



SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 23rd July, 2012 at 10.00 am

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

MEMBERSHIP

Councillors

- S Bentley - Weetwood;
- J L Carter - Adel and Wharfedale;
- N Dawson - Morley South;
- P Grahame (Chair) - Cross Gates and Whinmoor;
- R Grahame - Burmantofts and Richmond Hill;
- J Hardy - Farnley and Wortley;
- A Lowe - Armley;
- C Macniven - Roundhay;
- R Wood - Calverley and Farsley;

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

Agenda compiled by:
John Grieve
Governance Services
Civic Hall
LEEDS LS1 1UR
Tel: 22 43836

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

A G E N D A

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

3

LATE ITEMS

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

DECLARATIONS OF INTEREST

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

5

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive any apologies for absence and notifications of substitutes.

6

MINUTES OF THE PREVIOUS MEETING

To confirm as a correct record, the minutes of the meeting held on 25th June 2012

(Copy attached)

1 - 8

7

ENVIRONMENT AND NEIGHBOURHOODS APPRAISAL AND ENGAGEMENT RESULTS

To consider a report by the Director of Environments and Neighbourhoods which sets out the present position on appraisal and employee engagement in Environment and Neighbourhoods. A reports on appraisals and employee engagement was considered by this Board on 25th June 2012 when clarification around a number of issues was requested.

(Report attached)

9 - 16

8

THE CONSIDERATION OF CALL-IN WITH RESPECT TO PROCUREMENT DECISIONS

17 -
20

To consider a report of the Chief Officer Private Public Partnerships Unit which acknowledges Members' concerns about the consideration of call-in with respect to procurement decisions. The report also provides an update on activities being implemented through the Transforming Procurement Programme to improve the Council's approach to procurement.

(Report attached)

9

COMMUNITY RIGHT TO CHALLENGE

21 -
24

To consider a report of the Chief Officer Private Public Partnerships Unit and Procurement Unit which provides a summary of the requirements arising from the 'Community Right to challenge' provisions of the Localism Act 2011. The report has been referred to this Board to allow Members the opportunity to comment on proposals contained in sections 3.1 and 3.2 of the submitted report.

(Report attached)

10

WORK SCHEDULE

25 -
70

To consider a report of the Head of Scrutiny and Member Development on the Board's draft work schedule, together with the latest Executive Board minutes and Forward Plan

(Report attached)

11

DATE AND TIME OF NEXT MEETING

To note that the next meeting will take place on Monday 3rd September 2012 at 10.00am in the Civic Hall, Leeds (Pre – Meeting for Board Members at 9.30am)

Agenda Item 6

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 25TH JUNE, 2012

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, N Dawson,
R Grahame, J Hardy, A Lowe, C Macniven
and R Wood

1 Chair's Opening Remarks

The Chair welcomed everyone to the first meeting of the Scrutiny Board (Resources and Council Services) of the 2012/13 Municipal Year.

2 Declarations of Interest

Councillor Ron Grahame declared a personal interest in relation to Agenda item 10, Staff Engagement as a Director of East North East Homes ALMO (minute 8 refers) and to agenda item 12, 2011/12 Q4 Performance Report and Refresh of the Council Business Plan, in his capacity as a Member of the GMB Union (minute no 10 refers).

3 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor J L Carter.

Notification had been received for Councillor D Collins to substitute for Councillor J L Carter

4 Minutes of the Previous Meeting

RESOLVED -That the minutes of the previous meeting held on 2nd April 2012 be confirmed as a correct record.

5 Changes to the Council's Constitution in relation to Scrutiny

The report of the Head of Scrutiny and Member Development provided the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 21st May 2012, which directly related to and/or impacted on the work of Scrutiny Boards. The more significant amendments made to the Council's Constitution in relation to the Overview and Scrutiny function were summarised in the report.

Members of the Board were informed of the following main changes:

- Changes to Article 6 of the Constitution to reflect the replacement of the Scrutiny Board (Regeneration) with a Scrutiny Board (Housing and Regeneration).
- Changes to the Scrutiny Board Procedure Rules to reflect that all Scrutiny Boards would act as a 'critical friend' to the relevant City Priority partnership.
- Removal of three guidance notes from the Constitution.

RESOLVED – That the amendments to the Council's Constitution as outlined in the submitted report be noted.

6 Co-opted Members

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of co-opted members. Reference was made to the provision in the Council's Constitution for the appointment of co-opted members.

Members discussed the different options for co-opting members to the Board including appointing co-opted Members for the duration of the Municipal Year or making ad-hoc appointments to provide specialist support and advice on specific inquiries.

RESOLVED - The Board agreed to appoint co-optees on an ad hoc basis, as and when considered necessary to assist with particular matters or inquiries.

7 People Plan - Quarter 4 2011/12

The Chief Officer (HR) submitted a report which presented Members with People Plan scorecard information for March 2012. In addition information was presented, as requested by the Board, on the position of appraisals in 2011/12

The Chair welcomed to the meeting Councillor Peter Gruen, the responsible Executive Board member. The following officers were also present:

Alan Gay – Director of Resources
 Doug Meeson – Chief Officer (Financial Management)
 Lorraine Hallam - Chief Officer HR
 Jane Stageman – Head of Services, Strategy
 Joss Ivory - Head of Human Resources, City Development

The Chair invited Councillor Gruen to make any opening comments prior to asking Lorraine Hallam to introduce her report, highlighting the main issues.

In brief summary, the main areas of discussion were:

- Acknowledgement that the majority of the suggested amendments made by the Board to the score card would be implemented for this coming year

- The introduction of a robust monitoring system to analysis any employment trends resulting from the ELI scheme
- The need to ensure that measures be introduced for CRB checks
- Absence management
- The rational behind the use of Agency staff, costs and overtime payments
- Analysis of appraisals and the management of performance hot spots
- The progress made in ensuring all employees receive a one to one appraisal

RESOLVED – The Board agreed to discuss at its next meeting issues relating to agency staff and appraisals, In addition, as requested by Members at their March meeting, specific People Plan themes would also to be presented as part of the quarterly reporting arrangements.

8 Staff Engagement

The Chief Officer (HR) submitted a report which outlined the progress to date and the activities that are currently underway to continue with the work to deliver real and tangible improvements in staff engagement across the council.

The following officers were in attendance;

Alan Gay – Director of Resources
 Doug Meeson – Chief Officer (Financial Management)
 Lorraine Hallam - Chief Officer HR
 Jane Stageman – Head of Services, Strategy
 Joss Ivory - Head of Human Resources, City Development

In brief summary, the main areas of discussion were:

- Performance hot spots
- The need to breakdown figures by service rather than as a whole directorate
- The need to breakdown the data into the component staff groups
- How the data collected will be used to address issues identified
- The use of employee panels and focus groups to better understand the data collected

RESOLVED – That further discussion be held at the Board’s July meeting.

9 Equality Improvement Priorities 2011- 2015

The Assistant Chief Executive (Customer Access and Performance) submitted a report detailing the new Equality Improvement Priorities and the revised Equality and Diversity Policy.

Lelir Yeung, Head of Equality and Geoff Turnbull, Senior Policy and Performance Officer attended the meeting and responded to Members questions and comments.

In brief summary, the main areas of discussion were:

- The need to ensure that issues around equality and diversity are embedded into the core business of the authority rather than seen as an 'add on'
- The need for all Scrutiny Board's to challenge directorates when undertaking inquiries on their commitment to equality and diversity

RESOLVED –

- (i) To note the contents of the report
- (ii) To receive an annual update on progress

10 2011/12 Q4 Performance Report and Refresh of the Council Business Plan 2011-15

The Assistant Chief Executive (Customer Access and Performance) submitted a report which provided a summary of performance against the strategic priorities for the council relevant to the Resources and Council Services Scrutiny Board. The report also detailed changes to the Council Business Plan.

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

- Appendix 1a – Performance Reports for the 5 Cross Council Priorities which are based on the Council values
- Appendix 1b – Resources Directorate Priorities and Indicators
- Appendix 1c – Customer Access and Performance Directorate Priorities and Indicators
- Appendix 1d – Other Directorate Priorities and Indicators relevant to the Board. NB these are provided for information and completeness as they relate to areas within the remit of the Board.
- Appendix 2 – Proposed changes to the Council Business Plan relevant to the Board

The following officers were in attendance and responded to Board Members questions and comments:

Alan Gay – Director of Resources
Heather Pinches – Executive Officer (Performance Management)
Doug Meeson – Chief Officer (Financial Management)
Lorraine Hallam - Chief Officer HR
Jane Stageman – Head of Services, Strategy
Joss Ivory - Head of Human Resources, City Development
Lelir Yeung - Head of Equality

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

- The need to provide a list of Key and Executive Board decisions for the period concerned when reporting on consultation
- A specific issue of consultation in Burmantofts and Richmond Hill

RESOLVED –

- (i) To note the Q4 performance report and changes to the Council Business Plan.
- (ii) That the specific matter in relation to Burmantofts and Richmond Hill be dealt with outside of the meeting

11 Financial Performance - Outturn Financial Year Ended 31st March 2012

The Head of Scrutiny and Member Development submitted a report which introduced the Council's Financial Performance for the year ending 31st March 2012

Alan Gay, Director of Resources and Doug Meeson, Chief Officer (Financial Management) attended the meeting and responded to Board Members comments and questions.

In summary, the main areas of discussion were:

- Ways in which the Council 'invests to save'
- The management of school reserves
- The school funding formula
- The use of one of savings to manage the budget

RESOLVED – To note the contents of the report and that the additional information requested be provided.

12 Sources of work for the Scrutiny Board

The Head of Scrutiny and Member Development submitted a report which provided information and guidance on potential sources of work to be developed within the Board's Work Programme for 2012/13.

Appended to the report was a copy of the Leeds Initiative draft work programme 2012

The Chair invited all Board Members to have an input in relation to their own preferred areas of work for the Scrutiny Board.

In summary, the following sources of work were put forward for consideration/discussion:

- Further work in relation to appraisals, engagement and agency staffing
- To schedule specific People Plan themes as part of the quarterly reporting arrangements
- To invite the Leader of Council to discuss the work programme of the Leeds Initiative
- To consider how contracts are managed when coming to an end.

RESOLVED –

- (i) To confirm the areas of Scrutiny for the forthcoming municipal year
- (ii) To authorise the Chair, in conjunction with officers, to draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.

13 Work Schedule

The Head of Scrutiny and Member Development submitted a report which gave opportunity for consideration of the Board's work schedule for the forthcoming Municipal Year. A draft work schedule was appended to the report.

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

14 Date and Time of Future Meetings

RESOLVED – To note that future meetings of the Board be scheduled as follows:

Monday 23rd July 2012
Monday 3rd September 2012
Monday 15th October 2012
Monday 19th November 2012
Monday 17th December 2012

Monday 21st January 2013
Monday 18th February 2013
Monday 18th March 2013
Monday 22nd April 2013

(All meetings to take place in the Civic Hall, Leeds, commencing at 10.00am)

(The meeting concluded at 12.30 pm)

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Report of the Director of Environments and Neighbourhoods

Report to Scrutiny Board Resources and Council Services

Date: 23rd July 2012

Subject: Environment and Neighbourhoods Appraisal and Engagement Results

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. On 25th June this Scrutiny Board considered reports on appraisals and employee engagement. Members requested further information on results in the Environment and Neighbourhoods Directorate.
2. This report details results by Division. It also explains the service and work-force context behind the results and sets out further actions being taken to make improvements.
3. This report includes how appraisals will be improved in terms of relevance and quality, as well as numbers completed.
4. Employee engagement results in November 2011 were low. However, Quarter 1 Engagement Survey results show a 2% increase in engagement scores across the Directorate with E&N being one of only two Directorates to improve. Significant improvements have been seen in Employment and Skills (7%), Statutory Housing (6.1%) and Environmental Services (4.5%). These results are taken as emerging evidence that the plans that are being applied to improve engagement are working.

Recommendations

5. Members are asked to note the report and ask questions accordingly.

1 Purpose of this report/Background

1.1 To present the position on appraisal and employee engagement in Environment and Neighbourhoods.

1.1 On June 25th 2012, this Board considered reports on appraisals and employee engagement. The lower results in Environment and Neighbourhoods were challenged and a report was requested. Following further clarification this report:

- Gives results for different services
- Explains why targets have not been met in terms of service context
- Explains why different approaches to appraisal have been used in some areas
- Sets out improvement plans and reports the latest positions.

2 Main issues

Appraisals – Context/Results

2.1 Environment and Neighbourhoods has the following service results:

	Employee count as at 31.03.12	Total full annual appraisals 31.03.12	% staff with full annual appraisals 31.03.12	Total 6 month reviews 31.03.12	% staff with 6 month reviews 31.03.12
Leeds City Council	15668	14409	92%	10289	66%
Environment & Neighbourhoods	1439	1219	85%	1014	70%
Community Safety	145	123	85%	128	88%
Employment & Skills	64	63	98%	62	97%
Environmental Services	926	743	80%	544	59%
Strategy & Commissioning	62	62	100%	58	94%
Regeneration	33	31	94%	25	76%
Statutory Housing	208	196	94%	196	94%
Parks and Countryside	545	534	98%	534	98%

(Note – Parks and Countryside result is currently separate to the overall E&N result and will be incorporated into E&N from July. Environmental Services combines both Refuse and Streets services which came under a single Chief Officer until April 2012. Employment and Skills and Regeneration transferred to City Development with effect from July 2012).

2.2 It is recognised that most services perform in line with Council average positions, but that performance in Environmental Services (Streets and Waste) needs improving.

2.3 Environmental Services employ a dispersed/mobile frontline work-force. Some 65% staff fall into this category; mostly working as Drivers, Refuse loaders and De-litterers across different routes and beats in all parts of Leeds. Many of these individuals do not come into an office base or location, travelling from home direct to their work in districts and also do not see other colleagues as a matter of course during the working day. This, combined with shift working and a low ratio of supervision means contact with employees is radically different to that experienced by office based staff.

- 2.4 In addition, both Environmental Services operational staff have historically not had any form of appraisal whatsoever. The work which commenced in 2011 therefore started from a very low baseline. It will continue to take time to build up familiarity and trust in this new process and for staff to value the appraisals and see them as a beneficial experience with which they readily participate.
- 2.5 For the Refuse Collection teams within Environmental Services it is problematic to build appraisal into part of a normal day. The service interfaces weekly with all Leeds households and consequently there is constant pressure to deliver; relying on the team skills and considerable knowledge of crews who use around 70 vehicles.
- 2.6 As part of the appraisal process a full-day session was introduced in November incorporating both an employee's appraisal and a development session. This was the first time such an arrangement was used, at a cost to provide relevant cover to maintain scheduled refuse and recycling collections (through the use of overtime and agency cover). This is when staff who operate garden waste collection are available to backfill on regular collection routes. This minimises the need for agency cover costs, and importantly means experienced drivers who know routes can avoid service disruption. The service has set aside £36,000 in 12/13 to use for 1 days training/appraisal.
- 2.7 The approach to half yearly reviews conducted at the kerbside has not been well received and the service needs to revisit its approach to these. Feedback received suggests that without dedicated down time discussing progress with staff was problematic and did not provide a quality engagement opportunity.
- 2.8 The experience of undertaking appraisals for streets staff was less challenging, as the group appraisals in the summer of 2011 were managed by standing down cleansing routes at the time. Also, the focus of the appraisal reviews was to conduct these on a one to one basis via the supervisors visiting staff at their place of work, wherever that happened to be. Of course the service remains accountable to Area Committees for the missed routes, but local conversations continued, to explain the nature of this requirement and its impact. It was stressed that the time spent on appraisals is a good investment to impact well on performance levels across the year.
- 2.9 A number of themes and learning points have arisen and these are detailed next.

Move to 1-1 Appraisals

- 2.10 In June, the Council's performance and learning system (PAL) went live and will be used to manage appraisal performance for all staff with email access. As the system beds in real-time information will help managers meet their obligations to appraise staff. It is expected that high levels of performance will be maintained and extended for staff on the system.
- 2.11 PAL will also be used by Appraisal Co-ordinators to record appraisal results for all other staff who cannot access PAL. For front-line staffs within Parks and Countryside and Street Cleansing, who are non ICT users, the normal appraisal cycle will be expected. These staff will all have a one-to-one appraisal.
- 2.12 For Refuse Collection teams, standard appraisal objectives are being set for the staff and are being communicated. This focuses on the common job requirements for either Refuse Loaders and Drivers. Objectives include the need to work safely, report issues and incidents and customer care.

- 2.13 The opportunity to add to these objectives and individualise them will be incorporated into the development sessions, which are again being planned for November. A team-based approach is still being used presently. This is critical as good performance relies on teams jointly understanding their roles and working together. For example, crews need to support one another to provide back-up should problems occur on routes e.g. a vehicle breakdown. Nevertheless more time will be made available for staff to have a follow up one-to-one appraisal discussion with their supervisor if they wish. Examples, include where staff may want to discuss wider personal development or accessing the Union Learning offerings.
- 2.14 It is also planned to provide individual feed-back regarding a combined half-yearly and final year end feedback (see service timescales) . Given the common job roles and approach to performance supervisors will be able to give feedback based on issues. For example overall performance in terms of bins emptied on routes, customer feedback and safety performance, which in turn will be cross referenced to Council values.

3 Timescale for Waste Management Service Appraisals 2012/13

Time period 2012/13	Appraisal for:	Format
May – July 2012	Supervisors / Managers	Full appraisal – one to one
September 2012	Household Waste Staff	Group appraisal
November 2012	Refuse crews	Team feedback
October – Dec 2012	Supervisors / Managers	6 month appraisal mid year review one to one
February 2013	Refuse crew staff	One to ones
May 2013	Refuse crews	6 month appraisal mid year review crew by crew
May – July 2013	Supervisors / Manager	Full appraisal review – one to one

3. Employee Engagement – Context/Results

3.1 Results are as follows:

	Nov 2011	Quarter 1 2012	Variance
Council Wide	71%	69.1%	- 1.9%
Environments & Neighbourhoods	66%	67.7%	+ 1.7%
Community Safety	72%	66.9%	- 5.1%
Employment & Skills	76%	83.9%	+ 7.0%
Environmental Services	60%	64.4%	+ 4.5%
Regeneration Programme	73%	77.0%	- 4.0%
Statutory Housing	73%	66.7%	- 6.1%
Strategy & Commissioning	64%	63.8%	- 0.2%
No Service Area	N/A	69.1%	N/A
Parks and Countryside	70%	76.05%	+ 6.05%

3.2 Response rates

Service Area	Response %
Environment and Neighbourhoods	43%
Community Safety	31%
Employment & Skills	93%
Environmental Services	30%
Regeneration Programme	55%
Statutory Housing	57%
Strategy & Commissioning	100%

Parks and Countryside	28%
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(Note – Parks and Countryside result is currently separate to the overall E&N result and will be incorporated into E&N from July. Environmental Services combines both Refuse and Streets services which came under a single Chief Officer until April 2012. Employment and Skills and Regeneration transferred to City Development with effect from July 2012).

3.2 The Quarter 1 engagement scores showed that Environment and Neighbourhoods are one of only 2 areas that have increased their engagement scores across the Authority (other being Customer Access and Performance), with E&N achieving the highest increase of 2%. Within the Directorate, Environmental Services has increased its engagement levels by 4.5%

3.3 Whilst November 2011 baseline result for the Directorate is concerning, most services perform above Council average positions. Likewise in terms of issues raised and performance gaps, common themes applied across all services e.g.:

- Managing change better
- Ensuring that work benefits from good leadership
- Employees feeling able to challenge the way things are done at work.

3.4 In terms of low results, Strategy and Commissioning's position was interpreted to reflect a recent, demanding restructure on-going at the time of the survey. Around 25% savings were needed and staff were concerned about job security.

3.5 However the biggest concern is the result for Streets and Refuse. In part the work-force context has already been explained e.g in terms of working patterns and supervision. But it is also necessary to stress the industrial relations challenges in the service that no other service in the Council has experienced. The service continues to work hard to deal with some basic HR issues but trust in management has inevitably taken time to improve.

3.6 Given the size/weighting of these services, it was agreed that these would be the Directorate focus for improvement. As a result, the following is now in place:

- A regular (mainly monthly) staff newsletter to all staff
- Recognition of the value of informal, unplanned engagement and undertaking this regularly.
- Managers 'going back to the floor'.

- Twice yearly half day engagement sessions for streets staff.
- All environmental services managers attending a tailored managing change course.
- Managers raising their visibility with staff from the Director downwards.
- Special events with trade union stewards to ensure more involvement in planning changes to explain engagement plans.

3.7 It is believed these actions have created an impact in improving the position.

3.8 The Senior E&N Leadership Team (SLT) have also received the Q1 results and have re-explored issues priorities, especially where performance has reduced. Overall it is felt that results need to be further explored with staff to get further feedback on issues that may be a concern. In particular this includes understanding why the themes relating to the widest performance gaps have changed. This is about “taking the temperature” and is something many other services in LCC now need to do.

Improvement Plans

3.9 Whilst, Q1 Results are encouraging, further improvements are needed. This includes response rates, which are still low regarding postal returns. To achieve improvements the following has been planned.

- SLT have agreed to consider the practical actions that can be taken to address the key issues from Quarter 1 Engagement Survey.
- SLT have identified middle Managers and Supervisors require additional support with engagement activities. Managers need to listen to their staff and encourage two way feedback. SLT have committed to understanding how these middle managers feel about engagement themselves, as they can be a key and pivotal point in the process.
- SLT have also committed to ensuring that they continue to implement the Service Engagement Plans and continue to ensure these are communicated to staff. This is working well, so there is a commitment to continue doing this.
- To supplement response rates, focus groups are taking place with front line staff to ensure regular two way feedback is obtained.
- Parks and Countryside have agreed to share existing practices to understand any lessons learnt particularly in relation to front line workforce.

3.10 Focus groups for Street Cleansing operatives are taking place to provide an opportunity for these front line staff to feedback. SLT will consider if this should be rolled out to other Service areas.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Through JCCs and special events, the trade unions have been fully consulted on both the position on appraisal and engagement. Their feedback has been incorporated into plans. This includes ideas on response rates and how to make appraisal relevant to front-line staff .

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Baseline reports have been analysed to see if any particular staff groups are disproportionately affected. Overall there is limited deviation. The findings however have been shared with the E&N BME group at their annual conference

5 Conclusions

- 5.1 The results that have been achieved by the Directorate need improving. There are some special circumstances regarding how services and management has been organised in the past. Changes are being made to address this and move forward. Most recently Q1 results on employee engagement are showing evidence of a turnaround. Existing and new plans will be applied to ensure this continues.

6 Recommendations

- 6.1 Members are asked to consider this report.

7 Background documents

- 7.1 N/a

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Report of Chief Officer PPPU and CPU

Report to Scrutiny Board (Resources and Council Services)

Date: 23 July 2012

Subject: The consideration of call-in with respect to procurement decisions

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. All decisions of the Executive Board and Key Decisions taken by officers may be called in to be reviewed and scrutinised by the relevant Scrutiny Board, subject to certain exemptions.
2. Concerns have been raised by members that in some cases, procurement projects have not allocated sufficient time for the call-in process to be undertaken effectively.
3. The Transforming Procurement Programme has been formed to drive strategic and systematic change in the council's buying activities. The category management approach implemented by the programme seeks to improve accountability in the planning, execution, management and review of the council's procurements. This includes greater corporate visibility of when contracts end and the timeline for future procurements to ensure successful planning, better allocation of resources and to support service directorate commissioning. The programme also seeks to more effectively support decision making processes.

Recommendations

4. Scrutiny Board (Resources and Council Services) is asked to note the contents of this report and the change programme being undertaken to improve the council's approach to procurement.

Purpose of this report

- 1.1 To acknowledge members' concerns about the consideration of call-in with respect to procurement decisions.
- 1.2 To update members on activities being implemented through the Transforming Procurement Programme to improve the council's approach to procurement.

2 Background information

- 2.1 All decisions of the Executive Board and Key Decisions taken by officers may be called in to be reviewed and scrutinised by the relevant Scrutiny Board, subject to certain exemptions.
- 2.2 To ensure that the call-in process is recognised as a valuable aspect of decision making, appropriate timescales must be incorporated into each procurement project.
- 2.3 The Transforming Procurement Programme has been formed to drive strategic and systematic change in the council's buying activities. The programme is implementing a number of initiatives to improve accountability in the planning, execution, management and review of the council's procurement projects.

3 Main issues

- 3.1 A number of initiatives are being implemented through the Transforming Procurement Programme to improve the council's approach to procurement and the following activities will improve the approach to call-in:
 - An Assurance and Compliance workstream has commenced which seeks to develop and implement strategies to promote appropriate levels of consistency and to ensure compliance with relevant policies and procedures. In addition, the workstream aims to enhance leadership and governance, including ownership, assurance and check and challenge, building on existing processes, guidance and expertise.
 - A procurement calendar is now live which enables the planning and prioritisation of future projects.
 - A resource planning tool has been developed which ensures projects are properly assessed, prioritised, and allocated within available resource to ensure they are delivered to time, budget and required quality level.
 - Procurement Officers are using a scoping document with service directorate colleagues to determine the scale and complexity of each procurement project, including the impact for members. Outcomes will inform planning and the allocation of resources.
 - Corporate procurement staff are seeking involvement at the earliest stage of each project to improve planning and the allocation of resources.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

4.3.2 The Transforming Procurement Programme aims to support the wider ambitions of the council and specifically contributes to the council value of 'spending money wisely.'

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 The Transforming Procurement Programme operates in compliance with the council's risk management policy.

5 Conclusions

5.1 To ensure that the call-in process is recognised as a valuable aspect of decision making, appropriate timescales must be incorporated into each procurement project. This is being addressed through the Transforming Procurement Programme.

5.2 The Transforming Procurement Programme has been formed to drive strategic and systematic change in the councils 'buying activities.' The category management approach implemented by the programme seeks to improve accountability in the planning, execution, management and review of the council's procurements.

5.3 A number of initiatives have been undertaken through the programme to ensure greater visibility of when contracts end and the timeline for future procurements; to improve planning and the allocation of resources; to effectively support decision making processes and to support successful commissioning.

6 Recommendations

6.1 Scrutiny Board (Resources and Council Services) is asked to note the contents of this report and the change programme being undertaken to improve the council's approach to procurement.

7 Background documents¹

7.1 None

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

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Report of Chief Officer Private Public Partnerships Unit and Procurement Unit

Report to Scrutiny Board (Resources and Council Services)

Date: 23rd July 2012

Subject: Community Right to Challenge

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 Executive Board report 'Community Right to Challenge' dated 7th March 2012 noted that the Director of Resources would seek the views of Scrutiny Board (Resources and Council Services) on the proposed processes once regulations are available. In addition, the Board resolved that a further report be submitted to Executive Board detailing the regulations once they are published.

2. The opportunity to further strengthen engagement with voluntary and community organisations is key to the authority's approach to the Community Right to Challenge and the voluntary and community sector have been engaged in the authority's response to the Right to Challenge. The authority welcomes dialogue with organisations where they feel services can be improved or re-designed to best meet the needs of service users. The importance of engagement is emphasised in the Commission on the Future of Local Government report which outlines the idea of civic enterprise - enterprising councils; civic businesses and engaged citizens.

3. The 'Right to Challenge' is part of the Localism Act which was implemented on 27th June 2012. It gives local communities the right to challenge the way in which local authorities provide and run services. The right applies to voluntary or community bodies, parish councils and employees of relevant authorities. Such an organisation can make an "expression of interest" (EOI) to a local authority in running a service. The authority must either accept (with or without modification) or refuse the EOI. If the EOI is accepted then the authority must carry out a procurement exercise for the service in accordance with normal procurement rules.

Recommendations

1. That views on the proposed processes as outlined in paragraph 3.1 are sought.
2. That views on the proposed content of the Executive Board report detailed in paragraph 3.2 are sought.

1 Purpose of this report

- 1.1 To seek views on the on the proposed processes at 3.1.
- 1.2 To seek views on the requirements of the Executive Board report at 3.2.

2 Background information

- 2.1 The Executive Board report 'Community Right to Challenge' dated 7th March 2012 noted that the Director of Resources would seek the views of Scrutiny Board (Resources and Council Services) on the proposed processes once regulations are available. The Board resolved that a further report be submitted to Executive Board detailing the regulations once they are published.
- 2.2 The Localism Act regulations relevant to the Community Right to Challenge have been published and the measures were implemented on 27th June 2012. The Right to Challenge introduces a new measure that gives local communities the right to challenge the way in which local authorities provide and run services. The right applies to voluntary or community bodies, parish councils and employees of relevant authorities. Such an organisation can make an "expression of interest" (EOI) to a local authority in running a service. The authority must either accept (with or without modification) or refuse the EOI. If the EOI is accepted then the authority must carry out a procurement exercise for the service in accordance with normal procurement rules. The authority must consider whether acceptance of an EOI would promote or improve the social, economic or environmental well-being of the area. The authority must notify the relevant body of its decision, and if the EOI is accepted with modification or rejected, set out its reasons for doing so. An EOI can only be rejected on certain grounds. Furthermore certain services are excluded from the Community Right to Challenge.
- 2.3 Active engagement with potential applicants (including voluntary and community organisations) is an important part of the local approach to the Right to Challenge. Engagement will build upon the good practice that is in place.

3 Main issues

- 3.1 The key aspect of the Leeds City Council approach to the Right to Challenge is that of engagement. To ensure that this aspect runs seamlessly through the process we have ensured that there is:
 - a) A single point of contact for interested organisations. As a first point of call, organisations are directed to make contact on the Right to Challenge through a single phone, email and postal address at Private Public Partnerships

Unit/Procurement Unit (PPPU/PU). Information is available on the internet and intranet and links to relevant guidance is included.

- b) Where general enquiries on the Right to Challenge are made then the process will be discussed with organisations and links made to the relevant directorate.
- c) Where an expression of interest is made then:
 - a. A user-friendly form will be provided to applicants;
 - b. Engagement in a decision will include:
 - i. PPPU/PU and directorates who will jointly consider the expression;
 - ii. Relevant members will be consulted;
 - iii. Liaison will be undertaken with Area Leadership.
- d) A corporate perspective will be maintained on any interest through regular reports to Corporate Commissioning Group.

3.2 It is proposed that the forthcoming Executive Board report will detail this local approach to the Right to Challenge. It will focus on engagement with those interested in putting forward ways to improve services for the benefit of service users. In particular, the report will outline engagement with voluntary and community organisations through:

- the development of the Right to Challenge processes;
- the Transforming Procurement Programme;
- the locality perspective;
- corporate and directorate engagement approaches; and
- links to the Local Government Commission and civic enterprise.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 A project team, which has included Public Private Partnership Unit, Procurement Unit, Area Support and Customer Access and Performance officers has been working on the requirements of the Right to Challenge. The team has undertaken consultation with a range of stakeholders including directorate commissioners, senior directorate management teams and service managers and councillors through consideration at Area Committee and relevant briefings.

4.1.2 The project team have engaged with voluntary and community organisations through attendance at the Third Sector Leeds Leadership Group and detailed discussion with a representative group from Third Sector Leeds. These discussions included ways of strengthening third sector engagement with the local authority in relation to commissioning and procurement. In addition, an update has been provided to the Third Sector Partnership Board.

4.2 Equality and Diversity / Cohesion and Integration

An Equality Impact Assessment screening has been agreed by the Chief Officer Procurement Unit and Private Public Partnerships Unit on 10th July 2012 .

4.3 Council policies and City Priorities

Successful implementation of the Localism Act will support the council to deliver a number of its strategic objectives, particularly through the Locality Working agenda.

4.4 Resources and value for money

There will be resource implications for Leeds City Council in administering the scheme. The extent of this will be largely dependent on the interest in the scheme, which is very difficult to predict.

4.5 Legal Implications, Access to Information and Call In

The process set up by the Council for dealing with the Right to Challenge is considered to be robust and that there are no legal implications at this stage. However, as this is new legislation it remains untested and challenges may ultimately be brought nationally and the Council's process may have to be adapted to deal with any successful challenges.

The decision is not subject to call-in and there are no Access to Information implications.

4.6 Risk Management

A risk assessment has been undertaken at Corporate Commissioning Group and in Area Support and these will be considered at regular intervals at Corporate Commissioning Group.

5 Conclusions

- 5.1 The Community Right to Challenge legislation has been implemented and the authority has ensured that those interested in service development and improvement have a seamless access to take forward discussions with us.
- 5.2 PPPU/PU, directorates, members and localities will be engaged in any Community Right to Challenge decision.
- 5.3 A report to Executive Board on 5th September 2012 will provide an update on the Right to Challenge.

6 Recommendations

- 6.1 That views on the proposed processes as outlined in paragraph 3.1 are sought.
- 6.2 The views on the proposed content of the Executive Board report detailed in paragraph 3.2 are sought.

7 Background documents¹

- 7.1 Executive Board report 'Community Right to Challenge' dated 7th March 2012.

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

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Resources and Council Services)

Date: 23rd July 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

Summary of main issues

1. A draft work schedule is attached as appendix 1. The work schedule has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.

2. Also attached as appendix 2 and 3 respectively are the minutes of Executive Board of 20th June 2012 and the Council's current Forward Plan relating to this Board's portfolio.

Recommendations

3. Members are asked to:
 - a) Consider the draft work schedule and make amendments as appropriate.
 - b) Note the Executive Board minutes and Forward Plan

4. Background papers¹

None used

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

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Scrutiny Board (Resources and Council Services) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	June	July	August
People Plan	Outturn Report People Plan performance and report on appraisals and engagement – SB 25/06/12	Performance of Environment and Neighbourhoods regarding appraisals and engagement	
Equality Improvement Priorities	Equality Indicators SB 25/06/12		
Annual review of Partnership			
<i>To be determined</i>			
Briefings		Community Right To Challenge – To discuss proposed process SB 23/7/12 Procurement and Call IN	
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 4 performance report SB 25/06/12		
Budget	Out turn Report – SB 25/06/12		

Scrutiny Board (Resources and Council Services) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
People Plan	Quarter 1 People Plan performance and report on Flexible Working and Agency staff – SB 3/09/12		
Equality Improvement Priorities			
Annual review of Partnership	Discussion with Cllr Wakefield re Leeds Initiative		
<i>To be determined</i>			
Briefings	Gambling Policy SB 3/9/12		
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 1 performance report SB 3/09/		
Budget	Quarter 1 - Budget SB 3/09/		

Scrutiny Board (Resources and Council Services) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
People Plan	Quarter 2 People Plan performance and report on Attendance and Health & safety SB 17/12/12		
Equality Improvement Priorities			
Annual review of Partnership			
<i>To be determined</i>			
Briefings			
Budget & Policy Framework Plans		To receive Executive Board's initial budget proposals SB 21/01/13	
Recommendation Tracking			
Performance Monitoring	Quarter 2 performance report SB 17/12/12		
Budget	Quarter 2 – Budget SB 17/12/12		

Scrutiny Board (Resources and Council Services) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	March	April	May
People Plan	Quarter 3 People Plan performance and report on Equalities – SB 18/03/13		
Equality Improvement Priorities			
Annual review of Partnership	To undertake “critical friend” challenge – SB 18/03/13		
<i>To be determined</i>			
Briefings			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 3 performance report SB 18/03/13		
Budget	Quarter 3 – Budget – SB 18/3/13		

EXECUTIVE BOARD

WEDNESDAY, 20TH JUNE, 2012

PRESENT: Councillor J Blake in the Chair

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

Councillor J Procter – Substitute Member

1 Chair of the Meeting

Under the terms of Executive and Decision Making Procedure Rule 2.1, in the absence of the Leader, Councillor Wakefield, who had submitted his apologies for absence from the meeting, Councillor Blake, as Deputy Leader, presided as Chair of the Board for the duration of the meeting.

2 Substitute Member

Under the terms of Executive and Decision Making Procedure Rule 2.3, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

3 Chair's Opening Remarks

The Chair welcomed Councillor Mulherin to her first meeting of Executive Board, following her recent appointment to the position of Executive Member for Health and Wellbeing.

4 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 2(b) to the report referred to in Minute No. 9 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains commercially sensitive information on the City Council's approach towards procurement issues, affordability position and commercially sensitive pricing, together with information about the commercial risk position of Veolia. The benefit of keeping this information exempt is considered greater than that of allowing public access to the information.

In addition, Appendix 3 to the report referred to in the same minute, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains commercially sensitive information detailing the value of City Council owned property, the disclosure of which may

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th July, 2012

prejudice future property development and disposals. The benefit of keeping this information exempt is considered greater than that of allowing public access to the information.

- (b) Appendices 2 and 3 to the report referred to in Minute No. 27 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that they contain financial and business information of providers in the city and information on the negotiating position of the council in agreeing a fee structure with the independent sector providers. In applying this exemption, the council has considered the public interest test, as the information can only be withheld if the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The council acknowledges that there is a public interest in the fee structure for residential care however, we consider that the public interest in disclosing the information in the Appendices is outweighed by the public interest in maintaining the exemption. It is in the public interest that the council is able to negotiate residential and nursing fees which represent best value for money and in order to do this, the council must be able to share information confidentially with providers, who all operate in a commercially competitive market. By releasing the information within appendices 2 and 3, it could prejudice the council's negotiation position on fees, on this occasion and in the future, and harm the council's ability to achieve best value for money.
- (c) Appendix 1 to the report referred to in Minute No. 28 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it is considered that the public interest in maintaining this information as exempt outweighs the public interest in disclosing the information, as disclosure may prejudice the outcome of the procurement process and the cost of developing the facility. For this reason, Appendix 1 is marked as Exempt/Confidential under the Council's Access to Information Procedure Rule 10.4 (3).

5 Late Items

There were no late items as such, however, it was noted that Executive Board members had been provided with copies of an addendum to agenda item 7, 'Waste Solution for Leeds – Residual Waste Treatment PFI Project: Final Business Case and Contract Award' for their consideration (Minute No. 9 referred).

6 Declaration of Interests

Councillor J Procter declared a personal interest in the agenda item entitled, 'Waste Solution for Leeds – Residual Waste Treatment PFI Project: Final Business Case and Contract Award', due to being a member of Plans Panel (East) (Minute No. 9 referred).

Councillor Golton declared a personal interest in the agenda item entitled, 'Deputation to Council: Leeds and District Gardeners' Federation regarding Allotment Provision in Leeds', due to being Vice President of Leeds and District Gardeners' Federation (Minute No. 8 referred).

Councillor Ogilvie declared a personal interest in the agenda item entitled, 'Tenancy Strategy 2013-15 and Lettings Policy Review', due to being a member of the Inner South ALMO Area Panel (Minute No. 13 referred).

Councillor R Lewis declared a personal interest in the agenda item entitled, 'Tenancy Strategy 2013-15 and Lettings Policy Review', due to being a member of the Outer West ALMO Area Panel (Minute No. 13 referred).

Councillor Yeadon declared a personal interest in the agenda item entitled, 'Public Health in Leeds City Council' due to being a member of Leeds Partnership NHS Trust Board (Minute No. 25 referred).

7 Minutes

RESOLVED – That the minutes of the meeting held on 16th May 2012 be approved as a correct record.

ENVIRONMENT

8 Deputation to Council - Leeds and District Gardeners' Federation regarding Allotment Provision in Leeds

The Director of City Development submitted a report responding to the deputation presented by the Leeds and District Gardeners' Federation to Council on 28th March 2012 regarding allotment provision in Leeds.

In presenting the report, the Executive Member for the Environment provided the Board with an update in respect of the latest position regarding the Victoria Pit Allotment and the Reservoir Allotment.

Members noted the considerable amount of work which had been undertaken in respect of the matters detailed within the report and comments were made welcoming the community proposal that allotments were put forward as 'Assets of Community Value'.

RESOLVED -

- (a) That the response to the deputation from the Leeds and District Gardeners' Federation, with regard to allotment provision in Leeds, be noted.
- (b) That support be given to the community proposal to put forward allotments as 'Assets of Community Value'.

9 Waste Solution for Leeds - Residual Waste Treatment PFI Project - Final Business Case and Contract Award

Further to Minute No. 122, 2nd November 2011, the Director of Environment and Neighbourhoods submitted a report providing an update on the progress of the Residual Waste Treatment PFI project. In addition, the report sought approval to submit the Final Business Case (FBC) to the Department for Environment Food and Rural Affairs (Defra), detailed the progress made to date and also outlined the work which was required to progress to the

financial close stage of the Project, including the award of the contract to Veolia.

Copies of an addendum to the submitted report, which added a further recommendation to it had been circulated to Board Members prior to the meeting for their consideration.

The submitted report noted that the current draft of the FBC was designated as exempt under Access to Information Procedure Rule 10.4(3) and was available for Executive Board Members' consideration.

Following consideration of Appendices 2b and 3 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the submission of the Final Business Case (FBC) to the Department for Environment Food and Rural Affairs (Defra) be approved.
- (c) That the submission to Defra of the submitted report, together with the minutes of the 20th June 2012 Executive Board meeting, be approved.
- (d) That the financial implications for the City Council, as set out within appendix 2(a) and the exempt appendix 2(b) of the submitted report be noted, and that approval be given to the expenditure, as set out within appendix 2(a) and exempt appendix 2(b), provided that the total estimated Unitary Charge for the Contract at the date of Financial Close is less than £502,000,000, as set out within paragraph 3.6 of appendix 2(a) of the submitted report.
- (e) That the arrangements detailed at section 5.5 of the submitted report be confirmed, and (for the avoidance of doubt) authority be given to the Director of Environment and Neighbourhoods (or delegate) to exercise the delegated powers, as set out at Part 3 Section 3E of the Constitution regarding PPP/PFI and other Major Property and Infrastructure Related projects, in relation to this Project.
- (f) That the process of achieving financial close, as set out within the submitted report, be approved, including the award of the contract to Veolia ES (Leeds) Limited, which is a wholly owned subsidiary of Veolia ES Aurora Ltd., and:-
 - (i) That it be noted and confirmed that the conditions of the General Disposal Consent are satisfied at the date of this report.
 - (ii) That the disposal of the site at an undervalue in excess of £100,000 be approved.

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th July, 2012

- (iii) That the Director of City Development (or an officer with appropriate delegated powers) be authorised to take all action required to conclude the disposal of the site, including carrying out the actions described at paragraph 4.9 of the submitted report, which may include seeking the consent of the Secretary of State prior to disposal if the circumstances as set out at paragraph 4.9 change.
- (g) That the disposal of an area of land to the north of the site be approved, in order to be used as a temporary construction compound during the construction period at an undervalue in excess of £100,000 and that the Director of City Development (or an officer with appropriate delegated powers) be authorised to take all action required to conclude the disposal of this area of land including lease terms, site location and area.

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

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

10 Response to the Full Council Deputation by Dalia Hawley on behalf of Active Communities Against Trafficking (ACT) Group

The Director of Environment and Neighbourhoods submitted a report responding to the deputation presented to Council on 28th March 2012 by the Active Communities Against Trafficking (ACT) group regarding the role of communities and Local Authorities in stopping Human Trafficking.

The Board provided its unanimous support with regard to the actions detailed within the submitted report which were aimed at tackling the problem of human trafficking.

RESOLVED –

- (a) That the initiative to raise awareness and take action against trafficking be supported.
- (b) That a letter be written to Dalia Hawley to support the campaign and raise with other Councils.
- (c) That, building on the many positive arrangements already in place, the commitment of Leeds City Council and West Yorkshire Police be affirmed with regard to tackling the issue of trafficking people.
- (d) That officers continue to review opportunities to develop and deliver work to address trafficking.
- (e) That consideration be given to possible venues for holding an awareness event in Leeds.

11 Response to the Recommendations of Scrutiny Board (Safer and Stronger Communities) following its Inquiry into Private Rented Sector Housing

The Director of Environment and Neighbourhoods submitted a report responding to the recommendations of the Scrutiny Board (Safer and Stronger Communities), arising from the Scrutiny Board's inquiry into the Private Rented Sector.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) attended the meeting and introduced the key issues arising from the Scrutiny Board's Inquiry into Private Rented Sector Housing.

Members welcomed the comprehensive and timely piece of work which had been undertaken by the Scrutiny Board on this issue, and responding to Members' enquiries, it was confirmed that a report would be submitted to the Board in due course providing further details on the approach being taken with regard to Recommendation 1 of the Scrutiny Inquiry report, and highlighting any resource implications arising from it.

RESOLVED –

- (a) That the Inquiry report of the Scrutiny Board (Safer and Stronger Communities) into the private rented sector be accepted.
- (b) That the need to identify resources in order to fully implement recommendation 1 of the Scrutiny Board (Safer and Stronger Communities) be noted.

12 Transfer of cleared sites in Cross Green to Chevin Housing Association

The Director of Environment and Neighbourhoods submitted a report which sought approval to transfer 2 cleared sites in Cross Green to Chevin Housing Association at nil consideration, in order that the development of a new Affordable Housing Scheme could take place.

Responding to an enquiry, officers undertook to provide the Member in question with further details in respect of the specific background information and business case relating to the 2 sites involved, whilst officers also undertook to ensure that in future, similar reports would contain such information for Board Members' consideration, as a matter of course.

RESOLVED – That the transfer of the cleared sites in Cross Green to Chevin Housing Association at nil consideration, as marked upon the appendix to the submitted report, be approved.

13 Tenancy Strategy 2013-2015 and Lettings Policy Review

The Director of Environments and Neighbourhoods submitted a report providing an update on the Council's legal duty to publish a Tenancy Strategy, the draft Tenancy Strategy which had been prepared for the purposes of consultation, the changes that would be required to the Council's lettings

policy in response to the Localism Act and publication of the Code of Guidance on the Allocation of Accommodation, together with the proposed timetable and process for consultation and implementation.

RESOLVED –

- (a) That the draft Tenancy Strategy be consulted upon with key stakeholders.
- (b) That the final versions of the Tenancy Strategy and lettings policy are prepared for consideration by Executive Board in November 2012, taking into account the outcome of the consultation exercise.
- (c) That approval be given to the revised wording of the lettings policy, as outlined within section 3.8.10 of the submitted report.

- 14 Introduction of the Housing Benefit size criteria in the social rented sector and review of the Council's under occupation incentive scheme**
A report was submitted on behalf of Housing Partnerships which outlined the changes being made to Housing Benefit provision and proposed actions which the Council and its partners could take in order to mitigate the adverse impact of the introduction of the Social Sector Size Criteria (SSSC).

By way of introduction to the report, the Executive Member for Neighbourhoods, Planning and Support Services provided some specific details regarding the key implications arising from the introduction of the SSSC. Members then acknowledged the work which had previously been undertaken by the Council to address the issue of under-occupation and discussed the potential impact of the new criteria upon those vulnerable groups within the community, including the over-60s and children and young people, and considered the possible actions which could be taken to try and mitigate such impact.

In conclusion, it was agreed that further to the recommendations within the submitted report, correspondence be forwarded to the relevant Government Ministers and Leeds MPs, highlighting the Council's concerns regarding the introduction of Housing Benefit Size Criteria, with the correspondence being sent on behalf of all Political Groups within the Council, subject to the content being agreed by all Group Leaders.

RESOLVED –

- (a) That the success of the under occupation incentive scheme in releasing over 400 houses since it was introduced in 2008 be noted.
- (b) That the Council's under occupation incentive scheme be temporarily suspended with immediate effect pending a full review, and that the 2012/13 budget identified from the Housing Revenue Account for the under occupation incentive scheme be allocated to meet the Council's commitment to tenants who have already been accepted onto the under occupation incentive scheme, provided they move by 31st March 2013.

- (c) That the Council undertake a full review of the support and incentives that can be offered to under occupying tenants, and following the monitoring of the impact of the SSSC between April and October 2013, a revised scheme proposal be presented to Executive Board in December 2013.
- (d) That correspondence be forwarded to the relevant Government Ministers and Leeds MPs, highlighting the Council's concerns regarding the introduction of Housing Benefit Size Criteria, with the correspondence being sent on behalf of all Political Groups within the Council, subject to the content being agreed by all Group Leaders.

15 Neighbourhood Planning - Management, Support and Protocol Arrangements

The Director of City Development submitted a report providing a general overview and update on the neighbourhood planning process, setting out the requirements and implications for the Council of the Neighbourhood Planning (General) Regulations 2012 and proposing governance and protocol arrangements for neighbourhood planning generally, with specific reference to the preparation of neighbourhood plans. In addition, the report outlined the roles and responsibilities for the Council and local communities at the different stages of the neighbourhood planning process, detailed progress on neighbourhood planning in Leeds, highlighting both the opportunities and the challenges of the new process, presented the contents of the draft neighbourhood planning guidance for approval and outlined how neighbourhood planning could assist the Council with regeneration and service delivery.

The Board considered the range of approaches being taken by communities across Leeds in respect of Neighbourhood Plans. In response to Members' enquiries, officers highlighted the actions which were being taken to ensure that the Council took a proactive approach towards the Neighbourhood Planning agenda, with specific details being provided regarding the allocation of staffing resource. Members noted the involvement of Area Committees in the development of the process.

RESOLVED –

- (a) That the Neighbourhood Planning (General) Regulations 2012, which came into force on 6th April be noted and that a progress report be submitted to Executive Board in 6 months on how neighbourhood planning is working in Leeds.
- (b) That the Neighbourhood Planning Guidance Note, as attached as Appendix 1 to the submitted report, be approved, and that the necessary authority be delegated to the Chief Planning Officer to make any further amendments/formatting.
- (c) That the governance and protocol arrangements, as set out within the submitted report be approved.

Draft minutes to be approved at the meeting to be held on Wednesday, 18th July, 2012

- (d) That it be noted that a presentation will be made to Area Committee Chairs outlining the important role that they will have in the neighbourhood planning process.
- (e) That the establishment of a corporate neighbourhood planning steering group be agreed, which will ensure that the support and advice for neighbourhood planning is linked to regeneration, service delivery and the localism agenda generally (paragraph 3.8 of the submitted report specifically refers).
- (f) That it be noted that a citywide neighbourhood planning event(s) will launch the neighbourhood planning guidance note, which will aim to provide support and raise awareness for local Members, local communities and other stakeholders.

16 Design and Cost Report for Passenger Transport Replacement Vehicles

The Director of Resources submitted a report which sought approval to a proposal to purchase twelve new minibuses for Passenger Transport, whilst also seeking authority to incur the related expenditure.

RESOLVED – That the purchase of twelve wheelchair accessible vehicles be approved, to replace twelve vehicles which were originally due for replacement in January 2011, and that authority be given to incur expenditure of £575,000.

CHILDREN'S SERVICES

17 Response to the Full Council Deputation by Mark Swards, Leeds University Union : Widening Participation

The Director of Children's Services submitted a report providing a response to the deputation entitled "Widening Participation" presented to Council on the 28th March 2012 on behalf of Leeds University Union.

Members highlighted the importance of addressing any misconceptions that young people and their families had in respect of the financial arrangements, as such misconceptions could lead to individuals being discouraged from entering higher education.

Further to the recommendations within the submitted report, it was agreed that the Chief Executive write to the universities within Leeds on the actions they are continuing to take to encourage young people from all socio-economic backgrounds to enter into higher education.

RESOLVED –

- (a) That an ongoing dialogue between officers and the universities be supported, in particular through further research into the impact upon Leeds' existing students and younger learners (with the potential to enter higher education) and the completion and success rate of those students enrolled on courses.

- (b) That the range of developments and initiatives to support progression to higher education already put in place be noted.
- (c) That the Board's support be given to the 'Leeds Education Challenge' and the 'Higher Education Access: Rewarding Transforming (HEART)' structures, as the most appropriate vehicles to ensure a co-ordinated approach towards supporting the progression of young people to higher education.
- (d) That support be given to considering this issue as part the work around the Child Friendly City priority to: address the barriers that prevent children and young people from engaging in and enjoying learning.
- (e) That the Chief Executive write to the universities within Leeds on the actions they are continuing to take to encourage young people from all socio-economic backgrounds to enter into higher education.

18 Design and Cost Report - Blenheim Primary School Additional Accommodation

The Director of Children's Services submitted a report which sought approval to proceed with works which would provide additional accommodation at Blenheim Primary School. In addition, the report sought the necessary authority to incur expenditure of £643,984 on phase 2 of the scheme.

RESOLVED –

- (a) That the additional accommodation works at Blenheim Primary School, at an estimated total cost of £643,984, be approved.
- (b) That expenditure of £643,984 from capital scheme number 15822\BLE\000 be authorised.

19 Annual Adoption Agency Report

The Director of Children's Services submitted a report providing details of the work undertaken by Leeds City Council adoption service from April 2011 to March 2012 inclusive. Specifically, the report focussed upon the activity of the service in relation to its compliance with the national minimum standards; the implementation and progression of children's care plans; the service offered to those seeking to adopt and the services offered to those affected by adoption through the provision of adoption support.

A copy of the Adoption Service's Statement of Purpose, dated May 2012, was appended to the submitted report for Members' consideration.

RESOLVED – That the contents of the submitted report be noted and that the Board continues to provide its support towards the work of the Adoption Team, ensuring that our adopted children receive the best possible support.

20 Fostering Service Annual Report

The Director of Children's Services submitted a report informing of the work undertaken by the fostering service between April 2011 and March 2012. The report provided details of the work of the service, its compliance with the national minimum standards, the implementation and progression of children's care plans, the service offered to foster carers and outcomes for children. In addition, the report provided an update on the activity in relation to the recruitment and retention of foster carers, fostering panel activity and developments within the service, whilst highlighting national developments in fostering practice and providing information on the profile of children in care in Leeds.

A copy of the Fostering Service's Statement of Purpose, dated May 2012, was appended to the submitted report for Members' consideration.

Members emphasised the vital role played by foster carers and the need to continue to focus upon the recruitment of new carers across the city.

Responding to Members' enquiries, reassurance was provided that work was commencing via Scrutiny Board (Children's Services) into the services provided by private and independent foster homes throughout Leeds, and the need for the authority to be notified as a matter of course about the existence of such homes.

In addition, the Board received details on the actions being taken in relation to the recruitment of foster carers in Leeds, with specific information provided on the work being undertaken around the impact of the changes to benefit provision upon foster carers, and more generally, the financial incentives provided to them.

RESOLVED – That the contents of the submitted report be noted, and that the Board continues to provide its support towards the work of the fostering service, ensuring our fostered children receive the best possible support.

21 Transfer of Great Preston Primary School site to the Diocese of Ripon & Leeds

The Director of Children's Services submitted a report which sought in principle approval to transfer the land at Great Preston Primary School site to the Diocese of Ripon and Leeds.

RESOLVED –

- (a) That the transfer of Council owned land at the Great Preston Primary School site, as listed within appendix 1 and as set out within the submitted report, be approved.
- (b) That the principal of transferring land to the Diocese be approved on the basis set out within the submitted report, in respect of any further schools in the ownership of the Council and which the Diocese call for, and that the final approval of the terms of such disposals be delegated to the Director of City Development.

LEISURE AND SKILLS

22 Future of Cow Close Library

Further to Minute No. 257, 16th May 2012, the Director of City Development submitted a report outlining proposals for the future of library provision in the Cow Close area.

RESOLVED – That the replacement of the current library provision with increased, targeted mobiles, be agreed, and that the decisions on the future of the venue be delegated to the Director of Environment and Neighbourhoods.

HEALTH AND WELLBEING

23 Response to the Recommendations of Scrutiny Board Safer and Stronger Communities following its Inquiry into Fuel Poverty

The Director of Public Health and the Director of Adult Social Services submitted a joint report responding to two of the recommendations arising from the recent Scrutiny Board (Safer and Stronger Communities) Inquiry into Fuel Poverty in Leeds.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) attended the meeting and introduced the key issues arising from the Scrutiny Board's Inquiry into Fuel Poverty.

The Board welcomed the timely piece of work which had been undertaken by the Scrutiny Board on this issue, noted the opportunity for further cross-party working to be undertaken and highlighted that this matter would be picked up by the new Health and Wellbeing Board in due course.

RESOLVED –

- (a) That the Scrutiny Board (Safer and Stronger Communities) Inquiry report into Fuel Poverty, together with recommendations 1 and 10(i) be welcomed as a valuable contribution towards addressing fuel poverty in Leeds.
- (b) That in line with recommendation 1 of the Inquiry report, it be agreed that in the development of the new public health system, fuel poverty be identified as a key priority and used to demonstrate how the Public Health operating arrangements will work in practice.
- (c) That in line with recommendation 10(i) of the Inquiry report, it be agreed that in developing a simple systematic referral pathway across health and council services, a twin track approach will need to be adopted. This will involve:
 - a universal multi-agency referral system to be used across the city by frontline staff linked to other key initiatives, or used in targeted neighbourhoods to support customers to access a wide range of preventative services including affordable warmth, and

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th July, 2012

- a specialised referral pathway specifically for the referral of clients with an existing health condition to be used by the health and social care integrated teams.

24 Deputation to Council - Leeds LINK regarding Health and Wellbeing Bill and its impact on Leeds

A report from the Director of Adult Social Services was submitted providing a response to the deputation presented to Council on the 28th March 2012 by the Leeds Local Involvement Network (LINK) regarding the Health and Social Care Act 2012 and its impact upon Leeds.

The Board noted the contents of the report and highlighted the importance of acknowledging the concerns which had been raised by the public. The Chair thanked the members of the deputation present for their attendance at the meeting.

RESOLVED –

- That the contents of the submitted report, including the response to the deputation by Leeds Local Involvement Network (LINK), be noted.
- That it be confirmed that the Board is sufficiently assured that the issues raised in the deputation are being addressed.

25 Public Health in Leeds City Council - New Responsibilities

The Director of Public Health submitted a report providing an update on the new responsibilities in respect of public health which would fall within the remit of the Council from April 2013. In addition, the report provided details on the progress made on, and the issues arising from the implementation of the Leeds Public Health Transition Plan, whilst also seeking endorsement of the proposed Operating Model for Public Health in Leeds City Council

Members highlighted the significant opportunities that the Council's new duties would present, whilst the Chief Executive emphasised the need for the Council to make its mark on improving the health of the people of Leeds. In addition, the Board noted the expertise of the public health professionals who would be undertaking the new function, whilst Members were updated upon the progress made in respect of Member development and officer training opportunities within the field of public health.

RESOLVED -

- That the new public health responsibilities coming to the Council after April 2013 as a result of the Health and Social Care Act 2012 be noted.
- That the creation of the Office of the Director of Public Health as an additional Central and Corporate function be endorsed, with the Director of Public Health being operationally accountable to the Chief Executive.
- That the principles behind the Operating Model of the Office of the Director of Public Health be endorsed and that the necessary authority

to progress the transfer of public health functions, staff and resources to the Council be provided.

- (d) That progress made on the Leeds Public Health Transition Plan, the issues raised, national milestones and NHS assurance process, be noted.
- (e) That it be noted that a further report will be made to Executive Board in the autumn which will set out key priorities and actions to be taken within the Joint Health and Well Being Strategy which will reduce health inequalities and improve health and well being for all citywide and within localities.

ADULT SOCIAL CARE

26 The Government's Blue Badge Reform Programme - An Update upon the Impact of Recent Changes

Further to Minute No. 130, 2nd November 2011, the Assistant Chief Executive (Customer Access and Performance) and the Director of Adult Social Services submitted a joint report providing details of the impact of the recent changes brought about by the Government's national blue badge reform programme. In addition, the report sought endorsement of the arrangements established to undertake assessments for blue badges, whilst it also highlighted the actions which were being taken to continue to improve the delivery of the scheme in Leeds.

The Executive Member for Adult Social Care thanked all officers who had been involved in the administration of the new arrangements in respect of the blue badge parking scheme, for the considerable work which had been undertaken on this issue.

A Member made specific comments regarding the practicalities of the assessment process, specifically with regard to the assessment centre and the associated form. In response, such comments were acknowledged and the Board was provided with an update on the current position regarding the location of the assessment centre.

RESOLVED –

- (a) That the progress made in creating and delivering the new Blue Badge scheme in Leeds be noted.
- (b) That the assessment arrangements established in Leeds, as detailed within sections 3.2 to 3.6 of the submitted report, be endorsed.
- (c) That the actions taken to continue to improve the delivery of the scheme in Leeds, as detailed within sections 3.12 to 3.13 of the submitted report, be noted.

27 Procurement of Residential and Nursing Placements (Residential Governance Quality Framework and Fees)

Further to Minute No. 68, 7th September 2011, a report from the Director of Director of Adult Social Services was submitted which sought the necessary authority to proceed with a procurement exercise in regard to the Residential Quality Governance Framework and associated fees for Older Peoples care homes in Leeds.

Members welcomed the cross-party approach which had been taken in respect of this matter, which had led to the proposals detailed within the submitted report.

Following consideration of Appendices 2 and 3 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the Board's agreement be given to the adoption of the quality framework approach and the associated recommended fee structure, as set out within the submitted report, which follows on from the work of the Advisory Board and the extensive collaboration to achieve a new business relationship with Independent Sector providers of residential and nursing care for older people.
- (b) That the Board's agreement be given to the initiation of a procurement process to commence immediately, and that it be noted that the Director of Social Services will take a delegated decision to award the framework contracts in accordance with the Council's scheme of delegations, in order to ensure that the recommended quality framework and fee structure can be implemented from the 1st October 2012.
- (c) That the Board's agreement be given to the proposal that the recommended new monitoring arrangements are put in place in order to assure the intended improvements in quality.
- (d) That the Board's agreement be given to the proposal that the risks and mitigation plans are implemented with regard to the financial risks identified.

28 Design and Cost Report: Capital Expenditure : Proposed Refurbishment of Harry Booth House to an Intermediate Care Facility

Further to Minute No. 67, 7th September 2011, a report from the Director of Adult Social Services was submitted which sought approval to the design proposals for the Harry Booth House Intermediate Care scheme, as described within the submitted report. In addition, the report sought approval to the outline scheme design proposals for the proposed refurbishment of Harry Booth House, a related injection into the Capital Programme, together with the necessary authority to spend.

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 outline scheme design proposals for the proposed refurbishment of Harry Booth House, as described in the submitted report, at an estimated total cost of £2,487,000, be approved.
- (b) That an injection of £1,902,000 into existing Capital Scheme No 16493 be authorised, comprising allocated funds of £90,000 from NHSABL, with the balance of £1,812,000 funded via borrowing from the savings identified in the project business case.
- (c) That approval be given to the authority to spend £2,487,000 in order to deliver the scheme, including £675,000 from allocated funds from NHSABL included in Capital Scheme No 16493 on the proposed refurbishment of Harry Booth House to create an Intermediate Care Unit.

RESOURCES AND CORPORATE FUNCTIONS

29 2011/2012 Year End Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting a summary of the year-end (quarter four) performance data for 2011/2012, which provided an update on progress in delivering the Council Business Plan 2011-2015 and the City Priority Plan 2011-2015.

Members noted that the performance data within the submitted report would be considered in detail by the relevant Scrutiny Boards.

Responding to an enquiry, it was undertaken that the Member in question would be provided with the further information which he had requested in respect of 'missed bins'.

RESOLVED – That the contents of the submitted report, together with the performance issues identified, be noted.

30 Financial Performance - Outturn Financial Year ended 31st March 2012

The Director of Resources submitted a report on the Council's financial outturn position for 2011/2012 for both revenue and capital, and also included details in respect of the Housing Revenue Account. In addition, the report presented information on major variations on the revenue account from the provisional outturn reported to the May 2012 Executive Board and also reported on the final position of Schools and the Arms Length Management Organisations (ALMOs). Finally, the report highlighted the current position regarding other key financial health indicators including Council Tax and National Non-Domestic Rates (NNDR) collection statistics, sundry income and prompt payments.

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

A reference was made to the budgets held by individual schools, and highlighted that further consideration needed to be given to this matter.

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

31 Localised Council Tax Support Scheme

The Director of Resources submitted a report which presented a proposal for a local Council Tax Support scheme for 2013/2014. In addition, the report sought approval to undertake a public consultation exercise on the proposed scheme, with the outcomes from the consultation being presented to a future Executive Board along with a recommendation for a local Council Tax Support scheme.

Having noted that the Council was required to adopt a local working age scheme by 31st January 2013, the Board received reassurances regarding the proposed timescales detailed within the submitted report which related to the development and adoption of such a scheme. Further to this, the Board noted that a further report containing the recommendations for the scheme would be submitted to the Board in January 2013, although efforts would be made to submit it to an earlier meeting, if at all possible. Responding to a Member's enquiry, the Board noted that other local authorities were in a similar position to Leeds, with respect to timescales.

RESOLVED –

- (a) That the proposed consultation exercise on the draft Council Tax Scheme, as set out within the submitted report, be approved.
- (b) That approval be given to the inclusion within that consultation (detailed at resolution (a) above) of proposals to amend Council Tax discounts and exemptions schemes for empty properties in Leeds.
- (c) That a report be submitted to Executive Board no later than January 2013, with a recommendation for the local Council Tax Support scheme from 2013/2014 that has considered the responses from the consultation exercise.

DEVELOPMENT AND THE ECONOMY

32 Deputation to Council - Young People Seeking a 20 MPH speed limit on Haven Chase, Cookridge

The report of the Director of City Development submitted a report which responded to the deputation presented to Council on the 28th March 2012 by the Young People of Haven Chase, Cookridge, regarding the provision of a 20mph speed limit.

RESOLVED –

- (a) That a letter be written to Ella Craggs thanking her for her excellent presentation on the traffic issues on Haven Chase, Cookridge, and outlining the manner in which we will meet the request contained in her deputation.
- (b) That the intention to expand the planned proposal for a 20mph scheme covering the Silk Mill area and Tinshill Pupil Referral Unit be noted, so as to incorporate Haven Chase and nearby streets, which will be progressed as part of the forward programme of priority schemes, to expand the coverage of such priority schemes in areas surrounding schools.
- (c) That it be noted that the Council's Speed Indicator Device (SID) is available for the local community to use in order to raise awareness amongst motorists of traffic speed issues both for Haven Chase and other areas of the city.

DATE OF PUBLICATION: 22ND JUNE 2012

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 29TH JUNE 2012

(Scrutiny Support will notify Directors of any items called in by 12.00pm on 2nd July 2012)

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th July, 2012



FORWARD PLAN OF KEY DECISIONS

Resources and Council Functions Scrutiny Board

1 July 2012 – 31 October 2012

What is the Forward Plan?

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 July 2012 – 31 October 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

Who takes key decisions?

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

Who can I contact?

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

How do I make contact?

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

Leeds City Council - Telephone: 0113 2474357

How do I get copies of agenda papers?

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

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

Telephone: 0113 2474350

Fax: 0113 3951599

Email: cxd.councilandexec@leeds.gov.uk

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

Where can I see a copy of the Forward Plan?

The Plan can be found on the Leeds City Council Website www.leeds.gov.uk. The Plan is regularly updated and for legal reasons is formally published on a monthly basis on the following dates:

2012/13

17 th May 2012	16 th November 2012
15 th June 2012	17 th December 2012
17 th July 2012	17 th January 2013
17 th August 2012	14 th February 2013
17 th September 2012	15 th March 2013
17 th October 2012	16 th April 2013

About this publication

For enquiries about the Forward Plan of Key Decisions please:

E-mail: cxd.councilandexec@leeds.gov.uk or telephone: 0113 247 4357

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

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

(Bengali):-

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

(Chinese):-

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

(Hindi):-

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

(Punjabi):-

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

(Urdu):-

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

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 July 2012 to 31 October 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)
The Manufacture, Supply and Installation of Passenger Lifts, Stair Lifts and through the Floor Lifts to Leeds City Council Buildings Property Maintenance's procurement exercise for the award of a framework contract for the manufacture. Supply and installation of passenger lifts, stair lifts and through the floor lifts to Leeds Council Buildings	Chief Commercial Services Officer	1/7/12	None	The award report from the tender process	sarah.martin@leeds.gov.uk

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)
Collection of Local Taxation Approval of Council Tax and Business Rate write offs for period 1 st October 2011 to 31 st March 2012.	Director of Resources	1/7/12	Chief Financial Officer	Report on values and type	david.levitt@leeds.gov.uk
Design and Cost report for Passenger Transport replacement vehicles Director of Resources is asked to approve the purchase of twelve wheelchair accessible vehicles, to replace twelve vehicles which were originally due for replacement January 2011.	Director of Resources	1/7/12	There is no requirement for corporate consultation though the drivers have been consulted as to the changes to vehicle specification. If the request is approved, customers will also be consulted as to requirements.	Associated report	julie.hatton@leeds.gov.uk
Collection of debts other than local taxation Approval of write offs for debts other than local taxation for period 1 st April 2011 to 31 st March 2012.	Director of Resources	1/7/12	Heads of Finance	Report on values and type	david.levitt@leeds.gov.uk

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)
Approval to extend the framework contract for the supply of Taxi and Private Hire Operators from 1st August 2012 to July 2014 The Chief Commercial Services Officer is recommended to approve the extension to the framework in accordance with the contracts terms and conditions from August 2012 to July 2014	Chief Commercial Services Officer	1/7/12	Consultation with the existing Taxi and Private hire contractors is on going and they are aware of the intention to extend the existing contract.	Report of Julie Hatton, Head of Passenger Transport. Approval to extend the Framework contract for the supply of Taxi and Private hire contractors from 1st August 2012 to July 2014	julie.hatton@leeds.gov.uk

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)
<p>ICT Services - Essential Software Upgrade Replace essential elements of the Council's ICT software infrastructure. In particular execute phase 2 of the ICT 'Essential Services Programme' (ESP) and complete the migration from Novell to a fully interoperable Microsoft environment. Also upgrade the version of Oracle on many of our business critical applications. Upgrade important business software that is used by many users to ensure compatibility with Windows 7 and Office 2010.</p>	<p>Chief ICT Officer</p>	<p>1/7/12</p>	<p>ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board.</p>	<p>'Applications Infrastructure' Exec Board Report (2007), Essential Software Upgrade Business Case & DDN, SIB Report.</p>	<p>dave.maidment@leeds.gov.uk</p>

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)
<p>ICT Services - Essential Hardware Upgrade. Replace essential elements of the Council's ICT hardware infrastructure. In particular the old and soon to be unsupported server infrastructure that supports many of our critical business systems – Housing, CT & Benefits, Finance, HR Payroll etc. Also refresh old devices – PC's and laptops in anticipation of the rollout of Windows 7 and Microsoft Office 2010.</p>	Chief ICT Officer	1/7/12	ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board.	Essential Hardware Upgrade Business Case & DDN, SIB Report.	david.maidment@leeds.gov.uk

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)
<p>ICT Services - Essential Data Centre improvements Build a more resilient 'active' - 'active' data centre configuration comprising two primary data centres for the Council rather than the present four data centres which only have limited resilience.</p>	<p>Chief ICT Officer</p>	<p>1/7/12</p>	<p>ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board.</p>	<p>Data Centre Improvements Business Case & DDN, SIB Report.</p>	<p>dave.maidment@leeds.gov.uk</p>

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)
<p>ICT Services - Invest To Save Initiatives</p> <p>Invest in a range of initiatives to deliver services more efficiently and save the council money in the long term. Replace the IT Asset Management software with a more efficient product and so better manage the estate. Continue the programme of server virtualisation and so create a more efficient and supportable environment. Start to look at 'cloud' service options as a consumer and potentially a provider. Further develop more 'Bring Your Device' options.</p>	Chief ICT Officer	1/7/12	ICT Commissioning Board, departmental and member communication ongoing and planned. Strategic Investment Board	Invest To Save Business Case & DDN, SIB Report.	david.maidment@leeds.gov.uk

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)
Occupational Health Services and Complementary Framework Services Award of contracts	Director of Resources	1/7/12	Subject to Call in	Award Report	kathryn.tarrant@leeds.gov.uk
Quarry Hill - Revised Terms for Disposal Approval of revised terms for disposal.	Executive Board (Portfolio: Development and the Economy)	18/7/12	Executive Member for Development and the Economy	The report to be issued to the decision maker with the agenda for the meeting	edward.rowland@leeds.gov.uk
Treasury Management Year End Report 2011/12 To approve the treasury management year end report 2012/12	Executive Board (Portfolio: Leader of Council)	18/7/12	None	The report to be issued to the decision maker with the agenda for the meeting	Alan Gay, Director of Resources alan.gay@leeds.gov.uk
Capital Programme Quarter 1 update for 2012 - 2015 To provide a quarter 1 update on the capital programme over the period 2012-2015	Executive Board (Portfolio: Leader of Council)	18/7/12	None	The report to be issued to the decision maker with the agenda for the the meeting	Alan Gay, Director of Resources alan.gay@leeds.gov.uk

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)
Amendments to Council Business Plan 2011-15 Refresh of plan to ensure it remains up to date with updates to targets for 2012/13 and amendments to reflect changes in Director responsibilities.	Executive Board (Portfolio: Leader of Council)	18/7/12	Proposed changes going to Scrutiny Boards in June 2012	The report to be issued to the decision maker with the agenda for the meeting	Heather Pinches heather.pinches@leeds.gov.uk
Changing the Workplace Programme Approval of detailed Business Case including funding approval for delivery of phase 1. Draft Heads of Terms approval plus agreement on delegated decision for final HOT.	Executive Board (Portfolio: Leader of Council)	18/7/12	CLT, Cabinet	The report to be issued to the decision maker with the agenda for the meeting	jane.watson@leeds.gov.uk

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)
<p>Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified</p>	<p>Executive Board (Portfolio: Leader of Council)</p>	<p>18/7/12</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk</p>
<p>Provision of Transport for Leeds City Council Staff engaged on Council Business To agree the award of Tender for the Provision of Transport for Leeds City Council Staff engaged on Council Business</p>	<p>Chief Officer Resources and Strategy</p>	<p>1/9/12</p>	<p>Planning Policy and Improvement, Procurement Unit, Chief Officer concerned</p>	<p>Tender Submissions</p>	<p>suzanne.hopes@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Procurement of replacement Customer Relationship Management (CRM) system Approval to proceed with the recommended procurement exercise to replace the existing Customer Relationship Management (CRM) system, including approval of associated funding	Executive Board (Portfolio: Leader of the Council)	5/9/12	Current CRM users across the Council, ICT Commissioning Board, Customer Strategy Board.	The report to be issued to the decision maker with the agenda for the meeting	adam.quesne@leeds.gov.uk
Monthly Financial Health report 2012/13 In noting the financial position for the month for the Authority, a decision will be required as to the treatment of any variation identified.	Executive Board (Portfolio: Leader of Council)	5/9/12		The report which will be issued to the decision maker with the agenda for the meeting	Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Monthly Financial Health report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified</p>	<p>Executive Board (Portfolio: Leader of Council)</p>	<p>17/10/12</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk</p>

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 one or more wards

Executive Board Portfolios

Executive Member

Leader of Council

Councillor Keith Wakefield

Deputy Leader and Executive Member for
Children's Services

Councillor Judith Blake

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

Councillor Peter Gruen

Executive Member for Leisure and Skills

Councillor Adam Ogilvie

Executive Member for Development and the
Economy

Councillor Richard Lewis

Executive Member for the Environment

Councillor Mark Dobson

Executive Member Adult Social Care

Councillor Lucinda Yeadon

Executive Member for Health and Well Being

Councillor Lisa Mulherin

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

LEEDS CITY COUNCIL

BUDGET AND POLICY FRAMEWORK DECISIONS

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
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)
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)
Licensing Authority Policy Statement (Gambling Policy)	Council	November 2012	Via Executive Board, Scrutiny Board (Resources and Council Services), Licensing	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

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Insertion of Large Casino Section	Council	18 th January 2012	Committee, stakeholders, general public, Ward Members, current licensees		

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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