



WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Safety Central, Stanningley Road, Bramley, Leeds, LS12 3PL on
Friday, 16th December, 2011 at 1.00 pm**

MEMBERSHIP

Councillors

A Carter	- Calverley and Farsley;
J Marjoram	- Calverley and Farsley;
R Wood	- Calverley and Farsley;
M Coulson	- Pudsey;
J Jarosz	- Pudsey;
R Lewis	- Pudsey;
A Blackburn	- Farnley and Wortley;
D Blackburn	- Farnley and Wortley;
J Hardy	- Farnley and Wortley;

Co-optees

Howard Bradley	- West Outer Area Committee - Representing Young People
Rev Kingsley Dowling	- Farnley & Wortley

**Agenda compiled by:
Laura Ford
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 39 51712**

**West North West Area Leader: Jane
Maxwell
Tel: 33 67858**

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>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</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>RESOLVED – 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>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</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>DECLARATION OF INTERESTS</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>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</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>	
7			<p>MINUTES - 14TH OCTOBER 2011</p> <p>To confirm as a correct record the minutes of the meeting held on 14th October 2011.</p>	1 - 8
8	Calverley and Farsley; Farnley and Wortley; Pudsey;		<p>APPOINTMENT OF CO-OPTees TO THE OUTER WEST</p> <p>To consider the report of the West North West Area Leader seeking approval for the appointment of a new Co-optee, the Rev. Paul Ayers from the Pudsey ward.</p> <p>(Council Function)</p>	9 - 12

Item No	Ward	Item Not Open		Page No
9	Calverley and Farsley; Farnley and Wortley; Pudsey;		<p>WELLBEING FUND BUDGET UPDATE</p> <p>To consider the report of the West North West Area Leader updating Members on the current amount of capital and revenue funding committed and available via the Area Committee Wellbeing Budget for wards in the Outer West area.</p> <p>(Executive Function)</p>	13 - 22
10	Calverley and Farsley; Farnley and Wortley; Pudsey;		<p>AREA PROGRESS REPORT</p> <p>To consider the report of the West North West Area Leader informing Members of progress against the Area Management work programme for Outer West Leeds and local contributions to Council priorities.</p> <p>(Executive Function)</p>	23 - 76
11	Calverley and Farsley; Farnley and Wortley; Pudsey;		<p>ANNUAL COMMUNITY SAFETY REPORT</p> <p>To consider the report of the Assistant Chief Executive (Customer Access and Performance) presenting the annual community safety report, providing Members with details of the community safety activity undertaken during the last 12 months. The report also provides details of crime data, making comparisons with previous years.</p> <p>(Council Function)</p>	77 - 96
12	All Wards;		<p>DEVELOPING A LOCALITY APPROACH BETWEEN LEEDS CITY COUNCIL SERVICES AND NEIGHBOURHOOD POLICE TEAMS/POLICE COMMUNITY SAFETY OFFICERS (PCSOS)</p> <p>To consider the report of the Director of Environment and Neighbourhoods providing Members with an overview of progress to develop more joined-up working arrangements between locality based City Council services and Neighbourhood Police Teams/PCSOs.</p> <p>(Council Function)</p>	97 - 104

Item No	Ward	Item Not Open		Page No
13	Calverley and Farsley; Farnley and Wortley; Pudsey;		<p>UPDATE REPORT ON PUDSEY MARKET</p> <p>To consider a report of the Markets Service updating Members on current issues and opportunities facing Pudsey market and outlines future proposals to better promote the market.</p> <p>(Council Function)</p>	105 - 110
14	Calverley and Farsley; Farnley and Wortley; Pudsey;		<p>ENVIRONMENTAL SERVICES - UPDATE ON THE SERVICE LEVEL AGREEMENT</p> <p>To consider the report of the Locality Manager (West North West) providing an update on performance against the Service Level Agreement between Outer West Committee and the WNW Environmental Locality Team.</p> <p>(Executive Function)</p>	111 - 130
15	Calverley and Farsley; Farnley and Wortley; Pudsey;		<p>OUTER WEST AREA COMMITTEE BUSINESS PLAN</p> <p>To consider the report of the West North West Area Leader presenting an update on the work to date to develop and Area Committee Business Plan Action Plan.</p> <p>(Executive Function)</p>	131 - 142
16			<p>AREA CHAIRS FORUM MINUTES</p> <p>To receive the minutes of the Area Chairs Forum meeting held on 5th September 2011.</p> <p>(Council Function)</p>	143 - 148
17	All Wards;		<p>LOCALISM ACT 2011</p> <p>To consider the report of the Assistant Chief Executive, Customer Access and Performance providing 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.</p> <p>(Council Function)</p>	149 - 158

Item No	Ward	Item Not Open		Page No
18			<p>CAPITAL RECEIPTS INCENTIVE SCHEME REPORT TO EXECUTIVE BOARD</p> <p>To consider the report of the Assistant Chief Executive (Customer Access and Performance) making Area Committees aware of the report on the Capital Receipts Incentive Scheme that received approval at the Executive Board meeting on 12th October 2011.</p> <p>(Council Function)</p>	159 - 174
19			<p>LEEDS CITIZENS PANEL IN SUPPORT OF LOCALITY WORKING</p> <p>To consider the report of the Assistant Chief Executive (Customer Access and Performance) outlining the progress being made to create a new Citizens' Panel of 6000 residents who would be representative of population profiles at Area Committee level. The report also sets out how the new Leeds Citizens' Panel will be developed and managed, and seeks the Area Committee's views on the opportunities it presents for supporting local decision making.</p> <p>(Council Function)</p>	175 - 186
20			<p>FORWARD PLAN</p> <p>Copy attached.</p>	187 - 188
21			<p>DATES, TIMES AND VENUES OF FUTURE MEETINGS</p> <p>Friday 20th January 2012 at 1.00pm, Farsley Community Church Friday 23rd March 2012 at 1.00pm, Swinnow Community Centre Friday 18th May 2012 at 1.00pm, Venue tbc</p> <p>MAP OF TODAY'S VENUE</p> <p>Safety Central, Stanningley Road, Bramley, Leeds, LS12 3PL.</p>	

This page is intentionally left blank

WEST (OUTER) AREA COMMITTEE

FRIDAY, 14TH OCTOBER, 2011

PRESENT: Councillor D Blackburn in the Chair

Councillors A Blackburn, A Carter,
M Coulson, J Hardy, J Jarosz, R Lewis,
J Marjoram and R Wood

46 Chair's Opening Remarks

On behalf of the Area Committee, the Chair presented local PCSO Martin Mallinson with a Certificate of Appreciation in acknowledgement of his hard work and dedication in serving the residents of the area. The Chair explained that PCSO Mallinson had initiated some excellent projects, including a Youth Football Project with Farsley AFC, which had helped to reduce anti-social behaviour in the area.

Inspector Richard Cawkwell thanked the Area Committee, and the Calverley and Farsley Ward Councillors in particular for their support.

The Chair also welcomed Tom Riordan, Chief Executive, Leeds City Council, and Reverend Paul Ayers to the meeting.

47 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

48 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

49 Late Items

There were no late items submitted to the agenda, however because the Pudsey and Swinnow Forum minutes included in the agenda (Minute 55 refers) were not complete, the missing pages were made available at the meeting.

50 Declaration of Interests

No declarations of interest were made at this point in the meeting, however a declaration was made at agenda item 10 (Minute 56 refers) and at agenda item 11 (Minute 57 refers).

Draft minutes to be approved at the meeting
to be held on Friday, 16th December, 2011

51 Apologies for Absence

Apologies for absence were received from Reverend Kingsley Dowling.

52 Open Forum

Reference was made to the provision contained in the Area Committee Procedure Rules for an Open Forum session to take place at every ordinary meeting of an Area Committee, whereby members of the public could ask questions or make representations on any matter which fell within the remit of the Area Committee. On this occasion, no such matters were raised.

53 Attendance of Tom Riordan, Chief Executive, Leeds City Council

Tom Riordan, Chief Executive informed Members that he had now visited all 33 wards which he found extremely valuable, particularly in relation to learning about the diversity of the city, and speaking to Members about their concerns. He also informed Members that he would be willing to re-visit any ward if required.

Other issues raised were the informal consultation on housing growth, the results of which would be reported to Executive Board on 2nd November, and the £90m budget reduction. He thanked officers and Members for the work undertaken so far to achieve this year's budget, and informed Members that work had started on next year's budget.

54 Minutes - 9th September 2011

RESOLVED – That the minutes of the meeting held on 9th September 2011 be confirmed as a correct record.

55 Matters Arising from the Minutes

Further to Minute 33, it was reported that Reverend Paul Ayers had been invited by Councillor Coulson to observe the meeting, with a view to joining the Area Committee as a Co-optee.

Further to Minute 35, the Area Management Officer reported that Councillors David Blackburn and Jarosz and relevant officers had visited the ginnel next to the Farsley AFC stand. As it is a public right of way, it was not possible to close off the ginnel, however officers would continue to look for a solution.

The Calverley and Farsley Ward Councillors expressed their concern that they had only received very short notice of the visit, and therefore were not able to attend, which was not acceptable. The Area Manager undertook to discuss this with the officers involved, and feed back to the Councillors. Members were also informed that the debris had been cleared from the ginnel, and a litter pick would be arranged as a matter of urgency.

Draft minutes to be approved at the meeting
to be held on Friday, 16th December, 2011

Further to Minute 40, the Area Management Officer informed Members that a site visit would take place at Pudsey Park on Monday 17th October, in order to assess whether a CCTV camera could be moved to cover the soft play area. Officers in Parks and Countryside had raised concerns that this would lead to a loss of trees, however the options would be discussed further at the meeting on Monday and reported back to the Area Committee.

Further to Minute 41, it was reported that Park Spring Primary School had been judged as 'inadequate', however it had now moved out of this category, and further to Minute 44, Members were informed that the Markets Update report would be submitted to the December meeting.

56 Community Forum Minutes

Members were asked to let the Area Management Officer or the Highways Department know of any highways issues, in order that they could be considered as part of next year's budget.

RESOLVED – That the minutes of the Tyersal Community Forum meeting held on 21st September 2011 and the Pudsey and Swinnow Forum held on 29th June 2011 be received and noted.

57 ALMO Outer West Area Panel Minutes

Councillor John Hardy declared a personal interest in this item as a Director of West North West Homes Leeds.

RESOLVED – That the minutes of the ALMO Outer West Area Panel meeting held on 8th June 2011 be received and noted.

58 Appointments to Outside Bodies

The Governance Officer presented a report of the Chief Officer, Democratic and Central Services seeking formal ratification of Councillor Wood's appointment to the Farsley Charity.

Councillor Wood declared a personal and prejudicial interest in this item as it related to his position on the Farsley Charity. He left the room during this item and took no part in the discussion.

RESOLVED – That Councillor Wood's appointment to the Farsley Charity be ratified, for an indefinite period.

59 Update on Locality Cluster Developments in the Outer West

Alison Larkin, Extended Services Adviser, presented a report of the Director of Children's Services updating Members on citywide and local developments on locality working, including membership of partnership governance groups, and highlighting some of the current good practice in an outer west cluster.

Allison Chin, Headteacher, Swinnow Primary School and Liz Hardaker, Extended Services Development Officer were also in attendance to assist in the presentation of the report and to respond to Members' comments and questions.

Alison Larkin provided some information on the history of clusters, and the work that was being undertaken to improve their governance arrangements, including a report which would be submitted to Member Management Committee on 25th October 2011, seeking to appoint at least one Member to each cluster. Data profiles for each cluster relating to the Outer West were appended to the report. A performance dashboard for all clusters was also provided to Members, which is prepared on a monthly basis.

Members expressed concern that Five Lanes Primary School is in the Farnley and Wortley ward, but in the Armley cluster. Members were informed that the clusters were established by schools, and that the level of funding would not be affected by this.

Liz Hardaker then explained the four local priorities (which are linked to the Children and Young People City Priority Plan), and how they are being met:

- Children living in safe and supported families and communities;
- Additional health needs, especially emotional health and wellbeing – for example the Targeted Adolescent Mental Health Project, which had levered in national funding;
- Improving attendance – a multi-agency panel has been set up to deal with this, which children can be referred to;
- Activity participation and healthy lifestyle – for example enabling the most vulnerable families to access activities.

A query was raised regarding how the clusters deal with children who live in a different area to their school, for example children who live in Leeds but go to school in Bradford. Members were informed that the cluster assesses individual children and matches the services to their needs, therefore if a child lived in Bradford, contact would be made with the relevant services in that area.

It was also reported that work is undertaken with children all year round, and activities are arranged during school holidays and targeted at the most vulnerable families. It was confirmed that this is not restricted to families who receive benefits, and the schools are asked to use their judgement to identify the most disadvantaged children. Further to a request, it was agreed that the disadvantaged subsidy reports which would be submitted to the Children and Families Scrutiny Board would be circulated to the Members of the Area Committee.

Members noted that the Pudsey cluster is working well, but there are some issues with the Farnley cluster. It was reported that the Farnley cluster now has a strong new Chair and Cluster Manager, and that issues are now being resolved.

On behalf of the Committee, Councillor Coulson congratulated Allison Chin on the excellent work she had undertaken in schools, which had resulted in her receiving an OBE. Members were invited to visit Swinnow Primary School, where Allison is headteacher.

A query was raised as to whether it would be possible to remove data relating to Five Lanes Primary School from the Armley cluster and add it to the Farnley cluster, however it was reported that this would not be possible as the profiles also include non-school data.

RESOLVED – That the continuing development of partnership clusters be supported.

(Councillor Lewis left the meeting at 2.40pm, during the consideration of this item.)

60 Well-Being Fund Budget Update

The Area Management Officer presented a report of the West North West Area Leader updating Members on the current amount of capital and revenue funding committed and available via the Area Committee Well-Being Budget for wards in the Outer West area.

It was agreed that ideas for other projects which may require funding would be discussed at the Business Plan meeting, which was due to be held in November.

The Area Management Officer undertook to check whether a small grant application had been received in relation to the Diamond Jubilee, further to a query raised by Councillor Wood.

RESOLVED –

- (a) That the relatively small amount of revenue Well-Being budget available for 2011/12 be noted.
- (b) That the following decisions be taken in respect of applications before the Committee today for consideration:

Revenue 2011/12

- (i) Friday Night Project at Pudsey Leisure Centre - £5,000 – Approved;
 - (ii) Roof repairs to Hillside Hall - £1,450 – Approved; and
 - (iii) Railings – Red Lane, Farsley - £1,500 – Approved.
- (c) That the approvals for small grants given since the last Area Committee be noted.
 - (d) That the Well-Being budget monitoring information attached at Appendix 4 to the report be noted.

(Councillor Carter left the meeting at 3.30pm, at the conclusion of this item.)

61 Outer West Area Committee Business Plan

The Area Management Officer presented a report of the West North West Area Leader presenting an update on the work completed to date, to develop an Area Committee Business Plan. A workshop would be held November, in order that Members could discuss the Plan.

It was reported that local people would be consulted on the Plan once a draft had been prepared, and that different methods of consultation would be used to suit each area. Members were asked to contact the Area Management Officer if there was anything further they wished to be included in the Plan.

RESOLVED –

- (a) That the contents of the report be noted;
- (b) That the contents of the Business Plan (attached at Appendix 1 to the report) be noted;
- (c) That the draft Action Plan which accompanies the Business Plan (attached at Appendix 2 to the report) be noted;
- (d) That the Area Management Team continue to develop the Business Plan; and
- (e) That updates be received at future meetings, and that a four year plan be adopted at the March 2012 meeting, which will be subject to an annual refresh.

62 Annual Report - for Parks and Countryside Service in West Outer Area Committee

Glen Gerner, Natural Environment Manager presented a report of the Head of Parks and Countryside seeking to further develop the relationship between the Parks and Countryside service and the West (Outer) Area Committee. The report provided an overview of the service and set out some of the challenges faced along with key performance management initiatives.

The Area Leader reported that in light of the Environmental Delegation recently agreed by the Committee, discussions would be held with officers in Parks and Countryside to assess where work could be undertaken together.

The value added by volunteers was discussed, and Members were assured that further training would be rolled out to site based staff who are responsible for working with volunteers.

The Chair requested that in future, further clarification be included in the report in relation to any improvements that have been carried out since the period covered by the park assessments quoted in the annual report.

RESOLVED – That the content of the report be noted.

63 Consultation on Expansion of Primary School Provision for September 2013

Lesley Savage, Senior Planning and Bids Manager presented a report of the Director of Children's Services seeking to ensure that Members are fully briefed on the proposals being brought forward in response to rising demand for reception places citywide, and are able to comment on them.

The following issues were particularly discussed:

- Concern that fewer than one in five of the additional places would be in West Leeds. It was reported that this should be adequate for 2013, however further proposals may be required for Yeadon and Rawdon, and Pudsey and Farsley are being monitored very closely. The area with the most requirement for places at the moment is Inner East Leeds.
- The proposal to create a new school on the site of the former South Leeds Sports Centre, and concern that a school close to this site was shut down. It was reported that there will be a ten year gap from the school being closed down and the new one being built, and that this proposal had been introduced to deal with trends in the birth rate.
- Whether planning and housing implications were taken into account in forming the proposals. Members were informed that they are taken into account, however the implications are not always easy to predict.
- Concern that the contributions given by developers to education are not high enough to mitigate the impact, and that smaller developers have not provided any contributions, even though many small developments can also have an impact. It was reported that the Council is bound by s106 Regulations, however this will be replaced by Community Infrastructure Levy Regulations in due course.

The Senior Planning and Bids Manager offered to meet separately with the Pudsey and Calverley and Farsley Ward Members during November, in order that any issues could be discussed in more detail.

RESOLVED – That the report and consultation document be noted.

64 Forward Plan

RESOLVED – That the Forward Plan be noted.

65 Dates, Times and Venues of Future Meetings

Friday 16th December 2011 at 1.00pm, Safety Central
Friday 20th January 2012 at 1.00pm, Farsley Community Church
Friday 23rd March 2012 at 1.00pm, Swinnow Community Centre
Friday 18th May 2012 at 1.00pm, Venue tbc

The meeting concluded at 3.45pm.

This page is intentionally left blank

Report of West North West Area Leader

Report to Outer West Area Committee

Date: 16th December 2011

Subject: Appointment of Co-optees to the Outer West

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Calverley & Farsley, Farnley & Wortley, Pudsey	<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 type="checkbox"/> Yes	<input checked="" 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. This report seeks to gain approval from the Outer Area Committee for the appointment of a new Co-optee to the Committee.

Recommendations

2. The Area Committee is asked to:
 - Consider the appointment of a new Co-optee, the Rev. Paul Ayres, who represents Churches Together in the Pudsey Ward.

Purpose of this report

- 1.1 This report seeks to gain approval from the Outer West Area Committee for the approval of a new Co-optee, the Rev. Paul Ayres from the Pudsey Ward.

2 Background information

- 2.1 Under Article 10 of the Constitution, there is provision for Area Committees to appoint up to 5 non-voting co-opted members to support the work of the Committee. Co-opted members can participate in debates but have no voting rights.

3 Main issues

- 3.1 The Outer West Area Committee has since its inception, supported local people to represent the area and to contribute expertise and experience to the Committee's deliberations, for example through their involvement in business, the voluntary sector, with young people and faith organisations.
- 3.2 The Outer West Area Committee has been served for several years by three Co-optees; Liz Navin-Jones (representing the business sector), Rev. Kingsley Dowling (representing the faith sector) and Howard Bradley (representing youth issues).

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.2 Due to the wider commitments of Co-optees, it is not always possible for them to attend every Area Committee meeting. With this in mind, and in order to increase community engagement in the Area Committee's business, it is felt that the Area Committee would benefit from the appointment of a new Co-optee.

4.3 Equality and Diversity / Cohesion and Integration

- 4.4 Co-optees assist Area Committees in their decision making process, by contributing to debates in Committee (specifically around narrowing the gap, community

4.5 Council Policies and City Priorities

- 4.5.1 Under Article 10 of the Constitution, there is provision for Area Committees to appoint up to 5 non-voting co-opted members to support the work of the Committee.

4.6 Resources and Value for Money

- 4.6.1 There are no relevant resource implications. Co-optees give their time for free to the Area Committee, and therefore, provide excellent value for money.

4.7 Legal Implications, Access to Information and Call In

- 4.7.1 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

4.7.2 This report is not confidential, neither is it, or part of it exempt.

4.8 Risk Management

4.8.1 Not applicable.

5 Conclusions

5.1 The Outer West Area Committee is requested to approve the appointment of the aforementioned Co-optee to support the work of the Area Committee.

6 Recommendations

6.1 The Area Committee is asked to:

- Approve the appointment of the Rev. Paul Ayres as Co-optee to the Outer West Area Committee.

7 Background documents

7.1 Outer West Area Committee papers July 2011.

This page is intentionally left blank

Report of West North West Area Leader

Report to Outer West Area Committee

Date: 16th December 2011

Subject: Well-Being Fund Budget Update

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Calverley & Farsley, Farnley & Wortley, Pudsey		
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 seeks to update Members on the current amount of capital and revenue funding committed and available via the Area Committee Well-Being Budget for wards in the Outer West area.
2. The report, asks the Area Committee to consider one Large Grant application and to note the approval for the small grant given since the last Area Committee.

Recommendations

3. The Area Committee is asked to:
 - note the relatively small amount of revenue Well-Being budget available for 2011/12
 - approve the Large Grant applications included at Appendix 1 and 2,
 - note the approvals for the small grant given since the last Area Committee.

1 Purpose of this report

- 1.1 This report seeks to update Members on the current amount of capital and revenue funding committed and available via the Area Committee Well-Being Budget for wards in the Outer West area.

2 Background information

- 2.1 Well-Being budgets are delegated to Area Committees to support local priorities. The formula used to allocate funding to each Area Committee, was revised in 2010/11 from a formula based on 25% deprivation and 75% population to one based on 50% deprivation and 50% population. In addition, the revenue allocation for 2011/12 has incorporated a 12% reduction which has been applied across all Area Committees. This amended formula and reduced funding city-wide has resulted in a slightly reduced revenue budget for Outer West for 2011/12 which has now been confirmed at £154,240. When this figure is combined with the carry forward from 2010/11 (£15,821), the remaining revenue balance is £170,061.
- 2.2 The Area Committees received no new capital allocation for 2011/12. However, the Area Committee is still able to support capital projects through its remaining revenue balance.

3 Main issues

- 3.1 The Outer West Area Committee was allocated a revenue budget of £154,240 for 2011/12, which combined with the carry forward from 2010/11 results in a balance of £170,061.
- 3.2 At the last Area Committee in October three new projects were approved and the remaining revenue balance available to spend in 2011/12 was estimated to be £19,917.
- 3.3 Area Management are in on-going discussions with Finance in order to reconcile the Well-being budget. This exercise involves the evaluation of project expenditure against amount of Well-being approved by Area Committee (as sometimes, projects underspend, or projects are not pursued for valid reasons). A revised balance of the Well-being budget will be presented to the Committee, once this exercise is complete.
- 3.4 Two new large grant applications have been submitted to this meeting of the Area Committee as follows:

Project	Applicant	Funding request 2012/13	Appendix
Summer Bands	Leeds International Concert Season	£3,000 (revenue)	1
Replacement tables	New Farnley Community Association	£1,660.16	2
Total project costs		£4,660.16	
Total revenue balance remaining		£18,256.84	

- 3.5 Details of these projects are attached at appendices 1 and 2. If funding for this project is approved, this would result in a revenue balance of £18,256.84, as funding for this project is for the summer bands is for 2012. The application is being made now to agree in principle, and ratify once the 2012/13 budget has been agreed, in order for advanced booking of bands to be secured.

Small Grants and Skips

- 3.7 Since the last Wellbeing report to the Area Committee in October 2011, one small grant application has been approved for the following project:

Project Name	Organisation Name	Amount
Calverley Diamond Jubilee Project 2000	Calverley Diamond Jubilee Project 2000	£500
Total		£500

- 3.8 This leaves a balance of £1,209 in the small grants budget.
- 3.9 One skip request has been received since the last Area Committee for Houghside Gardens. This leaves £1,215 in the skips budget for 2011/12.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.2 Ward Members are consulted on projects and initiatives within their ward which link to the Area Management work programme via regular ongoing "Two Way Feedback" meetings, held with Area Management, and ad hoc meetings/telephone conversations as and when required.

4.3 Equality and Diversity / Cohesion and Integration

4.3.1 All Well-being funded projects are considered prior to their submission to Area Committee for their impact on Equality and Diversity and Cohesion and Integration.

4.4 Council Policies and City Priorities

4.4.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments only to environmental delegations.

4.4.2 The Area Functions are included in the Council's Constitution (Part 3, section 3C).

4.4.3 Area Management's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.5 Resources and Value for Money

4.5.1 Programmes of work outlined in this report are resourced in the main by Area Management staff and where relevant their partners which in turn provides value for money.

4.5.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets and the Community Centres Budget.

4.5.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. community engagement, area based regeneration schemes and conservation area reviews.

4.6 Legal Implications, Access to Information and Call In

4.6.1 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's

work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

4.6.2 This report is not confidential, neither is it, or part of it exempt.

4.7 Risk Management

4.7.1 Applicants for funding carry out their own risk assessments. If Well-being funding is not approved those projects presented for consideration may not be able to proceed.

5 Conclusions

5.1 The report outlines a limited budget remaining for the Area Committee's use for one large grant and endorsement of one small grant.

6 Recommendations

6.1 The Area Committee is asked to:

- note the relatively small amount of revenue Well-Being budget available for 2011/12;
- approve the Large Grant applications included at Appendices 1 and 2;
- note the approval for the small grant given since the last Area Committee

7 Background documents

7.1 Outer West Area Committee papers October 2011.

This page is intentionally left blank

Area Committee Well-being Fund – Project Proposal
Outer West Area Committee

Project Name: Summer Bands in the Park 2012

Lead Organisation: Leeds International Concert Season

Project Delivery - How will the project be delivered? (list any partners involved in the project):

The project will be delivered by the Leeds International Concert Season team in line with the other events taking place across the city as part of this programme. This series of events has been successful received in previous years and increased the enjoyment of the parks of Outer West Leeds.

Project Summary (include a brief description of the main activities,):

To deliver 10 brass band concerts as part of the Summer Bands in the Park series.

The concerts take place on a Sunday afternoons between June - August 2012 from 2.30pm - 4.30pm.

Outcomes (summarise the main outcome/output/benefit the project will achieve):

- To encourage more local people to use and enjoy their local parks.
- Brings people together all of all ages and backgrounds.
- Local people enjoy a free cultural experience
- The concerts have become a regular feature of the local communities and help to improve the image and profile of neighbourhoods.

Project Cost. Please indicate

How much the project will cost? (List all partners and their contributions)

The cost of the post with on costs is £3,000 (Revenue)

All of which is being asked for from the Outer West due to the events in this case being run in the Outer west wards.

The total amount of funds requested for this scheme is: £3,000 (Revenue)

Identify which geographic areas will benefit:

Pudsey, Calverley and Farsley, Farnley, and Wortley.

This page is intentionally left blank

Area Committee Well-being Fund – Project Proposal
Outer West Area Committee

Project Name: Replacing damaged tables

Lead Organisation: New Farnley Community Association

Project Delivery - How will the project be delivered? (list any partners involved in the project):

New Farnley Community Association will be responsible for delivering this project.

Project Summary (include a brief description of the main activities,):

The current tables are damaged through general wear and tear and significant usage – usually three times p/a. They are badly damaged at the corners and the tops are lifting. The centre is used by playgroups and for table tennis, line dancing, sequence dancing, happy circle, football, bingo, quiz and golf society. The group have tried to have them repaired but this was not successful. Currently 350 people make use of the tables and it is hoped that this will increase to around 500 in the future. The group are also happy to lend the new tables out to other groups if required.

Outcomes (summarise the main outcome/output/benefit the project will achieve):

- New tables for range of community activities

Project Cost. Please indicate

How much the project will cost? (List all partners and their contributions)

The cost of the new tables is £2,460.16.

The Area Committee is asked to contribute £1,660.16 (Revenue) towards this project.

Identify which geographic areas will benefit:

New Farnley

This page is intentionally left blank



Report author:
S.J.Woodhead/ C.Wiggins
Tel: 0113 3367865

Report of Area Leader West North West

Report to Outer West Area Committee

Date: 16th December 2011

Subject: Area Progress Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Farnley and Wortley, Calverley and Farsley, Pudsey	<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. This report informs the Area Committee of progress against the Area Management work programme for Outer West Leeds and local contributions to Council priorities.

2. All Ward Members who make up the Area Committee are consulted on projects and initiatives within their ward. In addition, each Leeds Strategic Plan theme has a Member champion assigned to progress work in the relevant area.

Recommendations

3. Outer West Area Committee members are invited to note that the contents of the report and to comment on any aspect of the matters raised.

1 Purpose of this report

- 1.1 The purpose of this report is to inform Members of progress against the Area Management work programme for Outer West Leeds and local contributions to Council priorities.

2 Background information

- 2.1 The Area Committee has received regular reports on progress against the Outer West Area Delivery Plan (ADP). The ADP was due to run until March 2011 and so is not now a current document. However, the actions contained within the ADP are still relevant to the Outer West work programme, as many are continuing into 2011/12. This report therefore, provides and update against relevant actions and partner agencies' progress on local improvements.
- 2.2 The Area Committee is asked to note that the Outer West Area Management Team is currently working on a Business Plan for 2011-15, which will be presented to the Area Committee in December 2011 (elsewhere on this agenda), following on from Member workshops to help populate this.
- 2.3 Finally, a decision was made by Full Council that Area Chair's Forum minutes should be considered by Area Committees as a regular agenda item, these appear elsewhere on this Committee's agenda. However, on this occasion, the meeting has asked that information that they received on Welfare Reforms and Response to Localisation of Council Tax Support, is brought forward to this Area Committee, and are attached as appendices 1 - 5.

3 Main issues

- 3.1 Enterprise and Economy – Work is due to start on Phase 2 of the Farsley Town and District Centre Scheme with the demolition of the public the toilets and landscaping of the surrounding area. This decision was taken in light of the fact that the toilets have been closed for some 24 months (and prior to this suffered from severe anti-social behaviour) and therefore, the community has become accustomed to not having the use of them. In addition, Farsley is a small community, which unlike neighbouring Pudsey which has public toilets, does not have a large shopping, banking sector and public park, which serve to attract the wider community.
- 3.2 Unfortunately, the work which was due to start in October to re-surfacing the footpath known as the "ginnel," has been put on hold, due to unforeseen circumstances, namely the damaging of the "ginnel" and adjacent wall due to a runaway vehicle. This unfortunate event, occurred a week before work was due to start on site, and has generated a large amount of work as efforts have been made with Building Control, and Legal to establish who is responsible for repairing the boundary wall. At the time of writing this report, Area Management are confident that an owner has been found, and efforts are being made to ensure that repairs are carried out as soon as possible, so that the wider improvement works can continue.
- 3.3 Pudsey Town Centre would seem to be thriving, as the average shop vacancy rates for empty units in the North of England are around 16.5% with some small towns around 40%. Pudsey has an average of less than 4%, which is to be applauded

given that it is a small own facing big competition from much larger retailers. The Town Centre Manager (TCM) has a number of initiatives planned for 2012. These include a food festival, an antiques fair, car boot type event and more food based type markets. All of these are budget dependant and rely on the support of markets management.

- 3.4 At the last Business forum the Chair and deputy chair announced they would be stepping down. The TCM is sure that they will be able to find a replacement but he has put a suggestion forward that they rotate the post every 2/3 months. The Christmas lights event which is being held in conjunction with Children in Need for the first time, is very exciting for the town. The evening will see a fun fair, parade, alternative market stalls to the regular ones, and an attempt by a local shopkeeper to make the world's largest sandwich. Funds raised on the evening will be presented in one large cheque, with local retailer Asda, adding funds that they raise to this total. The TCM has developed excellent working relationships with some of the out of town larger retailers who have stressed they would like to support the town and help to develop its commercial visibility. They have agreed that any assistance will not be wholly branded with their name and that their offer of assistance is genuine. The TCM will be working with these organizations to see what help they can offer and what form this will take.

Environment –

- 3.5 The Outer West Environmental Sub Group continues to meet to monitor the Service Level Agreement and identify relevant environmental issues. With this in mind, a plan of action is being put together with Environmental Services to tackle the issue of excessive dog fouling in Calverley Park. A small grant has been submitted to the Outer West Area Committee to purchase 2000 sticky labels to be attached to litter bins in Outer West. These will advertise the fact that dog foul waste can be deposited in general litter bins.
- 3.6 A meeting has been held between Area Management, West North West Homes (ALMO) and Environmental Services to consider the rationalisation of maintenance of areas of land in Outer West Leeds. The meeting looked to identify a pilot area where the ALMO and Environmental Services could work more closely together to deliver a more joined up service delivery for residents, which would ultimately improve their physical environment. The Tongs estate was identified as a pilot area, and it is hoped that following preparatory work, this new way of Integrated Locality Working can begin in January 2012.

Harmonious Communities –

- 3.7 An opening celebration day was held in October for the new Swinnow Moor play area. The day saw the Youth Service and Police working together, to attract the local community to the new play area, offering, face painting, food, inflatable play equipment, mobile bus with DJ ing decks etc the day was a great success, and was an opportunity to celebrate partners working together to deliver what the community had called for.

- 3.8 Since the last Area Committee the Pudsey and Swinnow community forum met on 12th October. The Police provided an update and highlighted current issues as metal theft and ASB and on street drinking in Pudsey town centre. However the Friday Night project has been established at Pudsey leisure centre to address this and test purchasing has been taking place to check on retailers. There will be increased patrols in the run up to Christmas and pubs are on board to tackle nuisance behaviour. The Police also focused on the dark nights campaign, providing timer switches for older and vulnerable people. The Dogwatch campaign has also been launched whereby dog owners are the eyes and ears to provide information to the Police.
- 3.9 The Environmental Action Team (EAT) provided an update on their area of work, including the Environmental Services Service Level Agreement being approved at Area Committee and neighbourhood plans being developed across the West North West area. A strong partnership has been developed between the Police and EAT with joint enforcement patrols in Pudsey town centre, to tackle littering and dog fouling in particular.
- 3.10 Highways also provided an update on local issues, including the Lidget Hill lay-by works and amendments to parking restrictions on Lowtown. Views were also sought on potential highways schemes for next financial year.
- 3.11 The Town Centre Manager provided an update on plans for the combined Pudsey Christmas lights switch on and Children in Need event.
- 3.12 In addition the Tyersal Forum was held in September, where the Environmental Services Locality Manager attended and informed the meeting about the new Environmental Services role and revised cleaning schedules. The Neighbourhood Policing Team Inspector also attended the meeting and informed the Forum about his team's joint multi agency work with Bradford.

Health and Wellbeing –

- 3.13 A Health and Wellbeing Centre is being developed in Pudsey, on the principle of prevention rather than cure and will include a community café. The centre is due to open summer 2012.
- 3.14 Two postcode areas within Outer West have been identified as hotspots for teenage pregnancy. These are LS12 5 (Farnley) and LS28 7 (Pudsey). These areas are benefiting from targeted work to reduce teenage conceptions including repeat conceptions. Work is taking place to support Pudsey Crawshaw, Priesthorpe, Pudsey Grangefield, Leeds West Academy, Swallow Hill, and Farnley Park schools to address teenage conception.

Thriving Places –

- 3.15 A Community Safety Annual update report is attached elsewhere on this agenda and the Community Safety Co-ordinator for West Leeds and Inspector Cawkwell will provide an update to the Area Committee.

- 3.16 Area Management (in response to a request made at the September Area Committee as a result of reported anti-social behaviour) are pursuing the possibility of utilising the existing Metro Closed Circuit Television Camera in Pudsey Bus Station to oversee Pudsey Park. In order for this to be achieved it may ultimately be necessary to remove one tree from the Park to improve sight lines for the camera. Discussions are on-going with Parks and Countryside and Tree Protection Officer (Planning) to see if this is possible, or whether it may be possible to radically prune the tree to achieve the same result. The utilisation of the Metro camera has been secured by LeedsWatch, who monitor the camera, and is a no-cost option to Area Management. However, it may be that the Area Committee is approached to fund the planting of a replacement tree in the future, if it proves necessary to remove the identified tree.
- 3.17 Area Management is working to try and secure the successful implementation of “Community First”, a Cabinet office initiative, which sees the offer of funding for communities (with high levels of deprivation and lack of social capital) , who can work together as part of a wider Community Panel, who will submit bids to the Community Development Foundation for consideration. Farnley/Wortley and Pudsey wards have been identified as wards to benefit from this initiative, and the panels will have local Member representation. Further information will be brought forward to a future Area Committee on this initiative as it develops.
- 3.18 A copy of West North West Homes Leeds Outer West Area Panel minutes from the 10th August 2011 are attached at Appendix 6.

4 Corporate Considerations

Consultation and Engagement

- 4.1 Ward Members are consulted on projects and initiatives within their ward which link to the Area Management work programme via regular ongoing “Two Way Feedback” meetings, held with Area Management, and ad hoc meetings/telephone conversations as and when required.

Equality and Diversity / Cohesion and Integration

- 4.2 This section is not applicable to this report

Council Policies and City Priorities

- 4.3 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments only to environmental delegations.
- 4.4 The Area Functions are included in the Council’s Constitution (Part 3, section 3C).

4.5 Area Management's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

Resources and Value for Money

4.6 Programmes of work outlined in this report are resourced in the main by Area Management staff and where relevant their partners which in turn provides value for money.

4.7 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets and the Community Centres Budget.

4.8 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. community engagement, area based regeneration schemes and conservation area reviews.

Legal Implications, Access to Information and Call In

4.9 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

4.10 This report is not confidential, neither is it, or part of it exempt.

4.11 This report is subject to Call-In as it is the Area Committees functions are delegated Executive ones.

Risk Management

4.12 A risk assessment will be carried out by Property Maintenance as part of their plans for demolition of the public toilets and works to the ginnel in Farsley.

5.0 Conclusions

5.1 In conclusion, the Area Progress report is in line with the functions and role of the Area Committee which are:

- Improve the quality and value for money of Council service delivery
- Improve the quality of democracy and find new ways to facilitate citizen participation in local government through the development of links between Ward Members and their communities
- To co-ordinate policy and service delivery between the local service providers.

6.0 Recommendations

6.1 The Outer West Area Committee members are invited to note the contents of the report and to comment on any aspect of the matters raised.

Background documents

None

This page is intentionally left blank



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

REPORT TO AREA COMMITTEE CHAIRS' FORUM

DATE: THURSDAY 3 NOVEMBER 2011

SUBJECT: WELFARE REFORM

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 Reform timetable

Date	Change	Description	Timing of change	National financial impact over the spending review period	Leeds impact
Apr-11					
Housing Benefit	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
Housing Benefit	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.
Housing Benefit	- 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

Housing Benefit	- 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 April 2011 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
Child Benefit	Child Benefit	Child Benefit frozen for 3 years from 2011	April 2011	£2.6bn savings	All families in Leeds
Housing Benefit	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
Income Support	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
Apr-12					

All benefits	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
Jan-13					
Child Benefit	Child Benefit	Removal of Child Benefit from all higher rate tax payers	January 2013	£8.05bn	N/k
Apr-13					
All benefits	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
Housing Benefit	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.
Housing Benefit	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

Housing Benefit	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
Social Fund	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
Council Tax Benefit	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
DLA	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
Oct-13					

<p>All means tested benefits</p>	<p>Universal Credit</p>	<p>Universal Credit replaces the main income based benefits (IS, JSA, ESA, HB and Tax Credits) with a single payment delivered by a single agency</p>	<p>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</p>	<p>N/a</p>	<p>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</p>
<p>Oct-14</p>					
<p>Housing Benefit</p>	<p>Pension Credit</p>	<p>Housing Benefit for pensioners will be paid as Pension Credit</p>	<p>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</p>	<p>N/a</p>	<p>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</p>

This page is intentionally left blank

REPORT OF: JILL WILDMAN, DIRECTOR OF HOUSING SERVICES

REPORT TO AREA COMMITTEE CHAIRS' FORUM

DATE: THURSDAY 3 NOVEMBER 2011

SUBJECT: WELFARE REFORM

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.

This page is intentionally left blank



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
Issue: General							
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 & WNWVH

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.
Issue: Financial Inclusion							
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.
Issue: Universal Credit							
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	<p>Review Welfare Reform Timetable. Review migration schedule due to be released by DWP December 2011.</p> <p>Plan target groups and commence target awareness campaigns.</p> <p>Work with Customer Sounding Boards/ Focus Groups to agree a communication plan for leaflets, articles, website, letters, posters etc</p> <p>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.</p>	31/01/2012		Awaiting Schedule to be issued
					Linked to above		
					Linked to above		
					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. Plan staff training Deliver staff training	31/01/2012 Dates to be linked to migration schedule		Training Manager's to develop training programme for staff.

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.
12	Estimate impact of Universal Credit though loss of Housing Benefit direct.	31/12/12		Present report for decision. Obtain data on housing benefits and analyse	31/01/2012 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. Develop and implement strategy and new opportunities for customers on benefits.	30/04/2012 31/12/2012		
14	Ensure Customers are able to claim Universal Credit easily.	31/10/13		Claims will be administered online. ALMO's to take part in customer trials when approached by DWP.	31/10/2013		Review data on customers who do not have online access. 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. Involve focus groups.	Autumn and Winter 2012; Spring and Summer 2013	Winter 2012 & Summer 2013	Will need home visits to customers affected to discuss methods of payment, implications, put on direct payment if possible. 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 Produce new material, highlighting changes on UC, importance of rent first. Regular campaign in newsletters, website and mail shot.	31/08/2012 31/01/2013		Winter, Spring & Summer campaigns. Winter, Spring & Summer campaigns. Winter, Spring & Summer campaigns.
Issue: Under occupancy Caps to Housing Benefit							
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.			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 Need to check data we hold, and model what the impact will be.			Awaiting confirmation from DWP on what is to be implemented.
21	Review best practice on under occupation.		Lettings Lead Officers & Leeds Homes	Changes due to come in April 2013 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 Review and amend Lettings policy. Undertake consultation with affected customers.	31/03/2012 30/06/2012 31/12/2012		Awaiting confirmation from DWP on what is to be implemented.

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

Councillor Keith Wakefield
Leader of Leeds City Council
Civic Hall
Leeds LS1 1UR

Council Tax Benefit Reform Team

Department for Communities and
Local Government
5/H2 Eland House
Bressenden Place
London
SW1E 5DU

Telephone: (0113) 247 4444

Fax: (0113) 247 4046

Email: keith.wakefield@leeds.gov.uk

Our ref: KWISH\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

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 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*

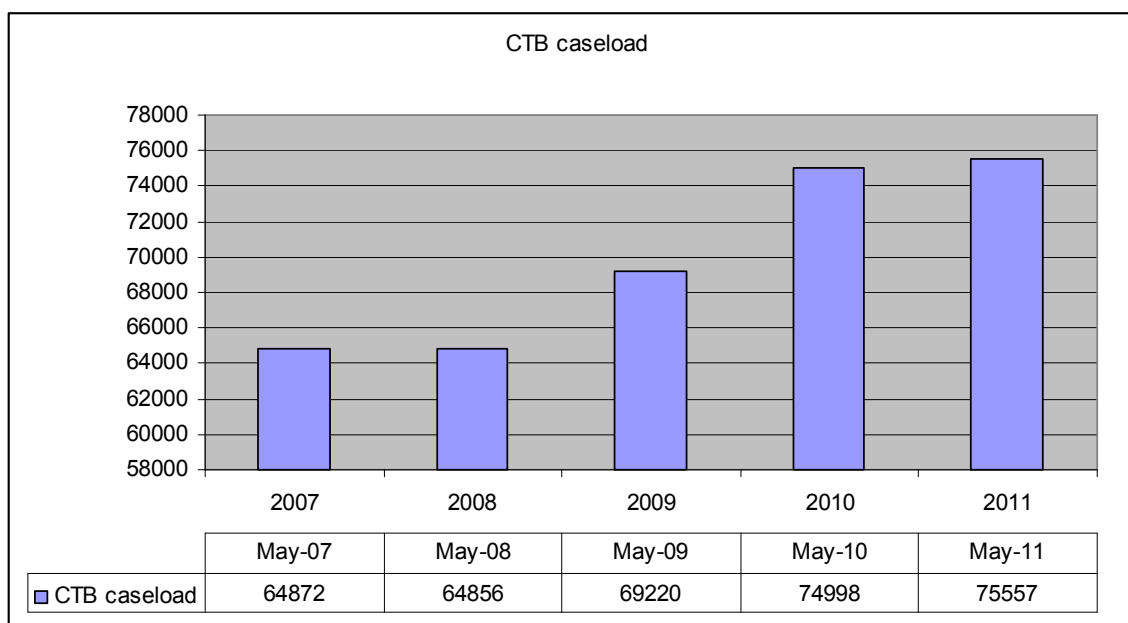
As stated above the ability to reflect local priorities is severely limited by the prescription of a national scheme for pensioners and the expectations around protecting other vulnerable groups and people moving into work. The scope for local priorities can be increased by including discounts and exemptions 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;

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 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:

- 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

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.

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?

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.

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 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 it's 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.

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.

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.

**MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield Chambers
Wednesday 10th August 2011**

Attendees:

Area Panel Members

Kevin Sharp (Chair)
Brian Falkingham (Vice Chair)
Margaret Rimington
Jean Gray
Corinne Brown (Board Member)

Officers:

Sharon Guy	- Area Performance Manager Wortley/Pudsey
Lee Wright	- Customer Involvement Manager
MariePierre Dupont	- Neighbourhood Planner
Rebecca Mell	- Investment Planning Manager
Mary Kerr	- Administration Officer (Minutes)

Guests:

Kevin Bradbury	- Policy and Marketing Manager
Mick Parker	- Neighbourhood Performance Manager

Action

1.0 Apologies for Absence:

1.1 Councillor Lewis, L Appleby

2.0 Minutes of the Previous Meeting Held on 8th June 2011:

2.1 The minutes of the previous meeting were **agreed** as a true record.

3.0 Matters Arising:

3.1 Arising from Item 5.1

Involving Diverse Tenants

ST informed KS forum meeting attendees had been approached regarding attending an area panel meeting as an observer. There was no interest shown.

Landlord Accreditation (Tenant Participation Advisory Service)

LW said pieces of evidence are still being collated, this will need to be completed by 15 August. Once received all the evidence will be gone through and feedback will be given.

An update regarding this will be given at the next meeting.

LW

Arising from item 6.1

A list of the works carried out from the surplus funding was given to panel members.

The list of works were carried out as follows:

Painting of railing at Stonecliffe Grove

Barriers placed at Victoria Grove
 Barriers placed at Westdale Grove
 Bollards and lining done New Street Grove

Arising from item 7.1

It was mentioned the 2 hour appointment slots have not been made available yet due to problems occurring within the IT systems.

4.0 Almo Business Centre Leeds (ABCL) Update

- 4.1 KB gave an in-depth overview of what is happening regarding the ABCL and explained the reasons for setting up the ABCL, as well as the purpose, principles and progress so far.

It was stated there would be no reduction in services to customers as a result of the setting up of the ABCL.

It was mentioned that the BITMO are not involved at present but they could have an option to 'purchase services' at a later date if they wish.

KS enquired if the setting up of this has had any influence on the re-structure of WNWhL (currently being undertaken).

KB said that the two were completely separate, although setting up the ABCL may lead to individual ALMOS looking at their resources.

ABCL staff will come under the management of WNWhL even though the ABCL will be run as a separate business unit. This will mean that staff will TUPE, from Leeds City Council and the other ALMOS, into WNWhL.

Some teams have already TUPEd into the ABCL and moved to new offices. After the moves, restructuring of those teams will take place.

Marketing and Communications Teams, Finance Teams, Human Resources Teams and part of Asset Management Teams are all part of phase 1. Performance will be part of phase 2 and Customer Services Teams will be considered in Phase 3.

The moving into the ABCL would consist of back office functions only.

The ABCL is being set up to streamline processes and improve performance which will in turn deliver financial savings.

Front Line offices are not part of consideration for scope within the ABCL, and no housing offices will be closed as a result of setting up the ABCL.

5.0 Customer Involvement

5.1 Update

LW went over the report and the following points were noted.

Customer Involvement Policy

The Customer Involvement Policy is now due for the annual review. The updated policy will be presented to the Board Sub Committee in September 2011.

In reviewing this policy customers, staff and other stakeholders will be consulted in August. An Equality Impact Assessment will also be undertaken.

Panel members were asked if they felt any areas could be improved on.

LW mentioned that the new service standards are to be included in the performance measures.

KS mentioned there needs to be training for tenants on how to read performance figures and on equality and diversity.

LW mentioned training requirements and training needs forms had been sent out to Panel Members - but only a low response was received back.

MR enquired when as she had not received this.

LW said he will re-send to those Panel members who had not responded.

LW

The Network Executive Committee want to see mandatory training for front line staff on customer involvement.

KS agrees with this stating it is a good idea.

Diverse Community Fund

A couple of applications have been received however none are for the Outer West Area.

Although this is promoted through the various means, only a few responses have been received.

Involving Diverse Tenants

A Polish forum was arranged for May which 7 customers attended.

Arabic and Polish forums will be organised again in November.

A Tigrinya Forum took place in July which 4 customers attended.

An Urdu Forum will take place in August.

Farsi and Kurdish Forums will be arranged for September and March.

Tenant Scrutiny

Work continues on developing a Tenant Scrutiny Body.

The Pilot Tenant Scrutiny Body is currently meeting regularly and is undertaking a scrutiny project on 'Advice On Moving Homes'.

The full Scrutiny Body will be in place in October and publicity for recruitment is currently taking place.

An article in the last issue of 'The Buzz' resulted in over twenty customers expressing an interest in taking part in Scrutiny and briefing sessions will take place on 23rd and 24th August.

Updates will be brought to the Area Panel as the process develops.

CB enquired if you are on the Scrutiny Panel does that mean you cannot be Chair of the Area Panels.

KS feels he does not see why you cannot. If you are chair of an area panel and the panel is put under scrutiny you could declare an interest and leave the room.

LW

5.2 Tenancy and Estate Management

SG presented this report and the following points were noted for May and June.

May

SG asked BF if the problems paying rent over the phone have been sorted. If there were still problems there was a number given for the Customer Accounts team staff.

BF said yes it seems to be working fine now.

BF commented contact centre had improved as a colleague had contacted the centre and the call was answered within a minute. Customer was informed would be phoned back and was within 5 minutes by the contact centre.

The Housing Office surveys were only carried out four weeks ago. It is felt over time the problems can be analysed and this result could improve.

A lot of dissatisfaction was aimed at Housing offices due to the problems with the repair failures and the contact centre.

Actions were put into place to assist with the repair problems. This was done at the housing offices where repair query surgeries were held.

KS questioned the frequency of the surgeries as believe they were only a pilot scheme to assist getting over the initial backlog.

SG said as far as she is aware should be a weekly surgery. This will be looked into.

SG

June

Estate grading is below target. This unfortunately is due to two members of staff being on long term sickness.

Staff are due back in two weeks so it is hoped improvement can be achieved once fully staffed.

SG has been asked to review Estate gradings and Inspections. More tenants are required for estate gradings and inspections. If panel members are aware of interested people please could they advise the Housing office so a follow up can be carried out. Once the review has been finalised a launch will be done via the website encouraging tenants to join.

5.3 Area Panel Budget Update

Panel members were informed that a total of £779.69 had to be paid out from the budget towards the publication of the Nutting Grove gating order.

June Bids

AP14 -2011 – Line parking bays in the main car park of Greenside

MPD said that problems have arisen with this bid. The condition of the car park is not very good therefore resurfacing would need to be carried out before the lines can be marked. The cost of resurfacing would be approx £4000.

Area panel members indicated that they would not fund resurfacing because this would be a repair and they have refused similar work in the past.

MPD mentioned the Area Panel is under spent on the capital funding but on target with the revenue.

5.3 Area Panel Bid Evaluation

MPD went over the report briefly and queried whether panel members would like this reported on in future.

It was noted that more details on the bids that received low satisfaction or high satisfaction would be beneficial. Panel members felt that this would enable them to see what projects were not received well and which were very successful and the reasons for this. This may help them with future decision making.

5.4 Area Panel Bids

August Bids

- AP01 -2011 – Funding for a Target Hardening Scheme

The value of this bid is £10,000.00.

While it was believed that funding had been granted for this scheme through the Community Safety Budget. It has emerged since that no funding had been paid by WNWH towards this scheme.

If total amount is granted the area panel will be left with very little revenue funding.

A suggestion made was that £2,500 could be given initially and a report could be requested to be provided for the next meeting giving a briefing of which area it was used in and if it was successful.

This bid was **approved** to the amount of **£2,500.00** only.

Area Panel after the review may consider additional funding at a later date.

- AP23 -2011 – Funding for a community initiative at Rycroft Green

The value of this bid is £735.00.

BF and JG declared an interest and left the room.

This project proposes to build some raised flower beds with a path between them in the community to enable elderly residents with mobility problems to access them.

It is proposed that scented plants will be placed in the planters to create a sensory garden that can also be enjoyed by residents with sight problems.

MPD

Maintenance of the flower planters will be undertaken by the residents.
This bid was **approved**.

- AP22 -2011 – Funding to provide a foot path for Greenside Tenants
The value of this bid is £3000.00.
A map was provided showing the location for the proposed foot path.
It was mentioned this seems a lot of money for only 3 yards of path.
The panel members refused this bid as they felt the cost of this path was not value for money considering there is already an adequate path that could be used.
This bid was **refused**.
- AP33 -2011 – Funding to restrict access to the land at the back of 1 – 17 Swinnow Green
The value of this bid is £1000.00.
A map and photographs were provided showing the location for the proposed placement of the bollards or fencing.
This bid requests for a preventative measure to stop joy riders cutting through by using the back gardens to hide and escape when being chased by the police.
It was also stated how hazardous this could be for the residents as they hang their washing out in the back gardens, the joy riders when cutting through may not see them.
A survey letter was sent to all residents of the maisonette flats. 62% responded positively to the proposals. The majority of the residents opted for bird mouth fencing with some plants around the fencing.
It was noted that this would possibly be about 10 to 15 feet of fencing.
This bid was **approved**.
- AP35 -2011 – Funding for handrails to a foot path on Wellstone Garth
The value of this bid is £1100.00.
A map was provided showing the location for the proposed railings.
22 survey letters were sent to the residents living on each side to the foot path.
Of the letters sent 7 responded with five being in favour of the bid and two were against it. It was noted that the two opposed to the works were living further up where there are already handrails in place. The five in favour were elderly tenants who find it extremely difficult in the winter months.
The handrails will be put on the side where they will not block the pathway.
This bid was **approved**.
- AP38 -2011 – Funding to provide fencing to the back of the garages on Wellstone Rise
The value of this bid is £550.00.
The bid was submitted by a tenant who would like a fence to be placed between the gable end of the Wellstone Way garages and tenants gardens.
The space approximately 1.5 metres wide is used as a hiding place either for goods, drug taking or people, which cause the tenants to feel uncomfortable.
The local PCSO has confirmed that this small piece of land is used for anti social behaviour.
This bid was **approved**.
- AP40 -2011 – Funding to provide handrails on Low Moorside Close
The value of this bid is £2,500.00.
MPD went over this bid and gave a brief overview of the residents' requests and the reasons for them.

KS enquired why this type of work was not done through the adaptations as mostly elderly residents.

MPD said that adaptations only do work on individual properties and not community based areas.

Panel members felt this bid would only support three or four residents and not the community.

MPD said no it would also benefit residents living further up.

MPD mentioned she could look and see if this could be done in partnership with Groundwork.

MPD will get more in-depth information on this bid regarding speaking with the adaptations team, approaching Groundwork and provide some photographs.

This bid was **deferred** until further sufficient information could be provided.

MPD

Total value spent this meeting £5,885.00.

6.0 Revenue and Capital Expenditure

6.1 Capital Programme Update 11/12

RM went over this report and the following points were noted.

The total current programme for 2011/12 stands at £19.2 million. Currently £10 million has been committed, this includes carry over schemes from 10/11.

Actual spend to date amounts to £0.5 million. The spend is lower than anticipated due to new contractor arrangements and the delay in appointing PMS as contract managers. This has caused delays in contracts starting on site however decent homes improvement works are planned to start in August.

RM mentioned that training workshops are being held regarding stock condition surveys.

A scheme of kitchen only replacements to 329 properties with adapted properties is currently being planned. Additional schemes of fire door replacements are also being worked up.

RM mentioned that additional funding of £2.3 million had been received for Sheltered Housing projects which have been allocated to the next financial year 2012/13.

2011/12 Decency Update

The percentage of stock decent for the Outer West area on 22nd July was 98.64%, this is against the ALMO average percentage of 97.52%.

7.0 Any Other Business

7.1 Contact Centre Update

MP mentioned there are serious concerns regarding the performance from the contact centre throughout 2010/11, and into 2011/12.

Assurances have been given that performance would improve from the Contact Centre and the Regional Director for Morrison. It was envisaged that repairs will hopefully run more smoothly in future.

It was mentioned that when the new contractor went into mobilisation, the contact centre were not prepared for the volume of calls that would be created by this.

In the previous contract follow up repair calls went directly to the contractor but in the new contract this is not the case. Customers now need to go through the contact centre to check up on repairs.

This along with the IT systems not collaborating fully had caused major problems.

Work is being carried out regarding the issues and it is hoped these will be resolved.

It is hoped by October ICT systems should be fully integrated. With the repairs issues being sorted it is likely the Contact Centre performance will improve.

West North West Homes, Aire Valley Homes and Leeds City Council have all put extra funding in to put additional resources in place at the Contact Centre. It was stated customers have been apologised to and repair surgeries have been put in place at the housing offices until the issues have been resolved.

KS enquired if an update could be given to the Area Panel members at the December meeting.

MP replied feedback of the results will be given in the December meeting.

MP

8.0 Date, Time and Location of next meeting

8.1 **Date:** 5th October 2011

Time: 5.30pm (5.00pm – Refreshments)

Venue: Westfield Chambers Board Room

Signed.....

Date.....

This page is intentionally left blank

Report of the Assistant Chief Executive (Customer Access and Performance)

Report to West (Outer) Area Committee

Date: 16th December 2011

Subject: Annual Community safety Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Calverley & Farsley, Farnley & Wortley, Pudsey 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 type="checkbox"/> Yes	<input checked="" 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. This report provides crime statistics for Outer West Leeds and details of key activity to address crime and anti social behaviour issues.

Recommendations

2. The Area Committee is asked to:
 - note the report and offer comment

1 Purpose of this report

- 1.1 This report is the annual community safety report, providing Members with details of the community safety activity undertaken during the last 12 months. The report will also provide details of crime data, making comparisons with previous year.

2 Background information

- 2.1 A number of factors have a bearing on crime, criminologists have placed these factors into three broad categories:
 - A suitable target or opportunity, for example: valuable items which can be removed relatively easily such as laptops near an open window, vehicles with unlocked doors and a valuable item on show, etc

- A motivated offender, for example: someone whose values or beliefs make stealing acceptable, drug dependency, someone motivated by greed, etc
- A low likelihood of getting caught, for example: no Police or security guards, a neighbourhood with a low level of reporting crime, no natural street surveillance, etc

2.2 Traditional problem solving techniques aim to reduce crime by impacting on these three categories:

- Working to educate the victim (leaflet drops, face to face crime prevention advice, etc)
- Tackle the offender (known as offender management; visit known offenders, tenancy action, curfews, criminal sanctions – prison, etc)
- Undertake community based work to improve natural surveillance such as community engagement and capacity building to increase reporting (eg neighbourhood watch), environmental works such as cutting hedges back, secure by design, etc)

2.3 However it should be acknowledged that other factors also have a bearing on crime;

- Seasons
- Weather
- Release of offenders
- Location
- Population

2.4 It is also important to note that one offender can commit many offences in a short period of time and this can lead to significant increases in crime figures. For example, where six cars are damaged in a street, this would lead to six reports of criminal damage.

2.5 Community Safety Service Priorities for 2011 – 2012 are:

- People are safe and feel safe in Leeds
- Tackling burglary and anti – social behaviour
- Working closer with partners and communities in neighbourhoods and the city centre to tackle community safety priorities and improve local delivery
- Supporting the most vulnerable people, especially those affected by domestic violence and young people with the greatest needs
- Developing joint intelligence and information sharing, including use of CCTV and security services and improving the focus on Integrated Offender Management
- Using partnership resources wisely

Summary of key Actions

- 2.6 The North West Divisional Community Safety Partnership is a multi agency partnership chaired by the Police and West North West Homes and includes partners from Fire Service, Leeds University, Youth Service, Youth Offending Service, Safer Leeds and Community Safety Lead Member representatives from each of the four Area Committees in West North West. The Partnership meets four times a year and sets the strategic direction for partnership work, examining performance and agreeing priorities. The work of the group is accountable to the Safer Leeds executive, who receives regular reports of the activity undertaken.
- 2.7 The following key actions have been delivered through the Divisional Community Safety Partnership during the last 12 months:
- 2.8 Multi Agency Tasking. This group meets monthly and it's membership includes; Safer Leeds (Co-chair), Police (Co-chair), Area Management, West North West Homes, Fire Service, Youth service, Attendance Management, Youth Offending Team Environmental Action Team, Signpost, Pudsey Town Centre Manager and Leeds Anti Social Behaviour Team (LASBT). The group aims to direct partnership resources to tackle the priorities set by the Divisional Partnership and from local agency intelligence. The tasking meetings include Environmental priorities that have an impact on Neighbourhoods.

Examples of the work undertaken by the Multi Agency Tasking group during the period January 2011 November 2012 includes:

3 Burglary

Burglary remains a priority for the North West Division and Safer Leeds partnership with additional resource allocated to reduce burglary across the city. An appendix 1 2, and 3 provide a break down of burglary for the Outer West wards.

The chart below shows the ranking of wards for burglary across the city and highlights the Localities of concern. Currently there are no wards in Outer West that are localities of concerns however the Farnley and Wortley ward have seen an increase in burglary during September and October. Additional resources which include extended tours of duty from 6 PM – 6AM and the targeted of known offenders has resulted in some positive reduction in the burglary figures for November.

During 2011 there have been a number of targeted operations to tackle burglary and other crime types and examples of some of the partnership work are listed below.

Ward	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	12 Month Total	Colour Key
Hyde Park & Woodhouse	Very High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	557	Very High Concern High Concern Some Concern Low Concern Strategic Area
Burmantofts & Richmond Hill	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	556	
Armley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	502	
Bramley & Stanningley	Some Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	493	
Kirkstall	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	485	
Headingley	Some Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	470	
Chapel Allerton	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	Low Concern	High Concern	417	
Killingbeck & Seacroft	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	396	
Farnley & Wortley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	391	
Gipton & Harehills	High Concern	High Concern	High Concern	Low Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	390	
Temple Newsam	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	Low Concern	High Concern	360	
Cross Gates & Whinmoor	Low Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	311	
Weetwood	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	Low Concern	High Concern	311	
Pudsey	Low Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	Very High Concern	Low Concern	High Concern	298	
Moortown	High Concern	Low Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	287	
Roundhay	High Concern	High Concern	High Concern	Low Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	285	
Calverley & Farsley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	270	
Horsforth	Low Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	223	
City & Hunslet	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	197	
Middleton Park	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	187	
Beeston & Holbeck	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	179	
Adel & Wharfedale	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	178	
Alwoodley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	177	
Morley North	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	151	
Garforth & Swillington	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	142	
Otley & Yeadon	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	129	
Guiselley & Rawdon	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	118	
Morley South	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	116	
Rothwell	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	106	
Harewood	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	104	
Kippax & Methley	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	100	
Ardsley & Robin Hood	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	85	
Wetherby	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	High Concern	Some Concern	High Concern	High Concern	High Concern	High Concern	69	

3.1 **Operation Alamo** focussed on reducing burglaries in Inner & Outer West Leeds during February which targeted known burglars in the North West Division.

3.2 **Operation Absinthe** Commenced in March continued through to the end of the April. Police targeted burglars in the early hours of the morning. The tactics included Support from the mounted section and operational support officers during the afternoons to combat the afternoon/early evening offences.

There was a focus on a group of known criminals who are being targeted by pro active measures which include extended tours of duty until 6am. The majority of the burglaries took place in the early hours of the morning. In the West Outer wards the favoured modus operandi is that of attacking the euro profile locks with mole grips. There also continued to be a number of “sneak in” offences where opportunist thieves are presented with insecure doors and windows.

There were significant arrests of two well known local criminals who were remanded into custody following their arrest. One young man from Bramley admitted in excess of 15 house burglaries committed in Bramley and Swinnow. Another Swinnow based criminal was charged with offences which have occurred across the city in a number of wards. This serves to illustrate that cross border offending occurs with regularity. To counter this issue the newly formed Leeds District Burglary Task Force was established to focus on offenders who operate across ward and

divisional boundaries. The effectiveness of this team will be judged in the months to come.

Operation Alice 1 and 2 – has been a further pro active initiative run in the autumn and early winter. Again NPT staff have deviated their tours of duty to work 1800 – 0600. The month of November has seen a reduction in the number of recorded burglary dwellings and theft from motor vehicles. There is no doubt that this success has been due to the persistent targeting and disruption of known offenders.

3.4 **Darker Nights Plan** – A Darker nights plan was launched in October to coincide with the changing of the clocks and darker nights. A package of measure are being implemented which include Timer Light Switches funded from Community Safety, the Bobby in the Lobby events, leaflets and also merchandise funded by the Outer West Area Committee which are being targeted in hot spot areas and events such as local forums and PACT meetings. Events have been held at Pudsey market and Asda Owlcotes during the October half term to raise awareness of home security to local communities. Further events are being organised during November and December. The plan also focuses on the management of offenders within the North West Division and links into the city-wide burglary team particular with prison releases before Christmas.

3.5 **Target Hardening** – Funding of £10000 from the Outer West Area Committee and £2,000 from West North West Homes has supported a target hardening project in Outer West. Extensive work has been done to identify the most burgled streets in Outer West by the Intelligence unit analyst over the last 6 months. This data has been used to offer target hardening packages to vulnerable locations in the Outer West wards. To date target hardening has been completed in Pudsey, Calverley and Farsley Ward with Farnley/Wortley ward to follow. Where people are able to contribute to the costs of enhanced security to their property a contribution is requested of £50, excluding tenants of West North West Homes Leeds. This has proved very successful.

3.6 **Offender Management**

As part of the Offender Management strand of the Burglary Reduction Plan for Inner West a Multi-agency Offender Management case conferencing meeting has been established targeting offenders who are impacting on burglary in the Armley and Bramley area. The aim is to case manage around 12 individuals that have been identified by the Divisional Intelligence Unit /Youth Offending Service and other partners agencies who pose a higher level of risk of offending /committing burglary but are not at the level of offending for the Intensive Offender Management Programme . A profile of each individual identified and action plan has been drawn with agreed actions and outcomes. This initiative is to be rolled out to included young people from across West Leeds during 2012.

3.7 The Police have held a briefing with Environmental Action Team staff which included street cleansing services and are in the process of building up links with local Police and PCSO's to enable staff to share any information that they may have from working out in the communities most of the day. The Inner and Outer NPT with partners such as Dogs Trust, Leeds City Council has developed and launched a Dogs Watch scheme on 29th October. The aim of Dog Watch is for dog owners to report any thing suspicious or area of environmental concern that they

may come across whilst walking there dogs thought a telephone contact number or email address. To date over 100 dog owners has signed up for the project.

3.8 Vehicle Crime

- 3.9.1 **Operation Alligator** was a team of 8 officers put together to deal with the rise in vehicle crime earlier in 2011. Since its introduction it has seen the reduction in car crime across the division.

The team have had success with the capture car in Pudsey and Farnley, which resulted in the arrests of Terrence Ponsonby, Anthony Evans, Jacob West, Ben Day and Ben Sherwin. All of these individuals were convicted at court and as such they are a matter of public record.

There has been fresh impetus regarding vehicle crime and burglary in Pudsey during 2011, in particular theft from motor vehicles in ward 28 centre Pudsey. A pro active approach has been taken where increased disruption of criminals has taken place. This attrition sits alongside the deployment of the capture car.

- 3.10 **Operation Absinthe** - The Wortley and Farnley ward saw a rise in the number of cars being broken into. As part of Operation Absinthe officers worked into the early hours targeting a known man who returned to the area having been living in Merseyside. He has been arrested on a number of occasions in relation to theft from motor vehicles there have been some significant success in the Farnley and Wortley ward. The capture car which was funded by the elected members proved to be a valuable commodity once more.

The Stonebridges area and the Gala Bingo Car Park as a particular hotspot and had been locations where cars had been broken into and small items stolen such as Sat Nav devices. The capture car deployed to this location and was broken into on the 2nd June and a local man was arrested who was sentenced at court.

- 3.11 The anti-theft screw kits for car registration plates funded from Community Safety are now available. An event was organized for Saturday 26th February at Owlcotes Centre to promote the kits. This had an impact on this crime type and provided a valuable opportunity to engage people in discussion around crime prevention measures.

3.12 Capture Technology.

- 3.13 This project uses high tech equipment to track and trace stolen property. The project includes capture cars where satellite navigators are left on display, houses set up to look like they are occupied with a laptop on display, or bicycles; the items in question contain tracking equipment or software which is used to track where stolen items are taken. The project has had successful outcomes, leading to offenders pleading guilty earlier because of the weight of evidence against them. Valuable evidence is also gained about where stolen goods are taken and the action taken against those receiving and handling stolen goods. The team is currently in the process of purchasing 2 sets of covert cameras to be deployed in ASB hotspots to capture information about those involved in anti social behaviour such as arson, graffiti, rubbish dumping, etc

Covert work in Pudsey resulted in the arrest of know criminals for theft from motor vehicle. There are a group of young men who are breaking into cars and these are being targeted by the Police and Leeds Anti-Social Behaviour Team with a bolt on ASBOs following conviction of a known nominal and prohibited from association with know nominal's.

The capture car continues to be deployed to the Wortley and Farnley ward in particular as these areas see the higher levels of vehicle crime. The last activation of the capture car saw Matthew Coates from the Stonebridges area being charged and convicted for the offence. The capture technology continues to be a valuable tool in tackling offenders.

Capture House

The capture house funded by the outer West Area Committee continues to be utilised at locations identified by the Divisional Intelligence Unit as hot spot areas. To date there has been no activation at the capture house and its location remains confidential.

- 3.14 **Speed Indicator Devise, (SID)** know as Smiley Sid - Funded by the Outer West Area Committee The SID has been used in streets identified by members of the public through the Police Pact meetings, neighbourhood watches, ward forums or other groups. The PCSOs will use the SID in these streets and report any streets of concern to the enforcement section for additional attention. The devise can also be used with schools to raise awareness and raise peoples conscious of the impact that speeding can have on road accident/ casualties.

Since the purchase of the devise the Smiley Sid has been deployed to a variety of locations. Its most favoured use is at primary schools where engagement takes place with the school community. Many local priorities for the public remain based around speeding issues and the roads outside primary schools are hot spots for such inconsiderate driving.

3.15 Anti- Social Behaviour

3.16 Farnley and Wortley Ward

Extensive work regarding Anti Social Behaviour on Nutting Grove Terrace / Bawns has been a focus for partnership work in Farnley. A spate of small fires linked to Anti Social Behaviour has now come to an end. Good work has been done by the police officers with an arrests made of perpetrators. The Arson task force have done work in Farnley High School regarding education over fires. West North West Homes have been working with groundwork to make environment improvements to the area which included the gating of Archways on Nutting Grove Terrace which were a constant location for ASB calls and activities.

The dismantling of an enormous cannabis factory in Wortley, the biggest discovered in the year in the entire county. Approx 3,000 mature cannabis plants with a value approaching just short of a million pounds - this was "bagged and tagged" by the local NPT.

3.17 Pudsey Ward

Extensive work regarding a Pudsey resident took place who presented as a significant Anti-Social Behaviour perpetrator. A problem solving partnership approach was adopted to deal with this man, an arrest was made and on going work with housing and negotiations with mental health services, took up a lot of staff time. This man now lives in East Leeds following him being re housed.

There has been some damage to the play surface of Pudsey Park. Joint work with Park and Country Side, Area Management, the police and Environmental action team have focussed resources in this locality and partners are currently looking at CCTV coverage from one of the metro cameras. Other partnership work in Pudsey focus on Pudsey Town Centre which will include repeat litter and enforcement Patrols with PCSO's with the addition of duty of care inspections regarding commercial waste, obstructions of the highway with advertising "A Boards" and the consideration of Litter Control Orders for excess accumulations of branded litter where necessary.

During October there has been an increase in incidents of anti social behaviour around the Owlcotes area. The police and the Leeds Anti Social Behaviour Team have issued a number of Acceptable Behaviour Contracts (ABC) and are progressing an Anti-social Behaviour Order on 1 individual.

Following a multi-agency approach to issues and concerns in relation to loose and tethered horses in the Tyersal /Leeds and Bradford boundary area, progress has been made with the landowner at Tyersal farm, and a stock proof fence has now been erected. This has prevented the horses escaping onto the playing fields/park and highway.

3.18 Calverley/ Farsley Ward

Concerns about anti-social behaviour in Farsley in particular around the Farfield shops have been addressed. A partnership meeting was held on 6th May to agree action to ensure that the complaints of anti-social behaviour are address before they escalate. A number of actions were agreed around individuals and their families, some of these being that the neighbourhood Police Team would increase patrols in this area and utilise the headcams, youth services to engage with young people around issues of behaviour with the Safer Schools Officer within Priesthorpe schools. This has resulted in reduced incidents of anti-social behaviour in this area. Currently the multi-agency partnership is looking at funding a CCTV in the location of the Farfield shops to provide reassurance and capture any incidents of crime and ASB in that location.

A railing project is being implemented near to Red Lane in Farsley to prevent ASB and incidents of graffiti adjacent to a ginnel , and a further ginnel has been cleaned up behind Farsley Celtic and is being monitored by the PCSO's

3.19 Stolen Goods Market

Operation Bulleye is a city wide city-wide initiative to tackle the stolen good market The local cash converters type premises, and jewellery shops are regularly targeted and books checked by the PCSO's in Bramley and Armley The North West Division have been conducting covert operations to tackle the stolen goods market and in particular the disposal of stolen jewellery. A number of cash converters/second hand

jewellery premises have been targeted within the North West Division. The operations are in the earlier stages but are already yielding some positive results.

3.20 Metal Theft

The theft of metal is on the increase and actions have been taken by West Yorkshire Police to educate people about some of the risk associated with metal theft through the media, public meetings and as well as operations aimed at disruption of nominals through stop and searches of vehicle carriers. A number of metal theft dealers have also been visited within the West Leeds area by the police and Environmental Enforcement Officers to check their records, and to make sure that all scrap metal transactions are transparent and made aware of the consequences if they are not. Scrap metal dealers have been visited and all owners attend a meeting on 13th July at Pudsey Police Station. Out of 10 scrap metal dealer invited 3 turned up and they were given a briefing and a pack of photo to identify people who are selling stolen goods and to deter them from purchasing stolen metal

3.21 Operation Champion Action Day

An action day took place focussing on the Nutting Grove / Bawns Terrace on 31st March 2011 to provide reassurance to the community about what the police and partners are doing to tackle local concerns in relation to crime and anti-social behaviour. Crime prevention leaflets along with advice about how to dispose of household/garden waste were distributed. The environmental services focused on litter picking on the Bawns and clearing up of waste around some of the ginnels with the unpaid service team. The action day received a positive response from local residents. Permission has been granted to gate the arches on the Nutting Groves and this work will be undertaken following a 28day notice period.

3.22 Cross Boarder Operations Between Leeds and Bradford

Dealing with local priorities in partnership defines the work of Neighbourhood Policing Teams, cut across divisional, NPT and county council boundaries. The priorities range from those at a local level: such as problems relating to illegal waste traders, fly tipping or theft of scrap metal to divisional priorities such as burglary. These issues (and others) affect the quality of life of residents in both Leeds and Bradford, and are regularly raised at community forums and meetings held across both divisions.

During 2012 three operations have taken place to tackle these issues

Operation Satterthwaite 23rd & 24th March, Operation Agnew 21st & 22nd July
Operation Algorithm North West Leeds Bradford South Thursday 1st September 2011.

The operations took place just off the Thornbury Roundabout on the Gallagher leisure Park. The operation was aimed at dealing with travelling criminals utilising network links between Bradford South and North West Neighbourhood Police teams (NPT). Joining each NPT were Bradford Council, Leeds Council and a number of partner agencies including VOSA, HMRC, Taxi Enforcement, Environment Enforcement, Civilian Warrants, British transport Police, Yorkshire Electricity British Telecom.

To date the over the total of 5 days of action has shown excellent results.

25 Arrests

40 fixed penalty Notices Issued

8 cars seized for No Insurance

Over 450 vehicles stopped with links to burglary, Drugs, thefts

57 Vehicles found to be speeding

132 Vehicles contravening an Access Only Road

150 Commercial Vehicles Stopped

83 Notices requesting proof of lawful waste disposal

13 Notices served Under the Control of Pollution Act

5 vehicles reported for pollution

13 Immediate prohibition notices re roadworthy condition of vehicles

10 delay prohibition notices

114 hackney taxis stopped, 17 Licences suspended,

24 Civil Warrants found and paid £2236.67

7 vehicles found with Red/Black Diesel

5 reported Offence of allowing a horse to stray onto a public Highway

2 warning notices served

1 horse reported to the RSPCA

Other activity included visits to all scrap dealers were visited in the Bradford South and Outer and Inner West area. Police officers attended in the company with representatives from Network Rail, Yorkshire Electricity, Smartwater and the Environmental Agency. In total £20,000 worth of identifiable cable was found across two sites which have been impounded for further investigation, or recovered by the lawful owners. This cable was found to belong to Network Rail, YEDL and British Telecom.

Overall the operations were a huge success with each agency making a significant impact on the total results achieved, along with the subsequent statement made that each Neighbourhood Police Team divisions and partner agencies across the boarders will continue to work together during 2012 to tackle the issues which affect our communities.

3.23 Community Engagement & Reassurance

Inspector Cawkwell was involved in heading up the launch of "Faithwatch" in the division which is similar to neighbourhood watch. The aim is to get Faithwatch leaders / representatives to form watch groups to share information about crimes such as metal theft etc and anti social behaviour. A launch took place on the 11th January at Headingley with a number of partners. There are now established periodic meetings with faith groups around this issue.

- 3.24 On going partnership work continues on the Owlcotes/ Wateringcotes area aimed at reducing Anti-social Behaviour and engaging with the local community to organise community events. The Easter event held on 15th April 2011 was a huge success with the community. Over 50 local residents attending to participate in a range of activities which included clean-up, planting, installing the mosaic, football coaching, face painting and various games. A further summer event with a sports team during August was well received by the local community as was the Halloween themed event held in the October half – term..

3.25 Operation Northdale took place on Friday 7th Oct - Pudsey Town Centre. The aim of the operation was to raise awareness of keeping safe around the evening economy/ and alcohol to:-

- Encourage women to think about how much they are drinking
- Encourage them to stay with their mates – go home together and make sure your mates get home safely
- Keep hold of your drinks and don't leave them unattended or with someone you don't know
- Make sure you get into a licensed cab
- THINK about what you are doing before you do it

Further operations are being planned for the Christmas period.

3.26 During 2011 the Pudsey, Tyersal and Farnley /Wortley Forum/ which are very well attended meetings have been merged with the Police and Community Together (PACT) meetings .The Police continue to support local forums and meetings to engage with communities and to inform them of their work, and to feedback on the local priorities for local neighbourhoods. The merging of meeting is beneficial to partners as it is more effective in terms of resources.

3.27 Youth Diversionary Projects

During 2011 there have been a number of youth work activities in Outer West to divert young people from criminality and Anti-Social Behaviour.

Andy's bars have recently reopened at St Andrew Church Pudsey on a Monday evening. The group are currently decorating the rooms, this is a trial period until Christmas.

The Friday Night project funded by Positive Activities for Young People and the Outer West Area Committee opened on the 4th November at Pudsey Leisure Centre. The Project runs on evenings at a time when ASB is at its highest and aims to reduce this by providing diversionary activities in a place local, safe easily accessible and exciting to young people. There is access to the majority of the leisure centre to enable the project to provide an interesting and varied programme of; sports, arts and crafts, wii, nail art, dance, gym and a safe place to socialise and chill with friends. The project works in partnership with local agencies including; Leeds City Council's Out of School Activities Team, Pudsey Leisure Centre, Youth Service, West Yorkshire Police and Community Safety. The project is funded through Positive Activities for Young People (PAYP) and Area Management Outer West Committee as well as staff-in kind contributions from Out of School Activities Team, Youth Service and West Yorkshire Police.

Just Play based around the Farnley and Wortley area at Farnley Rec has been a great success Tony Edwards is pleased with the response of this football scheme along with FIFA coach.

3.28 Revizit . A Revizt programme is being developed for young people in Pudsey and Farnley area which targets those who are involved in low level offending/ASB. Currently funding options are being explored.

3.29 Off Road Bikes. The cost of this project is shared across the four Area Committee areas, with each Area Committee contributing £1,500 per annum towards the running costs of two vehicles. The Bikes are deployed across the Division to patrol green spaces or to target specific problems. The vehicles are effecting in reducing anti social behaviour and low level crime, particularly on green spaces providing reassurance to those using parks and green spaces. The vehicles have also been used during specific initiatives such as Operation Champion or more focused initiatives in conjunction with the council's Park Ranger Service. A dedicated (answer phone) telephone number has been set up for the service (0113 2395092) to deal with calls about nuisance bikes and this number is publicised in community newsletters and the Police Neighbourhood Policing Team Website.

3.30 Outer West Off Road bikes

Police Off Road Motorcycles Funded by LCC West Inner and Outer Area Committees.

Figures for the last quarter (April, May, and June, 2011) regarding nuisance motorcycle calls within North West Leeds Division have seen the following reduction's:-

Apr: - 23% reduction. (Forcewide 11% reduction).

May:-50% reduction. (Forcewide 35% reduction)

Jun: - 14% reduction. (Forcewide 14% reduction).

3.31 West Outer

In the last quarter there have been the following nuisance motorcycle calls in the West Outer Ward:-

Apr: - 22 calls, (Force wide 1095).

May: - 12 calls, (Force wide 701).

Jun: - 26 calls, (Force wide 1067).

Wortley:- Very few calls to this area. Frequent Hi visibility patrols are conducted to address the ASB issues in local green space / parks with local youths together with the LCC Parkswatch officers.

Calverley:- Again few calls at this location, being optimistic it may be down to last quarters Operation in the area along with more frequent patrols by the NPT at Bradford.

Woodhall:- Both Calverley and Woodhall still suffer with nuisance motorcycles and ASB as a result of local landowners not securing gates which allow access to the woods for all forms of off road vehicle. The gates at Ravenscliffe Road having been repaired as a result of action by Gill Hunter from Safer Leeds.

Farnley:- , The area around Lawns Lane is still suffering with local youths, despite attending calls as quickly as possible to date we have not seen these bikes / youths or been able to obtain any information as to the riders or there location. The common land off Billey Lane is being used by nuisance motorcycles and quads, with problems on the private land near Mones also on the increase. This majority of these issues are created by youths from the Butterbowl estate.

Pudsey:- There have been very few calls in the Gibraltar Road area and around the Owlcotes.

The Owlcote estate has seen only 1 call for a nuisance motorcycle, regular patrols are constantly made to assure the public and keep the matter that way. Local youths continually complain of nowhere to go on an evening.

There has been an increase in calls from the Daleside estate. The owner of the old golf course has tried his utmost to prevent unauthorised access by blocking a gateway and erecting a barbed wire fence to keep nuisance motorcycles and quads off part of the land. Unfortunately riders and drivers are still using the golf course by simply riding onto the common land off Dick Lane. There are some issues here as to who owns this land and which council, Leeds or Bradford would be responsible to prevent vehicular access. Enquiries are ongoing with council and safer Leeds to address this issue which has been ongoing for the last 5 years.

Tyersal :- This area has also seen an increase in calls this appears to be the knock on to the calls for Phoenix park as it is thought that local youths are riding from Tyersal on public roads and then onto Phoenix park.

Farsley :- Calls here have been reduced to almost nil. Patrols in the park for ASB and under age drinking are made but local residents are happy with Police attendance and action.

The Off Road Bike Team continues working hand in hand with the LCC Park Watch Officers dealing with complaints on all green space areas. The Parks watch officers are always providing valuable intelligence presence and local knowledge.

3.32 Leedswatch (CCTV) Delivery in the Outer West Committee Area

There are currently 14 camera's monitoring the Outer West Area, via the Central CCTV Control Room at Middleton, the Area Committee provide funding towards 11 of the cameras as follows:

- 5 cameras within the Pudsey Ward
- 2 cameras within the Farnley & Wortley Ward
- 4 cameras within the Farsley Ward

The table below gives a breakdown of the typical annual running costs per camera, within the Outer West Area that the Outer West Area Committee part fund. The cost is allocated 50 / 50 between the Community Safety Service and the Area Committee excluding the provision of the BT fibre network which is paid separately by the Area Committee.

Camera	BT Network	Maintenance	YEDL	Monitoring	Total
Pudsey Park		£1,000		£1,000	£2,000
Lidget Hill					
Car Park		£1,000		£1,000	£2,000
Lidget Hill					
Pudsey		£1,000		£1,000	£2,000
Lowtown					
Pudsey		£1,000		£1,000	£2,000
Chapelton		£1,000		£1,000	£2,000
Farsley Park		£1,000		£1,000	£2,000
Town Street					
(Co-Op)		£1,000		£1,000	£2,000
Farsley					
Town Street					
Farsley		£1,000		£1,000	£2,000
Old Road					
Farsley		£1,000		£1,000	£2,000
(Butterbowl)					
Farnley		£1,000		£1,000	£2,000
Cross Lane					
Farnley		£1,000		£1,000	£2,000
Total annual running cost					£22,000
Cost to Community Safety Service					£11,000
Cost to Outer West Area Committee					£11,000

The service is further complimented by two mobile CCTV vehicles which can be deployed to specific 'hot spot' or problematic locations. The vehicles are capable of relaying live images back to the central station.

The allocation of the mobile CCTV vehicles is evenly deployed between the 10 Area Committees throughout the year. The rota for each area is shared with the local NPT at the beginning of each year so that operations can be arranged around its availability. In future this information will be shared with the Area Community Safety Co-ordinators to enable them to influence its deployment by the Neighbourhood Policing Team. The cost of providing the mobile CCTV vehicles is wholly funded via Safer Leeds, no contribution is provided by the Area Committee. The mobile CCTV deployment is decided via the Tasking Group in relation to intelligence provided regarding crime pattern analysis and the reduction of burglary is now a primary objective throughout Leeds.

- 3.33 Leedswatch are now responsible for Out of Hours Noise Nuisance Complaints since 2011, the following table highlights the number of calls received between May and October in the Outer West Area.

Out of Hours Noise Complaints

Thornbury	1
Tyersal	
Calverley and Farsley	
Farnley wortley	14
Pudsey Farsley Calverley	81
Totals	96

3.34 The Arson Taskforce

The Arson task force is Part of West Yorkshire Fire & Rescue Service, has undertaken a number of projects in the area working with partners to develop work in hotspots areas and at high risk times such as mischief night and bonfire night. Examples of work undertaken in Outer West include:

- Contributing to environmental audits to identify rubbish which should be removed before it maybe set alight
- Working with schools to highlight the danger and risk of fire, different products are delivered with different year groups in partnership, egg Fire Service and Police shows where the wrong path in life may lead to, working with year 9 in relation to the dangers around bonfire night
- The Possible Arson Targets (PAT) project working with building control to identify empty buildings which could be possible arson targets to make sure they are secure and clear of danger
- Strikeout Campaign which sees the Arson Taskforce, Police and Trading Standards working together to visit commercial premises and remind them of their responsibility in relation to the sale of matches and lighters to underage children, particularly around mischief night / bonfire night

3.35 Analysis of Crime Figures

3.36 Appendix 1 provides an overview of crime figures for Calverley & Farsley Ward The figures presented cover the period April 2009 – March 2010 and April 2010 – March 2011 and relate to all crime types, including Fraud & Forgery, handling stolen goods, sexual offences and other thefts.

Overall crime in this ward has remained at consistent levels over the past 3 years with negligible change. The past year has seen significant reductions in criminal damage to property but has also seen gains in theft from motor vehicles and burglary other than dwellings. The last year has seen 37 fewer house burglaries in comparison to 2009 / 2010.

3.37 Appendix 2 provides an overview of crime figures for the Farnley & Wortley Ward The figures presented cover the period April 2009 – March 2010 and April 2010 – March 2011 and relate to all crime types, including Fraud & Forgery, handling stolen goods, sexual offences and other thefts.

Overall crime in this ward has seen a fall of over 500 recorded crimes since 2008/2009, this represents a significant achievement. There are key reductions in recorded criminal damage and vehicle crime which can be attributed to the work NPTs have devoted to tackling street crime and ASB. There is a slight rise in burglary dwelling overall figures in the past 12 months. Appendix 3 provides an overview of crime figures for Pudsey Ward .The figures presented cover the period April 2009 – March 2010 and April 2010 – March 2011 and relate to all crime types, including Fraud & Forgery, handling stolen goods, sexual offences and other thefts.

3.38 Overall crime in this ward has seen a fall of over 300 crimes since 2008 / 2009 again this represents a significant achievement. There are key reductions in criminal damage, burglary other whilst there is a small rise in burglary dwelling.

3.39 Burglary continues to be a concern for the Outer West area and considerable work is underway to address burglary hotspots. Specific work has begun in the Farnley and Wortley Ward as incidents of burglary has risen and on going work in the Pudsey and Calverley/Farsley wards continues. On going work through the Outer West Multi-agency Tasking work will continue to focus on developing solutions to address these issues. This work will continue through the year and will be complimented by a campaign to raise awareness about the increase in burglary experienced during the winter months.

4.0 Corporate Considerations

4.1 Consultation and Engagement

The projects highlighted in this report will include consultation and engagement under the theme of crime and anti social behaviour with the aim of providing crime reduction advice and to increase reporting.

4.2 Equality and Diversity / Cohesion and Integration

Engagement events and projects take account of equality and diversity in their delivery. Considerations such as date, time, venue, access all have an impact on equality and diversity in relation to ensuring events are accessible to all members of the community.

4.3 Council Policies and City Priorities

Effectively tackling crime and anti social behaviour is a strategic priority in the Safer Leeds Plan 2011-2015.

4.4 Resources and Value for Money

Projects and work highlighted in this report have been funded through a mixture of Safer Leeds, Area Committee, West North West Homes Leeds, and Positive Activities for Young People. Further opportunities for partnership funding will be explored through the coming year.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

Risk implications and mitigation are considered for each project.

5 Conclusions

5.1 The report outlines the work and progress of the North West Divisional Community Safety Partnership and multi-agency partner tasking, and projects supported through the Area Committee's Well-Being budget. These are projects which assist in supporting the work programme of the Area Management Team.

6. Recommendations

6.1 Members of the Outer West Area Committee are requested to:

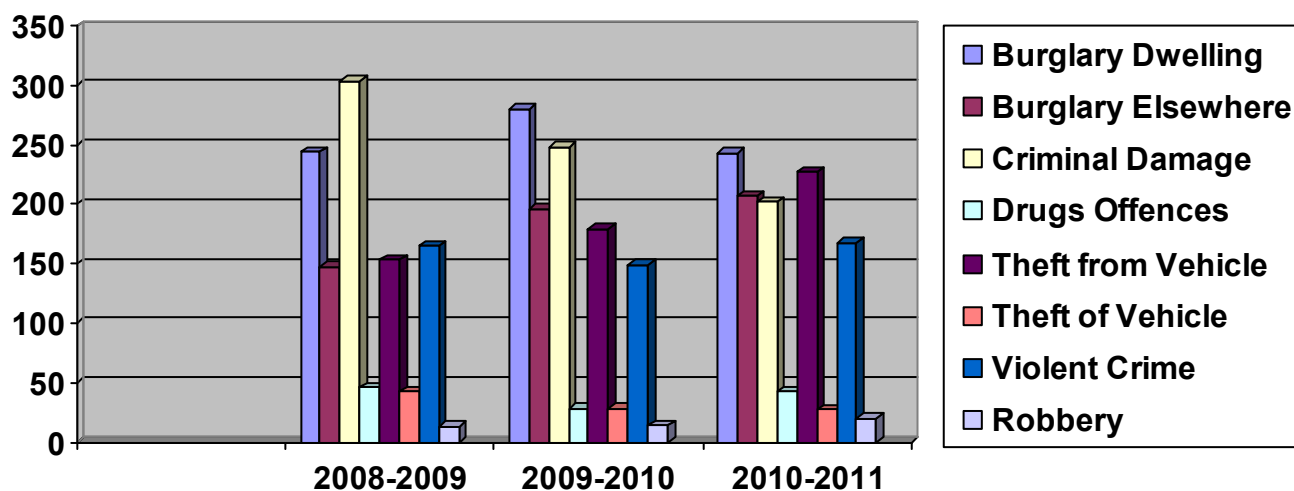
Note the contents of the report and offer comments

7 Background documents

7.1 None

Ward 8:**No. of Crimes:****Ward 8 - Calverley & Farsley**

Crime	08-09	09-10	10-11	Diff. in 10-11 to 08-09
Burglary Dwelling	244	280	243	-1
Burglary Elsewhere	147	196	207	60
Criminal Damage	303	248	202	-101
Drugs Offences	46	28	42	-4
Fraud & Forgery	108	81	64	-44
Handling	0	1	5	5
Other Crime	19	13	8	-11
Other Theft	391	409	433	42
Robbery	13	14	20	7
Sexual offences	10	6	6	-4
Theft From Motor Vehicle	153	179	227	74
Theft Of Motor Vehicle	42	28	27	-15
Violent Crime	165	149	167	2
Grand Total	1641	1632	1651	10

**No. of ASB Incidents:****Ward 8 - Calverley & Farsley**

08-09	09-10	10-11	Diff. in '10-11 to '08-09
827	804	988	161

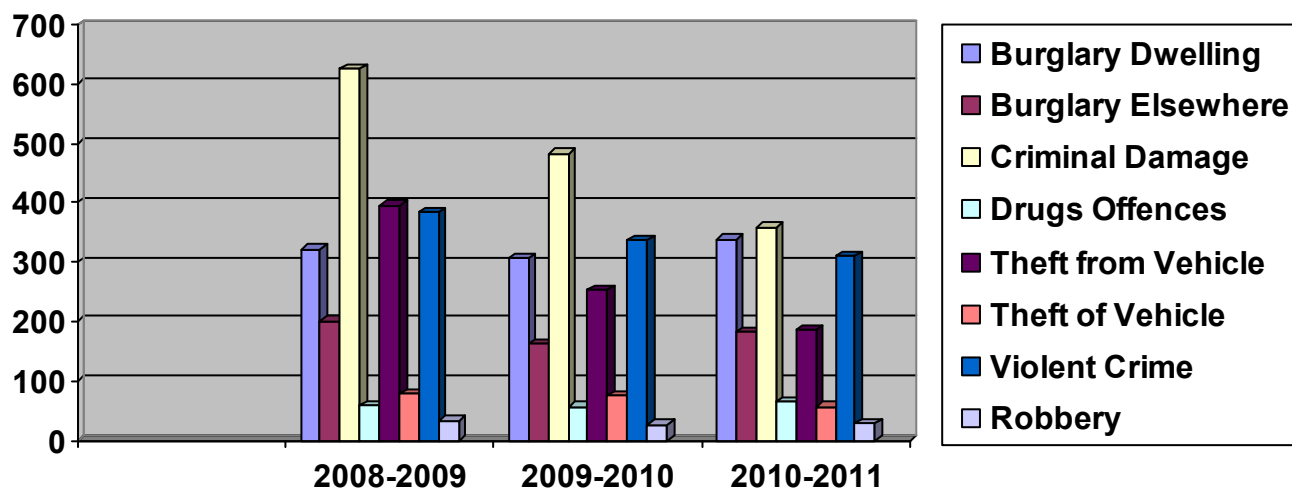
Appendix 2

Ward 12:

No. of Crimes:

Ward 12 - Farnley & Wortley

Crime	08-09	09-10	10-11	Diff. in 10-11 to 08-09
Burglary Dwelling	321	306	348	27
Burglary Elsewhere	200	162	182	-18
Criminal Damage	625	482	358	-267
Drugs Offences	58	57	65	7
Fraud & Forgery	76	78	67	-9
Handling	6	6	3	-3
Other Crime	35	42	34	-1
Other Theft	376	341	442	66
Robbery	32	25	28	-4
Sexual offences	25	17	21	-4
Theft From Motor Vehicle	396	253	185	-211
Theft Of Motor Vehicle	78	74	56	-22
Violent Crime	383	337	309	-74
Grand Total	2611	2180	2098	-513



No. of ASB Incidents:

Ward 12 - Farnley & Wortley

08-09	09-10	10-11	Diff. in '10-11 to '08-09
1799	1666	1448	-351

Appendix 3

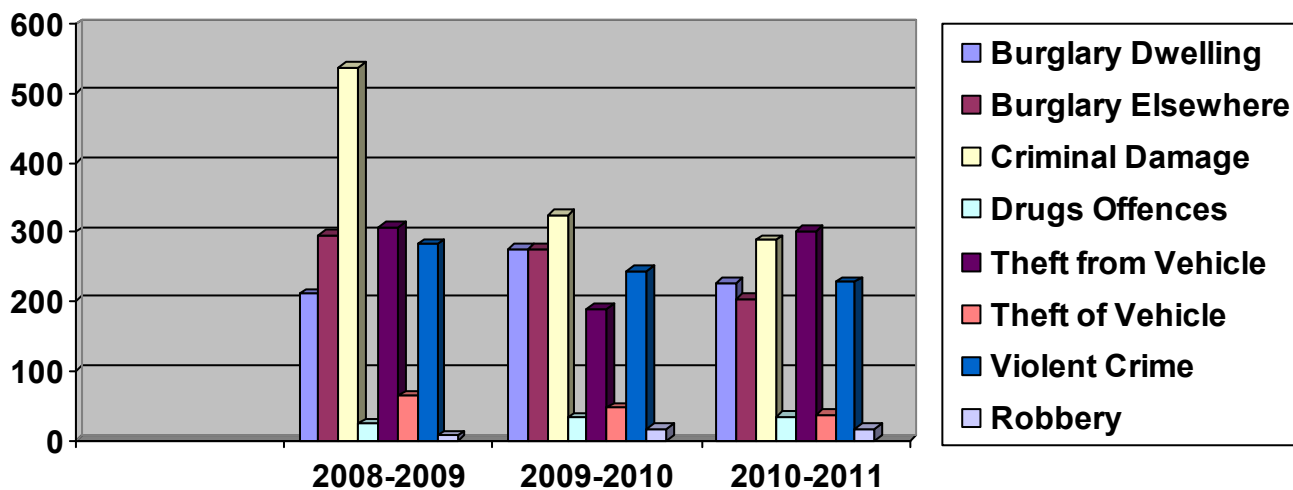
Ward 28:

No. of Crimes:

Ward 28 - Pudsey

Crime	08-09	09-10	10-11	Diff. in 10-11 to 08-09
Burglary Dwelling	211	276	226	15
Burglary Elsewhere	295	276	204	-91
Criminal Damage	537	325	288	-249
Drugs Offences	24	32	34	10
Fraud & Forgery	25	31	22	-3
Handling	6	2	3	-3
Other Crime	23	20	20	-3
Other Theft	295	309	367	72
Robbery	7	16	16	9
Sexual offences	8	13	9	1
Theft From Motor Vehicle	307	189	302	-5
Theft Of Motor Vehicle	64	47	36	-28
Violent Crime	283	244	228	-55
Grand Total	2085	1780	1755	-330

No. of ASB Incidents:



Ward 28 - Pudsey

08-09	09-10	10-11	Diff. in '10-11 to '08-09
1130	1189	987	-143

West Outer Overall Public Confidence in Policing Levels

West Outer (Wards 8 , 12 & 28)

Apr-09	Apr-10	Apr-11	Diff. in '10-11 to '08-09
46.2%	54.9%	57.6%	11.4%

Report of : Director of Environments and Neighbourhoods

Report to : Outer West Area Committee

Date: 16th December 2011

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

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Arrangements will apply in all wards, initial examples are in the appendix of the report	<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 type="checkbox"/> Yes <input checked="" 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. 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 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

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)

North West Leeds

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.

West Leeds

Current & proposed actions of the West Inner and West Outer Locality Team working directly with the Neighbourhood Police Team and PCSO's.

The partnership operations are those usually discussed at each of the Inner / Outer Crime and Grime Meetings each month and those where priorities have been identified on the officers Neighbourhood Action Plans, ward member forums, LAMP's, HAG's and requests for service etc.

Armley & New Wortley

Little Scotland's, Cedar's & Aviaries.

Fortnightly patrols (mornings, afternoons and evenings) over a 6 weekly cycle to tackle incidences of fly tipping, dog fouling, ASB, burglaries, waste in gardens, overgrown hedges etc. Patrols of the estates are carried out with the E.A.T and NPT accompanied by appropriate partners (i.e. Arson Task Force, Streetscene Supervisors and Neighbourhood Management Officers) where necessary.

Town Street – Armley as above with the addition of enforcement patrol's (litter, dog foul, DPPO etc) each fortnight of the main shopping precinct on Town Street.

Bin Yard Initiative – Little Scotland's refurbishment scheme feasibility study and costing exercise. As part of improving the environment and tackling the burglary reduction initiative.

Dog fouling and littering enforcement initiative proposes for the near future to cover the Holdforth's, Clyde's, Bruce's, Avenue's and the Shops on Tong Road.

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

Bramley & Stanningley

Enforcement patrols on the main shopping precinct of Town Street - Stanningley, Summerfield Drive shops and West Leeds Academy incorporating Duty of Care commercial waste inspections. Also communications with Bramley Shopping Centre to initiate a regular presence with both the E.A.T and PCSO's.

Broadlea estate environmental audits with Bramley Housing Office.

Pudsey & Tyersal

Pudsey Town Centre – Repeat Litter and Enforcement Patrols as per July with PCSO's with the addition of Duty of Care inspections regarding commercial waste, obstructions of the highway with advertising "A Boards" and the consideration of Litter Control Orders for excess accumulations of branded litter where necessary.

Regular Environmental Audits of the Tyersal estate with PCSO's addressing identified issues (i.e. bins on street, waste in gardens, fly tipping, overgrown hedges etc).

Calverley & Farsley

Calverley Park – High profile day of action to educate and promote responsible dog owners cleaning up fouling with an emphasis on dog control orders.

Farsley - Town Centre Enforcement Patrols and Duty of Care commercial waste inspections.

Cote Lane Ginnel - Enforcement Litter Patrols between Farsley Farfield Primary School and Priesthorpe School.

Lower Wortley and New Farnley

Stop Search Operations –14th November 2011 Royds Lane / Ring Road. Multi Agency Actions with more to be repeated.

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 .

All Neighbourhood Policing Teams

A number of multi agency crime and grime action days and initiatives are held across the Division, managed and organised through the local Neighbourhood Policing Teams. The PCSOs have a strong role in completing environmental audits to highlight environmental issues such as rubbish dumping, graffiti, areas where litter accumulates, etc. PCSOs also work with Community Payback teams to identify areas of work for Community Payback to deliver.

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 North East and Inner East

sseaction@leeds.gov.uk South and Outer East

wnwaction@leeds.gov.uk West and North West

This page is intentionally left blank

Report of the Markets Service, City Development

Report to West (Outer) Area Committee

Date: 16th December 2011

Subject: Update Report on Pudsey Market

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Pudsey, Farnley & Wortley, Calverley and Farsley	<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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: N/A	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Pudsey market has seen a decline in recent years due to increased competition and changing shopping habits; this has been exacerbated by issues around its location and visibility;
2. Pudsey Market operates at a loss for the Council due to the limited number of traders combined with low/discounted rental levels;
3. Officers remain committed to continuing to encourage more traders and more customers at Pudsey Market to ensure its long term viability. This may be achieved through increased promotion and possibly increased visibility.
4. If the challenges facing Pudsey market are addressed, the market could have a much brighter future as an integral part of the retail offer in Pudsey.

Recommendations

1. Committee members are recommended to note the report and comment on proposals to build on joint promotions with Pudsey town centre businesses to mutual benefit; and consider how to best help Pudsey market become a more viable and sustainable market.

1 Purpose of this report

- 1.1 This report updates Members on current issues and opportunities facing Pudsey market and outlines future proposals to better promote the market.

2 Background information

- 2.1 The Markets service is responsible for managing and developing the council's retail markets, street trading and licensing commercial markets in the Leeds district including:
- Kirkgate Indoor and Outdoor Markets in the city centre, attracting over 10 million visitors annually;
 - District markets of Otley, Pudsey and Yeadon;
 - Farmers markets in the city centre, Otley and Pudsey;
 - Private or commercial markets including the successful Asian Bazaar at the Kirkgate site;
 - Street trading in the city centre and at Elland Road;
 - Trading from the Highways (in partnership with Environment & Neighbourhoods).
 - In conjunction with Leisure Services, the Christkindlemarkt on Millennium Square;
 - Car boot sales.
- 2.2 The service also works in partnership with other town and city centre retailers wherever possible and with other Council services to maximise the impact of promotions and events (e.g. Leeds Loves Food, Leeds Loves Shopping, localised promotions), and works closely with the police to improve the safety of customers using markets.
- 2.3 The service also aims to work with communities across Leeds where there are 'fresh food deserts' to establish new markets, for example with Chapeltown Global Village market to help them expand their project to a permanent, profit making enterprise.
- 2.4 A key strength of markets is their ability to adapt rapidly to the changing cultural diversity of our city/region and customer demands.
- 2.5 A further significant strength is that the market can offer low set up costs for new businesses with many of our new traders from communities which have a traditional market culture with market shopping a way of life.
- 2.6 As Members will be aware, there are significant issues at the Kirkgate indoor market, where the need for major investment has become paramount to provide a retail environment fit for the 21st century and befitting a major city. As a result, Executive Board on 27th July agreed to move the management and ownership of Kirkgate markets to an arms-length company, the exact nature of which is yet to be determined.

3 Main issues

- 3.1 Like almost all traditional markets across the UK, Pudsey market has seen its customer and trader base decline steadily over the previous decades, mainly for two

reasons: firstly supermarkets, online shopping, discount stores/pound shops and out of town retail centres now provide 'bargain' shopping which was once the exclusive domain of street and indoor markets; secondly, a younger generation of customer, not having experienced market shopping growing up, prefers the convenience and anonymity of large-store shopping and is put off by the thought of engaging with traders on a market to make purchases, especially where items are not pre-packed or clearly priced. In Pudsey, this decline has been exacerbated by the proximity of Owlcotes shopping centre and the location of the market which, whilst close to a major transport hub and a 'cut through' to the town centre, is not particularly visible from either. A potential customer would almost need to know of the market's existence in advance in order to find it.

- 3.2 In order to support Pudsey traders and to encourage new traders to attend, rental levels are low and do not cover the costs of running the market. This may not be sustainable into the future, but simply increasing the rents to the full tariff is not a viable solution.
- 3.3 The Markets service is mindful of the need to attract more traders and more customers to Pudsey market, to ensure its long term viability and complement the town's retail offer. Markets that perform best provide fresh food at affordable prices and service communities more used to market-style shopping – for example, at Kirkgate outdoor market the Asian Bazaar has grown greatly in popularity and draws its own customer base to around 130 stalls every Wednesday.
- 3.4 Also experiencing a growth in popularity are specialist markets such as Farmers, Vintage and Craft markets which are seen as more of a 'day out' for people who would perhaps not consider shopping on a regular market. These customers tend to have significant disposable income and make purchases based on criteria other than cost, for example to support local business; because the product is organic or ethically sourced; or simply because of its uniqueness. The Markets Service holds two Farmers & Craft markets in the city centre each month, one on the first Sunday, and one on the third Sunday (on Briggate). These attract 100 stalls and 50 stalls respectively and trade very profitably for stallholders. The Farmers Market at Pudsey, held once a month attracts around five stalls and this helps to raise the profile of the regular market, albeit to a customer base which may not be around during the week to support the regular traders and may choose not to do so if they do not feel the offer to be of similar quality/provenance.

4 Possible Solutions

Promotion

- 4.1 Working with Area Management and, in particular with the Town Centre Manager, the Markets Service has helped to bring some special events and promotions to Pudsey market to raise its profile and encourage new customers. Whilst most would agree that these have had a positive impact at that point in time, there is a need for a more coherent, 'joined up' promotional strategy for Pudsey which allows regular opportunities to reinforce the message to those occasional customers. In addition, often markets are seen as supplementary or a bolt-on to the existing retail offer of a town, rather than part of their core offer – this of course is partly due to the fact that they are not there every day. To flourish the market needs, therefore, to be viewed

as part of Pudsey's core offer and the business community encouraged to understand how it enhances customer spend for all of them.

- 4.2 Cross-promotion must be more fundamental than the market participating in occasional events and festivals, useful though this is. With increasingly limited funds and growing financial pressures, it is suggested that the markets service works more closely with area management to engage in wider promotional campaigns with the business community which offer multiple, multimedia opportunities to get across the message that Pudsey is a great place to shop. This, along with occasional promotions which align with bigger retail events such as Leeds Loves Food and Leeds Loves Shopping to maximise exposure, will encourage new customers to the market. More customers will, it has been demonstrated many times, result in more traders and a wider, quality offer. A key task for any promotion of Pudsey market is to focus on the quality of offer, the need to support local businesses and any Unique Selling Points such as home grown or handmade, as much as the affordability. Most people, when asked, would say they expect markets to offer goods at low prices.
- 4.3 Building on the offer to discrete communities, as has been done with the Asian Bazaar, is also something that could be explored for Pudsey.

Location

- 4.4 The site of Pudsey market has been the subject of some attention in recent times, and it is understood that whilst planning the new bus station an opportunity was offered to relocate the market permanently to co-locate with the bus station. However, this met with sufficient resistance from the traders at that time for the proposal to be abandoned and now that the new facility is completed, this opportunity no longer exists. Interestingly, however, trader feedback would indicate that whilst temporarily relocated to that area during the refurbishment of the market place to include new stalls, trade was brisk and the traders felt they benefited from the enhanced visibility. Whilst it would appear that no opportunities currently exist for a viable relocation, it is suggested that this is borne in mind when planning any future redevelopments in Pudsey as, even with regular promotion, the market will always suffer from lack of visibility in its current location. As a further benefit, it may be that the current site of the market would be of more value to the town used in another way.

5 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1 There have been very informal discussions with traders to ascertain their views on how best to address the decline of Pudsey market; this report constitutes the start of more structure consultation with stakeholders on how best to attract more traders and customers to Pudsey market.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 The report focuses on the need to continue the provision of a market in Pudsey, providing affordable and fresh produce for the community and extending choice for

shoppers. Many shoppers at traditional markets are older and/or from ethnic minorities so the decline of markets disproportionately affects these groups.

5.3 Council Policies and City Priorities

5.3.1 Pudsey market has a role to play in helping Pudsey to be a successful, prosperous and sustainable community and in encouraging healthy lifestyles.

5.4 Resources and Value for Money

5.4.1 The report highlights that Pudsey market is currently running at a loss to the Council and recommends examining options to make it more sustainable.

5.5 Legal Implications, Access to Information and Call In

5.5.1 There are no legal implications at this time. The report is not considered to be exempt under Access to Information procedures. The report is for information only at this stage and does not require a decision, therefore it is not eligible for call in.

5.6 Risk Management

5.6.1 There is a risk that if nothing is done Pudsey market will continue to decline.

6 Conclusions

6.1 Pudsey market faces challenges including its lack of visibility, poor attendance and lack of financial viability. However if these are addressed Pudsey market could have a much brighter future as an integral part of the retail offer in Pudsey. It is therefore proposed that the Markets service and Area Management to work more closely together to attract more traders and customers to the market, whilst exploring any other means to take Pudsey market forward.

7 Recommendations

7.1 Members are recommended to:

- i) note the report and comment on proposals to build on joint promotions with Pudsey town centre businesses to mutual benefit; and
- ii) consider how to best help Pudsey market become a more viable and sustainable market.

8 Background documents

8.1 'A Strategy for Kirkgate Markets' 2011,

8.2 Executive Board 27th July 'The Strategy for Kirkgate Market'

This page is intentionally left blank



Report author: Jason Singh
 e: jason.singh@leeds.gov.uk
 t: 0113-214 6563

Report of Locality Manager (West North West)

Report to Area Committee (Outer West)

Date: 16th December 2011

Subject: Environmental Services - Update on the Service Level Agreement

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Calverley & Farsley Farnley & Wortley Pudsey		
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 the main issues:

This report provides the first half-year update on performance against the Service Level Agreement between Outer West Area Committee and the West North West (WNW) Environmental Locality Team. However, as this is the first such report since the SLA was approved it covers the period from 8th September 2011 to the end of November 2011. The report also provides an update from issues discussed at the Environmental Sub Group.

Recommendations:

The Outer West Area Committee is asked to note and comment on the progress being made by the Locality Team in delivering the Service Level Agreement.

Purpose of this report

- 1 This report provides an update on performance against the Service Level Agreement between Outer West Committee and the WNW Environmental Locality Team.
- 2 This is the first such report and covers the period from 8th September 2011 to November 2011. Normally the performance update reports to Area Committee will cover 6 month periods (i.e. May-Oct, Nov-April)
- 3 The report also provides feedback on discussions that have taken place at the area committee's environment sub-group meetings.

Background information

- 4 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.
- 5 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.
- 6 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.
- 7 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.
- 8 Resources are organised into three wedge/locality/area based teams for West North-West, South South-East and East North-East, each managed by a Locality Manager.
- 9 The SLA set out the principles, priorities and outcomes that would be applied and measured in the delivery of the delegated services in the outer west area. It also set out how the Locality Team would deliver it's activities and how ward members and the

Area Committee would be able to influence changes to local activity and receive performance updates.

- 10 The SLA for the Outer West Area Committee was agreed on 9th September 2011. The new WNW Locality Team went live from 5th September.
- 11 This is the first performance report to the Area Committee and covers the period since the new service went live at the beginning of September.

Main issues

- 12 The SLA sets out how the service will be developed, organised and delivered in four key sections:

a) Service Principles and Priorities

- 13 Part 1 of Appendix A provides an update on progress implementing new service principles (inc values and culture change) and priorities. This includes detail on what we have been doing to change the way the service delivers, to increase efficiency and become more responsive to local needs; together with some specific examples to evidence progress is being made.

b) Service Activities

- 14 Part 2 of Appendix A provides an update on progress actually delivering the different strands of service activity and provides analysis and examples to evidence delivery. Appendix B provides statistical ward summary of enforcement activity during the reporting period.

c) Key outcomes

- 15 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. 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. The current priority for the service is de-leafing, and a number of the capacity days have been taken up carrying out this work.
- 16 Baseline figures for NI195 are included in the SLA. These indicate that Outer West area is broadly in line with the citywide averages in terms of cleanliness, with some areas where focussed work may be required, e.g. litter and graffiti issues (see appendix B, table 1). Sample surveys of street cleanliness (NI195) will be undertaken in November which 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.
- 17 The level by which service requests across the three wards and categories has fallen is broadly the same (compared to quarters 3 and 4 last year), with the exception of Farnley & Wortley. During this periods a project to tackle domestic waste issues on

the Bawns was being carried out, this involved serving all properties in the area with a Notice to instruct them how to store and present their waste for collection. Therefore a spike in service requests is shown in these periods. (see appendix B table 2).

18 **Partnership Working** - Progress has been made in working with partner organisation such as West North West Homes Leeds (WNWHL), Parks and Countryside service and West Yorkshire Police. Examples of closer working include:

- Identifying and mapping ginnels is currently ongoing. The Locality Team has been working with WNWHL, Parks and Countryside and Highways Services to assess and clear priority ginnels identified.
- Joint tasking of cleansing staff by WNWHL - we are testing out an approach on the Tong Estate in Farnley & Wortley where WNWHL supervisors will task cleansing team staff whilst they are working on the estate - this approach will maximise cleansing and ALMO resources and it is hoped it will also improve productivity, avoid duplication and ensure effort is focussed on priority issues at a local level - levels of resource being deployed on the estate have been mapped and team supervisors have agreed a programme of action.
- 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).
- 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.
- The Team were involved in a corporate litter pick with McDonalds, covering in the area from Owlcotes up to the railway station.
- The Team have been involved in a number of stop and searches in the area. Working with partners including the Police, Bradford MBC, VOSA, and Taxi Licensing.
- A high profile day of action relating to dog fouling in Calverley Park is in the planning stage. The team will work with the NPT, colleagues in Area Management and local ward members to deliver this.
- The team were involved in Operation Allergy, a stop and search on the Ring Road / Royds Lane. This operation was carried out in conjunction with partners including the Police.

19 **Priority Areas** - proposals for the identified priority areas in Outer West Leeds - The Bawns, the Heights, the Gambles, Wellstones and Waterloo's, are now being developed. The team are currently developing work plans, which will be shared with members in the near future. We will be working with our Area Management colleagues and the Outer West Environment Sub-group to bring forward proposals to take action in these areas. More specifically we will be using 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. PCSO’s have been briefed on 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 took place in Pudsey in July. This exercise is to be repeated, in both Pudsey and Farsley. It will include other enforcement functions, such as duty of care for commercial waste.

- 20 **Leaf Clearance** - A programme of cleansing priority leaf fall areas is being delivered. The Locality Team is has been provided with an additional budget of £26k to enhance this function. This budget is being spent on, additional staff, and the hire of a vehicle for the WNW area. Leaf blowers have also been purchased this year to support the programme of leaf clearance. We have discussed this years programme with the environment sub-group and have amended existing maps and routes to reflect local priorities - we have also been responding to additional requests for leaf clearance from members and the public over the last few weeks - this new intelligence will be used to update our existing programme in readiness for next year. The use of capacity days is assisting progress in the Outer West area and where complaints are received they are generally being dealt with quickly.
- 21 **New Litter Bins** - the locality team is working with local members and residents on the purchasing and locating of new litter bins in each ward - a minimum of 4 new litter bins per ward.
- 22 **Common sense approach** - we have continued to work with our frontline staff to engender the principle of not walking past a problem. We now have several examples where the new service is working as one. Our fly-tip removal crews are now examining tips for evidence before removing them, and reporting them for investigation to their enforcement colleagues.

d) Accountability and Member Influence

- 23 Since the SLA was approved in September the Locality Team has ensured senior manager representation at each of the 3 sub-group meetings. The meetings have provided opportunity for members to be updated in progress establishing the team, be briefed on how the new mechanical blocks/frequencies effect their ward, have discussions on how routes could be altered and where new litter bins could be best placed.
- 24 The Environmental Sub-Group has met 3 times. At its latest meeting of 17th November it discussed proposed approaches to monitoring of cleansing activities, performance reporting standards, maintenance of ginnells, joint working with the WNWHL and Parks & Countryside and locations of new litter bins.
- 25 Senior officers are attending ward forums and residents group meetings in order for them to be able to influence local service delivery and shape the way in which we respond to service requests - a further round of ward site visits is being arranged with members, residents and officers for the new year.

- 26 Individual ward members are referring issues to the Locality Team where they are deemed a significant issue that needs a quick response most issues are being responded to and resolved quickly. There are some issues though that Members still feel are not always being responded to quick enough, for example requests for new litter bins, cleansing and maintenance of land where there is common or joint ownership with private, ALMO and Parks, and some areas of enforcement.

Corporate Considerations

- 27 **Consultation and Engagement** - Various consultation and engagement exercises have been undertaken with members and residents to help influence the service to date. The Environment Sub Group is being used to feedback progress on this engagement. A series of update reports have been provided to each Area Committee meeting since October/November 2010 (see background documents for full details).

Equality and Diversity / Cohesion and Integration

- 28 There is no specific impact on equality and diversity or cohesion and integration as a result of this report. Although 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.

Council Policies and City Priorities

- 29 The delegation of environmental services to Area Committees 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.

Resources and Value for Money

- 30 There has been no change to the proportion of resources spent the WNW locality.

Legal Implications, Access to Information and Call In

- 31 Under the Council Constitution - the Area Committee has the legal powers to approve the Service Level Agreement and therefore formally undertake the delegation of services set out within it – this includes influencing the delivery of services and deployment of resources lined to the delegation. There are no further legal implications. The report contains no information that is deemed exempt or confidential.

Risk Management

- 32 The Area Committee is being asked to note this service update report. The 2011/12 service level agreement was agreed by the Area Committee on 9th September 2011. This service update report ensures that the area committee is able to implement and

steer the delivery of services within the SLA effectively. A number of risks to service delivery have been highlighted as part of the SLA negotiations which took place earlier this year.

Conclusion

- 33 A lot of effort has gone into merging the former cleansing and enforcement teams into the new locality team and sharing the area committee's vision within the SLA with front-line staff - this has also included emphasising the way in which the accountability of the service and that this will mean changes to the way the services are delivered. Current effort in Outer West Leeds is very much focussed on leaf-clearance activity on a number of scheduled cleansing routes have been stood-down to support this priority work. Most vacancies in the WNW team have now been filled by permanent staff but attendance management is still an issue that needs to be addressed. The completion rates of the 34 cleansing blocks across the area reflects a good start but this now needs to be supported with improved data and performance management systems which are currently being developed. The focus of the sub-group discussions to date has been very much developmental but this will now need to be more locality plan specific in order for the full benefits of the locality team approach to be realised. Locality plans will be developed in consultation with members and local residents to support this work.

Recommendations:

- 34 The Outer West Area Committee is asked to note and comment on the progress being made by the Locality Team in delivering the Service Level Agreement.

Background Documents

Area Committee Report – Environmental Services Delegation Report and Service Level Agreement, 9th September 2011

This page is intentionally left blank

Half Year Service Update (September – November 2011)

Part One: Progress against the agreed service principles and priorities

	Progress since September 2011
<p>Under the terms of the agreement the Locality Manager will ensure that the following principles will be applied and priorities addressed in how the Locality Team plans and delivers its services across the Outer West area:</p> <p>a) Outcome focused: The WNW Locality Team will focus on delivering the best outcome for residents across the Outer West area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard. It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept every x weeks, but everyone will be entitled to get their street swept as and when needed if it is the best solution to making sure it doesn't fall to an unacceptable standard of cleanliness.</p>	<ul style="list-style-type: none"> • The Locality and Service Managers have spent the last 2/3 months meeting individually with all 80 members of staff in the locality team. The purpose of this has been to make clear from the beginning that the relationship between managers and front line staff is key to the improvement and successful delivery of the service. In terms of refocusing the service on outcomes, the meetings with staff have been to listen to their ideas, worries and issues, and to discuss how they can be better supported in delivering a first class service to residents - which has the outcome of clean streets and neighbourhoods at the heart of what they do. • As a result of greater staff involvement, improvements have already been made in equipping staff with better tools to do the job. For example the flytipping crews asked that they be provided with digital cameras to help gather evidence., and also potentially save enforcement officers time in unnecessary trips and get the flytip removed quicker. • Frontline staff are now consulted on where new bins should be placed before they are ordered. • Although this reporting period has seen a prioritisation of de-leaving for

<p>capacity days, where possible the service has responded to requests for ad-hoc cleans of streets where a regular sweep is not necessary.</p> <ul style="list-style-type: none"> • As a result of discussion with staff and ward members, ideas for reshaping the WNW locality team to better target efforts where the outcomes have been consistently worse for a long period have been outlined to the Environmental Sub-Group. Proposals to undertake sustained work in a small number of “improvement zones” are to be worked up with Area Committee support. This will provide a focus for outcome based improvement, allowing the existing skills of the team of enforcement and cleansing, to be targeted alongside the development of community led preventative work. • The Locality Manager or senior representative attends every ward member meeting to ensure that actions are being taken where Members feel the greatest difference can be made. • 	
<ul style="list-style-type: none"> • The new blocks/schedules for the mechanical sweeping came into force from September. By moving to an “8 day week”, a spare “capacity day” was created. • Across the locality that equated to 26 capacity days for the Sept-Nov period. 8 capacity days were used in Outer West as follows: <ul style="list-style-type: none"> ✓ 2 days spent recovering lost blocks/ responding to referrals ✓ 6 days spent to support for deleafing programme 	<p>b) Responsive to local needs: The service will be more responsive to local needs. There will be greater capacity built in to react to current hotspots, plan for known local events that may effect the cleanliness of neighbourhoods and go where the problem is at that time.</p>
<ul style="list-style-type: none"> • Work has been done with enforcement staff to shift the emphasis of what they do away from “as many jobs as possible” to the most effective use of their time to make a difference to the environment in which people live. Support and encouragement is being given for them to take more risks (e.g. do more work in default), to be zero-tolerant where that is the best approach and use common sense when judging what actions to prioritise when faced with several issues in neighbourhoods/workloads. 	<p>c) Common sense approach: The service will have a common sense approach which supports getting the job done. No cleaning of clean streets, more flexible routes/coverage, no driving/walking past problems.</p>
<ul style="list-style-type: none"> • We have briefed NPT Inspectors on the new locality team service. Agreed to use tasking mechanism to identify top local priority for joint working on environmental crime/offence issue – to involve PCSOs more closely in helping tackle such offences as the main patrol resource available in our neighbourhoods. A number of successful joint tasking sessions with the 	<p>d) Working as a team in our priority neighbourhoods: The service will work as part of the “team neighbourhood” approach and contribute towards tackling problems identified in the agreed priority neighbourhoods of xxxxx We will provide a lead at tasking meetings on environmental crime/ash issues and make sure coordinated action is being taken against the local priority.</p>

	<p>police, cleansing staff and enforcement staff have taken place by committee area sine September to help share local intelligence and maximise patrolling activity in priority neighbourhoods</p>
<p>e) Supporting community action: We will work better with community based organisations that add value to what we do and contribute towards making our streets and neighbourhood cleaner.</p>	<ul style="list-style-type: none"> • The Locality team have engaged with forums and residents across the outer west to discuss their concerns, priorities and complaints.
<p>f) Education and Enforcement: We will develop and implement local strategies which effectively combine education and enforcement approaches to tackling long standing problems. For example we will develop a better relationship with schools to work together to prevent litter on school routes and have a clearer policy around the cleaning of shop frontages that works in partnership with local businesses to make local shopping centres/main streets clean and pleasant places to visit.</p>	<ul style="list-style-type: none"> • The locality team are currently developing proposals through the sub-group for priority enforcement in neighbourhoods which will include an element of education/prevention in the strategy for tackling these long standing problem areas.
<p>g) Working with ENE Homes (and other key partners) to deliver more effectively: We will work in partnership with ENE Homes (and other key partners) to make more effective and efficient use of our combined resource; focusing initially on joint approaches to cleaning open land/spaces and developing a maintenance programme for ginnels.</p>	<ul style="list-style-type: none"> • Agreement with WNW Homes and Parks & Countryside to have mapped all the ginnels across WNW by end of 2011 and have a proposal to bring to Area Committee in early 2012 for a joint annual maintenance programme to be included in next year's SLA. • In the meantime, we have agreed with WNW Homes and Parks & Countryside to take pragmatic approach to clearing/cleaning existing ginnel problems as they are referred through. P&C agreed to help during winter months, particularly in rights of way ginnel/paths and where overgrowth needs cutting back etc.
<p>h) Planning for seasonal and annual events: We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year.</p>	<ul style="list-style-type: none"> • Capacity days created by new mechanical sweeping blocks have been prioritised towards de-leafing and reactive cleansing operations across WNW. • Using a dedicated budget, a temporary de-leafing team has been created to cover the WNW locality, bringing in agency staff and utilising and adapting an old refuse vehicle. This team works 9am-5pm, Monday to Saturday during the deleafing season.

Part Two: Progress delivering the agreed service activities

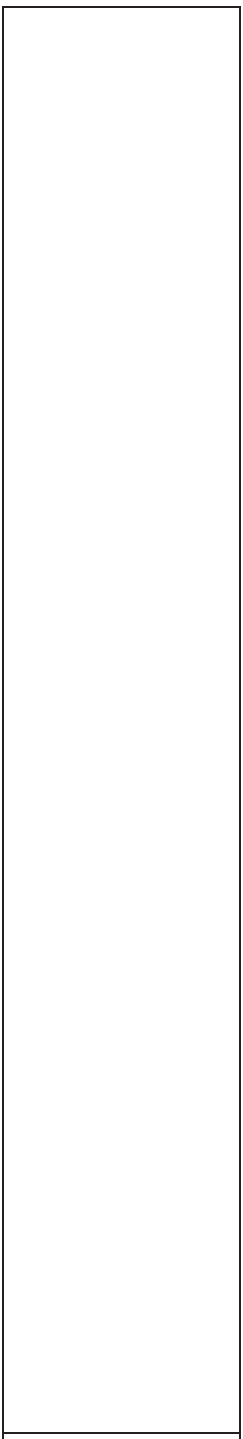
The following are examples of activity delivered during the reporting period which illustrate the work being undertaken and impact they are having. The Enforcement section should be read in conjunction with Appendix B which provides the total number of casework/referrals for the period broken down by type.

The Environmental Locality Team, via this SLA, undertakes to provide the following service provision to the Outer West Wards of Calverley & Farsley, Farnley & Wortley and Pudsey determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.	Calverley & Farsley	Fatnley & Wortley	Pudsey
<p>a) Mechanical Path & Road Sweeping</p> <p>Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled on a cycle set on a 8-day, 3 weekly, 6 weekly or 12 weekly basis. As part of the capacity review for mechanical sweeping, the new work cycles are based on an 8-day "week". This has enabled an extra day of "spare" capacity to be programmed in, which will allow the service to recover days lost for planned and unplanned leave. Any remaining capacity will be used to respond to local problems, support community clean ups, tackle seasonal issues (e.g. leaf clearance) and take part in joint-operations agreed through tasking meetings.</p>	<ul style="list-style-type: none"> 9 sweeping blocks were programmed to be swept during the period between w/c 5th September and w/c 7th November: <ul style="list-style-type: none"> ✓ 8 work blocks (88%) have been completed ✗ 1 work block was not completed during the period due to holidays/sickness/capacity/ de-leafing (see NB). NB: We have carried out a number of 'additional' mechanical across all four 	<ul style="list-style-type: none"> 13 sweeping blocks were programmed to be swept between w/c 5th September and w/c 7th November: <ul style="list-style-type: none"> ✓ 11 work blocks (85%) have been completed ✗ 2 work blocks were not completed during the period due to holidays/sickness/capacity/ de-leafing (see NB) 	<ul style="list-style-type: none"> 12 sweeping blocks were programmed to be swept between w/c 5th September and w/c 7th November: <ul style="list-style-type: none"> ✓ 10 work blocks (83%) have been completed ✗ 2 work blocks were not completed during the period due to holidays/sickness/capacity/ de-leafing (see NB)

	wards (requests from members, public etc outside of the schedule) by using capacity days and capacity time when operatives have finished their scheduled days work. The majority of capacity days have been used for leaf clearance/complaint referrals during this period. Once the seasonal work has been completed the capacity days will be used for recovering any missed blocks and for complaints/referrals.	
<p>b) Manual Litter Picking Manual litter picking is undertaken on pre-set routes which are scheduled to be completed over a 7 day period, with each route completed by a team of two streetscene attendants who alternate duty through the 4 by 3 shift pattern. Daily coverage per attendant is expected to be approximately 11km. Where possible, variations to the routes will be negotiated at ward member meetings. This will be limited to instances where the total daily distance covered is not increased.</p>	<p>There is no ward data available at this time to record the streets completed or streets missed</p> <p>We have carried out a number of daily additional litter picks in wards in response to member/ resident requests and enforcement - this is in addition to the pre-programmed litter picking carried out in all four wards – further details are available on request.</p>	
<p>c) Litter Bins During the first period of the new SLA work will be done through ward member meetings and progress reported to the Environmental sub group to verify the locations of the bins, agree where locations can be changed to better meet local needs, replace bins unfit for purpose and where</p>	<p>There is no ward data available at this time to record numbers of litter bins collected, missed or overflowing.</p> <p>We are in the processes of purchasing a minimum of 4 new litter bins in each ward from the service budget and discussions are on-going with members and residents regarding their siting and location – We have also delivered 6 new litter-bins across the area funded by Well-being funds.</p>	

<p>possible new bins provided where they will be most effective. Litter bins will be emptied and the immediate vicinity checked for cleanliness by one of the three crews on duty in the WNW Locality Team. The SLA is for all bins to be emptied without any overflowing and the frequencies of visits to bins will be adjusted to ensure this commitment is met.</p>	
<p>d) Flytipping Flytipping removal is largely undertaken as a reactive service, responsive to customer complaints and 'in-house' requests (e.g. from Members, enforcement staff and partners), although the crews do have regular 'hot spots' to check on a pro-active basis. We aim to remove all reported fly tips within 36 hours of receiving the request, unless it requires specialist equipment or treatment (e.g. asbestos/chemicals). The service will work with the Regulatory team to investigate, deter and prevent future instances of fly tipping, and to resolve long standing fly tipping 'hot spots'.</p>	<p>There is no specific ward based data available at this time to record numbers of fly tipping reports received/closed out via the contact centre during this period.</p> <ul style="list-style-type: none"> • We have carried out a number of daily additional fly-tip removals in response to members requests during this period working closely with enforcement colleagues to try and identify the people responsible for the fly-tipping - this is in addition to the pre-programmed fly-tip removal referrals via the contact centre carried out in all four wards – further details are available on request.
<p>e) Enforcement and regulatory The work of this element of the service forms part of the next phase of the review of Environmental Services. The Area Committee's will need to consider the following, in order to help inform the review and how the existing capacity to respond to local priorities can be best used; the Area Committee's top enforcement issues, the preferred balance of approaches locally, i.e. between enforcement, clean-up and</p>	<p>Please see enforcement data at Appendix B</p>

educational/promotional activity; and geographical hotspots. At a ward level, local tasking arrangements will be used by the service to lead discussion and ensure the securing of partner resources in problem solving and addressing the priority "grime" issues through joint enforcement.



This page is intentionally left blank

Appendix B – 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	Outer West
Litter	All	87	88
	Main Retails & Commercial	79	86
	Other Retail & Commercial	82	81
	High Obstruction Housing	87	87
	Medium Obstruction Housing	94	90
	Low Obstruction Housing	99	100
	Industry & Warehousing	83	77
	Main Roads	89	100
	Rural Roads	88	84
	Other Highways	69	77
	Recreation Areas	94	97
Detritus	All	67	68
	Main Retails & Commercial	80	76
	Other Retail & Commercial	71	63
	High Obstruction Housing	57	65
	Medium Obstruction Housing	72	77
	Low Obstruction Housing	79	82
	Industry & Warehousing	63	53
	Main Roads	65	77
	Rural Roads	53	50
	Other Highways	51	69
	Recreation Areas	80	76
Graffiti	All	96	95
	Main Retails & Commercial	97	95
	Other Retail & Commercial	94	91
	High Obstruction Housing	98	94
	Medium Obstruction Housing	99	97
	Low Obstruction Housing	99	100
	Industry & Warehousing	94	100
	Main Roads	98	100
	Rural Roads	99	100
	Other Highways	87	81
	Recreation Areas	93	97
Flyposting	All	99	100
	Main Retails & Commercial	98	100
	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 (Oct-Dec 2010)	Q4 (Jan-Mar 2011)	Q1 (Apr-Jun 2011)	Q2 (Jul-Sep 2011)
Calverley & Farsely	Commercial waste	39	46	15	36
	Dog control	0	1	0	0
	Domestic waste	2	7	4	5
	Flytipping	4	9	5	4
	Graffiti	0	0	0	0
	Highways enforcement	10	10	6	2
	Litter control	4	5	6	0
	Overhanging vegetation	2	2	5	9
	TOTAL	61	80	41	56
Farnely & Wortley	Commercial waste	10	15	3	2
	Dog control	0	3	0	0
	Domestic waste	202	178	32	23
	Flytipping	21	36	15	11
	Graffiti	0	0	0	0
	Highways enforcement	12	6	4	2
	Litter control	4	5	2	1
	Overhanging vegetation	3	0	18	8
	TOTAL	252	243	74	47
Pudsey	Commercial waste	4	7	3	7
	Dog control	1	0	0	0
	Domestic waste	4	17	6	19
	Flytipping	8	8	5	6
	Graffiti	0	0	0	0
	Highways enforcement	12	6	4	2
	Litter control	5	5	3	6
	Overhanging vegetation	2	1	10	6
	TOTAL	36	44	31	46
All	Commercial waste	53	68	21	45
	Dog control	1	4	0	0
	Domestic waste	208	202	42	47
	Flytipping	33	53	25	21
	Graffiti	0	0	0	0
	Highways enforcement	34	22	14	6
	Litter control	13	15	11	7
	Overhanging vegetation	7	3	33	23
	TOTAL	349	367	146	149

Table 3 – Enforcement Notices Served

Ward	Category	Q3 (Oct-Dec 2010)	Q4 (Jan-Mar 2011)	Q1 (Apr-Jun 2011)	Q2 (Jul-Sep 2011)
Calverley & Farsley	Boarding Up	0	0	0	0
	Commercial Waste	32	49	8	34
	Domestic Waste	0	1	0	0
	Drainage	0	0	4	4
	Highways Enforcement	0	3	5	3
	Littering	0	0	0	0
	Statutory Nuisance	0	0	0	0
	TOTAL	32	53	17	41
Farnley & Wortley	Boarding Up	0	1	0	0
	Commercial Waste	8	15	1	3
	Domestic Waste	140	52	0	1
	Drainage	0	3	11	0
	Highways Enforcement	1	1	1	0
	Littering	1	2	0	4
	Statutory Nuisance	0	4	1	1
	TOTAL	150	78	14	9
Pudsey	Boarding Up	0	1	0	0
	Commercial Waste	0	3	2	1
	Domestic Waste	0	0	0	0
	Drainage	0	0	6	7
	Highways Enforcement	0	0	0	2
	Littering	0	1	0	0
	Statutory Nuisance	1	1	0	1
	TOTAL	1	6	8	11
All	Boarding Up	0	2	0	0
	Commercial Waste	40	67	11	38
	Domestic Waste	140	53	0	1
	Drainage	0	3	21	11
	Highways Enforcement	1	4	6	5
	Littering	1	3	0	4
	Statutory Nuisance	1	5	1	2
	TOTAL	183	137	39	61

Table 4 – Fixed Penalty Notices Served

Ward	Category	Q3 (Oct-Dec 2010)	Q4 (Jan-Mar 2011)	Q1 (Apr-Jun 2011)	Q2 (Jul-Sep 2011)
Calverely & Farsley	Commercial Waste	3	5	5	0
	Dog Fouling	0	0	0	0
	Domestic Waste	0	0	0	0
	Littering	1	0	2	0
	TOTAL	4	5	7	0
Farnley & Wortley	Commercial Waste	2	0	1	0
	Dog Fouling	0	1	0	0
	Domestic Waste	0	0	0	0
	Littering	4	3	1	0
	TOTAL	6	4	2	0
Pudsey	Commercial Waste	0	0	0	1
	Dog Fouling	1	0	0	0
	Domestic Waste	0	0	0	0
	Littering	2	0	2	3
	TOTAL	3	0	2	4
All	Commercial Waste	5	5	6	1
	Dog Fouling	1	1	0	0
	Domestic Waste	0	0	0	0
	Littering	7	3	5	3
	TOTAL	13	9	11	4

Report of Area Leader – West North West

Report to Outer West Area Committee

Date: 16th December 2011

Subject: Outer West Area Committee Business Plan

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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

1. The report presents an update on the work to date to develop an Area Committee Business Plan Action Plan and presents a draft version.

2. It is proposed that between November 2011 and March 2012, Area Management will continue to develop the Action Plan. The timescale will ensure that Members have been consulted on the production of a plan that is fit for purpose and reflects the new city wide priority plans and performance monitoring principles.

3. The full Business Plan will be presented to the March 2012 Area Committee for final approval. The plan will be a four year plan running from 2011 -15 and will be refreshed annually.

4. Recommendations
 - The Area Committee are asked to:

 - a) Note the contents of this report;
 - b) Note the draft Action Plan at Appendix 1;
 - d) Agree to the Area Management Team continuing to develop a Business Plan;
 - e) Agree to receive updates at future meetings and for the Area Committee to adopt a four year plan at the March 2012 meeting that will be subject to a refresh annually.

1 Purpose of this report

The report presents an update on the work to date to develop an Area Committee Business Plan Action Plan.

2 Background information

In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008 which was refreshed in June 2009 and June 2010.

The Area Committee delegated functions and priority advisory functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and 2011/12 with amendments made to the environmental delegations.

The 2008-2011 Area Delivery Plan (ADP) which underpins the work of Area Management, came to a formal end in March 2011, however the work programme has continued with many projects rolling forward from the ADP.

It is proposed to replace the ADP with a new annual Business Plan that would reflect changes to the City and council planning and partnership framework and incorporate local community engagement planning and actions. The Business Plan will continue to outline local priorities and actions for the Outer West and provide a framework for the spending of the well being Budget. The Business Plan will enable the Area Committee to fulfil the principles of integrated locality working.

The Area Committee received an introductory report on Area Management's Plans to develop a Business Plan at their September meeting.

3 Main issues

A draft Business Plan Action Plan 2011-2015 (appendix 1) which includes priorities for action is attached for consideration. It is proposed that between October 2011 and March 2012, the Area Management team will continue to develop the business plan.

This timescale will ensure that Members have been consulted on the production of a four year plan (workshops and ward briefings) and that the business plan reflects the views of local elected members and the communities that they represent. In addition, the timescale will ensure that it reflects the new city wide priority plans and performance monitoring principles, and Area Leadership Team priorities.

In Outer West a Business Plan development workshop was held in November with Members, and the "fruits" of this meeting have been added to the draft Action Plan for consideration.

Performance Monitoring

The Business Plan will be monitored by the Area Committee who will be presented with regular progress reports.

4 Corporate Considerations

Consultation and Engagement

Members will be consulted further at forthcoming Ward Member meetings on the content of the business plan for Outer West. The final business plan will be presented for adoption to Members, in March 2012.

Equality and Diversity / Cohesion and Integration

The Business Plan will take into account equality, diversity, cohesion and integration issues.

Council Policies and City Priorities

- 4.1.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

Resources and Value for Money

As outlined in the Function Schedule 2011/12, the well being budget delegated by Executive Board is used to finance projects which meet the needs of the Area Delivery Plan or its successor (the Business Plan). Members of the Area Committee are keen that wherever possible the use of well being brings in additional match funding to the area.

Legal Implications, Access to Information and Call In

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

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

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

Risk Management

This report provides an update for Members and therefore no risks are identifiable.

5 Conclusions

- 5.1 The Area Committee requires a document to set out the key priorities for the year that links to city wide policies and provides a framework for the spending of the well being budget.
- 5.2 The new Business Plan will support and contribute to changes already being put in place to the planning framework at a city wide level. It will illustrate how the Area Management Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.

6 Recommendations

6.1 The Area Committee are asked to:

- a) Note the contents of this report;
- b) Note the contents of the Business Plan Action Plan at Appendix 1;
- d) Agree to the Area Management Team continuing to develop the Business Plan;
- e) Agree to receive updates at future meetings and for the Area Committee to adopt a three year plan at the March 2012 meeting that will be subject to an annual refresh.

7 Background Documents

Outer West Area Delivery Plan 2008-11

Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework, 15th December 2010

What do we Propose to do ? (Outcome)	How will we do it?	Who ? Service	Performance Measure (evaluates the service)	Indicator (quantify the achievement)
Sustainable Economy and Culture				
<p>Provide as many opportunities as possible for people to get jobs or learn new skills</p>	<p>Provide skills and training at Community Centre(s) within our portfolio as part of community development work.</p> <p>Increase skill range and level of local residents particularly in Priority Neighbourhoods to take advantage of existing and new employment opportunities.</p> <p>Identify specific locations of NEETs to inform targeted work.</p>	<p>Town Centre Manager (Area Manager)</p> <p>Swinnow Development Worker (Healthy Living)</p> <p>Jobs & Skills and other relevant partners</p> <p>Children's Services/Jobs and Skills</p>	<p>Sustain and promote Pudsey Business Forum.</p> <p>Provision of skills and training events and attendance by local community</p> <p>Numbers of local people employed</p>	
<p>Make better use of our community buildings</p>	<p>Support our community centres in the area to have sustained and where possible, increased/efficient usage.</p> <p>Assist in reviewing the Council's assets (buildings) by developing community involvement /usage /running/ disposal</p>	<p>Area Management</p> <p>Area Management</p>	<p>Continued use of community centres/increased /alternative usage</p> <p>Running of buildings by third party organisations. Disposal of under utilised assets.</p>	

<p>Work with local businesses to support a flourishing local economy</p>	<p>Provide sponsorship opportunities for local businesses to promote their services e.g. Xmas lights event Pudsey/Children in Need, Shop Local Campaign; Work with investors to support the regeneration of the area; Promote local district centres to reduce the number of empty shop units;</p> <p>Support Employment Leeds and large organisations such as the ALMO to engage with local communities on new employment opportunities coming into the Area.</p> <p>Ensure business engagement with the Area Leadership Team and Area Committee.</p>	<p>Town Centre Manager</p> <p>Employment Leeds</p> <p>Area Leadership Team</p>	<p>Flourishing and diverse local economy.</p> <p>Numbers of local people employed</p> <p>Local Business involvement in Area Leadership Team.</p>	
<p>Safer and Stronger Communities</p>				
<p>Fight crime and antisocial behaviour, with a particular focus on reducing burglary rates</p>	<p>Work with partners to identify hot spot areas to tackle crime through Locality Working to problem solve and provide solutions e.g. Phoenix Park. In turn provide residents with support, advice and equipment to help them prevent burglary.</p>	<p>Area Management / Neighbourhood Policing Team</p>	<p>Reduction in crime figures, particularly burglary and anti-social behaviour. Increased perception of community safety amongst residents.</p>	

<p>Listen to the views of local people in our decision making and support local events that bring people together</p>	<p>Provide a range of ways for residents and partners to have their say (empower) about local priorities, including the development of Wedge Leadership Teams to oversee the neighbourhood improvement plans for our priority neighbourhoods.</p> <p>Support local community events across the area throughout the year e.g. Queen's Golden Jubilee, Summer Bands;</p> <p>Work with local providers to deliver a range of activities for young people and families during the year.</p>	<p>Area Management/ West North West Homes/Parks and Countryside/ Streetscene/ Youth Service/Sports Development/ Extended Services</p>	<p>Holding of community engagement events e.g. Swinnow Fun Day, Wateringcoates Project including regular Community Forums.</p> <p>Holding of community events and relevant activities for families and young people.</p>	
<p>Support volunteering within our local communities</p>	<p>Provide information on getting involved with volunteering at all our events and support the European Year of the Volunteer; host an annual event to thank our voluntary organisations and celebrate the work that they do.</p>	<p>Area Management (Possibly with business sponsorship)</p>	<p>Increased number of volunteers.</p>	

<p>Consult local people on changes that may affect their lives and support them to get involved in local decision making.</p>	<p>Undertake annual consultation through the Leeds Citizens Panel to identify Area Committee priorities.</p> <p>Provide the public with information to assist them in understanding local issues through a range of communication channels including public meetings</p> <p>Seek the views of the public on key developments that will affect the areas where they live.</p> <p>Support local voluntary, community and faith organisations to play a lead role in the development and implementation of neighbourhood activities.</p> <p>Establish Community First Panels in Pudsey and Farnley and Wortley and ensure elected Member representation to meet local priorities.</p>	<p>LCC Corporate Communication s and Area Management</p> <p>Area Management</p> <p>Area Management , LCC Regeneration Service</p> <p>Area Management, West North West Homes</p> <p>Area Management/ Local Community/ Ward Members</p>	<p>Survey undertaken, analysis complete and findings reported to area committee.</p> <p>Undertake up to 8 forums and public drop in meetings in the Outer West, and public meetings as appropriate.</p> <p>Provision of Forums</p> <p>Number of voluntary supported per year.</p> <p>Community First Panels established</p>	
--	--	---	---	--

<p>Improve the local environment and our parks and open spaces</p>	<p>Work with Streetscene to deliver the new revised Service Level Agreement to meet community need around Streetscene and environmental improvements.</p> <p>Work with residents and local groups to make sure our streets and open spaces are kept clean;</p> <p>Take enforcement action where there are problems e.g. dog fouling, working better with local businesses and schools, litter picking and street sweeping where it is needed.</p> <p>Work with relevant partners to reduce numbers of derelict buildings and land.</p> <p>Work with partners through Locality Working to resolve land ownership issues which may result in unsatisfactory grass cutting/litter picking service (rationalise service provision).</p> <p>Support and promote Friends of and In-Bloom groups who contribute to environmental improvements</p>	<p>Area Management/ Streetscene</p> <p>Area Management</p> <p>Environmental Action Team</p> <p>Area Management/City Projects/ Planning</p> <p>Area Management/ Streetscene/ Parks and Countryside/ West North West Homes</p> <p>Friends of groups/ In-Bloom groups and other relevant groups</p>	<p>Successful implementation of Streetscene Delegation.</p> <p>Improved cleanliness of streets and pavements.</p> <p>Two way feedback from Community Forums</p> <p>Increased number of enforcement actions/fixed penalty notices</p> <p>Reduction in numbers of derelict buildings/land./eye sore sites.</p> <p>Timely (joined up) grass cutting and litter picking. Areas looked at in the whole, not part.</p> <p>Number of voluntary groups supported per year</p>	
---	--	--	---	--

Health and Wellbeing

<p>Promote healthy lifestyles and tackle health inequalities</p>	<p>Deliver projects to target health issues through local health and well-being groups (with a focus on prevention) and priority neighbourhoods in conjunction with Public Health e.g. Pudsey Health and Wellbeing Centre.</p>	<p>Area Management/ Public Health</p>	<p>Area Profile information provided through Joint Strategic Needs Assessment</p>	
<p>Tackle high rates of teenage pregnancy</p>	<p>Targeted work in “hot spot” post code areas e.g. LS12 5 (Farnley) and LS28 7 (Pudsey) including focused work through all Secondary Schools, recognising the link between attendance and teenage pregnancy rates.</p>	<p>Area Management/ Children’s Services/ Clusters</p>	<p>Teenage Pregnancy rates</p>	
<p>Tackle Fuel Poverty</p>	<p>Work with Environmental Action Team to address fuel poverty through Neighbourhood Plans. Promote initiative which tackle fuel poverty at Forums.</p> <p>Promote the Government’s “Green Deal” framework which enables private firms to offer consumers energy efficiency improvements to their homes, community spaces and businesses at no up-front cost and to re-coup payments through a charge in instalments on the energy bill.</p>	<p>Area Management/ EAT</p> <p>Area Management/ Planning and Sustainable Development</p>	<p>Inclusion in Neighbourhood Plans. Promotion at Forums.</p> <p>Promotion of Forums</p>	

Children and Families				
Promote young peoples participation in high quality sporting activities	Actively Support Sports Coaching Scholarship promoted for young sports leaders in the West of the City, in partnership with the Leeds schools partnership West.	Area Management/		
Work closely with the Clusters to deliver local improvements for children and families	Focused joint work with the clusters particularly in the Priority Neighbourhoods. Align Well-Being spend to deliver jointly funded projects.	Area Management/ Clusters	Number of projects supported. Amount of Well-Being funding matched with Cluster funding.	
Housing and Regeneration				
Encourage public services to work together with local residents to improve our most deprived neighbourhoods	Use our Well-being budget to help community groups and voluntary organisations to deliver projects to improve the area through Locality Working to improve our most deprived and unclean areas. Review and develop Neighbourhood Improvement Areas/Models e.g. Bawns/Gambles & Heights/Waterloos	Area Management (relevant Council Departments)	Improvement in ranking of most deprived neighbourhoods (SOAs)	
Support Leeds Bradford Corridor work to benefit Outer West Leeds	Support Regeneration Programme Team to deliver improvements and ensure community engagement and awareness.	Area Management Regeneration Programmes Team	Feedback from Regeneration Programme Team to Area Committee	

This page is intentionally left blank

Agenda Item 16

**Area Chairs Forum
Monday 5th 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

Item	Description	Action
1.0	Apologies	
1.1	Cllr. G. Hussain	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 17 th 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.	Area Leaders
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 22nd August and 2nd September to</i></p> <ul style="list-style-type: none"> • <i>get feedback on the previous years application process,</i> • <i>gather more information about how the LC's function,</i> • <i>identify and explore concerns raised by clubs,</i> • <i>identify networking possibilities and</i> • <i>enable PCT Health improvement workers to distribute nutrition and hydration information and discuss these topics directly with LC coordinators.</i> <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>	Sarn Warbis / Area Leaders
3.0	Update on the Localism Bill	
3.1	Jane Harwood, Corporate Policy and Performance Officer, attended to present a paper outlining ongoing work across the council in preparation for the Localism Bill.	
3.2	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:	
3.3	<p><u>Community Right to Challenge</u></p> <p>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 16th September and this area will be discussed at Corporate Commissioning Group on 19th September. Various pieces of work are underway to look at</p> <ul style="list-style-type: none"> ○ our relationship with the third sector ○ key account management ○ category management ○ commissioning processes ○ the Open Public Service white paper ○ innovation and new models of service delivery ○ community engagement ○ equality impact assessments ○ procurement. 	
3.4	<p><u>Community Right to Buy</u></p> <p>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"> ○ assessing nominations ○ listing assets 	

	<ul style="list-style-type: none"> ○ publishing a list of assets of community value ○ publishing a list of unsuccessful community nominations <p>The Asset Transfer Framework is to be discussed at Asset Management Board on 15th 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 13th September and then to Leader Management Team to establish the LCC approach. Member briefings are taking place on 23rd September and 22nd November with a Parish and Town Council Seminar taking place on 19th October. Leeds is also hosting a Localism Roadshow for Councillors at the Town Hall on 1st 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>	
4.0	Community Centres Review Update	
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 15th September and will also be 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.</p>	

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.	Debra Scott
4.10	It was agreed that Debra Scott would return to a future meeting to provide an update on the progress of the review.	Debra Scott
5.0	Delegation of Environmental Services to Area Committees	
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"> ○ reviewing the fleet of vehicles ○ establishing a balance between mechanical and manual cleaning ○ coordination with Parks and Countryside ○ reviewing the use of depots and addressing downtime ○ developing and maintaining the committed and flexible culture within the service 	
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.	
6.0	Update on Restructuring and Locality Working	
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 th 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.	
7.0	Any Other Business	
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.	Geoff Turnbull
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.	
8.0	Date of Next Meeting	
8.1	11 th November 2011, 9am, Committee Room 4, Civic Hall.	

This page is intentionally left blank

Report of Assistant Chief Executive, Customer Access and Performance

Report to Outer West Area Committee

Date: 16th December 2011

Subject: Localism Act 2011

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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.

1 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 3rd 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 2nd 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 owner incurs loss or additional costs for complying with the regulations 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 5th January 2012. A seminar for parish and town councils on neighbourhood planning was held on 17th 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 30th December; Leeds City Council will be submitting a response to this that will go to Executive Board on the 14th 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 In addition, Area Management is working to try and secure the successful implementation of “Community First”, a Cabinet office initiative, which sees the offer of funding for communities (with high levels of deprivation and lack of social capital) , who can work together as part of a wider Community Panel, who will submit bids to the Community Development Foundation for consideration. Farnley/Wortley and Pudsey wards have been identified as wards to benefit from this initiative, and the panels will have local Member representation. Further information will be brought forward to a future Area Committee on this initiative as it develops.
- 3.38 **Housing Reforms**
- 3.39 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.
- 3.40 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.
- 3.41 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.

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
- 7.4 Nolan principles of public life <http://www.public-standards.gov.uk/>
- 7.5 Local Government Resource Review Consultation, Executive Board Report, 2nd November 2011 <http://democracy.leeds.gov.uk/mgConvert2PDF.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/mgConvert2PDF.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, 2nd November,
<http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=61220>
- 7.18 Developing a response to neighbourhood planning in Leeds Executive Board Report, 2nd 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>

This page is intentionally left blank

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

Report to Outer West Area Committee

Date: 16th December 2011

Subject: Capital Receipts Incentive Scheme Report to Executive Board

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<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 type="checkbox"/> Yes <input checked="" 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 12th 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 Outer West 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 12th October 2011.

2 Background information

- 2.1 The report attached at appendix 1 received approval at the Executive Board meeting on 12th 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 Outer West 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.

This page is intentionally left blank

Report of Director of Resources

Report to Executive Board

Date: 12th 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 be 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

APPENDIX A

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 3rd floor West of the Civic Hall.

This page is intentionally left blank



Report author: Chris Dickinson,
Matt Lund

Tel: 0113 336 7866,
0113 24 74352,

Report of Assistant Chief Executive, Customer Access and Performance

Report to the Outer West Area Committee

Date: 16th December 2011

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 Outer West 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 Delivery 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 Delivery plans and the business of the Area Committee. Much of this activity represents good practice and work should be undertaken to capture this learning and seek to apply it to other Area Committees where appropriate.
- 3.24 While there is a recognition that a variety of approaches to engagement at the Area Committee level will continue to be necessary to respond to local issues, a degree of consistency across the city as a whole is needed to help maximise the impact of integrated locality working and achieve the level of co-ordination as set out in the Council's constitution.
- 3.25 To help achieve this balance of improved consistency while maintaining a flexible and responsive approach to engagement, it is suggested that Area Committees develop community engagement plans that works at two distinct levels:
- Primary Engagement: A core programme of primary engagement for all 10 Area Committees should be implemented which provides a consistent approach for consulting the public on the broad priorities for each area and meets the requirements for the area committees' delegated function. It is proposed that this is undertaken through annual surveys of Citizens Panel and is implemented as part of the annual Business Plan development and review process. The results of this consultation activity would be presented in an annual report specific to each Area Committee, setting out the findings of the consultation against the business plan themes.
 - Secondary Engagement: The findings from the Citizens' Panel consultation will provide a clear view of resident priorities and can be used to inform the development of a wider programme of engagement specific to each Area

Committee. For example, if the citizens panel consultation identified that a large proportion of residents living in a particular area were dissatisfied with the cleanliness of their neighbourhood and the quality of public greenspaces, then the Area Committee may choose to explore these issues in more detail through additional surveys and public meetings to help identify what changes in service delivery were required to address resident priorities. In this way the Citizens Panel would add value to existing programmes of consultation.

- 3.26 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.
- 3.27 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
- 3.28 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.
- 3.29 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.
- 5.7 Due to the demographic representation of the Citizens' Panel an opportunity exists to gain the views of a much broader section of the community than would be achievable through the more conventional methods of engagement.
- 5.8 The use of the Citizens Panel at the Area Committee level would add value to existing engagement activity and strengthen our approach to involving local people in decision making.

6.0 Recommendations

The Outer West 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
- 14th October 2011 Business Plan Report to Outer West Area Committee
- Appendix 1: Leeds Citizens' Panel progress update, October 27th 2011

Leeds Citizens' Panel progress update, October 27th 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:

Organisation	Method	Potential audience
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 14th

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

Outer West Area Committee

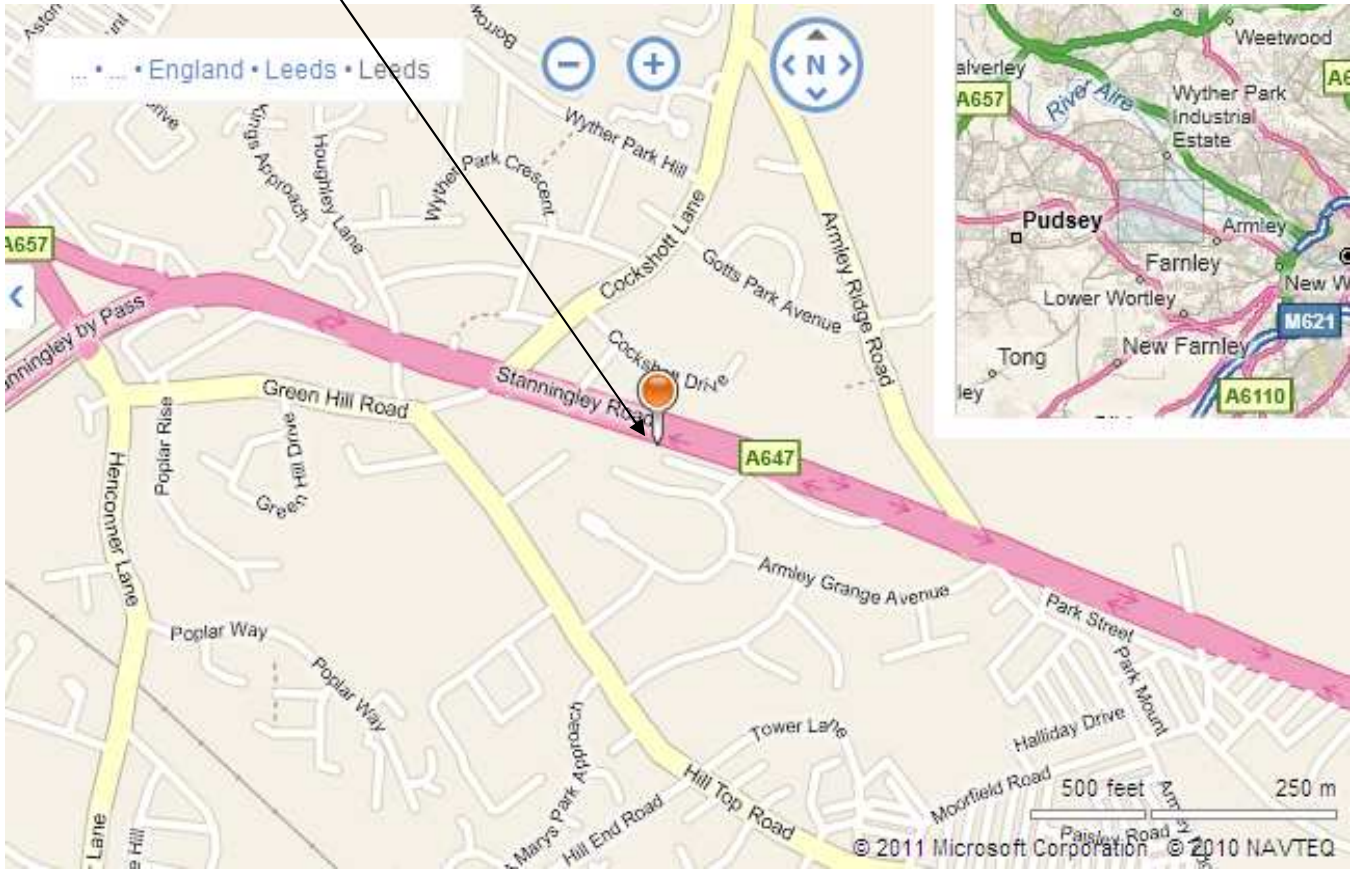
Agenda for January 2012

Draft Agenda

1. Well-being budget report
2. Community Safety update ?
3. ALMO 6 monthly progress report – Kevin Bruce

This page is intentionally left blank

**Safety Central
Stanningley Road
Bramley
LS12 3PL**



This page is intentionally left blank