
*(The Head of Planning Services responded and agreed to undertake this within the time constraints available)*
- Clarification of the availability of any further relevant correspondence with the LBIA concerning hackney carriage provision and private hire from 5<sup>th</sup> October 2011 to date which was requested at an earlier Scrutiny Board meeting  
*(The Head of Planning Services provided copies of the relevant correspondence to the Board's Principal Scrutiny Adviser for dissemination to Board Members)*
- Clarification of whether or not the Forecourt Management Plan would contain provision for a hackney carriage rank  
*(The Head of Planning Services responded and advised members of the voyager scheme which the airport had introduced. 'Voyager' was open to all registered Private Hire and Hackney Carriages and gives registered members for a fee of £25pa exclusive benefits including:*
  - Exclusive and dedicated Voyager Meeting Point, located on the upper level of Short Stay 1 & Business - literally a two minute walk from the terminal building
  - 15 minutes free waiting period from entry - available for both Drop-Off or Pick-Up of a pre-booked journey
  - 16 to 30 minutes charged at £1.00)
- Clarification of Condition 14 of the planning approval for the extension at the airport

*(The Head of Planning Services read out the full wording of Condition 14 for the benefit of the meeting. It was agreed that a copy of this Condition be forwarded to Board Members for their information/retention via the Board's Principal Scrutiny Adviser)*

In conclusion, the Director of City Development summed up the current position in that he supported the principle that residents should have a choice between private hire and hackney carriage vehicles. However, the airport management took a commercial decision to let its contract to a private hire company and has subsequently introduced the Voyager scheme as a solution to the Council's concerns.

Further, as the Council does not own the airport it cannot insist that a hackney carriage rank be provided nor could it force cooperation if a hackney carriage rank was established on Whitehouse Lane. Whilst in planning terms hackney carriage provision was material the Council could not insist that the Leeds Forecourt Management Plan make provision for a hackney carriage rank.

With regard to the provision of a hackney carriage rank on Whitehouse Lane, the Director of City Development stated that as this road represented the sole highway and entrance to the fastest growing airport in the UK, he questioned whether a reduction in lane widths could be merited. In addition, he stated that he was not yet convinced of the safety relating to off-side access to vehicles given the pinch point created. He also stated that Members would need to be satisfied that the second, more expensive option was value for money, particularly in terms of location, distance from the airport and the fact that the airport management would probably not co-operate with the Council regarding signage and baggage trolleys.

**RESOLVED** –That the report and update on the Forecourt Management Plan be noted.

(Councillor D Collins left the meeting at 10.35am during discussions of the above item)

**97 The Leeds Community Infrastructure Levy - Update on Timetable**

A report of City Development – Forward Planning and Implementation was submitted on an update regarding the Leeds Community Infrastructure Levy (CIL).

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

- Phil Crabtree, Chief Planning Officer, City Development
- Steve Speak, Deputy Chief Planning Officer, City Development

At the request of the Chair, the Deputy Chief Planning Officer outlined the timetable on the Community Infrastructure Levy Preliminary Charging Schedule and it was noted that that formal adoption would take place in Spring 2014. For the benefit of Members, the Deputy Chief Planning Officer

agreed to supply the Board with a copy of the proposed timetable for their information/retention.

Detailed discussion ensued on the contents of the report.

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

- The complexity of the issue and the need for Board Members to receive an 'idiots' guide on CIL and to ascertain what other authorities were doing  
*(The Deputy Chief Planning Officer responded and agreed to produce this document for dissemination to Board Members via the Board's Principal Scrutiny Adviser)*
- Clarification of the distinction between Section 106 and CIL's
- Clarification of whether or not CIL charges would be waived for charitable organisations  
*(The Deputy Chief Planning Officer responded and confirmed that there would be exceptions for charitable organisations)*
- Concern expressed that the timetable on the CIL Preliminary Charging Schedule was very tight and had little margin for error and thereby creating un-certainty for developers  
*(The Deputy Chief Planning Officer responded and confirmed that this would not cause any uncertainty to developers as Section 106 would continue until the CIL was established.)*
- The importance of affordable housing within this process
- Clarification of the linkage arrangements for local communities developing local Neighbourhood Plans under the new CIL process
- Reference to the North East Quadrant
- Clarification as to who sets the charge  
*(The Deputy Chief Planning Officer responded and confirmed that the Council sets the charge)*
- Clarification of which came first in the higher hierarchy i.e. sustainability or deliverability?
- Clarification as to why there was a need to employ consultants to undertake this work

**RESOLVED –**

- a) That the contents of the report be noted.
- b) That further progress reports be brought back to future meetings on the Community Infrastructure Levy process.

(Councillor B Atha joined the meeting at 11.15am during discussions of the above item)

**98 Inquiry on Affordable Housing by Private Developers - Draft Final Report and Recommendations**

The Head of Scrutiny and Member Development submitted a report on the Board's Inquiry on affordable housing by private developers.

Appended to the report was a copy of the Draft Final Report and Recommendations for the information/comment of the meeting.

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

- Phil Crabtree, Chief Planning Officer, City Development
- Ms M Gjessing, Housing Investment Manager, Environment and Neighbourhoods

The Board's Principal Scrutiny Adviser circulated a copy of changes proposed by officers to Recommendations 1 and 3 (iii).

The Chief Planning Officer advised the Board that the Directors of City Development and Environment and Neighbourhoods had not been able to discuss the Scrutiny Board's draft report and recommendations with their respective Executive Board Members in time for today's meeting..

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That the changes proposed by officers to recommendations 1 and 3 (iii) be not supported.
- c) That, approval be given to the Board's final report and recommendations in accordance with the report now submitted, subject to inclusion of the amendments proposed by a Member of the Board.
- d) That this Board request's that a formal response to the recommendations was produced in line with procedures for scrutiny inquiry reports as set out in Scrutiny Procedure Rule 14.1.

**99 Chair's Closing Remarks**

As this was the last meeting within the current Municipal Year, the Chair thanked Board Members, Mr G Hall and officers for their contributions during the past year.

(The meeting concluded at 11.45am)

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## Report of Head of Scrutiny and Member Development

### Report to Housing and Regeneration Scrutiny Board

**Date: 26<sup>th</sup> June 2012**

### **Subject: Changes to the Council's Constitution in relation to Scrutiny**

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. The annual review of Scrutiny identified a number of areas for amendment within Article 6 of the Constitution, the Scrutiny Boards' Terms of Reference and the Scrutiny Board Procedure Rules. These are either to ensure consistency in wording, to reflect legislative changes or to provide procedural clarity.
2. This report summarises the amendments made to the Council's Constitution, as agreed by Council on 21<sup>st</sup> May 2012, which directly relate to and/or impact on the work of Scrutiny Boards.

### **Recommendation**

3. In fulfilling the role and function of the Scrutiny Board, Members are requested to note the amendments to the Council's Constitution outlined in this report.

## **1.0 Purpose of this report**

- 1.1 This report provides the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 21<sup>st</sup> May 2012, which directly relate to and/or impact on the work of Scrutiny Boards.

## **2.0 Background information**

- 2.1 The annual review of Scrutiny more often than not identifies a number of areas for amendment within Article 6 of the Constitution, the Scrutiny Boards' Terms of Reference and the Scrutiny Board Procedure Rules. These are either to ensure consistency in wording, to reflect legislative changes or to provide procedural clarity.

## **3.0 Main issues**

- 3.1 The more significant amendments made to the Council's Constitution in relation to the Overview and Scrutiny function are summarised below.

### Article 6

- 3.2 The Localism Act 2011 has amended statutory provisions relating to scrutiny arrangements within the Local Government Act 2000. Such amendments are now reflected within Article 6 of the Constitution. It has also been updated to reflect the changes made to the Scrutiny Boards this year i.e. the replacement of the Scrutiny Board (Regeneration) with a Scrutiny Board (Housing and Regeneration).

### Scrutiny Board Terms of Reference

- 3.3 Five themed Scrutiny Boards were established last year to mirror the Strategic Partnership Boards in order to promote a more strategic and outward looking Scrutiny function that focuses on the City Priorities. This approach will continue. However, as part of their terms of reference, the five Scrutiny Boards will no longer be tasked to undertake specific reviews linked to the City Priority Plans of their respective Partnerships. Instead, the Scrutiny Boards are authorised to review or scrutinise the performance of their relevant partnerships. In doing so, they will review outcomes, targets and priorities within the Business Plan and specific "Best City for...." priorities set out within the City Priority Plan.
- 3.4 Decisions made, or actions taken, in connection with the discharge of any functions which are the responsibility of the executive, which do not fall within the terms of reference of the five themed Scrutiny Boards, will continue to be considered by the Scrutiny Board (Resources and Council Services). In addition, this Board will also review or scrutinise the performance of the Leeds Initiative Board.
- 3.5 The new terms of reference for the Housing and Regeneration Scrutiny Board are attached for Members' information.

### Scrutiny Board Procedure Rules

- 3.6 The Scrutiny Board Procedure Rules now state that all Scrutiny Boards will act as "critical friend" to the relevant partnership and consider and report on the following areas:

1. What contribution the Partnership Board is making to tackle poverty and inequality, and the progress being made against this?
  2. How successfully the Board's partnership arrangements are working?
  3. To what extent are significant benefits being seen from partnership working? How has partnership working ensured increased pace of change to address the issue in hand?
- 3.7 The Scrutiny Board Procedure Rules have also been effected by the Localism Act 2011 in relation to "councillor calls to action". Previously, the authority had to make arrangements to enable a Member to refer a 'local government matter' relevant to the scrutiny committee; now arrangements must enable Members to refer "any matter which is relevant to the functions of the committee and is not an excluded matter".
- 3.8 The other principle change following the Localism Act relates to the authority's powers to require a "partner authority" to provide information and also have regard to Scrutiny Board reports and recommendations. Previously, this could only be required if the information requested, or a report or recommendation, related to a local improvement target. Now, this may be required when the information or the report or recommendation relates to functions of a partner authority "so far as exercisable in relation to the authority's area or the inhabitants of that area". The provision is therefore wider and is reflected within the Scrutiny Board Procedure Rules.
- 3.9 Procedures in relation to Call In, which previously resided in the Scrutiny Board Procedure Rules, are now incorporated into the new Executive and Decision Making Procedure Rules within the Constitution to provide clarity. The Call In procedures now reflect the decision made by Council to add Area Committee decisions to the list of decisions exempt from Call In.
- 3.10 A review of the Scrutiny Board Procedure guidance notes has resulted in three of the guidance notes being removed from the Constitution. These relate to inquiry selection criteria; minority reports; and equality and diversity/cohesion and integration issues. Referencing is now made within the Scrutiny Board Procedure Rules to reflect the relevant issues that were set out within these guidance notes.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The annual review of Scrutiny was conducted by the Head of Scrutiny and Member Development in consultation with the Corporate Governance Team and the Head of Leeds Initiative. The proposed changes to the scrutiny arrangements were considered by the General Purposes Committee on 9<sup>th</sup> May 2012, prior to being formally considered and approved by Council on 21<sup>st</sup> May 2012.

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

- 4.2.1 The amendments made in relation to the work of the Scrutiny Boards will not have an impact on equality and diversity/cohesion and integration matters. However, in line with the Scrutiny Board Procedure Rules, the Scrutiny Boards will continue to ensure

through service review that such issues are considered in decision making and policy formulation.

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

4.3.1 The terms of reference of the Scrutiny Boards promote a more strategic and outward looking Scrutiny function that focuses on the City Priorities. The Scrutiny Boards are now authorised to review or scrutinise the performance of their relevant Strategic Partnership Board. In doing so, they will review outcomes, targets and priorities within the Business Plan and specific “Best City for.... “ priorities set out within the City Priority Plan.

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

4.4.1 This report has no specific resource and value for money implications.

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

4.5.1 The amendments made to the scrutiny arrangements are reflective of recent legislative changes and also aim to provide procedural clarity.

### **4.6 Risk Management**

4.6.1 This report has no risk management implications

### **5.0 Conclusions**

5.1 The annual review of Scrutiny identified a number of areas for amendment within Article 6 of the Constitution, the Scrutiny Boards’ Terms of Reference and the Scrutiny Board Procedure Rules. These are either to ensure consistency in wording, to reflect legislative changes or to provide procedural clarity. The more significant amendments made to the Council’s Constitution in relation to the Overview and Scrutiny function are summarised within this report for Members’ information.

### **6.0 Recommendations**

6.1 In fulfilling the role and function of the Scrutiny Board, Members are requested to note the amendments to the Council’s Constitution outlined in this report.

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

- Report of the Head of Scrutiny and Member Development on Constitutional amendments – Scrutiny arrangements. General Purposes Committee, 9<sup>th</sup> May 2012.
- Council’s Constitution - Scrutiny Board Procedure Rules
- Council’s Constitution – Executive and Decision Making Procedure

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

## Scrutiny Board (Housing and Regeneration)

The Scrutiny Board (Housing and Regeneration) is authorised to discharge the following overview and scrutiny functions<sup>1</sup>.

1. to review or scrutinise decisions made or other action taken in connection with any council or executive function or any matter which affects the authority's area or the inhabitants of that area;<sup>2</sup>
2. to review or scrutinise the performance of the Housing and Regeneration Partnership Board;<sup>3</sup>
3. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council;
4. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy<sup>4</sup> within the Budget and Policy Framework;<sup>5</sup>
5. to review or scrutinise executive decisions that have been Called In;
6. to review outcomes, targets and priorities within the Council Business Plan and the Best city ..to live priorities within the City Priority Plan;
7. to receive requests for scrutiny and councillor calls for action and undertake any subsequent work; and
8. to make such reports and recommendations as it considers appropriate and to receive and monitor formal responses to any reports or recommendations made.

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<sup>1</sup> In relation to functions delegated to the Director of Environment and Neighbourhoods under the Officer Delegation Scheme (Executive Functions) paragraphs 2(a), (b) (c) and (d) whether or not those functions are concurrently delegated to any other committee or officer.

<sup>2</sup> Including matters pertaining to outside bodies and partnerships to which the authority has made appointments.

<sup>3</sup> relating to housing led regeneration. The Scrutiny Board has a duty to do this each municipal year – Scrutiny Board Procedure Rule 10.3

<sup>4</sup> Namely the Regeneration City Priority Plan.

<sup>5</sup> In accordance with Budget and Policy Framework Procedure Rules.

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**Report of Assistant Chief Executive (Customer Access and Performance)**

**Report to Scrutiny Board (Safer and Stronger Communities)**

**Date: 26th June 2012**

**Subject: Equality Improvement Priorities 2011- 2015**

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 Equality Improvement Priorities have been produced to ensure that the council meets its legal duties under the Equality Act 2010.
2. Closer alignment with the Vision for Leeds, the City Priority Plan and the Council Business Plan were built into the development of the priorities and provides the foundations for a move towards a city wide approach to equality.
3. In addition, the council's Equality and Diversity Policy has been revised and updated to reflect the new legal framework.

**Recommendations**

4. Members are asked to:
  - note the contents of the report
  - consider equality outcomes in performance reports relevant to their Board

## **1 Purpose of this report**

- 1.1 This report brings to Scrutiny Board the new Equality Improvement Priorities and the revised Equality and Diversity Policy.
- 1.2 This new approach sets out the council's continued commitment to equality. It outlines the council's equality objectives, identifies how progress will be measured and how we will continue to improve and further embed the equality agenda.
- 1.3 This work will be developed further over the next two years with a view to move towards a city wide partnership approach to equality. This reflects the ambitions outlined in the City Priority Plan to have key improvement priorities for the city as well as the council.

## **2 Background information**

- 2.1 Leeds City Council has a leading role in the city to promote equality and value diversity. There is considerable work that has taken place to make equality an integral part of our work and in particular in how we deliver services, how we employ people, how we work with our partners and how we make decisions.
- 2.2 Work to date has included strengthening and enhancing equality considerations in the policy, planning and performance management framework, the scrutiny process, employment policies and procedures, service planning and the regulatory framework.
- 2.3 Equality considerations are now an integral part of the decision making process and considerable work has taken place on embedding equality into all aspects of work.

## **3 Main issues**

- 3.1 The Equality Act 2010 provides a new cross-cutting legislative framework and introduced a general public sector duty that requires public bodies to:
  - eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act
  - advance equality of opportunity between different groups
  - foster good relations between different groups
- 3.2 The new legislative framework has also introduced specific duties to:
  - publish accessible information outlining the equality analysis which has taken place to inform equality objectives
  - engage with people who have an interest in furthering the aims of the general equality duty
  - demonstrate progress against equality objectives for both employment and service delivery



- 3.3 To meet our legal duties the Equality Improvement Priorities in Appendix 1 have been produced. The Equality Improvement priorities outline how the council will improve outcomes for different people across the city.
- 3.4 Closer alignment with the Vision for Leeds, the City Priority Plan and the Council Business Plan was built into the development of the approach and has resulted in a more integrated approach to equality in the council's strategic planning framework. The equality outcomes were developed alongside the key priorities for the city as outlined in the City Priority Plan and action plans, and are based on an analysis of the equality perspective.
- 3.5 These have been considered and approved by Executive Board who agreed that they would also be circulated to Area Committees so that all Members are aware of our Equality and Diversity Policy and Improvement Priorities.
- 3.6 Following the Executive Board meeting a further discussion on the Equality Improvement priorities took place with the Member Champions Group. This is a cross party group which has been set up to support and promote the development of the equality agenda for elected members. They have a particular focus on developing corporate policy approaches to equality and diversity including having an overview of the performance management of the equality priorities for the city.
- 3.7 The Member Champions Group also proposed that the Improvement Priorities were circulated to each Scrutiny Board and that equality progress and regular reports against relevant indicators were presented to Scrutiny Boards.
- 3.8 The early approval of the council's Equality Improvement Priorities meant we met the target date set out in equality legislation and also allowed us to finalise the progress reporting arrangements. Although it was agreed that progress against the equality analysis, objectives, activities and measures would be reported through the new Performance Management Framework, which has been agreed for the City Priority Plan and the Council Business Plan, some additional work was required to ensure that separate processes were not developed. In addition it was agreed that an annual report will be produced and published as we will have to show compliance with the Equality Duty, at least annually.
- 3.9 As a result of this the circulation of the Equality Improvement priorities to Area Committee's and Scrutiny Boards was pushed back to the first cycle of meetings in 2012/13. This was to allow for further work that was identified to ensure that a pragmatic approach for reporting progress was developed to avoid duplication of work and synchronised the reporting cycles.
- 3.10 Annual progress will now be reported through the State of the City Report and the Equality and Diversity Position Statement and an annual update on equality and diversity and progress against priorities is to be included within the Business Plan and City Priority Plan performance report.

3.11 In addition the council's Equality and Diversity Policy in Appendix 2 has also been updated to reflect the new legal framework. The key aim of the policy is to ensure that we continue to work towards strengthening our approach to equality.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 During 2010 a review took place which resulted in a number of changes to the city and council planning and partnership framework. In particular, a whole system approach has been sought which ensures the partnership structures, strategic plans and performance management arrangements all dovetail into an effective system for delivering real change across the city.

4.1.2 The Equality Improvement Priorities 2011 to 2015 is part of the city's revised planning framework is integral to it.

4.1.3 Extensive consultation and involvement was undertaken in the development of the city's revised planning framework and the outcome of this has been used to shape and influence the council's equality objectives.

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

4.2.1 Equality and diversity was considered throughout the development of the new strategic planning framework. This included checking that due regard has been given to equality through the use of equality related evidence in needs assessments, outcomes from consultation and engagement activities, which include:

- The 'What if Leeds...? Campaign'
- The spending challenge consultation
- Equality assurance and impact assessment on the approach to strategic planning

4.2.2 Tackling inequality was a key issue identified through the consultation.

4.2.3 The council's Equality Improvement Priorities have been developed to ensure we meet our legal duties in the Equality Act 2010.

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

4.3.1 The proposed work will help to shape and deliver future equality priorities contained in and delivered through the Vision for Leeds and the City Priority Plan 2011 to 2015 and help the council to demonstrate how it is addressing the needs of the cities diverse communities.

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

4.4.2 There are no resource implications arising from this report.

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

4.5.3 The development of the new approach to improving equality and diversity and setting equality objectives will reinforce the council's commitment to equality and help us meet our legal duties.

4.5.4 This report does not contain any confidential or exempted information and is not subject to call in.

## **4.6 Risk Management**

4.6.1 The risks to the council if it did not have a published approach to equality and diversity would be the failure to meet equality duties outlined in the Equality Act 2010.

## **5 Conclusions**

5.1 The development of the Equality Improvement Priorities 2011 to 2015 will help the council to achieve its ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.

## **6 Recommendations**

6.2 Scrutiny Board is recommended to

- Note the contents of this report;
- Consider equality outcomes in performance reports relevant to their Board

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

7.1 Vision for Leeds 2011 to 2030

7.2 City Priority Plan 2011 to 2015

7.3 Council Business Plan 2011 to 2015

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

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## The Equality Improvement Priorities 2011 – 2015

**“An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish. An equal society recognises different people’s different needs, situations and goals and removes the barriers that limit what people can do and can be”**

As a council, we are committed to promoting equality and diversity in terms of the people we serve, our workforce, the partners we work with and the services we deliver. Our ambition is to be the best City in the UK. We will only achieve our ambition if as a city we work to reduce disadvantage, discrimination, and inequalities of opportunity. Failure to tackle discrimination and to provide equality of opportunity can have a negative impact on people, undermines society and costs our economy.

We want to inspire pride in our city and all our communities. No one in Leeds should be held back from reaching their potential because of who they are, or where they come from. It is all our responsibility to tackle the causes of inequality and build a stronger, fairer and more cohesive society.

The Equality Improvement Priorities have been developed from the priorities outlined in the City Priority Plan and the Council Business Plan. They provide a summary of our strategic equality analysis and our strategic equality objectives which are supported by specific work across the council. Progress against the Equality Improvement Priorities 2011 – 2015 will be reported on an annual basis.

## City Priority Plan - Best city .....for children and young people

**Priority** - Do well at all levels of learning and have the skills for life  
(taken from the Children and Young People's Plan)

Equality focus (objective)	Equality analysis
Support children from all equality communities to be ready for learning	There are lower levels of attainment for some BME communities, people with special educational needs and those from poorer areas

## City Priority Plan - Best city for.....communities

**Priority** - Reduce crime levels and their impact across Leeds

Equality focus (objective)	Equality analysis
Address the impact of burglary on Vulnerable Communities	There is an identified need to better assess the impact of burglary on emerging communities.
Tackle domestic violence and protect and support the most vulnerable young people.	The overwhelming majority of domestic violence is perpetrated by men against women and children.
Improve citywide approaches to dealing with hate crime	Disability, race, homophobic and transphobic hate crime is experienced by many people

**Priority** - Increase a sense of belonging that builds cohesive and harmonious communities

Equality focus (objective)	Equality analysis
There is a sense of belonging that builds cohesive and harmonious communities	In 2010/11 a small but concerning trend in youth related anti-social behaviour and damage which suggest deliberate targeting of vulnerable victims (adults with learning disabilities, BME residents in predominantly White British neighbourhoods, gay or lesbian couples) was recognised.

## City Priority Plan - Best city ..... to live

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

Equality focus (objective)	Equality analysis
Ensure that housing and regeneration investment meets the changing needs of individuals and communities.	Households headed by women with children, BME groups and those living in the social rented sector are more likely to live in overcrowded or substandard housing. There are also significantly higher numbers of BME people and people with disabilities who are unemployed

**Priority** - Improve housing conditions and energy efficiency

Equality focus (objective)	Equality analysis
Improve energy efficiency	Many households containing people recovering from long term illness, disabled people, and pensioners can not afford to heat their homes

## City Priority Plan - Best city.....for health and wellbeing

**Priority** - Give people choice and control over their health and social care services

Equality focus (objective)	Equality analysis
We will support individuals from all communities to access social care through personalised budgets and direct payments	The equality analysis of access to personalised budgets and direct payments is ongoing.

**Priority** - Support more people to live safely in their own homes

Equality focus (objective)	Equality analysis
To support adults whose circumstances make them vulnerable to live safe and independent lives	The group with the largest proportion of safeguarding investigations in 2010/2011 were service users with learning disabilities

**Priority** - Make sure that people who are the poorest improve their health the fastest

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
All universal social care services are equally accessible to members of all communities	The equality analysis of access to universal social care services is ongoing.
To commission targeted adult social care services for specific equality communities and to ensure these services are effective	Equality analysis from specific reviews is used to inform future commissioning (or de-commissioning) of services at both a service and sector wide level
New migrant communities effectively access appropriate health and social care services	Some groups eg Eritrean women, and people whose cultures prevent mental health issues being explicitly recognized, do not effectively access health and social care.

### City Priority Plan - Best city .....for business

**Priorities** - Create more jobs and Improve skills

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
Increase access to employment opportunities and up-skill the workforce	There are lower levels of skills and employment amongst some communities in particular some BME groups, and disabled people.

**Priority** - Support the sustainable growth of the Leeds' economy

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
Improve financial inclusion	Lack of access to financial services disproportionately affects lone parents (typically female) disabled people, people with mental health illness, and those living in poorer areas.

**Priority** - Improve journey times and the reliability of public transport

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
Enable access for all to local services, education and employment centres by public transport	Disabled and elderly people have specific concerns in accessing transport



**Priority** - Get more people involved in the city's cultural opportunities

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
Ensure the continuing development of the council's cultural offer, including the successful transition to the new arrangements for sport and libraries	People from poorer areas, BME people and disabled people do not access sport services as much as others. Low numbers of disabled people access libraries
Enhance the quality of Leeds' Parks	Disabled people, those from a BME background, and men tend to visit parks less than other groups

## Council Business Plan

The Council Business Plan draws together aspects of the City Priority Plan with those areas and priorities specific to the council itself. There are a number of cross cutting equality objectives included in the Council Business Plan which provide the building blocks for ensuring that equality is embedded in all our service delivery and as an employer. They are outlined here:

**Equality Performance Area** - Understanding our communities. Leeds communities are changing and it is vital that we have a clear understanding of who our citizens are in order to provide appropriate services in the most appropriate way.

<b>Equality focus (objective)</b>	<b>Council Value</b>
There is good evidence of the equalities profile of Leeds, based on national and local data, which is regularly reviewed	Working with communities

**Equality Performance Area** - Showing leadership and working in partnership. We will give due consideration to equality and diversity when we develop policies and make decisions. We will ensure that we fully understand the impacts of changed funding on different communities, and take this into account when making decisions

<b>Equality focus (objective)</b>	<b>Council Value</b>
Councillors and Officers have a reputation for championing equality issues and ensure that the equality issues relevant to Leeds are taken into account when making major decisions	Being open, honest and trusted

**Equality Performance Area** - Involving our communities - We will ensure communities are effectively able to influence what we do

<b>Equality focus (objective)</b>	<b>Council Value</b>
Equality groups are integrally involved in consultation and engagement activities	Working with communities

**Equality Performance Area** - A modern and diverse workforce – We will understand the make up of our workforce and work to ensure it is representative of the population of Leeds

<b>Equality focus (objective)</b>	<b>Council Value</b>
To make LCC an ‘employer of choice’ for people from groups in our communities whose diverse backgrounds are not yet fully represented in our workforce	Treating people fairly
To demonstrate increased engagement, year on year, for staff from groups whose diversity is not yet fully represented in our workforce.	
To improve opportunities for progression to senior levels in the organisation particularly for black, and minority ethnic and disabled staff	

Further detail is in supporting documentation which is available on the council website, and includes:

- Consultation and Involvement in Developing Equality Objectives
- Equality and Diversity Position Statement 2011
- Equality Analysis, Objectives and Activities 2011 - 2015
- Equality and Diversity Policy 2011 - 2015
- Approach to Embedding Equality 2011 - 2015

**For enquiries about Leeds City Council’s equality improvement priorities 2011 - 2015 please contact the Equality Team:**

**By telephone:** 0113 2474190

**By text:** 07891 270162

**By email:** [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk)

**Website:** [www.leeds.gov.uk/equality](http://www.leeds.gov.uk/equality)

**By post:**

Equality Team  
 Ground Floor,  
 Civic Hall  
 Calverley Street  
 Leeds  
 LS1 1UR

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# Equality and Diversity Policy

2011 - 2015



Leeds City Council has adopted the Equalities Review 2007 definition of an equal society which strengthens our approach to equality and diversity. The definition is:

**“An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish. An equal society recognises different people’s different needs, situations and goals and removes the barriers that limit what people can do and can be”**

The council is committed to:

- eliminating unlawful discrimination, harassment and victimisation;
- advancing equality of opportunity; and
- fostering good relations within and between our communities with a view to building good community relations

The Policy is in line with Leeds City Council’s duties and responsibilities under the Equality Act 2010.

## Our aims are that:

- all our existing and potential service users are treated with dignity and respect;
- our partnership and contract arrangements promote equality of opportunity;
- we will work with and between communities to help develop and strengthen relationships;
- our workforce will be reflective of all sections of society; and
- each employee feels respected and able to give of their best.

We will treat everyone with the same attention, courtesy and respect regardless of:

- Age,
- Disability,
- Race or racial group (including colour, nationality and ethnic origin or national origins),
- Religion or belief,
- Sex
- Marriage and Civil Partnership,
- Gender reassignment,
- Pregnancy and maternity
- Sexual orientation,
- Caring responsibilities,
- Social class, or
- Trade union activity.

We will take all reasonable steps to ensure that we do not unlawfully discriminate.

## Our commitment is to create an environment both for staff and people of Leeds:

- that promotes dignity and respect for all;
- where people are treated fairly and according to their needs;
- where no form of intimidation, bullying or harassment is tolerated; and
- in which individual differences and the contributions of all are recognised and valued.

### **This policy applies to:**

- all council Members;
- all service users and those applying to access services;
- all contractors and sub contractors; and
- all employees, whether part-time, full-time or temporary, and all job applicants.

### **Roles and responsibilities**

We all have a right to be treated fairly and with dignity and respect. For this to happen we have a responsibility to ensure that our own actions and behaviours are equally fair and that we respect the dignity of others.

Less favourable treatment should be challenged directly, either by the recipient or by any witnesses. Where this is not possible, for whatever reason, then the complaints procedure can be used.

### **Good practice**

In **all** our activities we will:

- give due regard to equality and diversity when reviewing existing and developing new strategies/ policies and services/ functions to ensure that we
  - secure flexible and fair working practices,
  - provide excellent services and
  - fairly award contracts, and commission services
- engage and involve interested groups and individuals (both internal and external to the council) with our decision making processes
- deal with all complaints of discrimination, harassment or victimisation promptly and with sensitivity to all those involved
- take all opportunities to advance equality of opportunity and foster good relations within and between our communities.

In delivering our services we will:

- assess the needs of our existing and potential service users and ensure fair access to our services. This includes making reasonable adjustments to enable disabled people to use our services;
- ensure the availability of appropriate support services. This includes translation and interpretation and making key information available in a range of alternative formats,
- provide access points for reporting hate crimes.

In employment, learning and development we will:

- provide increased opportunities in areas of under-representation. This could include school placements, supported trainee schemes or mentoring;
- continue to progress equal pay;
- assess the needs of our existing and potential disabled employees and provide appropriate reasonable adjustments, and
- take appropriate positive action in recruitment and selection.

## **Support to implement the policy**

All our policies and practices are supported by appropriate training or briefing sessions and guidance. For the equality and diversity policy:

- general and bespoke equality and diversity training is available through Human Resources, and
- advice and guidance is also available from the Equality Team.

## **Monitoring**

All our policies contribute to our overall aims around equality. Key policies – such as those relating to employment, service delivery, community engagement, commissioning and procurement - are specifically designed to promote equality of opportunity and protect people against unlawful discrimination, harassment and victimisation. We collect and analyse data relating to these areas of policy, to identify trends and areas of inequality, and then take appropriate action.

## **Communications**

The equality and diversity policy is available on the intranet and our external website. We will use all opportunities to promote the policy. This includes key messages, induction events for new staff, and specific equality and diversity events.

## **Responsibility for reviewing this document**

The Head of Equality will be responsible for the bi-annual review and update of this policy.

## **For enquiries about this policy please contact the Equality Team:**

**By email:** [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk)

**By telephone:** 0113 2474190

**By text:** 07891 270162

**Website:** [www.leeds.gov.uk/equality](http://www.leeds.gov.uk/equality)

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Ground Floor,  
Civic Hall  
Calverley Street  
Leeds  
LS1 1UR

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### Arabic:

إن كنت لا تتحدث باللغة الإنجليزية وتحتاج لمساعدة لفهم هذا المستند؛ الرجاء الاتصال بالهاتف على الرقم أدناه، واذكر اسم لغتك. حينئذ، سوف نطلب منك أن تنتظر على الخط حتى نتصل بمترجم.

### Bengali:

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

### Cantonese:

如你不懂說英語而需要協助以明白本文件，請致電下列電話號碼並說明你的母語。我們將會請你稍候以聯絡口譯員。

### Hindi:

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद चाहिए, तो कृपया नीचे दिए गए नंबर पर फ़ोन करें और अपनी भाषा का नाम बोलें। उसके बाद जब तक हम किसी दुभाषिण (इंटरप्रिटर) से संपर्क करेंगे, हम आपको होल्ड पर रखेंगे।

### Punjabi:

ਜੇਕਰ ਤੁਸੀਂ ਇੰਗਲਿਸ਼ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਵਾਲੇ ਨੰਬਰ ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ ਅਤੇ ਆਪਣੀ ਜ਼ਬਾਨ ਦਾ ਨਾਂ ਦੱਸੋ। ਫੇਰ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇੰਤਜ਼ਾਰ ਕਰਨ ਲਈ ਕਹਾਂਗੇ ਤਾਂ ਜੋ ਅਸੀਂ ਕਿਸੇ ਇੰਟਰਪਰੈਟਰ (ਦੁਭਾਸ਼ੀ) ਨਾਲ ਸੰਪਰਕ ਕਰ ਸਕੀਏ।

### Kurdish:

گەر زمانی ئینگلیزی نازانیت و پێویستت به هاوکاریه له تیگه‌یشتنی ئەم به‌لگه‌نامه‌یه‌دا، تکایه ته‌له‌فۆن بۆ ژماره‌که‌ی خواره‌وه بکه و زمانی ئاخاوتنی خۆت بلی. ئیمه‌ش تۆ راده‌گرین له‌سه‌ر ته‌له‌فۆنه‌که‌ تا وه‌رگێڕیکی زمانت بۆ دابین ده‌که‌ین.

**Tigrinya:**

እንግልሽ ዘይትገብረብ/ብ, እንተኾንካ/ካ, እሞ ነዚ ደኩመንት'ዚ/ሰነድ'ዚ ንምርዳእ ሓገዝ ምስ ዘድልዮካ/ካ ቋንቋኻ/ኻ ብምሕባር ኣብ'ዚ ኣብ ታሕቲ ተገሊጹ ዘሎ ቁጽሪ ተሌፎን ደውለልና/ደውልልና። ብድሕሪኡ ንሕና ኣስተርጓሚይ ክሳብ ንረክብ ኣብ መስመር ክነጸብዮካ/ካ ኢና።

**Urdu:**

اگر آپ انگریزی نہیں بولتے ہیں اور اس دستاویز کو سمجھنے کیلئے آپ کو مدد کی ضرورت ہے تو براہ مہربانی نیچے دیئے گئے نمبر پر ٹیلی فون کریں اور اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ سے انتظار کرنے کا کہہ کر آپ کیلئے کسی ترجمان سے رابطہ کریں گے۔

**Czech:**

Jestliže nemluvíte anglicky a potřebujete, aby vám někdo pomohl vysvětlit tento dokument, prosím zavolejte na níže uvedené číslo a uveďte svůj jazyk. Potom vás požádáme, abyste nepokládal(-a) telefon a mezitím zkontaktujeme tlumočnicka.

**French:**

Si vous ne parlez pas anglais et que vous avez besoin d'aide pour comprendre ce document, veuillez téléphoner au numéro ci-dessous et indiquez votre langue. Nous vous demanderons d'attendre pendant que nous contactons un(e) interprète.

**Polish:**

Jeżeli nie mówią Państwo po angielsku i potrzebują pomocy w zrozumieniu tego dokumentu, prosimy zadzwonić pod poniższy numer telefonu. Po podaniu nazwy swojego ojczystego języka prosimy poczekać – w tym czasie będziemy kontaktować się z tłumaczem.

**Slovak:**

Ak nehovoríte anglicky a potrebujete, aby vám niekto pomohol vysvetliť tento dokument, prosím zavolajte na nižšie uvedené číslo a uveďte svoj jazyk. Potom vás požiadame, aby ste nepokladali telefón a medzitým skontaktujeme tlmočníka.

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Report author: Heather Pinches  
Tel: 274638

**Report of Assistant Chief Executive (Customer Access and Performance)**

**Report to Housing and Regeneration Scrutiny Board**

**Date: 26<sup>th</sup> June 2012**

**Subject: 2011/12 Q4 Performance Report and Refresh of the Council Business Plan 2011-15**

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

**Summary of main issues**

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

**Recommendations**

2. Members are recommended to
  - Note the Q4 performance information and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
  - Provide challenge and feedback on the proposed changes to the Council Business Plan to ensure that this plan remains both challenging but also realistic and achievable.

## **1 Purpose of this report**

- 1.1 This report presents to Scrutiny a summary of the quarter four (year end) performance data for 2011-12 which provides an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15. The Board will note that this is the end of the first year of delivery of these four year plans. This report also brings proposed changes to the Council Business Plan for Scrutiny to consider prior to sign off by Executive Board in July

## **2 Background information**

- 2.2 The City Priority Plan 2011 to 2015 is the city-wide partnership plan which sets out the key outcomes and priorities to be delivered by the council and its partners. There are 21 priorities which are split across the 5 strategic partnerships who are responsible for ensuring the delivery of these agreed priorities.
- 2.3 The Council Business Plan 2011 to 2015 sets out the priorities for the council - it has two elements - five cross council priorities aligned to the council's values and a set of directorate priorities and targets.
- 2.4 Members will note that the delivery of City Priority Plan priorities are shared with partners across the city while the Council Business Plan sets out the Council's contribution to these shared priorities. This report provides an overview of the performance relating to both plans enabling Executive Board to directly challenge the council's performance as well as seeking to influence and challenge partners contributions through existing partnership arrangements.
- 2.5 This report includes 3 appendices:
- Appendix 1a – Performance Reports for the City Priority Plan Priorities relevant to the Board
  - Appendix 1b – Directorate Priorities and Indicators relevant to the Board as well as any other issues highlighted through the performance management process
  - Appendix 2 – Proposed changes to the Council Business Plan relevant to the Board

## **3 Main issues**

### **Quarter 4 Performance Summary**

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

- 3.1 There are 3 priorities in the City Priority Plan relevant to Housing and Regeneration Board and of these 2 are assessed as green and 1 was subject to review at Q4. The reporting on the priority to "Enable the growth of the city whilst protecting the distinctive green character of the city" was temporarily suspended at Q4 to enable a review of the performance indicator. The leadership for this priority is proposed to be transferred to the Director of City Development along with some relevant services which will enable better alignment and co-ordination of action across the council going forward. An indicator around the development

of brownfield land is in the process of being worked up for monitoring this priority going forward.

### **Council Business Plan**

3.2 **Directorate Priorities and Indicators** – there are currently 5 directorate priorities relevant to the Board and 2 are assessed as green and 3 are amber. The amber priorities are:

- Deliver the Housing and Regeneration Board City Priority Plan,
- Produce a new Local Development Framework that identifies targets for new housing and supports their delivery.
- Increase number of houses with improved energy efficiency (both public and privately owned housing).

3.3 In terms of performance indicators 2 are green and 2 are red. Red indicators are:

- Number of houses enhanced with energy efficiency measures (public and private) is 3,858 across all relevant programmes (estimated, final programme outcomes for 2011/12 being calculated). This was short of the target of 11,000 but this was set before funding streams had been finalised and has also been impacted by the Government's change to feed in-tariffs for solar power. A new programme (Wrap Up Leeds) has been agreed and started to deliver in Qtr 4, and is currently on target to make a major contribution to the city target of 15,000 energy efficiency interventions in Leeds homes over the next year.
- Increase percentage of major planning applications that are completed on time - this ended the year at 56% against a target of 70% with the on-going problem being due to difficulties in signing off the section 106 agreements with developers. In the current economic climate, the negotiation of section 106 agreements is becoming more challenging. This issue is also being seen nationally. The Planning Service is continuing to work closely with developers including establishing early dialogue and confirming s106 expectations and timescales. In addition, an 'Outcome Based Accountability' workshop was held in May to review and refine processing of applications to determine how these might be improved. Participants included town and parish councillors, developers, community representatives, members and officers; the session was very positive and suggested next steps will be fed back to stakeholders in June/July.

### **Changes to the Council Business Plan**

3.4 It is important that our plans remain live and up to date and continue to reflect our most important priorities. Therefore a light-touch refresh of the Council Business Plan has been undertaken at Q4 with the aim of:

- adding any targets for 2012-13 which were missing when it was agreed last year;
- revise any other targets where performance has been particularly good and a further stretch is needed; and

- revise targets where there has been a significant policy or funding change or where changing circumstances means the target is no longer realistic.

3.5 The changes to the Council Business Plan which are relevant to the Housing and Regeneration Board are shown in appendix 2.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

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

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

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

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

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

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

4.4.1 There are no specific resource implications from this report.

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

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

### **4.6 Risk Management**

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

## **5 Conclusions**

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

## **6 Recommendations**

6.1 Members are recommended to:

- Note the Q4 performance information and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
- Provide challenge and feedback on the proposed changes to the Council Business Plan to ensure that this plan remains both challenging but also realistic and achievable.

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

7.1 City Priority Plan 2011 to 2015

7.2 Council Business Plan 2011 to 2015

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

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**Meeting:** Housing and Regeneration Board

**Population:** All people in Leeds

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

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

**Why and where is this a priority**

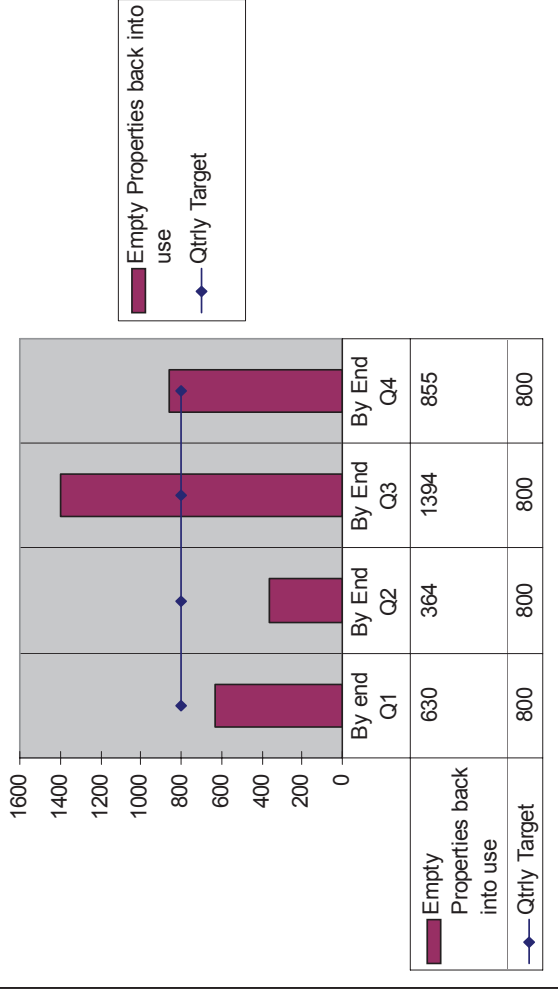
Leeds is a growing city. The current population of approx. 787,700 (as of mid-2009) is expected to increase to approximately 880,000 by 2018 and by 2033 to just over 1 million (ONS)<sup>1</sup>. The implications of the projected rise in population brings to the forefront a continued requirement for housing growth, affordable housing and for improvements to existing public and private sector stock.

**Story behind the baseline**

- The Draft Core Strategy indicates that the City has a housing requirement of 3660 units per annum. The targets set for this indicator of 1730 and 500 this year for new and affordable homes are forecasts based on existing programmes however the challenge over the next 4 years is to ensure a steady rate of growth is achieved that will enable the city to move closer towards meeting its housing needs. Activities which support this priority are as follows:
- Central Government has undertaken significant **reform of the planning system** through the recent consultations on the National Planning Policy Framework and through the Localism Bill. In this context, the Council continues to take forward priorities under the LDF: Core Strategy; Site Allocations Development Plan Document (SADPD); Natural Resources and Waste Development Plan Document (NRWDPD); Aire Valley Leeds Area Action Plan (AVLAAP); and Neighbourhood Plans.
- The Localism Act has introduced new means through which communities and businesses can support and encourage growth at the neighbourhood level. Leeds has secured funding to pilot four development focussed Neighbourhood Plans at Kippax, Boston Spa, Otley and Wetherby, to be progressed during 2012/13.
- A programme of **investment in affordable housing** through the HCA funded Affordable Housing Investment programme and working with developers to deliver affordable housing on commercial sites via the planning system, in addition to work to bring empty properties back into use.

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

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



**What do key stakeholders think**

The Yarn Street development for example, has the support of local Members and continues to be supported by the Council as a priority as it lies in the Aire Valley Leeds. The development is in delivery phase and has been through consultations through the planning process.

<sup>1</sup> The University of Leeds estimate that the population of Leeds will be 828,650 by 2018 and 951,500 by 2033. The main factor behind the University's more conservative figures is the impact of migration which the University believes the ONS has over-estimated. As at June 2011, the Business Transformation Team have not yet agreed on whether the City Council will be using ONS or Leeds University's figures.

#### What we did (Qtr 4)

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

New Housing Developments:

- In Q4 540 new dwelling units were built (Gross Building within the Quarter (Non-Cumulative)
- Work commenced on Older People's Housing pilot project for Seacroft to establish procurement and delivery options through initial market testing.
- Government approval secured to appoint preferred bidder for Little London & Beeston Hill & Holbeck Housing PFI project. Delay in progressing to financial close, awaiting resolution of corporate merger by Preferred Bidder.
- The Council is working with developers to identify ways of maximising growth and investment, for example in supporting Miller Homes in the delivery of the Yam Street Development (AVL) site which has the benefit of Kickstart 2 funding. The new homes have been completed on time and demand on the site is strong. The Council supported a new bid from Miller Homes for funding for 2012/13 through the governments Housing Strategy (Laying the Foundations).
- Affordable Housing Programme :
- Total for q4: 139, total for 2011/12: 489 plus a possible additional 6 S106 units will bring total to 495 against target for the year of 500.
- Agreement in principle with Local Planning Authority for use of existing s106 funds to assist access to and supply of affordable housing - work underway to make a first tranche of Equity Share support available for prospective purchaser on the Bellway development in Seacroft.

Page

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

- Dialogue on-going with Registered Providers (RPs), Planning & Ward Members to progress approved allocations under the new Affordable Housing Programme. This includes ensuring that as much of the indicative (ie non site specific) programme is secured to maximise grant supported investment in Leeds.
- A project to identify investment solutions for the provision of older peoples accommodation is being developed which includes a consideration of how the Council's land can enable or catalyse investment.
- Preparing land for development and devising investment solutions in key areas such as Middleton and Beckhills estate at Meanwood
- Consultation has commenced on the proposed development of 18ha of HCA-owned land to the rear of Seacroft Hospital, in advance of submission of an outline planning application for up to 600 new homes.
- Work has commenced on Neighbourhood Planning Statements for Seacroft, focussed on underused LCC land and assets, to set out redevelopment opportunities and options.

#### New Actions (2012/13 Qtr 1)

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

New Housing Developments:

- Finalisation of Little London & Beeston Hill & Holbeck Housing PFI contract documents and technical details for Financial Close.
- Agree LCC sites to be market tested with the HCA's DPP as feasibility for packaged housing development programme.
- Consultation on Seacroft Hospital to continue, outline plans to be prepared prior to outline planning application
- Agree Equity Share model to initially support purchasers in Seacroft and commence roll out of model city-wide to other sites and developers.
- Market testing for Seacroft Older People's project and appraisal of procurement and delivery options arising.

New Affordable Housing Developments:

- Ongoing dialogue with Registered Providers (RPs) and Planning.
- Development of innovative new approaches such as the Local Authority Mortgage Scheme and development of a new phase of equity loan to support access to home ownership and stimulate the housing market

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

- Further discussion with HCA, to be informed by LABV discussion.

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

- Approval of the Empty Property Strategy element of the Housing Strategy.
- Work ongoing to deliver the actions within the Empty Property Action Plan.
- The target of 3200 has been set for 2012/13 and all contributors will continue to work towards this target.

#### Data Development

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

#### Equality

**Equality Focus:** Ensure that Housing and Regeneration investment meets the changing needs of individuals and communities

**Equality Analysis:** Households headed by women with children, BME groups and those living in the social rented sector are more likely to live in overcrowded or substandard housing. There are also significantly higher numbers of BME people and people with disabilities who are unemployed.



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

- The Empty Property section of the overall Housing Strategy has been drafted and agreed by Chief Officers.
- Empty Property Action Plan project mandate drafted and agreed. Action Plan developed and progress made towards its implementation. Progress against targets on track.
- 3243 long term empty private sector properties have been returned to occupation by the end of 2011/12. The annual target of 3200 has been achieved.

**Risks and Challenges**

The pressures of predicted population growth and current issues of affordability and homelessness present challenges which the city needs to address. The Draft Core Strategy sets a target to provide 70,000 (net) new dwellings between 2012 and 2028 to meet those needs. The sources of investment the city has relied on in the past to meet housing needs have either severely reduced or are funding streams which have come to an end. These include: grant funding to Registered Providers (RPs) from the HCA, Housing Renewal funding and a reduction in affordable housing delivered via planning gain (via s106) in line with the difficulties faced by the housing market as a whole. The challenge therefore is to find new and innovative ways to deliver new housing and maximise resources.

- Delivering new homes and bringing empty properties into use produces resources through increased Council Tax and the New Homes Bonus, however the amount paid for empty homes is based on the net reduction over the year. This means that although interventions may be successful in bringing empty homes back into use (with a positive impact on neighbourhoods in respect of long term or problematic voids) if more empty properties occur (as a result of market conditions for example) this might not result in NHB being paid to the Council.
- Land availability has been cited as barrier to development, however, the Draft Core Strategy sets out the Councils commitment to housing growth and the packaging of greenfield/brownfield sites and a selective review of the green belt identified as potential routes through which development may be encouraged. Delivery of housing on publicly-owned sites will depend on the market appetite for risk in marginal locations; challenges remain to ensure neighbourhood and environmental management is ongoing to support private investment.

Access to mortgage finance remains the most critical barrier identified by developers to the delivery of new housing and the poor functioning of the housing market. Interventions such as those described above will continue to be developed in addition to working with developers to take advantage of development finance assistance such as Get Britain Building. Looking forward there are a number of potential funding opportunities flowing out of the national housing strategy which will be explored.

**Equality Action: 1 – Increase the number and quality of older people's housing -**

- 1) A project to deliver a comprehensive approach to housing provision and care for older people is being worked up across the Directorates of E & N and ASC - "Housing and Care Futures for Older People". Progress will be reported to CLT in April with a view to presenting a detailed approach to Executive Board in July. 2) There are some specific schemes already being developed with registered providers through the new HCA Affordable Housing Programme including Sanctuary Housing in Armley and Unity hoping to submit planning shortly in Chapel Allerton. Procurement of an Extra Care pilot for Seacroft has commenced via the HCAs Delivery Partner Panel. Continuing s106 negotiations for sites in Otley & Cookridge in conjunction with Planning.

**Meeting:** Housing and Regeneration Board

**Population:** All people in Leeds

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

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

**Why and where is this a priority**

The most recent Private Stock Condition Survey (2007) found that a third of private sector housing in Leeds (or 81,800 units) was non-decent, with the main issue being thermal comfort. Ongoing investment into Council stock is critical in maintaining its function as a provider of decent, affordable housing for a large proportion of the City's growing population.

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

**Story behind the baseline**

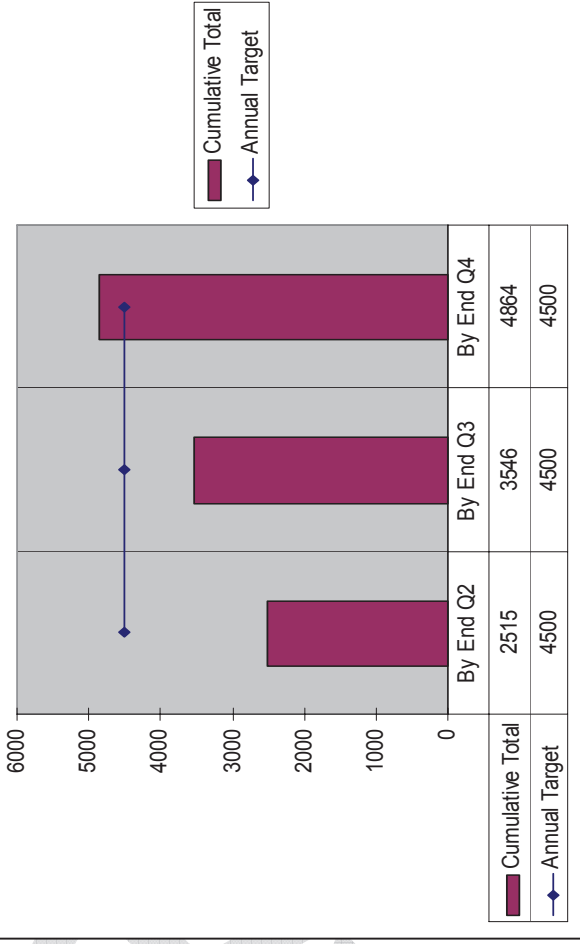
- Decency across council stock has been maintained (slight increase from 96.4% at the end of Qtr2 to 96.76% at the end of Qtr 3 to 96.9 at the end of Qtr 4).
- Exec Board approved **Home Insulation Scheme** report in October 2012, procurement completed and Yorkshire Energy Services (YES) appointed to **deliver the Home Insulation Scheme (now known as Wrap Up Leeds)**.
- New homes in East Leeds are currently being built to older part L building regulations standard (equivalent to **Code for Sustainable Homes level 3**) which meets the original target however, there is less scope for CSH level 4 to be achieved due to the HCA rolling back its expectations to CHS3 on viability grounds.

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

Increase the number of properties which achieved the decency standard

**Priority: 4,500 individuals to benefit from the removal of a Cat 1 Hazard/Reduction of Cat 2 Hazards**

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



**What do key stakeholders think**

The high uptake levels from Wrap Up Leeds and the Community Energy Saving Programme (CESP) projects demonstrates that energy efficiency improvements are becoming increasingly important for householders, as energy prices rise and incomes are squeezed.

#### What we did (Qtr 4)

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

- New homes currently underway in East Leeds are being built to older part L building regulations standards (equivalent to CSH 3)

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

- At the end of March 2012 96.09% of Council Housing met the decent homes standard, therefore achieving the target of 96%.
- 1063 private sector properties have been made decent by the end of Q4.

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

- 9973 bedspaces covered by Leeds Landlord Accreditation Scheme (LLAS). LLAS has recently been outsourced to RLA to deliver. This is a 5 year contract with breaks at year 1 & 3. The performance of the RLA is continually monitored to ensure delivery against targets.
- 4864 individuals have benefited from the removal of a hazard to their homes by the end of Q4 against an annual target of 4,500.
- 834 properties have received inspections to ensure compliance with both HMO and selective licensing licence conditions against an annual target of 600.

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

- Wrap Up Leeds (providing free insulation) was launched in Jan 2012 with 1526 insulation measures completed in Qtr 4.
- Scrutiny Board has agreed a detailed Fuel Poverty scrutiny report complete with 20 recommendations for the Council and partners to complete.
- Fully funded Community Energy Saving Programme (CESP) projects are now underway in letting areas within both WNW & AV Homes.
- A live procurement is underway to try to install solar PV for free to ALMO properties, even after the drastic reduction in FIT rates.
- Secured £232k from the Dept of Health for Care and Repair to support vulnerable people with emergency boiler repairs, an extension of the Groundwork Green Doctor scheme and for a grassroots programme of winter warmth delivered by Leeds Community Foundation.
- Secured £60k from Scottish Power's Energy People trust to allow Care and Repair to continue to manage a health related energy efficiency referral scheme (now called the Warm Homes Service) to 2014.

#### What worked locally /Case study of impact

Wrap Up Leeds has been promoted through intensive door to door marketing campaigns in specific parts of some wards, where there are both technically suitable properties and relatively high levels of deprivation. In Burmantofts and Richmond Hill, we now know that over 80% of suitable properties in the areas targeted have been insulated.

#### Risks and Challenges

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

The biggest issue is the change from CERT/CESP/Warmfront grants to the Green Deal loan and ECO grants. It is highly likely that there will be a transitional period between late 2012 and mid 2013 when very little activity will be possible.

#### New Actions (2012/13 Qtr 1)

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

- Equity support package to be determined for new homes in East Leeds to maintain delivery on-site.

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

- ALMO capital programmes for 2012/13 have been developed with a view to continuing to maintain decency levels at 96% and programmes that deliver decency in the private sector will be continuing for the 2012/3

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

- A Green Deal planning event was held in March to raise awareness of this new incentive scheme amongst officers. We are now working with the LCR on a long-term and ambitious Green Deal partnership.
- Discussions are underway with several of the newly announced Green Deal Providers to establish short-medium term offers for Leeds.
- A proposal to trial a new product to insulate cavity walls that are too narrow for standard insulation will be developed.

#### Data Development:

We have lobbied the government successfully to release all Energy Performance Certificate data to the Council and expect this in April/May. We will use this information to better target new initiatives such as the Green Deal.

#### Equality

##### Equality Focus: Improve energy efficiency

**Equality Analysis:** Many households containing people recovering from long term illness, disabled people and pensioners can not afford to heat their homes.

**Equality Action:** In 2011 we invested in 11 solar PV systems in homes, in vulnerable people's homes and in disadvantaged areas. Between July and December, these have generated 8,838kWh, worth £3,964 to the Council, 10% higher than our predictions. Residents also receive free electricity, helping combat fuel poverty.

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2011/12 Directorate Priorities

Reporting Period :

Quarter 4 2011/12

Directorate Priorities	Progress Summary	Overall Progress	Supporting Measures	Quarter 4 2011/12				
				Q1	Q2	Q3	Q4	
Deliver the Housing and Regeneration Board City Priority Plan, with a focus on delivering Affordable Housing and improving domestic energy efficiency	The Board has met three times and has been delivering against its action plan. Board discussions have focused on looking at the strategic picture to determine where best to concentrate efforts and how best to maximise the impact of existing/future investment strategies and programmes, and in this respect, some of the initial priority definitions/scope and targets are being revisited. The Board is meeting again in June to agree the priorities and review the action plan in the light of this. The Amber rating reflects this position.	↑ Amber	N/A	N/A	N/A	N/A	N/A	
Create the environment for effective partnership working	The Housing and Regeneration Board is a new Board and is developing well. The Board is established and has TOR, meeting schedules and action plans. There has been a need initially to develop a common understanding of the strategic picture and challenges and it is expected that this will influence the partnership arrangements for delivery over time.	↑ Green	N/A	N/A	N/A	N/A	N/A	
Increase number of new affordable homes built	The total number of new affordable housing developments for Q4 are 139. In total over 2011/12 there has been 489 affordable housing developments. There is a possible additional 6 S106 units which would bring the yearly total to 495 against the forecast for the year of 500.	↑ Green	Number of new affordable homes (Forecast 500)	133	116 (YTD 249)	101 Prov (YTD 350)	139 (YTD 489)	
Produce a new Local Development Framework that identifies targets for new housing and supports their delivery *	Work is continuing across several workstreams concurrently in progressing development plan documents and other related documents through their various statutory stages. A number of key milestones have been achieved including agreement of changes to the Natural Resources and Waste DPD and completion of public consultation of the Core Strategy. Delays in the core strategy timetable are anticipated however, as a result of policy changes arising from the National Planning Policy Framework which may result in further public consultation. Leeds has been successful in securing £80k funding towards Piloting Neighbourhood Planning in four areas in Leeds (Boston Spa, Holbeck, Kippax and Otley).  The processing of major planning applications has not met the target again this quarter, mainly because of the impact of the economic situation which has led to delays in applicants completing legal agreements (£106) causing planning applications to go 'out of time'. The Planning Service is continuing to work closely with developers including establishing early dialogue and confirming £106 expectations and timescales. In addition, an 'Outcome Based Accountability' workshop will be held to review and refine processing of applications to determine how these might be improved.	↔ Amber	Increase percentage of major and minor planning applications that are completed on time	Majors* (Annual Target - 70%)	60.53%	56.76%	56.65%	56.33%
				Minors* (Annual Target - 75%)	78.95%	78.27%	76.01%	76.91%
Increase number of houses with improved energy efficiency (both public and privately owned housing)	An estimated year end outturn is 3,858 houses with energy efficiency improvements. This has been delivered across the following programmes: Warmfront has delivered 464 energy efficiency improvements, Groundwork (Green Doctor - inc additional WHHP funds) - 428, Care and Repair (Health through Warmth/Warm Homes Service/Handyman) - estimated at 544, Warm Homes Healthy People (C&R boiler repair/replacement) - 265, CESP - estimated at 100, Wrap Up Leeds (6.4.11) - 1526, Empty homes/enforcement/loans - 531.	↑ Amber	Number of houses enhanced with energy efficiency measures (public and private) (Target: 6,000 private; 5,000 public)	0	0	1120 (warm front only)	3,858 (estimated across all programmes)	

\* This priority is shared with the Sustainable Economy and Culture Board Scrutiny Board

Self Assessment

Possible impact of Welfare Reform on homelessness (could have negative impact on performance and is currently being closely monitored)

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## Appendix 2 Directorate Priorities and Performance Measures

- Create the environment for effective partnership working
- Deliver the Housing and Regeneration Board City Priority Plan
- Identify targets for new housing and strategies to support their delivery - **AMENDED** wording and split from LDF

Performance Measure	Baseline (2010-11 year end result unless otherwise )	Result	Target
		2011/12	2012/13
Increase number of new affordable homes built	779 (NB funding structure now changed)	489	TBC
Increase number of domestic energy efficiency interventions <del>with improved</del> (both public and privately owned)	(N/A - new programmes/dependent on available funding streams)	3,858 (estimated across all programmes)	<del>12,000 private (public sector opportunities being pursued – target tbc)</del> 15,000

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

**Report to Housing and Regeneration Scrutiny Board**

**Date: 26<sup>th</sup> June 2012**

**Subject: Sources of work for the Scrutiny Board**

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. Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.
  
2. This report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Director(s), Executive Board Member(s) and Partnership Chair, the Scrutiny Board is requested to consider and confirm the areas of Scrutiny for the forthcoming municipal year.

**Recommendation**

3. Members are requested to use the attached information and the discussion with those present at the meeting to:
  - (i) confirm the areas of Scrutiny for the forthcoming municipal year
  - (ii) authorise the Chair, in conjunction with officers, to draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.

## **1.0 Purpose of this report**

- 1.1 To assist the Scrutiny Board in effectively managing its workload for the forthcoming municipal year, this report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

## **2.0 Background information**

- 2.1 Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.
- 2.2 The alignment of the Scrutiny Boards to the Strategic Partnership Boards continues to promote a more strategic and outward looking scrutiny function that focuses on the City Priorities, as set out within the City Priority Plan 2011 to 2015.
- 2.3 The City Priority Plan was established to replace the Leeds Strategic Plan. This city-wide partnership plan summarises the key outcomes and priorities to be delivered by the Council, and its partners, over the next 4 years. As such they are the "must-do" priorities or "obsessions" for each partnership and may be supported by more detailed action plans as the partnerships sees fit.

## **3.0 Main issues**

### Alignment with the Strategic Partnership Boards

- 3.1 As set out within its terms of reference, this Scrutiny Board is authorised to review or scrutinise the performance of the Housing and Regeneration Board. In doing so, the Scrutiny Board will review outcomes, targets and priorities within the Business Plan and "Best City...for communities" priorities, as set out within the City Priority Plan. These four year priorities are as follows:
  - Maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods
  - Enable growth of the city whilst protecting the distinctive green character of the city
  - Improve housing conditions and energy efficiency
- 3.2 The Scrutiny Board will also act as 'critical friend' to the Leeds Housing and Regeneration Board. In line with this approach, the Scrutiny Board will assess how well the Partnership is working in practice, with particular focus on how well it has increased the pace of change in relation to a specific priority area and also more generally in terms of tackling poverty and addressing inequality within Leeds.
- 3.3 In determining items of scrutiny work this year, the Scrutiny Board is also encouraged to explore how it can add value to the work of the Partnership in delivering on the city priorities.
- 3.4 To assist the Scrutiny Board, a briefing paper is attached as Appendix 1 which provides information on the Leeds Housing and Regeneration Board (Leeds Initiative) under the following headings:

- Terms of reference of the Leeds Housing and Regeneration Board
- Membership of the Leeds Housing and Regeneration Board
- Minutes of their meetings held on 17<sup>th</sup> September and 5<sup>th</sup> December 2011 and 20<sup>th</sup> February 2012
- Action Plan/Work Programme

#### Other sources of Scrutiny work

- 3.5 As well as the focus on partnership scrutiny, Scrutiny Boards have and will continue to challenge service directorates. The Scrutiny Boards' terms of reference are determined by reference to Directors' delegations.
- 3.6 The Scrutiny Board may therefore undertake pieces of scrutiny work in line with its terms of reference, as considered appropriate. Such pieces of work may arise from the Scrutiny Board's performance monitoring role. However, other common sources include requests for scrutiny and other corporate referrals.

### **4.0 Corporate Considerations**

#### **4.1 Consultation and Engagement**

- 4.1.1 It is recognised that in order to enable Scrutiny to focus on strategic areas of priority, each Scrutiny Board needs to establish an early dialogue with the Director(s) and Executive Board Member(s) holding the relevant portfolios and also the Partnership Chair.
- 4.1.2 The Directors of Environment and Neighbourhoods and City Development and the Executive Board Member for Neighbourhoods, Planning and Support Services have been invited to attend today's meeting to discuss potential areas of scrutiny work this year.
- 4.1.3 Also attached for Members consideration are the latest Executive Board minutes (Appendix 2) and the Council's current Forward Plan relating to this Board's portfolio (Appendix 3).

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

- 4.2.1 The Scrutiny Board Procedure Rules now state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include 'to review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.

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

- 4.3.1 The terms of reference of the Scrutiny Boards promote a more strategic and outward looking Scrutiny function that focuses on the City Priorities. As set out in paragraph 3.1 above, this particular Scrutiny Board is authorised to review or scrutinise the performance of the Leeds Housing and Regeneration Board. In doing so, the Scrutiny Board will review outcomes, targets and priorities within the Business Plan and "Best City...for communities" priorities, as set out within the City Priority Plan.

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

- 4.4.1 Over the last few years of Scrutiny Board work, experience has shown that the process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time and focus its resources on one key issue at a time. This view was echoed within the findings of the KPMG external audit report 2009 on the Scrutiny function in Leeds.
- 4.4.2 Before deciding to undertake an inquiry, the Scrutiny Board is advised to consider the current workload of the Scrutiny Board and the available resources to carry out the work.

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

- 4.5.1 This report has no specific legal implications.

#### **4.6 Risk Management**

- 4.6.1 There are no risk management implications relevant to this report.

#### **5.0 Conclusions**

- 5.1 Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest. This report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Director(s), Executive Board Member(s) and Partnership Chair, the Scrutiny Board is requested to consider and confirm the areas of Scrutiny for the forthcoming municipal year.

#### **6.0 Recommendations**

- 6.1 Members are requested to use the attached information and the discussion with those present at the meeting to:
- (i) confirm the areas of Scrutiny for the forthcoming municipal year
  - (ii) authorise the Chair, in conjunction with officers, to draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.

#### **7.0 Background papers<sup>1</sup>**

- City Priority Plan 2011 – 2015

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

# Appendix 1

## Leeds Housing and Regeneration Board

### BRIEF FOR SCRUTINY BOARD (Housing & Regeneration)

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## Housing & Regeneration Board MEMBERSHIP at 23 February 2012

<b>Member</b>	<b>Representation</b> As set out in Terms of Reference	<b>Organisation</b>
Councillor Peter Gruen (CHAIR)	Executive Member for Neighbourhood, Housing and Regeneration	Leeds City Council
Councillor Richard Lewis	Executive Member for Development and Economy	Leeds City Council
Councillor Barry Anderson	Opposition Party, Conservative Group	Leeds City Council
Councillor Ralph Pryke	Opposition Party, Liberal Democrat Group	Leeds City Council
Neil Evans	Director, Neighbourhoods and Environment	Leeds City Council
Martin Farrington	Director, City Development	Leeds City Council
John Kirkham	Private Sector	Persimmon Homes
George Mudie MP	Area Based Programme Board, East Leeds	Member of Parliament
Mark Goldstone	Private Sector (House Builders)	Chamber of Commerce
Steve Hoey	Third Sector Leeds	Canopy Housing Project
Jonathan Morgan	Private Sector	Morgans City Living
Naz Parkar	Key Public Sector Body	Homes and Communities Agency
Miles Pickard	Private Sector (Landlords representative)	Pickard Properties
Matthew Walker	Registered Social Housing Provider	Leeds Federated Housing Association
Claire Warren	ALMOs	West North West Homes
Karen Wint	Private Sector (Finance Sector)	Leeds Building Society
Tbc	Area Based Programme Board, South Leeds	
<b>Officers</b>		
Christine Addison	Chief Officer, Regeneration Programmes, Environment and Neighbourhoods	Leeds City Council
Maggie Gjessing	Housing Investment Manager, Environment & Neighbourhoods	Leeds City Council
David Burton (Secretary)	Office Manager, Partnerships	Leeds City Council
Liz Cook	Chief Officer Statutory Housing, Environment and Neighbourhoods	Leeds City Council
Martin Dean	Head of Leeds Initiative and International Partnerships	Leeds City Council
David Feeney	Head of Planning and Economic Policy, City Development	Leeds City Council

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## **Housing and Regeneration Board – Leeds Initiative**

### **Terms of Reference**

#### **Purpose**

The Housing and Regeneration Board will agree the strategic direction for programmes and the priority projects delivering the regeneration strategy for the city. All regeneration programmes will receive direction from and report to the Housing and Regeneration Board.

The purpose of the Housing and Regeneration Board is to provide strong and effective leadership and to support effective partnership work on the issues of regeneration, housing growth, affordable and social housing, and take action to deliver the aspirations of the Vision for Leeds. In particular, its key objectives are to join up activities between partners to maximise outcomes, and to create a culture where partnership work in the interests of local people is built into the way all agencies, sectors and organisations act.

#### **Strategic leadership**

The board will lead the long-term strategy for the city in housing and regeneration, housing growth, affordable and social housing and co-ordinate the partnership actions to achieve the priorities in the city priority plan.

#### **Accountability**

The Leeds Initiative is not a separate legal entity. Each partner within the Leeds Initiative retains its own functions and responsibilities. This Housing and Regeneration Board is accountable to the Leeds Initiative Board, which will provide strategic direction. It provides a focus for the agreement of shared action and constructive challenge to make sure that the partnership work improves outcomes. To meet this objective, this board will performance manage the delivery of the city priority plan.

#### **Roles**

The chair will be the Executive Member for Neighbourhood and Housing, Leeds City Council.

Executive accountability will be with the Director of Neighbourhoods and Housing, Leeds City Council.

Servicing will be the responsibility of the Neighbourhood and Housing Directorate and Leeds Initiative office.

#### **Responsibilities**

The Housing and Regeneration Board will:

- lead the delivery of these themes in the Vision for Leeds and the city priority plan;

- develop, deliver and report on an action plan to deliver the objectives in the city priority plan;
- take a proactive approach to facilitate and reach agreement on managing housing growth for the city, attracting investment and promoting housing growth and housing management;
- reach agreement on the strategy and policy for regeneration in Leeds and direct and monitor performance of regeneration programmes across the city;
- act as an advocate for the contribution these issues make to public policy and partnership working in the city and support the culture and practice of partnership working;
- develop and sponsor new activities, which support the aspirations of the Vision for Leeds in these areas;
- tackle underperformance against the priorities and targets;
- identify opportunities for greater efficiency, effectiveness and economy of delivery through a common approach and innovative solutions to areas of policy, planning, performance management, consultation, reporting and communication, resource allocation and delivery of services in the city and take action as appropriate;
- evaluate the impact of interventions, capture learning and disseminate good practice across partners in the Leeds Initiative; and
- influence local, regional and national government policy initiatives linked to these themes.

### Linkages

This group is one of five strategic partnership boards reporting to Leeds Initiative Board. Together these bodies are responsible for the entire Vision for Leeds and the city priority plan. It has links to a wider network of partnerships, some of which it will commission to deliver areas of its agenda, and it will link with the agendas of other partnership boards, specifically:

- area-based regeneration programmes (east, west, south regeneration); and
- the Housing Partnership;

It will also closely link with the locality work, which will be led directly by the Leeds Initiative Board.

Others are wider networks or groups whose interests it will reflect, for example:

- Construction Leeds
- Property Forum
- Quality Spaces and Places Group

### Equality and community engagement

The board will have due regard to equality in all its activities, and will take steps to demonstrate it has consulted with communities appropriately in all its decisions.

## **Membership**

1. LCC Democratic Executive Member for Neighbourhood, Housing and Regeneration, Leeds City Council (Chair)
2. LCC Democratic Executive Member for Development and Economy, Leeds City Council
3. LCC Democratic Opposition parties Leeds City Council (Conservative)
4. LCC Democratic Opposition parties Leeds City Council (Liberal Democrat)
5. Area based Regeneration and Housing Programme board (1)
6. Key Public Sector Body Registered Social Housing Provider (Housing Partnership)
7. Key Public Sector Body Homes and Communities Agency
8. Representative Sector Third Sector – Third Sector Leeds
9. Representative Sector – Leeds Housing Forum
10. Representative Sector Private Sector Leeds Chamber of Commerce Property Forum
11. Representative Sector Private Sector House Builders /Developers (2)
12. Representative Sector Private sector Finance
13. LCC Senior Officer Director Neighbourhoods and Environment
14. LCC Senior Officer Director City Development

This board will have a co-chair, not yet specified. The membership of this group includes partners in Leeds, which contribute to the achievement of the Vision and objectives for this theme in the city priority plan.

## **Officers in attendance**

Officers from Leeds City Council, Leeds Initiative, and other partners will be invited to attend the board at the discretion of the chair. Their role will include advising the group, preparing agendas, minutes, reports and briefings for the board, and following up actions arising from discussions and decisions made by the board.

## **Openness**

Meetings are not open to the public but papers, agendas and minutes will be published on the Leeds Initiative website promptly. A forward plan of meetings will be published on the Leeds Initiative website.

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## Minutes of the meeting of the Leeds Housing and Regeneration Board held on 15 September 2011

### Members Present:

Cllr Peter Gruen (Chair)	Deputy Leader Leeds City Council – Executive Member for Neighbourhoods, Housing & Regeneration
Cllr Richard Lewis	Leeds City Council - Executive Member for Development
Cllr Barry Anderson	Leeds City Council – Conservative Group
Mr Martin Farrington (MF)	Leeds City Council – City Development
Mr Mark Goldstone	Private Sector (Leeds, York & N Yorkshire Chamber)
Mr Jonathan Morgan	Private Sector (Morgans City Living)
Mr Naz Parkar	Homes and Communities Agency
Mr Matthew Walker	Leeds Registered Social Landlords (Leeds Federated Housing Association)
Ms Claire Warren	Leeds ALMO's (West North West Homes)
Mr Steve Williamson	Leeds Housing Forum

### Officers Present:

Ms Christine Addison (CA)	Leeds City Council Environment & Neighbourhoods
Ms Michelle Anderson	Leeds City Council Environment & Neighbourhoods
Ms Liz Cook	Leeds City Council Environment & Neighbourhoods
Mr Martin Dean (MD)	Leeds City Council Leeds Initiative
Ms Kathy Kudelnitzky	Leeds City Council Leeds Initiative & Partnerships
Ms Lyla Peter	Leeds City Council City Development

### In attendance:

Mr Tom Riordan (TR)	Leeds City Council Chief Executive
Mr David Burton (Secretary) (DB)	Leeds City Council Leeds Initiative
Mr Chris Naglia	University of Leeds Intern

### Apologies:

Mr George Mudie MP	Member of Parliament
Cllr Ralph Pryke	Leeds City Council Liberal Democrat Group
Mr Neil Evans (NE)	Leeds City Council Environment & Neighbourhoods
Mr Miles Pickard	Private Sector Pickard Properties
Ms Karen Wint	Private Sector Leeds Building Society

**1. Welcome and introduction**

Councillor Gruen welcomed all to this inaugural meeting of the board. Members were invited to introduce themselves and gave a brief account of what they hoped the partnership can achieve, and what they can bring to it.

**2. Apologies were recorded**

**3. Setting the scene – the work of the Housing and Regeneration partnership**

Tom Riordan, Chief Executive of Leeds City Council, set out his key messages for the board:

- Determine a small number of very clear goals.
- Obsess about achieving those goals
- Resist any distractions from those goals.
- Concentrate on getting things done and on making things happen.

3.1 His vision embraces:

3.1.1 JOBS – working with the private sector to create jobs locally for local people.

3.1.2 HOUSING – to provide quality housing with a distribution balanced between the inner and outer areas of the city, and in a way that retains the distinctive communities which traditionally characterises Leeds.

3.1.3 PLACE – How we get communities to engage in quality development which creates and sustains cohesive communities.

3.2 TR emphasised quality including the need for housing and regeneration to be supported by:

- adequate supporting infrastructure including transport;
- availability of skills and jobs;
- seamless and harmonious relationships between neighbouring communities.

3.3 His aspirations for this board:

- To be a driving force for making things happen.
- To be a bridge joining up the public and private sector and various communities across the city.

Councillor Gruen, Executive Member for Neighbourhoods, Housing & Regeneration and chair of this Board, outlined his expectations for the work of the partnership.

3.4 The board will:

- look and feel different from a traditional City Council led board.
- not be a talking shop
- be transformational not transactional.
- welcome challenge and creative tension in its dealings.
- place the emphasis on input from all members



- limit paperwork to the minimum needed for the core business of the board.

#### 4. ACTION

To agree the key priorities for the board.

Cllr Gruen  
NE; MF

#### 5. Housing and regeneration in Leeds – Issues and directions

This session was presented by Martin Farrington, Director of City Development, Leeds City Council.

5.1 The Housing and Regeneration Board is one of five Strategic Partnership boards reporting to the Leeds Initiative board. Martin Dean described the essential features of the new partnership structure as:

- simplified.
- action focussed.
- aligning partnership work with the City Priority Plan, Scrutiny and performance management.
- offering consistency of approach.
- dynamic, flexible and more fit for purpose.

5.2 Martin Farrington (MF) then presented on:

- Achievements including:
  - Multi-million decency investment
  - 1,600 affordable homes
  - £24m invested in new homes
  - Yarn Street
  - Housing PFI
  - East Leeds
- The housing market challenge
  - Fall in housing completions
  - City centre new build
  - Brownfield housing proposals viability
  - Availability of mortgage finance
- Housing challenges
  - Distinctive nature of Leeds
  - Brownfield Land
  - Housing Needs
  - Investment Needs
- The strengths of Leeds are its city centre, urban core and rural hinterland.
- Population growth; the pressure on housing, schools, infrastructure; the particular and changing needs of the ageing population- and demographic planning to accommodate these changes.
- The marked difference between completed build and planning permissions granted.
- Delivery of housing – the regional spatial strategy (RSS).
- Tension between the more attractive and lucrative development of green-field sites compared with brown-field site development.
- The core strategy and key challenges are well recognised. We have yet to decide what should be the set of achievable measures on which we should concentrate.

- 5.3 Extensive discussion revolved around.
- 5.3.1 How to reconcile developers' preference for proposals in attractive green-field sites with the need for more development on brown-field sites.
- 5.3.2 In development beyond the ring road equal consideration must be given to transport provision in to and out of the city.
- 5.3.3 The pros, cons and impact of land banking by private and public sectors.
- 5.3.4 The need for creativity and innovation to be more prominent in the thinking of planners and developers.
- 5.3.5 An external perception that Leeds is a difficult place to be a successful developer.
- 5.3.6 The origins of the prevailing climate of mistrust and a perception that developers are not taken seriously. This needs addressing and exposing if the housing and regeneration needs of the community are to be served.
- 5.3.7 Whether this state of affairs was a result of breakdown in relationships and/or the inherent complexity of the planning process.
- 5.4 There was a strong consensus among members about the need to rebuild a constructive relationship between the city planners and good developers. This board should be a facilitator in this regard and needs to take a lead role in helping to generate:
- genuine co-operation through effective leadership
  - improved communication and clarity.
  - a sense of opportunity
  - new joined up approach to development.
  - a culture of greater flexibility and innovation
- 5.5 A starting point would be for Leeds City Council, itself a major landowner, to be clearer about its priorities, in particular to distinguish the "must have" from the "desirable" but optional development. Given the diverse nature and demography of the city it would be helpful to do this for each planning site. One size will not fit all. The board should aim to help and facilitate this.
- 5.6 The need for all stakeholders to be involved from the outset for development to be mutually satisfactory. Processes should engage:
- the planners,
  - developers,
  - representatives of the local community including local Councillors.
  - financial partners
- 5.7 Recognition by all interested groups that their interaction is a negotiation and will likely be more successful if framed around the "possible and not possible" rather than the "can or can't".
- 5.8 Successful and sustainable development is about creating good places and pays due regard to buildings, infrastructure, utilities and amenities.

5.9 Cllr Gruen characterised those features of the diverse city of Leeds which should inform how this board will aim to encourage a new direction of travel:

- Catering for the particular needs of an aging population
- Generating family and starter homes
- Generating jobs, skills and employment
- Providing schools and other services adequate for the need, and compatible with the aspirations of the community.

5.10 Cllr Gruen thanked MF for the presentation and for prompting the detailed discussions. He asked that copies of the presentation be sent out to members.

DB

## 6. ACTIONS

6.1 For the attention of the next meeting of the Board on 05 December 2011

- **A discussion paper** from which this board may establish clarity of direction and purpose for its work. Officer-led but capturing the views and opinions of all partners.

Led by CA  
supported by  
board  
members

- Aiming to cover:

- What we want to achieve – our priorities/obsessions.
- The barriers to be overcome – how we might facilitate that.
- How best to ensure the effective and mutual engagement of stakeholders going forward.

6.2 **A draft action plan.** - Informed by the draft discussion paper.

CA/MD

## 7. Membership of the board

Members noted that membership from the third sector, and the second nomination from private landlords, were awaited.

## 8. Terms of reference and remit of the board

Members noted the terms of reference from this board. It was agreed that these should not proscribe activity that members agree will serve the aims of the board.

## 9. Any other business

Members were invited to register their support for the Leeds City Region Green Investment Bank proposal<sup>1</sup>.

## 10. Date of the next meeting

11:00 – 13:00 Monday 05 December 2011 at Civic Hall

<sup>1</sup> <http://www.greenbanklcr.org.uk/support-the-bid.php>

## Housing & Regeneration Board

# the Leeds Initiative

### ACTION PLAN – Issue date 15/09/2011

Meeting Date	Minute ref no.	Action	Responsible for Output	Others involved	Status RAG
15/09/2011	4.	To agree the key priorities for the board.	NE; MF	Cllr Gruen	A
	5.10	To distribute copies of the presentation	DB	MF	G
	6.	For the attention of the next meeting of the Board on 05 December 2011			
	6.1	A discussion paper from which this board may establish clarity of direction and purpose for its work. Officer-led but capturing the views and opinions of all partners.	CA	Board members	A
	•	<p>Aiming to cover:</p> <ul style="list-style-type: none"> <li>- What we want to achieve – our priorities/obsessions.</li> <li>- The barriers to be overcome – how we might facilitate that.</li> <li>- How best to ensure the effective and mutual engagement of stakeholders going forward.</li> </ul>			
	6.2	A draft action plan. - Informed by the draft discussion paper.	CA/MD		A

## Minutes of the meeting of the Housing and Regeneration Board held on 05 December 2011

### Members Present:

Cllr Peter Gruen (Chair)	Deputy Leader Leeds City Council, Executive Member for Neighbourhoods, Housing & Regeneration, Labour Group
Cllr Richard Lewis	Leeds City Council, Executive Member for Development and Economy, Labour Group
Cllr Barry Anderson (CBA)	Leeds City Council, Conservative Group
Cllr Ralph Pryke	Leeds City Council, Liberal Democrat Group
Mr Neil Evans (NE)	Leeds City Council, Environment & Neighbourhoods
Mr Martin Farrington (MF)	Leeds City Council, City Development
Mr Steve Hoey	Third Sector (Canopy Housing Project)
Mr Jonathan Morgan (JM)	Private Sector (Morgans City Living)
Mr Naz Parkar (NP)	Homes and Communities Agency
Mr Miles Pickard	Private Sector (Pickard Properties)
Mr Tom Riordan	Leeds City Council, Chief Executive (for agenda item 4)
Mr Matthew Walker	Leeds Registered Social Landlords (Leeds Federated Housing Association)
Ms Claire Warren	Leeds ALMO's, (West North West Homes)
Ms Karen Wint	Private Sector, Leeds Building Society

### Officers Present:

Ms Christine Addison (CA)	Leeds City Council, Environment & Neighbourhoods
Ms Liz Cook (LC)	Leeds City Council, Environment & Neighbourhoods
Mr Martin Dean (MD)	Leeds City Council, Leeds Initiative

### In attendance:

Mr David Burton (Secretary) (DB)	Leeds City Council, Leeds Initiative
Mr Phil Crabtree (PC)	Leeds City Council, Chief Planning Officer
Ms Sally Wimsett	Leeds City Council, Leeds Initiative

### Apologies:

Ms Michelle Anderson	Leeds City Council, Environment & Neighbourhoods
Mr David Feeney	Leeds City Council, Planning and Economic Policy
Mr Mark Goldstone	Private Sector (Leeds, York & N Yorkshire Chamber)
Mr George Mudie MP	Member of Parliament
Mr Steve Williamson	Leeds Housing Forum

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## 1. Welcome and introduction

Councillor Gruen welcomed all to the meeting of the board and there was a brief round of introductions.

## 2. Apologies were recorded

## 3. Minutes of the meeting held on 15 September 2011

- With amendment of the designation of the chair on the attendees list the minutes were approved as a true and accurate record.
- There were no matters arising not covered elsewhere on this agenda.

## 4. Key Priorities for the board

4.1 At its meeting on 15 September 2011 the board noted its ownership of the Housing & Regeneration Board City Priority Plan – and it was agreed that further discussions would take place with Board Members to elicit their views on where the Board's focus should be over the next 12 months. Christine Addison (CA), Chief Regeneration Officer, Environment and Neighbourhoods, introduced a paper which pulls together the findings from those discussions.

4.2 The Housing & Regeneration City Priority Plan identifies three strategic priorities for the Council and its partners over the next four years (2011 – 2015):

- maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods;
- enable growth of the City whilst minimising the impact on the environment and the distinctive green character of Leeds; and
- improve housing conditions and energy efficiency.

The chair directed members' attention, and invited discussion on, the five areas proposed by members as the board's focus in relationship to the three strategic priorities.

4.3 *Addressing the stock investment needs in the private rented sector emerged as a common theme and how we can give landlords incentive to improve their properties. Board Members felt strongly that this should be an immediate priority for the Board.*

4.3.1 There was extensive discussion covering the following

- How to reduce the barriers to making more effective use of vacant properties.
- The distinction to be drawn between responsible landlords committed to the provision of affordable quality housing, and others not committed to, or interested in engaging in debate about, such provision.
- The provisions of the new "Green Deal"<sup>1</sup> under the Energy Act 2011.
- The pro-active strategy of Leeds City Council to identifying long term vacant properties (> 6 months) and supporting owners in getting the property back in to the rental or sales markets.

<sup>1</sup> [http://www.decc.gov.uk/en/content/cms/tackling/green\\_deal/green\\_deal.aspx](http://www.decc.gov.uk/en/content/cms/tackling/green_deal/green_deal.aspx)

- Consulting and learning from the strategies of other Authorities.
- 4.3.2 Neil Evans (NE), Director Environment and Neighbourhoods, advised members that an action plan was under development and involved consultation with colleagues, tenants, housing associations and agencies involved in housing. The challenge was exacerbated by shortage of resources, and finding landlords willing to engage.
- 4.3.3 **It was agreed** that progress be reported to the next meeting of the board.
- 4.4 *Following the withdrawal of the housing PFI Round 6 last year, Board Members are keen to see a strategy in place setting out how the City will address the current and future needs of older people.*
- 4.4.1 NE explained to members that such provision was a key strand of Leeds City Council housing strategy. The challenge was to find a housing model that was deliverable, fit for purpose and achievable within budgetary constraints. Encouraging private sector investment in land/property within public ownership might be a significant part of our strategy.
- 4.4.2 Martin Farrington (MF), Director City Development, emphasised the importance of joined up working between the key City Council players including City Development and Adult Social Care.
- 4.4.3 There was extensive discussion around the experience of seeking planning approval of development of “khaki” belt, one possible solution to relieving pressure on green belt. Phil Crabtree (PC), Chief Planning Officer drew members’ attention to the complexity of these issues, and of the processes needed to drive a pathway through current blockages.
- 4.4.4 **It was agreed** that the board should receive a progress report at a future meeting.
- 4.5 *Homelessness is another important area of work for the Board: how will the City manage increasing demands for good quality and affordable housing among some of the most vulnerable groups?*
- 4.5.1 NE briefed members on current key issues:
- Statistical evidence indicates a significant increase in people/families likely to be, or to become, dependant on social housing. Leeds City Council (LCC) is currently monitoring the scenario, but everything indicates an upsurge in demand.
  - LCC is attempting to mitigate the long wait for social housing by steering people to private letting. That raises the issue of insufficient private lets of adequate standard being available;
- 4.5.2 When reflecting on how to increase the already limited housing supply members acknowledged the challenge for deprived sections of the community unable to afford housing (let or occupancy) even if it was available.
- 4.5.3 There was a consensus about the importance of better correlating availability with the local nature of demand. The latter could differ significantly in different localities, and our approach to housing provision should reflect those differences. The whole was recognised as very complex.
- 4.5.4 Related to this members felt that a better understanding of the causes of homelessness might inform a more effective approach to the solution(s).
- 4.5.5 Tom Riordan (TR), Chief Executive, Leeds City Council, directed members’ attention to the role of the third sector. The increase in homelessness was partly attributable to changes in the

LC

PC



benefits structure. The third sector was often closer to the origins and the solutions.

- 4.5.6 **It was agreed** to explore links between this Board and the Third Sector Leeds partnership – perhaps via representatives of the third sector on this board also attending the Third sector Leeds group. MD
- 4.5.7 Representatives of private landlords noted that some people with needs usually met via social housing are finding their way in to private sector lets. They need greater than usual support and attention. This included people coming from supported environments no longer available as a result of budget cut-backs. Members asked if there was any possibility of lobbying for additional funding to support this extra care.
- 4.5.8 Such funds as are now available are incorporated within the supporting people programme<sup>2</sup>.
- 4.6 *Board Members also gave the view that the Board has a role to play to ensure new grant programmes and existing investment opportunities including S106 and Community Infrastructure Levy (CIL) are used to support wider regeneration priorities. Members of the Board also indicated a need to consider how, as a strategic partnership, the Board can promote links to, and lobby national/regional funding agencies to maximise investment in the City*
- 4.6.1 Following discussion about S106<sup>3</sup> and the Community Infrastructure Levy (CIL) **it was agreed** that PC would share with the next meeting of this board the outcome of consultation on CIL currently being undertaken with city region, localities and other agencies. MF/PC
- 4.6.2 **It was also agreed** that PC would meet with Cllr Anderson to discuss the application of the Homes Bonus scheme<sup>4</sup> as a city-wide resource. PC/CBA
- Members of the Board indicated a desire for a focus on 'green' issues, and a view that the Board could use its influence to ensure Leeds makes the best use of the Green Deal programme to address issues of fuel poverty.*
- 4.6.3 Members discussed the green deal<sup>5</sup> and renewable heating initiative<sup>6</sup> and work currently being done by the Council to explore opportunities offered the city by these schemes.
- 4.6.4 **It was agreed** that the board should receive a report back on progress in the new year. NE
- 4.6.5 NE briefed members on the current position from a Council perspective:
- Disappointment at the impact of tariff changes on solar panel installation.
  - Better news regarding rates of domestic insulation.
  - A significant body of property that is not of adequate standards to benefit from the “green deal”. Work to be done on how we deal with this issue
- 4.6.6 The chair thanked members for an interesting discussion about these key points for the board to focus on over the coming year.

<sup>2</sup>[http://webarchive.nationalarchives.gov.uk/+www.direct.gov.uk/en/DisabledPeople/HomeAndHousingOptions/SupportedHousingSchemes/DG\\_4000297](http://webarchive.nationalarchives.gov.uk/+www.direct.gov.uk/en/DisabledPeople/HomeAndHousingOptions/SupportedHousingSchemes/DG_4000297)

<sup>3</sup><http://www.idea.gov.uk/idk/core/page.do?pageId=71631>

<sup>4</sup><http://www.communities.gov.uk/housing/housingsupply/newhomesbonus/>

<sup>5</sup>[http://www.decc.gov.uk/en/content/cms/tackling/green\\_deal/green\\_deal.aspx](http://www.decc.gov.uk/en/content/cms/tackling/green_deal/green_deal.aspx)

<sup>6</sup><http://opinion.publicfinance.co.uk/tag/renewable-heat-initiative/>

## 5. Sub Boards

5.1 The board received two tabled items:

- Establishment of Sub Boards
- East Leeds Regeneration Board – Draft Terms of Reference and Working Arrangements

5.2 The chair invited comment and emphasised that these documents are draft and work in progress. The following comments were recorded:

5.2.1 The membership lists seemed too formulaic and would need to be adjusted to suit the particular needs of particular areas.

5.2.2 The West Leeds/East Bradford relationship needs to be taken in to account, noting that this is primarily an economic relationship which will be in the remit of the Sustainable Economy and Culture sub board. Issues relating to Housing and Regeneration to be fed back to this board via the Director of Environment and Neighbourhoods

5.2.3 The status of ad hoc members would need to be clarified.

5.4 NE emphasised that the aim was for the structure to be flexible to meet the different and changing needs of different parts of the city.

5.5 Members generally felt unable to relate the proposals with the existing structure of, and relationship between, the boards. It was agreed to provide a simplified chart to show the relationship with the strategic partnership boards and other boards/partnerships with which this board has a relationship.

MD

5.6 The chair re-emphasised the draft nature of these documents which aimed to reduce the bureaucracy to the absolute minimum necessary to function efficiently and effectively.

5.7 The board approved the formation of the sub-boards with amendments to the terms of reference to be actioned, and confirmed by this board and the LCC Executive Board.

CA/MD

## 6. Housing Development Issues

6.1 Phil Crabtree, Chief Planning Officer, Leeds City Council, directed members' attention to a report to Executive Board on 02 November 2011 concerning housing growth as a contributor to improved economic development.

6.2 Jonathan Morgan (JM), Morgans City Living, was invited to prompt member discussion through his experience and observations of the planning and development processes. He noted that:

- There is a historical and deep-seated tension between the city and the development community which is not conducive to partnership working
- A number of developers have worked very hard to avoid the provision of planning gains, particularly affordable housing, and the scarcity of social and affordable housing in the city centre is testament to this
- Developers typically hold a dim view of the planning process in Leeds, although they are often equally to blame through an often less than open and engaging approach- the starting position of the two parties in the planning process are often so far apart that mis-trust and suspicion hold sway over openness, a shared vision and partnership working. It is for both

parties to work hard to start afresh.

- Participants in the plans panel process sometimes show a lack of respect for the time, money and effort invested by the applicant.
- The process of community consultation, whilst much lauded, is muddled and guidelines can be unclear. Vocal local minorities who are more often than not opposed to change, can influence members, whilst the majority often remain dis-engaged from the process.
- Developers and the city need to work together to deliver on the city's ambitions- each accepting the others imperative- profit can live alongside the greater need and does so very happily in many cities across the UK.
- Senior officers need to feel empowered to facilitate change and it is the role of this board to support them in doing this. We need to be bold.
- The city needs to work with developers whose business model relies on generating returns on their investment by delivering really good schemes which are in tune with the city's aspirations. This is good business.

6.3 JM reflected on the introductory comments by Tom Riordan to the inaugural meeting of this board whose aspirations were for this board:

- To be a driving force for making things happen.
- To be a bridge joining up the public and private sector and various communities across the city.

6.4 Now is a major opportunity for the Council and developers to work better together. There is a need to:

6.4.1 Strengthen the guidelines on what genuine consultation should involve.

6.4.2 Resolve where and how this board can engage in helping things happen.

6.5 PC commended members to the recommendations in the paper "Informal Consultation on Housing" and its addendum on housing growth presented to the Executive Board on 02 November 2011. **It was agreed** that this report be sent to members.

6.6 Members acknowledged the complexity of the issues – but the chair was determined that barriers be broken down, the tensions that exist in the system be better managed, and there be a significant improvement in the quality of the process.

## 7. Government Housing Strategy

7.1 At the invitation of the chair, Naz Parker (NP), Homes and Communities Agency (HCA) briefed members on the HCA's view of local delivery of affordable housing. From his tabled presentation he highlighted a number of key features of new policies needed to increase supply and stabilise the market.

7.1.1 Mortgage indemnity - A new Council of Mortgage Lenders and Home Builders Federation mortgage scheme to provide 95% loan to value mortgages for new build properties with mortgage indemnity fund to protect lenders against losses in the event of repossessions.

7.1.2 Get Britain Building – activating stalled sites. £400m for stalled sites to unlock 10,000 – 16,000

DB

homes on private and public lands run by HCA.

- 7.1.3 Invigorating the right to buy.
- 7.1.4 Public land – reiterated ambition to build 100,000 homes on public sector land released by government departments.
- 7.2 With the aim of locally planned large scale development, next steps comprised working with Leeds City Region (LCR) colleagues to identify alignment opportunities for:
  - Empty homes
  - Identify stalled sites
  - Work with LCR on “Growing Places” fund<sup>7</sup>.
  - Begin to understand where opportunities for large scale development are.
  - Develop the above in the context of the LCR investment plan.
- 7.3 Subsequent discussions highlighted a consensus view regarding:
  - 7.3.1 A perceived need to distinguish neighbourhood planning from locality planning for the purpose of allocating funds.
  - 7.3.2 The need for a shared understanding and a single voice about how to address the lack of housing growth in the city.
  - 7.3.3 The need to ask communities what they want – and try to accommodate that in planning and development.
- 7.4 It was agreed that the proposed next steps be aligned wherever possible with the Leeds City Council action plans.

NP/NE/  
MD

The chair thanked NP for the stimulating discussion.

## **8 City Priority Plans - Performance Management and Reporting**

- 8.1 Members received a paper which presented elements of the developing performance management framework for discussion and consideration. These developing arrangements aim to drive the delivery of the new City Priority Plans and incorporate key elements of outcomes-based accountability.
- 8.2 MD highlighted the role of the five Strategic Partnership Boards including Housing and Regeneration, specifically:
  - Leading the delivery of the City Priority Plan – monitoring performance regularly and identifying changes and improvements (using the Outcomes Based Accountability Turning the Curve methodology)
  - Driving the delivery of the action plan for each city priority and ensuring these are kept up to date based on performance discussions in the Board
  - Providing constructive challenge across the partnership to ensure the delivery of the city priority plans based on shared commitment to delivery improved outcomes for the city
- 8.3 There is also a need seamlessly to connect the work of this board with that of the other four

<sup>7</sup> <http://www.communities.gov.uk/publications/regeneration/growingplacesfund>

boards.

8.4 Members discussed how best to discharge the board's responsibility for monitoring the performance reports, especially as the timing of board meetings did not neatly align with the cycle of performance reporting. A performance reporting task group of the board is one option.

8.5 Members did not yet feel sufficiently well informed to undertake the report monitoring role and needed more time and orientation to understand what was being presented to the board, and what was expected of members. **It was agreed that:**

MD

8.5.1 The board will receive performance reports for information.

8.5.2 The board will engage pro-actively in performance reports when it feels sufficiently well informed to do so.

**9. Any other business**

9.1 Members received a membership update.

**10. Date of the next meeting**

13:00 – 15:00 Monday 13 February 2012 at Civic Hall

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## Minutes of the meeting of the Housing and Regeneration Board held on 20 February 2012

### Members Present:

Cllr Peter Gruen (Chair)	Deputy Leader Leeds City Council, Executive Member for Neighbourhoods, Housing & Regeneration, Labour Group
Cllr Richard Lewis	Leeds City Council, Executive Member for Development and Economy, Labour Group
Cllr Barry Anderson (CBA)	Leeds City Council, Conservative Group
Mr Simon Costigan	Leeds ALMO's, (Aire Valley)
Mr Neil Evans (NE)	Leeds City Council, Environment & Neighbourhoods
Mr Martin Farrington (MF)	Leeds City Council, City Development
Mr Steve Hoey	Third Sector (Canopy Housing Project)
Mr Jonathan Morgan (JM)	Private Sector (Morgans City Living)
Mr Miles Pickard	Private Sector (Pickard Properties)
Mr Matthew Walker	Leeds Registered Social Landlords (Leeds Federated Housing Association)
Mr Steve Williamson	Leeds Housing Forum
Ms Karen Wint	Private Sector, Leeds Building Society

### Officers Present:

Ms Christine Addison (CA)	Leeds City Council, Environment & Neighbourhoods
Ms Michelle Anderson	Leeds City Council, Environment & Neighbourhoods
Ms Liz Cook (LC)	Leeds City Council, Environment & Neighbourhoods
Mr Martin Dean (MD)	Leeds City Council, Leeds Initiative

### In attendance:

Mr David Burton (Secretary)	Leeds City Council, Leeds Initiative
Ms Maggie Gjessing (MG)	Leeds City Council Environment & Neighbourhoods (item 4.2)
Mr Steve Speak (SS)	Leeds City Council City Development (item 5)

### Apologies:

Mr David Feeney	Leeds City Council, Planning and Economic Policy
Mr Mark Goldstone	Private Sector (Leeds, York & N Yorkshire Chamber)
Mr George Mudie MP	Member of Parliament
Mr Naz Parkar (NP)	Homes and Communities Agency
Cllr Ralph Pryke	Leeds City Council, Liberal Democrat Group
Ms Claire Warren	Leeds ALMO's, (West North West Homes)

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**1. Welcome and introduction**

Councillor Gruen welcomed all to the meeting of the board.

**2. Apologies** were recorded**3. Minutes of the meeting held on 05 December 2011**

- The minutes were approved as a true and accurate record.

**4. Matters arising from the minutes**

4.1 Action 4.6.2 remains outstanding - Phil Crabtree to meet with Cllr Anderson to discuss the application of the Homes Bonus scheme as a city-wide resource

4.2 Minute 5.5 - a simplified chart showing the relationship with the strategic partnership boards and other boards/partnerships with which this board has a relationship was circulated after the meeting. Members were advised that work on the shadow South Leeds Regeneration Board was in progress.

4.3 There had been discussion following the meeting about the drafting under item 6.2 and the version on the minutes is now agreed.

**5. Action Plan**

- The chair reminded members of the declared aim of this board to align the housing capital programme with a range of other related activities and outcomes which together impact on the wellbeing of the citizens of Leeds.
- Members noted completed actions and those scheduled for delivery at the next meeting of the board, including an additional item on the approach to the re-use of derelict /eyesore sites and buildings.

CA/MG

**6. Housing investment – tackling empty homes**

6.1 Liz Cook (LC), Chief Housing Officer, Leeds City Council, briefed members on the progress being made to tackle the number of empty homes in the City. Her briefing covered:

- The background including:
  - Statistics relating to properties empty in the city as of April 2012;
  - the proportion of long term empty attributable to the private sector;
  - the downward trend in empty properties;
  - The 2012/2013 target of returning 3,200 long term empty properties back into use with respect to which the achievement at December 2011 was 2,388.
- Actions taken to address private sector empty properties including:
  - Charge 100% council tax on all empty properties (previously empty properties were charged only 50% Council Tax). Can finance improvements up front and recoup the investment from the rental income.
  - Private Sector Letting Scheme

- Proactive enforcement of long term empty properties.
  - On-going day to day reactive management of empty properties by the Locality Teams to ensure that they are not presenting a danger to the public or attracting refuse problems.
  - The Empty Property Project started in 2011 with a view to improving the way the Council as a whole deals with empty properties.
  - The HCA has announced £100m for empty properties, although only £52m will be available to registered providers. The Council are not able to bid directly for this and are working in partnership with Connect Housing Association, LATCH and Canopy a bid was submitted on the 23<sup>rd</sup> January 2012. LATCH and Canopy are also preparing a further bid to the Community fund. In total if successful this project will tackle 22 empty homes and return them as affordable homes.
- New ideas including:
    - Invest to save model.
    - Use of section 106 – commuted sums to purchase empty homes and return as affordable homes
    - Creation of an empty home loans scheme to assist owners return their properties.
    - Area based interventions
- 6.2 Extensive discussions covered the following:
- 6.2.1 Identification of long term empty property, and the reasons for it.
- 6.2.2 Given the use of the threshold of 6 months for “long term empty” - the need to distinguish property that is in the process of marketing which can take longer than 6 months from property that is in a state of long term neglect and which should be our priority.
- 6.2.3 Difficulty in identifying ownership of empty property - the possibility of establishing ownership by identifying property which is assigned by mortgage.
- 6.2.3 The possibility of legislation which could be used to ensure that property owners undertake proper upkeep and/or are charged for services undertaken by the Authority.
- 6.2.4 Ways of assisting and supporting existing or potential landlords and the value of the Leeds Landlord Accreditation Scheme<sup>1</sup>. Incoming legislation which will regularise private sector landlords.
- 6.2.5 The need to determine trends, in particular
  - The proportion of vacant properties where we have been unable to identify the owner.
  - Intelligence as to why the property remains vacant.
  - The tracking of empty properties over time in order to identify any trends of type, circumstance, locality which can inform how best to improve our performance.
- 6.2.6 The use of the new homes bonus<sup>2</sup> to address voids properties.

<sup>1</sup> [http://www.leeds.gov.uk/Housing/Private\\_housing/Private\\_landlords.aspx](http://www.leeds.gov.uk/Housing/Private_housing/Private_landlords.aspx)

<sup>2</sup> <http://www.communities.gov.uk/housing/housingsupply/newhomesbonus/>

- 6.2.7 Contractor performance which is impacting on the rate of managing empty property by the Council.
- 6.2.8 The need for more awareness of Council efforts and successes in restoring empty property to the market.
- 6.2.9 The need for a local approach – if void property is demolished or otherwise attended to the local community should know what is happening, the reasons for it and the timeline.
- 6.2.10 Mapping of the distribution and concentrations of empty properties. Correlation with other socio-economic factors, including pending legislation on benefits reform. Taking account of this in the Council’s strategies for tackling inequalities in general, and empty properties and homelessness in particular.
- 6.2.11 A workshop “Call to action on empty homes – Leeds”<sup>3</sup> being organised on Tuesday 01 May 2012 to raise awareness of the issue and to discuss new and innovative ways of addressing the problem.
- 6.3 The chair noted the significant achievement in tackling empty homes and commended the team for its efforts.

**7. Actions**

- 7.1 To re-visit the current 6 month threshold as the basis for classification of “long term empty”. **LC**
- 7.2 To explore the possibility that existing legislation could be used to ensure that property owners undertake proper upkeep and/or are charged for services undertaken by the Authority. **LC**
- 7.3 To explore legal means of accelerating demolition or restoration to the market of void property. **LC**
- 7.4 To establish the reasons for long term vacant property and whether this may help identify additional ways in which we can accelerate restoration to the market. **LC**
- 7.5 To facilitate participation in the workshop “Call to action on empty homes – Leeds” workshop from Leeds City Council, private sector landlords and other interested parties. **ALL**

**8. Private Rented Sector Initiative (PRSI)**

- 8.1 Maggie Gjessing (MG), Leeds City Council Housing and Investment Manager, briefed members on the PRSI and invited comment on the value and appropriateness of the model for Leeds, in particular:
  - Extending the targeting of the PRSI product.
  - Interest in the expansion of the private rented sector through institutional investment - a blip in response to market conditions or will demand continue to be stable or grow when lending conditions return and owner occupation becomes accessible or desirable.
  - Views on locations and sites.
- 8.2 Discussions covered the following:
  - 8.2.1 Of the 800,000 private rented property estimated to be required nationally how many do we estimate are needed in Leeds – and how do we distinguish and plan to accommodate the

<sup>3</sup> <http://calltoactionemptyhomes.eventbrite.co.uk/>

differing needs of (say) young and older people?

8.2.2 Long standing issue of (lack of) institutional investment.

- Traditional institutional investors located in the south-east and traditionally achieve a greater return on investment in their own area.
- Developers will build what they can sell – so are market led by those who can afford to buy and who therefore determine the market to which investors and developers will respond.
- A range of initiatives exist to support/encourage institutional investment. But not clear that these are coherent or can be integrated in a way that will serve the needs of Leeds.

8.2.3 Localised programmes carry higher risk than institutional investors are usually prepared to take. Mechanisms to spread the risk – regional/national initiatives?

- A combined approach involving the Homes and Communities Agency (HCA) and the Leeds City Region (LCR) might spread and therefore mitigate that risk.
- But lower risk models tend to generate a lower return on investment.

8.2.4 The time it will take to roll out the PRSI seems likely to exceed the time estimated for the natural recovery of the market.

8.2.5 Why successful European models appear not to work in the UK environment. Could be cultural or could indicate a need for fundamental reform of how we do things.

8.2.6 Need to know what the private sector believes would attract the nature and level of investment needed – and then to work out if we can satisfy their criteria via PRSI and/or other means.

8.2.7 The chair thanked MG for the briefing, and members for the interesting discussions.

## 9. Actions

9.1 To explore the HCA/LCR initiative.

9.2 To seek a view on those features of successful European models which might inform a more successful strategy in England.

## 10. Investment in affordable housing in Leeds

10.1 Cllr Gruen, Executive Member for Neighbourhoods, Housing & Regeneration, briefed members on the investment in affordable housing in Leeds since 2008.

10.2 In successful partnership with the Housing & Communities Agency (HCA) Leeds has been successful in the delivery of affordable housing as a result of the 2008-11 funding programme, and at the end of the programme over 3000 new affordable housing units will have been delivered. In addition, over 400 homes have, or are due to be delivered on new residential schemes via section 106 agreements

10.3 During 2011/15 it is predicted that up to 1900 affordable homes will be delivered through:

- HCA Affordable Homes Programme 2011/15- firm contracted proposals – expected to deliver for 250 units
- HCA Affordable Homes Programme 2011/15 – estimated to deliver at least 200 units.
- HCA Affordable Homes Programme 2011/15 – Section 106 acquisitions - expected to

NE/MG

NE/NP

deliver 94 units.

- HCA National Affordable Housing Programme 2008/11. - 182 units are due to be delivered which are currently on site.
- HCA funded Firstbuy allocations to developers. - The HCA have approved allocations to developers to deliver over 700 units in Leeds although delivery is market driven and dependant on uptake by purchasers. (It is considered that this target is challenging especially as all completions must take place by December 2012).
- Secured via Planning (S106): An estimate 400 affordable homes to be delivered on new residential developments.

10.4 Discussions covered:

10.4.1 The apparent disparity between the figure of 1,900 affordable homes to be delivered in 2011/2015 with previous predictions which is attributable to deliverable as opposed to targeted.

10.4.2 The challenge of a working definition of “affordable” - how much, for whom, when and in which circumstances? The need for a “low start” route and some creativity needed in this regard from national government and from the HCA.

10.4.3 How to ensure that new housing fits and complements our broader regeneration strategy.

10.4.4 How to balance between high volume development in low value areas against and low volume development in high value areas

10.4.5 Section 106 and the importance of planning taking account of affordable housing provision. The challenge of deciding what is “reasonable” provision within a planning application.

10.5 Members acknowledged the complexity of these issues and commended the team for its progress 2008/2011 and proposals for 2011/2015.

## 11. **Actions**

11.1 To reflect on and advise members on a possible definition of “reasonable” (number and/or percentage) in relationship to affordable housing as part of a development proposal.

NE MG

## 12. **Core Strategy Update**

12.1 Members received a copy of a cover report to Executive Board on 10 February 2012 about the Leeds Local Development Framework (LDF) Core Strategy. Steve Speak (SP), Chief Officer Strategy and Policy, City Development, briefed members about:

- The main issues:
  - Place Making
  - Retail Development & supporting the needs of Communities
  - Local Distinctiveness, Sustainability & environmental quality
  - Planning for Economic growth & prosperity
  - Meeting Housing Need & planning for longer term growth
  - Housing Growth Principles
  - Regeneration Priority Areas

- A Well Connected City (Transportation & Accessibility)
  - Managing Environmental Resources
  - The period of consultation from 28 February 2012 – 12 April 2012 and the subsequent route map via the Secretary of State to the inspection and approved plan.
- 12.2 Discussion focussed on the spatial policy and in particular the planned distribution of new dwellings between brownfield, greenfield and green belt sites. Members were interested in:
- The proportion of windfall permissions that actually translated into development
  - Given the sensitivity, the criteria for identification of potential green belt sites.
  - The possibility that strong uptake on brownfield sites including windfall might militate against the need for green belt redevelopment.
  - The need to link development and growth to local employment – and how this could be enforced.
- 12.3 The chair thanked SS for the briefing and commended members to the full report and supporting documents<sup>4</sup>.
- 13. Action**
- 13.1 To contribute to the consultation process.<sup>5</sup>
- 14. Performance reporting**
- To the next meeting of the board.
- 15. Any other business**
- 15.1 Members noted the forthcoming retirement of Steve Williamson as Chief Executive of R’enuw. The chair thanked Steve for his major contribution over many years.
- 16. Date of the next meeting**
- 14:0 – 16:00 Tuesday 12 June 2012 at Civic Hall

ALL

MD

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<sup>4</sup>[http://www.leeds.gov.uk/Environment\\_and\\_planning/Planning/Local\\_development\\_framework/Core\\_Strategy\\_Publication\\_draft\\_\(LDF\).aspx](http://www.leeds.gov.uk/Environment_and_planning/Planning/Local_development_framework/Core_Strategy_Publication_draft_(LDF).aspx)

<sup>5</sup> comments and queries regarding the Core Strategy, please email [ldf@leeds.gov.uk](mailto:ldf@leeds.gov.uk) or telephone 0113 247 8092

# Leeds Housing & Regeneration Board

## ACTION PLAN – Issue date 20/02/2012

Meeting Date	Minute ref no.	Action	Board Member Responsible for Output	Others involved	Status RAG	Comments	Timescales
<b><u>Housing Investment:</u></b>							
05/12/2011		Housing Investment – wider exploration into housing investment options/potential.	Neil Evans	Christine Addison Maggie Gjessing	A	Maggie Gjessing to draft reports for the board (to be submitted by Mon 28 <sup>th</sup> May).	For Board Meeting: 12 <sup>th</sup> Jun.
05/12/2011	7.4 & 9.1	To explore the Homes & Communities Agency/Leeds City Region initiative and align HCA next steps with the Leeds City Council action plans. Discussion Paper to include the next round of housing allocations; investments; and, regional links, etc.	Naz Parkar	Christine Addison Naz Parkar Maggie Gjessing	A	Agreement needed on which HCA priorities will be aligned with City Priority Plans. To progress with HCA prior to discussion paper coming to Board (paper to be submitted by 28 <sup>th</sup> May).	For Board Meeting: 12 <sup>th</sup> Jun.
20/02/2012	5	Derelict/Eyesore Sites – approach to re-use of sites/buildings (how can this model support the PRSI in Leeds?).	Christine Addison	Mark Mills Maggie Gjessing	A	Paper to be submitted by 28 <sup>th</sup> May.	For Board Meeting: 12 <sup>th</sup> Jun.
<b><u>Private Rented Sector:</u></b>							
20/02/2012	7.2	To explore the extent to which existing and new legislation could be used to ensure that property owners undertake proper upkeep and/or are charged for services undertaken by the City Council.	Neil Evans	Liz Cook	A		To be agreed
20/02/2012	9.2	To seek a view on those features of successful European models which might inform a more successful strategy in England.	Neil Evans	Naz Parkar	A		To be agreed
<b><u>Empty Homes:</u></b>							
20/02/2012	7.1	To re-visit the current 6 month threshold as the basis for classification of “long term empty”.	Neil Evans	Liz Cook	A		
	7.3	To explore legal means of accelerating demolition or restoration to the market of void property.					
	7.4	To establish the reasons for long term vacant property and whether this may help identify additional ways in which we can accelerate restoration to the market.					
20/02/2012	7.5	To facilitate participation in the workshop “Call to action on empty homes – Leeds” workshop from Leeds City Council, private sector landlords and other interested parties.	ALL		A		01 May 2012
<b><u>Affordable Housing:</u></b>							

# Leeds Housing & Regeneration Board

## ACTION PLAN – Issue date 20/02/2012

Meeting Date	Minute ref no.	Action	Board Member Responsible for Output	Others involved	Status RAG	Comments	Timescales
20/02/2012	11.1	To reflect on and advise members on a possible definition of “reasonable” (number and/or percentage) in relationship to affordable housing as part of a development proposal.	Neil Evans	Maggie Gjessing	A		To be agreed
<b>Older People’s Housing:</b>							
05/12/2011	4.4.4	To report back quarterly on progress on work regarding current and future needs of older people including the analysis of alternative private sector models	Neil Evans	Christine Addison	A	Maggie Gjessing to draft report for the Board (to be submitted by Mon 28 <sup>th</sup> May).	For Board Meeting: 12 <sup>th</sup> Jun.
<b>Governance:</b>							
05/12/2011	5.7	East Leeds’ Sub board ToR still to be agreed by the main H & R Board. South Leeds Board update required.	Neil Evans	Christine Addison & Adam Brannen Phil Crabtree	A	Action: Following consideration by the new East Board, the ToR will be presented to the H&R Board for approval (to be submitted by 28 <sup>th</sup> May 2012).	For Board Meeting: 12 <sup>th</sup> Jun.
<b>Performance Management:</b>							
05/12/2011	8.5	Qtrly report monitoring – alignment of a process according to the wishes expressed by the board. Ensure Board sign off.	Neil Evans	Martin Dean	A	Further discussions to take place with Chair prior to feedback to the main Board.	For Board Meeting: 12 <sup>th</sup> Jun.
<b>Further Actions:</b>							
05/12/2011	4.5.6	Explore links between this Board and the Third Sector Leeds partnership – perhaps via representatives of the third sector on this board also attending the Third Sector Leeds group.		Martin Dean	A	MD to discuss with Pat Fairfax and Steve Hoey (Canopy). Feedback to Chair.	Feedback to Chair.
05/12/2011	4.6.1	Share with the meeting of this board on 20th February 2012 the outcome of consultation on CIL currently being undertaken with city region, localities and other agencies.	Martin Farrington	Steve Speak	R	Exec Board report (Feb) not presented to Members. To take to future Board meeting (to be submitted by Mon 28 <sup>th</sup> May).	For Board Meeting: 12 <sup>th</sup> Jun.
05/12/2011	4.6.4	Report back on work currently being done by the Council to explore opportunities offered to the city by Green Deal (report is going to Climate Change partnership in March) and update on the Insulation Scheme.	Neil Evans	George Munson	A	GM to draft report for the Board (by Mon 28 <sup>th</sup> May). This report can be the same as the report going to other Boards.	For Board Meeting: 12 <sup>th</sup> Jun.
20/02/2012	13.1	To contribute to the consultation process for the Leeds Local Development Framework (LDF) Core Strategy	ALL		A		By 12 April 2012



**ACTION PLAN – Issue date 20/02/2012**

<b>CLOSED ACTIONS</b>							
05/12/2011	4.3.3	Addressing the stock investment needs in the private rented sector emerged as a common theme and how we can give landlords incentive to improve their properties. Reports scheduled for Board: <ul style="list-style-type: none"> <li>• Empty Homes</li> <li>• Private Rented Sector Investment – scope for growth</li> </ul>	Neil Evans	Liz Cook Christine Addison Maggie Gjessing	G	Presented to Board 20 <sup>th</sup> Feb.	CLOSED
	5.5	To provide a simplified chart to show the relationships between the strategic partnership boards and other boards/partnerships with which this board has a relationship.		Martin Dean	G	Circulated to Board after meeting 5 <sup>th</sup> Dec.	CLOSED
	6.5	Distribute paper "Informal Consultation on Housing" and its addendum on housing growth to members. Core Strategy Update (Feb Exec Board)		David Burton	G	Circulated to Board after meeting 5 <sup>th</sup> Dec.	CLOSED
Pre-Board discussion with Cllr Gruen – 19.01.12			Martin Farrington	Steve Speak	G	Presented to Board 20 <sup>th</sup> Feb.	CLOSED
Pre-Board discussion with Cllr Gruen – 19.01.12		Affordable Housing Programme (Feb Exec Board)	Christine Addison	Maggie Gjessing	G	Presented to Board 20 <sup>th</sup> Feb.	CLOSED

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## EXECUTIVE BOARD

WEDNESDAY, 16TH MAY, 2012

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

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

Councillor J Procter – Substitute Member

### 243 **Substitute Member**

Under the terms of Executive Procedure Rule 2.3, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

### 244 **Exempt Information - Possible Exclusion of the Press and Public**

**RESOLVED** – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report referred to in Minute No. 259 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information within the Appendix contains information relating to the financial or business affairs of a particular person and is part of an ongoing legal case. It is considered that the public interest in treating this information as exempt outweighs the public interest in disclosing it and that this element of the report should be treated as exempt under Access to Information Procedure Rule 10.4.(3) as it is subject to litigation privilege.

### 245 **Declaration of Interests**

Councillor Wakefield declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Yorkshire Wildlife Trust (Minute No. 249 referred).

Councillor R Lewis declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Councillor J Procter declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th June, 2012

Councillor Ogilvie declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Councillor Golton declared a personal interest in the agenda item entitled, 'Community Food Growing', due to being Vice President of Leeds and District Gardeners' Federation (Minute No. 258 referred).

Councillor Gruen declared a personal interest in the agenda item entitled, 'Future of Cow Close, Drighlington, Rawdon and Shadwell Libraries' as a local resident of Shadwell (Minute No. 257 referred).

Councillor Finnigan declared a personal interest in the agenda items entitled, 'Red Hall Relocation Strategy and Design and Cost Report for Farnley Hall Coach House' and 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of Plans Panel (East) (Minute Nos. 248 and 249 referred respectively).

**246 Minutes**

**RESOLVED** – That the minutes of the meeting held on 11<sup>th</sup> April 2012 be approved as a correct record.

**247 Matters Arising from the Minutes**

Minute No. 239 – 11<sup>th</sup> April 2012 - 'Illegal Money Lending Project – Progress Report'

Responding to Members' enquiries, the Board was informed that work continued on the compilation of a further report to Executive Board regarding the actions which could be taken to address the problems caused by legal money lenders across the city, and that such a report would be submitted to the Board for consideration in due course.

**DEVELOPMENT AND THE ECONOMY**

**248 Red Hall Relocation Strategy and Design and Cost Report for : Farnley Hall Coach House**

The Director of City Development submitted a report on the proposed development of a planning brief for the Red Hall site in order to allow its future development, whilst also outlining proposals to undertake feasibility works at Whinmoor Grange, which would enable further consideration to take place before proposals were developed and further consultation undertaken. In addition, the report also sought approval to incur the necessary expenditure from scheme 16442 on the Red Hall Relocation Strategy.

Reassurance was given to the Board that new horticultural nursery facilities would be established as part of the proposals detailed within the submitted report.

A Member emphasised the need to ensure that appropriate consultation exercises were undertaken on any future proposals which may be formed in relation to the potential development within the East Leeds Extension area.

**RESOLVED –**

- (a) That the progress made in respect of the relocation strategy for Red Hall, be noted.
- (b) That the sale of the Stable Block at Red Hall to the Rugby Football League be noted.
- (c) That authority be given to spend £1,270,000 on the Red Hall Relocation Strategy, including the refurbishment of Farnley Hall Coach House utilising capital receipts from the sale of assets at Red Hall and Farnley, the decant of staff to Temple Newsam following the sale of the Stable Block to the Rugby Football League and to assist with the development of the planning brief and feasibility works highlighted within the submitted report.
- (d) That approval be given to the ongoing works for the creation of a new horticultural nursery with ancillary office facilities for area staff requiring a base in the east of the city at Whinmoor Grange.
- (e) That officers be requested to develop a detailed planning brief for Red Hall and also to undertake feasibility works for both Red Hall and Whinmoor Grange, in order to allow future development of the Red Hall site.

**249 Aire Valley Leeds Enterprise Zone Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation**

The Director of City Development submitted a report outlining a draft of a Local Development Order (LDO) which was proposed to support the Aire Valley Leeds Enterprise Zone by simplifying the planning process in the area. The proposed LDO specifically related to allowing certain extensions, alterations and change of use of industrial and warehouse units on the Enterprise Zone sites and in the wider industrial areas of the Aire Valley (Cross Green, Stourton and Hunslet).

Members emphasised the need for the proposals detailed within the submitted report to be progressed as a matter of priority.

**RESOLVED –**

- (a) That the draft of the 'Aire Valley Leeds Enterprise Zone – Local Development Order (2): Extensions, Alterations and Changes of use', as set out within Appendix 1 to the submitted report be approved, and that agreement be given to the Chief Planning Officer submitting this, together with the statement of reasons, to the Secretary of State.

- (b) That subject to the Secretary of State not making a direction under section 61B(1) of the Town and Country Planning Act 1990 as amended, the Aire Valley Leeds Local Development Order (2): Extensions, Alterations and Changes of use be adopted.

(Under the City Council's Constitution, a decision may be declared as being exempt from Call In if it is considered that any delay would seriously prejudice the Council's or the public interest. Given that the Enterprise Zone commenced on 1<sup>st</sup> April 2012, the timescales for preparing and consulting on LDOs have been very tight. Although the 1<sup>st</sup> April deadline for adoption of the LDO cannot be achieved it is important that the LDO is in place as soon as possible after the start of the Enterprise Zone therefore the report has been declared as not eligible for call-in).

## **250 Leeds Site Allocations Development Plan Document (DPD) Scoping Paper**

The Director of City Development submitted a report, which following consideration by Development Plan Panel on 6<sup>th</sup> March 2012, sought approval to the proposed scope of Leeds Site Allocations Development Plan Document (DPD).

Members received reassurance regarding the importance of a phased approach being taken towards the release of sites for development, the need for the nature of new development to meet the demand which currently existed and also the fact that every effort would be made to ensure that the proposed timescales for the delivery of the Site Allocations DPD were adhered to.

Responding to an enquiry, the Board received an update on the site allocation process for Gypsies and Travellers and also received further information on those areas which would not be allocated via the Site Allocations DPD process.

In considering the Site Allocation process, Members highlighted that in order to ensure that any future developments were sustainable, such developments needed to be accompanied by the provision of appropriate levels of infrastructure, such as schools.

The Board noted the concerns of two Members in respect of the proposals detailed within the submitted report. In addition, it was emphasised that in order to protect the Council's position, there was a need to progress the DPD site allocation process as a matter of priority. Also, the importance of Ward Member involvement in this process was emphasised and officers were requested to give consideration to the ways in which such Member involvement could be maximised wherever possible.

**RESOLVED** – That the scope of the Site Allocations Development Plan Document, as outlined within the submitted report, be approved.

(Under the provisions of Council Procedure Rule 16.5, Councillors Golton and Finnigan both required it to be recorded that they respectively abstained from voting on the decisions referred to within this minute)

**251 Neighbourhood Plan frontrunners: agreement to spend £80,000 towards plan preparation in Boston Spa, Holbeck, Kippax and Otley.**

The Director of City Development submitted a report detailing the aims of the neighbourhood planning frontrunner scheme, outlining proposals regarding the funding which had been secured from the Department of Communities and Local Government, whilst also providing an overview of the neighbourhood planning process and its implications arising from this process for the Council.

Members noted the level of interest which had been received to date from organisations regarding Neighbourhood Plans and acknowledged that the cost of developing such Plans would vary on a case by case basis. The Board highlighted the need to ensure that appropriate levels of cohesive support were provided by the Council to those organisations throughout the city which had expressed an interest in developing a plan. In addition, the Board welcomed a suggestion that those organisations which were at the forefront of Neighbourhood Plan development could provide guidance to those in the earlier stages of the process.

Emphasis was placed upon the vital role which would be played by Area Committees, Ward Members and local communities in the Neighbourhood Plan process.

**RESOLVED –**

- (a) That the release and spend of £80,000 towards supporting the neighbourhood pilot areas be approved and that the associated spending authority be delegated to the Director of City Development in consultation with the appropriate Area Committee and the Executive Member for Development and the Economy.
- (b) That the progress made, together with the specific issues in each of the four pilot areas, be noted.
- (c) That a further report be submitted to Executive Board in June 2012 which will outline the Council's general approach towards neighbourhood planning, including the establishment of governance arrangements and the publication of a comprehensive guidance note to assist communities working to prepare neighbourhood plans.

**252 Natural Resources and Waste Development Plan Document: "Post Submission Changes" - Further Revisions**

Further to Minute No. 238, 11<sup>th</sup> April 2012, the Director of City Development submitted a report which sought approval for a further change to be made to the Natural Resources and Waste Development Plan Document (DPD), namely the inclusion of the post submission changes.

**RESOLVED** – That the new supporting text and policy wording (as detailed within paragraph 3.2 of the submitted report), be approved for inclusion within the Post Submission Schedule of Changes for the purposes of a 6 week period of public consultation.

(The Natural Resources and Waste Development Plan Document is being prepared within the context of the LDF Regulations and statutory requirements, and as the DPD is a Budgetary and Policy Framework document, the matters referred to within this minute are not eligible for Call In)

**253 Request from Scrutiny Board (Regeneration) regarding the Reduction of Rents to Kirkgate Market Traders for a Time Limited Period**

(a) Request from Scrutiny Board (Regeneration) to Executive Board to Reduce Kirkgate Market Rents for a Time Limited Period

The Head of Scrutiny and Member Development submitted a report requesting that Executive Board gave considered a recommendation of Scrutiny Board (Regeneration) regarding a reduction in Kirkgate Market rents for all traders for a time limited period in view of the increasing vacancy factor in the market and in advance of the current review.

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

(b) A Response to a Request from Scrutiny Board (Regeneration) to Reduce Kirkgate Market Rents for a Time Limited Period

The Director of City Development submitted a report providing the directorate response to a number of issues raised by Scrutiny Board (Regeneration) including a specific request regarding a proposed reduction in Kirkgate Market rents for all traders for a time limited period in view of the increasing vacancy factor in the market and in advance of the current review.

The Board acknowledged the concerns of Scrutiny Board (Regeneration) and considered it's recommendation regarding a proposed reduction in rents, which had been presented to the meeting. In response, the Board reiterated the Council's desire for the long term future of the market to be secured. In addition, the level of investment into the market was highlighted and it was emphasised that the market would remain within Council ownership. Specifically regarding the recommendation of Scrutiny Board (Regeneration), it was acknowledged that some reconfiguration of the market was required in order to ensure that it prospered during challenging market conditions, however, it was noted that purely focussing upon traders' rent levels was too narrow a scope, as the vibrancy of the market together with increased levels of footfall were key.

**RESOLVED** –

- (a) That the actions being taken to increase footfall to the market, to reduce vacancy rates and to secure the long term future of the market be noted.



- (b) That the proposal from Scrutiny Board (Regeneration) to reduce the rents for tenants of Kirkgate Indoor Market be declined, but that officers be instructed to investigate implementing further measures to increase footfall, in consultation with traders, using £100,000 from the £1,750,000 budget for economic initiatives which was included within the 2012/13 strategic budget.

(The matters referred to in Minute No. 253(a) were not eligible for Call In as they solely referred the recommendations of Scrutiny Board (Regeneration) to Executive Board for consideration. The matters referred to in Minute No. 253(b) were eligible for Call In)

## **NEIGHBOURHOODS, HOUSING AND REGENERATION**

### **254 Reinventing the Right to Buy - Sale of Council Homes**

The Director of Environment and Neighbourhoods submitted a report informing of the changes which had been implemented on the 2<sup>nd</sup> April 2012 by Government to amend the Right to Buy arrangements including extending the discount to a maximum of £75,000 and the right to retain receipts over and above those calculated in the Council's Business Plan.

The Director of Environment and Neighbourhoods provided details of further guidance which had been received from Government following the publication of the agenda, in respect of the initiative, which would now allow for the construction of social rented homes and the purchase of empty properties as well as the development of affordable homes at 80%.

Concerns were raised regarding the proposals detailed within the submitted report, with emphasis being placed upon the principles around the Right to Buy initiative, the significant levels of investment which had been committed in recent years into the Decent Homes Standard and the fact that a maximum of 30% of the additional capital receipts obtained from the sale of Council homes could be used to fund new properties.

#### **RESOLVED –**

- (a) That approval be given to enter into the Local Agreement to re-invest in the development of new affordable homes. The conditions for which include that support is limited to 30% of value.
- (b) That a further report on the options for the utilisation of any additional funding be submitted to a future meeting of Executive Board.
- (c) That the correspondence with tenants, as detailed at Appendix 3 to the submitted report, be noted.

## **CHILDREN'S SERVICES**

### **255 Basic Need 2013: Final Decision on Proposal to Expand Morley Newlands Primary School**

The Director of Children's Services submitted a report regarding the proposal to expand Morley Newlands Primary School from 420 to 630 pupils, with an admission number increasing from 60 to 90, with effect from September 2013.

Members received reassurance that the cost of the development for this school would not have a negative impact upon future school developments elsewhere. Responding to an enquiry, the Board received details regarding the proposed timescales for the new school building's opening.

The Board paid tribute to all of those staff who worked at Morley Newlands Primary School and the young people who attended the school, given the challenging nature of the existing facilities.

**RESOLVED** – That approval be given to the expansion of Morley Newlands Primary School from 420 to 630 pupils, with an increase in the admission number from 60 to 90, with effect from 1st September 2013.

## **LEISURE**

### **256 Friends of Bramley Baths and a Community Asset Transfer**

The Director of City Development submitted a report advising of the progress which had been made in respect of a potential Community Asset Transfer to the Friends of Bramley Baths organisation and recommending such a Transfer which shifted from the Council some, but not all, of the liabilities and risks around the 1904 building and its operation.

Responding to an enquiry, the Board received clarification in respect of the proposed provision of financial contingency support for the Friends of Bramley Baths organisation in year one of the proposed operation. Also, Members received an update on the ongoing discussions which were currently taking place regarding a possible Community Asset Transfer involving Garforth Leisure Centre.

The Board supported a proposal regarding the need for local Ward Member representation on the Board of the facility's management organisation.

#### **RESOLVED –**

- (a) That the necessary authority be delegated to the Director of City Development to approve a 25 year lease at a peppercorn rent, to the Friends of Bramley Baths, and that approval be given for the Council to consider any reasonable claim from the Friends organisation for future liabilities relating to a 1904 Grade II listed building and swimming pool.
- (b) That agreement be given to consider financial contingency support in Year 1 of the operation to overcome any immediate pressure caused by the asset transfer to the Friends of Bramley Baths.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th June, 2012

## **257 Future of Cow Close, Drighlington, Rawdon and Shadwell Libraries**

The Director of City Development submitted a report outlining proposals regarding the transfer of Rawdon Library service and the building to the local community group; the transfer of Shadwell Library service to the Shadwell Independent Library Committee and the building to Shadwell Parish Council; the transfer of Drighlington Library service to the local friends group and the building to Environment and Neighbourhoods and to close Cow Close Library, as no community group had come forward to run the library.

With regard to the proposals for Shadwell Library, Members noted the ongoing discussions which continued in respect of the terms regarding the proposed transfer, whilst a request was made that appropriate levels of engagement, together with the necessary levels of guidance were provided to all relevant parties on this matter.

In relation to the proposals regarding Cow Close Library, the Board was made aware of concerns which had been raised by local Ward Members. In response, it was agreed that consideration of the proposals regarding Cow Close Library within the submitted report be deferred to the next meeting of the Board, in order to enable further engagement to take place with local Ward Members.

### **RESOLVED –**

- (a) That the request to transfer the freehold of Shadwell Library to Shadwell Parish Council be declined.
- (b) That the necessary authority be delegated to the Director of City Development to negotiate with Shadwell Parish Council or Shadwell Independent Library Committee, in order to agree a peppercorn lease on a full repairing and insuring basis.
- (c) That the community asset transfer of Rawdon Library building to the Friends of Rawdon Library be approved, by way of a 25 year peppercorn lease on a full repairing and insuring basis.
- (d) That the transfer of the library services at Rawdon and Shadwell to the Friends of Rawdon Community Library and Shadwell Independent Library Committee respectively, be approved.
- (e) That the transfer of Drighlington Library service to the Friends of Drighlington Library be approved, with the building being managed by Environment and Neighbourhoods directorate.
- (f) That consideration of the proposals regarding Cow Close Library be deferred to the next meeting of the Board, in order to enable further engagement to take place with local Ward Members.

**258 Community Food Growing**

The Director of City Development submitted a report outlining proposals which were designed to encourage and support food growing in Leeds by establishing a community food growing network.

Requests were made for local organisations such as the ALMOs and the Leeds and District Gardeners' Federation to be provided with the opportunity to have greater involvement in the initiative. Responding to enquiries, the Board received further details regarding officer involvement in the initiative and the associated funding arrangements.

**RESOLVED** – That the planned development of a community food growing network in Leeds be supported.

**RESOURCES AND CORPORATE FUNCTIONS**

**259 Provisional Outturn Financial Year Ended 31st March 2012**

The Director of Resources submitted a report providing details of the Council's provisional financial outturn position for 2011/2012 and which commented on the key issues impacting upon the overall achievement of the budget for the current year.

The Board highlighted and thanked officers for all of their efforts which had led to the Council achieving its current financial position.

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

**RESOLVED –**

- (a) That the provisional outturn position, as detailed within the submitted report, be noted.
- (b) That the creation and delegated release of earmarked reserves, as detailed within paragraphs 4.2 and 5.6 of the submitted report, be approved.

**260 Customer Access Strategy and Phase 1 Business Case**

The Assistant Chief Executive (Customer Access and Performance) and the Director of Environment and Neighbourhoods submitted a joint report providing an update on the ongoing work being undertaken to improve the customer experience in accessing the Council's services, whilst also seeking endorsement of the new Customer Access Strategy for 2012-2015. In addition, the report sought approval of an injection into the Capital Programme together with the necessary authority to spend £3,000,000, in order to deliver Phase 1 of the Customer Access Programme, which included the acquisition of a new integrated Waste Management system.

Members discussed the principles of the proposed strategy and the impact it's introduction would have, both upon the Council's accessibility levels, and also upon the effectiveness of the services provided.

**RESOLVED –**

- (a) That the Customer Access Strategy 2012-2015, a summary of which was appended to the submitted report, be endorsed.
- (b) That approval be given to a process of public consultation on the Strategy through the Council's Citizens' Panel.
- (c) That approval be given to an injection into the Capital Programme of £3,000,000, with authority to spend also being approved, in order to deliver Phase 1 of the Customer Access Programme, as detailed within the submitted report.

**261 Regional Economic Intelligence Team - Update Report**

Further to Minute No. 70, 7<sup>th</sup> September 2011, the Assistant Chief Executive (Customer Access and Performance) submitted a report providing an update on the positive progress which had been made following the transfer of the Regional Economic Intelligence Team from Yorkshire Forward to Leeds City Council on the 1st November 2011. In addition, the report also provided details on the current funding position and revenue profile of the unit, the contribution of the team to work across the Council and the future opportunities which existed for the further development of the team's contribution.

The Board discussed the valuable work undertaken by the Regional Economic Intelligence Team and responding to a Member's enquiry, it was noted that the team had achieved a £44,000 surplus at the of the financial year.

**RESOLVED –** That the positive progress being made in establishing the new team be noted and that a further update report be submitted to Executive Board in January 2013.

**262 Executive and Decision Making Procedure Rules**

The Head of Governance Services submitted a report which sought approval of the proposed changes to Sections 1 and 2 of the Executive and Decision Making Procedure Rules, as detailed within Appendix A to the submitted report.

**RESOLVED –** That Sections 1 and 2 of the Executive and Decision Making Procedure Rules, as appended to the submitted report, be approved.

**DATE OF PUBLICATION:** 18<sup>TH</sup> MAY 2012

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 25<sup>TH</sup> MAY 2012 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00pm on  
28<sup>th</sup> May 2012)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th June, 2012



**FORWARD PLAN OF KEY DECISIONS  
for  
Scrutiny Board Housing and Regeneration**

1 June 2012 – 30 September 2012

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
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### What is the Forward Plan?

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 June 2012 – 30 September 2012. The Plan is updated monthly and is available to the public 14 days before the beginning of each month.

### What is a Key Decision?

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

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

### What does the Forward Plan tell me?

The Plan gives information about:

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



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
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**LEEDS CITY COUNCIL**

**FORWARD PLAN OF KEY DECISIONS**

For the period 1 June 2012 to 30 September 2012

<p>Asbestos Removal Contract To agree the service provision for Asbestos removal within Aire Valley homes and West North West homes from 1<sup>st</sup> July 2012.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/6/12</p>	<p>Previously undertaken: The in house contractor, Property Maintenance has been consulted on the proposal for service provision post June 2012.</p>	<p>Internal SLA</p>	<p>Simeon Perry simeon.perry@leeds.gov.uk</p>
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<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Request to invoke Contract Procedure Rule 25.6 to vary the framework contract for the supply and management of Temporary Accommodation services</p> <p>This report requests approval to increase the minimum number of properties for which each provider on the Temporary Accommodation framework contract is guaranteed payment. This will alter the minimum contractual commitment from £353,320 per annum to £706,640 per annum but is not expected to result in any additional expenditure.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/6/12</p>	<p>This decision requests approval to vary the minimum guarantee of properties for an existing service. The variation will increase the minimum stated within the contract but will not have any affect clients accommodated within the service.</p>	<p>n/a</p>	<p>luke.myers@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Recommendations and outcomes arising from the Strategic Sector Review for the future provision of housing related support services for Young People. Authorisation from the Director of Environment and Neighbourhoods to implement the recommendations and outcomes of the Strategic Sector Review for the future provision housing related support services for Young People.	Director of Environment and Neighbourhoods	1/6/12	n/a	Report to be presented to the Commissioning Body and the Director	neil.evans@leeds.gov.uk
Leeds Tenants Federation Approval of Annual Grant to Leeds Tenants Federation	Director of Environment and Neighbourhoods	1/6/12	Development of the grant agreement is in partnership with Leeds Tenants Federation. Leeds Tenants Federation will develop their service plan.	Grant Agreement and LTF Service Plan	simeon.perry@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Solar PV Scheme To appoint a provider to install Solar PV Systems on Council Houses, on a cost0neutral, or better, basis.	Director of Environment and Neighbourhoods	1/6/12	Proposed consultation with Executive Member for Environmental Services, relevant Ward Members and affected tenants	Delegated Decision Report	Phillip.charlton@leeds.gov.uk
Request for approval to vary the existing Supporting People Service Contract with Care & Repair (Leeds) for their Home Improvement Agency Services Approval to vary the existing Supporting People Service Contract with Care & Repair (Leeds) by increasing the value of the contract by a cost of £167,000 from 1.4.12 to 31.3.13 to provide enhanced Home Improvement Agency Services.	Director of Environment and Neighbourhoods	1/6/12	Quality assessment has been undertaken that involved detailed consultation with staff, clients and key stakeholders.	Report to be presented to the Delegated Decision Panel prior to decision being taken	nahim.mahmood-khan@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Morley Conservation Area To amalgamate and extend the Morley Town Centre and Morley Dartmouth Park Conservation Area into the Morley Conservation Area and adopt the Morley Conservation Area Appraisal and Management Plan as non-statutory planning guidance	Chief Planning Officer	1/6/12	Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and Other bodies	Report and Morley Conservation Area Appraisal and Management Plan	phil.ward@leeds.gov.uk
Total Heat - Extension of current framework contract until 31st March 2014 This Framework contract enables ALMOs and BITMO to procure the installation of gas and eclectic heating systems. This assists the authority maintain its homes as well as maintain the Decent Homes Standard in Leeds.	Director of Environment and Neighbourhoods	1/6/12	Previously undertaken: ALMOs/ BITMO have requested that this Framework contract is extended.	The report only	Simeon Perry simeon.perry@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Introduction of the Housing Benefit size criteria in the social rented sector and review of the Council's under occupation incentive scheme</p> <p>Executive Board decision to temporarily suspend the council's under occupation incentive scheme</p>	<p>Executive Board (Portfolio: Neighbourhoods Housing and Regeneration)</p>	<p>20/6/12</p>	<p>Formal consultation has not been undertaken, but the question of whether to suspend the scheme has been discussed with the council and ALMO officers, including at the Welfare Reform Operational Group in light of the introduction of the SSSC. The council is due to write to affected tenants shortly, so a decision needs to be made urgently. Previous consultation with tenants who have moved under the scheme indicates the financial payment was not the primary motivating factor.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Kath Bramall kath.bramall@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Tenancy Strategy Executive Board decision to approve consultation with partners on a draft Tenancy Strategy for Leeds.	Executive Board (Portfolio: Neighbourhoods, Housing and Regeneration)	20/6/12	The report seeks approval to commence formal consultation on the draft Tenancy Strategy	The report will be issued to the decision maker with the agenda for the meeting	kathryn.bramall@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Neighbourhood Planning - Governance arrangements</p> <ol style="list-style-type: none"> <li>1. Note that the Neighbourhood Regulations came into force on 6<sup>th</sup> April which will have implications for the Council.</li> <li>2. Approve the draft guidance and protocol for developing Neighbourhood Plans in Leeds attached as Appendix 1 to go to Executive Board.</li> <li>3. Approve the mechanism to authorise and designate Neighbourhood Plans and Neighbourhood Forums.</li> </ol>	Executive Board (Portfolio: Development and the Economy)	20/6/12	Consultation is an integral part of the Neighbourhood Planning process as set out in regulations.	The report to be issued to the decision maker with the agenda for the meeting	ian.mackay@leeds.gov.uk



<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Transfer of cleared sites in Cross Green to Chevin Housing Association Proposal to transfer cleared sites in Cross Green to Chevin Housing Association at nil cost to facilitate the development of new affordable homes.	Executive Board (Portfolio: Neighbourhoods, Housing and Regeneration)	20/6/12	Consultation regarding the proposed development has been ongoing since Chevin Housing Association were chosen as the development partner in March 2009  Who With?: Ward Members and Local Residents Group.	The report to be issued to the decision maker with the agenda for the meeting	james.kilroy@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Holt Park District Centre</p> <p>1) Approval to the Draft Informal Planning Statement as a guide to future development proposals for this site.</p> <p>2) Approval to commence public consultation on the draft Informal Planning Statement</p>	Executive Board (Portfolio: Development and the Economy)	18/7/12	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@leeds.gov.uk
Land Proposals for Eastgate Development To move forward with land assembly proposals for the Eastgate Development	Executive Board (Portfolio: Development and the Economy)	18/7/12	Leader and Executive Member for Development and the Economy	The report to be issued to the decision maker with the agenda for the meeting	rowena.hall@leeds.gov.uk

## **NOTES**

Key decisions are those executive decisions:

- which result in the authority incurring expenditure or making savings over £250,000 per annum, or
- are likely to have a significant effect on communities living or working in an area comprising two or more wards

### **Executive Board Portfolios**

### **Executive Member**

Resources and Corporate Functions	Councillor Keith Wakefield
Development and the Economy	Councillor Richard Lewis
Environmental Services	Councillor Mark Dobson
Neighbourhoods Housing and Regeneration	Councillor Peter Gruen
Children's Services	Councillor Judith Blake
Leisure	Councillor Adam Ogilvie
Adult Health and Social Care	Councillor Lucinda Yeadon
Leader of the Conservative Group	Councillor Andrew Carter
Leader of the Liberal Democrat Group	Councillor Stewart Golton
Leader of the Morley Borough Indep	Councillor Robert Finnigan

In cases where Key Decisions to be taken by the Executive Board are not included in the Plan, 5 days notice of the intention to take such decisions will be given by way of the agenda for the Executive Board meeting.

**LEEDS CITY COUNCIL**

**BUDGET AND POLICY FRAMEWORK DECISIONS**

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Budget	Council	February 2013	Via Executive Board, Scrutiny Board (Resources and Council Services), relevant stakeholders	Report to be issued to the decision maker with the agenda for the meeting covering the following reports a) Revenue Budget b) Council Tax c) Capital Programme d) Treasury Management	Director of Resources
Vision for Leeds	Council	To be confirmed	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Planning, Policy and Improvement)
Children & Young People's Plan (includes Children and Families City Priority Plan and Youth Justice Plan)	Council	July 2013	Via Executive Board, Scrutiny Board (Children and Families), Leeds Initiative Board, Children's Trust Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Council Business Plan	Council	July 2013	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Development Plan documents	Council		Via Executive Board, Scrutiny Board (Regeneration)	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Plans and alterations which together comprise the Development plan	Council		Via Executive Board, Scrutiny Board (Regeneration)	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Licensing Authority Policy Statement (Gambling Policy)	Council	November 2012	Via Executive Board, Scrutiny Board (Resources and Council Services), Licensing Committee, stakeholders, general public, Ward Members, current licensees	Report to be issued to the decision maker with the agenda for the meeting, including the new policy, consultation report and relevant sections from the Gambling Act 2005.	Director of Resources
Insertion of Large Casino Section	Council	18 <sup>th</sup> January 2012			
Health and Wellbeing City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Health & Wellbeing and Adult Social Care), Leeds Initiative Board, Health and Wellbeing Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Care

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Safer and Stronger Communities Plan (includes Safer and Stronger Communities City Priority Plan)	Council	July 2013	Via Executive Board, Scrutiny Board (Safer and Stronger Communities), Leeds Initiative Board, Safer and Stronger Communities Partnership Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Sustainable Economy and Culture City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Sustainable Economy and Culture), Leeds Initiative Board, sustainable Economy and Culture Partnership Board	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Housing and Regeneration City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Regeneration), Leeds Initiative Board, Housing and Regeneration Partnership Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Local Flood Risk Management Strategy	Council		Via Executive Board, Scrutiny Board (Sustainable Economy and Culture)	Report to be issued to the decision maker with the agenda for the meeting	Director of City Development

**NOTES:**

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

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

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

**Report to Housing and Regeneration Scrutiny Board**

**Date: 26<sup>th</sup> June 2012**

**Subject: Work Schedule**

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

**1 Purpose of this report**

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

**2 Main issues**

2.1 Further to the discussions already held with the Directors and Executive Board Member during today's meeting, Members are now requested to translate the decisions made around the chosen topics for Scrutiny into a work schedule for the forthcoming municipal year.

2.2 A draft work schedule is attached. Already included within the draft work schedule are the traditional items of Scrutiny work. These involve performance monitoring, recommendation tracking and Budget and Policy Framework Plans.

**3 Recommendations**

3.1 Members are asked to prioritise the topics identified for Scrutiny and incorporate these into its work schedule for the forthcoming municipal year.

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

None used

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

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## Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year

Area of review	Schedule of meetings/visits during 201213		
	June	July	August
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<b>Briefings</b>	Equality Improvement Priorities SB 18/06/12 @ 10 am		
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>		Recommendation Tracking Private Rented Sector Housing	
<b>Performance Monitoring</b>	Quarter 4 performance report SB 18/06/12 @ 10 am		

## Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<b>Briefings</b>			
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>	Affordable Housing by Private Developers	Housing Growth	
<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**

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<b>Briefings</b>			
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Quarter 2 performance report SB 10/12/12 @ 10 am		

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**Schedule of meetings/visits during 2012/13**

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

**Scrutiny Board (Housing and Regeneration) 2012/13 Municipal Year**

<b>Area of review</b>	<b>March</b>	<b>April</b>	<b>May</b>
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<b>Briefings</b>			
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Quarter 3 performance report SB 11/03/13 @ 10 am		