



**NOTIFICATION OF KEY DECISIONS  
(Children and Families Scrutiny Board  
8<sup>th</sup> November 2012)**

10 September 2012– 24 October 2012

## **What is the ‘Notification of Key Decisions’?**

The Notification of Key Decisions is a list of the key decisions the Authority intends to take or has taken since 10<sup>th</sup> September 2012. The document is updated as often as required. 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 Notification of Key Decisions tell me?**

This document gives information about:

what key decisions are due to be taken by the authority

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 this document 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?**

This document 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)

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<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>

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 within this document. Other documents relevant to the key decision may be submitted to the 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 within this document.

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 ‘Notification of Key Decisions’?**

This document can be found on the Leeds City Council website.

### **About this publication**

For enquiries regarding this document 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 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 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 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 تہمتان (انٹر پریٹر) سے رابطہ کریں گے۔

**NOTIFICATION OF KEY DECISIONS**

<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
Framework Agreement for the Procuring of fixed play ground equipment including MUGAs, teen shelters and skateboard BMX equipment 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.	Director of Environment and Neighbourhoods	1/10/12	Parks and Countryside, Procurement Unit.	Tender Returns	Neil Evans, Director of Environment and Neighbourhoods  neil.evans@leeds.gov.uk

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Implementing a new children's services structure through the restructure of existing provision To take one or more decisions in connection with the proposals for the new structure including the restructure of existing provision.	Director of Children's Services	1/10/12	Staff, Trade Unions	Delegated Decision Report and relevant structure charts	Nigel Richardson, Director of Children's Services  nigel.richardson@leeds.gov.uk
Reinstatement works following fire damage at Temple Newsam Farm Authority to spend from insurance fund.	Director of City Development	1/10/12	Corporate Procurement Unit, Insurance Section, Ward Members, Executive Member for Leisure	Design and Cost Report	Anne Chambers, Head of Corporate Property Management  anne.chambers@leeds.gov.uk
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.	Director of Children's Services	1/10/12	Schools (excluding VA schools and Academies)	Design and cost report	Charlotte Foley, Lead Officer for the Built Environment  charlotte.foley@leeds.gov.uk

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<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>
<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>



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<p>Youth Inclusion Projects, Inclusion Service, Substance Misuse Treatment</p> <p>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</p> <p>iain.dunn@leeds.gov.uk</p>

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<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>

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<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  paul.bollom@leeds.gov.uk</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>

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<p>A strategic review of the Leeds " Youth Offer"</p> <p>To delegate a budget from April 2013 to Area Committees so that they can commission activities (places to go, things to do for young people) which engage young people.</p> <p>To restructure the Youth Service and end their 'generalist' role within the overall Youth Offer, to have a clearly defined delivery role, which better meets more targeted need, whilst enshrining the significance of professional youth work.</p> <p>To determine if resource available for youth work which meets more targeted need should be subject to competition</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>7/11/12</p>	<p>A consultant has conducted an elected member led review engaging with over 40 stakeholders sessions with elected members, young people, staff and voluntary and community faith partners.</p> <p>The principles and propositions from the review will be widely circulated with responses fed into the review.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Ken Morton, Head of Service - Young People &amp; Skills</p> <p>ken.morton@leeds.gov.uk</p>

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<p>East Moor Secure Children's Home Inject £12.55 million DfE grant allocation into the City Council's Capital Programme for the replacement of East Moor Secure Children's Home and incur capital expenditure against the scheme.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>7/11/12</p>	<p>Elected Members, Public consultation evenings, OfSTED, Youth Justice Board.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Sarah Sinclair, Chief Officer for Strategy, Commissioning and Performance</p> <p>sarah.sinclair@leeds.gov.uk</p>

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<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>7/11/12</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>Rugby Union World Cup 2015 To approve the contract with Rugby Union World Cup 2015 to act as host city.</p>	<p>Director of City Development</p>	<p>15/11/12</p>	<p>Executive Member for Leisure.</p>	<p>Delegated decision report</p>	<p>Catherine Blanshard, Chief Libraries, Arts and Heritage Officer, Learning and Leisure  catherine.blanshard@leeds.gov.uk</p>

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<p>Education Funding Agency Grant Agreement The signing of the grant agreement with the Education Funding Agreement to fund the maintained schools 6<sup>th</sup> form provision, bursaries and post 16 SILC provision.</p>	<p>Director of Children's Services</p>	<p>21/11/12</p>	<p>Procurement Unit, Legal Services</p>	<p>Grant agreement</p>	<p>Iain Dunn, Strategic Category Manager  iain.dunn@leeds.gov.uk tel: 07891 271662</p>
<p>White Rose Fostering Framework Contract The award of the contracts for the White Rose Fostering Framework Contract</p>	<p>Director of Children's Services</p>	<p>21/11/12</p>	<p>Procurement Unit, Legal Services</p>	<p>Grant Agreement</p>	<p>Iain Dunn, Strategic Category Manager  iain.dunn@leeds.gov.uk Tel:07891 271662</p>

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<p>Fire Safety Works in Schools 2012-13 Approval to Phase 2 of a programme of fire safety works at schools at an estimated cost of £758,000. This work is to commence during the financial year 2012-13 and approval is sought to incur expenditure. The design of this phase of the programme is underway.</p>	<p>Director of Children's Services</p>	<p>1/12/12</p>	<p>Consultation regarding individual works has been and will continue to be undertaken with the individual schools. There is no requirement for resident or public consultation as these are internal building adaptations that will not require a formal planning application or impact the local community</p>	<p>Design and cost report</p>	<p>Charlotte Foley, Lead Officer for the Built Environment  charlotte.foley@leeds.gov.uk Tel: 2143936</p>
<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>



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Schools Funding - Changes to the way schools are funded To agree the new factors to approve school funding formula's	Executive Board Portfolio: Children's Services	12/12/12	Schools Forum, Governing Bodies	The report to be issued to the decision maker with the agenda for the meeting	Simon Darby, School Funding and Initiatives Team Leader  simon.darby@leeds.gov.uk
Tropical World Refurbishment To approve the design and cost report for the proposed Tropical World refurbishment.	Executive Board Portfolio: The Environment	12/12/12	Consultation will commence once Executive Board have agreed in principle to inject funds into a capital scheme	The report to be issued to the decision maker with the agenda for the meeting	Sean Flesher, Head of Parks and Countryside  sean.flesher@leeds.gov.uk

## **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.