

**LEEDS CITY COUNCIL**

**FORWARD PLAN OF KEY DECISIONS**

For the period 1 October 2008 to 31 January 2009

Appendix 2

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer (To whom representations should be made)</b>
Cemeteries and Crematoria Fees and Charges To agree new fees and charges for the Cemeteries and Crematoria Service.	Chief Recreation Officer	1/10/08	Executive Member for Leisure	Delegated Decision Report	Director of City Development
Review of the Council's lettings policy Approval of the revised Lettings Policy. The lettings policy is reviewed as part of a continuous process improvement, as a result of consultation with stakeholders including Arms Length Management Organisations, Registered Social Landlords, voluntary sector agencies and customers.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	Customers waiting to be rehoused, Leeds City Council tenants, Arms Length Management Organisations, Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants' Federation, Legal Services, Voluntary agencies	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

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Pudsey Bus Station Redevelopment Approval to construct the highway works associated with the redevelopment of Pudsey Bus Station	Executive Board (Portfolio: Development and Regeneration)	8/10/08	As this is a joint LCC/Metro scheme, joint consultation is ongoing	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Leeds by Example: Developing a Corporate Social Responsibility Policy Approve the vision and development of a Corporate Social Responsibility Policy.	Executive Board (Portfolio: Central and Corporate)	8/10/08		The report to be issued to the decision maker with the agenda for the meeting	Deputy Chief Executive
Managing Pupil Numbers at Swallow Hill Community College Approval of the strategy proposed to manage the excess in pupil numbers in the existing Wortley High School building, and approval of the capital injection of £1.19m to meet the cost of required refurbishment and ICT works.	Executive Board (Portfolio: Children's Services)	8/10/08	School & Temporary Governing Body	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds

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Sustainable Education Travel Strategy To note the contents of the report and proposed Sustainable Education Travel Strategy and associated Action Plan for 2008-09 and to approve the Sustainable Education Travel Strategy and associated Action Plan for 2008-09 including options for the Home to School Transport Policy.	Executive Board (Portfolio: Development and Regeneration)	8/10/08	Extensive consultation has been undertaken with key stakeholders and partners in the education, transport, health, children's and young services sectors, and the public.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Richmond Hill and Swillington Primary Permission to consult on rebuilding schools.	Executive Board (Portfolio: Children's Services)	8/10/08	Consultation September 2008	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
Roundhay Children's Centre (DCR) To inject £300K into the Children's Services Capital Programme and give authority to incur this expenditure.	Executive Board (Portfolio: Children's Services)	8/10/08	Education Leeds, Children's Services, Providers and stakeholders city wide.	The report to be issued to the decision maker with the agenda	Director of Children's Services

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Boston Spa Children's Centre(DCR) To inject £350K into the Children's Services Capital Programme and give authority to incur this expenditure	Executive Board (Portfolio: Children's Services)	8/10/08	Education Leeds, Children's Services, Providers and stakeholders city wide.	The report to be issued to the decision maker with the agenda	Director of Children's Services
The National Challenge and Secondary Provision in Central and East Leeds Approval of structural change required of the Central Leeds Learning Federation Schools and Parklands as part of LCC response to the DCSF for the National Challenge.	Executive Board (Portfolio: Children's Services)	8/10/08	Formal consultation following approval of this report	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
Lands Lane and Central Square Public Realm Improvements Approve scheme design and cost	Executive Board (Portfolio: Development and Regeneration)	8/10/08	Retailers / stakeholders / Ward Members / Lead Member / Council Officer through City Centre Public Realm Project Board	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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Garforth Library Authority to spend the Big Lottery grant for the refurbishment of Garforth Library.	Executive Board (Portfolio: Leisure)	8/10/08	Extensive consultation with the local community. Local ward members and Executive Member (Leisure)	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
RHB 2008-11 Programme Beverleys Acquisition and Demolition Scheme Authority to spend from Executive Board.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	RHB Programme Board	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Assistance to Vulnerable Households Authority to spend from Executive Board.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	RHB Programme Board	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Leeds Private Sector Housing Needs and Future Investment Proposals To approve the Leeds Private Sector Housing Needs and Future Investment Proposals.	Executive Board (Portfolio: Neighbourhoods and Housing)	8/10/08	None	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

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Capital Programme Update 2008 to 2012 To approve the updated capital programme position.	Executive Board (Portfolio: Central and Corporate)	8/10/08	None	The report to be issued to the decision maker with the agenda for the meeting	Director of Resources
A639 Arla Landslip To approve expenditure necessary to make the carriageway safe and keep this important link open to traffic.	Executive Board (Portfolio: Development and Regeneration)	8/10/08	N/A	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Department of Health Extra Care Housing Fund Bid: 2008-2010 To request that Executive Board considers and supports the proposal to redevelop Hemingway House in Hunslet, replacing it with 45 units of Extra Care Housing for older people, in partnership with MHA and the PCT.	Executive Board (Portfolio: Adult Health and Social Care)	8/10/08	Extensive consultation has already been undertaken with key stakeholders, Elected Members and local citizens.	The report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Services
Catholic Care To make a decision on the future of the Catholic Care Contract	Executive Board (Portfolio: Children's Services)	8/10/08		The report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services

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<p>The Government Offer in respect of Free Swimming for 60+ and the 16 and Under</p> <p>To approve the Council's participation in Pot 2 to provide free swimming for the U16s under the Government scheme.</p>	<p>Executive Board (Portfolio: Leisure)</p>	<p>8/10/08</p>	<p>Executive Members</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Development</p>
<p>Leeds Town and District Centres Programme - Armley Town and District Centre Regeneration</p> <p>To approve the expenditure for the Town and District Centre Regeneration scheme as supported by Asset Management Group (AMG).</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>8/10/08</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Development</p>

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<p>Home Energy Conservation Act 12th Report Approval for release to DEFRA, signing off by Chief Officer prior to release for the 14<sup>th</sup> November deadline and for information to the 5<sup>th</sup> November 2008 Executive Board.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>31/10/08</p>	<p>N/A</p>	<p>Report</p>	<p>Director of Environment and Neighbourhoods</p>
<p>Request to enter into a Service Level Agreement with Adult Social Care for the Provision of Supporting People Services for People with Learning Disabilities Approval to enter into Supporting People Service Level Agreement with Leeds City Council, Adult Social Care Directorate for a period of 3 + 1 years.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>3/11/08</p>	<p>N/A</p>	<p>Report and Options Appraisal for the Delegated Decision Panel</p>	<p>Director of Environment and Neighbourhoods</p>



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Request to enter into a Service Level Agreement with Adult Social Care for the Provision of Supporting People Services for People with Learning Disabilities Approval to enter into Supporting People Service Level Agreement with Leeds City Council, Adult Social Care Directorate for a period of 18+6 months.	Director of Environment and Neighbourhoods	3/11/08	N/A	Report and Options Appraisal for the Delegated Decision Panel	Director of Environment and Neighbourhoods
Independent Advice and Guidance Contract Acceptance	Chief Officer - Early Years and Youth Service	3/11/08	Corporate Procurement Unit, Joint Preventative Commissioning Panel, Joint Preventative Partnership	None.	Director of Children's Services
Junior Youth Inclusion Projects Contract acceptance	Chief Officer - Early Years and Youth Service	3/11/08	CPU	None.	Director of Children's Services

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Family Outreach Workers (West) To award the contract for the above.	Chief Officer - Early Years and Youth Service	3/11/08	Procurements Unit, Head of Children's Centre Services (HoCCS), Children's Centre Managers (West)	Tender evaluation documents	Director of Children's Services
Area Delivery Plans for 2008/09 Endorsement of 10 Area Delivery Plans	Executive Board (Portfolio: Neighbourhoods and Housing)	5/11/08	Elected Ward Members, Area Committees, Regeneration Management Teams	The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Street Design Guide Approval of Supplementary Planning Document	Executive Board (Portfolio: Development and Regeneration)	5/11/08	Already carried out	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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<p>Parks and Green Space Strategy To seek approval for the publication of the Parks and Green Space Strategy.</p>	Executive Board (Portfolio: Leisure)	5/11/08	Extensive consultation has taken place throughout the development of the strategy with a range of stakeholders and members.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
<p>A653 Dewsbury Road Bus Priority Measures, Ring Road Beeston Park Bus Land Permission to construct the scheme, subject to satisfactory funding arrangements being in place on return of tenders. The works are required to provide a quality bus corridor identified in the LTP and are an intrinsic part of the Yorkshire Bus Initiative.</p>	Executive Board (Portfolio: Development and Regeneration)	5/11/08	Initial Member consultation has taken place.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
<p>Leeds BSF Phase 2 Approval of the Final Business Case in respect of Crawshaw High School</p>	Executive Board (Portfolio: Children's Services)	5/11/08		The report to be issued to the decision maker with the agenda for the meeting	Deputy Chief Executive

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Sharp Lane Primary School- Creation of New Entrance and Provision of Remodelling Works Approval to carry out capital works, and incur expenditure in relation to the proposed scheme to create a new school entrance, and to carry out remodelling works.	Executive Board (Portfolio: Children's Services)	5/11/08		The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
Shire Oak CE Primary School- Replacement Classroom Accommodation Approval to carry out capital works and incur expenditure in relation to the proposed scheme to provide replacement classroom accommodation	Executive Board (Portfolio: Children's Services)	5/11/08		The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
Merlyn Rees Youth Hub Centre (DCR) To inject £5million into the Children's Services Capital Programme and give authority to incur this expenditure.	Executive Board (Portfolio: Children's Services)	5/11/08	Education Leeds, Children's Services, providers and stakeholders city wide.	The report to be issued to the decision maker with the agenda	Director of Children's Services

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Financial Performance Half Year 2008/09 In noting the financial position at the half year for the Authority a decision will be required as to the treatment of any variation identified.	Executive Board (Portfolio: Central and Corporate)	5/11/08		The report to be issued to the decision maker with the agenda for the meeting	Director of Resources
Memorandum of Understanding Accept a proposed framework for agreeing a Memorandum of Understanding with any sponsor of a prospective Academy in Leeds.	Executive Board (Portfolio: Children's Services)	5/11/08	David Young Community Academy, Chamber of Commerce, Learning Skills Council, Department for Children, Schools & Families.	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
Proposed Leeds Arena, Selection of Preferred Development Proposal To select preferred developer / development process for the proposed Leeds arena	Executive Board (Portfolio: Leisure)	5/11/08	Arena Project Board and Yorkshire Forward	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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The Living City Wage To consider the implications of introducing a Living Wage for Leeds.	Executive Board (Portfolio: Central and Corporate)	5/11/08	To consider matters already nationally and locally researched by Living Wage organisations.	The report to be issued to the decision maker with the agenda for the meeting	Director of Resources
Leeds Town and District Centres Programme- Oakwood Phase 2 Town and District Centre To approve expenditure for the Town and District Centre Regeneration Scheme as supported by Asset Management Group (AMG).	Executive Board (Portfolio: Development and Regeneration)	5/11/08		The report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods
Framework Agreement for Financial Advisors for PFI Projects To award the contract for the Framework Agreement.	Chief Officer (PPPU)	6/11/08	N/A (advisors from client departments consulted)	Report to Panel	Deputy Chief Executive

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Highways Maintenance Projects estimated to cost in excess of £5,000 for inclusion in the Highway Maintenance Capital Programme 2009/2010.	Chief Highways Officer	10/11/08	Each elected member will be consulted on the proposed streets in their ward during September 2008.	Report to the Director of City Development	Chief Highways Officer
Leeds BSF Phase 2 Approval of the Final Business Case in respect of Priesthorpe Specialist Sports College.	Executive Board (Portfolio: Children's Services)	3/12/08		The report to be issued to the decision maker with the agenda for the meeting	Deputy Chief Executive
City Centre Park In principle support for the development of a City Centre Park.	Executive Board (Portfolio: Leisure)	3/12/08	Members, Officers, CABE, Civic Trust	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
Clapgate Primary School-Extension works to form two forms of entry school Approval to carry out capital works and incur expenditure in relation to the proposed scheme to carry out extension works.	Executive Board (Portfolio: Children's Services)	3/12/08	Clapgate Primary School	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds

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Windmill Primary School - Extension Works to form two forms of entry school Approval to carry out capital works and incur expenditure in relation to the proposed scheme to carry out extension works.	Executive Board (Portfolio: Children's Services)	3/12/08	Windmill Primary School	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
South Leeds High School Approve the proposal to close South Leeds High School and replace it with an Academy to serve the needs of children and young people from the Beeston & Holbeck, City & Hunslet and Middleton Park wards.	Executive Board (Portfolio: Children's Services)	3/12/08	Public consultation including Ward Councillors	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds
Intake High School Arts College Approve the proposal to close Intake High School and replace it with an Academy to serve the needs of children and young people from the Bramley and Stanningley Ward.	Executive Board (Portfolio: Children's Services)	3/12/08	Public consultation including Ward Councillors	The report to be issued to the decision maker with the agenda for the meeting	Chief Executive of Education Leeds



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<p>Commissioning on Post 16 Provision            Agree the principles underpinning the Leeds approach to the commissioning of 14+ provision and recommend that the LSC agree specific proposals for the commissioning of post 16 provision from September 2009.</p>	<p>Executive Board            (Portfolio: Children's Services)</p>	<p>3/12/08</p>	<p>School Governors, secondary Headteachers, FE Colleges and LSC</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Chief Executive of Education Leeds</p>
<p>Bankside- Provision of Newly Built School            Give approval to incur capital expenditure in relation to the proposed scheme to provide a new build school at Bankside Primary Schoo.</p>	<p>Executive Board            (Portfolio: Children's Services)</p>	<p>3/12/08</p>	<p>Consultations will include public meeting with Governors, parents school users and community in attendance, full ward councillor briefing, full consultation with governing body, school users including parents, pupils and community users, and other Council services.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Chief Executive of Education Leeds</p>

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<p>Leeds Town and District Centres Programme - Headingley Town Centre Improvements To approve expenditure for the Headingley Town and District Centre Regeneration scheme as supported by Asset Management Group (AMG).</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>3/12/08</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Environment and Neighbourhoods</p>
<p>Leeds Flood Alleviation Scheme: Design Guide &amp; Vision To approve the Design Guide and Vision</p>	<p>Executive Board (Portfolio: Development and Regeneration)</p>	<p>3/12/08</p>	<p>There have been consultations with stakeholders and internally. Joint public consultations will be held in November 2008.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of City Development</p>

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The provision of a new mobile and fixed voice and data services contract The tender is currently being advertised and we aim to be in position to make a decision and award in December 2008. The new contract will need to be in place for when the current agreement with Orange expires in March 2009.	Head of ICT	1/1/09		Tender pack / bids	Director of Resources
City Centre Swimming To agree a capital contribution to the University of Leeds in return for public swimming access to their proposed new pool.	Executive Board (Portfolio: Leisure)	14/1/09		The report to be issued to the decision maker with the agenda for the meeting	Director of City Development
The City Varieties Music Hall Refurbishment Project Approve the incurring of expenditure for the proposed refurbishment	Executive Board (Portfolio: Leisure)	14/1/09	The Executive Member for Development and Regeneration and the Executive Member for Leisure.	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development

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## **NOTES**

Key decisions are those executive decisions:

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

### **Executive Board Portfolios**

### **Executive Member**

Central and Corporate

Councillor Richard Brett

Development and Regeneration

Councillor Andrew Carter

Environmental Services

Councillor Steve Smith

Neighbourhoods and Housing

Councillor John Leslie Carter

Leisure

Councillor John Procter

Children's Services

Councillor Stewart Golton

Learning

Councillor Richard Harker

Adult Health and Social Care

Councillor Peter Harrand

Leader of the Labour Group

Councillor Keith Wakefield

Leader of the Morley Borough  
Independent Group

Councillor Robert Finnigan

Advisory Member

Councillor Judith Blake

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

**LEEDS CITY COUNCIL**

**BUDGET AND POLICY FRAMEWORK DECISIONS**

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Budget	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Council Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Children & Young People's Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Community Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Council Business Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Crime and Disorder Reduction Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	

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Development Plan documents	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Local Transport Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Plans and alterations which together comprise the Development plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Youth Justice Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Licensing Authority Policy Statement	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Leeds Strategic Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Safer Leeds Partnership Plan 2008	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Health and Wellbeing Partnership Plan	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	

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Economic Development Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Climate Change Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	
Leeds Housing Strategy	Council		Via Executive Board	Report to be issued to the decision maker with the agenda for the meeting	

**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.