



## **LIST OF FORTHCOMING KEY DECISIONS**

10 September 2012 – 7 February 2013

## **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)

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

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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>

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 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 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 ترجمان (انٹرپریٹر) 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
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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<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>Bill Payment Services for Leeds City Council Request to invoke Contract Procedure Rule 8.5 and enter into a non approved framework agreement for Bill Payment Services for Leeds City Council.</p>	<p>Director of Resources</p>	<p>27/11/12</p>	<p>None</p>	<p>Recommendation report to Revenues and Benefits Chief Officer / Director of Resources to appoint a preferred supplier</p>	<p>Andrew Cameron, Executive Officer, Support Services, Leeds Benefits and Revenues  andrew.cameron@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>



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Kendal Carr, Holborn Court and Cockcroft House Sheltered Housing - Request for approval for Permanent Suspension of Lettings and Disposal Approval to close 3 x Sheltered Housing Schemes.	Director of Environment and Neighbourhoods	1/12/12	Informal and formal consultations have and continue to be undertaken with customers, Ward councillors, E&N, and Local Housing Performance staff, stakeholders.	WNWhL Executive Decision Panel Report	Jeffrey Dembickjy, Senior Project Officer, ALMO Business Centre Leeds  jeff.dembickjy@abcl.org.uk
The Use of £763k of CLG funding (Regional Homeless Money) to deliver sub regional homeless priorities	Director of Environment and Neighbourhoods	1/12/12	Ward Members	Report to DDP	Rob McCartney, Head of Housing Support  rob.mccartney@leeds.gov.uk
Collection of Local Taxation Approval of Council Tax and Business Rates write offs for period 1 <sup>st</sup> April 2012 to 30 <sup>th</sup> September 2012.	Director of Resources	1/13	Financial Management Group	Report on values and types	David Levitt, Corporate Debt Manager  david.levitt@leeds.gov.uk Tel: 0113 2475026

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<p>Procurement of a Painting Contractor to be used by East North East Homes Leeds using a Framework Agreement</p> <p>The Director or Environments and Neighbourhoods is to be asked for approval to use a Procurement Framework Agreement to procure a commercial Painting Contractor to be used by ENEHL to deliver an internal (to communal areas) and external painting programme over the period 2013/14 to 2016/17.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/1/13</p>	<p>Decision supported by Housing Contracts Board</p>	<p>Report to Director of Environments and Neighbourhoods</p>	<p>Steve Hunt, Chief Executive - East North East Homes Leeds (ENEHL)</p> <p>Tel: 247 6009</p>

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<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>3/1/13</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>

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Procurement of a local healthwatch organisation for Leeds - to be known as Healthwatch Leeds Approval to award the Healthwatch Leeds contract to the successful bidding organisation / consortium following a procurement exercise.	Assistant Chief Executive (Customer Access and Performance)	3/1/13	Consultation has been undertaken with a range of stakeholders including the general public, service users, carers, patients, Elected Members, the Leeds LINK, voluntary and community organisations, equality and diversity groups and communities, peer led organisations, NHS Commissioners and Providers, children and young people, Children's Services.	Report to the Director of Adult Social Services	Janet Somers, Consultation & Involvement Officer  janet.somers@leeds.gov.uk
2nd Stage Housing Services Restructure Approval from the Director for Housing Support and Housing Partnership restructure.	Director of Environment and Neighbourhoods	8/1/13	Affected staff, Trade Unions.	Delegated Decision Report	Liz Cook, Chief Officer Housing Services  liz.cook@leeds.gov.uk

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<p>Procurement Waiver to appoint Strategic Team Group as the contractors for the new build and refurbishment of Cottingley Springs</p> <p>Approval to appoint Strategic Team Group as the contractors for the refurbishment and new build at Cottingley Springs by approving a procurement waiver.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>9/1/13</p>	<p>Ward Members.</p>	<p>None</p>	<p>Rob McCartney, Head of Housing Support</p> <p>rob.mccartney@leeds.gov.uk</p>
<p>Appointment of bailiffs for recovery of unpaid parking and bus lane penalties</p> <p>To appoint bailiffs to collect outstanding warrants issued on behalf of Leeds City Council.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>11/1/13</p>		<p>Business Case</p>	<p>Mark Jefford</p> <p>mark.jefford@leeds.gov.uk - Tel: 0113 3952200</p>
<p>National Citizen Scheme (NCS) proposed delivery by Leeds Youth Service</p> <p>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</p> <p>jean.davey@leeds.gov.uk</p>

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<p>To proceed with asbestos related works in Leeds schools and seek authority to incur expenditure from the capital programme</p> <p>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</p> <p>charlotte.foley@leeds.gov.uk, 0113 2243936</p>
<p>Supported Accommodation Contract</p> <p>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</p> <p>iain.dunn@leeds.gov.uk Tel: 07891 271662</p>

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<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</p> <p>paul.bollom@leeds.gov.uk</p>
<p>Leeds Skyline HIV/AIDS Social Care and Prevention Service contract extension for one year from 1 April 2013 to 31 March 2014 To extend the existing contract from 1 April 2013 for one year.</p>	<p>Director of Adult Social Services</p>	<p>31/1/13</p>	<p>Discussion will be held with the service users and other stakeholders about the future of this service.</p>	<p>Report to the Director, Contract monitoring information</p>	<p>Sinead Cregan, Adult Commissioning Manager</p> <p>sinead.cregan@leeds.gov.uk Tel: 0113 2243463</p>

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<p>Request to extend ten mental health voluntary sector contracts To extend the ten existing contracts from 1 April 2013 to 31 March 2016</p>	<p>Director of Adult Social Services</p>	<p>31/1/13</p>	<p>With service users and stakeholders about future services.</p>	<p>Report to the Director and monitoring reports</p>	<p>Sinead Cregan, Adult Commissioning Manager  sinead.cregan@leeds.gov.uk Tel: 0113 2243463</p>
<p>Request to invoke Contracts Procedure Rule 25.1 to invoke the first 12 month extension period of the existing 3+1+1 year contract with Creative Support to provide the Hall Lane service Approval to invoke Contracts Procedure Rule 25.1 to invoke the first 12 month extension period of the existing 3+1+1 year contract with Creative Support to provide the Hall Lane service</p>	<p>Director of Adult Social Services</p>	<p>31/1/13</p>	<p>Quality assessment will be undertaken during the life of the contract and will involve detailed consultation with staff, clients and key stakeholders.</p>	<p>Reports to be presented to the Adult Social Care and Environment and Neighbourhoods DDP</p>	<p>Sandra Twitchett, Principal Officer - Learning Disability Business &amp; Contracts  sandra.twitchett@leeds.gov.uk, 0113 2476975</p>



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<p>Exercise of Option to Purchase Agreement - Land at Freely Lane, Bramham Approval is sought to:</p> <ol style="list-style-type: none"> <li>1) Trigger an option to purchase agreement to acquire third party owned land to support the sale and redevelopment of Bramham House, a Council owned property; and</li> <li>2) Give authority to incur expenditure of approx £270k in connection with the land purchase.</li> </ol>	Director of City Development	1/2/13	Executive Member for Development and the Economy, Ward Members, and Bramham Parish Council have already been consulted.	Design and Cost Report	<p>Martin Blackett, Senior Surveyor</p> <p>martin.blackett@leeds.gov.uk</p>
<p>Highway Maintenance vehicle replacement programme To approve the replacement of 21 vehicles operated by the Highway Maintenance Operational DSO</p>	Director of City Development	1/2/13	Executive Member for Development and the Economy, Director of Resources	Design and Cost Report	<p>Russell Martin, Highway Maintenance Manager - Ring Road Middleton</p> <p>Russell.martin@leeds.gov.uk</p>

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<p>Leeds Local Implementation Plan supporting document for the West Yorkshire Local Transport Team Report requesting authority for approval of the supporting document for Leeds setting out details of the strategy and implementation proposals for Leeds included in the West Yorkshire Local Transport Plan.</p>	<p>Chief Officer (Highways and Transportation)</p>	<p>1/2/13</p>	<p>The document sets out issues and proposals that have been consulted on as part of the Local Transport Plan preparation process which has included Members and stakeholders</p>	<p>Delegated decision report</p>	<p>Andrew Hall, Acting Head of Transportation Services  andrew.hall@leeds.gov.uk</p>
<p>Morley Conservation Area To amalgamate and extend the Morley Town Centre and Morley Dartmouth Park Conservation Area into the Morley Conservation Area and adopt the Morley Conservation Area Appraisal and Management Plan as non-statutory planning guidance.</p>	<p>Chief Planning Officer</p>	<p>1/2/13</p>	<p>Ongoing consultation since May 2008 with the local community, Ward Members, Morley Town Council and Other bodies</p>	<p>Report and Morley Conservation Area Appraisal and Management Plan</p>	<p>Philip Ward, Conservation Officer  phil.ward@leeds.gov.uk</p>

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New Farnley Village Design Statement (VDS) Approval of the New Farnley Village Design statement so that it can be formally adopted as a Supplementary Planning Document (SPD) within the Leeds Development Framework.	Chief Planning Officer	1/2/13	The document has undergone significant local consultation which had shaped the aspirations within it. A representations statement and EIA will be published alongside the VDS.	New Farnley VDS	Gareth Read, Planning Assistant  gareth.read@leeds.gov.uk
Oulton and Woodlesford Design Statement (NDS) Approval of the Oulton and Woodlesford Design Statement (NDS) to enable it to be formally adopted as a Supplementary Planning Document (SPD) within the Leeds Development Framework.	Chief Planning Officer	1/2/13	The document has undergone significant local consultation which has shaped the aspirations within it. A representations statement and EIA will be published alongside the NDS.	Oulton and Woodlesford NDS	Steven Wilkinson, Senior Planner FPI  steven.wilkinson@leeds.gov.uk tel: 0113 3978078

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Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies.	Director of Environment and Neighbourhoods	1/2/13	None	Delegated Decision Report	Neil Evans, Director of Environment and Neighbourhoods  neil.evans@leeds.gov.uk
Roundhay Road Highway Improvements Following extensive consultation in 2011, approval of TRO proposals and scheme to be implemented.	Chief Officer (Highways and Transportation)	1/2/13	Gipton & Harehills Ward Members, members of the public, local businesses and residents whose frontages are impacted by the proposals.	Delegated Decision report	Lisa Martin, Trainee Engineer  Lisa.S.Martin@leeds.gov.uk
Rugby Union World Cup 2015 To approve the contract with Rugby Union World Cup 2015 to act as host city.	Director of City Development	1/2/13	Executive Member for Leisure.	Delegated decision report	Catherine Blanshard, Chief Libraries, Arts and Heritage Officer, Learning and Leisure  catherine.blanshard@leeds.gov.uk

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<p>To invoke Contracts' Procedure Rule 25.1 to enter into the 1 year extension period with Care &amp; Repair Leeds for the Home Improvement Agency and the Housing Choices Services</p> <p>Request to invoke Contracts' Procedure Rule 25.1 in order to enter into the 1 year extension period to the existing 2(+1) year contract with Care &amp; Repair Leeds for the Home Improvement Agency and the Housing Choices Services.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>1/2/13</p>	<p>Consultation with service users and stakeholders has been carried out during a validation visit which took place in 2010 where users expressed satisfaction with the service.</p>	<p>EIA Screening</p>	<p>Sarah Best, Programme Management Officer</p> <p>sarah.best@leeds.gov.uk      Tel: 0113 2476112</p>
<p>Travel Plan SPD</p> <p>Approve Travel Plan Supplementary Planning Document as adopted part of the Local Development Framework.</p>	<p>Chief Planning Officer</p>	<p>1/2/13</p>	<p>The draft SPD has gone through significant internal consultation and a full statutory external consultation. Amendments have been made to the SPD as a result of these conditions.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Nathan Huntley, Senior Highways Engineer</p> <p>nathan.huntley@leeds.gov.uk</p>

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<p>Beeches and Oaktree Tenant Management Organisation (BOTMO) Offer Document To agree to the offer document that has been jointly produced by Leeds City Council, East North East Homes and BOTMO. It is a requirement of the TMO process and will be sent to all residents in the BOTMO area prior to the final ballot to decide whether the organisation will be set up.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Not before 11th/2/13</p>	<p>None</p>	<p>Approved Assessor Final Assessment of Competence - Stage 3, BOTMO offer document</p>	<p>Lorraine Wright, Service Manager - Relationship Management  lorraine.chawke@leeds.gov.uk</p>
<p>Request to enter into a further short term contract with CRI for the provision of DIP services Request to enter into a further short term contract with CRI for the provision of DIP services for a period of 6(+6) months at an approximate per annum cost of £650,000.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Not before 12th/2/13</p>	<p>Safer Leeds Executive, Reducing Re-offending Board, and DIP providers and stakeholders,</p>	<p>Report to Delegated Decision Panel</p>	<p>Neil O'Byrne, Programme Management Officer  neil.o'byrne@leeds.gov.uk</p>

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<p>Request to enter into a further short term contract with DISC for the provision of DIP services</p> <p>Request to enter into a further short term contract with DISC for the provision of DIP services for a period of 6(+6) months at an approximate per annum cost of £580,000.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Not before 12th/2/13</p>	<p>Safer Leeds Executive, Reducing Re-offending Board, and DIP providers and stakeholders.</p>	<p>Report to Delegated Decision Panel</p>	<p>Neil O'Byrne, Programme Management Officer</p> <p>neil.o'byrne@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>iain.dunn@leeds.gov.uk Tel: 07891271662</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Basic Need Programme Part A-Permission to consult, school place expansions for 2014, Part B-Design &amp; Cost Report Morley Newlands Primary School</p> <p>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>Stuart Gosney, Capacity Planning and Sufficiency Lead, James Saunders, Built Environment Programme Manager</p> <p>stuart.gosney@leeds.gov.uk james.saunders@leeds.gov.uk,</p>



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

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Better Lives for People of Leeds - Day Centres for Older People To approve the recommendation to (i) recognise the progress made so far and approve the commencement of consultation on the options identified for the day centres specified in the report and (ii) approve that detailed consultation is undertaken on the proposed options which takes into account the benefits from lessons learned and the insights gained from the consultation undertaken in 2011 as part of the 'Future Options for Long Term Residential and Day Care for Older People' review.</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>15/2/13</p>	<p>12 week consultation plan with key stakeholders (service users, carers, staff, Elected Members, independent and voluntary sectors)</p>	<p>The report to be submitted to the decision maker with the agenda for the meeting</p>	<p>Anna Clifford, Programme Manager  anna.clifford@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Better Lives for People of Leeds - Residential Care for Older People To approve the recommendation to (i) recognise the progress made so far and approve the commencement of consultation on the options identified for the residential care homes specified in the report and (ii) approve that detailed consultation is undertaken on the proposed options which takes into account the benefits from lessons learned and the insights gained from the consultation undertaken in 2011 as part of the 'Future Options for Long Term Residential and Day Care for Older People' review.</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>15/2/13</p>	<p>12 weeks consultation plan with key stakeholders (service users, relatives, staff, Elected Members, independent and voluntary sector).</p>	<p>The report to be submitted to the decision maker with the agenda for the meeting</p>	<p>Anna Clifford, Programme Manager  anna.clifford@leeds.gov.uk</p>

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

<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>
Community Infrastructure Levy - Preliminary Draft Charging Schedule. Approval of CIL Preliminary Draft Charging Schedule for public consultation.	Executive Board Portfolio: Development and the Economy	15/2/13	Request to consult – March 2013 (6 Weeks)	The report to be issued to the decision maker with the agenda for the meeting	Lora Hughes, Principal Planner  lora.hughes@leeds.gov.uk, 0113 3950714
Extension of Pedestrianized Hours in Leeds City Centre Agree to extend the pedestrianized hours in the city centre to facilitate growth in the retail sector and night-time economy.	Executive Board Portfolio: Development and the Economy	15/2/13	Formal Traffic Regulation Order consultation plus city centre business consultation already undertaken.	The report to be issued to the decision maker with the agenda for the meeting	Cath Follin, Head of City Centre Management  cath.follin@leeds.gov.uk
HRA Business Plan 2013/14 Approval of the HRA Business Plan 30 Year Budget	Executive Board Portfolio: Leader of Council	15/2/13	DMT / COG, Strategic Governance Board	The report to be issued to the decision maker with the agenda for the meeting	Amanda Dove, Housing Services Manager - Investment and Assets  mandy.dove@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<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>Mental Health Day Service Transformation Approval to implement: (i) new service model, and (ii) changes to asset bases</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>15/2/13</p>	<p>Formal consultation period September – December 2012.</p>	<p>The Report to be issued to the decision maker with the agenda for the meeting</p>	<p>Debbie Ramskill, Interim Head of Service  debbie.ramskill@leeds.gov.uk Tel: 0113 3957242</p>

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<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>	15/2/13	N/A	<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>Older People's Housing &amp; Care To consider and agree investment proposals for Older People's residential accommodation including extra care housing.</p>	<p>Executive Board Portfolio: Development and the Economy</p>	15/2/13	<p>Detailed consultation will take place with Ward Members, residents and the wider communities through the planning and design process.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting.</p>	<p>Margaret Gjessing, Housing Investment Manager  maggie.gjessing@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>	15/2/13	Feb-May 2013	<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>

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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
Sustainable Communities Investment Programme - Nevilles and Cross Green To approve an injection from the capital programme and the HRA to support a programme of delivery of projects in these neighbourhoods between 2013-2016. To delegate final approval for projects to the Director of Environment and Neighbourhoods within the set funding and timescale parameters.	Executive Board Portfolio: Neighbourhoods, Planning and Support	15/2/13	CLT and LMT reports – January 2013, Ward Member consultation – December 2012, Community Leadership Team (Cross Green) – January 2013, Community consultation (Nevilles & Cross Green) – January 2013.	The report to be issued to the decision maker with the agenda for the meeting	Christa Smith, Project Manager  christa.smith@leeds.gov.uk Tel: 0113 2478198



<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>
West Park Centre Options Appraisal To consider the various options for the future of the West Park Centre.	Executive Board Portfolio: Development and the Economy	15/2/13	Community and user consultation has taken place.	The report to be issued to the decision maker with the agenda for the meeting.	Neil Charlesworth, Community Asset Officer  neil.charlesworth@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
Advice Agency Grant Allocations 2013/14 Approval of grant allocations for the Advice Agency Grant Fund to organisations to enable them to provide advice services across Leeds including the City's most disadvantaged communities.	Director of Environment and Neighbourhoods	18/2/13	Consultation with current providers, Leeds City Council officers and with the relevant Executive Member.	Report to be presented to the Delegated Decision Panel	Julie Staton, Head of Commissioning  julie.staton@leeds.gov.uk, 0113 24 75951

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<p>Infrastructure Support Fund Grant Allocations 2013/14 Approval of grant allocations to Voluntary Action Leeds and the West Yorkshire Community Accounting Service for the Infrastructure Support Fund to enable them to deliver practical infrastructure support services to voluntary, community and faith sector organisations for 2013/14.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>18/2/13</p>	<p>Consultation with current providers, Leeds City Council officers and the relevant Executive Member.</p>	<p>Report to be presented to the Delegated Decision Panel</p>	<p>Julie Staton, Head of Commissioning  julie.staton@leeds.gov.uk, 0113 24 75951</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Annual Pedestrian Crossing Review 2013            Chief Officer of Highways and Transportation to approve the proposals made in the report as the basis for the 2013/14 programme for introducing new pedestrian crossings.</p>	<p>Chief Officer (Highways and Transportation)</p>	<p>19/2/13</p>	<p>Local members are advised of the progress made with their requests by the Traffic Section and notified of the final outcome of the review. One approved, each individual scheme is then taken forward for a separate delegated decision for detailed design and construction – this includes consultations with ward members and affected frontages</p>	<p>Design and Cost Report: Annual Pedestrian Crossing Review 2013</p>	<p>Kasia Speakman, Access and Mobility Officer             katarzyna.speakman@leeds.gov.uk, 0113 2476312</p>
<p>Adult Social Care Voluntary Grants Schedule 2013/2014            A decision of the Director of Adult Social Services to approve the Voluntary Sector Grants Schedule for 2013/2014.</p>	<p>Director of Adult Social Services</p>	<p>28/2/13</p>	<p>Executive member Adult Social Services, Adult Commissioning Board.</p>	<p>Report to the Director of Adult Social Services</p>	<p>Mark Phillott, Commissioning Manager             mark.phillott@leeds.gov.uk            Tel: 07891 276577</p>

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<p>Capital Scheme 16790(ADT) 16790 (MKS) Adaptations 2013/14 To approve the release of capital expenditure of £400,000 on adaptations from April 2013 to March 2014.</p>	<p>Director of Adult Social Services</p>	<p>28/2/13</p>	<p>Stakeholders, Government's Community Equipment Services agenda.</p>	<p>Design and Cost Report</p>	<p>Liz Ward, Head of Service, Access &amp; Inclusion  liz.ward@leeds.gov.uk</p>
<p>Contract to continue Carers support services provided by Carers Leeds and Leeds and York NHS Partnerships Foundation Trust Approval to award a contract for five months to Carers Leeds and Leeds and York Foundation NHS Trust for the provision of carers support services commencing 1<sup>st</sup> April 2013, to allow the re-commissioning process to be completed.</p>	<p>Director of Adult Social Services</p>	<p>28/2/13</p>	<p>Stakeholders, Executive Member.</p>	<p>Report to Director of Adult Social Services</p>	<p>Sinead Cregan, Adult Commissioning Manager  sinead.cregan@leeds.gov.uk</p>

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<p>Framework Agreement for the supply of assisted technology To approve the awarding of the Assisted Technology Framework contract following the procurement process.</p>	<p>Director of Adult Social Services</p>	<p>28/2/13</p>	<p>The equipment is provided following an assessment by a professional. Various multi-disciplinary professionals from both Adult Social Care and NHS have been involved in the tender process and will be part of the evaluation.</p>	<p>Report to the Director of Adult Social Services and the Tender Specification</p>	<p>Katie Cunningham, Service Manager  katie.cunningham@leeds.gov.uk, 0113 2474453</p>
<p>Revised Nursery Fees 2013/14 To accept the proposal for nursery fees for 2013/14.</p>	<p>Director of Children's Services</p>	<p>28/2/13</p>		<p>Report, EIA and Letter to parents</p>	<p>Andrea Richardson, Head of Early Help Service  andrea.richardson@leeds.gov.uk</p>
<p>Short breaks for disabled children capital grant for 2012/13 Request for approval of Authority to spend short breaks capital.</p>	<p>Director of Children's Services</p>	<p>28/2/13</p>	<p>N/A</p>	<p>Design and cost report</p>	<p>Barbara Newton, Head of Complex Needs  barbara.newton@leeds.gov.uk</p>

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<p>Property Maintenance - Extension of the 'Supply of General Building Supplies' for 12 months from 31st March 2013 Request to invoke Contract Procedure Rules 25.1 to apply for the 12 month extension period to the existing 3 year contract for the 'Supply of General Building Supplies' to Property Maintenance from 31<sup>st</sup> March 2013 until the 31<sup>st</sup> March 2014.</p>	Chief Commercial Services Officer	3/13	Communication planned and ongoing with all key stakeholders.	DDN and extension report	<p>Sarah Martin, Chief Officer Property and Fleet</p> <p>sarah.martin@leeds.gov.uk</p>
<p>Reinstatement works following fire damage at Temple Newsam Farm Authority to spend from insurance fund.</p>	Director of City Development	1/3/13	Corporate Procurement Unit, Insurance Section, Ward Members, Executive Member for Leisure	Design and Cost Report	<p>Anne Chambers, Head of Corporate Property Management</p> <p>anne.chambers@leeds.gov.uk</p>

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Sport Prices 2013/14 To approve a pricing schedule for Sport and Active Lifestyle Service 2013/14	Chief Officer Resources and Strategy	4/3/13	Executive Member, You Choose online budget survey.	Delegated Decision Report	Mark Allman, Head of Sport and Active Recreation  mark.allman@leeds.gov.uk
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.	Director of Children's Services	5/3/13	Affected Schools including Governors.	Design and Cost Report.	Charlotte Foley, Lead Officer for the Built Environment  charlotte.foley@leeds.gov.uk
Property Maintenance - Software Package To award a contract to replace an existing business software system that is no longer economically sustainable with a new application that will facilitate current and future business requirements.	Chief Commercial Services Officer	7/3/13	Communication planned and ongoing with all key stakeholders.	Tender evaluation report	Sarah Martin, Chief Officer Property and Fleet  sarah.martin@leeds.gov.uk

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<p>Outdoor advertising on Council Land Tender To seek approval to extend the existing billboard licence agreement by 24 months from the expiry on 31 March 2012 to 31 March 2014.</p>	<p>Director of City Development</p>	<p>8/3/13</p>	<p>Executive Member for Development and the Economy.</p>	<p>Report</p>	<p>Stephen Jefferys, Senior Surveyor  stephen.jeffreys@leeds.gov.uk</p>
<p>Windows and Door installation programme for 2012/13 To seek approval to establish a contract with Herbert Forrest Ltd following a formal procurement exercise conducted in conjunction with Fusions 21 for the installations of Windows and Doors to circa 1300 ENEHL properties.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>Not before 8th/3/13</p>	<p>N/A</p>	<p>Report to Director of Environment &amp; Neighbourhoods, Fusion 21 Executive Summary, Bid submission report.</p>	<p>Tony Butler, Director of Technical Services, East North East Homes Leeds  tony.butler@enehl.org.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>

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<p>A58(M) Woodhouse Tunnel Strengthening Works Following, and subject to full approval being granted by the Department for Transport,</p> <p>(i) Approve the implementation of the A58(M) Woodhouse Tunnel Strengthening Works; and</p> <p>(ii) Give authority to incur expenditure of £20 million.</p>	<p>Executive Board Portfolio: Development and the Economy</p>	<p>13/3/13</p>	<p>On such a key part of the highway network, an extensive consultation programme is being developed. This will include all ward Members and key stakeholders. Findings will be included in the Executive Board report.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Paul Russell, Principal Engineer</p> <p>paul.russell@leeds.gov.uk, 0113 24 76171</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</p> <p>lesley.savage@leeds.gov.uk, 0113 24 75577</p>

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City Centre Water Features Future management of water features in City Centre.	Executive Board portfolio: Development and the Economy	13/3/13	Local Ward Members (City & Hunslet) and businesses who may be effected by the decision taken.	The report to be issued to the decision maker with the agenda for the meeting	Roy Coello, Head Of Engineering Service  roy.coello@leeds.gov.uk
Determination of School admissions arrangements for 2013 Approval of admissions arrangements.	Executive Board Portfolio: Children's Services	13/3/13	N/A	The report to be issued to the decision maker with the agenda for the meeting	Lesley Savage, Senior Planning Manager  lesley.savage@leeds.gov.uk
HECA Report 2013 To approve the Home Energy Conservation Act report to be submitted to Government by the end of March 2013. The HECA report describes our future domestic energy strategy to significantly reduce energy demand, cut carbon emissions and tackle fuel poverty. It is a statutory requirement and will focus particularly on future Green Deal plans.	Executive Board Portfolio: The Environment	13/3/13	The HECA report will be based on evidence gathered over the past two decades on domestic energy use in the city and will use this to forecast priority actions for all domestic energy sectors. This will focus particularly on the Green Deal for both carbon reduction and fuel poverty alleviation actions.	The report to be issued to the decision maker with the agenda for the meeting	George Munson, Energy and Climate Change Manager  george.munson@leeds.gov.uk

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<p>Holt Park District Centre</p> <p>1) Approval to the Draft Informal Planning Statement as a guide to future development proposals for this site.</p> <p>2) Approval to commence public consultation on the draft Informal Planning Statement</p>	Executive Board Portfolio: Development and the Economy	13/3/13	Executive Member for Development and the Economy and Ward Members	The report to be issued to the decision maker with the agenda for the meeting	Ben Middleton, Senior Surveyor  ben.middleton@leeds.gov.uk
<p>Local Development Framework (LDF) Authority Monitoring Report (AMR) 2012</p> <p>To agree the 2012 Authority Monitoring Report</p>	Executive Board Portfolio: Development and the Economy	13/3/13	Legal Services / Executive Member	The report to be issued to the decision maker with the agenda for the meeting	Martin Elliot, Data Team Leader  martin.elliott@leeds.gov.uk
<p>Monthly Financial Health Report 2012/13</p> <p>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>	Executive Board Portfolio: Leader of Council	13/3/13	N/A	The report to be issued to the decision maker with the agenda for the meeting	Doug Meeson, Chief Officer (Financial Management)  doug.meeson@leeds.gov.uk Tel: 0113 2474250

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<p>Police Community Support Officers (PCSO) - SLA 2013/14 The report seeks Executive Board approval for expenditure of approximately £1.5million in 2013/14 to provide a 30% contribution towards 165 PCSOs (5 per ward) to the Office of the Police and Crime Commissioner.</p>	<p>Executive Board Portfolio: Neighbourhoods, Planning and Support Services</p>	<p>13/3/13</p>	<p>All elected Members have been consulted on the provision of PCSOs to support crime reduction, provide public reassurance and contribute to the development of neighbourhood initiatives.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Keith Gilert, Chief Officer - Community Safety  keith.gilert@leeds.gov.uk, 0113 278078</p>
<p>Single Supplier Framework Agreement for the supply of ICT goods and services Appointment of a single supplier to be used for the procurement of ICT hardware, software, peripherals and services. This contract will replace the current contract which expires on 6<sup>th</sup> July 2013.</p>	<p>Director of Resources</p>	<p>23/5/13</p>	<p>None</p>	<p>Tender evaluation report and award of contract report</p>	<p>Andrew Byrom, Support Services Manager  andrew.byrom@leeds.gov.uk, 07891 275241</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>HECA Report 2013 To approve the Home Energy Conservation Act report to be submitted to Government by the end of March 2013. The HECA report describes our future domestic energy strategy to significantly reduce energy demand, cut carbon emissions and tackle fuel poverty. It is a statutory requirement and will focus particularly on future Green Deal plans.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>13/3/13</p>	<p>The HECA report will be based on evidence gathered over the past two decades on domestic energy use in the city and will use this to forecast priority actions for all domestic energy sectors. This will focus particularly on the Green Deal for both carbon reduction and fuel poverty alleviation actions.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>George Munson, Energy and Climate Change Manager  george.munson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Transfer of Public Health Directorate resources, assets and liabilities into Leeds City Council</p> <p>The transfer of Public Health Directorate to Leeds City Council is due to take place on 1<sup>st</sup> April 2013 as set out in the Health and Social Care Act 2012.</p> <p>Under the transfer there will be functions, resources, budget, assets and liabilities transferring to the Council.</p> <p>A formal decision is required to enter into new contracts from 1<sup>st</sup> April 2013 to ensure continuity of services.</p>	<p>Executive Board Portfolio: Leader of Council</p>	<p>13/3/13</p>	<p>Public Health Transition Programme Board 17<sup>th</sup> January 2013 and Corporate Leadership Team (CLT) 12<sup>th</sup> February 2013.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting.</p>	<p>Angela Lawson, Executive Project Manager</p> <p>angela.lawson@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Lettings Policy Review 2013 Executive Board decision to approve a revised Lettings Policy.</p>	<p>Executive Board Portfolio: Neighbourhoods, Planning and Support Services</p>	<p>13/3/13</p>	<p>Consultation has been undertaken with members of the public, customers on the Leeds Homes Register, social housing tenants, Arms Length Management Organisations and the Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants Federation, and voluntary agencies.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting.</p>	<p>Kathryn Bramall, Leeds Homes Policy Manager</p> <p>kathryn.bramall@leeds.gov.uk Tel: 0113 2243296</p>
<p>Property Maintenance - Replacement of existing fleet vehicles. To seek authority to incur an estimated expenditure of up to £770,000 from capital scheme number 16699/000/000 for the purchase of new replacement Property Maintenance Fleet Vehicles.</p>	<p>Director of Resources</p>	<p>22/3/13</p>	<p>Communication planned and ongoing with all key stakeholders.</p>	<p>Design Cost Report</p>	<p>David Wilkinson, Head of Property Maintenance</p> <p>david.wilkinson@leeds.gov.uk</p>



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

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

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

<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>Charges for non-residential Adult Social Care Services To report on the outcome of the consultation on charges for non residential services (home care, supported living, day care, transport, direct payments, care ring and telecare) and request Executive Board to approve changes to the charging and contributions policy framework and to service user contributions.</p>	<p>Executive Board Portfolio: Adult Social Care</p>	<p>24/4/13</p>	<p>A three-month public consultation period has taken place on the proposals involving service users and carers, service user and care led groups and forums, VCFS organisations, partner organisations, staff and elected members. Elected members have been involved in developing the proposals through a cross party Members Advisory Board</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Ann Hill, Head of Finance (Adult Social Care)  ann.hill@leeds.gov.uk</p>
<p>Wrap Up Leeds Final Report To receive and approve a statistical and qualitative report assessing the effects of Wrap Up Leeds and comment on lessons learnt for a future Green Deal programme.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>13/3/13</p>	<p>The final report will be based on information provided by Yorkshire Energy Services (the managing agent).</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>George Munson, Energy and Climate Change Manager  george.munson@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>
Strategic Housing Land Availability Assessment (SHLAA) 2012 Update To agree the 2012 update and revised membership of the SHLAA Partnership.	Executive Board Portfolio: Development and the Economy	13/3/13	Legal Services/ Executive Member	The report to be issued to the decision maker with the agenda for the meeting	Robin Coghlan, Policy Team Leader  robin.coghlan@leeds.gov.uk Tel: 0113 2478131
The Council's Procurement Strategy Approval of the Council's Procurement Strategy.	Executive Board Portfolio: Leader of Council	13/3/13	There has been extensive consultation throughout the transforming procurement programme, engaging with a wide range of stakeholders internal and external to the Council.	The report to be issued to the decision maker with the agenda for the meeting.	David Outram, Chief Officer, Public Private Partnerships Unit and Procurement  david.outram@leeds.gov.uk
Tower Works Approval to land assembly proposals at Tower Works between Leeds City Council and Holmes and Communities Agency.	Executive Board Portfolio: Development and Economy	13/3/13	Executive Member Development & Economy, and City & Hunslet Ward Members.	The report to be issued to the decision maker with the agenda for the meeting.	Edward Rowland, Principal Surveyor  edward.roland@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Wrap Up Leeds Final Report To receive and approve a statistical and qualitative report assessing the effects of Wrap Up Leeds and comment on lessons learnt for a future Green Deal programme.</p>	<p>Executive Board Portfolio: The Environment</p>	<p>13/3/13</p>	<p>The final report will be based on information provided by Yorkshire Energy Services (the managing agent).</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>George Munson, Energy and Climate Change Manager  george.munson@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 delegated decision forms</p>	<p>Louise Atherton, Commissioning Programme Manager  louise.atherton@leeds.gov.uk</p>
<p>Asset Management Plan (including Community Asset Strategy and Carbon and Water Management Plan) Approval Required</p>	<p>Executive Board Portfolio: Development and the Economy</p>	<p>24/4/13</p>	<p>Equality Impact Assessment</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Colin Mawhinney, Head of Economic Policy and Programmes  colin.mawhinney@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Leeds Let's Get Active Acknowledge receipt of funding from Sport England and Public Health, and note commencement of the project to increase access to leisure facilities.	Executive Board Portfolio: Leisure and Skills	24/4/13	None	The report to be issued to the decision maker with the agenda for the meeting	Mark Allman, Head of Sport and Active Recreation  mark.allman@leeds.gov.uk
Lettings Policy Review 2013 Executive Board decision to approve a revised Lettings Policy.	Executive Board Portfolio: Neighbourhoods, Planning and Support Services	24/4/13	Consultation has been undertaken with members of the public, customers on the Leeds Homes Register, social housing tenants, Arms Length Management Organisations and the Belle Isle Tenant Management Organisation, Registered Social Landlords, Leeds Tenants Federation, and voluntary agencies.	The report to be issued to the decision maker with the agenda for the meeting.	Kathryn Bramall, Leeds Homes Policy Manager  kathryn.bramall@leeds.gov.uk Tel: 0113 2243296

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
Trade waste contract tender Approval is required to proceed with a trade waste framework contract tender in order to procure suitable contractors to provide trade waste and recycling services to Leeds City Council premises and schools from July 2013.	Director of Resources	5/13	Consultation will take place with Procurement, Recycling & Waste Services, Environmental Policy Team, and Facilities Management.	Tender documents for trade waste contract Contract specification and PQQ	Sam Grimwood, Waste & Resources Officer  sam.grimwood@leeds.gov.uk, 0113 24 76954
Single Supplier Framework Agreement for the supply of ICT goods and services Appointment of a single supplier to be used for the procurement of ICT hardware, software, peripherals and services. This contract will replace the current contract which expires on 6 <sup>th</sup> July 2013.	Director of Resources	23/5/13	None	Tender evaluation report and award of contract report	Andrew Byrom, Support Services Manager  andrew.byrom@leeds.gov.uk, 07891 275241



## **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.