



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

Visit our website www.leeds.gov.uk for more information on council services, departments, plans and reports.

This publication can also be made available in Braille or audio cassette. Please call: 0113 247 4357

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 फोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

(Punjabi):-

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

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 22 43 46 2 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)
<p>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</p>	<p>Chief Commercial Services Officer</p>	<p>1/7/12</p>	<p>Consultation with the existing Taxi and Private hire contractors is on going and they are aware of the intention to extend the existing contract.</p>	<p>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</p>	<p>julie.hatton@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 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>	<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>Essential Hardware Upgrade Business Case & DDN, SIB Report.</p>	<p>david.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 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)
<p>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</p>	<p>Executive Board (Portfolio: Leader of the Council)</p>	<p>5/9/12</p>	<p>Current CRM users across the Council, ICT Commissioning Board, Customer Strategy Board.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>adam.quesne@leeds.gov.uk</p>
<p>Monthly Financial Health report 2012/13 In noting the financial position for the month for the Authority, a decision will be required as to the treatment of any variation identified.</p>	<p>Executive Board (Portfolio: Leader of Council)</p>	<p>5/9/12</p>		<p>The report which will be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (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.