



## **LIST OF FORTHCOMING KEY DECISIONS**

10 September 2012 – 4 February 2013  
For Scrutiny Board Consideration (Children and Families)

## **What is the ‘List of Forthcoming Key Decisions’?**

The ‘List of Forthcoming Key Decisions’ is a list of the key decisions the Authority intends to take from 10<sup>th</sup> September 2012 onwards. The document is updated as often as required. Details of each key decision will be available to the public at least 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 ‘List of Forthcoming 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, 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 ‘List of Forthcoming 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 並說明本身所講語言的名稱。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 इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਖੱਤਰ 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 2243462 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۔

**LIST OF FORTHCOMING 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, Head of Commissioning and Market Management, Children's Services  paul.bollom@leeds.gov.uk
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.	Director of Children's Services	1/10/12	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.	Programme Board Mandate, Troubled Families Financial framework, Options Appraisal (to follow)	Jim Hopkinson, Head of Service - Targeted Services  jim.hopkinson@leeds.gov.uk

<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>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>National Citizen Scheme (NCS) proposed delivery by Leeds Youth Service Agreement to sub contract arrangement with NCS Network Partnership (National Youth Agency, Catch 22, Serco, UK Youth, V Inspired)</p>	<p>Director of Children's Services</p>	<p>11/1/13</p>	<p>Contract is currently with Legal Services for their advice on terms and conditions.</p>	<p>National Citizen Service contract</p>	<p>Jean Davey, Youth Offer Lead  jean.davey@leeds.gov.uk</p>

<p>To proceed with asbestos related works in Leeds schools and seek authority to incur expenditure from the capital programme Approval to proceed with asbestos related works in Leeds schools and seek authority to incur expenditure from the capital programme of £466,315.</p>	<p>Director of Children's Services</p>	<p>14/1/13</p>	<p>Affected schools including governors.</p>	<p>Design &amp; Cost Report</p>	<p>Charlotte Foley, Lead Officer for the Built Environment  charlotte.foley@leeds.gov.uk, 0113 2243936</p>
<p>Supported Accommodation Contract The award of the contract for supported accommodation</p>	<p>Director of Children's Services</p>	<p>15/1/13</p>	<p>Procurement Unit, Legal Services.</p>	<p>Waiver Report</p>	<p>Iain Dunn, Strategic Category Manager  iain.dunn@leeds.gov.uk Tel: 07891 271662</p>
<p>Commissioning of Independent Support work for disabled children requiring specialist provision Approval to award a framework contract to deliver Independent Support Work for disabled children requiring specialist provision from 1<sup>st</sup> January 2014. This award will follow a competitive tender exercise to commence January 2013.</p>	<p>Director of Children's Services</p>	<p>25/1/13</p>	<p>Lead Member for Children's Services will be briefed on the decision and families and other stakeholders will be consulted on the service model.</p>	<p>Extension Report</p>	<p>Paul Bollom, Head of Commissioning and Market Management, Children's Services  paul.bollom@leeds.gov.uk</p>



<p>The award of a range of contracts on behalf of the director of Children's Services.</p> <p>The award of contracts for the provision of Youth Inclusion Projects, Substance Misuse Treatment and Children and Adolescent Mental Health Services.</p>	<p>Director of Children's Services</p>	<p>Not before 12th/2/13</p>	<p>Procurement Unit, Legal Services.</p>	<p>Waiver Reports</p>	<p>Iain Dunn, Strategic Category Manager</p> <p><a href="mailto:iain.dunn@leeds.gov.uk">iain.dunn@leeds.gov.uk</a> Tel: 07891271662</p>
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<p>Basic Need Programme Part A-Permission to consult, school place expansions for 2014, Part B-Design &amp; Cost Report Morley Newlands Primary School Permission to consult on primary expansions and change of age range and approval to incur expenditure for the design and construction of the new and expanded Morley Newlands Primary School.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Consultation on primary expansions would take place over a five week period 25 February-29 March 2013. Consultation about lowering the age range at Hollybush Primary School would conclude 12 April 2013. Ward Members and governing bodies of schools have been consulted. Consultation has taken place with Children's Services Officers and school Representatives on the proposed scheme at Morley Newlands. Public consultation in September 2012 included Ward Members for Morley. Ward Members and local community groups have been consulted with directly.</p>	<p>Report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager, Stuart Gosney, Capacity Planning and Sufficiency Lead</p> <p>stuart.gosney@leeds.gov.uk james.saunders@leeds.gov.uk,</p>
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<p>Behaviour, Emotional and Social Difficulties (BESD) - Permission to consult on BESD school expansions for 2013-14 academic year. To approve the following consultations to change the age range of the BESD Specialist Inclusive Learning Centre, to expand the capacity of the provision using existing sites at Elmete Wood, Stonegate Road, the Burley Park Centre, the Hunslet Gate Centre and the Tinshill Centre. To expand the North East SILC (Oakwood Lane).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Initial consultation completed, statutory consultation cannot begin until this key decision is made.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Alun Rees, Head of the Virtual College alun.rees@leeds.gov.uk</p>
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<p>Change of host school for Primary resourced provision for deaf and hearing impaired children To give permission to consult on the closure of the resourced provision for deaf and hearing impaired children at Cottingley Academy Primary School, and the opening of a new resourced provision for deaf and hearing impaired children at Talbot Primary School.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<ul style="list-style-type: none"> <li>• Cottingley Academy and the governors and Headteacher at Talbot have been consulted and are in agreement with the proposals.</li> <li>• A full statutory consultation will need to take place. This will be outlined in the report.</li> <li>• Parents of deaf children and organisations such as National Deaf Children's Society will be involved in planning the future provision.</li> </ul>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Tony Bowyer, Sensory Service Lead  tony.bowyer@leeds.gov.uk Tel: 0113 3957498</p>
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<p>Little London Primary School - Project to deliver additional capacity on existing site Approval for remodelling of existing school to provide additional teaching spaces to accommodate additional pupil numbers. Approval is sought to incur expenditure of approximately £675,000 (costs to be confirmed prior to submission of DCR).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Consultation regarding detailed work has been and will continue to be undertaken with the school. Public and Ward Member consultation has taken place on re-provision of the space at facility in the new school building and the community centre. Consultation will take place as part of the formal planning application to site a temporary unit at the school during the period of the works.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager  james.saunders@leeds.gov.uk</p>
<p>Proposed budget plan to cease school clothing allowance from June 2013. Permission to enter into consultation with stakeholders from February 2013 - May 2013 prior to implementation in June.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Feb-May 2013</p>	<p>The report to be issued to the decision maker with the agenda for meeting.</p>	<p>Jody Sheppard, Family Support and Parenting Lead  jody.sheppard@leeds.gov.uk</p>

Public consultation on changes to Children's Services Transport Policy Permission to enter into public consultation on the scope and content of a new Children's Services Transport Policy	Executive Board Portfolio: Children's Services	15/2/13	February 2013	The report to be issued to the decision maker with the agenda for the meeting	Allan Hudson, Senior Contract Manager  Allan.hudson@leeds.gov.uk
White Rose Framework Contract The award of the contracts for the White Rose Residential Framework Contract.	Director of Children's Services	15/2/13	Procurement Unit, Legal Services.	Grant Agreement	Iain Dunn, Strategic Category Manager  iain.dunn@leeds.gov.uk Tel: 07891271662
Revised Nursery Fees 2013/14 To accept the proposal for nursery fees for 2013/14.	Director of Children's Services	28/2/13		Report, EIA and Letter to parents	Andrea Richardson, Head of Early Help Service  andrea.richardson@leeds.gov.uk
Short breaks for disabled children capital grant for 2012/13 Request for approval of Authority to spend short breaks capital.	Director of Children's Services	28/2/13	N/A	Design and cost report	Barbara Newton, Head of Complex Needs  barbara.newton@leeds.gov.uk

<p>To proceed with Planned Maintenance Programme 2013/14 in Leeds schools and to incur expenditure from capital programme. Approval to proceed with Planned Maintenance Programme 2013/14 in Leeds schools and seek authority to incur expenditure from the capital programme.</p>	<p>Director of Children's Services</p>	<p>4/3/13</p>	<p>Affected Schools including Governors.</p>	<p>Design and Cost Report.</p>	<p>Charlotte Foley, Lead Officer for the Built Environment  charlotte.foley@leeds.gov.uk</p>
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<p>A Strategic Review of the Leeds 'Youth Offer' To delegate a budget from April 2013 to Area Committees so that they can commission activities which engage young people. 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. 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>13/3/13</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. 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  ken.morton@leeds.gov.uk</p>
<p>Annual consultation on school admissions arrangements for September 2014 To approve the school admissions arrangements for 2014, in order to meet a statutory deadline of 15<sup>th</sup> April 2013.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>13/3/13</p>	<p>Consultation to take place between Friday 30<sup>th</sup> November and Friday 25<sup>th</sup> January 2013.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Lesley Savage, Senior Planning Manager  lesley.savage@leeds.gov.uk, 0113 24 75577</p>



<p>Determination of School admissions arrangements for 2013 Approval of admissions arrangements.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>13/3/13</p>	<p>N/A</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Lesley Savage, Senior Planning Manager  lesley.savage@leeds.gov.uk</p>
<p>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.</p>	<p>Director of Children's Services</p>	<p>1/4/13</p>	<p>Staff, Trade Unions</p>	<p>Delegated Decision Report and relevant structure charts</p>	<p>Nigel Richardson, Director of Children's Services  nigel.richardson@leeds.gov.uk</p>
<p>New temporary contract for Family Intensive Support Providers. The new contract will be for 3 months with a possible further 3 month extension To create a new temporary contract with current providers to ensure a smooth transition in the re-commission of the Family Intensive Support Services.</p>	<p>Director of Children's Services</p>	<p>31/3/13</p>	<p>Contracts, Chief Officer, Finance</p>	<p>Waiver report and delgated decision forms</p>	<p>Lousie Atherton, Commissioning Programme Manager  louise.atherton@leeds.gov.uk</p>

<p>Beeston Primary School - Project to Deliver Additional Accommodation to Support Increase in School Capacity Approval for extension to existing school to provide additional teaching spaces and hall space. Approval is sought to incur expenditure of approximately £1,269,000 (costs to be confirmed prior to submission of DCR).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>24/4/13</p>	<p>Consultation regarding the detailed work has been and will continue to be taken with the school. Public and Ward Member consultation has taken place and will continue. Consultation will take place as part of the formal planning application which is expected to be submitted during December 2012</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager  james.saunders@leeds.gov.uk</p>
<p>Beeston Primary School - Project to Deliver Additional Accommodation to Support Increase in School Capacity Approval for extension to existing school to provide additional teaching spaces and hall space. Approval is sought to incur expenditure of approximately £1,269,000 (costs to be confirmed prior to submission of DCR).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>24/4/13</p>	<p>Consultation regarding the detailed work has been and will continue to be taken with the school. Public and Ward Member consultation has taken place and will continue. Consultation will take place as part of the formal planning application which is expected to be submitted during December 2012</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager  james.saunders@leeds.gov.uk</p>

<p>New temporary contract for Family Intensive Support Providers. The new contract will be for 3 months with a possible further 3 month extension To create a new temporary contract with current providers to ensure a smooth transition in the re-commissioning of the Family Intensive Support Services.</p>	<p>Director of Children's Services</p>	<p>31/3/13</p>	<p>Contracts, Chief Officer, Finance</p>	<p>Waiver report and delegated decision forms</p>	<p>Louise Atherton, Commissioning Programme Manager  louise.atherton@leeds.gov.uk</p>
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## **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.