



# **FORWARD PLAN OF KEY DECISIONS**

## **Children and Families Scrutiny Board**

1 October 2012 – 31 January 2013

## **What is the Forward Plan?**

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 October 2012 – 31 January 2013. A new Plan is issued on a monthly basis, but the Plan is updated as often as required during that month. Details of each key decision will be available to the public 28 clear days before the decision is due to be taken.

## **What is a Key Decision?**

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

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

Article 13 of the Council's Constitution provides more details about which decisions will be treated as key decisions.

## **What does the Forward Plan tell me?**

The Plan gives information about:

what key decisions are due to be taken in the next four months

when those key decisions are likely to be made

who will make those decisions

what consultation will be undertaken

the documents that will be considered by the decision maker and where these can be accessed, and how other documents which may become available to the decision maker at a later date can be requested

## **Who takes key decisions?**

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

## **Who can I contact?**

The contact details of a lead officer are provided for each key decision listed in the Plan. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members. If you are unsure how to make contact, please ring Leeds City Council on 0113 222 4444 and staff there will be able to assist you.

## **How do I get copies of the documents being considered by the decision maker?**

The Plan lists the documents (meaning any report or background papers, other than those only in draft form) which will be taken into consideration by the decision maker in relation to any key decision.

The agenda papers for Executive Board meetings<sup>1</sup>, and the documents being considered by officers taking key decisions<sup>2</sup>, are available five working days beforehand on the Council's website (using the links below) and from the following address:

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

Telephone: 0113 39 52194 / Fax: 0113 3951599

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

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

---

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

<sup>2</sup> <http://democracy.leeds.gov.uk/mgDelegatedDecisions.aspx?bcr=1&DM=4>

decision maker at any time before the decision is made. If you wish to receive details of those documents as they become available, please contact the lead officer for the particular key decision named on the Plan.

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

### **Where can I see a copy of the Forward Plan?**

The Plan can be found on the Leeds City Council website. The Plan will be issued once a month on or before the following dates, and will be updated as often as required between these dates:

<b>Publication date</b>	<b>Period covered by the Plan</b>
Friday 31 <sup>st</sup> August	1 <sup>st</sup> October 2012 – 31 <sup>st</sup> January 2013
Wednesday 3 <sup>rd</sup> October	1 <sup>st</sup> November 2012 – 28 <sup>th</sup> February 2013
Friday 2 <sup>nd</sup> November	1 <sup>st</sup> December 2012 – 31 <sup>st</sup> March 2013
Monday 3 <sup>rd</sup> December	1 <sup>st</sup> January 2013 – 30 <sup>th</sup> April 2013
Thursday 3 <sup>rd</sup> January	1 <sup>st</sup> February 2013 – 31 <sup>st</sup> May 2013
Thursday 31 <sup>st</sup> January	1 <sup>st</sup> March 2013 – 30 <sup>th</sup> June 2013
Friday 1 <sup>st</sup> March	1 <sup>st</sup> April 2013 – 31 <sup>st</sup> July 2013
Tuesday 2 <sup>nd</sup> April	1 <sup>st</sup> May 2013 – 31 <sup>st</sup> August 2013

### **About this publication**

For enquiries about the Forward Plan of Key Decisions please e-mail: [cxd.corporategovern@leeds.gov.uk](mailto:cxd.corporategovern@leeds.gov.uk) or telephone: 0113 39 51712.

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

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

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

(Bengali):-

যদি আপনি ইংরেজিতে 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 ज़रूरत 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 इंटर्प्रिटर (दुभाषिण) 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 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 (انٹرپرائز) سے رابطہ کریں گے۔

## FORWARD PLAN OF KEY DECISIONS

For the period 1 October 2012 to 31 January 2013

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Award of contract to Leeds Partnership Foundation Trust for the care and support services to adults with learning disabilities To invoke Contract Procedure Rule 31.4 (to allow waiver of Contract Procedure Rule 13).</p>	<p>Director of Adult Social Services</p>	<p>1/10/12</p>	<p>Department of Health requirement for 2011/12. The following boards were advised of the requirement:</p> <ul style="list-style-type: none"> <li>• Council Executive Board Report 2009</li> <li>• Joint Commissioning Strategic Board April 2009</li> <li>• Leeds Learning Disability Partnership Board 19 June 2009</li> </ul>	<p>Report to the Director of Adult Social Services</p>	<p>Janet Wright, Joint Commissioning Manager</p> <p>janet.wright@leeds.gov.uk</p>
<p>Bereavement Services Charges To increase burial and cremation charges by 4.5%.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Executive Member for Environmental Services, Core City comparison.</p>	<p>Report to accompany delegated decision will be prepared in due course.</p>	<p>Sean Flesher, Head of Parks and Countryside</p> <p>sean.flesher@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b>
Contract with Leeds Community Healthcare Request to waive Contracts Procedure Rule 13 and enter into a new contract with Leeds Community Healthcare.	Director of Children's Services	1/10/12	n/a	Waiver Report	Paul Bollom, Interim Lead Commissioner for Children's Services  paul.bollom@leeds.gov.uk
Disabled Facilities Grant 2012/13 To grant authority to spend approx £6,670,000 for a category B capital scheme – Capital Scheme 98040, Category B DOD. Assistance for private residents city wide, towards the provision of adaptations to the home.	Director of Environment and Neighbourhoods	1/10/12	Consultations are ongoing with Executive Member for Environment and Neighbourhoods and regular Scrutiny Board reports.	Design and Cost Report and delegated decision report	Colin Moss, Adaptations Agency Manager  colin.moss@leeds.gov.uk



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Framework Agreement for the Procuring of fixed play ground equipment including MUGAs, teen shelters and skateboard BMX equipment</p> <p>Awarding of the Framework Contract for the supply and installation of playground equipment for a period of 3 years from the 1<sup>st</sup> March 2012 with the option to extend for a further 2 years if so required.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/10/12</p>	<p>Parks and Countryside, Procurement Unit.</p>	<p>Tender Returns</p>	<p>Neil Evans, Director of Environment and Neighbourhoods</p> <p>neil.evans@leeds.gov.uk</p>
<p>Implementing a new children's services structure through the restructure of existing provision</p> <p>To take one or more decisions in connection with the proposals for the new structure including the restructure of existing provision.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Staff, Trade Unions</p>	<p>Delegated Decision Report and relevant structure charts</p>	<p>Nigel Richardson, Director of Children's Services</p> <p>nigel.richardson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Schools devolved formula capital budgets 2012/13 Approval to carry out capital works and incur expenditure at Leeds schools, to be funded by Devolved Formula Capital Grant.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Schools (excluding VA schools and Academies)</p>	<p>Design and cost report</p>	<p>Charlotte Foley, Lead Officer for the Built Environment  charlotte.foley@leeds.gov.uk</p>
<p>Troubled Families Programme Approval of initial spending profile for Troubled Families programme. Approximately £2.3 million will be made available to Leeds from the DCLG in 2012/13 to work with families to positively impact on a range of issues including worklessness, crime, anti-social behaviour and school attendance.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Consultation on the direction of travel of the troubled families programme, including an outline of an options appraisal for spending have been presented to Corporate Leadership Team, Children's Service Leadership Team, Children's Trust Board, Safer Leeds Executive and the Troubled Families Programme Board.</p>	<p>Programme Board Mandate, Troubled Families Financial framework, Options Appraisal (to follow)</p>	<p>Jim Hopkinson, Head of Service - Targeted Services  jim.hopkinson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Youth Contract: Support for 16-17 year olds who are not in education, Employment or Training To approve £815k of fully funded expenditure into the Children's Services 12-13 budget.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Elected Members</p>	<p>Funding Letter</p>	<p>Ken Morton, Head of Service - Young People &amp; Skills  ken.morton@leeds.gov.uk</p>
<p>Youth Inclusion Projects, Inclusion Service, Substance Misuse Treatment To agree the waiver of Contract Procedure Rule 13 to enter into contracts for the provision of: Youth Inclusion Projects; Inclusion Services; and Substance Misuse Treatment.</p>	<p>Director of Children's Services</p>	<p>1/10/12</p>	<p>Children's Services Directorate, Procurement Unit, Chief Officer Concerned</p>	<p>Proposals from the existing contracted providers</p>	<p>Iain Dunn, Strategic Category Manager  iain.dunn@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Extension of existing contracts with four domiciliary care providers for the provision of Community Based Respite Care  This Community Based Respite Care covers the whole Leeds City Council District. The service enables carers to have a weekly break from caring for their adult family members. To invoke Contract Procedure Rules 25.1 to extend the existing contracts for twenty four months from 1<sup>st</sup> November 2012 with Allied Healthcare, Czajka Community Care, CareUK, and Leeds Jewish Welfare Board.</p>	<p>Director of Adult Social Services</p>	<p>11/10/12</p>	<p>Service users have been consulted through a survey in April 2012.</p>	<p>Report to the delegated decision panel</p>	<p>Bridget Maguire,  Carers Commissioning Officer   bridget.maguire@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Jobs, skills and business opportunities through Council contracts The approval of a policy framework to include employment, skills and supply chain provisions within Council Procurement. The recession has impacted the number and type of jobs that are available to local people. The Council is well placed as a buyer of goods and services to promote employment, skills and supply chain opportunities within the contracting process and support communities within its area to access these.</p>	<p>Executive Board Portfolio: Leisure and Skills</p>	<p>17/10/12</p>	<p>Key suppliers of a wide range of goods and services were consulted through the Scrutiny Board inquiry concluding in May 2012.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting Scrutiny Inquiry Report of the Scrutiny Board (Sustainable Economy and Culture) "Maximising Powers to Promote, Influence and Create Local Employment and Skills Opportunities"</p>	<p>Sue Wynne, Chief Officer Employment &amp; Skills  sue.wynne@leeds.gov.uk</p>
<p>Leeds LGBT Friendly City To consider and approve options and proposals on how Leeds can be an LGBT Friendly City.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>17/10/12</p>	<p>Individual options may be subject to consultation when approved</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Lelir Yeung, Head of Equality  lelir.yeung@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Outcome of competitions for two new primary schools To determine the outcome of the competitions held to open two new primary schools.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>17/10/12</p>	<p>The competitions were approved following formal statutory consultation held 12 Sep – 11 Oct 2011. This included consultation with and members directly and through area committees, and with all other stakeholders. Following the competition, a statutory notice was published describing the bids received, and advertised to ward members and all other stakeholders. A public meeting was held during the notice period, to allow members of the public and other stakeholders to find out more about the bids. Information on the views expressed during that notice period form the basis of the report.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Stuart Gosney, Capacity Planning and Sufficiency Lead  stuart.gosney@leeds, gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b>
<p>Garforth Leisure Centre Asset Transfer To determine the future of the Community Asset Transfer proposals for Garforth Leisure Centre</p>	<p>Executive Board Portfolio: Leisure and Skills</p>	<p>17/10/12</p>	<p>Ward Members , Executive Member</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Mark Allman, Head of Sport and Active Recreation</p>
<p>Tropical World Refurbishment To approve the design and cost report for the proposed Tropical World refurbishment.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>17/10/12</p>	<p>Consultation will commence once Executive Board have agreed in principle to inject funds into a capital scheme</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Sean Flesher, Head of Parks and Countryside  sean.flesher@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Award of contract for Targeted Information, Advice and Guidance (IAG) Service for young people The award of a contract to the successful applicant in the procurement of a Targeted IAG Service for young people. Contract for 1<sup>st</sup> April 2013- 31<sup>st</sup> March 2015, with 3 extension periods of 1 year.</p>	<p>Director of Children's Services</p>	<p>1/11/12</p>	<p>Children's Services Leadership Team – w/c 26/11/12. Consultation that has already taken place:</p> <ul style="list-style-type: none"> <li>• An event for stakeholders, including elected members, to be involved in planning to shape the new service took place in January 2012.</li> <li>• A soft market testing exercise has been conducted with the market place to seek their views on contracting models.</li> <li>• Consultation took place with young people Feb – April 2012.</li> <li>• Consultation with voluntary sector representatives from Young Lives Leeds on 25<sup>th</sup> July 2012.</li> </ul>	<p>Contract award report</p>	<p>Mary Brittle, Commissioning Programme Manager (Learning &amp; Skills)</p> <p>mary.brittle@leeds.gov.uk</p>



Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Inclusion Support for Disabled children, young people and parent carers Request to award a 3(+1+1) year contract from 1<sup>st</sup> April 2013 for the provision of the Leeds Inclusion Support Service to the successful bidder following competitive tendering exercise</p>	<p>Director of Children's Services</p>	<p>1/11/12</p>	<p>Extensive consultation with stakeholders, including disabled children and their families has been undertaken. Further consultation will take place with providers as part of the procurement exercise. Regular briefings will take place for the Executive and Lead Member for Children's Services.</p>	<p>Delegated Decision Report</p>	<p>Paul Bollom, Interim Lead Commissioner for Children's Services</p>
<p>Transfer of Gypsy and Traveller site into the Housing Revenue Account The report sets out the proposals to transfer the income and expenditure of the Gypsy and Traveller site into the Housing Revenue Account</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Between 1/11/12 and 30/11/12</p>	<p>Ward Members</p>	<p>EIA Screening</p>	<p>Megan Godsell, Housing Policy Manager  megan.godsell@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b>
<p>Outcome of consultation on expansion of school places for 2014 Permission to publish statutory notices for the proposals</p>	<p>Executive Board Portfolio: Children's Services</p>	12/12/12	<p>The report will summarise the formal statutory 6 week consultation period held 11 June to 27 July 2012 with prescribed consultees and other local stakeholders. This includes area committees and all ward members city wide.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Stuart Gosney, Capacity Planning and Sufficiency Lead  stuart.gosney@leeds.gov.uk</p>
<p>Schools Funding - Changes to the way schools are funded To agree the new factors to approve school funding formula's</p>	<p>Executive Board Portfolio: Children's Services</p>	12/12/12	<p>Schools Forum, Governing Bodies</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Simon Darby, School Funding and Initiatives Team Leader</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Outcome of consultation on expansion of school places for 2014 Permission to publish statutory notices for the proposals</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>12/12/12</p>	<p>The report will summarise the formal statutory 6 week consultation period held 11 June to 27 July 2012 with prescribed consultees and other local stakeholders. This includes area committees and all ward members city wide.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Stuart Gosney, Capacity Planning and Sufficiency Lead  stuart.gosney@leeds.gov.uk</p>

## **MEMBERSHIP OF THE EXECUTIVE BOARD**

### **Executive Board Portfolios**

Leader of Council

Deputy Leader and Executive Member for Children's Services

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

Executive Member for Leisure and Skills

Executive Member for Development and the Economy

Executive Member for the Environment

Executive Member Adult Social Care

Executive Member for Health and Well Being

### **Executive Member**

Councillor Keith Wakefield

Councillor Judith Blake

Councillor Peter Gruen

Councillor Adam Ogilvie

Councillor Richard Lewis

Councillor Mark Dobson

Councillor Lucinda Yeadon

Councillor Lisa Mulherin

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