

# Public Document Pack



## SOUTH (INNER) AREA COMMITTEE

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Wednesday, 11th January, 2012 at 6.30 pm

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### MEMBERSHIP

#### Councillors

D Congreve	-	Beeston and Holbeck;
A Gabriel (Chair)	-	Beeston and Holbeck;
A Ogilvie	-	Beeston and Holbeck;
P Davey	-	City and Hunslet;
M Iqbal	-	City and Hunslet;
E Nash	-	City and Hunslet;
J Blake	-	Middleton Park;
G Driver	-	Middleton Park;
K Groves	-	Middleton Park;

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**Agenda compiled by:**  
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**Civic Hall**  
**LEEDS LS1 1UR**  
**Tel: 24 74356**

**South East Area Leader:**  
**Shaid Mahmood**  
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## **A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS**

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED –</b> That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p><b>No exempt items or information have been identified on this agenda.</b></p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 8TH NOVEMBER 2011</b></p> <p>To confirm as a correct record the minutes of the meeting held on 8<sup>th</sup> November 2011.</p>	1 - 6
7			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p><b>(10 mins discussion)</b></p>	

Item No	Ward	Item Not Open		Page No
8	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p><b>SOUTH AND OUTER EAST LOCALITY TEAM SERVICE LEVEL AGREEMENT PERFORMANCE UPDATE</b></p> <p>To receive and consider a report from the Locality Manager (South and Outer East Leeds) providing an update on performance against the Service Level Agreement between the South (Inner) Area Committee and South East Environmental Locality Team.</p> <p><b>(Executive Function)</b> <b>(5 mins presentation / 5 mins discussion)</b></p>	7 - 20
9	All Wards;		<p><b>DEVELOPING A LOCALITY APPROACH BETWEEN LEEDS CITY COUNCIL SERVICES AND NEIGHBOURHOOD POLICE TEAMS / POLICE COMMUNITY SAFETY OFFICERS (PCSOS)</b></p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods providing an overview of progress to develop greater joined up working arrangements between locality based City Council services and Neighbourhood Police Teams / PCSOs.</p> <p><b>(Council Function)</b> <b>(5 mins presentation / 5 mins discussion)</b></p>	21 - 32
10	All Wards;		<p><b>LEEDS CITIZEN PANEL IN SUPPORT OF LOCALITY WORKING</b></p> <p>To receive and consider a report from the Assistant Chief Executive, Community Access and Performance outlining progress on the development of a new Citizen's Panel in Leeds.</p> <p><b>(Council Function)</b> <b>(5 mins presentation / 5 mins discussion)</b></p>	33 - 44

Item No	Ward	Item Not Open		Page No
11	All Wards;		<p><b>CAPITAL RECEIPTS INCENTIVE SCHEME REPORT TO EXECUTIVE BOARD</b></p> <p>To receive and consider a report from the Assistant Chief Executive (Customer Access and Performance) presenting for comment the report on the Capital Receipt Incentive Scheme that received approval at the Executive Board meeting on 12<sup>th</sup> October 2011.</p> <p><b>(Executive Function)</b> <b>(5 mins presentation / 5 mins discussion)</b></p>	45 - 60
12	All Wards;		<p><b>LOCALISM ACT 2011</b></p> <p>To receive and consider the report of the Assistant Chief Executive (Customer Access and Performance) outlining the main elements of the Localism Act which will be of direct relevance to Area Committees and to provide an opportunity to debate and influence the way in which the Council implements the legislation.</p> <p><b>(Council Function)</b> <b>(5 mins presentation / 5 mins discussion)</b></p>	61 - 70
13	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p><b>WELLBEING REPORT</b></p> <p>To receive and consider a report from the Assistant Chief Executive (Planning, Policy and Improvement) updating Members on both the capital and revenue elements of the Committee's Wellbeing budget, advising Members of the Small Grants approved since the last meeting and inviting Members to determine the capital and revenue proposals detailed within the report.</p> <p><b>(Executive Function)</b> <b>(5 mins presentation / 5 mins discussion)</b></p>	71 - 88

Item No	Ward	Item Not Open		Page No
14	Beeston and Holbeck; City and Hunslet; Middleton Park;		<p><b>A SUMMARY OF KEY WORK</b></p> <p>To receive and consider a report from the South East Area Leader detailing work by the Area Management Team on key priorities in the inner south area of Leeds since the last Area Committee meeting.</p> <p><b>(Executive Function)</b>  <b>(5 mins presentation / 5 mins discussion)</b></p>	89 - 154
15			<p><b>DATES, TIMES AND VENUES OF FUTURE MEETINGS</b></p> <p>Wednesday, 8<sup>th</sup> February 2012  (Tenants Hall, Acre Close, Middleton, LS10 4HX)</p> <p>Wednesday, 21<sup>st</sup> March 2012  (St Matthew's Community Centre, St Matthew's Street, Holbeck, LS11 9NR)</p> <p>(Meetings to commence at 6.30pm.)</p>	

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# Agenda Item 6

## SOUTH (INNER) AREA COMMITTEE

TUESDAY, 8TH NOVEMBER, 2011

**PRESENT:** Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,  
G Driver and E Nash

### 35 Chair's Opening Remarks

The Chair welcomed all in attendance to the November meeting of the South (Inner) Area Committee and invited everyone present to introduce themselves.

### 36 Declarations of Interest

There were no declarations of interest.

### 37 Apologies for Absence

Apologies for absence were submitted by Councillors Groves, Iqbal and Ogilvie.

### 38 Minutes - 21st September 2011

**RESOLVED** – That the minutes of the meeting held on 21<sup>st</sup> September 2011 be approved as a correct record.

### 39 Matters Arising from the Minutes

#### Minute No. 19 – Matters Arising from the Minutes

Kris Nenadic, Parks and Countryside, confirmed that progress was being made in relation to steps in need of repair at Cross Flatts Park.

Area Management advised that work was ongoing in relation to concerns raised about an empty property on Stratford Terrace, Beeston, and issues in relation to empty housing in Hillside.

### 40 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion there were no members of the public in attendance at the meeting to make representations or ask questions.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 11th January, 2012

#### **41 Annual Report - for Parks and Countryside Service in South Inner Area Committee**

The Head of Parks and Countryside submitted a report which provided an overview of the service and set out some of the challenges faced together with key performance management initiatives.

Detailed residents survey information was appended to the report for Members information.

The Chair welcomed to the meeting, Kris Nenadic, Parks and Countryside, to present the report and respond to Members questions and comments.

In brief summary, the key areas of discussion were:

- Utilising section 106 monies to improve local parks.
- Development of the city centre park adjacent to Tetley brewery site – it was agreed to provide a further update on this at the January Area Committee.
- Concern that travellers had occupied a site on Pepper Road and the need to install barriers.
- Members thanked officers involved in organising the bonfire in Middleton, which despite the bad weather was a great success.

**RESOLVED** – That the contents of the report be noted.

(Councillor Blake joined the meeting at 6.37pm during the consideration of this item.)

#### **42 Leedswatch - CCTV Delegated Function Update Report**

The Director of Environment and Neighbourhoods submitted a report which provided an update on service delivery and highlighted areas for future development of the service within the inner south area of Leeds.

The Chair welcomed to the meeting, Derek Whitehouse, CCTV Co-ordinator, to present the report and respond to Members questions and comments.

In brief summary, the main areas of discussion were:

- Clarification of funding arrangements for CCTV in the inner south area – Derek Whitehouse, CCTV Co-ordinator, agreed to report back to the Area Committee with confirmation of this.
- Concern that not all Members had been made aware of the weekly reports which provided information about recent activity and arrests across Leeds.
- Acknowledgement of the need to ensure that appropriate measures were in place to follow up local priorities at PACT meetings.
- Development of new tasking arrangements.

**RESOLVED** – That the contents of the report be noted.

#### **43 Jobs & Skills Action Plan - Middleton Park**

The South East Area Leader submitted a report which provided an update on the work of the Middleton Park Jobs and Skills sub-group that was established in summer 2011.

Martin Hackett, Area Improvement Manager, presented the report and responded to Members questions and comments.

The following information was appended to the report:

- Summary of Working Age Client Group claimants in Middleton Park Ward
- Summary of Job Seekers Allowance Claimants (JSA) in Middleton Park Ward
- Action Plan for Jobs and Skills – Middleton Park Ward.

Members welcomed the report although it was felt that greater strategic direction was needed in pursuing some the issues that had been highlighted, particularly in terms of links with the Area Committee's employment and training representative. It was anticipated that similar work would be undertaken in relation to Beeston and Holbeck and City and Hunslet Wards.

**RESOLVED** – That the report and information appended to the report be noted.

#### **44 Wellbeing Report**

The South East Area Leader submitted a report which updated Members on both the capital and revenue elements of the Committee's Wellbeing budget, advised the Area Committee of the Small Grants approved since the last meeting and invited Members to determine the capital and revenue proposals, as detailed within the report.

The following information was appended to the report:

- Committed funding 2011/12
- Inner South Area Wellbeing Budget position – September 2011.

Gavin Forster, Area Officer, presented the report and responded to Members' questions and comments.

Members were informed that there had been an error in the report to the September meeting. It was advised that in relation to the Belle Isle Christmas lights project, the correct figure for the project was £1,860 not £1,830.

There was a request from Members of the Middleton Park Ward to transfer some of their ward based initiative funding allocation to capital funding. The

Area Committee agreed to this request, subject to legal officer approval, which Area Management agreed to follow up.

## **RESOLVED –**

(a) That the report and information appended to the report, which includes the available balance of the Area Committee's revenue and capital wellbeing budgets, be noted

(b) That the changes outlined in 3.2 to the report, be approved

(c) That the following decisions be made in relation to the wellbeing funding proposals which had been submitted for determination at the meeting:

- Aire Valley Homes / Corporate Asset Management – Cottingley Sphinx Improvements – £5,000 (£2,000 revenue & £3,000 capital) from Beeston & Holbeck Ward – Approved, subject to design proposals being agreed by Ward Members
- Youth Theatres Leeds – South Leeds Youth Theatre – £6,800 (£2,092.31 from Beeston & Holbeck, £3,923.07 from City and Hunslet, and £784.62 from Middleton Park Wards) – Approved
- Friday Night Project – £1,500 from Middleton Park Ward – Approved
- West Yorkshire Police – Safer Middleton – £5,000 revenue from the Inner South Community Safety ringfence – Approved.

## **45 A Summary of Key Work**

The South East Area Leader submitted a report which detailed work by the Area Management Team on key priorities in the inner south area of Leeds since the last Area Committee meeting.

The following information was appended to the report:

- Minutes of Environmental Sub Group held on 7<sup>th</sup> October 2011
- Minutes of South East Health and Wellbeing Partnership held on 13<sup>th</sup> October 2011
- Minutes of Middleton Park Strategic Advisory Group held on 21<sup>st</sup> September 2011
- Update on the merger of Joseph Priestley College with Leeds City College.

Gavin Forster, Area Officer, presented the report and responded to Members' questions and comments.

In brief summary, the key highlighted points were:

- One Member advised that in relation to 4.1 of the report, the South Leeds Employment, Enterprise and Training Partnership (SLEET), no longer existed.
- Nominations were invited for Members to serve on the Middleton Park Strategic Advisory Group. It was reported that Councillor Ogilvie had

already agreed to serve on the group as Beeston and Holbeck representative.

- One Member emphasised the importance of developing links with Leeds City College, particularly in terms of receiving regular reports back and attendance at Area Committee meetings.

**RESOLVED –**

- (a) That the contents of the report be noted
- (b) That Councillor Driver (Middleton Park) and Councillor Davey (City & Hunslet) (via e-mail) be appointed to serve on Middleton Park Strategic Advisory Group.

**46 Dates, Times and Venues of Future Meetings**

One Member requested changing the date of the February Area Committee meeting from Tuesday, 7<sup>th</sup> February 2012 to Wednesday, 8<sup>th</sup> February 2012.

Meeting dates as follows:

Wednesday, 11<sup>th</sup> January 2012  
(Civic Hall, Leeds, LS1 1UR)

Wednesday, 8<sup>th</sup> February 2012  
(Venue to be confirmed)

Wednesday, 21<sup>st</sup> March 2012  
(Venue to be confirmed)

(All meetings to commence at 6.30pm.)

(The meeting concluded at 8.05pm.)

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Report author: Tom Smith

Tel: 2243829

## Report of Locality Manager (South and Outer East Leeds)

### Report to South Leeds (Inner) Area Committee

Date: Wednesday 11<sup>th</sup> January 2012

### Subject: South and Outer East Locality Team Service Level Agreement Performance Update

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Beeston and Holbeck City and Hunslet Middleton Park		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

### Summary of main issues

1. This report provides an update on performance against the Service Level Agreement between South Leeds (Inner) Area Committee and the South South-East Environmental Locality Team. This is the first such report and covers the period from 5<sup>th</sup> September 2011 to the end of November 2011.

### Recommendations

2. That Inner South Area Committee note and comment on the contents of this report.

## **1 Purpose of this report**

- 1.1 This report provides an update on performance against the Service Level Agreement between Inner South Area Committee and the South South-East Environmental Locality Team. This is the first such report and covers the period from 5<sup>th</sup> September 2011 to the end of November 2011.

## **2 Background information**

- 2.1 At its meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 2.2 The delegation made clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources through:
- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered);
  - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.3 Services included in the delegation are:
- Street cleansing (mechanical and manual);
  - Leaf clearing;
  - Litter bin emptying;
  - Dog warden services;
  - Littering & flytipping regulation;
  - Domestic & commercial waste (storage & transportation issues);
  - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
  - Graffiti enforcement; and
  - Overgrown vegetation controls.
- 2.4 The delegation of the specified environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The Service Level Agreement sets out the detail of the resources which will be allocated to the Area Committees.
- 2.5 The SLA for Inner South Area Committee was agreed on 21<sup>st</sup> September 2011. This is the first performance report against the agreed priorities within the SLA.

## **3 Main issues**

- 3.1 Section 6.0 of the SLA sets out the principles and priorities against which the Locality Team's success will be measured. The following describes performance against these principles and priorities in the first three months of the new arrangements.



## **3.2 Outcome Focused**

- 3.2.1 Appendix A shows summary performance information for the service.
- 3.2.2 The revised mechanical cleansing rotas have been in place since 5th September and appear to be yielding good results. Anecdotal feedback suggests that crews are undertaking a much better quality of cleanse which is resulting in cleaner streets.
- 3.2.3 Baseline figures for NI195 are included in the SLA. These indicate that cleanliness levels in the Inner South area were not as good as the city wide averages across the majority of land use types (see appendix A, table 1). It is worth noting that litter in certain commercial areas is of significant concern and this is reflected in the priorities set out within the SLA.
- 3.2.4 Sample surveys of street cleanliness (NI195) have been undertaken in November which, once analysed, will give an indication of the level of cleanliness in the area for the period. A fully statistically significant NI195 assessment will be reported on an annual basis.
- 3.2.5 The level of service requests across the wards and categories has remained relatively static during the July to September period with the exception of domestic waste issues in Beeston and Holbeck where there was a significant increase (see appendix A table 2). As expected therefore there was a significant increase in the level of notices served in the Beeston and Holbeck ward during the period for domestic waste offences (see appendix A – table 3).
- 3.2.6 It should be noted that the statistics in both table 2 and table 3 of appendix A include service requests and enforcement work in relation to the city centre. Work is ongoing to identify this data separately in future reports.

### **3.2.7 Responsive to Local Needs**

- 3.2.8 The new mechanical rotas have been designed to give us 'capacity days' to undertake work in local areas on request, or in response to priorities. These capacity days are allowing us to deal with customer complaints, issues and support community events more easily than previously. Examples of action that has been taken using capacity days in Inner South Leeds since 5th September include:
- Cleansing of Nessfield Close and Throstles Estate in Middleton following a complaint;
  - Cleansing of Nursery Mount, Belle Isle following a complaint;
  - Intensive cleansing work in Beeston Hill around Stratford Terrace and Hamara Centre;
  - Cleansing of Manor Farms estate following complaints about glass on highway;
  - Cleansing of Clovelly Place, Beeston following a complaint;
  - Cleansing of Sussex green, Balmoral Chase, Hemmingway Garth in Hunslet following a residents' meeting;
  - Cleansing of the area around Elland Road Stadium following the Leeds United versus Man United football match;

- Digging out and cleansing of 'Beany Block' gulleys on the A61 South Accommodation Road flyover;
- Cleansing of Globe Road following a complaint;
- Cleansing of Dawson Road following a complaint;
- Path and road sweeping of the Matthew Murray Tunnel (A643 at Brown Lane East);
- Cleaning at junction 7 of M621;
- Cleansing of dog fouling at Cemetery Road, Holbeck;
- Cleansing of 14 memorial sites across the wedge prior to Remembrance Day.

3.2.9 The capacity days are also allowing the impact of seasonal tasks, such as leafing, to be minimised. Capacity days have been used for leafing work, meaning that scheduled cleansing services in other areas have not had to be diverted to do this.

3.2.10 Following representation from a member of the public and Beeston and Holbeck Councillors we have increased the frequency of litter picking on Beeston Road to twice weekly. The litter picking day on the Cottingley estate has been changed so that it no longer clashes with refuse collection and is significantly more effective.

### **3.3 Common Sense Approach**

3.3.1 We continue to work with our frontline staff to engender the principle of not walking past a problem. Our fly-tip removal crews are now examining tips for evidence before removing them, and reporting them for investigation to their enforcement colleagues.

3.3.2 The new Locality Team is now working in an integrated way across operational and enforcement functions. A good example of this is where a member of staff driving a pathsweeper could not clean part of the pavement due to an obstruction outside a shop on Beeston Road. He photographed this and reported it to his supervisor. Two days later a different member of staff spotted a flytip on land in Holbeck, photographed it and sent it to his supervisor. The flytip turned out to be the obstruction and, because we have the photographic evidence in place, we are now taking enforcement action against the shop in question.

3.3.3 Integrated work between enforcement and operational functions are also yielding good results in our priority areas, where we are coordinating cleaning and enforcement activities to make a bigger impact (see 3.4 below).

### **3.4 Working as a team in our priority neighbourhoods**

3.4.1 Actions to address the identified priority areas in Inner South Leeds are progressing well.

3.4.2 Work continues to support integrated environmental improvement work on the Manor Farms estate with prioritised cleansing and enforcement support available to deal with any ongoing issues identified by monthly walkabouts.

3.4.3 The Locality Team supported the initial multi-agency community clean up day on the Cottingley Estate with significant on the ground resources including road and path sweepers and bulky waste collection crews. A Cottingley Neighbourhood

Improvement Board is now in place and the Locality Team will be prioritising support for the delivery of this initiative in future. Work is ongoing between the Locality Team and Waste Management Services to review refuse and recycling collections on the estate in order to reduce their impact on the cleanliness of the local environment.

- 3.4.4 Work in Beeston Hill area is beginning to yield positive results. Strong links have been made with both the Beeston Voice residents group and representatives from local mosques. The Locality Team has supported the weekly 'Clean Beeston Campaign' with enforcement and cleansing resources. An integrated approach, where members of the local community ask residents to take their bins and cars off the streets and the service cleans and enforces where necessary, has resulted in a significant improvement in the cleanliness of the Stratford area. A leaflet has been jointly created between the council and mosques to be distributed to residents and at Friday prayers.
- 3.4.5 We are continuing to support work being led through Hunslet Moor School with Area Management colleagues to improve the local environment around the school. We are also in discussion with Councillor Groves and Westwood Primary School in Middleton to develop a similar scheme to deliver environmental education to children.
- 3.4.6 We will be using the new tasking arrangements to identify priority areas where PCSOs can support our services. For example, to assist in reporting incidents of flytipping and routinely monitoring of known "hot spot" areas whilst on patrol. PCSOs to have an awareness of the evidence gathering procedure with regard to flytipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Joint patrols for litter enforcement in the areas above are also proposed.

### **3.5 Supporting community action**

- 3.5.1 The Environmental Action Teams, largely the CESO staff, have consistently attended most neighbourhood forums over the last few years. We have briefed all staff within the team that they now represent the full range of services within the Locality Team, which should improve engagement with street cleansing services markedly.
- 3.5.2 Over the last month most forums have also been attended by either the Locality Manager or Service Manager.
- 3.5.3 As mentioned above the Locality team is actively supporting local community action such as that in Beeston Hill, Cottingley, Hunslet Moor and Manor Farms. The capacity days have given us significant extra capacity to support this work.

### **3.6 Education and Enforcement**

- 3.6.1 Changes to the tasking arrangements in South area, including joint charring between Environmental Services and the Police and the involvement of Area Committees' Environment and Community Safety Champions, will result in more integrated working between services including the use of enforcement action. The agreement of priorities for tasking of PCSOs will also improve through this route.

3.6.2 The new tasking arrangements have already identified several areas where priority action will be taken across all agencies to resolve local crime and grime issues such as: antisocial behaviour around the Hamara Centre, Bismarcks, Disraelis and Bennetts areas; environmental problems and antisocial behaviour on the Woodview estate; antisocial behaviour on the Brooms Estate and; Flytipping on the Thorpes estate; antisocial behaviour and flytipping on the Manor Farms estate.

### **3.7 Working with partners**

3.7.1 Good progress has been made in working with partner organisation such as Aire Valley Homes Leeds (AVHL), Parks and Countryside service and West Yorkshire Police. Examples of closer working include:

- AVHL, Parks and Countryside and Highways Services are working with us in partnership to assess and clear the 48 priority ginnels identified as part of the ginnels project.
- We are working closely with Parks and Countryside to identify areas where we might be flexible with our resources to create benefits. For example we are developing arrangements where Parks and Countryside empty some litter bins on the highway during week days in return for our emptying bins in some parks on weekends (when they have no staff in work). Reciprocal arrangements have been agreed with Parks and Countryside around Cross Flatts Park, Beeston which, once implemented, will result in improvements in cleanliness in and around the park.
- We are also actively pursuing the possibility of sharing depot space, in particular with Parks and Countryside where the locations and opportunities for the integration of services are most beneficial. If this is successful it should reduce downtime and further improve partnership and joint working between the service areas.
- Operation Dungeon continues to target metal sales and thefts. Working with Morley NPT undertaking regular stop & search events at local scrap dealers. To date 16 enforcement notices have been issued to persons intending to sell metal without the relevant licence and receipts. Five cases have been referred to Legal Services for prosecution.
- We have recently taken part in a joint ALMO Training Day. Enforcement Officers from the Locality Team have met with AVHL estate managers for the Morley area. Protocols are now in place for a rapid and more effective approach for dealing with environmental issues at AVHL properties and also for AVHL staff reporting issues at privately owned property to the Locality Team.

### **3.8 Seasonal and annual events**

3.8.1 A forward plan of events is in production initially focused on Christmas light events.

3.8.2 A programme of cleansing priority leafing areas has been delivered across the area. No additional resources are provided to SSE Locality Team to provide this function. The use of capacity days has assisted progress in the Inner South area and where complaints are received we are generally dealing with them quickly.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Various consultation and engagement exercises have been undertaken with Members on an individual basis, as well as at ward and Area Committee level.
- 4.1.2 Most significantly three rounds of Area Committee workshops have been held in January, March and July 2011, designed specifically to shape the delivery of environmental services within the Inner South wards.
- 4.1.3 A series of update reports have been provided to each Area Committee meeting since October/November 2010 (see background documents for full details).
- 4.1.4 Progress reports have been submitted to each Area Chairs' meeting since October, including seeking comments and confirmation of a template for the Service Level Agreement.
- 4.1.5 The Area Committee Environmental sub-group meets before each Area Committee meeting.
- 4.1.6 Officers have attended recent community forums to update residents on the delegation.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 A key principle of locality working and the Service Level Agreement is a focus on delivering the best outcome for residents across the area, so that the streets and neighbourhoods in which they live are of an acceptably clean standard. This principle underpins equality and community cohesion, seeking to bring neighbourhoods with poor environmental quality, up to an acceptable standard, whilst improving all areas of Leeds.
- 4.2.2 Moving forward through the first year of the Service Level Agreement it is intended to develop a community engagement strategy which will determine the extent and nature of involvement of local residents within the monitoring and delivery of environmental services. This strategy will be developed with due consideration given to all equality, diversity, cohesion and integration issues.

### **4.3 Council Policies and City Priorities**

- 4.3.1 The delegation of environmental services to Area Committees, via an approved Service Level Agreement, will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to *'ensure that local neighbourhoods are clean'* will be much more achievable.
- 4.3.2 In order to formalise delegation of the listed environmental services, the Area Committee Function Schedule within the Council's Constitution has been amended, approved at Executive Board in March 2011 and ratified at the Annual Council meeting held on 26<sup>th</sup> May 2011.

4.3.3 Amendments have also been made to the Area Committee Procedure Rules to make allowance for the decision making powers being devolved to Committees, which will run concurrent to the same authority given to the Director of Environment & Neighbourhoods.

#### **4.4 Resources and Value for Money**

4.4.1 There is no change to resources at this point. The resources allocated to the South South East Environmental Locality Team are the same as those that would have been put into the area under the old Streetscene structure.

4.4.2 The Service Level Agreement details a revised mechanical street cleansing service, which will deliver increased efficiencies in terms of achieving a greater quality of street cleansing and therefore providing better value for money.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no legal implications.

4.5.2 The report contains no information that is deemed exempt or confidential.

#### **4.6 Risk Management**

4.6.1 There are no risk management implications within this report.

### **5 Conclusions**

5.1 Positive progress has been made in the first three months of the Service Level Agreement.

5.2 More development work is necessary to fully provide a full suite of performance information against the SLA. We will now work to ensure that this information is available at the next reporting point.

### **6 Recommendations**

6.1 That South Leeds (Inner) Area Committee note and comment on this report.

### **7 Background documents**

- Leeds City Council Constitution
- Area Committee delegation of Environmental Services – service level agreement 21<sup>st</sup> September 2011
- Area Committee report: Environmental Services Delegation – Update and Progress Report, 4<sup>th</sup> July 2011
- Area Chairs' Meeting report: Devolvement of Environmental Services to Area Committees – progress report, 15<sup>th</sup> April 2011
- Area Committee report: Area Managers report, 14<sup>th</sup> March 2011
- Executive Board report: Delegation of Executive Functions in Relation to Streetscene Management to Area Committees, 30<sup>th</sup> March 2011

- Area Committee report: Delegation of Environmental Services, 31<sup>st</sup> January 2011
- Area Chairs' Meeting report: Devolvement of Environmental Services to Area Committees – Development of Service Level Agreements, 14<sup>th</sup> January 2011
- Area Chairs' Meeting report: Devolvement of Environmental Services to Area Committees, 3<sup>rd</sup> December 2011
- Area Committee report: Briefing note on proposed delegation of elements of Streetscene services, Oct/Nov 2010

## Appendix A – Summary Performance Information

**Table 1 – Percentage of Sites Assessed as Acceptably Clean (NI195)**

Grey indicates result worse than citywide average

Category	Land Use Type	2010-11	
		City	Inner South
Litter	<b>All</b>	<b>87</b>	<b>78</b>
	Main Retails & Commercial	79	90
	Other Retail & Commercial	82	57
	High Obstruction Housing	87	80
	Medium Obstruction Housing	94	83
	Low Obstruction Housing	99	93
	Industry & Warehousing	83	87
	Main Roads	89	80
	Rural Roads	88	70
	Other Highways	69	57
	Recreation Areas	94	80
	Detritus	<b>All</b>	<b>67</b>
Main Retails & Commercial		80	93
Other Retail & Commercial		71	67
High Obstruction Housing		57	73
Medium Obstruction Housing		72	76
Low Obstruction Housing		79	87
Industry & Warehousing		63	80
Main Roads		65	43
Rural Roads		53	47
Other Highways		51	50
Recreation Areas		80	64
Graffiti		<b>All</b>	<b>96</b>
	Main Retails & Commercial	97	90
	Other Retail & Commercial	94	87
	High Obstruction Housing	98	93
	Medium Obstruction Housing	99	97
	Low Obstruction Housing	99	100
	Industry & Warehousing	94	87
	Main Roads	98	93
	Rural Roads	99	100
	Other Highways	87	83
	Recreation Areas	93	89
	Flyposting	<b>All</b>	<b>99</b>
Main Retails & Commercial		98	97
Other Retail & Commercial		99	97
High Obstruction Housing		100	100
Medium Obstruction Housing		100	100
Low Obstruction Housing		100	100
Industry & Warehousing		100	100
Main Roads		99	100
Rural Roads		100	100
Other Highways		100	100
Recreation Areas		99	100



**Table 2 – Service Requests**

Ward	Category	Q3	Q4	Q1	Q2
		(Oct-Dec 2010)	(Jan-Mar 2011)	(Apr-Jun 2011)	(Jul-Sep 2011)
Beeston and Holbeck	Commercial waste	12	7	3	3
	Dog control	1	4	0	1
	Domestic waste	74	45	42	86
	Flytipping	21	16	24	20
	Graffiti	0	0	0	0
	Highways enforcement	6	3	11	8
	Litter control	6	9	3	11
	Overhanging vegetation	2	8	6	6
	<b>TOTAL</b>	<b>122</b>	<b>92</b>	<b>89</b>	<b>135</b>
City and Hunslet	Commercial waste	61	80	45	61
	Dog control	1	1	1	3
	Domestic waste	125	81	86	59
	Flytipping	44	47	52	47
	Graffiti	0	0	0	0
	Highways enforcement	27	24	13	14
	Litter control	195	117	126	149
	Overhanging vegetation	9	1	8	21
	<b>TOTAL</b>	<b>462</b>	<b>351</b>	<b>331</b>	<b>354</b>
Middleton Park	Commercial waste	35	10	9	1
	Dog control	0	5	1	1
	Domestic waste	53	41	21	22
	Flytipping	20	30	24	23
	Graffiti	0	0	0	0
	Highways enforcement	3	5	2	4
	Litter control	3	7	5	8
	Overhanging vegetation	1	4	7	18
	<b>TOTAL</b>	<b>115</b>	<b>102</b>	<b>69</b>	<b>77</b>
All	Commercial waste	108	97	57	65
	Dog control	2	10	2	5
	Domestic waste	252	167	149	167
	Flytipping	85	93	100	90
	Graffiti	0	0	0	0
	Highways enforcement	36	32	26	26
	Litter control	204	133	134	168
	Overhanging vegetation	12	13	21	45
	<b>TOTAL</b>	<b>699</b>	<b>545</b>	<b>489</b>	<b>566</b>

**Table 3 – Enforcement Notices Served**

Ward	Category	Q3	Q4	Q1	Q2
		(Oct-Dec 2010)	(Jan-Mar 2011)	(Apr-Jun 2011)	(Jul-Sep 2011)
Beeston and Holbeck	Boarding Up	0	0	0	0
	Commercial Waste	15	3	4	3
	Domestic Waste	7	9	0	24
	Drainage	0	0	0	0
	Highways Enforcement	2	3	1	3
	Littering	8	10	8	4
	Statutory Nuisance	2	6	3	1
	<b>TOTAL</b>	<b>34</b>	<b>31</b>	<b>16</b>	<b>35</b>
City and Hunslet	Boarding Up	0	0	0	1
	Commercial Waste	27	29	14	39
	Domestic Waste	42	2	29	15
	Drainage	1	0	0	0
	Highways Enforcement	4	1	1	3
	Littering	26	29	32	54
	Statutory Nuisance	6	6	1	0
	<b>TOTAL</b>	<b>106</b>	<b>67</b>	<b>77</b>	<b>112</b>
Middleton Park	Boarding Up	1	0	0	0
	Commercial Waste	16	4	3	1
	Domestic Waste	10	1	1	1
	Drainage	6	0	2	0
	Highways Enforcement	0	0	0	0
	Littering	3	5	1	1
	Statutory Nuisance	2	1	1	1
	<b>TOTAL</b>	<b>38</b>	<b>11</b>	<b>8</b>	<b>4</b>
All	Boarding Up	1	0	0	1
	Commercial Waste	58	36	21	43
	Domestic Waste	59	12	30	40
	Drainage	7	0	2	0
	Highways Enforcement	6	4	2	6
	Littering	37	44	41	59
	Statutory Nuisance	10	13	5	2
	<b>TOTAL</b>	<b>178</b>	<b>109</b>	<b>101</b>	<b>151</b>

**Table 4 – Fixed Penalty Notices Served**

Ward	Category	Q3	Q4	Q1	Q2
		(Oct-Dec 2010)	(Jan-Mar 2011)	(Apr-Jun 2011)	(Jul-Sep 2011)
Beeston and Holbeck	Commercial Waste	1	0	0	0
	Dog Fouling	1	1	0	0
	Domestic Waste	0	0	0	0
	Littering	3	12	5	2
	<b>TOTAL</b>	<b>5</b>	<b>13</b>	<b>5</b>	<b>2</b>
City and Hunslet	Commercial Waste	1	3	0	9
	Dog Fouling	1	1	1	0
	Domestic Waste	1	0	0	0
	Littering	128	83	78	70
	<b>TOTAL</b>	<b>131</b>	<b>87</b>	<b>79</b>	<b>79</b>
Middleton Park	Commercial Waste	9	0	1	0
	Dog Fouling	0	2	0	0
	Domestic Waste	0	1	0	0
	Littering	1	1	0	0
	<b>TOTAL</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>0</b>
All	Commercial Waste	11	3	1	9
	Dog Fouling	2	4	1	0
	Domestic Waste	1	1	0	0
	Littering	132	96	83	72
	<b>TOTAL</b>	<b>146</b>	<b>104</b>	<b>85</b>	<b>81</b>

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**Report of : Director of Environments and Neighbourhoods**

**Report to : South Leeds (Inner) Area Committee**

**Date: Wednesday 11<sup>th</sup> January 2012**

**Subject: Developing a Locality Approach Between Leeds City Council Services and Neighbourhood Police Teams/Police Community Safety Officers (PCSOs)**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Arrangements will apply in all wards, initial examples are in the appendix of the report		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

### Summary of main issues

1. Leeds has benefited from the work of Police Community Service Officers (PCSOs) for a number of years. The city currently has 324 PCSO working across the city. The PCSO service is funded from a number of sources including the West Yorkshire Police Authority (WYPA), Leeds City Council (LCC), the Hospital Trust, City Centre Markets, White Rose Shopping Centre, some Parish Councils and ALMOs.
  
2. Despite the huge budget pressures that the Council currently faces, it has maintained significant investment in the PSCOs service, and in April 2011 the Council agreed to extend the existing agreement with the WYPA to retain 170 PCSOs across Leeds. The funding provided by the Council amounts to just over £1.5m per annum, and provides a 30% contribution towards these posts.
  
3. The investment provided by the Council was awarded on the basis that work be undertaken this year to strengthen arrangements between PCSO's and Leeds City Council Services. In particular the aim is to support the delivery of locally identified environmental priorities and assist in the delivery of service efficiencies and improved effectiveness.
  
4. The Council's Executive Board received a report on this in September. A protocol between the Council and the Police was then presented to the November meeting of the Safer Leeds Executive. Members of the Area Committee are asked to note the progress with arrangements for closer working and discuss local environmental priorities which need tackling through joint working.

## **Recommendations**

5. The Area Committee is asked to:

- 5.1. note the progress being made to develop more joined up working within localities between LCC services and Neighbourhood Police Teams/PCSOs.
- 5.2. discuss proposed areas of closer working on local environmental priorities.

### **1 Purpose of this report**

- 1.1 The purpose of this report is to provide Members with an overview of progress to develop more joined-up working arrangements between locality based City Council services and Neighbourhood Police Teams/PCSOs.

### **2 Background information**

- 2.1 Working within local Neighbourhood Policing Teams, the main role of PCSOs is to contribute to the policing of neighbourhoods, primarily through highly visible patrols with the purpose of reassuring the public; tackling anti-social behaviour in public places; responding to concerns raised by residents and Elected Members; and being accessible to communities and partner agencies working at local level. This involves working with a range of local services including Youth Services, Schools, Environmental Services and ALMOs.
- 2.2 In 2008 Leeds City Council entered in to a three year contract with the West Yorkshire Police Authority for the provision of 170 PCSOs across the city. In April 2011, the Council agreed to extend this arrangement for a further year. The 2011/12 contract amounts to over £1.5m of additional policing within localities funded from Council budgets. The decision to continue funding was made despite a backdrop of significant cuts to Council budgets, coupled with the withdrawal of major grant programmes such as Safer and Stronger Communities Fund (SSCF). This demonstrates the commitment and investment that the Council has made in local policing for a number of years.
- 2.3 The deployment of PCSOs part funded by LCC are allocated on an equal 5 per ward basis across Leeds. West Yorkshire Police allocate their PCSO cohort across their Neighbourhood Policing Teams (NPTs), of which there are 17 in total across Leeds.
- 2.4 The designation of PCSOs is based on intelligence gathered from a range of sources including; hotspot locations for example burglary and ASB; information provided by the community and Elected Members; and data from the Council and other agencies.

### **3 Main issues**

- 3.1 For a number of years, work has taken place within localities to develop closer working arrangements between local service providers and NPTs. The introduction of the new locality working arrangements have brought a sharper focus to how local services work and co-operate with one another on a daily basis in order to deliver better outcomes for local people.
- 3.2 There are already significant levels of co-operation. Children's Services, for example, work closely with the Police through the Safer Schools Initiative, within which the PCSO's play an important part. PCSO's often act as the "eyes and ears"

within local areas, reporting on a range of issues, from anti social behaviour and truancy, through to matters of safeguarding.

- 3.3** Work this year seeks to build on the relationship across the Council, in a more systematic way, with particular emphasis on how the PCSO's can assist with improving the environment. The full Executive Board report contains more information about this and the protocol provided as an appendix provides more information about arrangements and current examples by Neighbourhood Police Team area. The Area Committees are asked to feed in their views on local environmental priorities at this early stage of development and to receive periodic monitoring reports about progress.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 West Yorkshire Police and Leeds City Council Services undertake regular consultation with residents through a wide range of means to assess local needs and priorities. The methods include community forums, PACT meetings, resident surveys, face to face meetings, local patrols and events, Area Committee meetings, newsletters and other media publications.
- 4.1.2 The tasking arrangements between LCC and WYP will be determined via consultation with local communities, elected members and through intelligence products produced by WYP, LCC and the Community Safety Partnership.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 Both LCC and WYP follow Equality procedures which ensure that their services are accessible to all the residents of Leeds. Services are developed and delivered in response to need and intelligence information, which aims to address inequality and improve lives.

### **4.3 Council Policies and City Priorities**

- 4.3.1 The development of more integrated and closer working between locality based services, will deliver improved outcomes for local people and is aligned with the new Safer and Stronger Partnership's priority to 'Make Leeds an attractive place to live, where people are safe and feel safe, and the City is clean and welcoming.'
- 4.3.2 The delivery of the new tasking arrangements will also support the delivery of the Safer Leeds Plan, which aims to reduce crime and its impact across Leeds and effectively tackle and reduce anti-social behaviour in our communities.

### **4.4 Resources and value for money**

- 4.4.1 The Council has committed over £1.5m in 2011/12 to support the continuation of the PCSO service across the city. Through the development and delivery of closer working between service providers, communities will benefit from the delivery of more joined up services, working together better to address identified local needs and deliver improved outcomes.

- 4.4.2 The integration of services should also deliver service efficiencies and improved effectiveness through a more focused approach to address problems, provide a better distribution of responsibility to deal with issues of concern, and improve ownership by individual services and organisations.
- 4.4.3 It is hoped that the protocols established between WYP and LCC, will deliver service efficiencies and provide better value for money, and that the delivery model can be replicated across the city in other partnership working arrangements.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal implications connected with the contents of this report.

#### **4.6 Risk Management**

- 4.6.1 Risks will be managed by the regular tasking meetings in each area.

### **5 Recommendations**

- 5.1 The South Leeds (Inner) Area Committee is asked to:
- 5.2 Note the progress made to develop more joined up working within localities between LCC services and Neighbourhood Police Teams/PCSOs
- 5.3 Discuss proposed areas of closer working on local environmental priorities which will be fed back to local tasking arrangements to progress

### **6 Background documents**

- 6.1 Report to Executive Board September 2011
- 6.2 PCSO joint working case studies exercise – WYP June 2011
- 6.3 2011/12 PCSO contract between Leeds City Council and West Yorkshire Police



## Safer Leeds Executive

### Protocol to Support Local Working Between Leeds City Council Environmental Services and Police Community Support Officers (PCSOs)

#### 1. BACKGROUND

Leeds currently has over 320 PCSOs working across the city and Leeds City Council provides a 30% contribution towards 170 of these posts. Despite huge budget pressures for the Council, it has maintained significant investment in the PCSO service. In April 2011, the Council agreed to extend the existing arrangement with West Yorkshire Police Authority to retain the level of PCSOs in Leeds. The investment by the Council was awarded on the basis of strengthening arrangements between PCSOs, NPTs and Leeds City Council Services. One particular aim is to support the improved delivery of locally identified environmental priorities and this was supported at the Council's Executive Board in September 2011.

#### 2.0 PURPOSE OF THIS PROTOCOL

This protocol provides guidance for NPTs, PCSOs and Council Officers to jointly deliver better outcomes in respect of environmental issues and enforcement in localities across the city.

An essential element of integrated locality working is the ability to involve the community and partners in finding solutions to the problems they have identified. By doing this it is more likely that the identified and implemented solutions will be sustainable

PCSOs contribute to the policing of neighbourhoods, primarily through highly visible patrols with the purpose of reassuring the public, and being accessible to both communities and partner agencies working at local level.

There are strong links between crime and disorder and environmental issues and this protocol is aimed at ensuring the quality of the local environment is incorporated into the work of crime reduction partnerships. It is important that the fear of crime, heightened by issues such as graffiti, litter and abandoned vehicles, is addressed.

This protocol provides a coordination and tasking mechanism for NPTs, PCSOs and Council Officers to jointly deliver better outcomes in respect of environmental issues and enforcement in localities across the city.

#### 3.0 WHAT ENVIRONMENTAL SUPPORT ISSUES WILL PCSOs BE INVOLVED IN?

PCSOs will play a pro-active and re-active role in addressing environmental concerns that have been raised. These will be agreed jointly at a local level between Leeds City Council and West Yorkshire Police (NPT) officers.

Appendix 1(a) details the initial priority actions for each of the 3 areas of the city, which will be subject to change as outlined at paragraph 4.

#### 4.0 PROCESS FOR AGREEING ENVIRONMENTAL PRIORITIES

Priorities will be communicated at local tasking meetings. These are chaired or co-chaired by a senior officer from the Police, Council or ALMO. Meetings are held on a six weekly cycle which is programmed into core business throughout the year.

A regulatory team officer / supervisor from Environmental Services will attend these meetings and will provide information from the analysis of local data which will highlight areas of poor environmental conditions. This will enable the prioritisation of specific issues where environmental crimes require a focused partnership approach.

It is proposed that priorities should be reviewed at each cycle, be amended as appropriate on the tasking matrix, updated with progress and monitored through the existing performance framework.

## 5.0 CONTACTS

Contact details are included for Police, Environmental Services and Area Community Safety Coordinators to support the implementation and monitoring of these arrangements and can be found in Appendix 1(a) by area.

## 6.0 GOVERNANCE

The protocol will be agreed and periodically updated by the Safer Leeds Executive.

Tailored reports will be presented to Area Committees with inputs from each tasking meeting to brief them about initial arrangements and provide periodic updates. Periodic reports will also be provided for Divisional Community Safety Partnerships/Locality Partnership meetings which will also be able to consider PCSO support for other local priorities, such as tackling burglary and anti-social behaviour, alongside contributions from other partners.

Divisional Community Safety Partnerships / Locality Partnerships will monitor the implementation of the protocol.

Key issues of significance and occasional updates will be provided to the Safer Leeds Executive.

Draft Version 1.0	October 2011
Draft to Police, Environmental Services & Community Safety	October 2011
Draft to Safer Leeds Executive	3 <sup>rd</sup> November 2011
Approved by Safer Leeds Executive	
Date of Next Review	
Document Owner	Martyn Stenton & Katie Rowan, Safer Leeds

**West North West Leeds**

**Key Contacts - Police – Chief Inspector Jim McNeill**  
**Environmental Services – Jason Singh**  
**Area Community Safety Coordinator – Zahid Butt (North West) Gill Hunter (West)**

Woodhouse

A number of bin yards in the Little Woodhouse area were in such a state with refuse and fly tipping that they were unable to be used. PSCOs are now monitoring the yards as part of their duties and reporting incidents through to the Locality Team for potential further action.

Headingley

Environmental Services will be working with the PSCOs throughout the year to support the Councils Waste Strategy for inner North West Leeds including a number of communication campaigns over the whole year focussed on improving crime and grime outcomes. As part of this approach the PCSO's will be supporting a targeted door to door exercise in the area this autumn aimed at sharing and emphasising key messages on: environmental cleanliness, presenting and pulling bins back into properties on bin collection days, personal safety and burglary prevention.

Adel & Wharfedale

Littering from Ralph Thoresby High School has been identified as a problem by local residents. The Locality Team has been working with PSCO's to arrange for the school children to do litter-picking in the area. The Locality Team will be developing this approach to school-based educational activity in the new year and will seek to work with PCSO's to support community engagement activity and local monitoring.

Bramley

Broadlea estate environmental audits with Bramley Housing Office.

Armley

Armley Burglary Reduction – Fortnightly environmental audits of the Little Scotland's, Barden's, Cedar's and Aviary's specifically working with partners (Police and Arson Task Force + ALMO).

Stop Search operation x 2. One at the Armley Gyratory and One at BHS in Kirkstall dates and planning is continuing, will be raised at next crime & grime.

Pudsey Town Centre

Tackling school children ASB, rowdy behaviour and littering.  
Environmental audit of the town centre addressing commercial waste issues and "A" board project.

Thornbury

Leeds/Bradford border at Thornbury working with Bradford Police and Bradford Council to tackle metal theft, trade waste and travelling criminality . These are arranged quarterly .

## **North East Leeds**

### **Key Contacts - Police – Chief Inspector Melanie Jones**

**Environmental Services (North East and Inner East) – John Woolmer**

**Environmental Services (Outer East) – Tom Smith**

**Area Community Safety Coordinator – Bev Yearwood**

### ***North East and Inner East***

#### Gipton

To assist with littering problem around Coldcotes Shop/Circus, Witness proformas to be completed if offences are observed

#### Harehills

To assist in a problem solving approach in dealing with dangerous or problematic dogs/owners in Harehills Park ( including tackling dogs that are been allowed in the play areas and causing a nuisance).

#### Burmantofts

To be established

#### Richmond Hill

To assist in the enforcement of selective licensing (meeting scheduled for Monday 10<sup>th</sup> October 2011 to progress)

#### Killingbeck & Seacroft

To assist in the enforcement of littering offences around the Blacks shops on South Parkway. Witness proformas to be completed if offences are observed

#### Wetherby and villages

Prevas Way, Sandringham Road and Sandbeck Way in Wetherby - Note company names and any possible details of lorries parked at these locations and pass intelligence on so that letters can be sent to the companies as part of a coordinated effort to reduce littering by lorries in these roads.

#### Roundhay, Alwoodley and Moortown

To tackle illegal waste carriers and scrap metal theft

#### Chapel Allerton

To assist in a problem solving approach in dealing with dangerous or problematic dogs/owners in Potternewton Park , Playground plus, Reginald Park ( To be reviewed).

### ***Outer East***

#### Temple Newsam

To assist in reporting incidents of flytipping and routinely monitoring of "hot spot" areas (to be determined) whilst on patrol. PCSO's to have an awareness of the evidence gathering procedure with regard to flytipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Training will be provided by the Locality Team.

### Crossgates and Whinmoor

To support enforcement action regarding littering offences and potential breaches of Dog Control Orders. PCSO's to provide witness statements and assist in joint patrols with enforcement officers.

### Garforth and villages

To assist in reporting incidents of flytipping and routinely monitoring of "hot spot" areas (to be determined) whilst on patrol. PCSO's to have an awareness of the evidence gathering procedure with regard to flytipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Training will be provided by the Locality Team.

### Kippax and Methley

To assist in reporting incidents of flytipping and routinely monitoring of "hot spot" areas (to be determined) whilst on patrol. PCSO's to have an awareness of the evidence gathering procedure with regard to flytipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Training will be provided by the Locality Team.

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In addition we will deliver 12 x 4h Joint operations between the Police and East North East Environmental Enforcement Team using stop/search. These will occur on the last Thursday of each Month commencing November 2011. The purpose of the operation is to target metal theft, illegal scrappers, reduce instances of fly tipping and increase legal/licensed carriers. The operations will be high visibility and will contribute towards increased public confidence and satisfaction levels in terms of the joint indicator around police/council working together. These operations will cover 6 of the neighbourhood policing teams – Discussions are to take place shortly with South East Environmental Enforcement to cover Temple Newsam and Garforth Neighbourhood Policing teams.

### **South Leeds**

**Key Contacts - Police – Vernon Francis**  
**Environmental Services – Tom Smith**  
**Area Community Safety Coordinator – Gerry Shevlin**

### Beeston and Holbeck

To support the reporting and assessment of flytipping, waste in gardens and waste management problems, such as bins on streets and bin yards, in Beeston Hill, the Recreations and Cardinals.

To support enforcement action regarding littering offences and potential breaches of Dog Control Orders within Cross Flatts Park. PCSO's to provide witness statements and assist in joint patrols with enforcement officers.

### City and Hunslet

To support the reporting and assessment of flytipping, waste in gardens and waste management problems, such as bins/bags on streets and open spaces, in Cottingley and the Garnets.

To assist in joint patrols and estate walkabouts in the above areas.

To undertake proactive patrols of the Bismarcks area of empty properties to prevent flytipping and ASB in the area.

#### Middleton Park

To support the reporting and assessment of flytipping, waste in gardens and waste management problems, such as bins on streets, in Manor Farms and Westwoods.

#### Morley North

To support the reporting and assessment of flytipping, waste in gardens and waste management problems in Oakwells and Fairfax areas of Drighlington.

#### Morley South

To support the reporting and assessment of flytipping, waste in gardens and waste management problems in Harrops area.

To support joint litter enforcement patrols focused on the commercial centres of Morley.

#### Rothwell

To support the reporting and assessment of flytipping, waste in gardens and waste management problems in John O'Gaunts estate.

To support enforcement action regarding littering offences and potential breaches of Dog Control Orders within areas to be determined. PCSO's to provide witness statements and assist in joint patrols with enforcement officers.

#### Ardsley & Robin Hood

To assist in reporting incidents of flytipping and routinely monitoring of known "hot spot" areas whilst on patrol. PCSO's to have an awareness of the evidence gathering procedure with regard to flytipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Training will be provided by the Locality Team.

To support joint litter enforcement patrols focused on Eastleighs and Fairleighs areas of Tingley.

#### Across the South area

We will also be looking to work jointly with PCSOs on school-based education programmes with regard to littering and environmental issues.

We are undertaking joint clean-ups focused on the priority areas identified above, coordinating environmental work on particular days to take action.

## City-wide

Generic priorities include reporting racist graffiti and needles immediately when discovered to avoid personal injury and undue stress to the community. These need to be reported direct to 0113 222 4406. The Council's service standards stipulate that racist graffiti should be removed within 24 hours .

Any observations made on environmental offences such as fly tipping (e.g bulky items / bags / waste), general graffiti and excessive littering can be reported via email to :

[eneaction@leeds.gov.uk](mailto:eneaction@leeds.gov.uk) North East and Inner East

[sseaction@leeds.gov.uk](mailto:sseaction@leeds.gov.uk) South and Outer East

[wnwaction@leeds.gov.uk](mailto:wnwaction@leeds.gov.uk) West and North West

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**Report of Assistant Chief Executive, Community Access and Performance**

**Report to the South Leeds (Inner) Area Committee**

**Date: Wednesday 11<sup>th</sup> January 2012**

**Subject: Leeds Citizens Panel in Support of Locality Working**

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s): All wards are affected		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

**Summary of main issues**

Financial pressures, localism and the council values all highlight the importance of consulting residents about what we do and where they live, in high quality, cost-effective and representative ways.

There is a need to improve the coordination and consistency of consultation in Leeds, and to do so as efficiently as possible. The current approach to managing consultation includes the ad hoc use of an existing Citizens' Panel which is no longer fit for purpose.

This paper outlines the progress being made to create a new Panel of 6000 residents who would be representative of population profiles at Area Committee level. It sets out how the new Leeds Citizens' Panel will be developed and managed and seeks the Area Committees views on the opportunities it presents for supporting local decision making.

## **Recommendations**

The Inner South Area Committee is asked to:

- Note and comment on the development of a new Citizen's Panel in Leeds as described in this paper
- Support the use of the new Leeds Citizens' Panel and to take up its use as part of the committee's community engagement activities in support of Wellbeing fund priority setting and in the development of the Area Business Plans.

### **1.0 Purpose of this report**

- 1.1 To outline the progress being made to create and manage a new and enlarged Leeds Citizens' Panel that will form an important tool for the council and partners' consultation activity.
- 1.2 To present the advantages of the new Panel in terms of efficiency, partnership working and supporting localised consultation of communities of place and interest.
- 1.3 To update the committee on the progress towards launching the new Leeds Citizens' Panel.
- 1.4 To consider the opportunities that the Leeds Citizens Panel offers for undertaking consultation at the Area Committee level to identify Wellbeing fund priorities and the support the development of the Area Business Plans.

### **2.0 Background information**

- 2.1 The development of the Leeds Citizens' Panel is part of a wider plan to improve the way we undertake community engagement in the council. This plan looks at improvements in a context of limited resources and the council values 'working with communities' and 'spending money wisely'.
- 2.2 Financial pressures, localism and new council values all highlight the importance of consulting residents about what we do and where they live, in high quality, cost-effective and representative ways.
- 2.3 A citizens' panel is a representative database of residents willing to take part in regular consultation activity over a period of time. Panels are recruited to be representative of wider populations by characteristics such as age, gender, ethnicity and disability.
- 2.4 A panel of approximately 1000 active members is currently available to Leeds City Council, although the membership has not been refreshed for several years and key communities are now poorly represented. At present, use is ad-hoc and response rates have declined significantly over time through lack of contact or refreshment of the membership.
- 2.5 A pilot to use the current Leeds Citizens' Panel on a locality basis took place in 2010. Panel members living in one specific area of the city were consulted on

community safety and environmental issues. Surveying was primarily undertaken online using Talking Point to reduce costs.

- 2.6 While the pilot demonstrated that consulting the Panel on local issues can achieve a high response rate (74% in the case of the pilot) and very low costs compared to past paper-based consultation, it highlighted that the current Panel membership is far too small to enable truly robust results from local consultations.
- 2.7 Approval has now been granted by Corporate Leadership Team to proceed with the development of an enlarged Citizens Panel. **Appendix 1** sets out the recent progress in the development and management of the Citizens' Panel. With its planned expansion of membership to 6000, an opportunity now exists to undertake a range of thematic consultations at the Area Committee level which will aid in the delivery of a range of locality working initiatives.

### **3.0 Main issues**

- 3.1 The council carries out a great deal of community engagement work aimed at increasing the involvement of local people in decision making. The Annual Statement on community engagement was submitted to the Corporate Governance and Audit Committee on June 15 2011 and they concluded that much good consultation work took place. However they also said that it was inconsistent and that there is a lack of coordination across the council.
- 3.2 Historically council services have run separate large-scale single issue surveys that are mailed to significant numbers of residents. The financial problems we face make it vitally important that we consult far more efficiently in the future.
- 3.3 Local partners are placing increased emphasis on the need to understand and work with residents and service users. Many face reduced engagement budgets which mean they need new, more cost effective ways to consult.
- 3.4 To show the scale of savings possible through better management of consultation, in 2010 the corporate consultation manager worked with the Strategic Landlord and the ALMOs to reduce the number of Tenant Surveys in the city from five to one. This saved £60K overall.

### **A new enhanced Citizens' Panel**

- 3.5 A Panel of at least 6000 adult residents, recruited to be representative of the ten Area Committee population profiles and therefore the city, will allow robust consultation at Area Committee and city levels, as well as for particular demographic groups or service-users.
- 3.6 A well-managed Citizens' Panel offers benefits including
- The ability to continue to understand the needs and views of communities at reduced cost
  - A catalyst for joined-up consultation planning and activity in Leeds
  - A significant contribution to the council values of 'working with communities' and 'spending money wisely'

- The ability to engage with a robust and representative cross-section of the city at smaller geographies
- The achievement of Locality Work objectives by enabling residents to engage in local decision making.

3.7 Consulting the Panel through surveys, focus groups and other methods will be significantly cheaper than equivalent methods we currently use. A high proportion of panel members will take part in online consultation to keep costs low.

### **Use and Management of the new Citizens' Panel**

3.8 The Panel will be used by partners, services and corporately as well as by area teams in support of Area Committee's community engagement objectives. There will be a vetting/clearance process before users consult the panel and a calendar of activity will be created. This will be managed by the corporate consultation manager working through the corporate consultation group.

3.9 The Panel will be consulted online as far as possible, using the Talking Point survey platform. Postal surveys will also be used where necessary to avoid limiting participation of different communities.

3.10 In order that deeper insight can be gained from consultation, where appropriate, users will be encouraged to go beyond just capturing perception responses through surveys by using methods such as focus groups, workshops and interviewing panel members.

### **Resources for panel recruitment and management**

3.11 Recruiting and managing the Panel ready for consultations in Year One is covered by existing PPI budgets.

3.12 NHS Leeds has confirmed it will provide £12.5k towards set up costs. Other partners have committed to providing resources in kind to support recruitment.

3.13 It is currently planned that the long term costs for maintaining membership and managing the use of the Citizens Panel will be covered by existing PPI budgets.

### **Costs for undertaking consultation through the Panel**

3.14 Services will not be charged for the costs of building and maintaining the Panel. Online aspects of survey research would also be free as the existing Talking Point system would be used. However, services will need to pay for the following elements of survey work:

- Postal survey production, mailing and Freepost return
- Data capture of postal survey returns
- Analysis and reporting

There will also be costs when delivering focus groups, workshops or other face to face consultations with the panel, such as venue hire, covering travel costs of those attending and refreshments. If impartial moderation is important, we may

decide to use one of our preferred market research suppliers, or a partner's staff. In these cases additional costs would apply.

- 3.15 The proposal for Area Committees use of the Citizens' Panel involves the use of data from a citywide survey at the Area Committee level. This means that there will be no additional cost to Area Committees for the production of the survey and analysis. Although an Input of staff time from Area teams will be required to draw local conclusions from this data. Should Area Committee's wish to undertake additional consultation through the Citizens' Panel the costs outlined in section 3.14 would apply.

### **Savings achieved through use of Citizen's Panel**

- 3.16 Discussion with services shows that significant savings can be made by consulting the Panel rather than many current approaches to consultation. For example;
- Residents Survey 2009 cost £64K, delivered face to face by interviewers. The equivalent done through the Panel, assuming 66% of responses are online, will cost an estimated £8.7K to provide delivery, analysis and reporting.
  - The Parks and Countryside Survey has been delivered in-house as a major postal exercise. Excluding officer time costs, c£25K was spent on delivery. The service is confident that a similar enough outcome would be gained from a Panel survey in future at lower cost.

A total of £80,000 can be saved for just these two exercises if managed through the Panel. The more consultation work that is suitable to be undertaken through the proposed Panel the greater the efficiency benefit.

- 3.17 The Panel would also make it feasible to introduce new consultation work that is otherwise unaffordable. For example, plans for a dedicated Health and Wellbeing survey to support the Joint Strategic Needs Assessment (JSNA) hinge on finding an affordable method for consultation and a new Panel is seen as critical to its success.

### **Creating a calendar of Panel consultation**

- 3.18 Panels give the greatest benefit when consultation is managed from a single agreed calendar of activity. There is a risk that if too little or too much consultation is put to the panel, or outside of an agreed cycle, response rates will fall and panel members will leave.
- 3.19 A number of consultations have already been identified for a calendar of Panel consultation. These include a number of council Business Plan perception-based performance indicators.
- 3.20 The corporate consultation group, and the Strategic Involvement Group, are continuing to draft a calendar of potential consultation for the Panel, aiming to thematically group individual requirements into larger consultations e.g. 'crime and grime', health and well being. If practical, these themes could align to the strategic partnership boards.

- 3.21 A registration of interest has already been received by Area Management for the use of the Leeds Citizens Panel to support Area Committee business planning and priority setting activity. Should Area Committees' agree to take up the opportunity of consulting the panel, a place will be set on the calendar and Area teams will work with corporate consultation to draft a detailed proposal for Area Committees to consider.

### **The Citizens Panel use at the Area Committee Level**

- 3.22 Area Committees have a responsibility for community engagement delegated by Executive Board as follows:

*Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the Area Business Plan, and future priorities.*

*2011/12 Function Schedule,*

*Council's Constitution (Part 3, section 3c)*

- 3.23 A range consultation methods have been developed by individual Area Committees to support the development of Area Business Plans. While there is a recognition that a variety of approaches to engagement will be required to respond to local needs, a lack of any consistent approach across all ten area committees does not enable us to compare the views from residents in one area to those of another.
- 3.24 By including its use as part of a wider community engagement plan for each Area Committee, the new Leeds Citizens' Panel will provide an element of consistency across all 10 areas. The findings from Citizens' Panel consultation will help identify what additional consultation activities individual Area Committees may wish to undertake.
- 3.25 With a total membership of 6000, the Leeds Citizens' Panel will enable each of the ten Area Committees to consult approximately 600 residents who will represent the broad demographic make up of the area. In statistical terms this provides a robust sample size to undertake a broad range of engagement activities and enables the results of surveys to be analysed at the Area Committee level.
- 3.26 A number of thematic surveys are currently being considered which will produce data that can be used to measure the delivery of actions which might be contained in the Area Business Plans. Further consultation will be undertaken with elected members to determine how best to apply this approach to business plan performance monitoring. However, by undertaking Citizens Panel surveys each year we will be able to measure a wide range of Area Committee level trends such as:
- The percentage of people who feel safe walking alone in their neighbourhood after dark.
  - Levels of satisfaction relating cleanliness and environmental quality
  - The issues which limits residents from accessing local health services

- Priorities for improvement to police and council services

- 3.27 In addition to community engagement, Area Committees have a delegated responsibility for Wellbeing funding. Area Committees are provided with a budget of capital and revenue funds each year which can be used to enhance local services or commission new initiatives from the council and external partners including the voluntary sector.
- 3.28 Consultation through the Citizens Panel will help identify the funding priorities for each of the 10 Area Committees thereby insuring that this limited resources is targeted at the areas where it is needed most. Further consultation will be undertaken with elected members to determine how best to apply this approach to Wellbeing fund prioritisation.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

The Leeds Citizens' Panel will form a central part of the council's community engagement strategy and represents a significant opportunity to better understand the needs and views of communities.

### **4.2 Equality and Diversity / Cohesion and Integration**

There are no specific equality considerations arising from this report. As such it has not been necessary to prepare an Equality Impact Assessment.

### **4.3 Council Policies and City Priorities**

A number of perception-based Business Plan and City Priority Plan performance indicators are likely to be measured through the Panel

The Panel will require the application of a greater degree of advance planning and quality control to the council's consultation work than currently exists.

### **4.4 Resources and Value for Money**

The expansion of the citizens' panel offers exceptional value for money. It will be delivered from existing budgets, and will cost less overall than surveys it aims to replace, such as the Residents Survey.

The Panel database will need to be managed by a dedicated officer.

Suitably skilled officers are required for data capture, analysis and report creation for the Panel consultations.

Services will need to fund any consultation they put to the panel, although usually at a significantly lower cost than for non-panel consultation.

If applied consistently, the Citizens' Panel offers significant efficiencies for consultation in support of Area Committee business planning and priority setting for Wellbeing.

## **Legal Implications, Access to Information and Call In**

Data Protection law will apply to the management of the panel membership database, including data sharing between partner organisations

The enhanced Citizens' Panel will enable the council to 'consult a balanced selection' of residents as required by Section 138 of the Local Government and Public Involvement in Health Act 2007

### **4.5 Risk Management**

Panels give the greatest benefit when managed as a single project, from a single agreed calendar of activity. There is a risk that if too little or too much consultation is put to the panel, or outside of an agreed cycle, panel members leave.

There is a risk that services may not plan a calendar of engagement far enough ahead to identify activity for the Panel.

Panels must be refreshed, i.e. members retired and replaced, to stay representative. This level of management requires an ongoing contribution of resource.

In house delivery of a programme of consultation requires sound data processing and analytical resources. Failure to arrange this in support of the panel is a key risk to efficiency and data quality.

### **5.0 Conclusions**

5.2 There is a need to improve the coordination and consistency of consultation in Leeds, and to do so as efficiently as possible. The Leeds Citizens' Panel is a key part of how we aim to address this challenge.

5.3 A well-managed Citizens' Panel offers benefits including

- The ability to continue to understand the needs and views of communities at reduced cost
- A catalyst for joined-up consultation planning and activity in Leeds
- A significant contribution to the council values of 'working with communities' and 'spending money wisely'
- The ability to engage robust and representative cross-section of the city at smaller geographies
- Significant contribution to evidence for the involvement aspects of the Equality Act 2010

5.4 Consulting the Panel through surveys, focus groups and other methods will be significantly cheaper than equivalent methods we currently use.

5.5 With the expansion of Citizens' Panel an opportunity now exists to undertake a range of thematic consultations at the Area Committee level which will support the



development of Area Business Plans, the identification of Wellbeing fund priorities and delivery of a range of locality working initiatives.

- 5.6 The inclusion of Citizens' Panel consultation as a core part of the Area Committees' community engagement activity will provide significant efficiencies and offer a consistent approach to consultation in support the delivery of functions delegated by Executive Board.

## **6.0 Recommendations**

The South Leeds (Inner) Area Committee is asked to:

- Note and comment on the development of a new Citizen's Panel in Leeds as described in this paper
- Support the use of the new Leeds Citizens' Panel and to take up its use as part of the committee's community engagement activities in support of Wellbeing fund priority setting and in the development of the Area Business Plans.

### **Background documents**

- December 2010, Report to Executive Board, Toward Integrated Locality Working
- July 2011 Report to Corporate Leadership Team, A New Citizens Panel for Leeds
- 21<sup>st</sup> June 2011 Business Plan Report to South Leeds (Inner) Area Committee
- Appendix 1: Leeds Citizens' Panel progress update, October 27<sup>th</sup> 2011

**Leeds Citizens' Panel progress update, October 27<sup>th</sup> 2011.**

This note sets out the progress made on recruiting the new Leeds Citizens' Panel.

The main recruitment effort started at the beginning of October 2011, following a period of project design, process and resource management and liaison with partners. The initial focus has been on no/low-cost, pre-existing contact lists and communications channels.

We now have in place:

- Demographic profile of the 'ideal' panel for Leeds via Business Transformation
- Electronic systems to help us track the demography of respondents (via BT again)
- Webpage / information on council, PCT and other local websites via Comms Team
- Online and paper recruitment forms
- FAQ sheet, flyers and posters via Graphics Team
- Scanning systems to electronically capture paper responses via Adult Social Care

We are promoting the recruitment through:

- Social media incl. Twitter, Facebook
- Traditional media and PR incl. YEP, local radio
- About Leeds, Leeds card magazine and other public sector publications
- Private sector employer corporate social responsibility schemes via Leeds Ahead
- Attendance at community groups/events e.g. Carnival, Xmas lights switch-on.
- In public buildings e.g. libraries, One Stop Centres, GPs, attractions
- Emails to existing databases of residents / service users

The table below shows a selection of the organisations disseminating the recruitment message, for free:

<b>Organisation</b>	<b>Method</b>	<b>Potential audience</b>
Leeds Rhinos	Email	16,000
Leeds City College	Variety of methods	55,000 students
Leeds Metropolitan	Websites	30,500 students and staff
University of Leeds	Websites	40,000 students and staff
Leeds College of Art	Email	2000 students
All 268 schools	Newsletter to parents	Families of 110,000 pupils

Leedscard	Newsletter and email	60,000
Concord interfaith	Email and event	200 people
Current panel members	Email and post	800
ALMOs	Websites and newsletters	56,500
LINK	Email	500
Benefits service	Email	3600
NHS Foundation Trust	Email	14,000

Although there will be duplications in these lists, we estimate the invitation to join will initially reach c200,000 people. About Leeds will then reach [potentially] all households, reinforcing the message.

### Costs

To date we have spent c£1000, excluding officer time, largely on print. Although we expect these costs to increase, it should still be well within the available budget for the recruitment of the panel.

### Next steps

Tracking responses (c450 to date)

Establishing calendar of consultations for new Panel (request form circulated to all partners and services)

Further publicity preparation e.g. About Leeds story from November 14<sup>th</sup>

Arranging volunteers for face to face recruitment in bus station and other high-use areas e.g. Merrion Centre

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**Report of The Assistant Chief Executive (Customer Access and Performance)**

**Report to South Leeds (Inner) Area Committee**

**Date: Wednesday 11<sup>th</sup> January 2011**

**Subject: Capital Receipts Incentive Scheme Report to Executive Board**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All Wards Affected	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. On 12<sup>th</sup> October 2011 Executive Board approved the principle of establishing a Capital Receipts Incentive Scheme with effect from April 2012 following a period of consultation with elected Members.
2. In order to provide an incentive to localities to release and dispose of surplus land and property, the Capital Receipts Incentive Scheme will allow Wards to retain a proportion of capital receipts, up to a maximum threshold, generated within the Ward.
3. Consultation with elected Members will take place over the next few months with a view to reporting back to Executive Board in February 2012 on an agreed scheme.

**Recommendations**

4. The South Leeds (Inner) Area Committee is asked to note the contents of the Executive Board Report on the Capital Receipts Incentive Scheme.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to make Area Committees aware of the report on the Capital Receipt Incentive Scheme that received approval at the Executive Board Meeting on 12<sup>th</sup> October 2011.

## **2 Background information**

- 2.1 The report attached at appendix 1 received approval at the Executive Board meeting on 12<sup>th</sup> October 2011. It sets out the proposal for a Capital Receipt Incentive Scheme which will allow Wards to retain a proportion of capital receipts, up to a maximum threshold, generated within the Ward.
- 2.2 It is intended to introduce the Capital Receipt Incentive Scheme from April 2012 following a period of consultation with elected Members.
- 2.3 Consultation is due to take place over the next few months

## **3 Main issues**

- 3.1 The report attached at appendix 1 is presented to Area Committees for information only at this stage. Consultation with elected Members will take place over the next few months with a view to reporting back to Executive Board in February 2012 on an agreed scheme.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation with elected Members will take place over the next few months.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 There are no equality and diversity / cohesion and integration considerations for this report.

### **4.3 Council Policies and City Priorities**

- 4.3.1 There are no implications for Council policies and city priorities associated with this report.

### **4.4 Resources and Value for Money**

- 4.4.1 There are no resource implications as a result of this report.

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal implications or access to information issues. This report is not subject to call in.

### **4.6 Risk Management**

- 4.6.1 There are no risk management issues relating to this report.

## **5 Conclusions**

- 5.1 The report attached at appendix 1 is presented to Area Committees for information only at this stage. Consultation with elected Members will take place over the next few months with a view to reporting back to Executive Board in February 2012 on an agreed scheme.

## **6 Recommendations**

- 6.1 The South Leeds (Inner) Area Committee is asked to note the contents of the Executive Board Report on the Capital Receipts Incentive Scheme attached at appendix 1.

## **7 Background documents**

- 7.1 Executive Board Report on the Capital Receipts Incentive Scheme attached at appendix 1.

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**Report of Director of Resources**

**Report to Executive Board**

**Date: 12<sup>th</sup> October 2011**

**Subject: Capital Receipts Incentive Scheme**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All Wards	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. Currently the Capital Receipts policy only allows capital receipts to be earmarked for specific purposes where there is a need to re-locate or otherwise provide for a service following property being vacated.
2. In order to provide an incentive to localities to release and dispose of surplus land and property, it is proposed that a Capital Receipts Incentive Scheme is introduced which will allow Wards to retain a proportion of capital receipts, up to a maximum threshold, generated within the Ward.
3. Some categories of receipts will be excluded from this arrangement and these are set out in the report.
4. It is proposed that this new incentive scheme will be administered under the existing Ward Based Initiative scheme, the guidelines for which are included at Appendix A.

**Recommendations**

5. Members are asked to approve the principle of establishing a Capital Receipts Incentive scheme with effect from April 2012 following a period of consultation with elected Members.

## 1 Purpose of this report

- 1.1 The purpose of the report is to set out for Executive Board a proposal for the introduction of a capital receipts incentive scheme for local areas.

## 2 Background information

- 2.1 The capital receipts policy forms part of the Capital Strategy which was approved by Executive Board in February 2011. The capital receipts policy only allows ringfencing of receipts in cases where decanting from a property results in additional costs of re-provision
- 2.2 There are costs associated with holding land and buildings which are surplus to service requirements but often localities view disposal as a reduction in service or facilities even though buildings may not required by services and may not be fit for purpose. Retaining a proportion of capital receipts for re-investment locally will ensure that localities see some benefit from releasing land and property which would otherwise remain vacant and unused.
- 2.3 The introduction of a capital receipts incentive scheme will allow Wards to bring forward surplus land and buildings for disposal with the Ward then retain a proportion of the capital receipts generated for re-investment within the Ward to meet local needs.
- 2.4 It is recognised however that some Wards will have fewer opportunities to bring forward sites for disposal and that land and property values in some Wards will be lower. The proposed scheme includes a pooling element of receipts generated which will ensure that all Wards will benefit from the scheme.

## 3 Main issues

- 3.1 In establishing a capital receipts incentive scheme for localities, it is important to protect the Council's current budget assumptions regarding the use of receipts. Also, there are also some corporate initiatives which require the use of Council sites (for example, for primary schools) and these must also be protected. It is proposed therefore that the following capital receipts are excluded from the scheme:
  - § all existing scheduled capital receipts to support the existing revenue budget and capital programme;
  - § sites required for delivery of other Council initiatives or services, for example, primary school places, affordable housing etc
  - § receipts from disposal of council offices
- 3.2 The key features of the proposed scheme are set out below:
  - § 20% of receipts generated will be retained locally up to a maximum of £100k per capital receipt with 15% retained by the Ward and 5% pooled across the Council and distributed to Wards on the basis of need.

- § The resources available to each Ward through this scheme will be added to the existing Ward Based Initiative scheme under which elected Members can put forward proposals for investment individually or collectively. The existing guidelines are included at Appendix A.
- § Wards would only retain a share of a receipt after other legitimate calls on the receipt have been met. So for example, if there is a need to re-provide a service following release of a site, the cost of this will be first call on the receipt and the Ward would only retain a share of what is left after the re-provision has been funded.

3.4 There is potential for other resources to be available for investment within localities when development takes place within an area, in the form of S106 contributions and the Community Infrastructure Levy (CIL). It is intended that the capital receipts incentive scheme proposed would sit alongside these other processes. It is proposed therefore that the capital receipts incentive scheme will be reviewed when the new arrangements for S106 and CIL are in place to ensure the schemes are complimentary.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 This report is seeking approval in principle to the setting up of a capital receipts incentive scheme. It is proposed that consultation will take place with elected Members with a view to reporting back on an agreed scheme in February 2012 as part of the Capital Programme Review report.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 Under this proposal a proportion of capital receipts could be retained locally to support local capital investment including equality, diversity, cohesion and integration where these are local priorities.

### **4.3 Council Policies and City Priorities**

4.3.1 This scheme, if approved, will be incorporated into the Council's Capital Receipts policy which is set out in the Capital Strategy. There are no other implications for Council policies and city priorities.

### **4.4 Resources and Value for Money**

- 4.4.1 Allowing a proportion of capital receipts to be retained for local investment will mean that fewer capital receipts will accrue corporately and be available to fund the revenue budget and capital programme. However, it is anticipated that this will be compensated for through more sites for disposal coming forward than would otherwise be the case.
- 4.4.2 Using the existing Ward Based Initiatives scheme as the means of controlling and monitoring the use of these receipts will mean that no additional administration costs are incurred.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no legal or Access to information issues arising from this report. The report is subject to call in.

#### **4.6 Risk Management**

4.6.1 There are no additional risks associated from this proposal.

#### **5 Conclusions**

5.1 The capital receipts incentive scheme will give Wards across the city an incentive to release surplus land and property thereby reducing the cost of holding property. By retaining a proportion of receipts locally, localities can see some direct investment in their areas as a result of the disposal.

#### **6 Recommendations**

6.1 Executive Board are asked to approve:

(a) the setting up of a Capital Receipts Incentive scheme set out in section 3 of this report, with effect from April 2012

(b) a period of consultation with elected Members on the proposed scheme.

#### **7 Background documents**

Capital Strategy – Capital Programme report Executive Board February 2011

Ward Based Initiative Scheme Guidance – attached

## WARD BASED INITIATIVES

### NOTES FOR THE GUIDANCE OF COUNCILLORS

#### 1. INTRODUCTION

The Capital Programme Report to the Executive Board in February 2008 introduced the provision of £30,000 per ward (£10,000 per ward member), over a two year period commencing in 2008/09, for a Ward Based Initiative scheme, to provide Members with funding to progress minor schemes within their wards.

The report to Executive Board in April 2009 sought approval to extend the scheme by allowing Members to sponsor capital projects within their respective wards in the form of grants to voluntary organisations, with a further provision of £10,000 per ward (£ 3,333.33 per ward member).

This gave a total approval per Councillor of £ 13,333.33 for the lifetime of the scheme.

#### 2. ELIGIBLE SCHEMES

2.1 The expenditure must be for the acquisition or improvement of any Council asset and must fall within the definition of capital expenditure as set out in the Capital Finance Regulations, this includes:

- § the purchase or laying out of land
- § the purchase or refurbishment of buildings to enhance the building rather than maintain it
- § the purchase of equipment for Council use (Schools, Libraries, Community Centres etc. – for schools, see Section 5.6 below)
- § CCTV

2.2 In the case of a grant to a voluntary organisation, who operate out of non-Leeds City Council (LCC) premises, it must be for capital works (as defined above) to their premises that will result in reduced running costs.

Ward members should ensure that the project / organisation for which the application is being made is not one in which a personal or prejudicial interest is held. You have a personal interest if an issue affects the well-being or finances of you, your family or your close associates more than other people who live in the area affected by the issue. Personal interests are also things that relate to an interest on your register of interests.

Prejudicial interests are personal interests that affect you, your family, or your close associates in the following ways:  
their finances, or regulatory functions such as licensing or planning which affect them;

and which a reasonable member of the public with knowledge of the facts would believe likely to harm or impair your ability to judge the public interest.

If you have a prejudicial interest you must not seek to improperly influence the decision on the issue. This rule is similar to your general obligation not to use your position as a member improperly to your or someone else's advantage or disadvantage.

Where members have a prejudicial interest in a WBI application, they can ask their ward colleagues to apply for the grant on behalf of the organisation.

Where a grant payment is made through the WBI scheme, Councillors should note the following :-

- Each cheque will have a covering letter with it addressed to the organisation outlining details of the conditions of acceptance of the grant. This will be attached to the cheque and in accepting the grant, the organisations must agree to the conditions of the grant.
- Organisations are required to provide receipts showing what the money has been spent on. These should be sent to the Department of Resources as soon as possible after the grant has been spent.
- Should the organisation wish to spend the grant money for a purpose other than that originally indicated then the organisation is advised to contact the Councillor to see if this is possible, in which case the application process described above will have to be repeated.
- Should an organisation send the receipts to a Councillor showing what the money has been spent on, these should be forwarded to the Department of Resources to update the records.
- If an organisation fails to submit receipts then reminder letters are sent asking for receipts to be supplied.

**2.3** Schemes must be consistent with the Council's approved Corporate Plan / Vision priorities and with Departmental Asset Management plans (see Section 4 below re approvals process)

**2.4** Schemes must provide benefit to whole wards or communities and not confer private benefit to individuals.

### **3. FINANCIAL CRITERIA**

- 3.1** The total scheme cost will be inclusive of fees for design and supervision and any other associated costs (Planning Permissions, Building Regulations etc).
- 3.2** Schemes must result in no additional revenue costs for the Council, unless these can be met from within existing departmental budgets.
- 3.3** Joint sponsorship of projects can be made with other ward members.

### **4. JOINT FUNDED SCHEMES**

Departments can joint fund WBI schemes, only if such a programme of works is included in the Capital Programme. Any such matched funding by the sponsoring department would require that additional authority to spend be obtained independently of the WBI scheme.

### **5. INITIATING SCHEMES**

- 5.1 Applications must be made through the relevant sponsoring Department.** Only applications for a grant payment to a non-LCC voluntary organisation as defined in 2.2 above should be sent directly to the Director of Resources.

It is essential that proposals complement existing departmental service plans and strategies. Therefore, Councillors should discuss the scheme proposals with the Head of Service or a nominated officer. Section 10 shows a list of contacts in the areas of responsibility.

That Officer will be able to advise on:

- the Council's legal powers for such expenditure
- the estimated capital costs
- the potential revenue costs (and the likely ability of the service to meet those costs)
- whether the proposals are likely to secure approval.

- 5.2** The formal submission document, signed by the sponsoring Councillor(s) is to be forwarded by the responsible department, when the scheme is almost fully formed. The Head of Service with responsibility for the property must approve it as being within current Council policies, in the interests of the Council and as involving no more expenditure than is proportionate to the benefit to be achieved and is satisfied that there are no other reasons (including alternative proposals) which make it inappropriate to approve the proposal. Where the form is signed by 1 or 2 Councillors, the form should indicate whether the other Ward Councillor(s) have been made aware of the proposals.

- 5.3** Full details of the scheme should be provided to determine:
- whether and how the proposal meets the WBI eligibility criteria
  - whether and how the proposal meets the WBI financial criteria
  - whether and how proposals are consistent with approved Council priorities and the relevant Departmental Asset Management Plan

- whether any CCTV project meets the Community Safety criteria, details of which are available from the Community Safety Officer.
- that schemes relating to schools meet the criteria (see further below, para 5.6)

Insufficient detail can unfortunately delay the progress of a scheme while further information is sought.

All documentation (Guidance Notes, Contact Lists and Submission Forms) will be sent to Councillors and is also available on the Council Intranet). Any updates or alterations to such forms will be communicated to all councillors and Departmental nominated officers.

### **5.4 CCTV Schemes**

All WBI proposals for CCTV schemes must comply with the Council's criteria for CCTV schemes as advised by the Community Safety Officer.

### **5.5 Energy Efficiency Schemes**

As with all WBI projects, proposals must be capital in nature and be for Council assets or, in the case of a grant to a voluntary organisation, must be for works to their premises that will result in reduced running costs . Depending on the nature of the scheme and in order to support the sustainability agenda, the scheme will allow members to supplement the WBI funding with match funding from the Council's Energy Efficiency reserve.

The reserve was established as part of the 2006/07 revenue budget to provide pump priming funding to energy efficiency initiatives. Further revenue contributions have been made to the reserve each year since 2006/07 and it has also been supplemented by external funding of £90k p.a. over a four year period from Salix Finance which is a scheme operated by the Carbon Trust aimed at encouraging Local Authorities to create invest to save funds for reducing energy consumption.

All proposals in respect of environmental efficiency should be discussed in the first instance with the relevant contact officer who will advise on the merits of the proposal and on whether match funding would be available. In the majority of cases, funding will be made available as a loan, with a maximum payback period of 5 years. After the payback period, the service area will benefit from the ongoing efficiencies and the energy efficiency reserve will become ultimately self sustaining.

The funding has already been used to install new heating systems in Leisure Centres, install Automatic Meter reading equipment and to pilot the use of Biomass fuel technology (woodchip and wood pellets to replace coal). The following are further examples of energy efficiency initiatives which members may wish to support with match funding from the reserve:

- Insulation including cavity wall, double glazing, roof
- Boilers
- Heating systems



- Combined Heat and Power
- Swimming Pool cover
- Voltage reduction equipment
- Heating and Lighting controls

In addition, one of the agreed priorities for the WBI scheme is capital investment in renewable technologies within schools, council owned community buildings or premises owned by voluntary organisations working within the local community; for advice on such investment, please contact George Munson, the Climate Change Officer.

### 5.6 **SCHOOLS**

All WBI proposals relating to schools must be assessed by the Property Services Division within Education Leeds using the six criteria set out as follows (the criteria will rank equally in determining whether the proposal will be supported):

1. **Condition**

The proposal should relate to building condition issues categorised as “poor” and identified as priority 1 or 2 as identified by the condition surveys carried out as part of developing the Education Department’s Asset Management Plan.

2. **OFSTED identified premises deficiencies**

The proposal should address premises deficiencies identified in the school OFSTED report that would directly contribute to the raising of standards.

3. **Curriculum Computers**

A priority for support would be for schools which fall below a minimum ratio of computers to pupils of 1:12 in Primary Schools and 1:8 in High Schools.

Proposals should be justified in terms of the overall deficiency of equipment at a school and/or support the essential renewal or replacement of equipment in line with the school ICT Development Plan.

4. **Capital for Revenue Savings**

Proposals should be cost effective in reducing future revenue expenditure e.g. energy efficient schemes, and may also contribute to improving the learning environment.

5. **School Security**

Proposals should improve the security and safety of pupils, staff, premises or equipment. Evidence of priority should be supported by a high level of reported incidents from the Property Services Division Incident Base.

6. **Developments/Improvements to Facilities**

Proposals to contribute to improved educational standards or to promote social inclusion will require the endorsement of the School Improvement Strategy Group.

7. **Grants for facilities co-located with schools**

Proposals which are for a facility based on a school site, for example a sports facility or a community centre, will not automatically be subject to the same prioritisation criteria as school schemes. The position will depend on the particular arrangements in force on each site. Where a grant is proposed for such facilities, then officer advice should be sought at the outset to clarify the position.

6. **Approvals Process**

When received by the sponsoring Department, the application will be checked to make sure :-

- there are sufficient funds available for the proposal to qualify within the financial limits.
- that the proposal meets the eligibility and financial criteria outlined above.
- that it is within the legal powers of the Council to make the grant.
- external organisations in receipt of grant awards will be required to enter into a legal agreement with the Council to protect the Council's investment in future. Legal requirements will be scaled dependant on the level of Council investment,
- that, in the case of grant payments to voluntary organisations, Councillors have no personal or prejudicial interests in that organisation.

The proposal will then be submitted by the sponsoring Department to the Director of Resources for approval.

**Until all necessary approvals have been obtained, no firm commitments of funding can be given.**

7. **Final Approval Stage**

Following the above approvals, a scheme will be set up in the Council's Capital Programme under the sponsoring Service area and the scheme will proceed like any other Council Capital scheme. This means that the Council's Financial Procedure Rules and Contract Procedure Rules must be followed with regard to tendering and appointment of contractors. The final stage is for a Chief Officer Approval form to be completed by the Department, which when approved, allows a contract for the work to be awarded.

8. **Joint Funded Schemes**

If, during the WBI process, it becomes apparent that the WBI element of the scheme exceeds or will exceed the approved amount, the Head of the sponsoring Service will seek agreement from the Councillor(s) to the revised cost before proceeding further (subject to the additional funds being available).

**9. Position Statements**

The Chief Officer Financial Development will maintain a record of the value of schemes relating to each ward, will undertake scheme monitoring and will provide other financial monitoring information as required.

**10. Contact Points**

Initial contact with Departmental Service Areas should be made to the officer named on the contact list attached. Ward Based Initiative matters will be co-ordinated within Financial Development by Keith Burton telephone number 2474294. Keith is based on the 3<sup>rd</sup> floor West of the Civic Hall.

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## Report of Assistant Chief Executive, Customer Access and Performance

### Report to South Leeds (Inner) Area Committee

**Date: Wednesday 11<sup>th</sup> January 2011**

**Subject: Localism Act 2011**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): All wards affected		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

### Summary of main issues

1. The [Localism Act 2011](#) having completed its passage through Parliament has been the subject of considerable debate at a national and local level.
2. New rights will be given to communities to bid for local assets and challenge to run council services. Changes to the planning system will increase local people's ability to get involved in shaping their local area.
3. The council has limited resources and has to prioritise meeting the aspirations of local areas alongside meeting the strategic needs of the city. It is important that expectations of what is possible through the Localism Act are explained. There will be some issues that the council may be able to help resolve with or on behalf of the community and some where local people will have to work together in an innovative way in order to achieve their aims.
4. It is important that the implications of the Localism Act are debated at a local level in order to inform the council's policy and approach to implementing this legislation.

### Recommendations

5. That area chairs lead a debate at their area committees about localism and the contents of Act. It is important for areas to begin to think about what localism means for them and what they see as the main opportunities, challenges and risks taking into consideration the role they wish to play in future in engaging with their communities on this issue.
6. That any views, ideas, suggestions and concerns are fed back to officers in order to inform a further report to go to Executive Board on the implications of the Act and more detailed reports/sessions on Planning, Assets of Community Value and Right to Challenge agreed by area chairs.

## **Purpose of this report**

- 1.1 To provide a high-level summary of the main elements of the Localism Act that will be of direct relevance to area committees and to provide an opportunity to debate and influence the way the council implements the legislation.

## **2 Background information**

- 2.1 The Localism Bill was introduced to Parliament on 13 December 2010 and received Royal Assent on the 15 November 2011. The aim of the Act as with other changes in health, education and welfare reform is to devolve power to the lowest possible level, including individuals, neighbourhoods, professionals and communities as well as local councils and other local institutions.
- 2.2 The Act has been subject to consultation and debate over the last year and there have been a large number of changes at the committee stages in Parliament. Further regulations and guidance will be published over the next 6 months.

## **3 Main issues**

### **3.1 Local Government**

- 3.2 Councils will be given a new General Power of Competence (GPC) in order to better respond to local need. The GPC is an extension to already available “well-being” powers and will allow councils to take any action on behalf of local people not proscribed by other laws. The council will have to tread carefully however if it wishes to do anything new and government has the power to intervene and overturn council decisions.
- 3.3 Leeds, as a ‘core city’ has been working with other councils to ensure that further powers are devolved to gain flexibility in relation to skills and innovation, transport and the economy, this resulted in an amendment to the bill. This is being moved forward in Leeds by the Leeds City Region and the Leeds Local Economic Partnership (LEP) who are producing “policy asks” in order to negotiate the specific powers with ministers.
- 3.4 Amendments to the bill have removed the Secretary of State’s powers to make regulations relating to area committees. Councils will be able to establish what area committees they want and delegate the necessary functions without asking for regulations or permission from the secretary of state. There will no longer be restrictions on the maximum size of area committees.
- 3.5 A referendum on whether Leeds should have an Elected Mayor will take place in May 2012 and a [consultation](#) document has been published by the government on the proposed approach for giving powers to any mayors, asking for responses by 3<sup>rd</sup> January.
- 3.6 The standards board regime will be abolished with councils given the power to decide their own arrangements. It will be compulsory for all councils and parish and town councils to have a [code of conduct](#) based on the [Nolan principles of public life](#) selflessness, integrity, objectivity, accountability, openness, honesty and leadership. This means that as a council a local code of conduct can be adopted rather than one set nationally.
- 3.7 There is a requirement for councils to prepare a ‘pay and policy statement’ by March 2012 that details the pay arrangements for the councils highest paid and lowest paid staff.

### 3.8 **Business rates**

3.9 The localisation of business rates is being developed as part of the local government resource review which will also look at the implementation of community budgets. Business rates will be collected and spent locally rather than given directly to and re-distributed by the government on the basis of need. The council submitted a consultation to the government's proposals and this was subject to a report to [Executive Board](#) on the 2<sup>nd</sup> November.

### 3.10 **Community right to challenge**

3.11 Under the Community Right to Challenge voluntary and community groups, parish councils and local authority staff will be able to challenge and formally submit ideas through an expression of interest to run all or part of a council service. A challenge could come from any voluntary group including a social enterprise, co-operative or community interest company (i.e. an organisation where not all profits are reinvested in their activities or the community but their activities are for the benefit of the community). These groups do not necessarily have to be local or have a local connection.

3.12 The council will have to consider an expression of interest and either reject, accept or accept with modification what is submitted. Accepting an expression will automatically trigger a procurement exercise where any other organisation including the private sector can participate in this.

3.13 An expression of interest can be received at any time unless the council chooses to specify periods during which expressions of interest may be submitted. There will be a requirement for councils to set and publish these timescales, having regard to factors which will be set out in further guidance. In order to prevent delays to the process, councils will need to notify relevant bodies of how long the timescale will be for a decision within 30 days.

3.14 If a service has already been contracted out submitting an expression of interest would not affect the existing contract and any procurement exercise would be carried out when the contract for that service is due to end.

3.15 The [Duty of Best Value](#) is important because it makes clear that councils should consider overall value – including social value – when considering service provision. A list of information to be included in an expression of interest is to be published in regulations. The government consulted on the right to challenge process earlier on in the year and based on responses produced a [position paper](#) highlighting how the process would work. Information to be included in an expression of interest will now include *“details of the outcomes to be achieved, including how it meets service user needs and the social value offered by the proposal”*.

3.16 There has been much debate about which services should be excluded from the Right to Challenge and the Secretary of State has the power to make certain services exempt. Currently the right applies to any service provided by or **on behalf** of the council. All **functions** (a function is defined as a duty or power that requires decision-making by the responsible person or body of the council) are currently out of its scope. The government is clearly committed through its [‘Open Public Service White Paper’](#) to further widen the scope of the community right to challenge, both in terms of the bodies that may be open to challenge and the range of services and functions to be open to challenge.

3.17 There is a risk that the right to challenge may lead to the fragmentation of services as groups could cherry-pick the parts of a service they want making it more difficult for the council to deliver what's left. This could result in increased costs or having an impact on what services can be offered. There will also be risks in terms of governance and accountability. The

council's corporate commissioning group is currently looking to develop a process to respond to expressions of interest submitted under the right to challenge. This links with work already underway to make the councils procurement and commissioning processes more accessible to the third sector and small businesses. A briefing and information was given to Third Sector Leeds who are subsequently going to produce a statement on localism and explore how they can best support communities namely in inner city areas to take up the right to challenge and manage local assets.

### **3.18 Assets of community value**

- 3.19 Local authorities will be required to maintain a list of [Assets of Community Value](#) as well as a list of unsuccessful community nominations, including both public and private assets. These assets can be nominated by parish councils and voluntary and community organisations with a local connection (further guidance to be issued on this). The lists must be published and be freely available for public inspection.
- 3.20 When listed assets come up for disposal, the group who nominated the asset will be notified and they will be given six months to develop a bid and raise the capital to buy the asset when it comes on the open market. This will help local communities to save sites which are important to the community, which will contribute to tackling social need and building up resources in their neighbourhood. Local people will need to find funding to take over the asset. There is no obligation on the landowner to dispose to an eligible community group, only a right to bid.
- 3.21 Assets of community value could be council owned (libraries, day centres, leisure centres etc) or private properties (pubs, post offices, shops, playing fields, woodland etc). If accepted by the authority as having community value, property on the list would be restricted from normal disposal for a period of 5 years.
- 3.22 If private assets are nominated to the list the owner has the opportunity to appeal and if the asset loses value during the 6 months then the council will be required to pay compensation to the asset owner. Increased requests for assets transfer are likely to occur and the council will be under pressure to give communities more than 6 months to raise funds to take-over assets. This may have an impact on the council's capital receipts programme and the ability to raise revenue from the sale of buildings and land. [Capital receipts incentive scheme](#) has been proposed that will give a proportion of the money from applicable asset sales directly to the community. This scheme is subject to member consultation and officers are to produce further practice guidance about how the scheme will work. If approved this would begin in April 2012.
- 3.23 The council already has a strong track record of supporting community assets transfer. A draft approach to Assets of Community Value is to be agreed and will include nomination forms for community groups and details of how the scheme will be advertised and published. This duty will be built into procedures for disposal of council owned property where it is 'listed', as part of the proposed community asset transfer framework due to be agreed by Executive Board early next year.

### **3.24 Neighbourhood planning**

- 3.25 The governments aim is to reform the planning system by making it simpler and giving more control to local councils and local people. The government believes that more local ownership through neighbourhood planning will lower the level of opposition to new development and enable communities to secure well-designed buildings in keeping with their local area. There is a general concern that stripping away planning regulations and guidance will leave local authorities subject to challenge. Currently the onus is on councils to draft their



own policies and to speedily produce up to date local plans at a time when they are dealing with a reduction in staff numbers and expertise in planning departments.

- 3.26 The reforms have so far been criticised by many as there is a conflict between the government's growth agenda and localism. Neighbourhood plans are part of a wider reform agenda to pass more control over planning matters to councils and communities. The government has published a draft [National Planning and Policy Framework](#) (NPPF) that has been subject to public consultation. Leeds submitted a [response](#), heavily critical of the new policy, lack of reference to brown-field site and the "presumption in favour of sustainable development". The government has recently announced they intend to modify the document and put in place transitional arrangements for local authorities who do not have an up to date local plan.
- 3.27 There are planned major changes to the planning system with the planned removal of regional spatial strategies (RSS) following the completion of an [environmental impact assessment](#) currently out for consultation with the deadline Friday, 20 January 2012.
- 3.28 The core strategy is anticipated to be considered by Executive Board in the New Year and submitted in spring 2012 at which time there will be a formal opportunity (6 weeks) to comment. Any comments made will be fed into the public examination and inquiry process to consider whether the core strategy is "sound", in other words, ensuring that evidence requirements are met and it complies with statutory requirements.
- 3.29 The abolition of RSS has raised uncertainties surrounding the scale of housing growth and the need to plan for further population growth and how to best achieve this. As part of the core strategy the [Strategic Housing Market Assessment](#) (SHMA) was updated in 2010 and this forms part of the evidence base which will help to inform future housing and planning policies and strategies. In addition the [Strategic Housing Land Availability Assessment](#) (SHLAA) exercise, published by the council in 2009, establishes the potential scale of land coming forward in the future to meet housing needs across the city. This will be used to conduct the site allocation process that will be undertaken following the core strategy.
- 3.30 A recent scrutiny enquiry and consultation has been undertaken in Leeds surrounding housing growth. The outcomes of the [enquiry](#) and the [consultation](#) complemented each other in terms of their recommendations. The recommendations will inform part of the council's core strategy.
- 3.31 A new form of neighbourhood planning is being introduced to give communities more powers to shape the future of where they live. This could include where new homes, shops and offices should be built, what those buildings should look like (type of materials, scale and character) and which green space should be protected or created. The plans can grant planning permission for the new buildings communities want to see go ahead (neighbourhood development orders) or lead themselves (community right to build).
- 3.32 The new plans will be led by parish and town councils or neighbourhood forums where there is no parish council. They have more weight than existing community-led plans and design statements but must be in "general conformity with the council's strategic policies for the city and will be subject to an independent examination. A referendum may not be required when all parties are in agreement with the plan and it is in "general" conformity with an authority's local plan. Where there is conflict between the council and the community it is suggested that a referendum should take place.
- 3.33 A report, to be agreed at Executive Board "[Developing a response to neighbourhood planning in Leeds](#)" sets out the council's plans to pilot neighbourhood planning in four areas of the city (Otley, Boston Spa, Kippax and Holbeck). The [regulations for neighbourhood](#)

[planning](#) are currently out for consultation, the deadline for responses is 5<sup>th</sup> January 2012. A seminar for parish and town councils on neighbourhood planning was held on 17<sup>th</sup> October, parishes were invited to comment on the draft neighbourhood planning regulations.

- 3.34 There are a number of other changes designed to provide incentives to development such as the [New Homes Bonus](#). This commenced in April 2011, and will match fund the additional council tax raised for new homes and empty properties brought back into use, with an additional amount for affordable homes, for the following six years.
- 3.35 In addition the regulations on [Community Infrastructure Levy](#) (CIL) are now out for consultation. The deadline for responses is 30<sup>th</sup> December; Leeds City Council will be submitting a response to this that will go to Executive Board on the 14<sup>th</sup> December. Local people are keen to keep the majority of funds from development for spending in their local area (Leeds housing scrutiny enquiry recommended 80%). However, the government has suggested a “meaningful” amount is spent locally and that a cap is placed on this amount so it is likely that the percentage will be significantly less.
- 3.36 Pre-application consultation is proposed to be made a statutory requirement for large scale developments. It will be crucial for developers to begin consultation at an early stage, ensuring objections can be minimised. It is currently best practice for developers to consult prior to submitting planning applications. Guidance is set out in the council’s [Statement of Community Involvement](#) however this is something that the council cannot currently enforce. Developing new ways to engage with local people in planning and working more effectively with developers will be a challenge and an area the council is looking to develop its approach to. Indeed developers are keen to engage with local people in order to speed up the whole planning process.
- 3.37 Housing Reforms**
- 3.38 From 2012, as part of the Localism Act councils will need to produce a Tenancy Strategy, setting out the council’s approach to ensuring that registered housing providers offer and issue tenancies which are compatible with the purpose of the housing, the needs of individual households, the sustainability of the community and the efficient use of their housing stock.
- 3.39 A consultation with the range of housing partners in the city on agreed roles for each tenure and the tenancy arrangements that should be put in place across rented housing in Leeds. This will include where flexible tenancies could and should be offered. From this a Tenancy Strategy will be drawn up.
- 3.40 A new national '[HomeSwap Direct](#)' scheme will make it easier for tenants living in a council or housing association home to find a new property in another part of the country. The scheme will link into local homeswap schemes that some councils already have in place.
- 3.41 Local implementation of the Localism Bill: South East Area**
- 3.42 **Community First.** Community First panels have been established in the five targeted wards, City & Hunslet, Beeston & Holbeck, Middleton Park, Ardsley & Robin Hood and Morley North. The groups, once ratified by the Community Development Foundation (CDF) will administer the Community first funding with support for the Panel Partners; Re’new (Inner South) and Health for All (Outer South).
- 3.43 **Connecting Communities.** This small scale scheme in Belle Isle aims to deliver direct community support through a small grant process delivering community led projects to Belle

Isle. With support from Re'new, Health for All and BITMO the scheme will fund £10,000 of projects to benefit the communities of Belle Isle.

- 3.44 **Service delivery.** A range of changes are currently being undertaken to more effectively react to the needs of the community in light of the localism bill and changes to Leeds City Council Services. These changes will result in a more reactive service to meet the needs of community members. With the establishment of the environmental sub-groups under the Area Committee to look at the implementation of the SLA and to identify ways through some of the pressing issues through partnership working.
- 3.45 The long term issues such as ginnels, orphaned sites and dog fouling are all being proactively investigated to create effective methods to improve their current maintenance situation.
- 3.46 Capacity in the areas/ interest from local community groups organisations who wish to be involved or have a greater involvement in service delivery. There has been interest expressed, particularly from Parish Council.
- 3.47 Strategic working arrangements are now in place to address specific community needs. These Neighbourhood Improvement Boards (NIB's) will allow partner agencies to work together to address the pressing issues. In Inner South two boards have been established covering, Middleton Park and Beeston, Holbeck & Hunslet. Each of these allow local community groups to input to the strategic working of the area.
- 3.48 With the greater emphasis on local needs, by utilising local members involvement in their local residents meeting, issues can be raised through the likes of the environmental sub-group or crime & grime tasking to be addressed.
- 3.49 There have been local issues around assets management, specifically to risk buildings, vacant plots etc, most notably South Leeds and East Leeds Leisure Centres.
- 3.50 Key sites that are likely to be developed and area committees will likely be involved in the consultation process for development.
- 3.51 **Neighbourhood Planning.** As previously mentioned, a report, to be agreed at Executive Board "[Developing a response to neighbourhood planning in Leeds](#)" sets out the council's plans to pilot neighbourhood planning in four areas of the city, including Kippax and Holbeck..

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

Responding to national consultation

- 4.1.1 Each part of the Act has been subject to extensive national consultation and debate. Officers have written responses that have been agreed with members before being submitted to government. This report forms part of the consultation process in anticipation for when the bill becomes law and the various elements of the Act are enacted. Area committees are asked to provide their feedback highlighting any concerns and/or opportunities which may be used to form an Executive Board report on the Act and the implications in early 2012.

## Local community engagement

- 4.1.2 Strong evidence of consultation and engagement of local people is required in order to take forward many of the powers outlined in this report. The council is currently in the first stage of reviewing the way we deliver all types of engagement, under the 'Way Forward' review that was described at area chairs forum in November 2011. Area Committees will be invited to give their views on the 'Way Forward' during January/February meetings, as part of the consultation on developing a shared operating framework for community engagement.

## 4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The government have produced equality impact assessments for each part of the Act. There are concerns that the powers in the Act are more likely to be taken up in certain areas of the city. Non-parished areas of the city are more likely to be at a disadvantage because of the need to form neighbourhood forums, that meet set (but as yet uncertain) criteria in order to undertake neighbourhood planning.
- 4.2.2 A communities ability to run services and manage assets will depend on the amount of community activity and groups already operating in an area; the level of organisation and ability to bring in investment and support from elsewhere; and/or to be innovative and find new ways of generating income locally. The council's role in enabling all communities who want to take-up these powers to do so will be a challenge and there will be a need to draw support from all sectors including the private and third sector.

## 4.3 Council Policies and City Priorities

- 4.3.1 Successful implementation of the Localism Act will enable the council to deliver a number of its strategic objectives through the locality working agenda most notably the Housing and Regeneration and Sustainable Economy and Culture City Priority Plans.

## 4.4 Resources and Value for Money

- 4.4.1 The government have produced impact assessment for each section of the Act. It is expected that these will be revisited in light of the changes that have been made and republished. The costs are largely uncertain as it is based on the level of take up across the city and aspirations of communities. There are likely to be considerable costs involved but there is an opportunity to save money that the council may incur later on through legal challenge to the councils planning policies and individual planning applications as well as challenge relating to our decisions surrounding service delivery.

## 4.5 Legal Implications, Access to Information and Call In

- 4.5.1 A legal assessment of the Act is to be carried out. Links to further information sources have been provided where possible. This report is not subject to call-in as a decision is not needed.

## 4.6 Risk Management

- 4.6.1 There are a number of risks linked to this agenda including a potential delay to the decision making process. Fragmentation of services and variation and inequality in the level/quality of services that people receive depending on where they live in the city.

## 5 Conclusions

- 5.1 Communities will benefit from considering neighbourhood planning, community right to challenge and asset management issues together. Identifying any opportunities within their area and how they could work with other communities. The ability to share best practice across the city and across the country will help to ensure more opportunities are realised and spread widely.

## 6 Recommendations

- 6.1 That area chairs lead a debate at their area committees about localism and the contents of Act. It is important for areas to begin to think about what localism means for them and what they see as the main opportunities, challenges and risks taking into consideration the role they wish to play in future in engaging with their communities on this issue.
- 6.2 That any views, ideas, suggestions and concerns are fed back to officers in order to inform a further report to go to Executive Board on the implications of the Act and more detailed reports/sessions on Planning, Assets of Community Value and Right to Challenge agreed by area chairs.

## 7 Background documents

- 7.1 Localism Act 2011: <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- 7.2 What can a mayor do for your city? A consultation <http://www.communities.gov.uk/publications/localgovernment/mayorsconsultation>
- 7.3 Leeds city council member code of conduct [http://www.leeds.gov.uk/Council\\_and\\_democracy/Councillors\\_democracy\\_and\\_elections/Councillors\\_information\\_and\\_advice/Members\\_code\\_of\\_conduct.aspx](http://www.leeds.gov.uk/Council_and_democracy/Councillors_democracy_and_elections/Councillors_information_and_advice/Members_code_of_conduct.aspx)
- 7.4 Nolan principles of public life <http://www.public-standards.gov.uk/>
- 7.5 Local Government Resource Review Consultation, Executive Board Report, 2<sup>nd</sup> November 2011 <http://democracy.leeds.gov.uk/mqConvert2PDF.aspx?ID=60916>
- 7.6 Best Value Duty Statutory Guidance, DCLG <http://www.communities.gov.uk/documents/localgovernment/pdf/1976926.pdf>
- 7.7 Community Right to Challenge, DCLG, September 2011, <http://www.communities.gov.uk/documents/localgovernment/pdf/1986977.pdf>
- 7.8 Open public service White Paper, Cabinet Office <http://www.cabinetoffice.gov.uk/resource-library/open-public-services-white-paper>
- 7.9 Assets of community value - policy statement, DCLG, September 2011 <http://www.communities.gov.uk/documents/localgovernment/pdf/1987150.pdf>
- 7.10 Capital Receipts Incentive Scheme, Executive Board Report, <http://democracy.leeds.gov.uk/mqConvert2PDF.aspx?ID=60292>
- 7.11 Easier to read summary – draft National Planning Policy Framework, <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1972109.pdf>

- 7.12 Draft National Planning Policy Framework – Consultation Response, Executive Board Report, <http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=60239>
- 7.13 Environmental report on the revocation of the Yorkshire and Humber Plan, DCLG, <http://www.communities.gov.uk/documents/planningandbuilding/pdf/2012158.pdf>
- 7.14 Leeds City Council Strategic Housing Market Assessment [http://www.leeds.gov.uk/Environment\\_and\\_planning/Planning/Planning\\_policy/Strategic Housing Market Assessment \(SHMA\).aspx](http://www.leeds.gov.uk/Environment_and_planning/Planning/Planning_policy/Strategic_Housing_Market_Assessment_(SHMA).aspx)
- 7.15 Leeds City Council Strategic Housing Land Availability Assessment [http://www.leeds.gov.uk/Environment\\_and\\_planning/Planning/Planning\\_policy/Strategic housing land availability assessment \(SHLAA\).aspx](http://www.leeds.gov.uk/Environment_and_planning/Planning/Planning_policy/Strategic_housing_land_availability_assessment_(SHLAA).aspx)
- 7.16 Leeds Housing Growth Scrutiny Enquiry Report <http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=61197>
- 7.17 Informal consultation on housing growth, Executive Board Report, 2<sup>nd</sup> November, <http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=61220>
- 7.18 Developing a response to neighbourhood planning in Leeds Executive Board Report, 2<sup>nd</sup> November, <http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=61222>
- 7.19 Neighbourhood planning regulations consultation, DCLG, <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1985878.pdf>
- 7.20 <http://www.communities.gov.uk/housing/housingsupply/newhomesbonus/>
- 7.21 Community Infrastructure Levy: Detailed proposals and draft regulations for reform – Consultation, DCLG, <http://www.communities.gov.uk/publications/planningandbuilding/cilreformconsultation>
- 7.22 Leeds Statement of Community Involvement <http://www.leeds.gov.uk/page.aspx?pageidentifier=2806af09-9c0f-4b12-8464-ec10f1e938d9>
- 7.23 DCLG news article *Grant Shapps: nationwide home swaps become 'just a click away'* <http://www.communities.gov.uk/news/localgovernment/2016097>

**Report of Assistant Chief Executive (Planning, Policy and Improvement)**

**Report to South Leeds (Inner) Area Committee**

**Date: Wednesday 11<sup>th</sup> January 2011**

**Subject: Wellbeing Report**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Beeston & Holbeck  City & Hunslet  Middleton Park
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

This report seeks to provide Members with:

1. Confirmation of the 2010/11 carry forward figure and 2011/12 revenue allocation.
2. Details of variations to previous decisions for approval
3. An update on both the revenue and capital elements of the Well being budget.
4. Details of revenue and capital funding for consideration and approval
5. Details of revenue projects agreed to date (Appendix 1)
6. Details of capital projects agreed to date (Appendix 2)
7. Members are also asked to note the current position of the Small Grants Budget

## **Recommendations**

Members of the Outer South Area Committee are requested to:

- a) Note the contents of the report.
- b) Note the position of the Well being Budget as set out at 3.0.
- c) Approve the changes outlined in 3.2
- c) Note the revenue amounts for 2011/12 as outlined in Appendix 1.
- d) Note the Well being capital projects already agreed as listed in Appendix 2.
- e) Consider the project proposals detailed in 4.0
- f) Note the Small Grants situation in 5.0

### **1.0 Purpose of this report**

This report seeks to provide:

- 1.1 Confirmation of the 2010/11 carry forward figure and the 2011/12 revenue allocation
- 1.2 An update on both the revenue and capital elements of the Well being budget.
- 1.3 Details of variations to previous decisions for approval
- 1.4 A summary of all revenue and capital projects agreed to date
- 1.5 Details of projects that require approval
- 1.6 An update on the small grants budget.

### **2.0 Background information**

- 2.1 Each Area Committee has been allocated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental well being of the area by using the funding to support projects that contribute towards the delivery of local priorities.
- 2.2 Well being funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items being purchased through Well being funding are completed or purchased.

### **3.0 Well being Budget Position**

Members should note the following points: -

#### **3.1 Revenue funding 2010/11**

- 3.1.1 The approved revenue budget for 2010/11 was £255,761 with a carry forward amount £130,369.00. The total commitment for the year 2010/11 was £386,130.00

#### **3.2 Revenue funding available for 2011/12**

- 3.2.1 The revenue budget approved by Executive Board for 2011/12 is **£224,520.00**.



3.2.2 **Appendix 1** shows a carry forward figure of **£175,708.00** (which is split between the three wards) this includes the remaining balance from last year and projects funded last year and not fully spent at the end of the financial year.

3.2.3 Therefore the total amount of revenue funding available to the Area Committee for 2011/12 is **£400,228.00**.

3.2.4 The Area Committee is asked to note that **£281,630.13** has already been committed from the 2011/12 Well being Revenue Budget as listed in **Appendix 1**. This leaves a balance yet to be committed of **£118,597.87**. This is a variation from the figures reported at the last meeting as a result of the approved figures from finance at the end of November.

### 3.3 Ring fencing

3.3.1 At the June 2011 Area Committee Wellbeing funds were ring fenced to the following schemes.

	Beeston & Holbeck	City & Hunslet	Middleton Park	Total
Small grants	£12,000.00	£6,000.00	£5,000.00	£23,000.00
Skips	£3,000.00	£3,000.00	£2,000.00	£8,000.00
Communications budget	£3,000.00	£3,000.00	£3,000.00	£9,000.00
Festivals 2012	£5,500.00	£5,500.00	£6,000.00	£17,000.00
Environmental budget	£5,000.00	£5,000.00	£5,000.00	£15,000.00
Community Safety Budget	£5,000.00	£5,000.00	£5,000.00	£15,000.00
Total	£33,500.00	£27,500.00	£26,000.00	£87,000.00

3.3.2 Applications that come forward under each of these ring-fences will be highlighted as such within the outline of each scheme under section 4.0.

### 3.4 Capital funding available for 2010/11

3.4.1 Of the **£700,000** capital funding allocated to the Area Committee for 2004/10 a total of **£700,300** has been committed to date leaving an overspend of **£300**

3.4.2 Members are asked to note the capital allocation by Ward (detailed in **Appendix 2**). The spend broken down by Ward is as follows:

	Beeston & Holbeck	City & Hunslet	Middleton Park
Total Allocation 2004-11	£233,333.33	£ 233,333.33	£ 233,333.34
Allocation to date	£230,951.99	£232,120.28	£240,551.42
Balance	£2,381.34	£1,213.03	0.00

3.4.3 At the November Area Committee, Cllr Blake suggested that the capital under spend be adjusted from the current Ward Based Initiative (WBI) Funds. Colleagues in finance have confirmed that this approach is suitable and instigated the necessary work. The Hunslet Library scheme has identified as the project to use to offset this money. This will involve assigning £7219.09 Middleton Park WBI funding to the library project and a transfer of that amount from City & Hunslet capital to Middleton Park Ward thereby zeroing the Middleton Park Capital Fund. This will have no impact on the City & Hunslet capital allocation as funding is already committed to the Hunslet Library project nor will it have an impact on the Middleton Park wellbeing revenue allocation. Middleton members will be asked to sign off the allocation for WBI funds to this project so as to allow the transfer to take place.

#### 4.0 Wellbeing Projects for approval

4.1 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified in 3.3.4.

4.2 Members are asked to note that the deadline for receipt of completed application forms is five weeks before an Area Committee to allow for processing the necessary paperwork.

Members are asked to consider the following projects:

4.3 **Project Summary:** SLATE Volunteer Team  
**Name of Group or Organisation:** SLATE Furniture Store  
**Total Project Cost:** £4,186  
**Amount proposed from Well Being Budget 2011/2012:** £4,186 (Revenue)  
(£1,395 from each Ward)  
**Wards Covered:** All three wards

The SLATE Furniture Store has been running for the last seven years. It collects people's unwanted but still usable furniture, white goods and other household items which are refurbished as appropriate and then sold at affordable prices to anyone who needs them. SLATE provides work opportunities for people with learning difficulties. SLATE has a team of volunteers, mainly people with learning difficulties but also others.

SLATE is applying for funding to employ a Volunteer Development Worker for seven hours a week for a year. This worker will develop the team of volunteers – people with and without learning difficulties – who work in a variety of roles at SLATE with the aim of developing the skills and abilities of the volunteers. This includes assessing individual talents and skills and putting people into the appropriate team and help volunteers to undertake qualifications e.g. NVQs. The Volunteer Development Worker would give necessary support for volunteers with learning difficulties. The development worker will ensure that volunteers have the best experience possible, whether they use that experience as a stepping stone to employment or have a long-term volunteering position at SLATE or shorter placement.

This application is subject to the proviso that if approved, Officers will need to be reassured about various issues e.g. the job description for the post, management committee approval, development programme for the post and demonstration that the project works across the three inner south wards.

**Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:**

This proposal supports the Area Committee action to 'Increase the number of adults and those with barriers to learning engaged in education, training or employment' in the Learning theme.

**5.0 Small Grants Approvals**

5.1 There has been one small grant approved since the last Area Committee meeting.

<b>Project</b>	<b>Delivery organisation</b>	<b>£</b>
Toys for Play Area	City Tots	326.30
Junior Winter Training Tops	Hunslet Warriors Junior Rugby Club	499.80

**6.0 Corporate Considerations**

**6.1 Consultation and Engagement**

6.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the Well being budget is secured at Area Committee.

**6.2 Equality and Diversity / Cohesion and Integration**

6.2.1 All community groups submitting a project proposal requesting funding from the Well being budget will submit an equal opportunities policy as part of the application process, they will also complete a section outlining which equality group the project will work with, and how equality and cohesion issues have been considered.

6.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

**6.3 Council Policies and City Priorities**

6.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan

- Regeneration City Priority Plan

## **6.4 Resources and Value for Money**

- 6.4.1 Resource implications will be that the remaining balance of the Well being Budget for capital will be reduced as a result of any projects funded.

## **6.5 Legal Implications, Access to Information and Call In**

- 6.5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded from the Well being Budget.
- 6.5.2 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.
- 6.5.3 There are no key or major decisions being made that would be eligible for Call In.

## **6.6 Risk Management**

- 6.6.1 All proposals requesting Well being Funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

## **7.0 Conclusions**

- 7.1 The report provides up to date information on the Area Committee's Well being Budget.

## **8.0 Recommendations**

- 8.1 Members of the Outer South Area Committee are requested to:
- a) Note the contents of the report.
  - b) Note the position of the Well being Budget as set out at 3.0.
  - c) Approve the changes outlined in 3.2
  - c) Note the revenue amounts for 2011/12 as outlined in Appendix 1.
  - d) Note the Well being capital projects already agreed as listed in Appendix 2.
  - e) Consider the project proposals detailed in 4.0
  - f) Note the Small Grants situation in 5.0

## **9.0 Background Documents**

Wellbeing Report, 21<sup>st</sup> June 2011  
Wellbeing Report, 21<sup>st</sup> September 2011  
Wellbeing Report, 8<sup>th</sup> November 2011.

**Inner South Wellbeing Budget  
2010 - 2012**

Budget	2011 / 2012			
	Allocation	B&H	C&H	MP
	£224,520.00	£74,840.00	£74,840.00	£74,840.00
Carry forward	£175,708.00	£64,191.26	£70,193.72	£41,323.02
TOTAL	£400,228.00	£139,031.26	£145,033.72	£116,163.02

Projects rolled forward from 2010/11 (Accruals)	Committed	Paid
LCC Beeston village centre activities	£ 1,080.00	
Holbeck Health and Well Being Project	£ 441.25	
Central Leeds Cricket Club	£ 1,413.00	
Women's Health Matters Domestic Violence Project	£ 2,289.48	£ 1,935.51
Leeds City Credit Union	£ 5,000.00	
Communication & Consultation Budget	£ 54.00	
Belle Isle Credit Union	£ 5,000.00	
Environment Commissioning Pot	£ 1,002.02	
broomfields	£ 540.09	
Health & Wellbeing Commissioning Pot	£ 790.00	
Cottingley Teatime Club	£ 4,920.00	
Skips Fund	£ 440.00	
I love south leeds	£ 1,000.00	
<b>TOTAL</b>	<b>£ 12,349.75</b>	<b>£ 13,555.60</b>

Projects rolled forward from 2010/11	Committed	Paid
broomfields	£ 300.05	
festival 2011/12	£ 2,000.00	£ 12,000.00
St Lukes cares	£ 9,908.00	
south leeds super stars	£ 4,684.61	£ 4,315.39
<b>TOTAL</b>	<b>£ 6,984.66</b>	<b>£ 26,223.39</b>

b&h	c&h	MP
£ 100.00	£ 100.00	£ 100.05
£ 4,000.00	£ 4,000.00	£ 6,000.00
£ 4,954.00	£ 4,954.00	
£ 3,000.00	£ 3,000.00	£ 3,000.00
£ 12,054.00	£ 12,054.00	£ 9,100.05

Project	Delivery Organisation	2011/2012 Revenue Costs							Outcomes
		Approved	B&H	C&H	MP	Actual	Committed	Balance	
<b>2010/11 Rolled forward projects</b>	South East Area Management	£ 33,208.05	£ 12,054.00	£ 12,054.00	£ 9,100.05	£ 26,223.39	£ 6,984.66	£ 0.00	Various
<b>St.Lukes Cares - youth activities</b>	St Lukes Cares	£ 53,248.00	£ 17,940.00	£ 19,552.00	£ 15,756.00	£ 26,624.00	£ 26,624.00	£ -	To target challenging young people aged by setting up specialist programmes to engage them in positive activities
This project focuses on both outreach work and targeted work out of the mobile youth bus. The project works with young people across all three of the inner wards.									
<b>Youth Service - youth activities</b>	LCC Youth Service	£ 12,514.00	£ 7,047.00	£ 5,467.00				£ 12,514.00	To target challenging young people aged 13+ by setting up specialist

**Inner South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs							Outcomes
		Approved	B&H	C&H	MP	Actual	Committed	Balance	
A range of programmes to engage challenging young people aged 13+, who are at risk or involved in crime /ASB living in the Beeston & Holbeck and City & Hunslet areas.									programmes to engage them in positive activities. To address the historical tensions that exist between white youngsters in the Disraeli/Brett Garden and the Asian youngsters living around Hamara Centre and to bring these two groups together.
<b>re'new - work in Middleton</b>  Development and enhance local community groups and individuals whilst supporting local infrastructure groups such as The Middleton Regeneration Board.	re'new	£ 26,950.00			£ 26,950.00	£ 13,671.65		£ 13,278.35	Establishment of key working relationships to make partnership working effective and to promote commitment to the areas regeneration among these individuals and their agencies. Development of a committed partnership working at a neighbourhood level. Development of a strategy and a vision for the neighbourhood
<b>Middleton Elderly Aid - outreach worker</b>  Employment of an outreach worker to support local older people	MEA	£ 5,000.00			£ 5,000.00	£ 2,500.00		£ 2,500.00	additional support provided to older residents to increase confidence and support networks.
<b>Off road bikes</b>  Funding was provided to provide bikes to target issues associated with illegitimate use of motorbikes	West Yorkshire Police	£ 2,964.00	£ 988.00	£ 988.00	£ 988.00			£ 2,964.00	Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents.
<b>Cottingley Health and Wellbeing Group - make a difference</b>  funding to support the development of the group and facilitate activities t benefit the community of Cottingley	NHS Leeds	£ 3,013.00	£ 3,013.00				£ 3,013.00	£ -	Establishment of a series of local partnership services that benefit the local community
<b>Job search support/capacity building/environmental improvement days</b>  Provide intensive support to three community groups/consortia, supporting St Matthews Community Centre on developing their improvement and feasibility plans, linking in volunteers to support Cottingley in Bloom to establish the impact of their work, review their current position and help them	Leeds Ahead	£ 4,500.00	£ 3,000.00	£ 1,500.00			£ 4,500.00	£ -	increased support to enable people to apply for jobs.
<b>Investment ready partnership</b>  To support the work of the consortium to be investment ready	Aspire	£ 3,400.00	£ 1,133.00	£ 1,134.00	£ 1,133.00			£ 3,400.00	provide an investment ready partnership to facilitate joint working

**Inner South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs							Outcomes
		Approved	B&H	C&H	MP	Actual	Committed	Balance	
<b>Radio Asian Fever</b> To provide full-time Community Radio, which is not for profit and benefits the local communities. To provide free training for local radio enthusiasts, community members, students and volunteers.	Radio Asian Fever	£ 5,000.00		£ 5,000.00		£ 5,000.00		£ -	Provided efficient and targeted training opportunities for the community. Provide facilities with greater access and thereby interaction with the elder and disabled members of the community, women and young people
<b>Kidz Klub - in LS11</b> Delivering a number of young people's activities in Beeston & Holbeck ward.	Kidz Klub	£ 5,677.00	£ 2,839.00	£ 2,838.00			£ 5,677.00	£ -	By encouraging children to stay in school, work hard and value education and the education system. Encouraging children to look after their surroundings and their communities. Breaking down divisions in society and divisions of territory, race and ethnicity that can exist in the inner city areas.
<b>Beeston Festival 2011 - additional funding</b> This funding is required to fully deliver the 2011 festival	Beeston Festival Committee	£ 2,000.00	£ 1,000.00	£ 1,000.00		£ 2,000.00		£ -	Strong community event in the heart of the community, bringing together local people and building community spirit
<b>Holbeck Gala 2011 - additional funding</b> This funding is required to fully deliver the 2011 festival	Holbeck Gala Committee	£ 1,000.00	£ 500.00	£ 500.00				£ 1,000.00	Strong community event in the heart of the community, bringing together local people and building community spirit
<b>Small Grants</b> Provision of a small grants fund for small scale community based projects meeting Area Delivery Plan priorities.	South East Area Management	£ 23,000.00	£ 12,000.00	£ 6,000.00	£ 5,000.00	£ 5,656.30	£ 500.00	£ 16,843.70	Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities.
<b>Skips</b> To provide skips for community use.	South East Area Management	£ 8,000.00	£ 3,000.00	£ 3,000.00	£ 2,000.00	£ 1,100.00	£ 220.00	£ 6,680.00	Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.
<b>Communications Budget</b> A budget to enable effective communication and consultation on Area Committee issues in the Outer South.	South East Area Management	£ 9,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 397.60		£ 8,602.40	To provide newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans.

**Inner South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs							Outcomes
		Approved	B&H	C&H	MP	Actual	Committed	Balance	
<b>Festivals 2012</b> Funding to support the community festivals in 2012	South East Area Management	£ 17,000.00	£ 5,500.00	£ 5,500.00	£ 6,000.00			£ 17,000.00	Strong community event in the heart of the community, bringing together local people and building community spirit
<b>Environmental budget</b> To support environmental initiatives to target issues	South East Area Management	£ 15,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00			£ 15,000.00	Cleaner neighbourhoods and improved environmental appearance.
<b>Community Safety Budget</b> To support NPT to deliver community safety initiatives	South East Area Management	£ 15,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00			£ 15,000.00	Reduce crime and fear of crime through initiatives such as target hardening, smartwater and operations tackling underage drinking and ASB
<b>Community Sports 2012</b> Delivery of a range of summer sports activities for all over the school holidays	Community Sports Team	£ 4,600.00	£ 1,534.00	£ 1,533.00	£ 1,533.00		£ 4,600.00	£ -	Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays
<b>Wednesday in the woods</b> Family activities run at 3 parks in Inner South.	Health for All	£ 2,855.00	£ 713.75	£ 713.75	£ 1,427.50			£ 2,855.00	The project encourages community cohesion within South Leeds supporting families from different neighbourhoods to interact with each other.
<b>Christmas Hampers</b> Provides Christmas hampers of seasonal food for financially deprived families in South Leeds	Fayre Care for Christmas	£ 1,500.00	£ 500.00	£ 500.00	£ 500.00			£ 1,500.00	An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities
<b>ASHA Pre-School</b> Providing additional pre-school provision in Beeston & Holbeck.	ASHA	£ 4,762.00		£ 4,762.00			£ 4,762.00	£ -	additional pre-school places for the Inner South area
<b>Middleton Circus lights</b> Hire of Christmas Trees, lights and decorations communities in Middleton	Leeds Lights	£ 1,430.00			£ 1,430.00			£ 1,430.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
<b>Victims of Crime Fund</b> Support target hardening work for victims of crime in inner south.	Victim Support	£ 2,500.00	£ 833.33	£ 833.33	£ 833.34			£ 2,500.00	Reduction in the fear of crime and repeat offences through target hardening work.
<b>Belle Isle Christmas Lights</b> Hire and Installation of lights / motifs in Belle Isle	Leeds Lights	£ 1,860.00			£ 1,860.00			£ 1,860.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.



**Inner South Wellbeing Budget  
2010 - 2012**

Project	Delivery Organisation	2011/2012 Revenue Costs							Outcomes
		Approved	B&H	C&H	MP	Actual	Committed	Balance	
<b>Priority Neighbourhood Worker</b>  Implement the Neighbourhood Improvement approach for Cottingley	Health for All	£ 6,349.08	£ 6,349.08			£ 1,049.18		£ 5,299.90	One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector.
Cottingley Sphinx Improvements  Funding the delivery of improvement works on the site of the recently demolished Sphinx pub in Cottingley	Aire Valley Homes	£ 2,000.00	£ 2,000.00					£ 2,000.00	This scheme has both capital and revenue elements to allow the successful landscaping works. i.e. a large greenspace improvement for the benefit of local residents
South Leeds Youth Theatre  Sessional staff to engage young people in a theatre based project	South Theatres Leeds	£ 6,800.00	£ 2,092.31	£ 3,923.07	£ 784.62			£ 6,800.00	Young people performing and watching at a large scale performance venue Continuing long standing arts provision in the area.
Friday Night Project  Friday Night Project	Friday Night Project	£ 1,500.00			£ 1,500.00			£ 1,500.00	<ul style="list-style-type: none"> <li>• Increased access to leisure services for young people aged 8-18 years old between 6-9pm on a Friday evening when ASB in the area is known to be at it's highest</li> <li>• To increase Breezecard membership as all young people will use the Breezecard to register on to the programme</li> <li>• To increase access to the leisure centre facilities and engagement in physical activity</li> <li>• Regular attendance of up to 70 young people per session</li> </ul>
<b>TOTAL</b>	<b>Projects agreed</b>	£ 281,630.13	£ 97,036.47	£ 89,798.15	£ 94,795.51	£ 84,222.12	£ 56,880.66	£ 140,527.35	
	<b>Balance</b>	£118,597.87	£ 41,994.79	£ 55,235.57	£ 21,367.51				

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<b>INNER SOUTH AREA WELL BEING BUDGET POSITION - September 2011</b>	
<b>Capital programme budget for 2004/05 to 2010/11</b>	<b>£700,000.00</b>
<b>Projects Approved between 2004/05 to 2011/12</b>	<b>Total</b>
<b>Total spend</b>	<b>£700,300.00</b>
Total Budget	£700,000.00
<b>Total Available spend</b>	<b>-£300.00</b>
<b>Beeston &amp; Holbeck</b>	
<b>2005</b>	
Dewsbury Road Verges	£30,300.00
Holbeck Day Centre Gardens	£2,000.00
M621 Holbeck Moor Subway	£2,500.00
Cottingley Welcome Signs	£2,200.00
Pleasants Environmental Improvements	£5,000.00
Clarksfield Allotments - Fencing	£4,200.00
New Bewerley Muga	£7,500.00
<b>2006</b>	
Normantons Kickabout Area	£9,500.00
Hunslet Nelson Cricket Club	£6,533.33
Cottingley Vale Shops	£57,100.00
<b>2007</b>	
Beeston Community Football Project	£10,000.00
<b>2008</b>	
Clarksfield Allotments - Access	£1,100.00
Leedselevenfm	£6,000.00
Beeston Village Community Centre - Phase 1	£18,000.00

Southleigh A Frame	£700.00
<b>2009</b>	
Beeston Village Community Centre - Phase 2	£9,000.00
South Leeds Community Radio	£500.00
Clarksfield Allotments - Disabled Toilet	£597.66
Cardinals Litterbins	£800.00
<b>2010</b>	
Hunslet Nelson - Cricket Carpet	£2,166.00
St Luke's Cares - Fire Safety	£2,276.00
HFA - Community IT Service	£4,979.00
Holbeck bin yards	£45,000.00
Cottingley Sphinx	£3,000.00
<b>Total spend</b>	<b>£230,951.99</b>
Total Budget	£233,333.33
<b>Available spend</b>	<b>£2,381.34</b>

<b>INNER SOUTH AREA WELL BEING BUDGET POSITION - September 2011</b>	
<b>Capital programme budget for 2004/05 to 2010/11</b>	<b>£700,000.00</b>
<b>Projects Approved between 2004/05 to 2011/12</b>	<b>Total</b>
<b>Total spend</b>	<b>£700,300.00</b>
Total Budget	£700,000.00
<b>Total Available spend</b>	<b>-£300.00</b>
<b>Projects Approved between 2004/05 to 2011/12</b>	<b>Total</b>

<b>City &amp; Hunslet</b>	
<b>2005</b>	
M621 Holbeck Moor Subway	£2,500.00
St Luke's Cares - Unity House	£6,400.00
Belvederes Gate It Project	£2,000.00
Beeston Hill Binyards - Phase 1	£43,000.00
New Beverley Muga	£7,500.00
<b>2006</b>	
Ingleton Place Environmentals	£10,100.00
Hunslet Nelson Cricket Club	£6,533.33
South Leeds Sports Centre - Knee Rail Fencing	£3,000.00
Street Signs Refurbishment - Phase 1	£7,000.00
Beeston Hill Binyards - Phase 2	£13,231.29
Street Signs Refurbishment - Phase 2 & 3	£6,500.00
<b>2007</b>	
Leedselevenfm	£6,000.00
Street Nameplates - Beeston	£21,300.00
Litterbin at Maud Avenue	£400.00

<b>2008</b>	
Hunslet Methodist Church	£4,000.00
Old Cockburn Improvement Project	£304.00
Leasowe Alleygating	£4,400.00
South Leeds Community Radio	£500.00
Clarksfield Allotments - Disabled Toilet	£597.66
Hamara Rooftop Garden	£10,070.00
Hunslet Nelson - Cricket Carpet	£2,167.00
St Luke's Cares - Fire Safety	£2,276.00
HFA - Community IT Service	£1,412.00
Hunslet Library	£70,529.00
Cherry road	£400.00
<b>Total spend</b>	<b>£232,120.28</b>
Total Budget	£233,333.33
<b>Available spend</b>	<b>£1,213.05</b>

<b>INNER SOUTH AREA WELL BEING BUDGET POSITION - September 2011</b>	
<b>Capital programme budget for 2004/05 to 2010/11</b>	<b>£700,000.00</b>
<b>Projects Approved between 2004/05 to 2011/12</b>	<b>Total</b>
<b>Total spend</b>	<b>£700,300.00</b>
Total Budget	£700,000.00
<b>Total Available spend</b>	<b>-£300.00</b>

<b>Middleton Park</b>	
<b>2005</b>	
Manor Farms Community House	£19,800.00
Middleton Park Signs	£10,800.00
Hopewell View Methodist Hall Refurbishment	£5,900.00
Central Middleton Fencing	£19,000.00
Middleton Park Benches & Bins	£6,100.00
<b>2006</b>	
Belle Isle Foundation Roller Shutters	£15,200.00
Hunslet Nelson Cricket Club	£6,533.33
BITMO - Former Housing Office Renovations	£30,000.00
Throstle Recreation Ground Improvements	£14,000.00
<b>2007</b>	
William Gascoigne Play Area	£10,464.03
Middleton Elderly Aid Building Improvements	£10,000.00
South Leeds Youth Hub Improvements	£30,000.00
<b>2008</b>	
Leedselevenfm	£3,000.00
Middleton Leisure Centre - signage	£4,100.00

<b>2009</b>	
Virtual Babies at Cockburn High School	£3,525.00
Middleton Circus Christmas Lights	£4,463.40
Cranmore & Raylands CC	£25,000.00
South Leeds Community Radio	£500.00
Sissons Road Alleygating	£710.00
Hunslet Parkside RLFC Minibus	£8,000.00
Clarksfield Allotments - Disabled Toilet	£597.66
Manorfield Hall - flooring and signage	£3,330.00
Middleton Circus Christmas Tree - additional funding	£1,000.00
Hunslet Nelson - Cricket Carpet	£2,167.00
Litterbins - Helston Walk	£800.00
Middleton Elderly Aid - Gardening Equipment	£625.00
HFA - Community IT Service	£4,937.00
WBI deposit	-£7,219.09
<b>Total spend</b>	<b>£233,333.33</b>
Total Budget	£233,333.33
<b>Available spend</b>	<b>£0.00</b>





Report author: Gavin Forster  
Tel: 2474310

**Report of South East Area Leader**  
**Report to South (Inner) Area Committee**  
**Date: Wednesday 11th January 2012**  
**Subject: A Summary of Key Work**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Beeston & Holbeck  City & Hunslet  Middleton Park
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues and corporate governance considerations**

1. This report details a range of activities taking place within the Inner South Leeds Area, some of which are dealt with in greater detail elsewhere on the agenda.

**Recommendations**

2. The Area Committee is asked to:
- a) note the contents of the report and make comment as appropriate.

## **1.0 Purpose of Report**

- 1.1 To bring to Members' attention in a succinct fashion, brief details of the range of activities with which the Area Management Team are engaged based on the Area Delivery Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

## **2.0 Background Information**

- 2.1 Members will recall at the June 2011 Area Committee, a revised title and format for this report was introduced based on proposed changes to the Leeds Initiative partnership and planning framework for the city and in an effort to be more focused on current priorities.

## **3.0 Area Chairs Forum**

- 3.1 The minutes from the meeting held on Monday 5<sup>th</sup> September 2011 were agreed at the Area Chairs Forum on the 11<sup>th</sup> November and are attached for Members information. **(Appendix 1)**
- 3.2 At the 11<sup>th</sup> November Area Chairs Forum meeting, members asked that a series of papers on the proposed welfare reforms would go to each Area Committee. Attached for information are the relevant papers. **(Appendix 2)**

## **4.0 Updates by theme: Children & Families**

- 4.1 Joseph Priestley College Update  
Sally Blunt (Deputy Principle at Leeds City College), will be attending the 21<sup>st</sup> March 2012 meeting to provide a fuller update on the merger.

## **5.0 Updates by theme: Safer Stronger Communities Board**

- 5.1.1 Prostitution in Holbeck update
- 5.1.2 At the September Area Committee, members raised concern about the perceived increase of on-street prostitution in Holbeck. The NPT Inspector advised the meeting that officers are carrying out Operation Dairy – an ongoing piece of work to identify those involved and take enforcement action against them. This includes the use of Home Office cautions, Acceptable Behaviour Contracts (ABCs) and Anti Social Behaviour Orders (ASBOs).
- 5.1.3 There is a recognition from all agencies that enforcement action alone will be insufficient to address the problem. Since the last Area Committee meeting, a group of officers from Leeds City Council, the Police and the voluntary sector have started discussions to develop a case conference approach to support Operation Dairy. The case conference approach will review the background and circumstances of women who are involved in prostitution and co-ordinate the support that is available to them. This will include referral to specialist agencies where appropriate alongside ensuring they are able to access

mainstream services. This support will be offered alongside the enforcement measures with the aim to encourage women to exit prostitution by whatever means has greatest effect on that individual.

- 5.1.4 Colleagues from Inner West have been included in developing this approach as it has been recognised that previous operations done by Holbeck NPT and Inner West NPT have lead to displacement of the issues from Holbeck to New Wortley and back again.
- 5.1.5 This case conference approach is being lead in south to address the issues in Holbeck primarily. However, this locally focussed group would benefit from being part of a city wide approach. Cllr Gruen (Executive Board Member for Neighbourhoods, Housing and Regeneration) has been briefed on the issue and has requested that further work is undertaken to understand the links to other areas. The case conference group will meet again in January 2012 and progress will be reported back to the Area Committee in due course.

## **5.2 Environmental Delegation**

- 5.2.1 The Inner South Environmental Sub-group met on 16<sup>th</sup> December to discuss the role of the group and the associated SLA. The minutes will be provided at the February Area Committee. Minutes of the 7<sup>th</sup> October meeting are attached **Appendix 3**. A full update on the implementation of the SLA is tabled as a separate item on this agenda
- 5.2.2 At the November Area Committee an update was requested by members on the ongoing issues associated with 116 Stratford Terrace. The current position is as follows:
- 5.2.3 Following a Section 92 enforcement notice for waste in gardens the owner of 116 Stratford Terrace contacted us in mid November and removed the vast majority of the waste from around the outside of the property. Following this our enforcement officer spoke to the landlord and advised him that he needed to improve the safety and condition of the property or we would take further enforcement action and possible works in default. There is now scaffolding around the property and works should be beginning to secure it and deal with the pigeon infestation. We are monitoring progress closely and, if we are not satisfied that things are progressing, we will take enforcement action in the New Year.

## **6.0 Updates by theme: Health and Wellbeing**

- 6.1 The South East Health and Wellbeing partnership met on the 24<sup>th</sup> November 2011. Minutes from the meetings are available at **Appendix 4**.

## **7.0 Updates by theme: Housing & Regeneration**

### Holbeck phases 1, 2 and 3

- 7.1.1 The Council are awaiting an announcement from Chevin Housing Association about their bid to the Homes and Communities Agency (HCA) for funding to develop 39 new, quality affordable homes on this cleared site which is expected imminently. Until the Housing Association have signed a contract with the HCA for funding to deliver their 2011/15

redevelopment programme no announcement can be made as to the success or failure of this bid.

#### Holbeck Phase 4

7.1.2 Aire Valley Homes Leeds has confirmed that their main contractor, Morrisons has started on site with the properties being let by Christmas

7.1.3 There has been a slight delay in the binyards work at the Crosby's starting onsite, but will begin in the coming weeks. The aim is still to be finished on site by the end of the financial year.

#### 8.2 Beverleys

8.2.1 Chevin Housing Association's contractors are on site developing 55 affordable homes. Works are still expected to be completed by summer 2012.

#### 8.3 Garnets

8.3.1 These work will follow on from those on the Crosby's and will be completed on site by the end of the financial year.

#### 8.4 Middleton Sites 1,2 & 3 (Thorpe Road)

8.4.1 Proposals to develop 129 new homes to be constructed on the above sites (plus 2 smaller infill sites) in Middleton have been brought forward by Sanctuary Housing Association as part of their affordable housing programme. Proposals for a mixture of 2, 3 and 4 bed homes have been supported in principle by Middleton Regeneration Board and will be subject to an application for full planning permission in the new year. Sanctuary will be undertaking local consultation prior to submission of the planning application. Timescales for construction have yet to be confirmed.

### **9.0 Locality Integrated working**

#### 9.1 Cottingley

9.1.1 An Area Profile has been drawn up for Cottingley and the PNW has met up with residents and identified priorities for the TARA. These include training for committee members, working together as a committee, preparing for the upcoming AGM, developing an action plan and applying for funding and delivering projects. Communication between committee members and the organisation of the running of the TARA requires still much support.

9.1.2 Committee members have since registered the group with Aire Valleys Homes enabling the TARA to apply for their annual support grant. Training booklets on committee roles have been issued and the residents have been asked to book onto courses with Leeds Federation Housing.

- 9.1.3 Unfortunately committee members were unable to attend the Health For All “Springboard to Independence” event. The event aimed to establish a community network for knowledge and information sharing and support new groups with applying for funding, working with others and developing projects.
- 9.1.4 The PNW met with committee members and Stacey Johns from NHS Leeds and residents were provided with training course information and given advice on running committee meetings. ideas for future projects and ownership of the TARA newsletter was discussed with residents.
- 9.1.5 Residents ran stalls at the Cottingley Christmas Fair raising funds for various community groups in the area.
- 9.1.6 The PNW is now a member of the Health and Wellbeing Group and the Cottingley Multi Agency Project.
- 9.1.7 The six months multi agency project continues as does the weekly walkabouts to identify environmental issues for action by the relevant agency. The maintenance of footpaths and waste management and re-cycling facilities on the estate are under discussion.
- 9.2 Beeston, Holbeck & Hunslet Neighbourhood Improvement Board
- 9.2.1 The most recent meeting of the core group took place on 30<sup>th</sup> September, minutes of this meeting are attached. **(Appendix 5)** The improvement board’s last meeting was held on 18<sup>th</sup> November, the minutes of this meeting are attached. **(Appendix 6)**
- 9.3 Middleton Regeneration Board  
To fall in line with the recent changes to the Beeston Hill & Holbeck regeneration board moving to the Beeston, Holbeck & Hunslet NIB, Middleton Regeneration Board is in the process of moving its geographical boundary to include Belle Isle. This change will result in the board covering the whole of Middleton Park Ward and focus on improvements to the area as a whole. Further updates will be provided to Area Committee after the 10<sup>th</sup> January meeting of the board.
- 9.4 Connecting communities  
Through the application process fifteen projects were submitted for consideration. These projects were identified by a range of groups both fully established and some set up to specifically deliver the outcome in this scheme. After careful deliberation by the Connecting Communities Steering group seven of the proposed projects were passed to the Stronger Communities Board for approval.

<b>Project</b>	<b>Delivery Agent</b>	<b>Funding Approved</b>
Whitehouse farm allotments project.	Whitehouse farm allotments project.	£ 1,000
Belle Isle Women's wellbeing group	Belle Isle Women's wellbeing group	£ 974
Lift Off Printing	South Leeds Youth HUB	£ 675
Down Memory Lane	Trinity network	£ 1,000
Guitar in the Community	Guitar in the Community	£ 990
The Good, The Bad and The Beautiful	Life-force productions	£ 996
Drama through Forum Theatre	Drama through Forum Theatre	£ 1,000
	<b>TOTAL</b>	<b>£ 6635</b>

#### 9.5 Middleton Park Strategic Advisory Group

The most recent meeting of the Middleton Park SAG was 23<sup>rd</sup> November, minutes will be presented to the February meeting.

#### 9.6 Hunslet Library update

Works are currently underway on the roof improvements, this will make it water tight and facilitate the future works. These initial elements of the scheme have been funded through Corporate Property Management (CPM) with the next phase of the works to the roof being funded by Inner South Area Committee Wellbeing. It is envisaged that the next phase will commence in a couple of weeks once the roof is confirmed as being water tight.

A meeting is planned between Libraries and CPM in early January to finalise the forward plan of works, Members will be updated through Ward based briefings and at a future Area Committee.

### **10.0 Corporate Considerations**

#### **10.1 Consultation and Engagement**

10.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the Well being budget is secured at Area Committee.

#### **10.2 Equality and Diversity / Cohesion and Integration**

10.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.

10.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

### **10.3 Council Policies and City Priorities**

10.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

### **10.4 Resources and Value for Money**

10.4.1 There are no resource implications as a result of this report.

### **10.5 Legal Implications, Access to Information and Call In**

10.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

10.5.2 There are no key or major decisions being made that would be eligible for Call In.

10.5.3 There are no legal implications as a result of this report.

### **10.6 Risk Management**

10.6.1 This report provides an update on work in the Outer South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

### **11.0 Conclusions**

11.1 The report provides up to date information on key work areas of the Area Committee.

### **12.0 Recommendations**

12.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate

### **13.0 Background documents**

13.1 Minutes of the Full Council meeting, 26<sup>th</sup> May 2011

13.2 Area Committee Summary of Key Work Report, 8th November 2011

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**Area Chairs Forum  
Monday 5<sup>th</sup> September 2011  
Committee Room 1, Civic Hall**

**Attendance:**

Councillors: P. Gruen (Chair), G. Hyde, G. Wilkinson, K. Parker, A. Gabriel, G. Latty, D. Blackburn

Officers: J. Rogers, R. Barke, S. Mahmood, J. Maxwell, H. Freeman, B. Logan

Minutes: S. Warbis

Officers attending for specific items: Jane Harwood, Debra Scott, Geoff Turnbull

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr. G. Hussain	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 17 <sup>th</sup> June 2011 were agreed as an accurate record.	
2.2	<u>2.3 of previous minutes – Environmental Service Level Agreement pilot</u> Due to timescales it had been agreed to take the SLAs to Area Committees, with no need for a pilot exercise.	
2.3	<u>3.1 of previous minutes - Environmental Delegation Member Workshops</u> Reminders had been sent to members by Cllr Gruen and attendance averaged around 60 members at each workshop. It was noted that some elected members had failed to attend any of the workshops.	
2.4	<u>3.3 of previous minutes – Cycles of Mechanical Cleansing Services</u> Dealt with in agenda item 5.	
2.5	<u>3.5 of previous minutes – Land Ownership Issues and Responsibilities</u> Although progress has been made, particularly regarding co-operation with ALMOs, it was felt that this was still an issue locally and that remedies discussed between partners had not always been embedded with the front line workforce.  Multi-agency work has progressed regarding priority ginnels, including tackling red tape around budget issues, and it was felt that this work would be built on, although it was still a work in progress. Further meetings are to take place with Parks and Countryside in September to explore further co-operative approaches between responsible agencies.  It was agreed that this would be an item on the next Area Chairs Forum agenda in November, and that Area Leaders would provide a snapshot of issues in their areas, and detail progress being made between partners.	<b>Area Leaders</b>
2.6	<u>3.6 from previous minutes – Environmental Services Restructure</u> Dealt with in agenda item 5.	
2.7	<u>3.8 from previous minutes – Environmental Delegation</u> Dealt with in agenda item 5.	
2.8	<u>5.5 from previous minutes – Luncheon Clubs</u> The following written update was provided by Jason Lane:	

	<p><i>In addition to a short questionnaire sent to LC grant recipients ASC have organised three discussions / meetings with sample of luncheon club committee members on 22<sup>nd</sup> August and 2<sup>nd</sup> September to</i></p> <ul style="list-style-type: none"> <li><i>• get feedback on the previous years application process,</i></li> <li><i>• gather more information about how the LC's function,</i></li> <li><i>• identify and explore concerns raised by clubs,</i></li> <li><i>• identify networking possibilities and</i></li> <li><i>• enable PCT Health improvement workers to distribute nutrition and hydration information and discuss these topics directly with LC coordinators.</i></li> </ul> <p><i>ASC are also arranging dates September onwards to conduct informal interviews with service users of a sample of the luncheon clubs across Leeds to get an indication of the types of benefit individuals perceive they gain from the clubs. LC coordinator feedback will be used by ASC to improve the next annual process and application documents after which time a schedule for the 2012-13 application process can be confirmed and invitations to Area Management staff to observe 2012-13 grant application process can be made. Interviews with service users will not be complete for September Area Chairs Forum meeting. Budget information is being collated for inclusion with mapping information and issues raised by LC users and co-ordinators into a report to be brought back to Area Chairs Forum meeting for November.</i></p> <p>It was requested that Jason Lane be contacted to ensure that arrangements are made for the shadowing of the grant application process by the former Area Management staff.</p>	<p><b>Sarn Warbis / Area Leaders</b></p>
<p><b>3.0</b></p>	<p><b>Update on the Localism Bill</b></p>	
<p>3.1</p>	<p>Jane Harwood, Corporate Policy and Performance Officer, attended to present a paper outlining ongoing work across the council in preparation for the Localism Bill.</p>	
<p>3.2</p>	<p>Work is ongoing across directorates to establish the implications of the bill and to prepare for the potential changes. Particular reference was made to the following areas:</p>	
<p>3.3</p>	<p><u>Community Right to Challenge</u> The potential right for various groups to express an interest in running services which the authority is responsible for. A paper is going to the Strategic Planning and Policy Board on 16<sup>th</sup> September and this area will be discussed at Corporate Commissioning Group on 19<sup>th</sup> September. Various pieces of work are underway to look at</p> <ul style="list-style-type: none"> <li>○ our relationship with the third sector</li> <li>○ key account management</li> <li>○ category management</li> <li>○ commissioning processes</li> <li>○ the Open Public Service white paper</li> <li>○ innovation and new models of service delivery</li> <li>○ community engagement</li> <li>○ equality impact assessments</li> <li>○ procurement.</li> </ul>	
<p>3.4</p>	<p><u>Community Right to Buy</u> The potential for communities to register land or property as assets of community value and to have a chance to bid to take over assets and facilities. A detailed report has been produced by Neil Charlesworth, Community Asset Officer, which has been agreed by Asset Management Board and will go to the executive board in December or January. This includes the proposed approach to:</p>	

	<ul style="list-style-type: none"> <li>○ assessing nominations</li> <li>○ listing assets</li> <li>○ publishing a list of assets of community value</li> <li>○ publishing a list of unsuccessful community nominations</li> </ul> <p>The Asset Transfer Framework is to be discussed at Asset Management Board on 15<sup>th</sup> September and will go to Executive Board in November.</p>	
3.5	<p><u>Local Referendums</u></p> <p>The Localism Bill will give people the power to initiate local referendums on local issues if support can be gained from 5% of the local electorate. Work is being undertaken to examine potential resource and cost implications, with assistance from Bradford MBC who are providing information regarding a recent parish poll carried out.</p>	
3.6	<p><u>Neighbourhood Planning</u></p> <p>This is a complex area with detail emerging as the bill progresses. A Neighbourhood plan would be subject to an independent examination and would need approval by 50% or more of voters who turn out for a referendum. A report is going to Corporate Leadership Team on 13<sup>th</sup> September and then to Leader Management Team to establish the LCC approach. Member briefings are taking place on 23<sup>rd</sup> September and 22<sup>nd</sup> November with a Parish and Town Council Seminar taking place on 19<sup>th</sup> October. Leeds is also hosting a Localism Roadshow for Councillors at the Town Hall on 1<sup>st</sup> November and there will also be a Localism Forum in Leeds run by the Local Government Group aimed at Heads of Service and Senior Officers from Local Authorities.</p>	
3.7	<p>Concerns were raised regarding the difficulties for areas that did not have Parish Councils in getting organised to take part in the various aspects of the Localism Bill. It was suggested that Area Committees and Locality Teams would need to be involved in supporting local areas to get organised. There were concerns that Neighbourhood Forums would need a lot of effort to achieve the appropriate mandate and representation from their communities, and that guidance was needed on what would represent an appropriate constitution for a forum. It was suggested that there needs to be communication between the Area Teams and Area Committees regarding where Neighbourhood Forums and other representative groups are functioning well and that learning should be shared.</p>	
3.8	<p>It was raised that the National Planning Framework was also changing dramatically and there needed to be clarity on the relationship between national and local planning policies.</p>	
3.9	<p>The Locality Bill is a work in progress and there are many amendments to guidance as the bill is progressing which can lead to confusion. Neighbourhood Planning may be seen by some as a means to stifle development although this is not the stated intention, and work will continue by officers across services to keep abreast of developments.</p>	
<b>4.0</b>	<b>Community Centres Review Update</b>	
4.1	<p>Debra Scott attended to present a report outlining the proposed review of community facilities.</p>	
4.2	<p>Although referred to as the Review of Community Centres it had already been agreed to rename this as the Review of Community Facilities to include other assets in the review options. It was stressed that the review was not tasked with reducing provision but was intended to maximise resources.</p>	
4.3	<p>The Project Initiation Document was included in the papers and this will be considered by the Asset Management Board on 15<sup>th</sup> September and will also be</p>	

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	shared with Directors of other Directorates to explore opportunities for collaboration. It was stressed that consultation was key to the development of proposals and a workshop was suggested for Area Committee members to discuss and develop the consultation strategy.	
4.4	A project board is being established and there was an invitation for an Area Chair to join the programme board. It was also suggested that the programme board should include a representative for users of community facilities.	
4.5	It was suggested that clarity needed to be reached on what facilities were to be included in the scope of the review. Reference was made to community centres owned by external bodies but located on council land. Debra Scott stated that a mapping exercise was taking place and that issues such as these should be addressed through this exercise and through workshops with officers and members.	
4.6	Reference was made to a recent review of community facilities carried out in Chapelton which identified a vast array of facilities owned or run by local groups. This highlighted a duplication in provision, with competition threatening the viability of certain facilities and groups. It was suggested that the review needed to take account of the context in which facilities were located.	
4.7	Area Chairs were asked to note the content of the report and provide comments on the proposals.	
4.8	The Area Chairs Forum were asked to nominate an Area Chair to serve on the project board and Cllr Angela Gabriel volunteered and was nominated.	
4.9	It was agreed that a number of workshops would be arranged to enable Area Committee members to engage with and influence the review and consider wider consultation arrangements.	<b>Debra Scott</b>
4.10	It was agreed that Debra Scott would return to a future meeting to provide an update on the progress of the review.	<b>Debra Scott</b>
<b>5.0</b>	<b>Delegation of Environmental Services to Area Committees</b>	
5.1	Helen Freeman attended to provide an update on the progress of the Environmental Services delegation.	
5.2	The service level agreement is going to the first Area Committee meeting this afternoon for approval and will be going to all other Area Committees during September.	
5.3	Workshops for members carried out in January, March and July were successful and, along with sessions with environmental sub-groups, enabled the development of the service level agreement to proceed smoothly.	
5.4	The service restructure has progressed and appointments have been made to service manager and supervisor posts. The 8 day programme of sweeping and mechanical cleaning is going live today .	
5.5	Work is still ongoing in the following areas: <ul style="list-style-type: none"> <li>○ reviewing the fleet of vehicles</li> <li>○ establishing a balance between mechanical and manual cleaning</li> <li>○ coordination with Parks and Countryside</li> <li>○ reviewing the use of depots and addressing downtime</li> <li>○ developing and maintaining the committed and flexible culture within the service</li> </ul>	

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5.6	It was acknowledged that whereas some areas of the city were up to the benchmark other areas were below and these needed to be brought up. There will be ongoing reflection and reviewing of the delegation and this will involve Area Committee members. Also, Area Leadership teams will have input where they feel resources or performance is not appropriate.	
5.7	There will be a full 6 month review of the environmental delegation, however intervention will take place as and when difficulties arise or problems are identified.	
5.8	Cllr Gruen stated that the service level agreements represented a minimum offer from day one, with a baseline grounded in reality, and that there was an expectation to perform. Cllr Gruen is looking for a real challenge from environmental sub-groups to ensure the service is effective and that the right balance is established locally for the environmental services that can be provided.	
<b>6.0</b>	<b>Update on Restructuring and Locality Working</b>	
6.1	Briefing seminars for elected members had taken place to explain the details of the restructure, with 40-50 councillors attending.	
6.2	The restructure proposals had been issued to the trade unions before the August bank holiday with a deadline set for comments of 16 <sup>th</sup> September. As part of the process meetings will take place between James Rogers and the trade unions.	
6.3	Introductory events have been set up towards the end of September for the Area Leadership Teams set up to oversee locality working in the three areas.	
<b>7.0</b>	<b>Any Other Business</b>	
7.1	<u>Equality and Decision Making Training</u> Geoff Turnbull, Senior Project Officer within the Equality Team, attended to give background information on the legal equality duties that apply to Area Committees due to their decision making responsibilities.	
7.2	There is a risk that decisions can be challenged if due consideration is not made to equality issues in the decision making process.	
7.3	It was proposed that training sessions should be set up for all elected members on this area, and it was agreed that an initial training session be set up for Area Chairs with a proposal that this takes place after the Area Chairs Forum meeting in November.	<b>Geoff Turnbull</b>
7.4	<u>West Yorkshire Fire Authority</u> Cllr Gruen referred to the proposed review of fire stations by the Fire Service and informed Area Chairs that he was ensuring that Area Committees would be consulted by the Fire Service on this matter.	
<b>8.0</b>	<b>Date of Next Meeting</b>	
8.1	11 <sup>th</sup> November 2011, 9am, Committee Room 4, Civic Hall.	

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Report Author: Jill Wildman
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**REPORT OF: JILL WILDMAN, DIRECTOR OF HOUSING SERVICES**

**REPORT TO AREA COMMITTEE CHAIRS' FORUM**

**DATE: THURSDAY 3 NOVEMBER 2011**

**SUBJECT: WELFARE REFORM**

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This briefing note outlines to Members as to the potential implications/risks for the Leeds ALMO's / BITMO as a consequence of the Welfare Reform – particularly relating to the introduction of Universal Credit and Under Occupation.

### **Universal Credit**

- ALMO / BITMO Customers - Go live date October 2013 for all new claims. April 2014 thereon to 2017 migration of all other claims.
- ALMO / BITMO Customers Affected: £60 million HB is rebated and currently paid direct to ALMO / BITMO rent accounts for 22,300 working age ALMO / BITMO tenants:
  - 17,800 get full HB
  - 4,500 get partial HB

### **Potential Issues and Risks**

- Once implemented the HB will be paid direct to the tenant, therefore a substantial additional amount of income will need to be collected by the ALMOs/BITMO.
- Customers will have the responsibility to manage their own benefits i.e. paid directly to individuals and they are responsible for making their own rent payments to Landlords.
- Customers managing own finances – some do not have a bank account for the payments to be paid into.
- Customers may not view paying their rent as a priority.
- Many customers are financially excluded and do not have sound financial literacy skills which will enable them to budget effectively.
- Reduction in income collection.
- Impact on performance. (Benefits to be made per calendar month in arrears to claimants).
- Increased collection costs / recovery activity / transaction costs.
- Increased arrears / increased evictions / increased legal costs.
- Potential increase in legal high cost lenders/illegal money lending / loan sharks
- Increased number of terminations / void costs / rent loss.

- Increased number of homelessness cases.
- Impact of overpayments in direct payment cases.
- Increase amount of bad debt provision may be required – potential increase in number of FTA write offs.
- DWP considering that 5-10% of vulnerable customers rent may be paid direct to ALMO / BITMO rent account (no definition of vulnerable).
  
- Concerns re vulnerable customers i.e. drugs / alcohol dependencies (additional disposable income).
- Managing the migration for ALMO / BITMO customers to Universal Credit.
- Central administration – Universal Credit is to be managed by one single agency to reduce prospect of loss of fraud and error.
- Increased no of enquiries via Face to Face and Contact Centre to clarify issues. Additional support needed for customers hence increased staff resources may be required.
- The need to re-skill staff to deal with the new legislation / process.
  
- DWP will accept, process and decide all claims for UC but are aiming for all claims to be conducted on-line (no paper claims). Initial target is 50% to then reach 80%. Each claimant will have own unique login ID and password to access their own benefit account. Claimants have responsibility of notifying DWP via their own on line account re got a job or off work / sick etc.
  - High percentage of our customers do not have access to computers and have no skills to use a computer.
  - From April 2013 all employers will be required to notify HMRC of the earning of all their employees i.e. if claimant is in low paid employment and has a change in their earnings – this automatically notifies real time systems and account is amended.
  - Process required for Human Resources and an increase in workload.
  
- Disability Living Allowance – to be abolished in April 2013, replaced by PIP (Personal Independence Payment). (21k claimants in Leeds between 16 and 60 receive DLA). Point scoring system – DWP predict 20% reduction in claims. Claim assessment targeted at daily living (not care). Mobility (not walking) and what aids / adaptations considered when claims are made.
  - Customers may refuse, delay or even remove aids and adaptations whilst under assessment to qualify for a higher rate of PIP.
  - ALMOs/BITMO will have to notify DWP of every aid and adaptation delivered / installed.



## **Welfare Reform – Housing Benefit Under Occupation in Social Rented Sector**

### **Potential Implication for ALMOs / BITMO**

- April 2013 change to HB rules mean that “working age” social tenants will receive a reduction in their HB where they live in accommodation that is larger for their needs i.e. number of bedrooms.
- Percentage reduction depends on the degree to which the tenant is under-occupying i.e. less reduction for a one bed, more reduction for a 2 bed plus.
- May be some exemptions i.e. homes adapted for disability purposes.
- Estimate of 7,500 ALMO / BITMO tenants that may be affected.

### **Potential Issues and Risks:**

- Increased number of staff resources, realignment of duties to collect income / provide advice / support / collection teams.
- Reduction in income collection.
- Increased rent arrears (those tenants affected are in receipt of benefits and therefore will have less disposable income).
- Communication to both customers and staff as to the future changes.
- Impact on performance.
- Increase in legal costs / evictions.
- Possible impact on number of homeless cases.
- Support required for vulnerable customers – hence additional resources may be required.
- Increased transaction costs.
- Potential increased demand for smaller property types i.e. one bed flats and possible reduced demand for larger properties i.e. flats.
- Increased number of voids / rent loss / void budgets and expenditure.
- Implication on current Incentive Scheme (LCC).
- Lettings Policy (LCC) – will need to be reviewed to incorporate any changes.
- Tenancy conditions / agreement to be reviewed (LCC).
- LLP’s currently age restriction in blocks - consideration of future LLPs.
- Consideration where Landlords allowed an additional bedroom i.e. disabled children / medical, access to children, foster carers – impact.
- Potential changes in IT systems may be required.

Please note Appendix A the cross ALMO / BITMO Action Plan.

The ALMO’s / BITMO and LCC are currently gathering detailed data to be able to have a more detailed understanding as to how many customers are to be affected.

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## Welfare Reform timetable

Date	Change	Description	Timing of change	National financial impact over the spending review period	Leeds impact
<b>Apr-11</b>					
<b>Housing Benefit</b>	National caps on Local Housing Allowance (LHA) rates	The LHA rates for each property type are capped at a national maximum for each property type	Change applies to all new cases from April 2011. Existing cases are transitionally protected until Jan 2012 and then change is applied from next anniversary of Housing Benefit claim.	£235m savings	No impact in Leeds as all LHA rates are below the national caps
<b>Housing Benefit</b>	5-bed LHA rate capped to 4-bed LHA rate	Maximum LHA rate is capped at 4-bed rate for families that require 5-bedrooms or more.	Change applies to all new cases from April 2011. Existing cases are transitionally protected until Jan 2012 and then change is applied from next anniversary of Housing Benefit claim.	Included in figure above	Around 60 cases face a reduction.
<b>Housing Benefit</b>	- Excess payments removed	Claimants who find rents less than the LHA rate they are entitled to were able to keep the difference to a maximum of £15 a week. This was known as the 'excess'. Benefit now restricted to the actual rent charged or the LHA rate whichever is the lower.	New cases: April 2011. Existing cases: at next anniversary of claim.		9,588 cases in Leeds will lose an average of £11.82 pw although all will still get sufficient LHA to meet their rent. Reductions take place from April 11 - March 12 depending on date of anniversary of benefit claim

<b>Housing Benefit</b>	- LHA rate calculation change	LHA rates are set by the Valuation Office Agency who each month collect evidence of rents being charged in the private rented sector for each property type. Until April 2011, the LHA rate was set at the midpoint, or 50th percentile point, of the range of rents being charged in the private rented sector. From Apr 11 LHA rates are set at the 30th percentile point of the rents being charged in the private rented sector.	New cases: April 2011. Existing cases: transitionally protected until Jan 2012 and then wef next anniversary of claim.	£1.2bn savings	10,226 cases are affected with reductions averaging £8.92 pw
<b>Child Benefit</b>	Child Benefit	Child Benefit frozen for 3 years from 2011	April 2011	£2.6bn savings	All families in Leeds
<b>Jan-12</b>					
<b>Housing Benefit</b>	Extension of Shared Accommodation Rate	Single people up to the age of 35 renting in the private rented sector will have their LHA limited to the Shared Accommodation Rate (or Bedsit rate). Until April 2011 the rule applied only to single people under 25 but the change now extends the rule to cover single people aged between 25 and 35 renting in the private sector	Change applies to all new cases from Jan 2012. For existing cases the change will be applied in line with the end of their Transitional Protection period in relation to other LHA changes	£570m savings	1300 people currently entitled to the 1-bed rate will become entitled only to the Shared Accommodation Rate
<b>Income Support</b>	Lone parent conditionality requirements	Most lone parents where youngest child is 5 or 6 will be migrated from IS to JSA and expected to engage in work-related activity. Also, sanction regime is strengthened for failure to meet conditionality requirements	With effect from January 2012	£250m savings	As at Nov 10 there were 6,700 Lone Parents in Leeds with children under 5 and 3,000 lone parents with youngest child aged between 5-11
<b>Apr-12</b>					

<b>All benefits</b>	Fraud Penalties and Sanctions	Administrative Penalties for fraud set at £350 or 50% of OP whichever is the greater; loss of benefit for 13 weeks, 26 weeks or 3 years following successful prosecution; introduction of £50 civil penalty in non-fraud cases for failure to report a change in circumstance	April 2012	£107m savings	Impact will be dependent on the policy developed for applying civil penalties
<b>Jan-13</b>					
<b>Child Benefit</b>	Child Benefit	Removal of Child Benefit from all higher rate tax payers	January 2013	£8.05bn	N/k
<b>Apr-13</b>					
<b>All benefits</b>	Single Fraud Investigation Service	LA, Jobcentre Plus and HMRC fraud teams will be merged into a single fraud service. LAs will lose their power to prosecute for benefit fraud	April 2013	N/A	Impact relates to staffing. 15 LCC staff potentially affected by the change
<b>Housing Benefit</b>	Benefit cap	Total weekly amount of benefits to be capped at around £500 pw for couples and £350 pw for single people. Cap to be applied by LAs by reducing HB entitlement until benefit below caps	April 2013	£400m savings	Expected to be small numbers of families affected in Leeds. More work will be undertaken in 2012 to confirm position.
<b>Housing Benefit</b>	Social-sector housing under-occupation	HB to cut by a % where claimant occupies property that is larger than family size requires, Change only applies to working-age tenants and not to pension-age tenants	April 2013	£770m savings	Work is underway to identify the extent of this issue in Leeds

<b>Housing Benefit</b>	HB - uprating LHA rates by CPI	LHA rates will be uprated annually using Consumer Price Index. Change means LHA rates will no longer be uprated in line with actual rents in the private rented sector	April 2013	£225m savings	All cases will be affected but impact will depend on a number of factors including reaction by landlords and CPI rates
<b>Social Fund</b>	Social Fund localisation	Crisis Loans and Community Care Grant funds will be transferred to LAs to help ensure funds are appropriately targeted	April 2013	No figures produced yet	Much depends on the level of funding provided. Opportunity to review provision and link with other funds including Discretionary Housing Payments and s17 payments
<b>Council Tax Benefit</b>	Localisation of Council Tax support	Council Tax Benefit is abolished wef March 2013. It is to be replaced by locally developed schemes of support for Council Tax with 10% less funding from Central Government. DCLG is leading on this initiative and is expected to start a more formal consultation process in July 2011.	April 2013	£975m	Over 75k families in Leeds get Council Tax Benefit. Indications are that some groups will be protected from potential cuts (pensioners) but many others likely to face cuts
<b>DLA</b>	Disability Living Allowance reform	DLA to be replaced by Personal Independence Payments and to be more focused on those disabled people facing the greatest barriers to leading full and independent lives	April 2013: for new cases with an ongoing review of those aged 16 - 64 during 13/14	£2bn	21k working age people in Leeds receive DLA and likely to be subject to a review
<b>Oct-13</b>					

<b>All means tested benefits</b>	Universal Credit	Universal Credit replaces the main income based benefits (IS, JSA, ESA, HB and Tax Credits) with a single payment delivered by a single agency	Oct 2013 for all new claims for a 'replaced' benefit'. Existing claims will migrate to Universal Credit between April 2014 and March 2017 - migration strategy still to be agreed	N/a	There are currently 40,000 working age families getting HB who will migrate to Universal Credit by 2017. No one will lose out at the point of transfer. The role of local councils has not yet been determined but it is expected that DWP will administer Universal Credit - this has workforce implications for Leeds and other councils
<b>Oct-14</b>					
<b>Housing Benefit</b>	Pension Credit	Housing Benefit for pensioners will be paid as Pension Credit	Oct 2013 for all new claims. Existing claims will migrate to Pension Credit between April 2015 and March 2017 - migration strategy still to be developed	N/a	There are currently 35,000 pension age families getting HB who will migrate to Pension Credit by 2017. The role of local councils has not yet been determined but it is expected that DWP will administer Pension Credit inclusive of housing costs - this has workforce implications for Leeds and other councils

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**Councillor Keith Wakefield**  
**Leader of Leeds City Council**  
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Our ref: KW\SH\CTAX

13 October 2011

Dear Sir or Madam

Leeds City Council believes that the proposals for localisation of the support scheme to replace Council Tax Benefit will have a disproportionate impact on poorer sections of the City, present a significant financial risk to local authorities and are not deliverable by April 2013.

The proposals will see many workless claimants faced with significant levels of debt and create additional financial pressures for councils that could impact on the delivery of frontline support to workless customers. The rationale for keeping support for Council Tax separate from and not part of Universal Credit is not supported by the Council. We believe that support for Council Tax should form part of Universal Credit and that Universal Credit, which will also include Housing Benefit, should be delivered locally by local councils.

**Rationale for reform**

*The consultation paper sets out the rationale for reform as follows:*

- *to give local authorities a greater stake in the economic future of their local area;*
- *provide opportunities for local authorities to reform the system of support for working age claimants;*
- *reinforce local control over Council Tax;*
- *give local authorities a significant degree of control on how a 10% reduction in expenditure is achieved;*
- *give local authorities a financial stake in the provision of support for council tax.*

The Government's intention to cut expenditure in this area by 10%, prescribe a national scheme that protects pensioners from losses and make arrangements that ensure that local schemes support the intention behind Universal Credit for people in work and moving into work, means that there will be little scope for councils to carry out effective reform of the support provided. The impact of this is that costs can only be reduced to match the funding by reducing support to unemployed working age customers by as much as 15-20%. This reduces local control over Council Tax support and this is further reduced by the omission of discounts and exemptions from consideration within a localised scheme of support for Council Tax. Leeds had a gross spend of £64m in Council Tax Benefit in 2010/11 and a

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further £52m in discounts and exemptions over the same period. While the £64m in Council Tax Benefit was targeted to people in need, a significant proportion of the £52m awarded in discounts and exemptions would have been paid to people who could afford to pay without the need for support. Leeds City Council proposes that local control over Council Tax support should extend to the scheme of discounts and exemptions.

We also propose that support for Council Tax should form part of Universal Credit and that Universal Credit should be delivered locally by Councils. This would deliver simplification brought about by a single claim for all the main means-tested working age benefits and also deliver local accountability for provision, performance and impact if administered by local councils.

The Government's proposal to move away from the current model of funding for Council Tax support and to move to a fixed grant to fund the local scheme of support, presents significant financial risk to local councils and represents a whole transfer of this risk from Central Government.

The Government's rationale for the scheme suggests that the proposed changes will give councils a greater stake in the economic future of their local area.

- Councils like Leeds already have a strong commitment to tackling worklessness backed up by significant investment, innovative schemes, close partnership working with Jobcentre Plus, LEPs, Enterprise Zones and other development and regeneration activity;
- People moving into work, especially low paid work, may remain entitled to Council Tax support, with the level of support remaining similar to that provided when unemployed in order to support the Government's intention to maintain marginal deduction rates of 65% when taken in conjunction with Universal Credit. Because of this any potential savings to local schemes are likely to be muted; and
- Demography and the ageing population means that there will continue to be growth in the number of pensioners requiring support. Each additional pensioner claim thereby increases spend on local support at a greater rate than any reductions gained from people moving into work.

### Principles of the scheme

- *Local Authorities to have a duty to run a scheme of support*
- *For pensioners there should be no change in current levels of awards*
- *Local Authorities should also consider ensuring support for other vulnerable groups;*
- *Local schemes should support work incentives, and in particular avoid disincentives to move into work.*

Leeds City Council believes authorities should have a scheme of support for Council Tax that reflects ability to pay and provides a safety net for people undergoing difficult circumstances. The proposals do not achieve this and the principles underpinning the scheme mean that some of the poorest people will face some of the biggest reductions. An analysis of Leeds caseload shows that:

- 94k claims for Council Tax Benefit were paid in 10/11 at a value of £64m
  - o 35k claims were from pensioners at a value of £25.8m
  - o 15k claims were from people with a disability benefit at a value of £10.5m
  - o 13.5k claims from people in-work at a value of £8m

Protecting these claims and supporting the marginal deduction rates to be applied to Universal Credit for people in work, would leave fewer than 31k cases (33% of claims) and

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less than £20m of spend to deliver the overall 10% reduction in expenditure. This means that unemployed families in Leeds would be faced with reductions of 15%-20% or more in their Council Tax support. At Band D rates this would mean some of the poorest people paying an extra £240 a year in Council Tax

The proposals to protect pensioners and provide some protection for other people, including people in work and moving into work, would require, in effect, each council to operate multiple schemes. There would be:

- a national scheme for pensioners prescribed by Government and administered by councils;
- an in-work scheme that would work in tandem with Universal Credit to achieve acceptable marginal deduction rates for people in work;
- a local scheme offering protected levels of council tax support for vulnerable groups, most notably disabled claimants but also other groups not subject to the requirement to look for work; and
- a local scheme designed by councils that delivers an overall 10% cut in total expenditure from less than half the overall expenditure.

The administrative and software requirements arising from multiple schemes within councils are likely to be expensive, complex and difficult to deliver and would work against the overall aims of simplification and transparency that underpin Universal Credit.

### Establishing local schemes

*The consultation paper states that councils will need to design schemes which take account of the funding the LA 'intends to dedicate to the scheme' and also take account of the following:*

- *Framework set by central govt (e.g. pensioners)*
- *Local priorities*
- *Forecasts of demand*
- *Assumptions around take-up*
- *Impact on council tax yield, for example, as a result of non-payment*

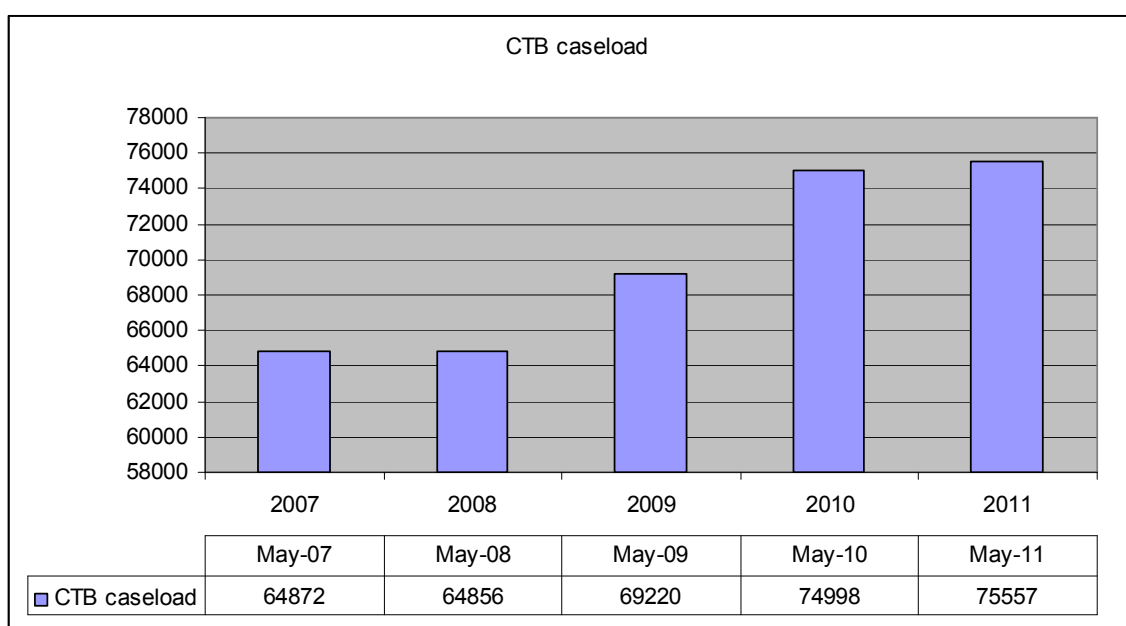
As stated above the ability to reflect local priorities is severely limited by the prescription of a national scheme for pensioners and the expectations around protecting other vulnerable groups and people moving into work. The scope for local priorities can be increased by including discounts and exemptions and allowing local councils to design these to both reflect local priorities and provide an overall scheme of support for council tax that reflects ability to pay.

It will be very difficult to accurately forecast demand for council tax support and councils will have little incentive to increase take-up where this will also increase financial pressures. Forecasts can be made using current and historic data on council tax benefit but there are many factors outside councils' control that significantly increase demand. The last 2 years, for instance, has seen significant increases in benefit claims as a result of the recent recession, including a doubling of Jobseekers Allowance claims in Leeds. There are other factors that make forecasting demand very difficult including the impact of Universal Credit itself. The majority of claims for Universal Credit will be from people in-work, a group that has relatively low levels of Council Tax Benefit take-up. It is likely that links between Universal Credit and local schemes of support will see increases in the numbers of in-work claimants getting local Council Tax support;

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Other factors include the impact of an ageing population and scheme design. Simple schemes that are easy to access and understand will increase demand. A snapshot of the Leeds' Council Tax Benefit caseload over the last 5 years shows the change in position and the difficulty in accurately forecasting demand. The table shows significant increases in caseload between 2008 and 2009 and again between 2009 and 2010. Over-forecasting demand could lead to customers having unnecessarily higher levels of contribution to pay towards their Council Tax; under-forecasting demand would lead to increased financial pressure on the council. The gross spend on Council Tax Benefit increased by £5.2m in 08/09 after allowing for Council Tax increase and by £5m in 09/10 after allowing for Council Tax increases – these increases represent the financial risk the Council would have been exposed to if the proposed scheme had been in operation in 08/9 and 09/10.

The caseload continues to rise in Leeds and at August 2011 had risen by another 1269 cases to 76,844.



Leeds agrees with the proposal that no adjustments to schemes within year should be allowed but does believe that schemes should be able to be adjusted from year to year. We also agree that local schemes should be subject to local consultation but have concerns about the intention to require further consultation on scheme changes. The timescales and processes required to consult would seem to prevent councils reacting to unexpected demand by taking steps to prevent further financial pressures occurring in the next financial year. Consultation in scheme adjustments should be limited to more fundamental redesigns and allow councils to adjust parameters without the need for a formal public consultation exercise.

### Joint working

Leeds City Council agrees that there could be merit in operating similar local schemes across regions in order to provide some degree of consistency between neighbouring councils and residents. This includes the ability to collaborate and pool resources in design, consultation and implementation of schemes. However, the ability to do this will depend significantly on the make up of each council's caseload, the scope for achieving 10% reductions in expenditure after the application of the Government framework and forecast demand within each council. Individual councils are unlikely to adopt a scheme that leads to significant financial pressures. Equally individual councils are unlikely to adopt less generous schemes to support other councils and the principle of consistency – not

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least because this would increase the amount of Council Tax to be collected from the poorest people in the area.

There may be scope for some councils to collaborate and jointly administer local schemes, particularly where there are shared schemes. However, this scope exists at the moment with the national Council Tax Benefit scheme. For Unitaries and Mets joint administration of local schemes is likely to prove problematic and it is difficult to see how this could be achieved in isolation of the administration of housing benefit and the overall billing, collection and recovery activity in Revenues services. With the pending transition of housing benefit cases to Universal Credit and the proposals to localise Business Rates, it is not deemed appropriate to impose shared and joint working requirements on councils without the development of full business cases that reflect the economies of scale already delivered by large Mets like Leeds.

### Funding and managing risk

*“Schemes will need to be designed based on a fixed grant allocation. Local authorities will need to consider what additional contingency arrangements should be put in place within their local schemes to take account of unplanned increases in demand or take-up.”*

A key consideration is the methodology for establishing the initial grant and we are awaiting the promised technical paper on this. We would support annual refreshes of the funding to councils rather than the option for initial funding levels to remain unchanged for a number of years. An annual refresh of the grant will provide a degree of protection against the financial risk faced by councils through increased and unexpected demand. The notional prospect that councils may gain from a fixed grant by reducing the number of people requiring local support for council tax is unrealistic when set against an ageing population, increased take-up by in-work claimants through links to Universal Credit and uncertain economic performance at a national level.

The annual refresh should also include an uplift in funding to reflect changes to Council Tax levels. This would provide some protection against increased financial pressures and help provide stable schemes for those already faced with reductions in local support.

The proposal to create a safety valve so financial pressures can be shared with major precepting authorities such as the police and fire and rescue services is another area of concern. Although *in extremis*, billing authorities might welcome the opportunity to share the burden with their local police or fire and rescue authorities, we can see no compelling argument for allowing them to do so, any more than, say, allowing them sharing the burden with the NHS. Police and fire authorities have no stake in the Council Tax Benefit regime, and any safety valve would have an element of uncertainty in their funding which is in direct contradiction to the proposals for “guaranteed levels of funding” in the Local Government Resource Review (see Section 2.7, Technical Paper 1 of the Resource Review).

The consultation suggests that billing authorities should put in place local contingency arrangements to cope with fluctuations in demand. We would agree that this would be desirable but are concerned that creating such contingencies will necessarily take resources away from other services. A further consequence is that reductions in Council Tax Benefits to low income groups will make Council Tax itself more difficult to collect. To compensate for this, billing authorities will need to adjust their provisions for bad debts in their annual calculations of council tax, which will create an additional pressure on council tax levels, and the risk of a spiral effect.

With regard to the proposal to create a national contingency, we have two concerns:

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- where the contingency would be drawn from; and
- given that the proposals will transfer most if not all the risk associated with Council Tax Benefit from central to local government, why there would still be a need to maintain a national contingency and what would it be used for.

### Timescale for implementation

The timescale for implementation is wholly unrealistic. The paper suggests that the required primary legislation for localised Council Tax support schemes will not be passed until Spring or Summer 2012 and that the necessary regulations will follow on from this. It is possible that the required detail and legal framework will not be on the statute books until autumn or winter 2012 and it is not possible to design, consult, build and implement new schemes of support by April 2013. If the Government intends to pursue the localisation of Council Tax support then at the very least the implementation date for the schemes must be deferred until April 2014.

### Summary

Leeds City Council does not support the proposals for local schemes of support for Council Tax which it believes are inherently unfair. The proposals would lead to some of the poorest citizens bearing the brunt of the reductions and believes that more equitable systems of local support could be achieved with the inclusion of council tax discounts and exemptions within a local scheme of support.

The proposals present a significant financial risk to councils at a time when councils are already faced with significant cuts to funding. A key driver for the reform is the need to achieve £500m savings in Council Tax Benefit expenditure and we would urge the Government to look elsewhere for these savings. We would suggest that a national scheme should remain in place and be included within Universal Credit with Universal Credit delivered locally by Councils - this would provide simplification, accessibility, accountability and a focus on outcomes at a locality level. A national scheme would continue to be funded centrally.

If the Government intends to push ahead with localised schemes of support, then the deadline for implementation must be deferred to April 2014 at the least.

Responses to the specific questions asked within the consultation document are attached.

Yours faithfully



**Councillor Keith Wakefield**  
**Leader of the Council**

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### **5a: Given the Government's firm commitment to protect pensioners, is maintaining the current system of criteria and allowances the best way to deliver this guarantee of support?**

The current system is the best way to protect pensioners from reductions. This will, however, require DWP to maintain and update figures for Applicable Amounts and Premiums. It will also require the current relationship between Council Tax Benefit and Pensions Credit to be retained and will, in effect, see The Pension Service continuing to decide the income levels to be taken into account by councils when awarding financial support towards Council Tax.

### **5b: What is the best way of balancing the protection of vulnerable groups with the need for local authority flexibility?**

There Government's proposals around protection for pensioners and other vulnerable groups, alongside the proposal for councils to meet the costs of the scheme from a fixed grant, limit the scope for local authority flexibility. If Councils limit their spending to the funding available they will have little choice but to apply disproportionate reductions to the group of people who are working age and out-of-work and required to comply with work-related conditionality requirements. Councils would have greater scope for flexibility in designing a scheme of support if the scheme also covered discounts and exemptions.

### **6a: What, if any, additional data and expertise will local authorities require to forecast demand and take-up?**

Trend data relating to Council Tax Benefit take-up over recent years is available to councils. Councils would also need to factor in data, including trend data, from Jobcentre Plus on jobs and worklessness and Pension Service on take-up of national benefits. This aspect will be a challenge for councils:

- overestimating demand may result in less generous schemes being designed leaving councils with larger amounts of council tax to collect from claimants;
- underestimating demand will mean councils needing to fund schemes that are more expensive than anticipated.

### **6b: What forms of external scrutiny, other than public consultation, might be desirable?**

The consultation paper recognises the risks to councils. The use of external agencies to scrutinise schemes is likely to be costly and is unlikely to provide significant assurance around demand forecasts and scheme costs.

### **6c: Should there be any minimum requirements for consultation, for example, minimum time periods?**

The extent and nature of public consultation may vary depending on the level of funding a council wishes to apply to a local scheme. A scheme designed to spend within Government funding levels may require greater consultation with vulnerable groups; a scheme supplemented by Council funding may require much wider consultation on the option of using Council Tax funding to provide greater financial support to help unemployed people meet their council tax liabilities. In either case a minimum timescale should be specified. The requirement to consult on local schemes is a new burden for councils and the costs of consultation would need to be met by Central Government.

### **6d: Do you agree that councils should be able to change schemes from year to year? What, if any restrictions, should be placed on their freedom to do this?**

Yes. Councils need to be able to amend schemes from year to year to respond to demand issues and reflect changing local priorities.

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### **6e: How can the Government ensure that work incentives are supported, and in particular, that low earning households do not face high participation tax rates?**

The best way to achieve this is to consider the way that Universal Credit treats people in work and make an allowance that recognises people in receipt of local council tax support. This approach would better support the intention to protect pensioners and allow councils to put in place a common scheme covering customers both in work and out of work.

### **7a: Should billing authorities have default responsibility for defining and administering the schemes?**

Yes.

### **7b: What safeguards are needed to protect the interests of major precepting authorities in the design of the scheme, on the basis that they will be a key partner in managing financial risk?**

We do not agree that precepting authorities should share the risk (see 8a below).

### **7c: Should local precepting authorities (such as parish councils) be consulted as part of the preparation of the scheme? Should this extend to neighbouring authorities?**

There should be no requirement to consult precepting authorities unless it is expected that precepting authorities are to share the financial risks arising from the scheme. There should be no requirement to consult with neighbouring authorities.

### **7d: Should it be possible for an authority (for example, a single billing authority, county council in a two-tier area) to be responsible for the scheme in an area for which it is not a billing authority?**

The regulations should allow this but it should be left to the individual authorities to decide

### **7e: Are there circumstances where Government should require an authority other than the billing authority to lead on either developing or administering a scheme?**

It is difficult to see how this would support the concept of local schemes.

### **8a: Should billing authorities normally share risks with major precepting authorities?**

The proposal that precepting authorities such as the police and fire and rescue should share the financial risks arising from local schemes is contrary to the intention behind the Resource Review which is intended to provide stability of funding for precepting authorities. .

### **8b: Should other forms of risk sharing (for example, between district councils) be possible?**

This is for district councils to address

### **8c: What administrative changes are required to enable risk sharing to happen?**

See 8b

### **8d: What safeguards do you think are necessary to ensure that risk sharing is used appropriately?**

See 8b

### **9a: In what aspects of administration would it be desirable for a consistent approach to be taken across all schemes?**



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Consistency will be achieved through Government prescription of schemes of support for pensioners. Councils will have to consider a number of factors when designing local schemes. These include: whether local scheme is a rebate scheme or a discount scheme, how much funding is put into local schemes and what balance needs to be struck between scheme costs and administration costs. These factors will make it difficult to impose consistency across councils.

### **9b: How should this consistency be achieved? Is it desirable to set this out in Regulations?**

Imposing consistency through regulation will further limit scope for local design and may make it more difficult to achieve overall reductions of 10%.

### **9c: Should local authorities be encouraged to use these approaches (run-ons, advance claims, retaining information stubs) to provide certainty for claimants?**

There are clear distinctions between the rules around the *making* of a claim and rules around level of entitlement. Local councils should be able to set rules for level of entitlement that reflects local priorities – awarding run ons when people move into work may help people with the transition into work but will, because of the fixed funding approach, reduce funds available to support others in need. If the Government intends to prescribe a scheme for pensioners that also covers rules about start date of claim, including backdating rules, then it makes sense for these rules to be common across rebate/benefit schemes. If councils choose to operate discount schemes then rules around start dates need to be aligned with current schemes of discounts and exemptions.

### **9d: Are there any other aspects of administration which could provide greater certainty for claimants?**

Greater certainty would be provided if there is consistency around lengths of awards, review periods and the impact of changes in circumstances. With the majority of claimants on local schemes also getting national benefits, it may become very confusing for claimants if there are different requirements around reporting changes and timing of claims and renewal of claims. However, the greater the requirement for consistency and standardisation between local schemes and national schemes, the less scope there is for genuine localisation.

### **9e: How should local authorities be encouraged to incorporate these features into the design of their schemes?**

Given the financial risks faced by local councils, councils need as much scope as possible to be able to fit schemes into available funding. Recognising scheme costs arising from greater consistency across schemes in the funding and distribution models would help to encourage greater consistency and certainty across schemes.

### **9f: Do you agree that local authorities should continue to be free to offer discretionary support for council tax, beyond the terms of the formal scheme?**

The provision to deal with cases of financial hardship already exists but is used rarely if at all within councils. The cost of applying discretion would continue to fall on the council and, given that there is likely to be a disproportionate reduction in support for people not in protected groups, it is unlikely that councils would extend the use of this discretion to cover groups of people in need of, but not entitled to, full support. Such a use may be seen to be circumventing the design and consultation requirements of local schemes and would bring further financial pressure.

### **9g: What, if any, circumstances merit transitional protection following changes to local schemes?**

Amendments to local schemes will be needed in order to respond to financial pressures or better reflect local priorities. Awarding transitional protection as a result of a scheme change, the costs of which would need to be met from the fixed grant for local schemes, would add another limiting factor and could see other groups getting less in order to meet the costs of transitional protection.

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### **9h: Should arrangements for appeals be integrated with the new arrangements for council tax appeals?**

Council tax appeals deal with national legislation. It is difficult to see how this would work for local schemes which will differ from one council to another. It may be necessary to re-establish local appeals arrangements to deal with appeals around local scheme decisions.

### **9i: What administrative changes could be made to the current system of council tax support for pensioners to improve the way support is delivered (noting that factors determining the calculation of the award will be prescribed by central Government)?**

Currently pensioners can claim Council Tax Benefit when claiming Pension Credit from the Pension and Disability Carer's Service and also when claiming Housing Benefit. With pensioner Housing Benefit moving into Pension Credit, with first claims expected to move in October 2014, it is important that automatic links between Pension Credit/Housing Benefit claims and claims for local scheme support are developed and maintained in order to help take-up rates and avoid the need for multiple claims and duplicate information.

Changes to Council Tax rules to allow LAs to identify pensioner liabilities would also assist with increasing take-up rates.

### **10a: What would be the minimum (core) information necessary to administer a local council tax benefit scheme?**

Income details, including details of benefits in payment, will be needed whether councils operate discount schemes or rebate schemes. Councils also need information to identify vulnerable groups, age data to identify pensioners and non-pensioners and data to identify 'in-work' Universal Credit and 'out-of-work' Universal Credit claims if different local scheme rules are applied to in-work claims to avoid issues around marginal deduction rates. Basic information around address, council tax liability and applicable discounts will also be required but this data will be available within councils.

### **10b: Why would a local authority need any information beyond this "core", and what would that be?**

The current rules around Council Tax Benefit are complex and councils may choose to build schemes that are simpler in design. The basic information listed above would be needed even for simple systems. More complex systems and systems that replicate the current rules will need information about households and non-dependents and their income and circumstances. Also, the current pass-porting arrangements to CTB will change and councils may need information about children and family size for claimants of Income Support and Jobseekers Allowance cases and, eventually 'out-of-work' Universal Credit cases in order to assess entitlement to local scheme council tax support – currently receipt of IS, JSA passports a family to 100% CTB entitlement and there is no need to gather data about children and family members other than the claimant.

### **10c: Other than the Department for Work and Pensions, what possible sources of information are there that local authorities could use to establish claimants' circumstances? Would you prefer to use raw data or data that has been interpreted in some way?**

Council Tax liability data is available within councils with benefits and associated data available through DWP systems. HMRC will have data for all earners with the exception of newly self-employed earners. All other data and information would need to come directly from claimants.

Raw data is likely to be needed for rebate schemes; interpreted data may be more appropriate for councils operating discount schemes. The information needed for pensioner claims will depend upon the links developed between local schemes and Pension Credit. Currently the Pension and Disability Carer's Service carry out the means-test for CTB purposes where there is a Pension Credit claim in payment – if this requirement continues under local scheme arrangements then all the necessary data will come from Pension and Disability Carer's Service. For cases where there

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is no claim for Pension Credit some information will be available from DWP systems but other information may need to be obtained directly from the claimant.

### **10d: If the information were to be used to place the applicants into categories, how many categories should there be and what would be the defining characteristics of each?**

It is not possible to answer this question other than in broad terms. A lot will depend on the type of categorisation: categorisation by income levels, for instance, will only be useful in discount schemes based around income bands. It may be useful to identify employed from unemployed and, within the unemployed category, those subject to work-related conditionality and those who are not. But its unlikely that this degree of classification on its own would support local scheme assessments.

### **10e: How would potentially fraudulent claims be investigated if local authorities did not have access to the raw data?**

If there is no access to the raw data then potentially fraudulent claims would need to be investigated by the organisation holding the raw data; alternatively, arrangements would need to be established where councils could request and receive the raw data where there was a suspicion of fraud.

A key element of the current approach to identifying fraud and error within Housing Benefit and Council Tax Benefit is the use of data-matching and, in particular, the Housing Benefit Matching Service (HBMS) monthly data match provided by DWP. The onset of Universal Credit will eventually remove the need for DWP to provide the HBMS extract for councils and for councils to provide the Single Housing Benefit Extract that enables DWP to carry out the datamatching. Unless new arrangements are made to support the use of data matching between benefits systems, then less fraud and error will be identified.

### **10f: What powers would local authorities need in order to be able to investigate suspected fraud in council tax support?**

The ability to investigate Council Tax Benefit arises from the Social Security Fraud Act 2001 which makes benefit fraud a criminal offence. It is unclear whether local schemes of support would be benefit schemes and, if so, whether they would be covered by the Fraud Act. If local schemes fall outside the Fraud Act, local councils would need either new powers to prosecute fraud against local schemes or to prosecute under the Theft Act which is more difficult.

### **10g: In what ways could the Single Fraud Investigation Service support the work of local authorities in investigating fraud?**

Local Authority Benefit Fraud Investigators currently investigate Council Tax Benefit fraud along with Housing Benefit fraud. If Local Authority fraud investigators are included within a Single Fraud Investigation Service, as is the intention, then the Single Fraud Investigation Service would need to take responsibility for investigating local scheme fraud. This would also mean ensuring that local schemes of support are included within an investigation when investigating fraud against national benefits.

### **10h: If local authorities investigate possible fraudulent claims for council tax support, to what information, in what form would they need access?**

Councils would need to access the documents that contained the false information. Where this information is contained within a claim for a national benefit, councils will need access to this information. This could be recordings of telephone calls where claims to national benefits have been made by telephone; or paper or electronic documents where claims or changes have been made this way. There may also be the need to gather witness statements from front-line staff and decision-makers.

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### **10i: What penalties should be imposed for fraudulent claims, should they apply nationally, and should they relate to the penalties imposed for benefit fraud?**

The same range of penalties should be available to local councils to deal with fraud against local schemes as there is to deal with fraud against national benefit schemes. The application of these penalties should be a matter for local councils to decide.

### **10j: Should all attempts by an individual to commit fraud be taken into account in the imposition of penalties?**

All *known* attempts to commit fraud would most probably be taken into account by councils when considering the imposition of penalties. However, local councils should have the power to decide if a penalty should apply and the duration of that penalty.

### **11a: Apart from the allocation of central government funding, should additional constraints be placed on the funding councils can devote to their schemes?**

Local councils should have the ability to decide the level of funding they wish to commit to a local scheme.

### **11b: Should the schemes be run unchanged over several years or be adjusted annually to reflect changes in need?**

It must be possible to amend schemes annually if required. Equally, the funding provided by Central Government should be reviewed regularly to reflect changes in need.

### **12a: What can be done to help local authorities minimise administration costs?**

Local schemes that reflect and respond to income levels and household changes are more difficult and costly to administer than other types of schemes. Separating the administration of housing benefit from council tax benefit is unlikely to achieve significant reductions in administration costs as it leaves most of the elements of a means-tested benefit in place. It is essential that there are effective links to national benefits, timely and accurate exchange of data and information between national and local schemes and common ICT standards that support e-delivery options for exchanging data.

Limiting the number of schemes within councils and keeping changes in rules and regulations to a minimum will also help to keep administration costs down.

### **12b: How could joint working be encouraged or incentivised?**

Large councils already deliver efficiencies of scale and develop wrap around services that incorporate housing benefit, council tax benefit, education benefits and domiciliary care financial assessments. The option for local schemes is unlikely to see large councils looking to enter into new joint working arrangements. Councils will also need to maintain a housing benefit service for the first few years of a local scheme until the migration of housing benefit cases into Universal credit has been completed and this will bring its own set of challenges that may complicate prospects of joint administration of local schemes.

### **13a: Do you agree that a one-off introduction is preferable? If not, how would you move to a new localised system while managing the funding reduction?**

A one off introduction is preferable as this is easier to manage from a communications aspect.

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### **13b: What information would local authorities need to retain about current recipients/applicants of council tax benefit in order to determine their entitlement to council tax support?**

We would expect to keep most of the information we hold. Whether the local scheme is an income-based rebate scheme or a banded discount scheme, retaining the current data sets is essential in supporting its implementation. It will allow us to accurately assess entitlement in many instances without the need to re-contact customers and, in cases where we can't accurately assess entitlement, it will enable us to better target those from whom we need additional or new information.

### **13c: What can Government do to help local authorities in the transition?**

The intention to implement local schemes by April 2013 means that there will be 2 transitional phases. The first is the transition from the current CTB scheme to the local scheme from April 2013 which will need to have links with Income Support, Jobseekers Allowance and the main working age and pension age benefits; the second is the need to set up arrangements to link a scheme to Universal Credit which is due to go live in October 2013 and which replaces the main working age benefits. It is important that the arrangements developed for the pre-Universal Credit running of local schemes are transferred to the running of the scheme after Universal Credit goes live.

The development of model schemes and toolkits for forecasting demand will also be required as will adequate funding to cover communication strategies, customer services implications, IT development and the development of policy, procedures and forms.

It is also important that there is clarity and consistency between DWP, DCLG and local councils around administration funding. DWP currently provide administration grant funding for both Housing Benefit and Council Tax benefit. DWP funding levels are expected to reduce from April 2013 to reflect the fact that they no longer need to fund Council Tax benefit and also that each council will have a reducing Housing Benefit caseload following the October 2013 implementation of Universal Credit. These funding changes need to be adequately addressed within the funding provided by DCLG and decisions on funding need to be made early to support councils' planning arrangements.

### **13d: If new or amended IT systems are needed what steps could Government take to shorten the period for design and procurement?**

Councils will in the first instance look to develop existing IT solutions and the key issues will be the timing of the laying of the necessary legislation and the level of funding made available for systems development.

### **13e: Should applications, if submitted prior 1 April 2013, be treated as if submitted under the new system?**

Existing claims should be treated as claims for the new scheme of support automatically. It should be up to individual authorities to decide how far in advance of the new scheme they would accept new claims

### **13f: How should rights accrued under the previous system be treated?**

The Government intends to prescribe a scheme for pensioners and it will be up to local councils to decide how local schemes should operate taking into account local priorities. Local councils should be free to decide whether any rights accrued – most of which relate to transitional arrangements for national benefits – are a local priority.

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**REPORT OF:           STEVE CAREY, CHIEF OFFICER, REVENUES AND BENEFITS**

**REPORT TO            AREA COMMITTEE CHAIRS' FORUM**

**DATE:                 THURSDAY 3 NOVEMBER 2011**

**SUBJECT:             WELFARE REFORM**

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The report provides an update on the Government's Welfare Reform proposals and the impact on Leeds' citizens.

### **Background information**

The Government has embarked on a major programme of Welfare Reform which sees major changes happening in each year of the next three years. Appendix 1 provides information on the most significant changes over the next 3 years.

Within the programme of reform there are significant changes to the Housing Benefit scheme. The changes introduced in April 2011 only affect private rented sector tenant and it is useful to understand how Housing Benefit works in the private rented sector.

Housing Benefit in the private rented sector is based on Local Housing Allowance (LHA) rates set by the Valuation Officer Agency (VOA). Each month the VOA provides LHA rates for:

- shared accommodation
- 1-bed accommodation
- 2-bed accommodation
- 3-bed accommodation
- 4-bed accommodation
- 5-bed accommodation

The amount of Housing Benefit a private-sector tenant gets is based on the property size required for the size of a tenant's household. For example, a tenant requiring 3-bed accommodation will have their HB based on the 3-bed LHA rate whether or not the tenant actually rents 3-bed accommodation. Where a tenant rents a property that is more expensive than the LHA rate, the tenant will have to pay the shortfall themselves. Where a tenant rents accommodation that is cheaper than the LHA rate, the tenant can keep the excess benefit up to a maximum of £15 pw.

Changes were introduced in April 2011 that:

- removed excess benefit payments of up to £15 pw
- capped the maximum LHA that can be paid at the 4-bed rate; and

- changed the way that LHA rates are calculated resulting in reductions in all LHA rates with the exception of shared accommodation.

## Main issues

### *Housing Benefit changes*

- *loss of excess benefit:* Private sector tenants can no longer keep excess benefit where they rent property that is cheaper than the LHA rate. Around 9,500 tenants are affected by this change and will see their Housing Benefit reduce by an average of £11 pw. The reduction is applied to existing tenants on a rolling basis from April 11 with tenants losing their excess on the anniversary of their HB claim. All excess payments will be removed by March 2012.
- *Capping LHA at 4-bed rate for families previously entitled to 5-bed rate of LHA:* Existing cases are protected until January 2012 but following the end of the transitional protection period, 60 families in Leeds requiring 5-bed accommodation will see their Housing Benefit reduce by between £9.87 a week and £161.92 a week with the average reduction for these families being £86.55 a week. A programme of home visits was undertaken in April and May to explain the changes and options to householders. Further visits are planned as benefit falls to be reduced.
- *Reductions in local housing allowance rates following changes to the way LHA rates are calculated.* Existing cases are protected until January 2012. Table 1, below, shows the reductions in LHA rates for the different property types and the number of households that will be affected when transitional protection starts to run out in January 2012.

Table 1

Type of accommodation required	Pre-April 2011 Local Housing Allowance rates £pw	Latest LHA rates following change in calculation (Sep 11) £pw	Number of households facing a reduction
Shared accom	61.50	61.50	} 4984
1-bed	109.62	99.92	
2-bed	126.22	115.38	3058
3-bed	144.23	132.69	1035
4-bed	206.54	183.46	295
5-bed	335.00	183.46*	60

\* 5-bed rate is capped at the 4-bed rate



- *Shared Accommodation Rate (SAR)*: Single private rented sector tenants up to the age of 25 have their HB limited to the Shared Accommodation Rate of LHA – around £61 pw. New rules come into effect from January 2012 which extends the Shared Accommodation Rate rules to cover single people up to the age of 35. From January 2012, over 1500 tenants aged between 25 and 35 will see their Housing Benefit reduce from the maximum 1-bed rate of £99.92 to the SAR of £61.50 pw.
- All tenants affected by these changes have been sent personalised information about the changes, the impact of the changes and, in each case, the date the changes are due to be applied. Landlords and landlord groups have also been provided with information about the changes. The Government has also increased the amount of funding for Discretionary Housing Payments from £20m annually to £30m annually for 11/12 and this will increase further to £60m for 12/13. Leeds allocation based on the £30m figure is £397k and it is expected that this figure will increase at least proportionately. The increased allocation will be used to help those facing the most difficulties.
- Leeds is also a partner in a successful West Yorkshire bid to the Department for Work and Pensions for funds to establish a West Yorkshire online service that will help to match Housing Benefit tenants to affordable private sector accommodation. Work is currently underway to deliver this solution.

#### *Welfare Reform proposals planned for 2013*

There are a number of reforms planned to come into effect starting from April 2013. This includes the proposed implementation of a localised scheme of support for Council Tax which is intended to replace Council Tax Benefit from April 2013 and the start of the rollout of Universal Credit from October 2013.

#### *Replacement scheme for Council Tax Benefit*

- The Welfare Reform Bill proposes the abolition of Council Tax Benefit with effect from April 2013. In its place will be localised schemes of support designed and operated by councils with funding for the scheme reduced by 10%. The Department for Communities and Local Government is leading on the localised schemes of support for Council Tax.
- The key features of the consultation proposals are:
  - a) Pensioners are likely to be protected from any reduction in support and councils are likely to have the ability to protect other vulnerable groups; and
  - b) Councils will be given fixed funding for the schemes which will be reduced by 10% in comparison to current spend on Council Tax Benefit. Any spend above this level, whether driven by more generous schemes of increased demand, will need to be funded by councils.

- A copy of Leeds' response to DCLG's consultation paper is attached at appendix 2

#### *Universal Credit*

- Universal Credit is the cornerstone of the Government's reforms aimed at making work pay. It is also the most ambitious of the changes bringing together IS, JSA, ESA, HB and Tax Credits into a single payment. Nationally, this will see 19m different benefit claims (including 5m HB claims) being migrated into 8.5m claims for Universal Credit. Universal Credit is intended to simplify the benefits system and ensure that people are always better off in work than on benefits. This is achieved by firstly having a single working age benefit accessed through a single claim form and administered by a single agency and secondly by allowing people to keep more of their benefits when they move into work than is currently the case. It is expected that the rate at which Universal Credit will be withdrawn when people move into work will be 65%. The current range of benefits can see people who move into work having their benefits withdrawn by rates in excess of 90% in some instances.
- Although the design work and underpinning policies are still being developed by the Department for Work and Pensions, a number of aspects of Universal Credit are now known and these have implications for the council and for people receiving benefits in Leeds.
  - Universal Credit will be delivered in the first instance by teams formed from Jobcentre Plus and HMRC Tax Credits teams with local authority responsibility for Housing Benefit being removed by 2017. A decision on the longer term operating models will be taken in 2015. This may result in opportunities for local councils to become involved in Universal Credit delivery once the transition programme is completed in 2017;
  - Access to Universal Credit is expected to be through an electronic claims process with support provided for people who may struggle with this process. Jobcentre Plus will provide face-to-face support in the first instance although discussions are underway with the Department for Work and Pensions on the role of local councils in providing face-to-face support;
  - From October 2013 new claims for Income Support, Employment Support Allowance and Jobseekers Allowance will be treated as claims for Universal Credit as will any associated HB claims and will be administered by the new Jobcentre Plus/HMRC teams;
  - From 2014 there will be a transition programme to transfer existing HB, IS, ESA, JSA and Tax Credit claims to Universal Credit with the transition period expected to be completed by 2017.

- It is intended that Universal Credit will be paid monthly in arrears and will be paid, in most instances, directly to claimants.
- Pensioner claims will transfer to the Pension Service starting in October 2014 and housing costs will be paid as a housing credit with Pension Credit. The Pension Service has recently stated that it expects to continue to pay housing costs elements directly to landlords where this is currently the case.

#### *Other changes*

- 1.1 The programme of welfare reform also sees further changes coming into effect from April 2013. These changes include:
- a) Cap on Housing Benefit for social sector tenants who live in accommodation that is too large for their needs:* Tenants who live in social sector housing that is larger than they need will see their Housing Benefit reduced by a percentage. The change applies only to working age tenants and not to pension-age tenants.
  - b) Use of Consumer Price Index to up-rate Local Housing Allowance rates*  
Currently local housing allowance rates are up-rated on a monthly basis by the Valuation Office Agency using evidence collected from landlords in the private rented sector. From April 2013 local housing allowance rates will be up-rated by reference to the consumer price index and will be up-rated by the lower of the consumer price index or the evidence collected by the Valuation Office Agency. The Departments for Work and Pension's analysis suggests that this change will save the Government £225m.
  - c) Benefit caps*  
The Welfare Reform Bill contains proposals to cap the total amount of benefit a household can receive to around £500 a week for a family and £350 a week for a single person. The cap will only apply to out of work working age claimants.  
  
The cap will be applied by local councils and will be achieved by reducing Housing Benefit until the overall amount of benefit is no more than the £500/£350 cap. The key factors that will determine the number of cases affected by the cap are a) the amount of housing benefit that is paid and b) the size of the family. Initial work suggests that 184 families in Leeds would be affected by the change – all are families with 4 or more children.
  - d) Social Fund*  
From April 2013 Jobcentre Plus will no longer run a scheme of Community Care Grants and Crisis Loans for General Living Expenses and emergency situations. Instead, an amount of funding will be transferred to local councils for councils to consider running schemes to support citizens.

It is expected that Councils will be free to decide whether they wish to run a scheme and, if so, what type of scheme they wish to provide. If a council chooses not to run a scheme, it is expected that it will need to state what the funding has been used for. The reasoning for transferring the scheme to local councils is that Community Care Grants and Crisis Loans applications are more suitably dealt with in a face-to-face setting and that is not the direction of travel for Jobcentre Plus; it also enables councils to design schemes that better reflect local situations.

The funding that will be transferred to councils is expected to be less than that currently spent on the schemes by Jobcentre Plus. In 2009/10, £70M nationally was spent on Crisis Loans and it is intended that £36m will be distributed to councils from April 2013 along with £136m Community Care Grant funding.

*e) Disability Living Allowance changes*

From April 2013 Disability Living Allowances (DLA) will be replaced by Personal Independence Payments for claimants aged between 16 and 64. A programme of reviews will be undertaken for people already getting DLA and they will be assessed against the criteria for Personal Independence Payments. The Department for Work and Pensions impact assessment states there will be “net costs to individuals of £2.1bn from reduced benefit expenditure from focussing support on disabled people with greatest needs”.

A Welfare Reform Strategy Board has been established to prepare for and oversee the implementation of the changes in Leeds and an overall strategy is in development for approval by Executive Board in the New Year.



**WELFARE REFORMS: CROSS ALMO / BITMO ACTION PLAN 2011 / 2012**

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
<b>Issue: General</b>							
1	Review Income Management Staff Structures within each ALMO in anticipation of increased demand.	31/03/2013	SS, SK, DR	Review current structure and potential increased workload.	30/06/2012		All organisations.
			SS, SK, DR	Draft new structure and seek approval	30/09/2012		All organisations.
			SS, SK, DR	Implement new structure if appropriate	31/03/2013		All organisations.
2	Review rent arrears procedures across Leeds to ensure prompt action to be taken on Customers falling into arrears.	30/04/12	SS, SK, DR	Review current process	31/10/2011		Pre NISP completed Oct 2011
			SS, SK, DR	Draft new process and letters	31/01/2012		Pre NISP completed Oct 2011. Meeting 10.11.11 to review Post NISP.
			SS, SK, DR	Implement new procedures	30/04/2012		
3	Review working practices within each ALMO to ensure most effective way of delivering new procedures are implemented.		SS, SK, DR		30/06/2012		AVH & WNVH

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
4	Develop communications strategy to ensure customers and staff are fully informed on changes in a timely manner.	31/05/12	SS, SK, DR & ABCL Comms Team	Review Migration schedule & Welfare Reform Timetable and develop comms strategy to publicise changes.	28/02/2012		All organisations and ABCL Communications Team to be involved.
<b>Issue: Financial Inclusion</b>							
5	Ensure Financial Inclusion Support is available for customers.	30/04/12	SS, SK, DR	Change role and job description for existing Benefit Advisors to become Financial Inclusion Officers.			Ongoing discussions with Benefit Advisors regarding training requirements. (AVHL specific)
6	Ensure each ALMO remains updated with Financial Inclusion implications of reforms.	Ongoing	SS, SK, DR	Ensure representation on local Financial Inclusion and financial literacy forums.			Each ALMO to continue attending the strategic meetings.
7	Fuel poverty - increasing numbers of customers are experiencing fuel poverty. Undertake a series of co-ordinated campaigns to highlight the issue and other advice to customers to minimise the impact.	Ongoing	SS, SK, DR	Pre payment meter campaign	31/10/2012		To organise city wide campaign highlighting issues associated with PPM's.
			SS, SK, DR	Fuel saver campaign	31/03/2012		To organise city wide publicity on fuel saving options/changing benefits to reduce fuel costs.
<b>Issue: Universal Credit</b>							
8	Engage with DWP to start to build a working relationship to introduce processes for communication, data protection. Are there any opportunities for the ALMO's, e.g. offering to deal with enquiries for DWP?	30/09/12		Arrange meeting with DWP Manager for Leeds.	31/01/2012		ENEHL to organise.
				Agree working protocols/data sharing etc.	31/07/2012		
				Establish how enquiries are to be dealt with.	30/09/2012		

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
9	Use the migration schedule and Welfare Reform Timetable to target priority groups in order, to ensure customers who are affected first are contacted first. These groups could have no online access, communication or support needs	31/03/12	SS, SK, DR	Review Welfare Reform Timetable. Review migration schedule due to be released by DWP December 2011.	31/01/2012		Awaiting Schedule to be issued
				Plan target groups and commence target awareness campaigns.	Linked to above		
				Work with Customer Sounding Boards/ Focus Groups to agree a communication plan for leaflets, articles, website, letters, posters etc	Linked to above		
				Review and promote Lone Parent conditionality requirements. Most lone parents, where youngest child is 5 or 6, will be migrated from IS to JSA and expected to engage in work related activity. Sanction Regime is strengthened for failure to meet requirements.	Linked to above		

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
9	Use the migration schedule and Welfare Reform Timetable to target priority groups in order, to ensure customers who are affected first are contacted first. These groups could have no online access, communication or support needs (Cont'd)		SS, SK, DR	Publicise and prepare for localisation of Council Tax support - Council Tax Benefit is to be abolished March 2013 and replaced by locally developed schemes of support for Council Tax with 10% less funding from central government.	30/04/2013		
				Review Housing Benefit cap. Total weekly amount of benefits to be capped at around £500 pw for couples and £350 pw for single people. Cap to be applied by LA's by reducing HB entitlement until benefit below caps.	30/04/2013		More work will be undertaken in 2012 to confirm position.
				Refer to Welfare Reform Timetable - October 2013 for all new claims for a 'replaced benefit'.			
10	Ensure that staff receive training so that the appropriate help is given to customers regarding their rent payments, financial advice and support.	31/03/12	SS, SK, DR & ABCL Training	Review migration schedule due to be released by DWP December 2011.	31/01/2012		Training Manager's to develop training programme for staff.
				Plan staff training	Dates to be linked to migration schedule		
				Deliver staff training			



NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
11	Explore the possibility of increasing the method of payment options such as introducing self service payment kiosks within housing offices.	31/03/12		Research and obtain quotes	31/12/2011		Visits undertaken.
				Present report for decision.	31/01/2012		
12	Estimate impact of Universal Credit though loss of Housing Benefit direct.	31/12/12		Obtain data on housing benefits and analyse	30/06/2012		Currently investigating data available.
13	Develop partnership with Jobs & Skills to encourage customers on benefits to undertake training to lead into work/education opportunities.	31/12/12	SS, SK, DR & ABCL Training	Arrange ALMO meeting with ABCL training/Jobs & Skills to discuss options.	30/04/2012		
				Develop and implement strategy and new opportunities for customers on benefits.	31/12/2012		
14	Ensure Customers are able to claim Universal Credit easily.	31/10/13		Claims will be administered online.	31/10/2013		Review data on customers who do not have online access.
				ALMO's to take part in customer trials when approached by DWP			Awaiting details from DWP.
15	Ensure Customers effected by Universal Credit are aware of rental liability and legal action.	30/04/12		Plan and deliver Rent First campaigns on website and in newsletters.	Autumn and Winter 2012; Spring and Summer 2013		Will need home visits to customers affected to discuss methods of payment, implications, put on direct payment if possible.
				Involve focus groups.		Winter 2012 & Summer 2013	Review communications strategy/public city material within group.

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
16	Ensure Leeds Bad Debt provision reflects impact of welfare reforms.	Ongoing		Engage with Strategic Landlord on work around write offs.	30/06/2012		The Council may need to increase its bad debt provision significantly to take account for a likely increase in Former Tenancy arrears due to increased legal action, evictions and abandoned properties due to increased rent and arrears. Until the detail of the Universal Credit and the Under Occupation penalty are known it is difficult to predict by what amount the bad debt provision
17	Produce publicity on bank accounts and financial services such as budgeting, direct debit as a rent method and Credit Union.	31/03/13	SS, SK, DR & ABCL Training	Review current publicity material	31/08/2012		Winter, Spring & Summer campaigns.
				Produce new material, highlighting changes on UC, importance of rent first.	31/01/2013		Winter, Spring & Summer campaigns.
				Regular campaign in newsletters, website and mail shot.			Winter, Spring & Summer campaigns.
<b>Issue: Under occupancy Caps to Housing Benefit</b>							
18	Ensure that staff receive training so that the appropriate help is given to customers regarding their rent payments, financial advice and support.	31/12/12	SS, SK, DR & ABCL Training	Changes due to come in April 2013			
				Once impact known, training to be planned and delivered.	January/ February 2013		City wide training to be delivered via ABCL training.

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
19	Review direct let lettings, successions, assignments and advise customers of the potential impact under occupancy will have on increasing rent payments from April 2013	31/12/11	ALMO Lettings Lead Officers	Changes due to come in April 2013			
				Lettings and Leeds Homes Team to begin work on this.			Awaiting confirmation from DWP on what is to be implemented.
20	Gather and analyse data on under occupied accommodation within each ALMO, using the customer profile and data from LCC to match against accommodation size	31/12/11	SS, SK, DR, Lettings Lead Officers & Leeds Homes	Changes due to come in April 2013			Awaiting confirmation from DWP on what is to be implemented.
				Need to check data we hold, and model what the impact will be.			
21	Review best practice on under occupation.		Lettings Lead Officers & Leeds Homes	Changes due to come in April 2013			Awaiting confirmation from DWP on what is to be implemented.
				Can commence working to best practice on under occupation now to minimise impact in April 2013			Awaiting confirmation from DWP on what is to be implemented.
22	Use data to plan timely consultation and advice sessions with all customers affected. Work across ALMO's and LCC to review the lettings policy to take the changes into account.	31/03/13	Lettings Lead Officers & Leeds Homes	Analyse data and customer	31/03/2012		Awaiting confirmation from DWP on what is to be implemented.
				Review and amend Lettings policy.	30/06/2012		
				Undertake consultation with affected customers.	31/12/2012		

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
23	Engage in discussions with LCC regarding the Localism Bill which could change Tenancy Agreement conditions.	31/03/12	Lettings Lead Officers	Changes due to come in April 2013			
24	LCC currently have a downsizing incentive of £1000 per room, ALMO's need to work together to see how this can be utilised, prior to the changes. Also need to assess any impact on void and repair performance and costs.	31/03/12		Changes due to come in April 2013			
25	Minimise impact of Under Occupancy, particularly to new/potential customers.	31/12/12		Engage in city wide projects to review direct let lettings, successions, assignments and advise customers of the potential impact under occupancy will have on increasing rent payments			
				Refer to Welfare Reform Timetable.	30/04/2013		
25	Ensure customer effected by Under Occupancy is aware of rental liability.	30/04/12		Plan and deliver Rent First campaign on website and in newsletter.			

**Key:** SS Simon Swift  
SK Sarah Kemp  
DR David Rickus



Environmental Sub-Group  
 Friday 7<sup>th</sup> October 2011  
 12.00pm  
 Conference Room  
 Dewsbury Road One Stop Centre

<b>ATTENDANCE</b>	
Councillor Adam Ogilvie	Ward Councillor
Councillor Geoff Driver	Ward Councillor
Tom Smith	Locality Manager
Gavin Forster	Area Management Team
Steve Ross	Area Management Team

<b>1.0</b>	<b>Welcome and Introductions</b>	<b>ACTION</b>
1.1	Cllr. Adam Ogilvie welcomed everyone to the meeting.	
<b>2.0</b>	<b>Apologies</b>	
2.1	Cllr. Mohammed Iqbal. Steve to check his availability.	SR
<b>3.0</b>	<b>Minutes and Matters Arising</b>	
3.1	The minutes of the last meeting were agreed as a true record.	
3.2	Parks and Countryside (Kris Nenadic) to be invited to future meetings.	SR
3.3	Tom to talk to Jason Kirk re AVHL attendance at these meetings.	TS
<b>4.0</b>	<b>Service Level Agreement</b>	
4.1	Tom circulated the final version of the Service Level Agreement (SLA).	
4.2	Various issues raised at the previous meeting (para 4.9 refers) are covered by Section 6 of the SLA.	
4.3	Priority neighbourhoods (Section 6 (d) of SLA) to be reviewed as part of the SLA review.	
4.4	Cllr. Driver emphasised the importance of collecting local intelligence re environmental problems and of giving feedback to community groups. Tom said that this was covered in S9 of the SLA even if not completely explicitly. Need to ensure community groups know how to complain/get feedback.	
4.5	Agreed that in year changes with resource implications need to be brought to this group.	
4.6	Orphaned pieces of land – issue covered by Section 6 (g) of the SLA. Tom is to start project on this issue and priority areas are to be identified for action including e.g. land between ring road extension and motorway.	TS

4.7	<p>Performance reporting:</p> <p>(a) to be via this meeting.</p> <p>(b) Format for reporting on performance to be December meeting of this group. Reporting will include quantitative data and case studies</p> <p>(c) Pilot of framework for neighbourhoods in each Ward to be considered.</p> <p>(d) Group to discuss the format of the reports that will go to the Area Committee including the Group's overview of the direction of the work.</p> <p>(e) Reporting format to community groups to be developed.</p>	<p>TS</p> <p>TS</p> <p>TS</p>
<b>5.0</b>	<b>Future agenda items</b>	
5.1	A community engagement plan is to be developed.	Locality Tea/Area Management Team
5.2	Fleet procurement: Tom explained that this is a developing area of work for the team. Tests are being carried out on new vehicles, new street sweepers. Discussion on impact of fleet procurement on service delivery to come to this group, including a discussion about what is needed. There will be a new contract for one year to test different vehicles.	TS
5.3	Enforcement: a review of regulatory services is being carried out by Helen Freeman. Further discussion about this review at this meeting. Tom to check what is available for discussion at the next meeting.	TS
<b>6.0</b>	<b>Any other business</b>	
<b>6.1</b>	<p>Bonfire night/week:</p> <p>(a) preparations are in hand for this.</p> <p>(b) Any particular sites that are at risk to be notified to Tom.</p>	<p>TS</p> <p>All to action</p>
<b>7.0</b>	<b>Date of Future Meetings</b>	
7.1	<p>Future meeting dates:</p> <ul style="list-style-type: none"> <li>• Friday 16th December – 10.00 a.m. Cottingley Community Centre</li> <li>• Friday 13th January 2012 – 12 noon Dewsbury Road One Step Centre</li> <li>• Friday 17th February (provisional) – 12 noon Dewsbury Road One Step Centre</li> </ul>	

## Minutes of South East Leeds Health and Wellbeing Partnership Meeting 24<sup>th</sup> November 2011

### Attendees:

Dave Mitchell (Chair) – Leodis CCG  
Bash Uppal – Adult Social Care/NHS Leeds  
Cllr Shirley Varley – Health Champion  
Brenda Fullard – NHS Leeds  
Sue Gamblen – Adult Social Care Commissioning  
Emma Stewart plus PA – LINK  
Pat McGeever – Health for All  
Julie Bootle – Adult Social Care  
Ruth Middleton – Leodis CCG  
Aneesa Anwar (minutes) – LCC, Support to Health & Wellbeing Partnerships

**In attendance:** Dave Roberts, Myrte Elbers, Sophia Ditta, Elaine Rey, Gail Ghenfomofe (observer)

### 1. Welcome, introductions and apologies

Apologies were received from Jane Moran, Samantha Middleton, Cllr Kim Groves, Cllr James Lewis, Barbara Temple, Shaid Mahmood, Tom Smith.

### 2. Minutes of meeting held on 13<sup>th</sup> October 2011

Agreed as an accurate record.

### 3. Matters arising

JSNA and MSOA Area Profiles – Brenda informed the group that they are concentrating on area profiles 5000 - 7000 population. Looking at most challenging MSOAs. Noted that the area profiles will be shared at the Area Committees in early February.

Smoke free homes - Pat to chase Toshal regarding the report.

### 4. Financial Inclusion – Myrte Elbers & Dave Roberts

Dave gave a presentation on financial inclusion and its impact on local people (presentation previously circulated). People who don't have access to mainstream banking are relying on loans through doorstep lenders, pawn brokers etc. Even though the APR rate for pay day loans is extremely high (4214%). The repaying charges are very high and often people are repaying twice as much.

There are services set up in South Leeds such as the Family Learning Centre, Library Services, Housing etc to support local people.

Research undertaken in 2004 outlined that through advice received from professionals people's money worries and stress were reduced.

For further information contact the Economic Policy Team on 247 4724, [www.leeds.gov.uk/fi](http://www.leeds.gov.uk/fi) or email [financial.inclusion@leeds.gov.uk](mailto:financial.inclusion@leeds.gov.uk).

Myrte outlined in her presentation income deprivation and health and that she used the neighbourhood index document from 2010 in her role.

Welfare advice service is provided in Primary Care in the 10% SOA areas.

Myrte tabled a list of CAB & Welfare rights session.

**Action: Myrte** to send an electronic copy to circulate.

Welfare advice support people in trying to negotiate with debt providers, look at variance of loan providers to ensure that right support is given to those affected. This then helps people manage their debt and have some control over it.

A discussion took place about the advice worker at ASHA who is leaving in December due to funding issues. It was agreed that this needs to be looked into as the population that ASHA work with have additional needs such as language which they may struggle with receiving support elsewhere.

**Action: Pat and Sue** to explore if an exit strategy has been put in place for when the advice worker has left and investigate reason that the funding wasn't extended.

### 5. Feedback from Referral Pathways meetings

Elaine outlined the 3 key areas partners wanted to explore following the referral pathways meetings (there were two sessions one with health and VCSF reps and one with Local Authority leads) .

Elaine informed the group that one of the main actions that came out from the NHS session was to increase awareness and usage of the wellbeing portal. Noted that Ruth and Brenda taking this forward.

Actions taking place relating to this were outlined by Brenda as follows:

A paper went to public health leadership team outlining the request to build into GP practice systems using the 3 clicks approach. Public health consultants have been consulting Clinical Commissioning Groups and received positive feedback from all to proceed.

Also looking into marketing using life channel screens in the practices to signposts patients. Also exploring mechanisms to raise health staff awareness of the portal.

In the Local Authority under 'health is everyone's business' is a further place where they have committed to weave into the programme. Other links being explored such as promotion via leaflets; the WiN programme etc.

Still to engage Council one stop shops and considering option of the one phone number.

Emma also suggested promotion via LiNK/health watch representatives .



Elaine outline in the local authority staff session the focus was on assessing impact of local programmes, to identify gaps and develop future priorities for the South area for the coming year including better information about the VCFS.

Ruth updated how they deliver impact built into contract specifications e.g. capacity building impact of a referral. Information can be aggregated how VCFS contribute as a whole on a wedge basis. A new system for reporting mechanisms has gone out recently, should have first set of aggregated data in the new year.

A confirmation about the role of health champion was also outlined which included bringing local issues and case studies to the partnership to ensure gaps and blockages are addressed.

### **Actions:**

**Elaine** to provide a report and draft action plan from the referral pathways scoping meetings.

Ruth outlined the work Jon Fear had done on summarising JSNA for the CCG.  
**Bash** to get a copy of Jon's headlines paper and circulate for the next meeting.

This needs to be considered alongside the MSOA profiles and any community feedback .

**Brenda to present with Nichola** at the next meeting the key findings from the MSOPA area profiles for southeast area.

Finally the suggestion was that the partnership needs to revisit their roles paper to ensure built in influencing commissioning.

**Bash** to recirculate.

## **6. Update from Health & Wellbeing Board**

There were no updates from the Board.

Brenda informed the group regarding the Ageing Well workshop taking place with the members of the Board and older people in January. Issues that have been identified for older people are transport and social exclusion.

**Action: Brenda/Aneesa** to get further information about the workshop from Rob Kenyon (Head of Partnerships) to ensure partners have the details.

Noted that Rob Kenyon is the lead for national learning sets for Leeds. The lead for strategy progress on Health & Wellbeing Board is Christine Farrar.

## **7. Partners updates on key pieces of work – all**

**Community Safety Update (Gerry) crime & grime meetings** have been set up with key senior managers in the area, meetings will run on a 6 weekly basis and co chaired by the chief inspector & Tom Smith.

Bash & Gerry to put some time in to explore how health could link in as there isn't a representative that is on the membership currently.

**Burglaries** this isn't a big issue in south but there are victims in some incidents who are in their mid/late 70s. To reduce burglaries cold calling zones are being set up so marketing isn't done in the affected areas.

**Action: All** to liaise with Gerry if they want to set up an area as a cold call free zone.

**Alcohol group update** - arranging a licensing **making a good rep day** – a session has been set up on 5<sup>th</sup> December (details were sent out via email previously), this will empower people when future alcohol premises are planned to voice their concerns.

**Councillor Varley** - issue of someone wanting to set up a betting place in Morley Town Centre, local residents opposed the proposal but it has agreement from national level and will now be challenged locally.

## 8. Any other business

Bash asked whether it would be useful to share **NICE Guidance** at the partnership meetings. It was agreed to put any recent guidance on future agendas.

Bash tabled the information about **stop smoking classes for Leeds City Council staff**.

**MARS** – Bash informed the group that the evaluation report is being shared at the locality programme board tomorrow. The report has already been discussed at Health Improvement Board. Brenda outlined the MARS approach has received endorsement from public health leadership team to use with behaviour change programmes. First of these is the infant mortality work where MARS is to be used from January 2012.

**Action: Bash** to provide a further update at the next meeting.

## 9. Next meeting

26<sup>th</sup> January 2012 at 2 – 4 at Civic Hall

### Agenda items for future meetings:

#### January

- Transformation Programme – **John Lennon / Chris Reid**
- Area Profiles/JSNA – **Brenda Fullard / Nichola Stephens**
- Housing Development Programme for South Leeds

#### March

- Community engagement activity – citizens panel and CCG patient panels
- The implication of Welfare Reforms

**Minutes of the  
Beeston Hill & Holbeck Regeneration Partnership Core Group**

**Dewsbury Road One Stop Centre  
2.00pm on Friday 30<sup>th</sup> September 2011**

<b>Attendees</b>	<b>Apologies</b>
Cllr Angela Gabriel (AG) Chair Shaïd Mahmood – Area Leader Colin Mawhinney – EPPU Steve Williamson – Re’New Janey Haigh - Regeneration Tom O’Donovan - LCC	Joanna Mawson – EPPU Adam Brannen (AB) – Regeneration Michelle Anderson – Regeneration Matthew Walker – Leeds Federated HA

<b>Item</b>	<b>Introduction &amp; Apologies</b>	<b>Action</b>
<b>1.0</b>	<ul style="list-style-type: none"> <li>Councillor Gabriel welcomed everyone to the meeting.</li> </ul>	
<b>2.0</b>	<p><b>Minutes of Core Group 24<sup>th</sup> June &amp; Board 2011.</b></p> <ul style="list-style-type: none"> <li>No comment.</li> </ul>	
<b>3.0</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li></li> </ul>	
<b>4.0</b>	<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>The current terms of reference were referred to and considered. It was agreed to redraft in line with the developing locality working agenda.</li> </ul>	
<b>5.0</b>	<p><b>Holbeck / Urban Village</b></p> <ul style="list-style-type: none"> <li>Tower Works Phase 1/2 is due to complete before the end of the year and property marketing should be starting fairly soon.</li> <li>Land at the junction of Bridge Road and Water Lane in Holbeck marketed by former Yorkshire Forward remains unsold and is transferred to The Homes and Communities Agency.</li> <li>The Council is currently looking to bring sites forward for possible residential development in the HUV Bath Road area, these sites are adjacent to the Viaduct and are very closely connected to the proposed arts hub site, reported at last board meeting, by the Viaduct pedestrian tunnel and Sweet Street.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A report has been presented to the Holbeck Urban Village Public Ream Board outlining proposed nexts steps for developing the proposed arts hub. A letter on comfort has been received from Network Rail expressing support for the bid and iterating their commitment to cooperating with LCC and for any other employment generating activities in the area</li> <li>• I am meeting Gill Clarke (for Michelle Anderson) next Tuesday to walk Holbeck/HUV area regarding sharing information re ongoing regeneration work.</li> <li>• The Holbeck Green Corridor meadows are to feature in a BBC programme shortly - members of Holbeck in Bloom were filmed for the programme will update when I have the date of the programme which is not yet confirmed</li> </ul>	
<b>6.0</b>	<b>Environmental Delegation</b>	
	<ul style="list-style-type: none"> <li>• Agreed to agenda for board as a key priority.</li> </ul>	
<b>7.0</b>	<b>Cross Boundary Working</b>	
	<ul style="list-style-type: none"> <li>• Shaid gave an update on the work currently in development.</li> </ul>	
<b>8.0</b>	<b>John Priestley College Update</b>	
	<ul style="list-style-type: none"> <li>• The full Merger Proposal was submitted to the Skills Funding Agency by the May 13<sup>th</sup> deadline and has now been passed onto BIS and the Minister. The SFA have supported the proposal. The Colleges hope to receive a response from the Minister in late June when the orders for the dissolution of Joseph Priestley should be laid before Parliament.</li> <li>• The Colleges are working closely together to ensure that the implementation of the merger is achieved smoothly and efficiently and to ensure that we continue to meet the needs of our students and communities.</li> </ul>	
<b>9.0</b>	<b>Health &amp; Wellbeing</b>	
	<p>The Inner South Alcohol Project is a key piece of work currently being rolled out.</p> <p>The following update was given to the recent Inner area Committee.</p> <ul style="list-style-type: none"> <li>• The Inner South Alcohol Project has developed its draft action plan to tackle a range of alcohol and community safety issues in Inner South Leeds. The plan covers 7 main areas, below is a summary of the key points though it should be noted that all the areas are being further developed:</li> <li>• Reducing high intensive users of hospital services – to include a case</li> </ul>	

	<p>conference approach to dealing with people who present at A&amp;E more than 3 times in a year with alcohol related injuries.</p> <ul style="list-style-type: none"> <li>• Community engagement and awareness – supporting local communities to challenge/support problem drinking, report under age sales and make representations to licensing panel when applications for licences are received.</li> <li>• Addressing related ASB issues – building on a pilot that has begun in the Inner South area to inform parents when young people are found drinking and to offer support from agencies in dealing with the issue.</li> <li>• Support to address related domestic violence – Identifying ways to ensure that domestic violence victims/perpetrators are able to access support to reduce harmful drinking.</li> <li>• Licensing and policy – Exploring ways to limit the amount of licensed premises in an area through a Cumulative Impact Policy or imposing licensing conditions. This will include a workshop for Members, agencies and communities on how to make good representations to the Licensing Panel.</li> <li>• Business activity – Working with businesses to show corporate responsibility in supporting the health of their workforce. Also includes looking for business support to finance local initiatives for example increasing services for drinkers.</li> <li>• Tackling impacts on children &amp; young people – looking at ways that messages about alcohol can be conveyed to young people.</li> <li>• The group will meet again in July to finalise the action plan and to review progress made.</li> </ul>	
<b>10.0</b>	<b>SLEET / NEET</b>	
	<ul style="list-style-type: none"> <li>• Not an appropriate title to go forward with.</li> <li>• Suggestion of a Jobs &amp; Skills Board South East.</li> <li>• Important to ask how Sue Wynne sees this agenda developing.</li> </ul>	
<b>11.0</b>	<b>PFI</b>	
	<ul style="list-style-type: none"> <li>• PFI Holbeck. Go ahead received from Minister. Definitive timetable next for a January 2012 delivery. Likely to be some modifications.</li> </ul>	
<b>12.0</b>	<b>Community Safety</b>	
	<ul style="list-style-type: none"> <li>• It was agreed that this should be a board agenda item.</li> <li>• It was suggested that Havinder Saimbhi be invited to explain new ASB structure and operation.</li> </ul>	
<b>13.0</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• The considered the agenda for the next board meeting and invite list.</li> </ul>	

<b>14.0</b>	<b>Dates of Future Meetings</b>	
	<ul style="list-style-type: none"><li>Monday 25<sup>th</sup> July 9.15 for 9.30am start to 11.30am</li><li>Venue to be confirmed.</li></ul>	

**Meeting of the Beeston, Holbeck & Hunslet Neighbourhood Improvement Board****Minutes of the meeting held on Friday 18<sup>th</sup> November 2011  
at Cottingley Community Centre****Present**

Cllr Angela Gabriel	Leeds City Council (Chair)
Christine Street	Job Centre Plus
Gill Clark	LCC – Regeneration Partnership Unit
Johanna Mawson	LCC – Project Co-ordinator City Centre & Rim
Cllr Ogilvie	LCC – Leeds City Council
Neil Diamond	Aire Valley Homes Leeds
Al Garthwaite	South Leeds Community Radio/Vera Media/Aspire To Succeed
Matthew Walker	Leeds Federated HA
Shaid Mahmood	LCC – Planning Policy and Improvement
Ian Pickup	Voice of Holbeck
Tom O'Donovan	LCC – Area Management South East
Jane Hopkins	LCC – Employment & Skills
Tom Smith	LCC – Environmental Services
Sally Blunt	Leeds City College
Ali Akbar	Unity Housing Association
Mahboob Nazir	Abu Huraira Masjid & KMWA Community Centre
Maggie Hartley	JESS Cluster
Gerry Shevlin	LCC - Community Safety
Ashley Dublin	Aire Valley Homes Leeds (Minutes)

**Apologies**

Bash Uppall	Health & Wellbeing
Steven Peacock	Cross Ingram Street
Steve Williamson	Re-New
Narinder Gill	Hunslet Moor Primary
Stephanie Burras	Leeds Ahead
Freda Bates	Community Rep
Michelle Anderson	Regeneration Service

**1 Introductions & Apologies**

- 1.1 The Chair welcomed all to the meeting Introductions were made around the table and apologies were noted.

**2 Approval of the minutes of the meetings of 25<sup>th</sup> July and the Core Group of 30<sup>th</sup> September and matters arising.**

- 2.1 The minutes were agreed as being an accurate and true record of the previous meetings.

**3 Matters Arising**

- 3.1 None

**4 Terms of Reference**

- 4.1 Cllr Gabriel explained the history of the partnership around information sharing

Action

between agencies and local people. The partnership has no budget responsibility.

- 4.2 The Council, through Integrated Locality Working is trying to become better orientated to find an improved way of delivering services. The Improvement Board would provide the delivery vehicle to create a better way of working and address priorities in the area.
- 4.3 Comments or ideas on the terms of reference were invited.
- 4.4 Cllr Gabriel suggested that there needs to be more communication between the Councils Strategic Board and the Improvement Board to ensure that targets are set within this framework.  
It was suggested that this could be considered at the next core group.
- 4.5 Matthew Walker asked (when looking at section 3) how realistic can targets be collectively agreed within the Improvement Board.

It was suggested that negotiations between parties should identify some targets and ensure accountability from representative bodies.

## 5 Environmental Delegation

- 5.1 Tom Smith confirmed that some environmental services were now delegated to Area Committees and the functions include not only operational elements but also enforcement.
- 5.2 The environmental delegation will aim to be; clearer on outcomes, bring communities to the same standard of cleanliness, have more focus on what needs to be cleaned rather than just what is routine, have workers report directly and take the 'common sense approach' i.e. dealing with issues that aren't necessarily their direct responsibility. **The aim will be to deal with the issues first then deal with ownership afterwards.**
- 5.3 The structure of the environmental service has changed and is now an integrated service. The operational cleansing route has been revised to be more efficient and there is a new eight day cleansing rota. This will allow one day out of the cycle to concentrate on local priorities, with a potential to be influenced by the Improvement Board.

## 6 PFI

- 6.1 Gill Clark reported that this scheme in Beeston and Holbeck will include 275 new homes, the refurbishment of existing homes within Holbeck and the conversion of others such as Ingram Court.
- 6.2 In partnership with sustainable communities for Leeds (SC4L). There is hope that the contract will be signed in the New Year with a view to starting work in the spring. Meynell Heights to be one of the first for refurbishment works.
- 6.3 Jane Hopkins suggested that employment for this project should have a local focus. The group would like to see local people employed, possibly at entry level positions.



- 6.4 Cllr Ogilvie was concerned that not all properties benefited from 'Decency' works and would want refurbishments to those homes at the earliest opportunity.
- 6.5 Gill Clark stated the Contract Management Team would bridge any gap and would ensure that Councillors were involved in the development of the scheme. They would also want to ensure that local stakeholders are involved with contractors on the ground. Cllr Gabriel asked that Ward Members be briefed and consulted on regular basis.
- 6.6 Al Garthwaite asked who is responsible for properties that are steel sheeted and are earmarked for demolition. Some of these properties attract litter and shrubs are overgrown. Neil Diamond reported that Aire Valley Homes are responsible for the management of these areas until the PFI operator takes them over. Neil Diamond endeavoured to attend and deal with the specific site mentioned.

## **7 Health & Well Being**

- 7.1 This item was deferred to the next meeting

## **8 Holbeck/Urban Village**

- 8.1 Deferred to later in agenda

## **9 Cross Boundary Working**

- 9.1 Tom O'Donovan gave a verbal update on work in priority neighbourhoods. Particular reference was made to the Cottingley project. The Inner Area Committee had agreed a programme to be delivered by the Outer Priority Neighbourhood Worker.
- A range of partners were involved including Aire Valley Homes. The Tenants and Residents Association were not registered with Aire Valley Homes but that was now in hand.
- It was planned to get residents to engage in scoping out their area and become more involved with the wider community.

## **10 City College – Joseph Priestley**

- 10.1 Sally Blunt confirmed that the colleges have now merged (John Priestly College & City College) which will bring more potential drawing from a wider range of skills and resources to improve post 16 Education.
- 10.2 It has been found that interest in areas such as IT has dropped and they are now looking at new areas such as retail for job/career opportunities.
- It is felt important to keep the community link with South Leeds on a strategic level as there is nothing in West or East.
- 10.3 It was agreed to develop capacity for smaller learning groups i.e. adult learning and learning for young parents. Although only a limited budget existed co-

operation with schools could help progress this.

Al Garthwaite stated it would be a good idea to establish pathways into college, i.e. mentoring for young people who are considering going to college.

## **11 Community Safety**

### **11. Tasking**

- 1 Gerry Shevlin reported that following a review of the work of the Divisional Community Safety Partnership new tasking arrangements have been put in place in Outer & Inner Areas. A briefing was tabled.

#### **Burglary**

Gerry went on to summarise the work of the Burglary Task Group. A recent OBA Workshop had provided the foundation for the development of an action plan. Which would be further developed with partners.

In conclusion Gerry announced that a report on the work of PCSO's around enforcement would be presented to a future Area Committee.

11. Cllr Gabriel expressed concerns around the sale of fireworks and lack of  
2 consistency in involving the Council. Shops start selling fireworks and the council then have to make a number of enquiries to find out if these places have the proper licences. Ward members should be more involved.

11. Mahboob Nazir finds that young people tend to defer to crime due to them not  
3 feeling as though they have a place in society and felt that it would be a good idea for groups working with young people to link up with community safety in order to work collaboratively.

## **8 Holbeck / Urban Village**

- 8.1 Johanna Mawson The Holbeck Green Corridor project is on going and we are hoping to involve more public ground works. There will also be more work on the meadows, the cycle route and at least one public crossing.

An update on the plans for the south entrance to the train station – projected delivery within 3 years.

The Green Corridor has been nominated for a Leeds Architect and Design award.

Joanne Mawson also stated that she would like to set up a community clean up with the ALMO

## **12 Dates & Venue of Next Meeting**

- 12.1 Friday 13<sup>th</sup> January 2012. 1.15pm Venue TBC

## **13 Future Agenda Items**

To be considered by the Core Group  
C&YP Group  
Jobs & Skills – Jane Hopkins  
ASB Team