

# Public Document Pack



## NORTH EAST (INNER) AREA COMMITTEE

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Meeting to be held at the Reginald Centre, 263 Chapeltown Road, Leeds 7 on  
Monday, 28th January, 2013 at 4.00 pm

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### MEMBERSHIP

#### Councillors

J Dowson	-	Chapel Allerton;
M Rafique	-	Chapel Allerton;
E Taylor	-	Chapel Allerton;
S Hamilton	-	Moortown;
R Charlwood	-	Moortown;
A Sobel	-	Moortown;
G Hussain (Chair)	-	Roundhay;
C Macniven	-	Roundhay;
B Urry	-	Roundhay;

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**East North East Area Leader:**  
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# A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p>	
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To confirm as a correct record the attached minutes of the meeting held on 10th December 2012.</p>	1 - 10

Item No	Ward	Item Not Open		Page No
8			<p data-bbox="676 181 1299 248"><b>INNER NORTH EAST AREA COMMITTEE PRIORITIES AND CONSULTATION</b></p> <p data-bbox="676 293 1401 472">To consider a report of the East North East Area Leader providing an update on the Inner East Area Committee Ambassadors project, which was initiated in an attempt to get more people involved in consultation.</p> <p data-bbox="676 517 1406 696">The report also allows a discussion to take place with the Ambassadors already appointed who have been invited to the meeting at the request of the Area Committee at their meeting on 10<sup>th</sup> December 2012.</p>	11 - 14
9			<p data-bbox="676 768 1390 902"><b>UPDATE ON DEVELOPMENT OF INTEGRATED NEIGHBOURHOOD HEALTH AND SOCIAL CARE TEAMS AND THE USE OF RISK SATISFACTION</b></p> <p data-bbox="676 947 1398 1126">To consider a report of the Director of Adult Social Services providing the meeting with an update on the roll out of integrated neighbourhood health and social care teams, together with describing the progress to date and future plans for development.</p>	15 - 26
10			<p data-bbox="676 1193 1329 1261"><b>WELFARE REFORM IMPACT ON COUNCIL TENANTS</b></p> <p data-bbox="676 1305 1390 1597">To consider a report by the Chief Executive East North East Homes Leeds updating the meeting on Welfare Reform changes that impact on Council Tenants and are due to be implemented in April 2013. The report also summarises work that is currently being undertaken to prepare Tenants for those changes and for future changes that will impact later in the year.</p>	27 - 38
11			<p data-bbox="676 1664 1401 1697"><b>WELLBEING FUND REVENUE BUDGET 2012/13</b></p> <p data-bbox="676 1742 1374 1921">To consider a report of the East North East Area Leader providing Members with an update on the current position of the wellbeing revenue budget for the Inner North East area, together with applications made for funding.</p>	39 - 46

Item No	Ward	Item Not Open		Page No
12			<p><b>AREA CHAIR FORUM MINUTES</b></p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) on the Area Chairs Forum minutes held on 2nd November 2012.</p>	47 - 56
13			<p><b>DATE AND TIME OF THE NEXT MEETING</b></p> <p>Monday 11<sup>th</sup> March 2013 at 4.00pm in the Civic Hall, Leeds.</p>	

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# Agenda Item 7

## NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 10TH DECEMBER, 2012

**PRESENT:** Councillor G Hussain in the Chair

Councillors J Dowson, S Hamilton,  
C Macniven, M Rafique, A Sobel, E Taylor  
and B Urry

### 49 Chair's Opening Remarks

The Chair welcomed all in attendance to the December meeting of North East (Inner) Area Committee.

### 50 Declaration of Disclosable Pecuniary and Other Interests

The following other significant interests were declared at the above meeting:-

- Councillor J Dowson in her capacity as a Member of Groundwork Leeds (Agenda Item 8) (Minute 55 refers)
- Councillor A Sobel in view of the fact that his wife works for St Vincent de Paul (Agenda Item 9) (Minute 59 refers)

### 51 Apologies for Absence

An apology for absence was received on behalf of Councillor R Charlwood.

### 52 Open Forum

The Committee received a presentation from Friends of Gledhow Valley Woods on their role within the community and their future plans.

The following representatives were in attendance:

- Martin Calvert, Chair, Friends of Gledhow Valley Woods
- Adrian Coltman, Vice Chair, Friends of Gledhow Valley Woods

In their presentation they outlined their previous and future environmental works for Gledhow Valley Woods and circulated photographs on the works undertaken in areas such as forestry and landscaping, including the laying out of new footpaths and access arrangements.

They also outlined their close links with disability groups and primary schools in the area and the fund raising activities undertaken throughout the year.

During the presentation, Members were informed that the organisation was self-sufficient, but in view of current funding pressures it was noted that it was their intention to approach the Area Committee with a funding request at some point in the future to assist them with their future plans and objectives.

The Chair invited comments from Members of the Area Committee.

Draft minutes to be approved at the meeting  
to be held on Monday, 28th January, 2013

In summary, specific reference was made to the following issues:

- Clarification of their specific proposals for Gledhow Valley Woods
- Clarification of their involvement in relation to the cleaning of the lake  
*(It was noted that the maintenance of the lake was not their responsibility)*
- Clarification of their involvement with other partnerships within the Council and how they publicised their work
- Clarification if the organisation were a registered charity and how they achieved funding
- Clarification if the organisation had any links with the Gledhow Conservation Heritage Group
- Clarification of the organisations involvement with young people, including scout groups and whether the organisation had helped other groups in the area in view of the crossover of priorities

In conclusion, Rory Barke, East North East Area Leader acknowledged the excellent work carried out within the area by the Friends of Gledhow Valley Woods and requested the organisation to liaise directly with Nicola Denson, East North East Area Officer with a view to identifying suitable projects for funding.

The Area Committee thanked the Friends of Gledhow Valley Woods for their presentation and attendance.

(Councillor J Dowson and M Rafique joined the meeting at 4.10pm during discussions of the above item)

### **53 Minutes of the Previous Meeting**

**RESOLVED** - That the minutes of the meeting held on 15<sup>th</sup> October 2012 be confirmed as a correct record.

### **54 Matters Arising from the Minutes**

- a) Children's Services Update Report to Area Committees – Inner North East (Minute 44 b) refers)  
Nicola Denson, East North East Area Officer referred to the above issue and confirmed that a breakdown of the location of all children's homes had been e mailed to Members of the Area Committee for their information/retention.
- b) Wellbeing Fund Revenue Budget (Minute 44 c) refers)  
Nicola Denson, East North East Area Officer referred to the above issue and confirmed that contact had been made with the Polish Advice Bureau with a view to linking them into other education providers.
- c) Future Approaches to Priority Neighbourhoods (Minute 43 refers)  
Nicola Denson, East North East Area Officer referred to the above issue and informed the meeting that a list of those organisations who



had received funding by the Chapel Allerton Community First panel had been emailed to Members of the Area Committee as requested.

Councillor S Hamilton enquired on the latest developments in relation to the recruitment process for appointing a new Neighbourhood Manager.

Rory Barke, East North East Area Leader responded and up dated the meeting on the latest recruitment process which was subject to Council procedures. He informed the meeting that the recruitment was in progress, but it may take some time to fill the position.

In view of current staffing issues within his department, Nicola Denson, East North East Area Officer would co-ordinate, in the first instance, any issues arising until the post was filled.

- d) East North East Health and Wellbeing Update (Minute 44 refers)  
Councillor B Urry referred to the above issue and informed the meeting that a briefing between the Health and Wellbeing Improvement Manager and himself was still outstanding.

Nicola Denson, East North East Area Officer informed the meeting that following discussions between the Health and Wellbeing Improvement Manager and herself, specific details on the outstanding issues raised at the last meeting would be circulated to Members of the Area Committee in due course.

## **55 Wellbeing Fund Revenue Budget 2012/13**

The East North East Area Leader submitted a report providing Members with an update on the current position of the revenue Wellbeing funding for the Area Committee and highlighting the applications made for consideration by the Area Committee.

Appended to the report was a copy of the following documents:-

- Inner North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)
- Summer Projects feedback 2012 (Appendix 2 refers)

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

Specific reference was also made to the following issues referred to in Appendix 2 of the report:-

- To welcome the information on the summer projects and to acknowledge that the projects were good value for money
- The need for some projects to attract more young people in the future

- The need to discuss target schemes from the Clusters at the Area Committee or Wellbeing Working Group
- The offer to view the Roundhay Film project DVD at Ward Member meetings
- To encourage the Roundhay Park event to be held again following it's cancellation
- To chase up feedback in relation to Champ Boxing  
(*The East North East Area Officer agreed to co-ordinate this issue*)

In addition to discussing the above issues, Rory Barke, East North East Area Leader informed the meeting that the 2012/13 budget was making good progress. As a result the financial management system had been updated and the Area Committee should be on target by the year end.

#### **RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That approval be given to fund £1,419.16 for the relocation of a planter on Back Chapeltown Road.
- c) That approval be given to fund £1,500 for the Litter Education project.
- d) That approval be given to fund £1,000 towards the first stage for Adult Exercise equipment in the Norma Hutchinson Park and that the decision to fund a further £1,000 towards the second stage of the project be deferred.
- e) That approval be given to fund £35,000 for the post of Neighbourhood Manager and that this Committee welcomes the fact that the monies unspent this year would be ring fenced to the Area Committee.
- f) That approval be given to set aside an additional £4,000 for small grants.
- g) That this Committee notes the way forward for wellbeing spend in 2013/14 as outlined in the report.

#### **56 Environmental Services - Six Month Performance Update on the Service Level Agreement**

Referring to Minute 10 of the meeting held on 18<sup>th</sup> June 2012, the Locality Manager (East North East Area) submitted a report which provided a half year update on the performance against the Service Level Agreement (SLA) between Inner North East Area Committee and the East North East Environmental Locality Team.

The report also provided the Area Committee with information of the range of functions being delivered across the area during this period against the priorities and commitments set out in the SLA, and how they were helping to make a difference on the ground/at the front line.

It was noted that the Area Committee had an opportunity to influence the service and budget planning process for 2013/14 and that views on service developments and continued top priorities for Inner NE were sought, particularly in light of the expected further financial pressures.

Appended to the report was a copy of the following documents for the information/comment of the meeting:-

- Analysis of service requests responded to by ENE Locality Team during the reporting period May to October 2012 (Appendix A refers)
- ENE Locality Team – Financial Position 2012/13 (half year update) (Appendix B refers)
- Leeds Citizens Panel – Environmental Services satisfaction results (Appendix C refers)

John Woolmer, East North East Locality Manager, Environment and Neighbourhoods Directorate presented the report and responded to Members' comments and queries.

Mick Johnson and Andrew Gibson, East North East Locality Team, Environmental Services were also in attendance to provide background details.

Prior to discussing the report, the Area Committee were requested to consider the following specific issues:-

- i) what aspects of the service they feel were working well and delivering against the commitments made in the SLA;
- ii) what aspects of the service do they feel were not working as well as they should against the commitments made in the SLA and would like to see improvements made;
- iii) what the Area Committee's views were on the key service developments and what continued top priorities for Inner NE should be in planning for 2013/14, particularly in light of the expected further financial pressures

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- The concerns expressed about leaf fall on roads and pavements and clarification of the current sweeping arrangements)  
*(The East North East Locality Manager responded and outlined the current arrangements)*
- Clarification of when more resources would be provided in relation to emptying additional bins  
*(The East North East Locality Manager responded and raised his current concerns about this service which was at saturation point)*
- The need to acknowledge that street furniture was still causing problems  
*(The East North East Locality Manager responded and agreed to investigate this issue further with the assistance of enforcement officers)*
- Clarification of how the department dealt with the issue of large mixed race communities i.e. Saville's and the Mexborough's)

- Clarification of the duties of agency staff/Continental Landscape employees and whether they would be able to respond to problems associated with snowfall and gritting in the three wards  
*(The East North East Locality Manager responded and could not give any guarantees of this type of service. It was noted that that such staff would continue de-leafing until January 2013)*
- The need to get more public engaged in relation to surveys and to raise awareness of the services provided by Environmental Services  
*(The East North East Locality Manager responded and confirmed that there was still more to do in this area. Despite resource issues, he confirmed that more press releases would be issued around surveys and that a review of sweeping blocks would be undertaken, together with addressing new ways of working with the Environmental Protection Teams)*
- The need to introduce an additional column showing what was outstanding in relation to the analysis of service requests responded to by the East North East Locality Team  
*(The East North East Locality Manager responded and agreed to address this issue within future reports)*

**RESOLVED-**

- a) That the contents of the report and appendices be noted and welcomed.
- b) That the follow up issues raised above be addressed by the East North East Locality Manager and the East North East Area Leader.
- c) That this Committee notes that a further progress report on Period 3 would be submitted to the Area Committee in six months time.

**57 Environmental Sub Group Minutes**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the issues raised at the Environmental Sub Group meeting held on 29<sup>th</sup> October 2012.

Appended to the report was a copy of the minutes of the meeting held on 29<sup>th</sup> October 2012 for the information/comment of the meeting.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the contents of the Environmental Sub Group minutes held on 29<sup>th</sup> October 2012.

**58 East North East Homes Leeds Grounds Maintenance report**

The Head of Partnerships, East North East Homes, Leeds submitted a report informing the Area Committee of the work and progress made by the Grounds Maintenance contractor, Continental Landscapes, from April to November 2012 on the East North East Homes Leeds Grounds Maintenance.

Steven Vowles, Head of Partnerships, East North East Homes, Leeds presented the report and responded to Members' comments and queries.

He informed the meeting that the summary of performance monitoring (Appendix A refers) was still outstanding and he agreed to provide a copy to Members of the Area Committee via the East North East Area Leader for their information/retention.

Discussion ensued on the contents of the report.

In summary, specific reference was made to the following issues:

- The concerns expressed regarding the number of complaints received from residents about grass cuttings being deposited on the road and pavements and as a result becoming a potential safety hazard when wet
- The concerns expressed about grass cuttings being blown on to the road by grass cutting operatives

The Head of Partnerships, East North East Homes responded and agreed to address the comments made at the meeting.

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

#### **59 Inner North East Area Committee Priorities and Consultation**

Referring to Minute 90 of the meeting held on 12<sup>th</sup> March 2012, the East North East Area Leader submitted a report on an update on the Inner North East Area Committee priorities agreed by the Area Committee at the March meeting, including the top three priorities for 2012/13 agreed at the last meeting using the agreed reporting mechanism.

The report also provided feedback on the Autumn 2012 consultation and the proposed priorities for 2013/14 and further consultation on these issues during Spring 2013.

Appended to the report were copies of the following documents for the information/comment of the meeting:

- Area Committee (Inner North East) Performance Plan – November 2012 (Appendix 1 refers)
- 6 hats Community Consultation (Appendix 2 refers)
- Moor Allerton Priority Neighbourhood Action Plan 2012/13 (Appendix 3 refers)
- Leeds Citizens Panel – Membership Summary as at 1<sup>st</sup> November 2012 (Appendix 4 refers)

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- The need for the four ambassadors to attend the Area Committee to discuss their work  
*(The East North East Area Officer agreed to co-ordinate this issue)*
- The need to re-promote the Volunteer Thank You event with a view to raising awareness and increasing the numbers  
*((The East North East Area Officer Leader responded and acknowledged that there was a need to address this issue. He agreed to report back at the next meeting with a view to the possibility of issuing individual awards in recognition of the excellent work being undertaken in this area)*
- Clarification of the progress being made to date in relation to The Open Door  
*(The East North East Area Officer reported on the latest developments and at the request of the meeting she agreed to liaise with the Corporate Lettings Team with a view to progressing this issue)*
- The need to acknowledge that there was a shortage of young people aged between 18-24 on the panel and the need for the team to engage with further education and young people's groups
- The need to invite representatives from the local Commissioning Groups to the Area Committee to discuss how the new process would work, especially in relation to doctors  
*(The East North East Area Leader responded and agreed to address this issue as part of the 'themed' Area Committee meeting concept)*

#### **RESOLVED-**

- a) That the report on the Area Committee priorities update be noted and welcomed.
- b) That in relation to the issue of how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership, this Committee supports the process as now outlined.
- c) That approval be given to the proposed 2013/14 priorities and further consultation in Spring 2013 in accordance with the report now submitted.
- d) That this Committee notes and approves the closure of Open Door as agreed with local residents and ward members.

#### **60 Apprenticeships Update**

The East North East Area Leader submitted a report providing an update on city-wide initiatives to support growth in apprenticeships.

The report also provided an update on the proposal to offer two local partnership based apprenticeship, sponsored by the Inner East and Inner North East Area Committee.

Rory Barke, East North East Area Leader presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- Clarification of the accreditation process and the progress being made

- Clarification if any other Area Committees were undertaking this initiative  
*(The East North East Area Leader confirmed that the East (Inner) Area Committee were also undertaking this initiative)*
- The need to acknowledge that the Apprenticeship Training Agency (ATA) was aimed at smaller agencies and to encourage the Hub to employ apprentices who were not at a higher level of apprenticeship

**RESOLVED –**

- a) That the contents of the report be noted and welcomed.
- b) That this Committee notes the update provided within the report on strategic initiatives and the local Area Committee support to encourage the growth of apprenticeships.

**61 Area Chairs Forum Minutes**

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Area Chairs Forum minutes held on 11<sup>th</sup> September 2012.

Appended to the report was a copy of the minutes of the meeting held on 11<sup>th</sup> September 2012 for the information/comment of the meeting.

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the contents of the Area Chairs Forum minutes held on 11<sup>th</sup> September 2012.

**62 Date and Time of the Next Meeting**

Monday 28<sup>th</sup> January 2013 at 4.00pm at the Reginald Centre, 263 Chapeltown Road, Leeds 7.

(The meeting concluded at 6.10pm)

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**Report of East North East Area Leader**

**Report to North East (Inner) Area Committee**

**Date: 28<sup>th</sup> January 2013**

**Subject: Inner North East Area Committee Priorities and Consultation**

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

**Summary of main issues**

1. This report gives an update on the Inner North East Area Committee Ambassadors project, which was initiated in an attempt to get more people involved in consultation.
2. It also allows a discussion to take place with the Ambassadors already appointed who have been invited to the meeting at the request of the Area Committee at their meeting on 10<sup>th</sup> December 2012.

**Recommendations**

2. The Inner North East Area Committee is requested to note the update provided and discuss any suggestions on improving the scheme.

## **1 Purpose of this report**

- 1.1 This report gives an update on the Inner North East Area Committee Ambassadors project, which was initiated in an attempt to get more people involved in consultation.
- 1.2 It also allows a discussion to take place with the Ambassadors already appointed who have been invited to the meeting at the request of the Area Committee at their meeting on 10<sup>th</sup> December 2012.

## **2 Background information**

- 2.1 At the June 2011 Area Committee meeting the Delegated Roles and Functions of the Area Committee were presented along with a forward work programme detailing how the roles and responsibilities would be discharged and action taken during 2011/12.
- 2.2 Since then an Area Committee Business Plan, which takes the forward work programme a stage further and sets out in more detail the work of the Area Committee, was created. This replaces the old Area Delivery Plan (ADP).
- 2.3 The Business Plan was developed to provide a consistent approach and framework across the City following the direction from Councillor Gruen, Deputy Leader of the Council and Executive Member for Neighbourhoods, Housing and Regeneration and James Rogers, Assistant Chief Executive, Policy Planning and Improvement. The plan provides a business planning framework with the main headings that the Area Committee are expected to adopt with information beneath to reflect the local circumstances.
- 2.4 The Area Committee Business plan provides a complete set of papers relating to the area, which will be refreshed annually. The actions and priorities will be monitored at the Area Committee meetings and performance managed.
- 2.5 The Inner North East Area Business Plan 2012/13 was approved at the Area Committee meeting on 12<sup>th</sup> March 2012.
- 2.6 Included in the Business Plan was a Community Engagement Plan 2012-13, which strategy sets out how the Area Committee will ensure residents across the Inner North East area have opportunity to influence priorities set out in the Area Business Plan and other responsibilities delegated to the Area Committee.

## **3. Main issues**

### **3.1 Area Committee Ambassadors**

- 3.1.1 At the September Area Committee meeting it was agreed that the Area Support Team would seek community ambassadors to run consultation sessions in the community based on the Six Hats by de Bono. This exercise was also sent out to

community groups to complete in paper form if they did not have the capacity to become ambassadors.

- 3.1.2 The ambassador role can be undertaken by members of community groups or partner agencies and two workshop style events were run in early Autumn to take Ambassadors through the process themselves and give them the relevant material to reproduce it at their meetings.
- 3.1.3 From this round of consultation we received replies from four people who wanted to become Ambassadors from:
- § Roundhay Environmental Action (REAP)
  - § Gledhow Valley Conservation Area
  - § Roundhay CARE Connect
  - § Friends of Allerton Grange
- 3.1.4 A package of support was put together for the Ambassadors to use with their group including copies of the survey and an explanation of how to run the session. Ongoing support was also available from the Area Support Team to all Ambassadors.
- 3.1.5 Although for some the timescales were tight Ambassadors managed to feedback more surveys than all the other groups on the mailing list put together, which was a promising start. They have also been asked to carry out further consultation with groups to fit into the next round of consultation and this is still ongoing.
- 3.1.6 At the December meeting the Area Committee asked for the Community Ambassadors to attend the next meeting to discuss the role and an invite was sent out to all.
- 3.1.7 The intention is to keep developing the role through discussions with key groups and organisations in the area to try and encourage more Community Ambassadors to help with consultation in the future.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 As recommended in a report to the Area Committee in September 2011 the Area Committee's Engagement Plan is now included as part of the Area Business Plan and covers the Community Charter.
- 4.1.2 The priorities identified are based on consultation that has occurred in the current cycle.

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

- 4.2.1 Consideration is given to the equality impact of projects to deliver the promises within the charter and in funding projects to local groups through light touch equality impact assessments and the completion of project planning documentation.

4.2.2 Where a negative equality impact is identified action will be taken to mitigate the impact or risk.

### **4.3 Council policies and City Priorities**

4.3.1 The themes in the Community Charter mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

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

4.4.1 The Well-Being Fund is used to finance projects which support the promises in the Area Business Plan and Community Charter. Area Management work with Council services, partner agencies and local communities to take a strategic approach to Well-Being Fund expenditure to ensure best use of this funding.

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

4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In.

4.5.2 There are no key or major decisions included in this report.

4.5.3 There are no legal implications relating to this report.

### **4.6 Risk Management**

4.6.1 Not applicable under this section.

## **5 Conclusions**

5.1 The Ambassador role is working well but needs more encouragement for groups to nominate someone for this role.

## **6 Recommendations**

6.1 The Inner North East Area Committee is requested to note the update provided and discuss any suggestions on improving the scheme.

## **7 Background documents<sup>1</sup>**

7.1 Area Committee Roles and Functions 2009/10

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

**Report of Adult Social Services**

**Report to Local Area Committees – Inner North East**

**Date: 28 January 2013**

**Subject: Update on Development of Integrated Neighbourhood Health and Social Care Teams and the use of risk stratification**

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 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. Integrated neighbourhood health and social care teams have been operating across three neighbourhoods in the City for six months.
2. Rollout to a further nine neighbourhoods is underway with Citywide coverage by the end of the year.
3. The ability to discuss cases with colleagues and access one another's expertise has been one of the early benefits of this work. Co-location has allowed health and social care colleagues to share knowledge and signpost individuals quickly to appropriate support.
4. Work is now underway to develop more integrated care management system and a neighbourhood model for integrated teams clustered around GP practices and their patients

**Recommendations**

Local Area Committee are asked to note the progress in developing integrated health and social care services in Leeds, endorse the direction of travel in developing and delivering improvements in how health and social care services are provided to Leeds residents and offer their support to these developments.

## 1 Purpose of this report

- 1.1 This report provides an update on the rollout of integrated neighbourhood health and social care teams. It describes progress to date and future plans for development.

## 2 Background information

- 2.1 Many people who receive both health and social care support have to cope with two sets of professionals coming to see them, asking similar questions and assessing them for many of the same conditions and problems. Most of these people are living with one or more long-term conditions – and many are elderly.
- 2.2 In some parts of the country, health and social care teams have begun to work closely together in a more integrated way. They have found that this more streamlined, joined-up approach often results in services which patients and carers say are better for them – and fewer people ending up in hospital or in long-term residential care. The White paper ‘Caring for our Future: Reforming Care and Support’ set out a vision for a reformed care and support system with integrated services. The Government has made available funds to support the transformation of services and plans to invest a further £100 million in 2013/14 and £200 million in 2014/15 in joint funding between the NHS and social care to facilitate development of better integrated care and support.
- 2.3 In Leeds we are looking at how we can work together more effectively by developing integrated health and social care teams. The development of integrated teams is being progressed together with two other key aspects of work: risk stratification – understanding the needs of the population and identifying those most at risk of needing high levels of health and social care support; and co-production and self-care – empowering individuals to take control of their treatment, care and support.
- 2.4 GP practices, health workers, social care staff and patients are working more closely together to improve outcomes and quality of care for older people and those with long-term conditions.
- 2.5 This paper looks at progress to date since the first neighbourhood health and social care teams went live in April and describes some of the key plans for progressing this work further over the coming months.

## 3 Main issues

- 3.1 **Demonstrator sites.** In April 2012 health and social care staff were co-located in three areas of the City – Kippax/Garforth, Pudsey and Meanwood. These sites were established as demonstrators, working closely together to try out more integrated ways of working. Social workers have been working alongside district nurses, community matrons, interface geriatricians<sup>1</sup>, GPs and other practice staff to consider how we provide more joined up care and support.
- 3.2 One of the early success stories with this work has been the ability to discuss cases with colleagues and access one another’s expertise. Co-location has allowed health and

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<sup>1</sup> geriatricians who spend part of their time working in a hospital setting and part of their time working in the community

social care colleagues to share knowledge and signpost individuals quickly to appropriate support.

- 3.3 Health and social care staff have also been able to carry out joint assessment visits to individuals in their own home. This reduces the number of times that an individual has had to tell their story but it has also enabled health and social care staff to develop a much greater understanding of one another's roles.
- 3.4 Members of the integrated neighbourhood teams have also been forming links with local community groups and voluntary sector organisations, particularly neighbourhood networks.
- 3.5 Staff from three existing demonstrator sites (Kippax/Garforth, Pudsey and Meanwood) have been looking at what impact establishing the demonstrator sites has had on ways of working so far. The intention now is to build on this approach and begin to test out a model of new, more integrated ways of working, between now and March 2013. Staff will firstly need to get an understanding of what input patients and service users *currently have* from different members of the team. They will then look at ways of working which will reduce the number of visits and professionals needing to be involved in that person's support on a regular basis, with a view to moving to one individual staff member being able to carry out an assessment on behalf of more than one professional group. The team will also ensure there is a named link through to specialist services and a single link to each GP practice. As new referrals are received the team will identify those who have complex needs and require a joined-up response. Assessment and care planning processes will be considered to see how these can be more joined-up, and Staff will consistently consider support available through the voluntary sector.
- 3.6 **Rolling out the model to other areas.** The demonstrators were the first wave of a rollout of the neighbourhood team model across the City. In September an integrated neighbourhood team went live in Armley. Hunslet and Chapeltown will 'go live' in October with co-location in the remaining six areas planned through November and December to give Citywide coverage by the end of the year. A full rollout timetable is provided at the end of this report.-see appendix 1
- 3.7 **Multi Disciplinary Team meetings.** The development of integrated teams has been progressed with two other initiatives. The first is the introduction of a tool (risk stratification tool) into GP practices which allows GPs to see the pattern of health service use for all of the patients in their practice. To date this has focused on access to a particular group of health services which are weighted within the tool to help identify people who are high users of health services now or may be in the near future. From November this year we will be expanding the number of health services that are included and also be incorporating information on use of social care services to give a much fuller picture of the range of support an individual receives.-see appendix 2
- 3.8 The addition of these services will not affect the weighting of individuals but will help in our goal of delivering better co-ordinated care as we can see at a glance who is involved in supporting an individual. It will also give us a much fuller picture of those individuals that the tool has highlighted will be high users of health services in the future. Where an individual is accessing lots of different services we will be able to use multi disciplinary team meetings with members of the integrated neighbourhood teams and GPs to discuss whether all of these interventions are effective. Where an individual is only accessing

one or two services we will be able to consider whether this is appropriate to meet their needs or whether the addition of preventative support now may reduce the need for more intensive support later.

- 3.9 **Supported Self management.** The other work being progressed in parallel with the development of neighbourhood teams and the use of the predictive modelling tool described above is the development of a series of initiatives around supported self management. This work is being progressed in partnership with voluntary and community groups, including Neighbourhood Networks. Projects include social prescribing and *timebanking*.-see appendix 3
- 3.10 **Evaluation.** An External evaluation has been commissioned to consider the success of integration from different perspectives. University of Birmingham and the Social Care Institute for Excellence have carried out some work to look at initial views of staff and the people who use services to the integration of health and social care. A report is currently being produced but initial findings suggest that staff are generally optimistic about what can be achieved through integration. People who use services and their carers have more mixed views on the impact that integration will have for them. Some people see integration as a good thing but others wonder whether it will really make a difference to patient experience and outcomes. The University of Leeds is supporting the evaluation of the impact that integrated teams have on use of the health and social care system, notably how it impacts on hospital admissions and long term care placements.
- 3.11 **Customer feedback.** Through this work we want to ensure that - together with improvements to processes - changes in the way health and social care are delivered make a noticeable difference to the people that use our services. We are collating questions and have developed a Frequently Asked Questions sheet. We are also interviewing people who are happy to share their experiences. Some of these stories are included in the appendices.
- 3.12 **Communication.** With change on this scale communication is a challenge. Within Leeds we have a large health and social care system and some staff are much more directly engaged with change at the moment than others. A number of different medium are being used to keep staff groups updated and engaged including leaflets, reference groups, workshops and engagement events, newsletter, website and Youtube links.
- 3.13 **Next steps.** Some of the next steps have been described above. Whilst still in development the agreed neighbourhood team model will be rolled out across the City. The experience of staff in demonstrators will be used to test out and inform more integrated ways of working. In addition to this we will be matching caseloads. This will involve health and social care staff considering the individuals they both support and working together to:
- discuss the person's needs,
  - think about whether that person would benefit from any additional support, and
  - make sure that the support the person *already* receives is as coordinated and seamless as it could be.



- 3.14 This work will start in Meanwood before rolling out across all 12 neighbourhood teams. It will allow us to build on the joint working staff have already been doing, but with a wider caseload. It will help staff develop their skills in managing patients with complex needs, and is expected to make a lasting, positive difference for the patients themselves..

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation and engagement is taking place across the programme of work. There is a Patient and Public Involvement Lead appointed to co-ordinate engagement activity across the projects and a Charter for Involvement has been co-produced. There is also a virtual reference group of people interested in the work.

- 4.1.2 Staff are involved in a number of reference groups and workshops that are running throughout the programme timescale to capture views and incorporate staff experience into the design of services. Key stakeholders are represented on the Integrated Health and Social Care Board. The external evaluation includes capturing staff and service user views and experiences.

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

- 4.2.1 The model being developed will have a consistent Citywide approach with flexibility in the system to be responsive to local needs. For example work with Neighbourhood Networks is helping to build strong local relationships and understand the supports available within a local area.

- 4.2.2 An Equality Impact Assessment will be undertaken as part of this programme of work.

### **4.3 Council policies and City Priorities**

- 4.3.1 This proposal is about working more effectively in partnership with other organisations to improve outcomes for the citizens of Leeds. and is line with the City Priority Plan 2011 – 2015.

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

- 4.4.1 The integrated care pathways model aims to develop efficient streamlined services. These new pathways will remove duplication in management and in service delivery. This will improve the experience for service users in accessing a single service that can meet a range of support needs whilst maximising use of resources.

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

- 4.5.1 There are no specific legal implications that arise from this report.

- 4.5.2 This report is eligible for call in.

### **4.6 Risk Management**

- 4.6.1 Formal project management methodologies are being applied to this work and project assurance is provided by the NHS Leeds Programme Management Office on behalf of the City Transformation Board. Governance arrangements are in place and all elements of project delivery report into the Integrated Health and Social Care Board which meets on a monthly basis and has representation from all stakeholder groups.

## **5 Conclusions**

- 5.1 Development of integrated services in Leeds is moving quickly. We have had teams integrated in three neighbourhoods for six months and now rolling out across Leeds to establish Citywide coverage by the end of the year.
- 5.2 We have taken early learning and are building on this to further integrate the support that people with a mix of health and social care needs access.
- 5.3 This work is being progressed in collaboration with staff and service users
- 5.4 Early evidence from patients and Service users is that more integrated working brings benefits in the quality of those services and improvements in patient experience.

## **6 Recommendations**

- 6.1 Local Area Committee are asked to note the progress in developing integrated health and social care services in Leeds, endorse the direction of travel in developing and delivering improvements in how health and social care services are provided to Leeds residents and offer their support to these developments.

## **7 Background documents<sup>2</sup>**

- 7.1 Caring for our future: reforming care and support' White Paper, DH 2012

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<sup>2</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

**Integrated Neighbourhood Team Rollout Plan**

Appendix 1

**West CCG**

<b><u>Team Name / Area</u></b>	<b><u>Pudsey</u></b>	<b><u>Armley</u></b>	<b><u>Middleton</u></b>	<b><u>Woodsley</u></b>
<b>Expected Go live</b>	<b>(1) April 2012</b>	<b>(2) 10<sup>th</sup> September</b>	<b>(3) 7<sup>th</sup> November</b>	<b>(4) 10<sup>th</sup> December</b>
<b>Wards Covered</b>	Pudsey Calverley & Farsley Bramley & Stanningley	Armley Farnley & Wortley Bramley & Stanningley	Morley South Morley North Middleton Park Ardsley & Robin Hood	Weetwood Adel & Wharfedale Kirkstall Headingley Hyde Park & Woodhouse City & Hunslet

**North CCG**

<b><u>Team Name / Area</u></b>	<b><u>Meanwood</u></b>	<b><u>Chapelton</u></b>	<b><u>Wetherby</u></b>	<b><u>Yeadon</u></b>
<b>Expected go live</b>	<b>(1) April 2012</b>	<b>(2) 22<sup>nd</sup> October</b>	<b>(3) 12<sup>th</sup> November</b>	<b>(4) 10<sup>th</sup> December</b>
<b>Wards covered</b>	Moortown Alwoodley Roundhay Chapel Allerton	Burmantofts & Richmond Hill Chapel Allerton Gipton & Harehills City & Hunslet	Wetherby Harewood	Otley & Yeadon Guiseley & Rawdon Horsforth Adel & Wharfedale

**South & East CCG**

<b><u>Team Name / Area</u></b>	<b><u>Kippax</u></b>	<b><u>Hunslet</u></b>	<b><u>Seacroft</u></b>	<b><u>Beeston</u></b>
<b>Expected go live</b>	<b>(1) April 2012</b>	<b>(2) 19<sup>th</sup> November</b>	<b>(3) 19<sup>th</sup> November</b>	<b>(4) 17<sup>th</sup> December</b>
<b>Wards covered</b>	Kippax & Methley Garforth & Swillington Harewood	City & Hunslet Rothwell Middelton Park Ardsley & Robin Hood Beeston & Holbeck	Temple Newsam Killingbeck & Seacroft Harewood Roundhay Cross Gates & Whinmoor	Beeston & Holbeck Morley North City & Hunslet

**GREEN** – completed

**AMBER** – completed by some remaining IT and telephony issues as at 20.12.12

## **RISK STRATIFICATION PROJECT – UPDATE TO SCRUTINY BOARD**

### **1. Introduction**

- 1.1 The Risk Stratification project is a key component of the Leeds Health and Social Care Transformation Programme and provides essential data to help to identify patients who are most at risk of needing services in the future and would therefore benefit from a more proactive approach to diagnosis and management of disease.
- 1.2 This report details what risk stratification is and how it will benefit services within Leeds. It outlines progress to date, an overview of the planned action to implement phase 2 of the risk stratification tool, the work that has been completed to support use of risk stratification outputs by integrated health and social care teams, and proposals for further development of the approach to risk stratification in Leeds.

### **2. What is Risk Stratification?**

- 2.1 Risk Stratification is based on an algorithm that brings together various elements of data about patients and uses it to calculate their risk of needing a greater level of support within the following 12-month period. Within Leeds the model used is the `Adjusted Clinical Group` model developed by John Hopkins University. It assigns people to unique categories based on patterns of disease and the expected resources that will be needed to treat and support that person.
- 2.2 Within Leeds, Phase 1 of the tool incorporated the age, sex, primary care data (diagnosis, pharmacy), hospital data (care episodes) and healthcare cost for each patient providing information to help identify those people with complex clinical needs, and recording their current and future clinical profile, cost and risk of hospitalisation.
- 2.3 The tool supports primary care teams to manage their patients, measuring the health needs of individuals to help us plan how best to support them, allocate resources where needed most, and address health inequalities across the city.
- 2.4 A further key aim of the tool is to give us a view across the wider health economy using diagnostic and pharmacy data to get a clear picture of the local population profile and disease burden, as identify how resources are used and can be managed effectively.

### **3. Benefits of the Risk Stratification model**

- 3.1 Within Leeds risk stratification is being utilised to identify those patients most likely to be high future resource users, and those who could benefit from more intensive interventions. In effect, the risk stratification tool can assist the integrated health and social care teams to target intervention where it can have the greatest effect, enabling a proactive approach aimed at supporting people living independently at home for longer.
- 3.2 A further benefit is to realise the potential uses of risk stratification outputs to inform future commissioning. The tool can assess what resources are being used to support people and can aggregate resource consumption at any level in the health system, including GP practices and at CCG level. Resource allocation can be made on the basis of actual need, built up from patient level. This will enable the tool to forecast costs and financial risk within a given period.

### **4. Implementation of risk stratification in Leeds**

- 4.1 Roll out commenced in the three demonstrator sites for integrated health and social care teams and now 111 out of the 112 GP practices across Leeds have got risk stratification in place. An intensive training programme for practices and members of integrated health and social care teams has been implemented to support the effective use of the risk stratification tool.
- 4.2 The three CCGs have supported the establishment of multidisciplinary (MDT) meetings in all practices, bringing together GPs, other practice staff and members of the integrated health and social care teams to use the outputs from the risk stratification process to identify and review people who would benefit from a more proactive joined-up approach to their care. For this year, all practices are holding a minimum of two MDT meetings, to try out this new approach, and share and spread good practice. It is expected that the frequency of these meetings will increase in the future as we begin to understand what works and how the greatest impact can be gained.

### **5. Implementation of Phase 2 of the Risk Stratification tool**

- 5.1 Following the introduction of phase 1 of the tool, we collated and took into consideration all of the practice feedback provided. An example of this feedback was the amount of time required to search through a list of patients. As a result the second phase of the tool includes NHS numbers and a patient search function which will greatly reduce the time needed to carry out this work. The inclusion of patient identifiable data and especially NHS numbers is significant as it means there is no longer a requirement for staff to search across clinical databases, during, for example, MDTs.
- 5.2 Further enhancements include an improved patient summary, including BMI and smoking status. Alongside this is an enhanced timeline that enables the member of

staff to see in graphical representation the patient journey over the last 12 months, how many times the patient has been to their GP, number of out patient appointments, whether the patient has attended A&E and so on.

- 5.3 Finally, a Data Sharing Agreement has been signed off between Adult Social Care, Leeds Community Health Care and Leeds and York Partnership Foundation Trust to enable the uplift of data into the risk stratification tool. This will allow data from these agencies to be incorporated into the risks stratification tool, including the patient timeline, detailed above.
- 5.4 The expectation is that phase 2 will `go live` to practices by the end of October 2012.

## **6. Support and training to Integrated Health and Social Care staff**

- 6.1 Between January 2012 and March 2012 473 health and social care staff were given comprehensive training and support to use the Risk stratification tool at various levels of specificity.
- 6.2 With the introduction of phase 2 of the risk stratification tool, some additional training has been offered to update staff on the additional features of the risk stratification tool. Additional 1:1 training and group staff target sessions will be provided upon request.
- 6.3 An e- learning package has been created and shared with practices throughout Leeds. This e- learning resource will aid staff whilst navigating the tool.
- 6.4 A risk stratification helpdesk has been established to provide practices with a specific resource to resolve any incidents that may arise. This will be complemented by an intranet site to be used as an easily accessible information resource to keep staff aware of any developments.

## **7. Developing a predictor for future social care usage**

- 7.1 The risk stratification tool is specifically a healthcare system and does not currently provide predictive information about future social care usage. In Leeds we are keen to develop our approach so that we have predictive information about an individual's likely future of health or social care services. This has not been done anywhere in the country and so we are currently considering options to support work with an academic partner review and identify how the predictive model may be developed to benefit social care delivery.

James Hault

Risk Stratification Project Manager

October 2012

## Timebanks

A timebank is a system of exchange where people are able to trade skills, resources and expertise. For every hour participants 'deposit' in a timebank by giving practical help and support to others, they are able to 'withdraw' equivalent support in time when they need something doing themselves. A timebank is usually run by a 'broker' who facilitates and records exchanges between individuals and plays an important role in the safe and secure running of the timebank<sup>i</sup>.

Timebanks are based on the key principles of co-production, which include:

- Asset model – Timebanks work on the principle that everyone has something to offer and all offers are valued.
- Reciprocity – Timebanks are based on a two-way transaction between people, which fosters a culture of mutual support.
- Social capital – A timebank creates a social network which requires on-going investment by its members.

As part of the health and social care integration pilot in Garforth, the local Neighbourhood Network, Neighbourhood Elders' Team, have developed a timebank 'Time to Share', which will be officially launched in early November. The timebank will be a way for people in the community to come together to share skills with the aim of improving people's self-value. The timebank will be linked with the local GP practice who will refer people to it as appropriate.

Also due to launch in November is the Ladybird Timebank which will operate in Headingley. The timebank received a small start-up grant through Adult Social Care's Ideas that Change Lives investment fund.

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<sup>i</sup> Timebanking UK (2011), 'People Can'

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Report author: Steve Hunt

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**Report of** CHIEF EXECUTIVE EAST NORTH EAST HOMES LEEDS

**Report to** INNER NORTH EAST AREA COMMITTEE

**Date:** 28 JANUARY 2013

**Subject:** WELFARE REFORM IMPACT ON COUNCIL TENANTS

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<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"/> No

## Summary of main issues

Implementation of Welfare Reform changes that impact on Council Tenants are due to start in April 2013 with Social Sector Size Criteria (so called under-occupation charge or bedroom tax). Preparatory work is underway to identify and visit those Tenants who will be affected by this first change and this Report outlines the findings from those visits and the likely consequence of the change

## Recommendations

Inner North East Area Committee are asked to note the work done by ENEHL and the Council to identify and visit those Tenants affected by the Welfare Reform changes due to be introduced in April 2013.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to update Inner North East Area Committee on Welfare Reform changes that impact on Council Tenants and are due to be implemented in April 2013. It also summarises work that is currently being undertaken to prepare Tenants for those changes and for future changes that will impact later in the year.

## **2 Background information**

- 2.1 The Welfare Reform Act 2012 continues to introduce a national programme of reforms and changes to the Welfare Benefit system. The focus for the reforms is on benefits for working age people whilst people of pensionable age remain largely unaffected by the reforms. The ideological driver is that people should be better off being in work rather than on benefits.
- 2.2 The main thrust of the reforms are the introduction of a “Universal Credit” which will replace a range of existing means tested benefits and tax credits for people of working age starting from October 2013. The Act follows the November 2010 White Paper “Universal Credit - Welfare Works” which outlines the Government’s proposals for reforming welfare to improve incentives to work, simplify the existing welfare benefits system and tackle administrative complexity.
- 2.3 Besides introducing Universal Credit and related measures, the Act makes the following significant changes to the current Benefit systems that are due to be implemented at different stages during 2013:-
- Personal Independence Payments replace the current Disability Living Allowance starting with new claims in June 2013;
  - Social Sector Size Criteria will result in housing benefit entitlement being reduced for working age tenants living in Council or Housing Association homes where the household is deemed to have more bedrooms than they require;
  - Local Council Tax Support replaces Council Tax Benefit which is to be abolished from April 2013, with new local schemes of Council Tax support decided by Councils and a national scheme for pensioners. Local schemes will apply to working age customers only with the Government prescribing a national scheme for those customers of pension age. The cost of both the local scheme for working age customers and the national scheme for pension age has to be met by Councils from reduced funding to be provided by Government;
  - Social Fund Changes mean Community Care Grants and Crisis Loans for Living Expenses elements of the Social Fund will be abolished from April 2013. The funding for these schemes will be devolved to local Councils with an expectation from the Government that *“the funding be concentrated on those facing greatest difficulty in managing their income and to enable a more flexible response to unavoidable needs, perhaps through a mix of cash or*

*goods and aligning with the wider range of local support local authorities / devolved administrations already offer”;*

- A Benefit Cap will result in the total benefit that a family can receive being limited to £500 per week for working age families and £350 per week for single claimants. There will be some exemptions for tenants working at least 24 hours a week, tenants getting disability benefits and households where a child is getting a disability benefit, all of whom will be exempt from the cap.

### **3 Main issues**

#### **3.1 Social Sector Size Criteria**

Collectively the ALMOs and the Council have been making preparations for the implementation of Social Sector Size Criteria (SSSC) as that is a change that only affects Council and Housing Association Tenants and progress is as follows:-

It is known that the SSSC will have a significant impact in Leeds with over 7000 households known to be affected in the City, of which over 3000 are in the East North East area. As from April 2013 this reform introduces changes to those claimants on Housing Benefit that are of working age and that are living in a property that is deemed to be too large for their needs - too many bedrooms for the number of occupiers. Those tenants that are affected will have a percentage reduction in housing benefit applied as follows:-

- 14% reduction for 1 bedroom more than required;
- 25% reduction for 2 or more bedrooms than required.

In July 2012 all the ALMOs/BITMO and Housing Associations undertook to contact tenants who data at that time indicated would be affected by SSSC changes and a programme of home visits is now almost complete.

Based on that initial extract of data there were approximately 6700 ALMO/BITMO managed tenancies potentially affected by the change with an estimated total reduction of housing benefit of around £3.8m housing benefit per annum. The initial target date for ALMOs / BITMO to complete all the visits/contacts based on the original July extract of data was December 2012. However during November a further extract of data highlighted that approximately 1,300 of those tenants initially identified would no longer be affected due to changes in their circumstances, but a further 880 new tenants were highlighted who had moved into SSSC since the initial data extract. These new cases are being contacted/visited between January and April this year and a further extract will be taken during February 2013 which will probably result in a revised list of households requiring visits.

- 3.2 A report is attached which details the outcomes from the visits/contacts and the potential implications such as customers saying they will be unable to continue to live at their properties due to affordability and requesting to downsize. The information is being used by the city wide Welfare Reform Strategy Board and other

associated Boards/Meetings to inform recommendations to the Council on future policy considerations.

3.3 The implementation of SSSC will present the Council with a number of complex and interlinked issues to resolve. Where possible we have to prevent financial hardship affecting tenants whilst maximising rental income so as not to have an adverse impact on the Housing Revenue Account Business Plan. Moving households to minimise financial hardship will increase void turn-over costs and not necessarily make best use of stock with such high demand for housing. A number of actions and issues have been highlighted that need to be considered and the Council asked to take decisions on prior to the introduction of the changes:-

- Consider the re-designation of certain properties across the city i.e. 2 bedroom multi-storey flats, 4 and 5 bedroom houses;
- Consider a review of Local Lettings Policies and the policy on re-housing children at height;
- Consider a reduction in the percentage of Date of Registration Quota properties to allow more properties to be let to customers in housing need;
- Consider awarding priority to affected tenants (those in receipt of Discretionary Housing Payment and subject to the released properties being re-lettable at full occupancy). Other options include mutual exchange;
- Consider allowing affected tenants who move to private rented sector to retain their priority after they move;
- Develop guidelines setting out when it will be appropriate for ALMOs to take possession action in relation to rent arrears arising from SSSC;
- Review of Lettings Policy bedroom requirements in relation to Under-occupation;
- Consider whether to award higher priority to those tenants overcrowded living in smaller properties that could be let to under-occupying Council and Housing Association tenants;
- Consider a 'ring fence' approach for a proportion of smaller properties to be advertised to give preference to tenants affected by SSSC;
- Consider changes to the rent payment frequency and required method in advance of Universal Credit.

Alongside the issues highlighted above the Lettings Policy review has commenced and a number of these issues highlighted will link into the future Lettings Policy and procedures. There is work in progress cross ALMO / BITMO / Housing Partnerships – other sections within LCC to consider each of the issues outlined in order that the necessary preparations can be made.

3.4 Within ENEHL and other ALMOs / BITMO the following work is also being undertaken for on-going support for our customers that will be affected by SSSC:-

- We hit our target to complete an initial visit and attempt to make contact with tenants affected by SSSC by the end of November to discuss the options available, undertake income and expenditure assessments to see if tenants are able to afford to pay the increased charge and give advice on rehousing options should tenants wish to move to smaller accommodation;

- From the end of November we have been making follow up visits to those tenants who did not respond to our initial attempt to contact them (no access cases);
- We have started to work through the latest revised list of tenants who have been identified as being affected by SSSC due to a change in their circumstances or because they are new Housing Benefit claimants;
- We are providing more intensive support and advice to tenants who have told us that they don't want to move from their current home but who tell us they will not have the available income to pay the increased rent. This includes:-
  - ensuring tenants are claiming all eligible benefits ,
  - budgeting advice and setting up payment by Direct Debit;
  - debt advice and referral to specialist debt support agencies;
  - referrals to Leeds City Credit Union to refinance high interest loans or set up bill payment accounts;
  - assistance and advice with establishing bank accounts and direct debits for those who don't currently have bank accounts;
  - identifying tenants eligible for Discretionary Housing Payments and assisting in completing application forms;
  - Outlining financial Implications for tenants considering taking in lodgers or boarders;
  - Further advice on moving home options;
  - Tenants identified with vulnerabilities and support needs will be referred for specialist support through Independent Living Teams.
- Tenants who have told us they wish to move are being contacted to ensure they fully understand the Choice Based Letting system and any Letting Policy issues that may affect them. This will ensure they are bidding most effectively to maximise their chances of being offered an alternative smaller property. Mutual Exchanges will be encouraged and we will look to actively link tenants together to facilitate exchanges. We are also planning local Mutual Exchange Swop Shop events to bring interested tenants together to help identify other tenants they may consider swapping with. Information on how to access Housing Association properties is also being provided.
- Further general advice and information will be provided via newsletter articles and targeted letters running up to April 2013.
- We are working with the following partners and voluntary groups to ensure they are fully prepared for direct approaches made to their organisations:-
  - § Leeds City Credit Union
  - § CAB
  - § Illegal Money Lending Team
  - § DWP Job Centre Plus
  - § LCC Employment and Skills
  - § West Yorkshire Police

- § Ebor Gardens Advice Centre
- § NHS Leeds
- § GIPSIL
- § Leeds Libraries
- § West Yorkshire Trading Standards
- § Richmond Hill Elderly Action
- § Burmantofts Senior Action
- § St Vincent Support Centre
- § St Mary's Church, Lincoln Green
- § Feel Good Factor

- Leeds City Council's Telephone Contact Centre and One Stop Centre staff will continue to be briefed and trained to ensure they are providing appropriate advice and can refer tenants to ALMOs for assistance.

### 3.5 **Benefit Cap**

Latest indications are that the Benefit Cap will be introduced 'in the Summer of 2013' and that it will be delivered by local Councils in the first instance. However the responsibility for identifying families affected by the Benefit Cap lies with the Department for Work and Pensions (DWP). Recent data from DWP suggest that over 500 families in Leeds will be affected by the Benefit Cap and DWP has written to all those families likely to be affected. A programme of home visits is being undertaken by ENEHL staff in respect of the 72 households likely to be affected (taken from the latest extract of data). The purpose of the visits is to ensure that families understand the implications, that we understand what tenants' intentions are and that we identify vulnerable tenants for support. All of these visits were completed by the end of November in order to determine what support / alternative options can be provided for those affected customers.

### 3.6 **Localised Council Tax Support**

The Government's Local Government Finance Act 2012 received Royal Assent on 1 November 2012 and requires that Councils put in place local schemes of Council Tax support by 31 January 2013 to replace Council Tax Benefit.

This means that in April 2013 as well as tenants facing a cut in their benefits due to the introduction of SSSC those same tenants will also possibly face a reduction in Council Tax Support which will potentially lead to an additional reduction in their weekly disposable income. Joint work is underway between ENEHL Income Managers and Revenues and Benefits staff on the process of collection and dealing with joint debt where there maybe arrears of Rent and Council Tax.

### 3.7 **Universal Credit**

Implementation is planned from October 2013 but there are indications that this timetable may slip. Draft guidance for Universal Credit has been received and joint work is being undertaken across the Council, the ALMOs/BITMO and with Registered Social Landlords and within the third sector organisations in order to prepare for the future changes.

DWP continues to work on the migration for Universal Credit:

- 'Pathfinders' will be put in place from April 2013;
- Phase 1 (new cases) from October 2013 likely to be limited with one district from each Jobcentre Plus area going live for new Jobseeker Allowance claims and number of districts and claims then increasing over the following months;
- Phase 2 (managed migration) from the end of April 2014 with those in work likely to migrate first – will include Housing Benefit cases where attached to Tax Credit or other claims;
- Phase 3 from January 2016 which will see remaining Local Authorities caseloads migrated to Universal Credit.

DWP are to review their assessment of numbers of Housing Benefit cases expected to migrate during this period. Some basic principles are emerging.

- No distinction will be made between different types of Local Authorities.
- Programme of migration will take place over an 8 month period.
- Maximum numbers of claims will be agreed to help maintain the Local Authority Benefit administrations during the migration period.
- Minimum and maximum numbers migrating each month will be established at a national level to ensure that migration completes within timescale.

Migration process for Universal Credit is expected to remain as previously reported i.e. everyone will be required to make a claim for Universal Credit with intention to commence contacts with customers around three months prior to migration.

- 3.8 In addition to the above, other work continues with the Council, ALMOs and BITMO and other partners attending various workshops on Discretionary Housing Payments, Local Welfare Assistance Provision (Social Fund), Corporate Debt Review, lettings Policy Review, Customer Contact Social Group, Leeds Credit Union, Area Management and various other groups. Also senior managers are attending various Welfare Reform seminars across the country and are visiting other Local Authorities and ALMOs looking at good practice and sharing of information / ideas.
- 3.9 The cross ALMO / BITMO action plan (now Version 8) has been updated ensuring that it links to the citywide Welfare Reform Communication Plan and Welfare Reform Strategy.
- 3.10 There are a number of joint Welfare Reform 'Roadshows' taking place throughout the city, with representatives from each of the ALMOs attending, as follows:-

22 October – Dewsbury Road One Stop 9-3  
16 November – Armley One Stop  
19 November – Great George Street  
03 December – St George's Centre  
07 December – Aireborough Centre  
10 December – Compton Centre  
07 January – Otley

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Extensive consultation is taking place on Welfare Reform as detailed above.

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

4.2.1 There are a number of issues in relation to equality and diversity and, particularly, cohesion and integration that are being picked up as part of the city-wide Welfare Reform Strategy.

### **4.3 Council policies and City Priorities**

4.3.1 A number of policy change recommendations are being considered by the Council's Executive Board due to the introduction of the Welfare Reform changes.

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

4.4.1 Additional staffing resources will be required both pre-introduction of Welfare Reform and as the changes are introduced to work with those tenants who are affected by the changes. Some provision has been made within HRA budget provision to mitigate the impact of the changes particularly in so far as debt provision is concerned.

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

4.5.1 There are no legal implications, access to information or call in implications in so far as this Report is concerned.

### **4.6 Risk Management**

4.6.1 The introduction of Welfare Reform is a major risk and is logged on the Council's corporate Risk Register.

## **5 Conclusions**

5.1 The introduction of Welfare Reform will have major implications for tenants living in the ENEHL area. Work is well underway to inform those affected of the changes and to develop personal strategies with them to minimise where possible the financial impact of those changes.

## **6 Recommendations**

6.1 Inner North East Area Committee are asked to note work done to date by ENEHL and the Council to prepare for the introduction of Welfare Reform changes affecting Council tenants.

## **7 Background documents**



## Update to Area Committees

### Social Sector Size Criteria - Update on Contacts/Visits and Option Outcomes to Date

End of December 2012

	ENEHL	%	Inner NE	%	Inner East	%	Outer NE	%	Outer East	Temple Newsam %
<b>Original Number of tenants Affected</b>	<b>2775</b>									
<b>Completed Visits</b>	<b>2425</b>	<b>87.4%</b>								
<b>Tenants no longer Affected per LBS list 26/10/12</b>	<b>477</b>	<b>17%</b>								
<b>Number already visited from LBS list of 26/10/12</b>	<b>267</b>									
<b>Revised Total</b>	<b>2298</b>		<b>436</b>	<b>19%</b>	<b>1456</b>	<b>63%</b>	<b>184</b>	<b>8%</b>	<b>222</b>	<b>10%</b>
<b>Completed Visits / Contacts</b>	<b>2107</b>	<b>91.7%</b>	<b>385</b>	<b>88%</b>	<b>1357</b>	<b>93%</b>	<b>161</b>	<b>88%</b>	<b>204</b>	<b>92%</b>
No response to contacts	191	8.3%	51	12%	101	7%	22	12%	17	8%
Family Size Dispute	197	9.3%	43	11%	120	9%	14	9%	16	8%
Property Size Dispute	106	5%	59	15%	34	3%	5	3%	8	4%
Transfer Requested * see below	351	16.8	55	14%	240	18%	20	12%	36	18%
Cover Shortfall from Income / Benefits	1480	70.2%	268	70%	939	69%	130	81%	135	66%
Seek Employment	648	30.8%	108	28%	420	31%	56	35%	60	44%
Plan to move to other tenure	13	0.6%	2	0.5%	6	0.4%	3	2%	2	1%
Seek Lodger	73	3.5%	11	3%	66	5%	5	3%	1	0.5%
Foster Carers	12	0.6%	2	0.5%	8	0.6%	0	0	2	1%
In adapted Properties	73	3.5%	12	3%	40	3%	6	4%	15	7%
Access to Children or Applying	94	4.5%	29	8%	47	3%	13	8%	5	2%
Tenants considered High Risk	995	47.2%	175	45%	656	48%	68	42%	96	47%
* Bedroom Requirements of those requesting a transfer										
1 Bedroom	196	56%	22	40%	142	59%	11	55%	21	58%
2 Bedrooms	119	34%	23	42%	76	32%	8	40%	12	33%
3 Bedrooms	30	9%	10	18%	18	8%	1	5%	1	3%
4 Bedrooms	6	1%	0	0	4	1%	0	0	2	6%
5 Bedrooms	0									

\*\* Please note some tenants are considering more than one option as a response to SSSC.

hmodescription	Inner East Area Office	Inner North East Area Office	Outer East Area Office	Outer North East Area Office	Total
New Ten or Former	9	8	12	10	39
Credit or Zero	464	496	404	375	1739
0-50	50	56	35	33	174
50-100	21	27	13	16	77
100-150	11	20	12	10	53
150-250	7	22	17	19	65
250-500	15	13	20	17	65
500-750	8	9	7	5	29
750-1000	5	6	6	6	23
1000-1500	4	9	4	6	23
1500+	2	3	3	3	11
Total	596	669	533	500	2298

Ward (by prop seq)	Former or Transfer	Credit or Zero	0-50	50-100	100-150	150-250	250-500	500-750	750-1000	1000-1500	1500+	Total
Alwoodley		96	10	5	1	8	4	1	3	3		131
Burmantofts & Rich H	6	432	47	23	15	18	9	8	6	8	1	573
Chapel Allerton	4	249	21	12	9	12	10	4	3	4	4	332
Gipton & Harehills	5	265	23	13	8	4	11	4	3	1	1	338
Harewood		12	1				1					14
Killingbeck&Seacroft	13	412	35	14	12	17	20	7	6	4	3	543
Moortown	2	27	2	2	1		1	1	1			37
Roundhay	3	41	4	1		2	2				1	54
Temple Newsam	3	164	28	6	4	3	5	4	1	2	1	221
Weetwood		11			1	1						13
Wetherby	3	30	3	1	2		2				1	42
Total	39	1739	174	77	53	65	65	29	23	23	11	2298

	Former or Transfer	Credit or Zero	0-50	50-100	100-150	150-250	250-500	500-750	750-1000	1000-1500	1500+	Total
Inner East	24	1109	105	50	35	39	40	19	15	13	5	1454
Inner North East	9	328	27	15	11	15	13	5	4	5	4	436
Outer East (Temple Newsam)	3	164	28	6	4	3	5	4	1	2	1	221
Outer North East	3	138	14	6	3	8	7	1	3	3	1	187
Total	39	1739	174	77	53	65	65	29	23	23	11	2298



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**Report of East North East Area Leader**

**Report to Inner North East Area Committee**

**Date: 28<sup>th</sup> January 2013**

**Subject: Wellbeing Fund Revenue Budget 2012/13**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Chapel Allerton, Moortown, Roundhay	<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 provides members with an update on the current position of the wellbeing revenue budget for the Inner North East.
2. Applications made for funding are included in the report for member's consideration.
3. The report also sets out the proposed top slice spend for 2013/14, pending confirmation of the budget.

**Recommendations**

4. Members are asked to note the contents of this report, and
5. Consider the following project proposal and approve the working group recommendations where applicable:
  - Agree to support the TCV Inkwell project but to defer a decision on funding until the outcome of the other funding bids is known. Also to write to the Inner North West Area Committee to advise them of their support.
6. Note the current budget position and through ward member meetings identify projects to spend the remaining funding.
7. Discuss and agree the proposed top slice of wellbeing spend 2013/14.

## **1 Purpose of this report**

- 1.1 The report provides members with an update on the current position of the revenue Wellbeing funding for the Area Committee and sets out applications made for consideration by the Area Committee.

## **2 Background information**

- 2.1 Each of the ten Area Committees receives an allocation of revenue funding. The amount of funding for each Area Committee is determined by a formula based on population and deprivation in each area which has been previously agreed by the Council's Executive Board.
- 2.2 It has been agreed that the revenue wellbeing budget for the Inner North East Area Committee for 2012/13, based on these calculation is £161,810. This is the same revenue budget that was allocated last year.
- 2.3 The Area Committee have nominated a representative from each ward to form a Wellbeing Member Working Group to consider applications made for funding and also receive feedback and evaluations regarding projects that have already been funded.
- 2.4 It should be noted that at the last wellbeing working group on Monday 7<sup>th</sup> January 2013 no ward member from the Moortown ward was able to attend and so the recommendations below are from the Chapel Allerton and Roundhay representatives only.
- 2.5 The Area Committee wellbeing fund is used to commission activity and projects to support the promises in the Community Charter. Applications are also accepted from organisations in the local area who can demonstrate that their project supports the Community Charter promises. These projects are monitored quarterly on progress, with a final evaluation taking place when the project is completed.
- 2.6 The current budget position for the revenue Wellbeing budget is provided at Appendix 1 for Members information.
- 2.7 Community organisations can apply for a small grant to support small scale projects in the community; these are approved by ward members.

## **3 Main Issues - New Applications for Consideration**

### **3.1 TCV Inkwell project - £6,290**

- 3.1.1 This project is to enhance the provision that is currently being provided by TCV at the Inkwell in Chapel Allerton which works with people with mental illness and volunteers to transform the back garden of the site into an allotment.
- 3.1.2 The project has been running for a year already, one day a week, after getting funding from the health lottery. However there is no option to continue to receive funding from them as they are directing their funds this year towards smaller projects.

- 3.1.3 The project has had 79 attendees to date (both volunteers and service users of Inkwell) and there are 15 core regular volunteers with 8 coming from Inner North East. They have reported benefits in increased confidence, better health and food knowledge and overall wellbeing being improved.
- 3.1.4 One issue that has been identified over the year however was that one day a week is not really enough to be able to tend to the plot effectively. Therefore this year they would like to increase the provision to two days a week, Tuesdays and Thursdays, and the occasional weekend. They have also been gifted some additional planting space by the landlord.
- 3.1.5 The funding requested from the Area Committee would be used to fund the additional day and TCV have applied to a variety of other funders including Community First, Awards for All and Wades Charity to cover the costs of the other day and some necessary equipment for the project.
- 3.1.6 The working group agreed that they supported the TCV Inkwell project but would like to defer a decision on funding until the outcome of the other funding bids is known. It was also suggested that the Inner North East Area Committee write to the Inner North West Area Committee to advise them of their support.
- 3.1.7 This funding would be spent from the 2013/14 budget if approved in the future.

## 3.2 2012/13 budget

- 3.2.1 The allocation of revenue wellbeing funding for 2012/13 is £161,810. This is the same amount of revenue funding as the Inner North East Area Committee received last year.
- 3.2.2 Below are the new figures for this financial year showing the amount of funding left in each of the area pots.

Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
Balance b/f from 2011-12	8,308.97	13,839.41	23,597.70	55,124.93	100,871.01
Schemes Approved from 2011-12 budget to be spent in 2012-13	1,359.53	3,859.98	8,300.00	12,107.93	25,627.44
Amount of b/f budget available for new schemes 2012-13	6,949.44	9,979.43	15,297.70	43,017.00	75,243.57
New Allocation for 2012-13	10,000.00	10,000.00	10,000.00	131,810.00	161,810.00
Total available for new schemes in 2012-13	16,949.44	19,979.43	25,297.70	174,827.00	237,053.57
Total Projected Spend 2012-13	13,034.76	10,269.35	22,302.74	137,653.66	183,260.51
<b>Remaining Balance Unallocated</b>	<b>3,914.68</b>	<b>9,710.08</b>	<b>2,994.96</b>	<b>37,173.34</b>	<b>53,793.06</b>

- 3.2.3 Attached at Appendix 1 is a full breakdown of wellbeing funding for 2012/13 and amounts already allocated, including ward pot funding.
- 3.2.4 There is a pressure on Area Committees to spend their funding each year and so Councillors are asked to discuss possible projects that can be worked up to help meet priorities in their ward member meetings.
- 3.2.5 Leverage of funding so far 2012/13
- 3.2.6 So far this year the Inner North East Area Committee has allocated £161,132 towards 38 projects with a total spend of £305,792. This means the Area Committee has levered in £144,660 into the area by its expenditure on projects. This is a 90% increase and as agreed at the last Area Committee in December next year more projects will receive match funding through closed working with other funders, including clusters and East North East Homes Leeds.

### 3.3 **Wellbeing Budget 2013/14**

- 3.3.1 At the wellbeing working group a discussion was held on the budget for 2013/14 and possible expenditure. If the Area Committee received the same amount of funding as the past two years, no funding was carried forward and the same funding was top sliced for ongoing projects as this year the position would be as below.

<b>New Allocation based on 2012/13</b>	<b>£161,810</b>
<b>Amounts agreed in 2012/13 for top slicing</b>	
LCC Neighbourhood Manager	£35,000
Community Payback	£7,500
Festive Lights	£15,500
Volunteer TQ, Charter and Consultation	£3,000
Community Skips	£2,000
Young People's Activities	£40,000
Small grants	£10,000
Chapel Allerton ward pot	£10,000
Moortown ward pot	£10,000
Roundhay ward pot	£10,000
Area Committee Apprentice	£4,680
Welfare Reform	£2,500
Chapelton CCTV	£7,500
<b>TOTAL</b>	<b>£157,680</b>
<b>Remaining</b>	<b>£4,130</b>

- 3.3.2 Many of these projects have either already been approved or it was not felt appropriate to alter funding for example on the small grants pot, which this year has already overspent and supports many valuable community groups.
- 3.3.3 However the wellbeing working group recommends that the Area Committee reviews the amount put aside for young people's activities reducing the amount to £35,000 this year, with the cluster funding this still puts the total pot at £50,000.



3.3.4 The group also suggests not producing a professionally produced and printed charter but doing it in house by the Area Support Team and providing electronic copies only which could then be printed out if people wanted.

3.3.5 Finally it was agreed that the festive lights budget should be reduced by 20%. This would mean all wards having to reduce their festive lights by 20% or fund the additional from ward pot. All wards already do support an enhanced provision through ward pot. Below is a table showing the effect of this reduction.

Ward	No. lights in 2012	No. lights 2013	Reduction
Chapel Allerton	42	34	8
Moortown	16	13	3
Roundhay	25	20	5
Total	83	67	16

3.3.6 If the above is approved below is a new table showing the amended budget.

<b>New Allocation based on 2012/13</b>	<b>£161,810</b>
<b>New suggested amounts:</b>	
LCC Neighbourhood Manager	£35,000
Community Payback	£7,500
Festive Lights	£12,500
Volunteer TQ, Charter and Consultation	£1,000
Community Skips	£2,000
Young People's Activities	£35,000
Small grants	£10,000
Chapel Allerton ward pot	£10,000
Moortown ward pot	£10,000
Roundhay ward pot	£10,000
Area Committee Apprentice	£4,680
Welfare Reform	£2,500
Chapeltown CCTV	£7,500
<b>TOTAL</b>	<b>£147,680</b>
<b>Remaining</b>	<b>£14,130</b>

3.3.7 This would leave £14,130 plus whatever is unspent from 2012/13, currently £37,173.34, for large projects to help the Area Committee fulfil their promises from 2013/14.

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

4.1.1 The local community and VCFS groups are consulted and the well being fund grant process is shared with them via the community engagement strategy and events that are attended. In addition feedback is provided via the Community Charter. Consultation on the priorities within the Community Charter is undertaken on an annual basis and shapes the priorities which the Well Being Fund is used to deliver.

4.1.2 The Wellbeing Member Working Group considers the applications for funding and makes a recommendation for the Area Committee to consider.

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

4.2.1 Well Being Funding is used to ensure that inequalities within the local area are addressed through local projects and schemes and equality impact assessments carried out where necessary.

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

4.3.1 The Wellbeing Fund projects seek to contribute to the City Priorities by improving the local area and addressing inequalities in the Inner North East.

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

4.4.1 All relevant applications to the wellbeing fund are requested to get three quotes for the work to make sure it is good value for money.

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

4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In.

## **4.6 Risk Management**

4.6.1 Not applicable under this section.

## **5 Conclusions**

5.1 The above groups have applied for funding to the Inner North East Area Committee and the Area Committee is asked to consider its budget and whether it would like to fund the applications.

## **6 Recommendations**

6.1 Members are asked to note the contents of this report, and

6.2 Consider the following project proposal and approve the working group recommendations where applicable:

- Agree to support the TCV Inkwell project but to defer a decision on funding until the outcome of the other funding bids is known. Also to write to the Inner North West Area Committee to advise them of their support.

6.3 Note the current budget position and through ward member meetings identify projects to spend the remaining funding.

6.4 Discuss and agree the proposed top slice of wellbeing spend 2013/14.

## **7 Background documents<sup>1</sup>**

7.1 Area Committee Roles and Functions 2011/12

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
Balance b/f from 2011-12	8,308.97	13,839.41	23,597.70	55,124.93	100,871.01
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Amount of b/f budget available for new schemes 2012-13	6,949.44	9,979.43	15,297.70	43,017.00	75,243.57
New Allocation for 2012-13	10,000.00	10,000.00	10,000.00	131,810.00	161,810.00
<b>Total available for new schemes in 2012-13</b>	<b>16,949.44</b>	<b>19,979.43</b>	<b>25,297.70</b>	<b>174,827.00</b>	<b>237,053.57</b>

**Schemes in Progress brought Forward**

Litter Bins	300.00				300.00
Bonfire Period 2010 - Income from Activities Fund	-1,000.00				- 1,000.00
Youth Capital Grant Funding Refund	-1,040.47				- 1,040.47
CA Lights switch on	2,500.00				2,500.00
Operation Steve Lake	600.00				600.00
Grit Bin Refills (remaining balance)		437.48			437.48
Stoneways Alleygating		3,422.50			3,422.50
Grit Bin (Junction Oakwood Lane & Wetherby Rd)			400.00		400.00
Grit Bin (Athington Rd / Montague Place)			400.00		400.00
Village Caretaker			5,000.00		5,000.00
Fairy Woods			2,500.00		2,500.00
Heritage Lighting Refund (paid with capital funds)				- 10,700.00	- 10,700.00
Moortown Community Group (quarter 2)				3,365.43	3,365.43
Skips				570.00	570.00
Chapeltown Football Youth Development Centre Summer 2011				3,250.00	3,250.00
Sugarwell Hill Project				3,000.00	3,000.00
Isis Project Black Health Initiative - Not Spent				3,000.00	3,000.00
Talbot Fold				1,200.00	1,200.00
Stoneways Alleygating				3,422.50	3,422.50
Parivar Luncheon Club				3,000.00	3,000.00
New World Steel Orchestra				2,000.00	2,000.00
<b>Earmarked Schemes Brought Forward Sum</b>	<b>1,359.53</b>	<b>3,859.98</b>	<b>8,300.00</b>	<b>12,107.93</b>	<b>25,627.44</b>

**2012-13 New Schemes**

<b>Chapel Allerton</b>					
MVUF Environmental Improvements (INE.12.46.LG)	1,500.00				1,500.00
Planting & Watering of Barrier Troughs at Chapel Allerton 2012 x 4	1,012.00				1,012.00
Plaques for Planters 2012 x 6	166.50				166.50
Chapeltown Barrier Troughs 2012 x 4	680.00				680.00
Festive Lights - New Chapeltown Light	1,100.00				1,100.00
Prince Philip Centre signage	1,700.00				1,700.00
CFYDC Each one, Teach One (INE.12.45.LG)	1,800.00				1,800.00
Chapel Allerton Lights Switch On 2012	2,500.00				2,500.00
Festive Lights - move from tree outside library to Reginald Centre	240.00				240.00
INE.12.21.SG - Chapel Allerton Easter Eggstravaganza	496.26				496.26
Planter for outside Chicken to Go takeaway, Chapeltown Road	490.00				490.00
Black Balmoral curved seat for outside Chicken to Go takeaway	1,350.00				1,350.00
<b>Moortown</b>					
6/8 New Grit Bins (8 x £217.99)		1,951.36			1,951.36
Xmas lights Green Road and switch on (based on last year)		1,000.00			1,000.00
Lights switch on - donation to Moortown & Meanwood Primaries (for wind quartet)		100.00			100.00
Moorland Road Improvements		7,000.00			7,000.00
New Grit Bin - Sycamore Close, Moortown		217.99			217.99
<b>Roundhay</b>					
New Grit Bin Between 12/14 Wellhouse Drive			217.99		217.99
CLC Film school (INE.12.19.SP)			4,000.00		4,000.00
Festive Lights - 20" xmas tree near Oakwood Clock			1,015.00		1,015.00
Springwoods licence			79.00		79.00
Fairy Woods			6,940.75		6,940.75
Lights switch on - donation to Kerr Mackie School (for wind quartet)			50.00		50.00
Oakwood Clock Restoration Fund			10,000.00		10,000.00
<b>Summer Projects</b>					
Environmental Summer Playscheme				4,000.00	4,000.00
Wild in the Woods				1,200.00	1,200.00
Roundhay Ward Summer Activities				3,000.00	3,000.00
Summer Holiday Sports Programme 2012				3,592.66	3,592.66
Roundhay Park 2012 Family Summer Sports Event				648.12	648.12
Meanwood School Holiday Activity Programmes				4,000.00	4,000.00
Chapeltown Childrens Summer Holiday Activity Programme				3,000.00	3,000.00
Body Image at CLC				1,152.00	1,152.00
NACRO-Chapeltown Youth Inclusion Project				3,968.00	3,968.00
Leeds Reach Summer Holiday Programme				3,000.00	3,000.00
Dance, Art and back to front minis				3,975.00	3,975.00
Dance, Art and back to front minis				1,988.00	1,988.00
Club Panda				4,000.00	4,000.00
CHAMP Boxing Project				4,529.10	4,529.10
Programming and Electronics				779.12	779.12
Chapel Allerton & Moortown Summer Holiday Programme				6,000.00	6,000.00
ZEST Holiday Project				1,490.00	1,490.00
CHESS Extended Services Cluster booklet				1,000.00	1,000.00
Roundhay Holiday Club				1,500.00	1,500.00
Summer Projects Income from NEXT Cluster				-6,000.00	- 6,000.00
Summer Projects Income from Networks Cluster				-6,000.00	- 6,000.00
Summer Projects Income from CHESS Cluster				-3,000.00	- 3,000.00

<b>Large Projects</b>				
Community Payback			7,625.00	7,625.00
CCTV Chapeltown			7,500.00	7,500.00
Community Enagagment, Charter and Vol TQ			3,000.00	3,000.00
Off road Motorcycles			500.00	500.00
Target Hardening - ENEHL			4,500.00	4,500.00
Area Committee Apprentice post			1,560.00	1,560.00
Welfare Reform Support			2,500.00	2,500.00
Festive Lights			15,290.00	15,290.00
Trembler Alarms			2,437.50	2,437.50
Pilot Litter Project for Schools			1,500.00	1,500.00
Relocation of Back Chapeltown Road Planter			1,419.16	1,419.16
Chapeltown Outdoor Gym			1,000.00	1,000.00
<b>Topsliced</b>				
Neighbourhood Manager Post			35,000.00	35,000.00
Skips			2,000.00	2,000.00
Small Grants			14,000.00	14,000.00
<b>Total Projected Spend 2012-13</b>	<b>13,034.76</b>	<b>10,269.35</b>	<b>22,302.74</b>	<b>137,653.66</b>
<b>Total Budget</b>	<b>16,949.44</b>	<b>19,979.43</b>	<b>25,297.70</b>	<b>237,053.57</b>
<b>Remaining Balance Unallocated</b>	<b>3,914.68</b>	<b>9,710.08</b>	<b>2,994.96</b>	<b>53,793.06</b>

2013/14 Forward Planning

Funding / Spend Items	Chapel Allerton Ward Pot	Moortown Ward Pot	Roundhay Ward Pot	Area Wide	Total
<b>Large Projects</b>					
Neighbourhood Manager Post				35,000.00	35,000.00
Area Committee Apprentice post				4,680.00	4,680.00
Welfare Reform Support				2,500.00	2,500.00
<b>Chapel Allerton</b>					
<b>Moortown</b>					
<b>Roundhay</b>					
Oakwood Village Caretaker			5000		5,000.00
<b>TOTAL</b>			<b>5,000.00</b>	<b>42,180.00</b>	<b>47,180.00</b>



Report author: Sarn Warbis  
Tel: 39 50908

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

**Report to** Inner North East Area Committee

**Date:** 28<sup>th</sup> January 2013

**Subject:** Area Chairs Forum Minutes

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. This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.
  
2. The report also includes background information regarding the Area Chairs Forum meetings.

### Recommendations

3. The Outer North East Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to formally notify Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

## **2 Background information**

- 2.1 Area Chairs Forum meetings take place on a bi-monthly basis and are chaired by the Deputy Leader of Council and Executive Member for Neighbourhoods, Housing and Regeneration.
- 2.2 Meetings are attended by the ten Chairs of the Area Committees, the Assistant Chief Executive (Planning, Policy & Improvement), the three Area Leaders and the Neighbourhood Services Co-ordinator in Leeds Initiative.
- 2.3 Agenda items focus on issues relating to services delegated to Area Committees, future delegations of services, locality working and any other issues that can be influenced by, or have an impact on, Area Committees.

## **3 Main issues**

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26<sup>th</sup> May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2012/13 are:
  - Friday 13th July 9:00 – 11:00
  - Tuesday 11th September 13:00 – 15:00
  - Friday 2nd November 13:00 – 15:00
  - Thursday 10th January 9:00 – 11:00
  - Thursday 7th March 10:00 – 12:00
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There has been no need to publicly consult on the inclusion of Area Chairs Forum Minutes on Area Committee Agendas, however the matter has been discussed by the General Purposes Committee.

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

4.2.1 There are no equality and diversity issues in relation to this report.

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

4.3.1 The inclusion of Area Chairs Forum minutes on Area Committee Agendas is a revision to the Area Committee Procedure Rules within the Constitution agreed by full council on 26<sup>th</sup> May 2011.

## **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 Full Council has approved the recommendations of the General Purposes Committee to include the Area Chairs Forum minutes as a regular item at future Area Committee meetings.

## **6 Recommendations**

6.1 The Outer North East Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

## **7 Background documents<sup>1</sup>**

7.1 Minutes of the Full Council Meeting held on 26<sup>th</sup> May 2011

7.2 Council Constitution

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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**Area Chairs Forum  
Friday 2<sup>nd</sup> November 2012  
East Room, Civic Hall**

**Attendance:**

Councillors: P. Gruen (Chair), G. Hyde, G. Hussain, G. Wilkinson, A. Gabriel, J. Akhtar, J. McKenna, J. Jarosz

Officers: K. Kudelnitzky, R. Barke, J. Maxwell

Minutes: S. Warbis

Attending for specific items: K. Morton, I. Mackay

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr A McKenna, Cllr K. Bruce, Cllr P. Wadsworth, James Rogers, Shaid Mahmood	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 11 <sup>th</sup> September 2012 were agreed as an accurate record.	
2.2	<u>3.4 of previous minutes – Youth Service Review</u> Concerns were raised that Cllr Wilkinson was the only Conservative member interviewed by the external consultant. It was pointed out that the consultant spoke to all of the Area Committee Chairs, and that also the cross party working group and scrutiny sub group were involved in the discussions.	
2.3	<u>7.5 of previous minutes – Area Working Review</u> It was suggested that concerns over the links between clusters and Area Committees could have been stressed more in the minutes of the meeting. A suggestion was made that Area Committee members could attend cluster meetings, and vice versa.	
<b>3.0</b>	<b>Review of Youth Services / Update on Clusters</b>	
3.1	Ken Morton attended to provide a verbal update on the Review of Youth Services, to give feedback from the Schools Forum and to discuss Area Chairs involvement as the review progresses.	
3.2	The Schools Forum met on 25 <sup>th</sup> October and agreed to continue the current funding of clusters for a further three years. It was agreed that governance arrangements needed to be reviewed and that a task group would be facilitated by Sue Rumbold, Chief Officer Partnership Development and Business Support in Children’s Services. This would need to link into Area Committees and with the Review of Area Working.	
3.3	There would also be a review of the current formula for funding clusters particularly in light of the changes to school funding around special needs criteria.	
3.4	A diagram was circulated showing a proposed Elected Member and Governors structure for the Leeds Education Challenge Board. There is a proposal to have an Elected Member and Governors Board for each of the three areas of East North East, South, and West North West. It was suggested that each board would have one Member from each of the clusters in that area.	
3.5	As an interim position it was suggested that current representation by Members on clusters would continue, but it was requested that Ken Morton advise the	<b>Ken Morton</b>

Chief Officer Partnership Development and Business Support (Sue Rumbold) that Area Committee Chairs would like to see proposals progressed that enabled future appointments of Members on Cluster Boards to be made by Area Committees.

- 3.6 Also a wider Governor network meeting has been proposed in each of the three areas to make wider collaboration possible. This suggestion was supported by Area Chairs. It was also suggested that within Area Committees some elected members have had more experience of school clusters than others, and that they should help support and inform those members who have previously had less involvement.
- 3.7 It was mentioned that at the moment there was a degree of suspicion on both sides between Area Committees and clusters. Cluster chairs have expressed an interest in gaining more information about Area Committees and Area Support Teams and this is matched by Area Chairs interest in clusters. There was a desire for School Headteachers to have more involvement in community issues locally and it was felt that by establishing better links between clusters and Area Committees this could be enabled.
- 3.8 The report on the Review of Youth Services is no longer being taken to the Executive Board in November. Although the Cross Party working Group and Scrutiny Sub-group have had meetings recently, more member input is required. It is clear that Elected Members will want to see the financial position before a report is taken to Executive Board but, as with the overall council budget, this picture is not clear yet. There is a need to stabilise this position before any delegations are made to Area Committees as these issues should be resolved before any control of the service is passed over.
- 3.9 The aim is to secure the cash resource for "breeze" type activities to be delegated to Area Committees. Other areas of the service need to see a conversion from a mainly staffing resource into a more flexible model.
- 3.10 A new specification for youth Services needs to be devised with potentially commissioning being carried out at the three area levels. Simple procurement is not the only model any more, and voluntary sector ambitions and capacity also needs to be considered. It is no longer assumed that in house services will have the major roll in this area. Input from Area Chairs will be required as this specification is being developed.
- 3.11 There will be a significant restructuring of the service by September 2013 with the intention of having fewer managers, more apprentices and more experienced practitioners in the structure.
- 3.12 Area Chairs, and Area Committees, will be seen as the key clients and will need to agree the specification for the commissioning of more targeted Youth Services work. There will need to be significant input from elected members at an area level in agreeing specifications.
- 3.13 The question of assets was raised and whether these would transfer across with any delegations. There is not a clear view on this at the moment and this is likely to need a separate piece of work. It was clear however that there would need to be distinctions made between assets purely used locally and others, such as Herd Farm, which provide a resource to the whole city.
- 3.14 It was viewed by the Area Chairs Forum that the direction of travel was right. It was suggested that Children's Services would need to lay out the Key Performance Indicators and standards required to meet the needs of any external inspection requirements, but that Area Committees should be given the responsibility of meeting these locally.

- 3.15 It was stressed that the transition of the service needed to begin in April 2013 and this should include the cash resource for the “things to do, places to go” activities. Advice should be available from Children’s Services on commissioning, but this should not be decided prior to delegation and Area Committees should be in control of this.
- 3.16 It was suggested that discussions with Area chairs should be taking place between now and the end of December on the design of a commissioning framework. **Ken Morton**
- 3.17 There were comments from Area Chairs over the lack of clear timescales and their inability at this time to explain to constituents what the changes to Youth Services would entail. It was also mentioned that there needed to be more integration with clusters, schools, jobs and skills around commissioned work and that more imaginative events could be commissioned city wide to tackle issues such as NEETs and citizenship.
- 3.18 It was felt that there needed to be more consultation with members regarding the review. It was felt that drop in sessions were not the best way to consult and that a way forward would be to organise presentations to Party Group meetings.
- 3.19 Ken Morton agreed to confirm with Cllr Blake and Nigel Richardson that presentations on the Review of Youth Services should be offered to Party Group meetings. **Ken Morton**
- 3.20 It was pointed out that there had not been an announcement, or clear statement of intent, to the Executive Board over the proposal to transfer the service. It was agreed that there is a requirement to take a report to executive board showing this intention, and this could then be followed by a phased implementation. **Ken Morton**
- 3.21 There was a discussion over the current distribution of resources and how in some cases this did not seem to match the needs of particular areas. It was agreed that the current distribution model was flawed and needed Area Chair input. Ultimately any changes would need political approval.

#### **4.0 Neighbourhood Planning**

- 4.1 Ian Mackay, Planning and Sustainable Development, attended to provide an update on Neighbourhood Planning in Leeds and provided a briefing note.
- 4.2 Ian provided a brief background on the elements of Neighbourhood Planning included in the Localism Act including Neighbourhood Plans, Neighbourhood Development Orders and Community Right to build Orders. Neighbourhood Plans must be in conformity with the Council’s Core Strategy, the National Planning Policy framework and human rights and equality legislation, and can also include non-planning interests as decided by local communities.
- 4.3 The Local Planning Authority is responsible for determining applications for Neighbourhood Plan areas and designating Neighbourhood Forums. The Council has a duty to support local communities however this support can be defined by the local authority. The Council will also pay for and organise the examination and referendum of the plan, although all issues relating to referendums are not clear as yet.
- 4.4 It was agreed at Executive Board in June 2012 that Area Committees will have a consultative role to play including advising, signposting, empowering and providing mediation where necessary.
- 4.5 Area Committees are providing an increasingly valuable role in partnership and

delivery as the four pilots, and interest in other areas, is developing.

- 4.6 In our region Bradford has only one designated area so far, Kirklees is showing no interest and Calderdale have had three expressions of interest but have no designated areas. Leeds has 10 designated areas with the possibility of 15 further designations. Holbeck is seen by the Department for Communities and Local Government (DCLG) as an exemplar for neighbourhood planning in the inner city.
- 4.7 A table was provided within the briefing note listing potential roles associated with neighbourhood planning that Area Committees may wish to consider.
- 4.8 The issue of the promotion of neighbourhood planning in inner city / deprived areas was discussed. It was agreed that Area Committees would have differing views on this, depending on the dynamics of particular areas, but that choices to promote or disregard neighbourhood planning should be made on an informed and considered basis.
- 4.9 Differing approaches are already being seen in different areas. North East Outer Area Committee have provided funding for an officer to deal with neighbourhood planning and are therefore seeing more activity in their area. South East are looking at joint Area Committee funding for a post to cover a wider area. It may be appropriate for these approaches to be considered and debated in other areas as well. It was recognised however that certain Area Committees may have greater priorities in their areas.
- 4.10 There was some debate over what the value of neighbourhood planning in inner areas could be and how interested local people would be in taking this approach. There was feedback from the Holbeck pilot that local people were keen to influence the quality of development in their area and saw neighbourhood planning as a way of influencing this.
- 4.11 It was agreed that learning should be taken from Holbeck and shared with other areas. Some areas already have design statements which could be built on. It was also pointed out that some areas already have good existing community governance arrangements and that there should be care taken that any new neighbourhood forums didn't run counter to what was already in place.
- 4.12 It was mentioned that in the West the Neighbourhood Improvement Board could be a potential forum for opening local discussions regarding neighbourhood planning.
- 4.13 In response to a question about funding availability for community groups, Ian Mackay pointed out that DCLG will provide £25,000 to the Local Planning Authority for every neighbourhood plan that successfully passes the examination. The funding letter from DCLG states that this money is intended to cover the costs of the examination and referendum. Ian Mackay pointed out that he has secured support from Planning Aid for any deprived area in Leeds that wishes to prepare a neighbourhood plan.
- 4.14 It was pointed out that the non-planning opportunities that could be incorporated into neighbourhood plans could be particularly valuable to inner areas. Issues such as social responsibility can be built in and can influence planning and development locally.
- 4.15 There was some scepticism over the resilience of neighbourhood plans and whether they could be overruled centrally if disputes were made by developers. It was pointed out that approved neighbourhood plans would be statutory documents and would provide more certainty for an area. If plans are robust there shouldn't be any wriggle room although across the country they have yet to be tested in disputes.

4.16 It was mentioned that there has been interest expressed in New Wortley regarding neighbourhood plans. Despite some contrary views, residents in inner areas do have an interest in environmental and quality of life issues and do have an interest in influencing decisions.

4.17 There was some doubt raised over the increased bureaucracy of having Area Committees and Neighbourhood Forums involved in planning. There are already plans panels in place and there is a risk of neighbourhood forums not being fully representative of their areas. There was also some doubt that equality and human rights issues would be fully covered within neighbourhood plans. It was also suggested that the non-planning issues may be better dealt with through other mechanisms.

4.18 It was agreed that there needed to be close links between Area Committees and parish councils and also neighbourhood forums, to ensure that developing neighbourhood plans were representative of the local area. It was reiterated that where no parishes are in place, little would progress without the support of Area Committees, and there needed to be a considered decision whether neighbourhood plans would be appropriate or not in each area.

4.19 There was only time to discuss the first of the eight potential roles for Area Committees within the briefing note. It was therefore agreed that a group would be set up consisting of Ian Mackay, Kathy Kudelnitzky, Cllr James McKenna, Cllr Ghulam Hussain and Cllr Angela Gabriel to discuss the potential roles, and for their views to be circulated to Area Chairs Forum members in advance of the next meeting on 10<sup>th</sup> January 2013.

**Ian Mackay  
/ Kathy  
Kudelnitzky**

4.20 Ian Mackay mentioned that Balsall Heath in Birmingham was another inner city area that was making good progress with neighbourhood planning, and it was suggested that there would be merit in visiting this area. Ian Mackay agreed to provide Sarn Warbis with website details to be circulated to Area chairs Forum members.

**Ian Mackay  
/ Sarn  
Warbis**

## **5.0 Review of Area Working Update**

5.1 Kathy Kudelnitzky, Chief Officer Localities and Partnerships, provided a progress update on the review of Area Working and a summary of proposed recommendations for executive board.

5.2 Following consultation with Elected Members, Area Leaders, Directorates, Service Managers and other stakeholders the review has sought to provide feedback, views and recommendations across six objectives:

- Powers and responsibilities delegated to Area Committees and other locality-based arrangements;
- Joint-working between the council's Executive Board and Area Committees;
- Effectiveness of community and partner engagement through Area Committees;
- Effectiveness of partnership working at a local level;
- Geography of our current locality-based working arrangements; and
- Locality-based funding issues

5.3 Draft documents are to be considered by the All Party Working Group immediately after this meeting, and will then be taken to Corporate Leadership

Team on 6<sup>th</sup> November, a meeting of Cabinet on 12<sup>th</sup> November and then through the clearance process to Executive Board on 12<sup>th</sup> December.

- 5.4 The Executive Board will be invited to agree both short and longer term recommendations, with a project plan being developed over the next three months for implementation. Elected member involvement, and particularly that of Area Chairs, will be key to implementing recommendations within the review.

## **6.0 Any Other Business**

### **6.1 Full Council Meeting**

CLlr Gruen mentioned that at the next full council meeting Area Committees would be on the order paper and that Area Chairs would be required to contribute to discussions / questions if their particular areas were being discussed. This is an opportunity to raise the profile of Area Committees and should be taken advantage of.

- 6.1.1 It was suggested that Area Support Teams also had a role in promoting the work of Area Committees. Local people and organisations are not always made aware of the members' role in decision making, approval of funding, and support for successful initiatives and activities funded through the Area Committees.

### **6.2 Wellbeing Update**

Jane Maxwell, Area Leader West North West, tabled a paper providing a snapshot of well Being Fund approvals and commitments for the current financial year.

- 6.2.1 The figures show that some of the funding approved by Area Committees is still working it's way through the system, and Area support Teams are working with Finance, as well as funded projects, to ensure that approved funding is processed and updated on the council's Financial Management System.
- 6.2.2 There are still concerns about the level of funding which is uncommitted spend where currently no projects have been identified. Area Teams will work with Area Chairs and Area Committees to review how much funding is available and how elected members can support the development of local projects to apply for the available Well Being resources.
- 6.2.3 More detailed spreadsheets are available to Area Chairs profiling individual projects and their associated issues in clearing funds.
- 6.2.4 Solutions are being sought with finance to address the issue of allocated funds remaining on Area Committee accounts where commitments have clearly been made and but there are legitimate reasons for delays in the drawing down of funds.
- 6.2.5 It was suggested that Executive Board needed to exert it's influence over particular Area Committees or wards where there was significant under use of well being funds.
- 6.2.6 It was stressed that although there was a clear need to maximise this years well being budgets, it was essential that funds were used for valid projects meeting the priorities of each Area Committee. Maximising this years well being budgets is a current priority for Area Leaders and Area Support Teams.

## **7.0 Date of Next Meeting**

- 7.1 Wednesday 9<sup>th</sup> January 2013, 09:00 – 11:00, Committee Room 4 - Civic Hall