



**NORTH EAST (OUTER) AREA COMMITTEE**

---

**Meeting to be held in the Civic Hall, Leeds on  
Monday, 4th February, 2013 at 5.30 pm**

---

**MEMBERSHIP**

Councillors

G Wilkinson (Chair) - Wetherby;  
A Lamb - Wetherby;  
J Procter - Wetherby;

N Buckley - Alwoodley;  
D Cohen - Alwoodley;  
P Harrard - Alwoodley;

A Castle - Harewood;  
R Procter - Harewood;  
M Robinson - Harewood;

---

**Agenda compiled by:  
Stuart Robinson  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR  
Tel: 24 74360**

**East North East Area Leader:  
Rory Barke  
Tel: 33 67627**

# 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>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
5			<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 2000 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>	
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 minutes of the meeting held on 3<sup>rd</sup> December 2012.</p>	1 - 8

Item No	Ward	Item Not Open		Page No
8			<p><b>CHILDREN'S SERVICES</b></p> <p>To consider a report of the Director of Children's Services updating the meeting on various issues previously discussed at the Area Committee.</p>	9 - 26
9			<p><b>UPDATE ON DEVELOPMENT OF INTEGRATED NEIGHBOURHOOD HEALTH AND SOCIAL CARE TEAMS AND THE USE OF RISK SATISFACTION</b></p> <p>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>	27 - 56
10			<p><b>ANNUAL REPORT FOR THE PARKS AND COUNTRYSIDE SERVICE</b></p> <p>To consider a report of the Chief Officer of Parks and Countryside providing the meeting with an area profile of key assets, information on park usage and a customer based perspective of the quality of the assets and services provided.</p>	57 - 74
11			<p><b>WELFARE REFORM IMPACT ON COUNCIL TENANTS</b></p> <p>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>	75 - 92
12			<p><b>BUSINESS PLAN PRIORITIES</b></p> <p>To consider a report of the East North East Area Leader setting out the draft priorities for the Area Committee business plan for 2013/14 with details of how the priorities and associated actions are prepared.</p>	93 - 100

Item No	Ward	Item Not Open		Page No
13			<p><b>WELL-BEING FUND BUDGETS</b></p> <p>To consider a report of the East North East Area Leader providing Members with an update on the current position of the wellbeing capital and revenue budget for the Outer North East area and setting out applications made for consideration by the Area Committee.</p>	101 - 108
14			<p><b>AREA CHAIRS 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>	109 - 118
15			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday 18<sup>th</sup> March 2013 at 6.00pm at Treetops Community Centre, Shadwell Lane, Leeds 17.</p>	

This page is intentionally left blank

# Agenda Item 7

## NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 3RD DECEMBER, 2012

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

Councillors N Buckley, D Cohen,  
P Harrand, J Procter and M Robinson

### 46 Chair's Opening Remarks

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

### 47 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Well-Being Fund Budgets – Revised Outer North East Area Committee Well-being Budget 2012-13 Appendix (Agenda Item 11) (Minute 55 refers)
- Well-Being Fund Budgets – Revised Well-being Fund Large Project Application – Wetherby and Harewood Farmwatch Patrols (Agenda Item 11) (Minute 55 refers)
- Well-Being Fund Budgets – Late Application – Wetherby and District Development Fund Project (Agenda Item 11) (Minute 55 refers)
- Environmental Services – Six Month Performance Update on the Services Level Agreement – Appendix C – Leeds Citizens Panel – Environmental Services satisfaction results (Agenda Item 10) (Minute 56 refers)

The documents were not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

### 48 Apologies for Absence

Apologies for absence were received on behalf of Councillors A Castle, A Lamb and R Procter.

### 49 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

### 50 Open Forum

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

On this occasion, there were no matters raised under this item by members of the public.

**51 Minutes of the Previous Meeting**

**RESOLVED** - That the minutes of the meeting held on 22<sup>nd</sup> October 2012 be confirmed as a correct record and that this Committee formally ratifies the decisions taken at that meeting in relation to Minute numbers 43 and 44.

**52 Matters Arising from the Minutes**

a) East North East Health and Wellbeing Partnership Report (Minute 39 refers)

Carole Clark, East North East Area Officer referred to the above issue and updated the meeting on progress.

It was noted that additional information had been circulated to Members of the Area Committee in relation to Wrap Up Leeds and cavity wall insulation.

In concluding, the East North East Area Officer informed the meeting that the figures in relation to alcohol related illness or A&E admissions were as a result of long term related illness and not as a result of alcohol related accidents.

b) Children's Services – Update (Minute 43 refers)

The Chair referred to the above issue and informed the meeting that a decision had been taken to defer consideration of this item on today's agenda until the next meeting in February 2013 in view of the fact that the information contained within the report failed to provide the specific detail requested by Members at the last meeting. Also Councillor A Lamb, who had requested this information on behalf of the Area Committee, was unavailable at today's meeting.

**53 Children's Services**

(This item was withdrawn from the agenda and rescheduled for consideration at the next meeting on 4<sup>th</sup> February 2013)

**54 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:-

- Clarification of how much extra monies had been paid to Continental Landscapes for work undertaken over and above the terms and conditions outlined in the contract  
*(The Head of Partnerships responded and informed the meeting that the extra monies paid was minimal. He agreed to supply this information to the East North East Area Leader for dissemination to Members of the Area Committee. In the interim period, it was noted that Councillor P Harrand would raise this issue at the appropriate Scrutiny Board)*
- Clarification of the number of cuts undertaken by Continental Landscapes within the period of the contract and details of where the savings had gone  
*(The Head of Partnerships responded and provided a breakdown of cuts undertaken. He agreed to supply a copy of the financial information to the East North East Area Leader for dissemination to Members of the Area Committee)*

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

(Councillor J Procter joined the meeting at 5.40pm during discussions of the above item)

## **55 Well-being Fund Budgets**

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

Appended to the report was a copy of a document entitled 'Outer North East Area Committee Well-Being Budget 2012-13' (Appendix 1 refers) for the information/comment of the meeting.

In addition to the above documents, the East North East Area Officer circulated a copy of a revised appendix of the Outer North East Area Committee Well-Being Budget 2012-13, together with a revised copy of the Wetherby and Harewood Farmwatch Patrols project application as supplementary information.

Also circulated, as supplementary information, was a copy of a late Wellbeing application regarding the Wetherby and District Development Fund Project.

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

Inspector Paul Dwyer, West Yorkshire Police was also in attendance to provide the meeting with background information in relation to the Wetherby and Harewood Farmwatch Patrols project.

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

**RESOLVED –**

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the spend to date and current balances for the 2012/13 financial year in accordance with the report now submitted.
- c) That the following projects be dealt with as follows:-

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
Alwoodley Community Association	Extension of equipment storage	Agreed £10,000 (2012/13)
Slaid Hill in Bloom	Environmentally Friendly Planting in an urban area	Agreed £1,419 (2012/13)
West Yorkshire Police	Wetherby and Harewood Farmwatch Patrols	Agreed £6,000 (Harewood £3,000/Wetherby £3,000) (2012/13) towards the daily running costs of two landrover 4x4 vehicles, namely fuel and tyres
East North East Homes Leeds	Verge Improvements, Moss Syke	Deferred for more information
Leeds City Council	Wetherby and District Development Fund	Agreed £20,000 (2012/13) for future projects in Wetherby

- d) That the following Wellbeing decision which was approved as a delegated officer decision due to the timescales for the project be endorsed:-

West Yorkshire Police Winter Crime Reduction - £2000 to be used to provide additional patrols in Wetherby Town Centre

- e) That in relation to the issue raised regarding skips and small grants within the Harewood ward, the East North East Area Officer be

requested to provide an update on progress at the next meeting in February 2013.

(Councillor P Harrand left the meeting at 6.00pm after consideration of the Verge Improvements, Moss Syke project)

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

Referring to Minute 11 of the meeting held on 3<sup>rd</sup> July 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 Outer 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 Outer 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)
- Analysis of legal notices and Fixed Penalty Notices issued by the ENE Locality Team during the reporting period May to October 2012 (Appendix B refers)
- ENE Locality Team – Financial Position 2012/13 (half year update) (Appendix B refers)

In addition to the above documents, a copy of Appendix C - 'Leeds Citizens Panel – Environmental Services satisfaction results' was circulated as supplementary information.

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

Beverley Kirk, Technical Enforcement Officer, Environment and Neighbourhoods Directorate was also in attendance to provide background details around enforcement.

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 additional information Members would find useful in future performance reports to help make judgements about the delivery against the SLA commitments;
- iv) what the Area Committee's views were on the key service developments and what continued top priorities for Outer 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:-

- Clarification of the locations identified for new litter bins within the three NE (Outer) wards  
*(The East North East Locality Manager responded and agreed to forward the relevant site location details to the East North East Area Leader for dissemination to Members of the Area Committee)*
- Clarification of the process in relation to the team away half-days held in October
- Clarification as to why the figures in relation to overgrown vegetation were significantly different within the three wards
- Clarification of the financial information in relation to cover for streets operatives (leave) as outlined in Appendix B
- The need to reduce flooding in certain areas i.e. Collingham and to ensure that Highways and Yorkshire Water were taking measures to replace gullies that had collapsed or become damaged  
*(The East North East Locality Manager responded and outlined the contracted arrangements that were currently in place. He made reference to regular meetings held with Highways and agreed to raise this issue at future meetings. Following discussions, it was also agreed to discuss this issue in more detail at the next Environmental Sub Group)*
- Clarification of the financial contribution received from Highways in relation to gullies and on the discussions being undertaken to date at the Environmental Sub Group regarding Area Committees taking on this delegated responsibility
- Clarification of the number of appraisals undertaken with all staff across the Locality Team  
*(The East North East Locality Manager responded and confirmed that 100% of all appraisals had been undertaken across the Locality Team with half yearly reviews pending. Arising from discussions, the Area Committee commended the East North East Locality Manager and his support team on such a high percentage rate of appraisals undertaken during the June/July period)*
- The need to prevent dog fouling and to try and prosecute those people who commit this offence

- Clarification if there had been a significant difference in prosecutions and levels resulting from dog control orders  
(The East North East Locality Manager responded and agreed to look at the figures with a report back in due course)

**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.

(Councillor D Cohen left the meeting at 6.10pm during discussions of the above item)

**57 Wetherby and Harewood Town and Parish Council Forum**

The East North East Area Leader submitted a report providing the Area Committee with the minutes from the meeting of the Wetherby and Harewood Town and Parish Council Forum a held on 18<sup>th</sup> October 2012.

Appended to the report was a copy of the notes of the Harewood and Wetherby Town and Parish Council Forum held on 18<sup>th</sup> October 2012 for the information/comment of the meeting.

**RESOLVED -**

- a) That the contents of the report of the report and appendices be noted.
- b) That the issues raised be noted and through this Area Committee, the Parish Council Forum be supported in resolving those issues.

**58 Environmental Sub Group Report**

The East North East Area Leader submitted a report on the issues discussed at the Environmental Sub Group.

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

Discussion ensued on the contents of the report.

Councillor N Buckley made reference to 3.2.4 'Other issues' and informed the meeting that 'Nursery Lane' should have read as King Lane in the body of the report.

Carole Clark responded and apologised for this administrative error.

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

**59 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.

**60 Date and Time of Next Meeting**

Monday 4<sup>th</sup> February 2013 at 5.30pm in the Civic Hall, Leeds.

(The meeting concluded at 6.30pm)

**Report of East North East Area Leader**

**Report to Outer North East Area Committee**

**Date: 4<sup>th</sup> February 2013**

**Subject: Children's Services**

Are specific electoral Wards affected? Yes If relevant, name(s) of Ward(s): Alwoodley, Harewood, Wetherby	<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

- The Outer North East Area Committee received an update report from Children's Services at its meeting on 10<sup>th</sup> September. Arising from the discussions on this item, the Director of Children's Services provided a briefing note to address the specific concerns raised by the Area Committee regarding cluster funding arrangements. This briefing note, presented to the October area committee, prompted further questions; therefore the Director of Children's Services has been invited to this area committee.

The Area Committee also has some issues they wish to raise with the Director of Children's Services on the Youth Service Review arising from a discussion prompted by the Area Chair's minutes at the October area committee.

## Recommendations

- Members are asked welcome the Director of Children's Services to the area committee meeting and take the opportunity to receive a response on the issues raised, and raise any further questions or concerns they may have.

### 1 Purpose of this report

- 1.1 The purpose of this report is to provide an opportunity for the Director of Children's Services to respond to the questions raised at the Outer North East Area Committee on 22 October concerning two issues – EPOSS cluster funding, and the Youth

Service review, and for the Area Committee to raise any further concerns they have on these issues.

## **2 Background information**

- 2.1 The Area Committee receives an Update Report from Children's Services twice a year in September and March. This provides the area committee with an opportunity for discussion on key issues concerning children and young people.

## **3 Main issues**

- 3.1 At the October area committee two issues were raised.
- 3.2 Firstly, concerns were raised in relation to the information provided in the briefing note from the Director of Children's Services on the funding arrangements for clusters. The Area Committee agreed to invite the Director to attend the December meeting to provide further information, specifically how much funding is top sliced from the dedicated schools grant for EPOSS schools and how much is then given back to the school clusters. The briefing note provided for the October area committee is attached as appendix A for information. Further information to update the position reached with school Forum in January 2013 is attached as Appendix D and E.
- 3.3 Secondly, the Youth Service Review which was reported as part of the Area Chair's minutes item. The Area Committee expressed concerns that the review seemed centred on experiences from the urban centre of Leeds and not enough had been done to consult with elected members from the outer areas. It was agreed that the Director of Children's Services should be asked to attend the December area committee with the Head of Service, Young People and Skills, to discuss the issue in more detail. The relevant excerpt from the Area Chairs minutes presented to the October area committee is attached as appendix B. The minutes from the Scrutiny Board (Children and Families) Youth Services working group are attached at Appendix C for information.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Not applicable to this report.

### **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 this item is in accordance with the Council's Constitution, Part 4, Area Committee Procedure Rules.

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

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



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

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

#### **4.6 Risk Management**

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

### **5 Conclusions**

5.1 The Area Committee has raised concerns about two issues relating to Children's Services – Cluster funding arrangements and the Youth Service review. From the discussions at the October area committee they agreed to invite the appropriate officers to attend this December meeting to respond to the concerns raised.

### **6 Recommendations**

6.1 Members are asked welcome the Director of Children's Services to the area committee meeting and take the opportunity to receive a response on the issues raised, and raise any further questions or concerns they may have.

### **7 Background documents**

7.1 Minutes of the Outer North East Area Committee, September 10<sup>th</sup> and October 22<sup>nd</sup>.

This page is intentionally left blank

<b>Date:</b>	28/09/2012
<b>Author:</b>	Sue Rumbold
<b>Contact Number:</b>	0113 2475574
<b>Email:</b>	<a href="mailto:Sue.rumbold@leeds.gov.uk">Sue.rumbold@leeds.gov.uk</a>

<b>Subject:</b>	In response to the request from the Outer North East area committee, please find a note to explain the current formula arrangements.
-----------------	--

### Cluster Funding 2011/12 and 2012/13

- The funding allocated to clusters from the Dedicated Schools Grant (£5.2m which is 1.03% of the total dedicated schools grant), an average of £51 per pupil, is the same cash value as in 2010/11. The funding attached to clusters was previously paid to the Local Authority as a separate grant up until 2011/12.
- The previous grants were allocated to Local Authorities with a brief that much of the funding should be targeted. The formula is a simple continuation of the formula used to distribute the previous grants, and is based on 23% of the funding being allocated on a lump sum and amount per pupil, and 77% being based on more targeted methods. The allocation to each cluster is therefore the same as under the previous grant requirement.
- The formula used to allocate the funding to clusters is based on the pupil numbers and their attributes attending each school. Allocations therefore reflect the needs of pupils attending each school, and not the location of the school itself. Other than the lump sum for each school, the funding received by each cluster is based on the needs of the pupils attending schools within the cluster. The funding allocated per pupil on the formula is related to where the pupil lives, this funding then follows the pupil to the cluster where they go to school.
- Allocations per pupil between clusters ranges from £26 to £88, reflecting the range of relative deprivation, e.g. the free school meal eligibility rates range from 6.4% to 42.8% of pupils between clusters.
- The Formula is based on the latest data drawn from PLASC at January 2012, or as used in the main school funding formula for 2012/13.
- The £5.2m is all allocated out to clusters, other than an amount of £50,000 that has been centrally retained in order to pay for any cases of maternity amongst staff employed to work within clusters, as requested by the

Headteacher Forum.

- The Schools Forum was consulted on options in both 2011/12 and 2012/13 to reduce the proportion of funding allocated on targeted needs, and increasing the proportion based purely on pupil numbers, but has expressed a view that the funding should remain targeted as under the previous grant.

### **Cluster Funding 2013/14 onwards**

In respect of the funding arrangements for 2013-14 onwards, the Local Authority has a continuing commitment to clusters and their funding but the Schools Forum has only agreed that the funding may be held centrally and devolved to clusters as a contribution to combined budgets in 2012/13, with a review to take place this year. The views of all schools is currently being obtained as to whether funding should continue to be held centrally and devolved to clusters for the next three years, or whether the funding should be delegated to individual schools and therefore the decision as to the continuation of cluster funding left to individual schools. The results of this will be reported to the Schools Forum on 18<sup>th</sup> October where a vote will be taken as to whether the funding remains from the end of this financial year.

Schools Forum will also be consulted on the formula for the devolution of funding to clusters, if the decision is to remove the continuing commitment to the funding of clusters, the forum will also give a view about the delegation of funding to individual schools.

Any decision to delegate funding is binding on the Local Authority, but the view of the Schools Forum on the formula is recommended to the Director of Children's Services.

The allocation of resource could be calculated on a per pupil basis, this is an option that we have presented to schools forum each year to consider, however this would remove the targeting of resource to the most deprived areas, Schools Forum have not supported this approach.

### **Strategic approach**

Schools forum have supported the targeting of a proportion of the funding to the clusters where the children attend school receiving additional funding through the formula. Clusters are focusing on building systems to identify those most in need through the top 100 methodology and investing in the right service provision for their area.

The refreshed Children and Young Peoples Plan (CYPP) 2011-2015 is endorsed by the council and re-iterated the importance of developing strong clusters of multi-agency resources across the city that effectively target and direct resources to those most in need and support the readiness of children and young people to learn. The refreshed CYPP articulated the ambitions of the Leeds Education Challenge (LEC) that:

- every child and young person of school age will be in school or in learning
- every school will have an achievable plan to being recognised as a great school
- we will improve achievement for every young person year on year
- every school will benefit from a fully qualified, skilled, committed and well led staff team
- every child will move confidently through their education.

The report on clusters presented to School forum in September described the resource allocation across the clusters from the local authority, with the alignment of social care teams and targeted services. Also there is increasing alignment of early start services with health provision being organised on a cluster level. This approach will continue as we embed early intervention provision across the city, enhancing the cluster arrangements to increase the impact of locality working in improving outcomes for children and young people.

I understand that the resource allocation when analysed per pupil appears to be lower in the O.N.E. area, however, I am confident that the students who live in areas of deprivation and attend school in the O.N.E are funded at a higher level and that this resource follows the student to the cluster.

The local area partner and targeted services leader for the clusters in this area will support the cluster manager in ensuring that there is the right level of provision for the students who require additional support to access and be successful in their learning.

We will feedback to elected members following Schools Forum in mid October on the decision to continue and delegate the funding and also the recommendation on funding formula.

Excerpt from Area Chair's minutes 13<sup>th</sup> July 2012

<b>8.0</b>	<b>Youth Service Review Update</b>	
8.1	A discussion took place amongst attendees at the forum meeting prior to the arrival of Cllr Blake who was attending to provide an update on the Youth Service Review.	
8.2	Area Committees have previously expressed that they feel that they can have a beneficial impact on Youth Services in their areas and are keen to be involved in the review of the service and to have more of an influence in the future.	
8.3	Cllr Gabriel mentioned that she had been interviewed by the appointed consultant and her view was that the service would need to become a more targeted and specialised service. It was important to utilise voluntary and community based groups to deliver activities in their area. Area Committees could have a role in influencing this.	
8.4	Cllr Hyde had also been interviewed by the consultant. He felt that there was potential for commissioning to be carried out at three levels: local, intermediate and city wide and that Area Committees could be heavily involved in this. Parameters could be set centrally but Area Committees have insight into the local priorities and should have the ability to influence or commission provision from the youth service and also private and community organisations.	
8.5	Rory Barke had also been interviewed by the consultant and felt that there was scope for the expertise within Youth Services to be used to develop and support local providers.	
8.6	Cllr Blake joined the meeting with Cllr Dowson to provide an update on the Youth Services Review.	
8.7	There is a lot of history to the agenda involving different experiences in different parts of the city. There has been a lack of satisfaction from members over aspects of provision, but specifically around a lack of awareness of intended provision and a lack of information regarding the impact of the service.	
8.8	Many Local Authorities have withdrawn from providing Youth Service provision but this is not the view taken in Leeds. LCC needs to be able to influence approaches for the youth of the city or there is a danger that children will be poorly served in the future.	
8.9	There have been cross party talks about Youth Services issues. There have previously been changes to the formula for allocating resources and this needs to be looked at again in light of the changing population in Leeds.	
8.10	There is a will to devolve resources down to a local level, to clusters and beyond, and there is a will to empower Area Committees and move some commissioning down to a local level. To meet the differing needs in differing areas.	
8.11	A consultant has been brought in with an objective eye and he will be	

	interviewing all of the Area Chairs individually. He will also be collecting local views through interviews in the patches to get a view on past experiences, future aspirations, and how local people can be involved in developing the service.	
8.12	A report will be pulled together which will be subject to further consultation with members and eventually for Executive Board approval. It will be important to acknowledge that all areas are different, with differing dynamics of youths, differing degrees of community infrastructure and differing opinions of how provision should be run, and these views need to be reflected in the report.	
8.13	It was agreed that Ken Morton should be invited to the next Area Chairs Forum meeting to provide an update on the Review of Youth Services and provide feedback on the consultation carried out by the consultant.	<b>SW</b>

This page is intentionally left blank



# Scrutiny Board (Children and Families)

## Youth Services: Working Group Meeting: 18th October 2012

### Appendix 4

Jacqueline Ward

Cllr Alan Lamb

Cllr Bob Gettings

#### **Officers and Representatives**

Ken Morton – Head of Service Young People and Skills

Paul Brennan – Deputy Director Children’s Services

Sandra Newbould – Principal Scrutiny Advisor

Apologies Taira Kayani  
Cllr Alex Sobel  
Cllr Pat Latty  
Christine Raftery  
Celia Foote

No.	Item	Action
1	<p><b>Attendance</b></p> <p>The attendance and apologies as above were noted.</p> <p>The Chair welcomed everyone to the meeting.</p>	
2	<p><b>Minutes of previous Meetings</b></p> <p>Accepted with amendment to paragraph 2 on page 3 which now reads ‘With regard to places to go and things to do, the method of funding, which could be via grant allocation, has yet to be decided.’</p>	
3	<p><b>Matters Arising</b></p> <p>None</p>	
4	<p><b>Introduction</b></p> <p>The Chair requested that the working group be advised on the updated position since the meeting on the 2<sup>nd</sup> of October and requested that the working group focus on the following.</p> <ul style="list-style-type: none"> <li>• Whether sufficient and robust consultation had been undertaken.</li> <li>• The content of the report itself, particularly the main findings, principles, propositions, stakeholder feedback and recommendations specified.</li> </ul> <p>The working group were advised that the Damian Allen report with a report of the Director of Children’s Services is now scheduled to be presented to Executive Board December 2012.</p>	

5	<p><b>Questions, Statements and Outcomes</b></p> <p>The method for gathering evidence was explained to the working group with a full list of stakeholders visits and interviews listed at appendix 1. The working group were further advised that more detailed discussions at a local level and cluster level would be undertaken once Executive Board had been presented with the Damian Allen report in December.</p> <p>The working group made the following observations:</p> <ul style="list-style-type: none"> <li>• Elected member consultation was inadequate and not representative of the political spectrum. It was suggested that further consultation be undertaken with the following: <ul style="list-style-type: none"> <li>○ Chair of the Children and Families Scrutiny Board</li> <li>○ Children’s Champions</li> <li>○ Shadow Exec/Lead members in opposition groups.</li> <li>○ Members who sit of the Children’s Trust Board</li> </ul> </li> </ul> <p>It was also suggested that consultation be extended to charitable organisations who work extensively with young people such as the Salvation Army.</p> <ul style="list-style-type: none"> <li>• The working group felt that the Council should not commit to any further expenditure with the Damian Allen for the additional consultation work identified.</li> <li>• Further consultation needed to take place as quickly as possible to avoid further delays in the process.</li> <li>• The report as it stands is considered to be incomplete until further consultation has taken place and therefore it is recommended that it is not yet shared with the wider public.</li> </ul> <p>It was explained to the working group that consultation was scheduled to occur at an all party working group session. However the meeting did not taken place and a subsequent meeting was never arranged.</p> <p>The Damian Allen report this was perceived as a ‘starting block’ for transformation by the working group. The working group stated that it contained information that some may disagree with depending on knowledge of provision in their locality and their experience of the youth service, however the working group stated that they were broadly in agreement with the content of the report which reflected many of the observations made by working group in previous meetings.</p> <p>The working group also made the following statements and observations with regard to the content of the report :</p>	

	<ul style="list-style-type: none"> <li>• That the recommendations should be prioritised. The working group considered that recommendations 8,13,14,15,16,20 and 22 are of greatest importance.</li> <li>• Provision of service managed by Area is welcomed to supply a service that meets local need.</li> <li>• There is a lack of clarity in the governance, relationships and linkages that would exist between Clusters and Area Committees/Management and also Children’s Services.</li> <li>• The working group agreed that universal and targeted services need to be clearly defined.</li> <li>• More importantly the working group stressed the importance of getting the transformation right and taking the appropriate time to do this.</li> </ul> <p>The working group stated that where responsibility for service delivery is to be devolved to the localities that the appropriate resource, staff or financial, should be allocated to support this. It was felt that Area Management team resources are already stretched. The group were reassured that this would be provided and that work has already started to look at how resources may be allocated. Officers were advised that some areas already work well and therefore would require a ‘lighter touch’ in the change process.</p> <p>The working group highlighted that there needs to be a balance in meeting the needs of an area and the needs of a child, stating that there are children who need intensive support in wards that are perceived to be the more affluent areas, therefore support networks are required across the whole city.</p> <p>The group welcomed the suggestion of Youth Work Improvement Units and expanding the number of advanced practitioners within the Youth Service.</p>	
6	<p><b>Further Action</b></p> <ul style="list-style-type: none"> <li>• The working group concluded that the outcome of this meeting should be reported to the full Scrutiny Board at its meeting on the 8<sup>th</sup> of November 2012. It will be raised under the work programme.</li> <li>• The working group also resolved that their conclusions from this meeting be reported to the December Executive Board for their consideration. These are as follows: <ul style="list-style-type: none"> <li>○ The Scrutiny Board are broadly in agreement with the observations and recommendations made by Damian Allen.</li> <li>○ The Scrutiny Board consider that further consultation is required with a wider range of Elected Members and VCFS organisations.</li> <li>○ The Scrutiny Board does not recommend any</li> </ul> </li> </ul>	SN

	<p>further expenditure should be made in consultancy fees to undertake the recommended consultation.</p> <ul style="list-style-type: none"> <li>○ That the report is not circulated to the wider public until such time as further consultation is undertaken and feedback has been evaluated.</li> <li>○ That recommendations are prioritised. The Scrutiny Board recommend that these are 8,13,14,15,16,20,and 22 in the consultants report.</li> <li>○ That the Executive Board is clearly advised of the proposed responsibilities, relationships and governance arrangements of Clusters, Area Management and Children’s Services with regard to Youth provision.</li> <li>○ That the Executive Board are provided with a defined overview of Universal and Targeted Youth provision and clarity on who will be responsible for the provision of services.</li> </ul>	
7	<p><b>Future Meeting Dates</b></p> <p>No future meeting arranged.</p>	

## Appendix D

**The information included below has come from the Children's Services Finance team in relation to the request below.**

**Please provide the North East (Outer) Area Committee with further details on how much funding has been topsliced from the dedicated schools grant for EPOS Schools and how much is then given to the EPOS clusters.**

It is not possible to provide a definite answer to the above question as there is no breakdown of the dedicated schools grant for EPOS schools.

The Dedicated Schools Grant is paid as a whole to the City Council at an average rate of £4,945.95 per pupil aged 3 to 16, but the average rate for Leeds is based on city wide indicators of need when compared with all other Local Authorities, with all previous grants rolled into the allocation from 2011/12 based on the cash totals allocated to each Local Authority at that point. It is therefore not possible to break down the DSG allocation into anything other than a city total.

However, as far as the funding for clusters is concerned the current funding formula allocating funding to each cluster uses the formulae and cash within the previous grants that were rolled up into the DSG from 2011/12.

It could therefore be claimed that the amount of DSG currently used to fund clusters is identical at a cluster level to the current allocations, adjusted for changes in data between 2010/11 and 2012/13.

The total funding currently held centrally and devolved to clusters is £5.2m. 50% of this total came from an extended services grant allocated to Local Authorities based solely on free school meals eligibility, with the other 50% based on a combination of pupil numbers and deprivation indicators.

The Schools Forum agreed that the continuing commitment to clusters should be maintained for the next three years, 2013/14 to 2015/16.

School Forum considered a report in January 2013 which recommended that they considered a different option to the current formula for cluster funding. The options considered and their impact at cluster level can be seen in Appendix E. The Forum voted conclusively for option 1 which was the most targeted and closest to the existing formula.

This page is intentionally left blank

Formula Used	2012/13
Pupils 3 - 15 at PLASC	14.01%
school lump sum	8.41%
<b>TOTAL NUMBER BASED FUNDING</b>	<b>22.42%</b>
Underachieving Groups or EAL	2.80%
prior attainment	8.41%
Pupils with Statements	1.68%
Pupils with SEN	1.12%
FSM (Full time Pupils )	60.76%
tax credit weighting 3-15	2.80%
<b>FUNDING</b>	<b>77.58%</b>

2012/13 Cluster Funding Standards Fund formula absorbed into DSG	
Pupils 3 to 15	Total Cluster Funding per Pupil aged 3 to 15
4,909	£395,252
1,398	£122,810
5,979	£513,290
2,714	£192,730
3,733	£284,360
3,323	£247,970
5,031	£373,870
3,357	£232,390
2,005	£116,180
2,645	£172,800
3,985	£205,040
4,169	£209,150
2,656	£130,910
4,675	£218,358
2,999	£109,000
5,870	£229,060
7,161	£274,620
4,992	£192,120
3,594	£140,910
3,111	£100,290
5,042	£150,650
2,861	£78,380
3,345	£92,250
2,644	£71,800
5,793	£153,210
<b>97,986</b>	<b>£5,007,400</b>

% of Pupils eligible for FSM over past 6 years	% of pupils not achieving 78points in EYFSA or below in L3 and M at KS2
55.2%	44.9%
48.4%	37.9%
54.6%	37.2%
43.0%	49.8%
49.5%	37.0%
48.7%	32.6%
48.3%	28.7%
43.9%	26.6%
39.2%	21.9%
37.8%	21.4%
32.9%	25.8%
31.6%	16.9%
29.2%	21.0%
32.9%	14.1%
22.8%	19.3%
23.5%	18.3%
21.7%	17.0%
21.1%	17.4%
21.6%	12.6%
18.8%	12.9%
14.0%	10.4%
14.1%	8.7%
13.2%	15.3%
12.9%	11.6%
13.2%	9.0%
<b>31.1%</b>	<b>22.1%</b>

Option 1	Option 2	Option 3	Option 4
<b>Nearest Fit 2013/14</b>	<b>30% basic</b>	<b>40% basic</b>	<b>50% Basic</b>
Pupils Yr R to Yr 11	20.0%	26.0%	32.0%
Lump Sum	10.0%	14.0%	18.0%
<b>TOTAL NUMBER BASED FUNDING</b>	<b>30.0%</b>	<b>40.0%</b>	<b>50.0%</b>
EAL in first 3yrs of education	2.5%	2.0%	1.5%
Pupils not achieving 78points in EYFSA or L3 or below in E and M at KS2	11.0%	10.0%	8.0%
FSM (anytime in last 6 yrs)	54.0%	46.0%	39.0%
IDACi index (yr R to Yr 11)	2.5%	2.0%	1.5%
<b>FUNDING</b>	<b>70.0%</b>	<b>60.0%</b>	<b>50.0%</b>

2013/14 Cluster Funding with nearest fit Formula	
Pupils Yr R to Yr 11	Total Cluster Allocation 2013/14
4,360	£385,757
1,362	£117,866
5,830	£496,005
2,555	£207,486
3,663	£279,632
3,295	£243,180
4,903	£358,663
3,008	£206,912
2,034	£123,116
2,626	£156,266
3,899	£210,998
4,003	£211,682
2,576	£131,113
4,936	£250,119
2,840	£118,237
5,593	£229,542
6,867	£276,720
4,884	£193,884
3,529	£137,164
2,999	£101,405
4,815	£154,209
2,850	£85,130
3,264	£95,676
2,592	£75,738
5,777	£160,900
<b>95,060</b>	<b>£5,007,400</b>

**CLUSTER**

JESS (LS10SX, Beeston and Holbeck)	4,909	£395,252	£81
Opus XS	1,398	£122,810	£88
Inner East	5,979	£513,290	£86
Clubs	2,714	£192,730	£71
Mickleton, Upper Beeston and Cottingham	3,733	£284,360	£76
Brinsley	3,323	£247,970	£75
Seacroft Manston	5,031	£373,870	£74
Inner Armley	3,357	£232,390	£69
Farnley	2,005	£116,180	£58
NEWWORKS	2,645	£172,800	£65
Temple Newsam / Halton	3,985	£205,040	£51
Inner NW Hub	4,169	£209,150	£50
ES North West	2,656	£130,910	£49
Rothwell	4,675	£218,358	£47
Brigshaw	2,999	£109,000	£36
Morley	5,870	£229,060	£39
Pudsey	7,161	£274,620	£38
N.E.X.T	4,992	£192,120	£38
Alwoodley	3,594	£140,910	£39
Ardsley and Tingley	3,111	£100,290	£32
EPOS	5,042	£150,650	£30
Horforth	2,861	£78,380	£27
Garforth	3,345	£92,250	£28
Olney	2,644	£71,800	£27
Aireborough	5,793	£153,210	£26
	<b>97,986</b>	<b>£5,007,400</b>	<b>£51</b>

Total Cluster Funding per pupil Yr R to Yr 11	Total Cluster Allocation	Funding per pupil Yr R to Yr 11
£88	£385,757	£88
£87	£117,866	£84
£85	£496,005	£77
£81	£207,486	£79
£76	£279,632	£74
£74	£243,180	£72
£73	£358,663	£71
£69	£206,912	£67
£61	£123,116	£60
£60	£156,266	£59
£54	£210,998	£54
£53	£211,682	£53
£51	£131,113	£51
£51	£250,119	£51
£42	£118,237	£43
£41	£229,542	£42
£40	£276,720	£42
£40	£193,884	£41
£39	£137,164	£40
£34	£101,405	£35
£32	£154,209	£35
£30	£85,130	£32
£29	£95,676	£32
£29	£75,738	£32
£28	£160,900	£30
£28	£5,007,400	£53

Estimated Pupil Premium 2013/14	Estimated Pupil Premium per Pupil 2013/14
£2,141,314	£491
£580,458	£426
£2,845,659	£488
£998,289	£391
£1,590,120	£434
£1,424,939	£432
£2,149,714	£438
£1,177,970	£392
£703,330	£346
£921,872	£351
£1,094,856	£281
£1,166,377	£289
£649,693	£252
£1,339,543	£271
£960,528	£197
£1,129,905	£202
£1,332,171	£194
£912,858	£187
£677,800	£192
£463,622	£155
£572,173	£119
£350,275	£123
£365,293	£112
£281,827	£109
£631,801	£109
<b>£26,052,387</b>	<b>£274.06</b>

Total Cluster Allocation	Funding per pupil Yr R to Yr 11
£335,594	£77
£106,271	£78
£425,760	£73
£178,062	£70
£247,164	£67
£221,911	£67
£330,373	£67
£189,066	£63
£118,918	£58
£147,001	£56
£203,332	£52
£213,863	£53
£135,457	£53
£253,149	£51
£133,497	£47
£246,148	£44
£306,364	£45
£206,022	£42
£150,640	£43
£114,274	£38
£204,813	£43
£109,155	£38
£121,636	£37
£100,288	£39
£208,651	£36
<b>£5,007,400</b>	<b>£53</b>

Total Cluster Allocation	Funding per pupil Yr R to Yr 11
£354,126	£81
£110,434	£81
£451,255	£77
£190,025	£74
£259,139	£71
£229,312	£70
£339,718	£69
£195,292	£65
£120,110	£59
£150,188	£57
£206,537	£53
£212,524	£53
£133,786	£52
£251,076	£51
£127,950	£45
£240,548	£43
£295,849	£43
£202,326	£41
£145,714	£41
£109,861	£37
£185,873	£39
£100,322	£35
£112,651	£35
£91,383	£35
£191,400	£33
<b>£5,007,400</b>	<b>£53</b>

Total Cluster Allocation	Funding per pupil Yr R to Yr 11
£372,062	£85
£114,481	£84
£476,955	£82
£200,807	£79
£270,947	£74
£236,863	£72
£349,710	£71
£201,842	£67
£121,590	£60
£153,715	£59
£209,510	£54
£211,712	£53
£132,095	£51
£250,091	£51
£122,190	£43
£234,730	£42
£285,078	£42
£198,344	£41
£141,019	£40
£105,484	£35
£166,870	£35
£91,577	£32
£103,205	£32
£82,326	£32
£174,197	£30
<b>£5,007,400</b>	<b>£53</b>

This page is intentionally left blank



## Report of Adult Social Services

## Report to Outer North East Area Committee

**Date: 4 February 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

The area committee is 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

---

<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 The area committee is 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

---

<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**

**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.

---

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

This page is intentionally left blank

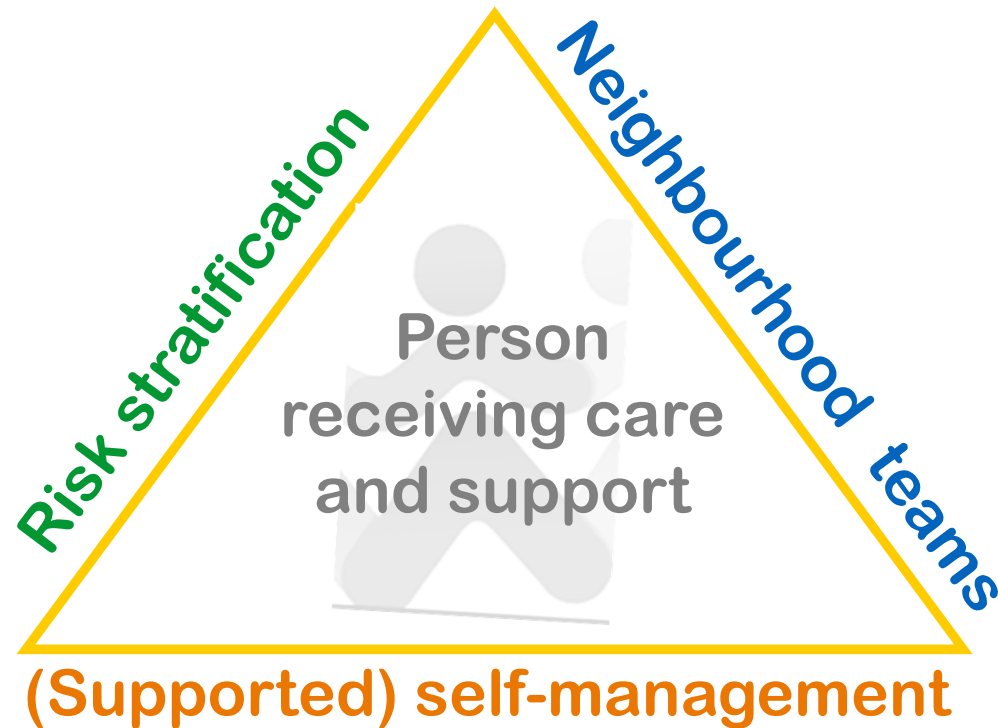
Transforming health and adult social care in Leeds

# Next Steps for Neighbourhood Teams



# Supporting older people and people with long-term conditions

– the *Sir John Oldham* model



## A 3-strand approach

- § **Risk stratification** – understanding who's at risk of having higher health needs in the future so we can support them at an earlier stage, to minimise this risk.
- § **Integrated neighbourhood teams** – social workers, district nurses and community matrons taking a joint approach to supporting people at risk.
- § **Supported self-management** – ensuring people have the right tools, information and support to manage their symptoms and improve their quality of life.



# Who is involved?

- NHS Airedale, Bradford and Leeds
- Leeds Community Healthcare NHS Trust
- Leeds City Council Adult Social Care
- Leeds Teaching Hospitals NHS Trust
- Leeds and York Partnership NHS Foundation Trust
- Leeds North Clinical Commissioning Group
- Leeds South and East Clinical Commissioning Group
- Leeds West Clinical Commissioning Group

+ People who use services and their families

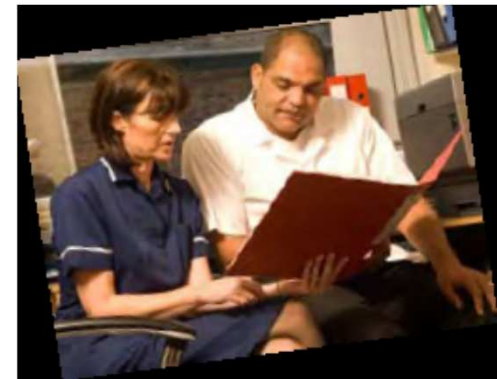
+ Voluntary and community organisations





## Neighbourhood teams – where are we now?

- Started with 3 demonstrator sites
- Now 12 teams across city
- Mix of health and adult social care staff
- Working with local GP practices and voluntary and community groups
- Patient/service user at the heart



# Multi-disciplinary team meetings

## What are they?

A meeting of a mix of different professionals who discuss the care and support of a person whose needs may soon increase (from risk stratification)

## Who attends them?

The most appropriate mix of staff based on the person's needs



## An example of how MDTs work

### Mr R's story:

Mr R is an 86-year-old man who lives in his own home with his wife, who is his main carer. He has hearing problems, a chronic breathing disorder and mental health issues including depression. He frequently falls, and his wife calls 999 for help.



## Multi-disciplinary Team Meetings *continued*

- *At the meeting Mr R's condition was discussed, and the following plan agreed:*
- Staff will work together with Mr and Mrs R to look at how best to keep Mr R safe and reduce his risk of falls.
- Mr R shows early signs of dementia, so will be referred to the Alzheimer's Society for extra support.
- Adult Social Care will review his care plan and look into arranging personal and domestic care.
- An emergency carer's plan will be put together to support Mr R's wife if he does have to go into hospital.
- A personal budget may be set up to help Mr R and his wife find suitable and enjoyable daytime activities.



## Neighbourhood teams – next steps

- § Continuing to **learn lessons** from our integrated sites
- § Further developing the **integrated neighbourhood team model**
- § **Joining up case management** for people with complex needs
- § Creating a **single ‘gateway’** to our services
- § Integration of **intermediate care** and **reablement services**



## Neighbourhood teams: next steps – continued

### Further developing the integrated neighbourhood team model

- § Staff from first 3 demonstrator sites looking at what impact these have had so far on ways of working.
- § Exploring how to reduce the number of visits made to people's homes by different members of staff
- § How many staff need to be regularly involved in a person's support?

#### Overall aims:

- can one staff member can carry out an assessment on behalf of more than one professional group?
- there's a named link to specialist services and to each GP practice
- How can we make assessment and care planning more joined-up?
- What further support might be available through the voluntary sector?



## Neighbourhood teams: next steps – continued

### Joining up case management for people with complex needs

- § Building on our existing approach to become more joined-up.
- § Identifying people with long-term conditions who are supported by more than one member of the neighbourhood team.
- § Considering ...
  - How can we effectively co-ordinate their support?
  - Who is best place to lead this?
  - How can we make sure the service is as seamless as possible?
- § Starting in Meanwood before rolling out across all 12 neighbourhood teams.



## Neighbourhood teams: next steps – continued

### Creating a single ‘gateway’ to our services

- § People tell us there needs to be a joined-up ‘front door’ to health and social care services.
- § This would allow professionals access to *all adult community health and social care services through a single phone call or electronic referral.*
- § People’s needs considered holistically, not separately – offered full range of services.
- § Increasingly important as services become more integrated.
- § LCH has a single point of urgent referral (SPUR) to community health services.
- § LCH and ASC now looking at how to develop this into a single gateway.





## Neighbourhood teams: next steps – continued

### **Integrating intermediate tier and reablement services**

- § Joining up services to remove any gaps or duplication
- § improved outcomes for people who use rehabilitative services
- § more people supported to live independently at home
- § reduced need to use other health and social care services
- § more efficient service provision and improved cost effectiveness
- § Staged approach – being planned out now.



# Why work in a more integrated way?

It can be better for people we support ...



**Leeds CITY COUNCIL** **NHS**

**Karen's story: 'To me, integration means choice'**

"I've been using a wheelchair since I was younger and for years now, it's been like, who do you go to first? Who's your first contact? And then you end up with one person doing this job and another person doing that job, and then sometimes there's an overlap..."

'As you get older, the more you're bombarded with overlapping information, the more confusing it can become. My mother has Parkinson's, and when her car broke I ended up speaking to about five different people to actually get to the person who I needed to come out and deal with the hoist! I got there in the end but it's so frustrating when you constantly get another phone number to dial.

'This is one of the biggest problems. I'd like to see an initial contact for people so instead of so many different people telling you different things and some of them overlapping, you have one person that you deal with. I hope that things will be different in the future. I've seen some changes in 30 years but not as many as I would have liked.

'To me integration means 'choice'. It's like you're empowering people by giving them back that control. I think that's the positive side of integration as staff will talk to each other and people will have more choice. When you haven't got that say in your life anymore, you feel vulnerable. I'm very independent, I wouldn't want anyone doing things for me, but I'd like to have someone there if you need them.

'Back when what happened to me happened, I didn't think I had choices. It was like doctors were gods. Whatever the consultant said was law. It was pretty much left up to the consultant to decide what he was going to do and unfortunately, for me then, it was the wrong choice. I didn't get a choice - I think it's that what will make a difference.

'I remember years ago, I was on a committee where they were looking into equipment. I talked to a lot of other disabled people and at one time, you used to get sent equipment by the... sit in the corner and never get used. But people would

I ended up speaking to about five different people before I got what I wanted!

You end up with one person doing this job, another one doing that job, sometimes there's an overlap...

You need *one* person that you deal with, not lots of different people telling you different, overlapping things!

... and it can make life easier for staff too!

“The family member only had to make one call – the community matron was able to pass on the information to the social worker.”  
– a community matron

“Faster exchange of information, less delay ...”  
– a social worker

“Working together, we get a better understanding of each other’s pressures”  
– a district nurse

“It’s so useful to have a health perspective – it’s easier to get more information about health needs” – a social worker




**“When people have support from a range of different care services, integrated working is absolutely fundamental.”**

If someone needs to use a range of health and social care services provided by different staff, the success of their treatment can depend on staff talking to each other, sharing crucial information about medication changes, prescriptions and support needs.



**‘Joined-up working? Bring it on!’**



Close working relationships among health and social care staff are already starting to make a difference for people who use local services, according to staff working at the city’s first integrated site.

Lynne Chambers, clinical lead for district nursing, and Anne-Marie Ward, social worker, are based at Kippax Medical Centre, the first of three sites in Leeds where district nurses, community matrons and social care staff now work closely together in a multi-disciplinary team.

## Self-management – what does it mean for neighbourhood teams?

- ⌘ **A closer relationship** with voluntary and community organisations
- ⌘ **Opportunity to work pro-actively** with people at an earlier stage
- ⌘ **Thinking differently** – how can this person be a partner in their own care and support? How can they be supported closer to home?
- ⌘ **Not about people being ‘left on their own’!!**
- ⌘ About **helping people to help themselves** – with support.
- ⌘ Neighbourhood networks; community groups:  
[www.leedsdirectory.org](http://www.leedsdirectory.org)





Eileen is 77 and has several ongoing health conditions.

She's had frequent unplanned trips to hospital in the past, but now has more support to stay in her own home.

"I have carers that come and help me to get washed. They want you to have your independence but they're there if you need them.

I've also got equipment to help me at home. I've got a machine that checks my temperature, blood sugar, blood pressure, pulse and oxygen levels. If there are any problems it sends an 'alert' to Sue, my community matron.

If it's a choice between this and hospital, I'll choose to be at home with people supporting me when I need it. If they'll let me do that, then I'm satisfied."



## How to find out more or share your views

- Monthly bulletin for neighbourhood teams
- Look out for other regular articles and events – staff newsletters, local community bulletins and more.
- Visit [www.leeds.gov.uk/transform](http://www.leeds.gov.uk/transform)
- Email [healthandsocialcare@leeds.gov.uk](mailto:healthandsocialcare@leeds.gov.uk)



**Report of The Chief Officer of Parks and Countryside**

**Report to North East Outer Area Committee**

**Date: 4<sup>th</sup> February 2013**

**Subject: Annual Report – for the Parks and Countryside Service**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Alwoodley Harewood Wetherby		
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. The report provides an area profile of key assets, information on park usage and a customer based perspective of the quality of the assets and services provided.
2. It highlights the current progress towards Leeds Quality Park (LQP) status for community parks in the area. It provides the costs of achieving and retaining LQP status in community parks up to the year 2020.
3. The report details capital improvements in community parks, sport pitches and fixed play in the area for the last 12 months and planned improvements to be delivered in the next 12 months.
4. It gives a detailed breakdown of events and volunteering in the area.
5. It gives an overview of the Streetscene Grounds Maintenance contract considering performance for grass cutting in 2012. It sets out the specification and how this is developing alongside suggesting increased engagement in performance monitoring.

**Recommendations**

6. The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

## **1 Purpose of this report**

- 1.1 This report seeks to further develop the relationship between the Parks and Countryside service and the North East Outer Area Committee, as agreed at Executive Board.
- 1.2 It provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives. In addition it seeks to provide a positive way forward for delivering the extended role of the Area Committee.
- 1.3 In particular it sets out at an area level progress made in attaining Leeds Quality Park standard. It also sets out investment needs to attain LQP standards and to retain them.

## **2 Background information**

### **Service Description**

- 2.1 Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space. This includes 7 major parks, 62 community parks and 95 recreation grounds and 391 local green spaces, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. The service also manages a nursery which produces over 4 million bedding plants each year, 97 allotment sites, over 800km of Public Right of Way (PROW), and 156 nature conservation sites, as well as 22 cemeteries and three crematoria.
- 2.2 The 2009 Parks and Countryside residents survey showed that the service attracts almost 68 million visits each year from Leeds' residents alone, and that approximately 96% of these are regular park users. These range from anybody using a park for informal recreation (e.g. walking, observing nature) to people who take part in formal activities (e.g. football clubs, conservation volunteers or to attend events). The user surveys also evidenced that 10m visits are made to our green space by Young People (12-19) compared to 3.6m by Children (5-11).

### **Description of Priority Advisory Function**

- 2.3 The priority advisory function for Area Committees relates to community parks provision that have a wide range of facilities, including general recreation, sports pitches, play and formal and informal horticultural facilities.
- 2.4 Where developments are less significant or only impact on one site then ward members and community groups will be informed and consulted using established procedures. It is important to note that good levels of engagement with ward members exist and this function seeks to enhance this engagement.



### 3 Main issues

#### Area Profile of the Service

- 3.1 The following table summarises community green space assets managed by Parks and Countryside in the North East Outer Area Committee:

Asset	Quantity
Community parks	0
LQP Judged Parks	6
Playing Pitches:	
Football	10
Rugby League	1
Rugby Union	2
Bowling greens	1
Playgrounds	10
Multi-use games areas	1
Skate parks	1

#### **Residents Survey**

- 3.2 The service undertook a residents survey using the Citizen's Panel methodology during the summer of 2012. Unfortunately this has provided insufficient information to allow the service to update the 2009 survey data with statistical confidence. Options to undertake additional surveys during 2013 are currently being examined to provide an updated dataset for usage and satisfaction.
- 3.3 Analysis from the 2009 residents survey was carried out relevant to the parks in the area which are;

Site Name	Annual Number of Visits	Total Annual Visits to North East Outer greenspace is 1.6 m approx.
Alwoodley POS	137,153	
Cranmer Bank	84,149	
Deepdale Recreation	249,642	
Lotherton Hall Estate	196,734	
Shadwell Lane/Osprey Grove	166,363	
Wetherby Ings	181,259	

- 3.4 The residents survey provides significant insight into the users of parks, demographics of users, how they get there and what they do. A detailed insight of each community park is given in appendix 1. The key analysis points are;
- Approximately 72% of visitors are adults with 28% children and young people.
  - There are a wide range of reasons for visiting but nearly all visitors at some point go for relaxation or play. Enjoying the surroundings, exercise and for family outings are also very popular.
  - 58% of visitors travel to the park on foot of which 51% take less than 10 minutes to travel there.

- Of the 38% who visit by car 50% take less than 10 minutes to get there. This figure is higher than most area committees but is heavily influenced by the statistics for Lotherton Hall Estate.
- 23% of visitors go to parks either every day or on most days, whilst 61% go at least once a week.

3.5 Parks and Countryside provide annual pitch hire for sports teams in the area. The table below shows the number of teams with current bookings playing on pitches in the area; *(note this excludes clubs who have a long term lease in place)*

Age Group	No of Teams
Open Age	4
Juniors	17

### Volunteering in the Parks and Countryside Service

3.6 The Service continues to focus on increasing the number of volunteers and groups working in the area. There has been a significant increase in the value of activities which take place particularly in the area of corporate volunteering. Our emphasis for the next 12 months will be to :

- Seek to increase corporate volunteering working in partnership with Leeds Ahead.
- Continue to improve involvement with the many “in bloom” groups in Leeds.
- It is an ambition is to have a volunteer group for every community park where there is a site based gardener.

3.7 It is estimated that volunteers across all groups contribute nearly 3,200 days of voluntary work in the North East Outer area over a 12 month period. The tables below give details of works undertaken in North East Outer since November 2011 and the active groups in the area Committee;

**Table 1 - Work undertaken by volunteers working with the Rangers;**

Site	Organisation	Task	No. of Vol Days
Adel Woods	Friends of Adel Woods	Bird box cleaning and survey	6.4
		Building steps, path clearance and litter picking	4.3
		Clearing the Buckstone	6.4
		Clearing the Buckstone feature	5.1
		Footpath clearance (of mud, overgrowth, litter)	6.9
		Knotweed control	0.3
		Path repair, path clearance, litter pick	7.3
		Pond Clearance and Moorland Management	6.6
		Survey and cleaning birdboxes / litterpick	3.4
Lotherton	Hermes	General Maintenance	7.1

Site	Organisation	Task	No. of Vol Days
Hall Estate	Leeds Parks Volunteers	Planting standard trees	4.7
	Leeds Parks Volunteers & Temple Newsam Volunteers	Hedge laying	7.1
		Planting 220m hedge	14.3
<b>Total</b>			<b>79.9</b>

**Table 2 - Corporate volunteer actions;**

Site	Organisation	Task	No. of Vol Days
Adel Woods	Lloyds	Removing birch from heath land	9.3
	Deloitte	Clearing the main path in the hospice woodland	15.7
	Jones Lang LaSalle	Tree clearance	9.3
	Lloyds	Removing birch from heath land	9.4
	Lloyds	Tidying the Stairfoot Lane car park by removing woody growth and rubbish.	6.9
	RBS	Managing hospice Woodland	7.9
	Yorkshire Bank	Removing birch from heath land	9.4
<b>Total</b>			<b>67.9</b>

**Table 3 - Educational work within the North East Outer area:**

Site	School	Activity	No Of Children
Adel Woods	Alwoodley Primary	Mini beasts and classification	90
		Mini beasts and classificastion	30
		Mini beasts and Classification	90
Lotherton Hall Estate	Fairfield Special School	Meet The Birdies Guided Tour	10

**Table 4 - Summary of the groups who are active in the North East Outer area :**

Group Name	Number of Volunteers	Estimated Volunteer Days
Friends of Adel Woods	30	120
Leeds Parks Volunteers	4	78
Leeds Voluntary Footpath Rangers	6	130
Leeds Wildlife Volunteers	12	216
<b>Total</b>	<b>52</b>	<b>544</b>

**Table 5 - Existing in bloom groups within the North East Outer area;**

<b>In Bloom Group</b>	<b>Number of Volunteers</b>	<b>Award Won</b>	<b>Estimated Volunteer Days</b>
Aberford	3		80
Alwoodley	15		280
Barwick	25	Large Village – Gold	480
Boston Spa	70		1400
Bramham	30	Large Village – Silver Gilt	600
Harewood	22		440
Scholes	12	Large Village – Silver Gilt	240
Shadwell	15	Large Village – Gold	280
Wetherby	100		2000
<b>Total</b>			<b>5800</b>

## Events

- 3.8 The bookings and licensing team has introduced improvements to the application process for events that occur on parks. They are providing greater assistance in helping community groups organise events with particular emphasise on ensuring legal and safety requirements are met but do not deter groups and organisations from organising activities. The table below shows a list of events held in the outer North East area in 2012:

<b>Site Name</b>	<b>Month</b>	<b>Event</b>	<b>Total</b>
Adel Woods	June	Yorks Vets Race	1
Alwoodley Pos	August	Npower photo shoot	1
Cranmer Bank Recreation Ground	June	Diamond Jubilee Gala	1
Lotherton Hall Estate	March	1st Scholes scouts camp	1
	April	Dawn Corus	1
		Phoenix Crafts	1
		RSPB event	1
		sashi patel wedding	1
	May	Garden Show	1
		Girl Guides	1
		Phoenix Crafts	1
	June	sashi patel wedding	1
		Summer Bands	1
		(31st - 5th) Steam Fair	1
		Phoenix Crafts	2
		Summer Bands	1
	July	Phoenix Crafts	1
		Summer Bands	1
		Vintage Motorcycle Show	1
	August	Nwaisei Wedding	1
		Porsche Rally	1
		Summer Bands	1
	September	Cars in the Park	1
Mint Festival		1	
Mint Festival pull on site		1	
		Summer Bands	1
October		Apple Day	1

Site Name	Month	Event	Total
		Mushroom Walk	1
The Ings Wetherby	May	Triathlon Wetherby	1
	June	Jubilee Funday	1
		Last night of the proms	1
	September	Wetherby 10k	1
<b>Total</b>			<b>33</b>

### Community Parks – Leeds Quality Park Status

3.9 The Parks and Green Space Strategy was approved at Executive Board in February 2009 and sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020. The Green Flag Award Scheme represents the national standard for parks and green spaces. It has been developed around eight key criteria as follows;

- **A welcoming place** - how to create a sense that people are positively welcomed in the park
- **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
- **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
- **Sustainability** - how a park can be managed in environmentally sensitive ways
- **Conservation & heritage** - the value of conservation & care of historical heritage
- **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
- **Marketing** - methods of promoting a park successfully
- **Management** - how to reflect all of the above in a coherent & accessible management plan or strategy and ensure it is implemented.

3.10 The Parks and Countryside service reports annual performance against two local indicators based upon the Green Flag Award scheme;

- *The percentage of Parks and Countryside sites assessed that meet the Green Flag standard.*
- *The percentage of Parks and Countryside community parks which meet the Green Flag standard. Performance against these indicators is illustrated in section 3.29.*

3.11 The indicator includes an assessment of each community park which has particular relevance to Area Committee engagement. The scheme is known as the Leeds Quality Park (LQP) standard. The following table provides a summary of these assessments for the North East Outer Area Committee.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Scotland Wood	2011								No
The Harland Way	2012								Yes
Cranmer Bank	2011								No
Moss Woods	2011								No
Lotherton Hall Estate	2010								Yes
Wetherby Ings	2012								Yes

**Key:**

Meets Leeds Quality Park Standard on average for this key criteria	
Below Leeds Quality Park Standard on average for this key criteria	

3.12 From this table, there are 3 parks identified that meet the Leeds Quality Park Standard in the area, with 3 not reaching the standard. This is an increase of 2 (Harland Way & Wetherby Ings) since the previous Area Committee report.

3.13 The residents survey in 2009 enables an assessment of visitor numbers and satisfaction rating (scored out of 10) for a number of criteria for each park, set out in the following table:

Site	Design and Appearance	Cleanliness and Maintenance	Ease to Get Around	Range of Facilities	Horticultural Maintenance	Nature Conservation	Facilities for Families	Sports Facilities	Overall Impression
Alwoodley POS	7.3	7.3	9.0	5.3	7.0	6.7	6.0	6.5	6.3
Cranmer Bank	6.7	5.7	7.7	6.0	6.7	6.0	6.0	6.7	6.4
Deepdale Recreation	5.7	5.7	8.2	4.6	5.7	5.8	5.6	5.9	5.8
Lotherton Hall Estate	9.1	9.1	9.1	8.1	8.8	8.9	8.1	6.6	8.9
Wetherby Ings	7.4	6.4	8.3	5.9	7.1	6.8	6.0	7.5	7.5

**Key:**

Generally meets LQP expectations	7.0 - 10	
Generally below LQP expectations	0.0 – 6.9	

This table broadly correlates with the professional audit undertaken for the Leeds Quality Parks assessment set out in paragraph 3.11. In particular scores and visitor numbers are higher for the parks that meet the LQP standard. There are however

issues identified with the range of facilities, facilities for families and the sports facilities offered in many of the parks.

### ***Playing Pitches***

- 3.14 The residents survey in 2009 allowed respondents to rate sport facilities in parks. The results are shown in the table below;

<b>Rating of Sports facilities</b>	<b>2009 (North East Outer)</b>	<b>2006 (North East Outer)</b>
Fair to very good	81.5%	76%
Poor or very poor	18.5%	24%

The results show an increase in those rating facilities as fair or higher standard. This data is related to the table set out in paragraph 3.13.

### ***Fixed Play***

- 3.15 The residents survey in 2009 allowed respondents to rate facilities for children and their parents. The results are shown in the table below;

<b>Rating facilities for children</b>	<b>2009 (North East Outer)</b>	<b>2006 (North East Outer)</b>
Fair to very good	79.8%	83.6%
Poor or very poor	20.2%	16.4%

Results shows a small reduction in those rating the facilities as fair or better.

- 3.16 The following table provides a perspective on the average level of investment required to achieve the LQP standard for the remaining parks. It also includes the level of reinvestment required across all the LQP parks in order to sustain the LQP pass up to 2020;

<b>Site Name</b>	<b>Cost to Achieve (excluding fixed play)</b>	<b>Reinvestment (excluding fixed play)</b>
Average cost per site	£52,000	
<b>Total to achieve LQP</b>	<b>£260,000</b>	
Average annual reinvestment		£24,047
<b>Total reinvestment to 2020</b>		<b>£192,376</b>
<b>Overall Total Investment to 2020</b>		<b>£452,376</b>

- 3.17 Reinvestment levels are estimated according to the expected lifespan of equipment and infrastructure as set out below;

<b>Description</b>	<b>Timescale for Recurring Investment</b>
Signage and interpretation	5 years
Fixed play (including MUGA's/skate parks)	10 years
Bins and benches	15 years
Paths and infrastructure	25 years
Landscaping	25 years

3.18 Planned improvements for the next 12 months are;

- Aberford Bowling Green POS – Refurbishment of sports courts (£79k).

3.19 In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skateparks are slightly cheaper on average at about £90k each. The table below shows the capital investment required on an ongoing basis to fund the area committees existing fixed play sites;

<b>Fixed Play Type</b>	<b>No.</b>	<b>Total Replacement Cost £'s</b>	<b>Required Average Annual Spend £'s</b>
Play Areas	10	1,200,000	120,000
Multi Use games Areas	1	90,000	9,000
Skate Parks	1	90,000	9,000
<b>Totals</b>		<b>1,380,000</b>	<b>138,000</b>

### **Area Committee funding for additional on site gardeners**

3.20 A number of area committees provide additional funding for gardeners to increase site based presence at parks in the area.

3.21 Analysis shows that complaints to both Ward Councillors and the Parks and Countryside Service have declined on sites with increased daily presence. In addition, the service has observed an increase in the number of residents using parks and open spaces which is backed up by the residents survey data.

3.22 The site based gardeners increase working relationships with users, local residents and community groups. These site based staff further increase users satisfaction and support the aspiration to increase volunteer groups working within parks.

### **Streetscene Grounds Maintenance**

3.23 Following a procurement exercise the streetscene grounds maintenance contract was awarded to Continental Landscapes Ltd (CLL) with effect from 1<sup>st</sup> January 2012. This contract covers sites that are located alongside the highway network or amongst residential streets managed by the council's Arms Length Management Organisations (ALMOs and BITMO). The specification requires the contractor to undertake litter removal from sites they maintain at each visit supporting the council's wider efforts to maintain clean streets. The table below shows the asset breakdown of contract items for the North East Outer area committee:

<b>Asset Type</b>	<b>Annual Visits</b>	<b>Unit</b>	<b>Measure</b>
Amenity Grass	13	M <sup>2</sup>	579086
Premium Grass	26	M <sup>2</sup>	40382
Rough Grass	3	M <sup>2</sup>	65172
Sight Line	3	M	107282
Rough Linear	3	M	181389
Primary Network	6	M <sup>2</sup>	33396



<b>Asset Type</b>	<b>Annual Visits</b>	<b>Unit</b>	<b>Measure</b>
Shrub Beds	2	M <sup>2</sup>	6587
Hedges	3	M	6048
Rose Beds	2	M <sup>2</sup>	110
<b>Total</b>			<b>1019452</b>

3.24 Despite 2012 being one of the wettest summers ever recorded the contractor has completed grass cutting operations as required by the contract specification. During June the specification was revised to increase the mowing frequency on grass plots adjacent to sheltered housing and this has proven to be very successful in addressing issues of grass length and overspill of cuttings in these areas. Regular monitoring of the contractors work is undertaken with a target sample size of 10%. Analysis of city wide performance for the 2012 mowing season shows that the contractor achieved an average failure rate of less than 1%.

3.25 The Safer and Stronger Communities Scrutiny Board Working Group examined the contract during the summer and produced a number of recommendations that are currently being considered or have already been introduced. These include:

- Increasing frequencies to 16 grass cuts and 6 shrub/rose visits.
- That any proposed removal of shrub/rose beds are consulted on with ward members and parish/town councils prior to removal.
- That options to increase 'joined up working' with locality management are explored.
- To examine options to increase efficiencies by better utilisation of contractor resources during the winter.
- That parish and town councils are encouraged to engage in contract performance management.
- That an improved communications strategy is developed.
- That area committees are provided with performance information relevant to the area.
- That contract management efficiencies are sought alongside increased consistency of approach.
- Establishing funding to address problem sites until ownership can be established.

3.26 From 1<sup>st</sup> September 2012 management of the contract passed to Parks and Countryside and work has commenced to restructure the contract team to achieve increased coordination and efficiency from grounds maintenance and weed spraying contracts. It is proposed that officers attending the area committee environment sub groups will provide regular updates on performance and any proposed changes to the contract.

3.27 As a result of the ALMO review currently underway, arrangements regarding the provision of ALMO elements of the contract may change.

## Coordinated Working with Environmental Services

3.28 The Parks & Countryside Service move to the Environments & Neighbourhoods Directorate has given opportunities to improve collaborative working. In particular improvements in horticultural land management, cleansing and more efficient use of resources in regard to;

- Co-ordination of weed spraying activities with the grounds maintenance contract with a consistent approach to monitoring.
- Traffic Management arrangements co-ordinated to minimise costs and disruption of the highway.
- Litter collection in the vicinity of community parks, and as part of normal operations site based gardeners undertake an initial litter pick of the park which is being expanded to include some areas outside the curtilage of the park. Conversely, street cleansing staff now assist with emptying litter bins in parks on a weekend when parks staff are not always present.
- Work is underway to map all maintainable ginnels and establish work requirements to draw up an annual co-ordinated work schedule. Work is already co-ordinated to undertake weed-spraying where the locality team have already cut back vegetation, and removed detritus from the surface of the path.
- Locality Managers have led on consultation and worked with Parks and Countryside on developing proposals around dog control orders in Leeds.
- The Parks and Countryside service has a number of welfare facilities and yard space available in most community parks distributed throughout the city which has provided an opportunity for the locality based teams to use these facilities for staff welfare provision and as operational bases.

## Parks & Countryside Key Performance Indicators

3.29 The following table highlights key performance indicators relevant to the service;

PI Code	Description	2010/11 Actual	2011/12 Actual	2012/13 Target	2013/14 Target
LKI-GFI / CP-PC50 / EM38	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	23%  (Target 23%)	26.2%  (Target 26.2%)	29.4%	32.6%
LKI-PCP 22	Overall user satisfaction with Parks and Countryside (from the user survey)	N/A	N/A	7/10	N/A
New	The percentage of parks and countryside community parks which meet LQP status	33.9%	38.7%  Target (40%)	47.5%	55%

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Close liaison with community and ward members is already in existence, utilising a variety of mechanisms, for example through residents' surveys, multi-agency meetings and community forums. In addition volunteers, Friends of groups and local residents are regularly consulted on local projects with input on design and physical implementation of a wide range of site improvements.

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

4.2.1 This report does not have an impact on equality and diversity. Further information is available on analysis of the residents survey 2009 specifically regarding equality issues on request.

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

4.3.1 The contents of this report set out how the Executive Board requirements can be met by taking a more proactive approach to involve and engage Area Committees in matters relating to community parks.

4.3.2 The information within the report contributes significantly to the sustainable economy and culture city priority plan.

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

4.4.1 The central government's Comprehensive Spending Review has had significant impact on local government budgets and it is anticipated that the budget allocation for Parks and Countryside will continue to be very challenging.

4.4.2 The service undertakes to sustain and develop the services provided to the public and has traditionally used a number of sources of financial support to achieve developments. These include grants from bodies such as Green Leeds Ltd, Sustrans, Natural England, National Lottery funding and developer contributions via section 106 (S106) funds.

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

4.5.1 This report has no legal implications and is not subject to call in. There is no information which is confidential or exempt.

### **4.6 Risk Management**

4.6.1 There are no significant risk management issues contained within the report, its conclusions and recommendations.

## **5 Conclusions**

5.1 Community green space contributes in many ways to the delivery of the Corporate Priority Plan. They provide places for relaxation, escape, exercise and recreation. They bring communities together and make a positive contribution to the local

economy, education, improve public health and well-being, and generally make a better place to live, work and visit.

- 5.2 Improvements to LQP sites, fixed play and playing pitches remain a priority, and there already has been investment made to deliver improvements along with further schemes identified. Issues are being addressed through the Parks and Green Space Strategy along with implementation of the Fixed Play Strategy and Playing Pitch Strategy.
- 5.3 Community engagement remains a key activity for the service with regular correspondence, attendance at meetings and briefings, along with more localised consultation where required. As described at 3.2 options to undertake additional surveys during 2013 are currently being examined to provide an updated dataset for usage and satisfaction.
- 5.4 A programme of activities is planned for which updates and reports can be provided to the Area Committee to help inform, consult and influence community green space management.

## **6 Recommendations**

- 6.1 The Area Committee is requested to note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities in light of the issues raised.

## **7 Background documents**

- 7.1 Area Committee Roles, Outer North East Area Committee, 4<sup>th</sup> July 2011.
- 7.2 Annual Report for Parks and Countryside Service in North East Outer Area Committee, Outer North East Area Committee, 24<sup>th</sup> October 2011.
- 7.3 Parks and Greenspace Strategy, Executive Board, February 2009.
- 7.4 Fixed Play Strategy, Executive Board, September 2002.

## Appendix 1: Detailed Residents Survey Information

### 1.1 Total Number of Annual Visits (Sample Size 103)

	LQP Parks	Other P&C Sites	Total
North East Outer	594,266	976,803	1,571,069

### 1.2 Reasons for Visiting – respondents select their five main reasons (The 24 choices have been grouped in this table)

Reason	Alwoodley POS %	Cranmer Bank Recreation Ground %	Deepdale Recreation %	Lotherton Hall Estate %	Shadwell Lane/Osprey Grove %	Wetherby Ings %	North East Outer Total %
Exercise	50	33	45	83	100	47	<b>61</b>
Play	100	100	95	65	100	53	<b>74</b>
Dog walking	50	77	10	26	0	37	<b>24</b>
Enjoy the surroundings	17	33	10	83	50	32	<b>50</b>
Family outings	83	100	45	100	50	26	<b>62</b>
Relaxation	50	100	80	100	100	63	<b>91</b>
See Wildlife	17	17	5	87	0	16	<b>34</b>
Sport related	17	33	40	9	25	26	<b>21</b>
Other	0	0	5	0	25	5	<b>7</b>
Events	0	17	5	26	25	5	<b>12</b>

### 1.3 Age Profile of Visitors

Site	Age 20 – 39	Age 40 – 59	Age 60+
Alwoodley POS	20%	40%	40%
Cranmer Bank	50%	50%	0%
Deepdale Recreation	43%	38%	19%
Lotherton Hall Estate	26%	52%	22%
Shadwell Lane/Osprey Grove	40%	20%	40%
Wetherby Ings	5%	42%	53%
<b>North East Outer Total</b>	<b>28%</b>	<b>40%</b>	<b>32%</b>

## How visitors get to the parks and how long it takes to get there

### 1.4 Visitors on Foot – Journey Time

Site	% of visitors on foot	Less than 10 mins	10–20 mins	20-30 mins	30+ mins
Alwoodley POS	83%	40%	60%	0%	0%
Cranmer Bank	83%	60%	40%	0%	0%
Deepdale Recreation	83%	46%	33%	21%	0%
Lotherton Hall Estate	4%	0%	100%	0%	0%
Shadwell Lane/Osprey Grove	100%	75%	25%	0%	0%
Wetherby Ings	67%	25%	58%	17%	0%
<b>North East Outer Total</b>	<b>58%</b>	<b>51%</b>	<b>40%</b>	<b>9%</b>	<b>0%</b>

### 1.5 Visitors by Car - Journey Time

Site	% of visitors by car	Less than 10 mins	10–20 mins	20-30 mins
Alwoodley POS	17%	100%	0%	0%
Cranmer Bank	17%	100%	0%	0%
Deepdale Recreation	11%	100%	0%	0%
Lotherton Hall Estate	96%	28%	54%	18%
Shadwell Lane/Osprey Grove	0%	~	~	~
Wetherby Ings	28%	80%	20%	0%
<b>North East Outer Total</b>	<b>38%</b>	<b>50%</b>	<b>40%</b>	<b>10%</b>

### 1.6 How long do visitors stay. (Detailed information on each park is available on request).

Time	Summer Stay		Winter Stay	
	Weekend	Weekday	Weekend	Weekday
Less than 30 Minutes	8%	14%	31%	38%
30 minutes to 1 hour	58%	60%	45%	34%
1 to 2 hours	22%	13%	12%	5%
2 to 4 hours	8%	6%	7%	1%
4 or more hours	2%	0%	0%	0%
Do not visit	1%	7%	5%	21%

**1.7 How often do visitors go. (Detailed information on each park is available on request).**

	<b>Summer</b>	<b>Winter</b>
Every Day	10%	8%
Most Days	13%	9%
Once or Twice a week	38%	22%
Once every two weeks	26%	18%
Once a month	13%	29%
Seldom or never	0%	13%

This page is intentionally left blank





Report author: Steve Carey /  
Steve Hunt  
Tel: 2476009

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

**Report to** Outer North East Area Committee

**Date:** 4 February 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

A number of welfare reforms come into effect from April 2013 which will see:

- Social sector size criteria changes come into effect;
- Reductions in Council Tax Support; and
- The implementation of local welfare schemes following the abolition of elements of the Social Fund

There has been considerable activity to undertaken to ensure that tenants and Council Tax payers are aware of and understand the implications of the changes. Further work will take place in March to provide personalised information of those directly affected as well as providing general guides to elected members on the help that is available to people affected by the changes.

The changes set out above have to be implemented by local councils and are all on track to take effect from April 2013. Other changes due to come into effect from April 2013 have been deferred slightly:

- The Benefit Cap, whereby the Department for Work and Pensions (DWP) will tell Local Authorities which cases to apply the cap to, will now come into effect in 'the summer'
- Personal Independence Payments, which replaces Disability Living Allowance (DLA), will come into effect in June 2013 for new claims with most existing DLA claims not being reviewed until October 2015

## **Recommendations**

The Area Committee is asked to note work done to date by ALMOs and the Council to prepare for the introduction of Welfare Reform changes.

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

- 1.1 The purpose of this report is to update the Outer 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 drivers for the reforms are that people should be better off being in work rather than on benefits and that the overall costs of benefits should be reduced.
- 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 (SSSC)

As from April 2013 this reform introduces changes for ALMO and Housing Association 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.

Collectively the ALMOs and the Council have been making preparations for the implementation of Social Sector Size Criteria (SSSC). The SSSC will have a significant impact in Leeds with over 8,000 households known to be affected in the City. A breakdown of the numbers affected by ward is shown at **appendix 1** along with value of cuts in Housing Benefit by ward.

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. A further data extract was undertaken in November 2012 to identify changes to the numbers affected. Overall, the number had reduced but the extract identifies an additional 880 tenants that would be affected by the changes.

- 3.2 A statement is attached (**appendix 2**) which details 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 Central and Corporate Scrutiny Board has set up a working group to consider the collection and recovery issues arising from this reform and the changes to Council Tax Benefit and will be making recommendations to Executive Board on collection and recovery activity. The terms of reference for the working group are attached at **appendix 3**.

As indicated the ALMOs have been taking steps to ensure that tenants are supported where possible to deal with the changes. A statement setting out issues raised by the ALMOs and activities underway to manage the impacts is attached at **appendix 4**.

### **3.3 Benefit Cap**

The Department for Work and Pensions has written to councils to say that the implementation of the Benefit Cap will be deferred and will 'in the Summer of 2013'. In the meantime, DWP will test the processes for applying the Cap within 4 London Boroughs before rolling out the processes nationally. Although Councils will be required to operate and apply the new rules on the Benefit Cap, the responsibility for identifying families affected by the Benefit Cap lies with the Department for Work and Pensions (DWP). Recent data from DWP suggests 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. Home visits have also been undertaken by Revenues and Benefits and ALMO staff to ensure people affected are made aware of the changes.

### **3.4 Discretionary Housing Payments**

DWP has now notified the council of its Discretionary Housing Payments funding to help deal with the impacts of the Social Sector Size Criteria. In total Leeds will receive £1.92m in Government funding in 13/14 for Discretionary Housing Payments. This is an increase of just over £1m in funding compared to the allocation in 12/13 with the increase intended to recognise the additional pressures caused by the Social sector Size Criteria rules and the Benefit Cap.

In November 2012, the Executive Board approved a policy for the award of Discretionary Housing Payments that prioritises awards to:

- People with disabilities living in significantly adapted accommodation;
- Foster carers and kinship carers;
- People requiring additional rooms to accommodate access to children arrangements;
- Pregnant women taking in a new tenancy that takes account of the expected birth.

Awards will be administered by Revenues and Benefits with applications in relation to Social Sector Size Criteria requiring ALMO validation around housing need and availability of alternative accommodation in the area. This is expected to help ensure that funding is targeted to those priority cases with few options to deal with the change.

### **3.5 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. The Government has confirmed that the funding for the 13/14 Leeds scheme will be £49.2m which

represents a £5.2m reduction in funding compared to 12/13 Council Tax Benefit projected costs of £54.4m

Council met in January 2013 to approve a local scheme of Council Tax Support that sees:

- The Council and precepting authorities putting additional funding into the local scheme to protect certain vulnerable groups from reductions in support. The groups to be protected are: lone parents with children u5, carers, people getting the severe or enhanced disability premium and people in receipt of Armed Forces Compensation Payments (war pensioners and war widows);
- Council Tax support for the remaining working age customers reduced by 19%.

Appendix 1 also shows the impact of the change at ward level. The collection issues arising from the local scheme are also being considered as part of the Scrutiny Board Working Group review.

### **3.6 Local Welfare Scheme**

Leeds will receive £2.8m scheme funding in both 13/14 and 14/15 to run a local welfare scheme. The funding has been devolved to local councils as a result of the abolition of Community Care Grants (CCG) and Crisis Loans for Living Expenses (CL). The funding represents the amount that was spent on CCGs and CLs by Jobcentre plus in 11/12.

At its November meeting, Executive Board approved a scheme design for local welfare provision in Leeds that aims to:

- support people to return or remain in the community without the need for extra care;
- support the most vulnerable in urgent situations through signposting to the most appropriate support services or through provision of goods
- engage individuals with appropriate support services where needed to prevent repeat applications and develop resilience
- support the most vulnerable in a holistic way that will have a positive effect and minimise cash payments.

As well as providing direct support, the report also received approval for scheme funding to be spent on developing initiatives that would help with addressing future demand and supporting a more sustainable scheme in the event of change to funding. This includes initiatives aimed at increasing provision of debt and benefit advice, promoting financial inclusion primarily through Leeds City Credit Union, supporting the Furniture re-use network and supporting Third Sector organisations.

A brief consultation exercise is underway with all elected members and a further report will be presented to Executive Board in March 2013 setting out the full scope of the scheme and more detailed eligibility criteria for consideration.

### 3.7 **Universal Credit**

Implementation is planned from October 2013 but there are indications that this timetable may slip.

- The 'Pathfinder' planned for April 2013 will go ahead at the end of April but will now deal only with the more straightforward single Jobseekers Allowance claimants who are not homeowners, have no children and who already have bank accounts;
- The national roll out from October 2013 is now more likely to be a geographical or sector roll out with further details to follow about the planned migration of Housing Benefit cases to Universal Credit.

DWP are expected to issue a statement at the end of January 2013 with the details of the roll out intentions. At the same time DWP are also due to issue a statement about the way face-to-face services will be commissioned for Universal Credit. It is recognised by DWP that some people will need help to access Universal Credit online and with budgeting requirements. The commissioned face-to-face service is intended to provide that support. Local Authorities are expected to be the lead agencies in providing this support.

### 3.8 **Communicating the changes**

Each year in March, Revenues and Benefits is required to issue Council tax bills and Benefit Notifications to all its customers informing them of their new Council tax liability and, where appropriate, their new Housing Benefit and Council Tax Benefit entitlement. This results in over 330,000 Council Tax bills being issued and around 85,000 benefit notification letters being issued.

This year the intention is to include targeted information to those affected by the SSSC changes and Council Tax Support changes so that they:

- a) Understand why their benefit has changed;
- b) Understand the importance of paying their rent and Council Tax;
- c) Are encouraged to open bank accounts, particularly through the promotion of Leeds City Credit Union; and
- d) Know who to contact and where to go for additional support.

The information is currently being developed by Revenues and Benefits working closely with ALMOs, Housing Associations and Customer Services.

It is also intended to provide a 'guide' sheet for all elected members giving a synopsis of the changes and providing details of where people can go for help. This will also include details of the Local Welfare Scheme that will replace elements of the Social Fund (see below).

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.

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  
11 January - Osmonthorpe

Further Roadshows are being planned

## **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 The Area Committee is asked to note work done to date by ALMOs and the Council to prepare for the introduction of Welfare Reform changes.

## **7 Background documents**



Ward Name	Number Of Claims Affected By Ward			Annual Decrease In Housing Benefit By Ward			Total Benefit Loss
	Under-occupancy: ALMOs	Under-occupancy: Hsg Assoc	Council Tax Support	Under-occupancy: ALMOs	Under-occupancy: Hsg Assoc	Council Tax Support	
Adel and Wharfedale	38	2	356	£ 26,333.81	£ 1,610.92	£ 48,138.23	£ 76,082.95
Alwoodley	140	40	674	£ 75,513.41	£ 33,194.41	£ 93,182.43	£ 201,890.25
Ardsley and Robin Hood	67	21	511	£ 40,308.36	£ 13,322.37	£ 68,393.90	£ 122,024.63
Armley	397	100	2030	£ 210,792.80	£ 82,457.81	£ 258,491.33	£ 551,741.94
Beeston and Holbeck	297	31	1729	£ 159,029.69	£ 21,525.80	£ 223,290.37	£ 403,845.85
Bramley and Stanningley	341	15	1325	£ 204,453.93	£ 10,917.76	£ 170,454.90	£ 385,826.59
Burmantofts and Richmond Hill	646	141	2761	£ 341,550.13	£ 106,575.92	£ 346,989.95	£ 795,116.01
Calverley and Farsley	63	6	445	£ 38,932.92	£ 6,049.15	£ 62,237.58	£ 107,219.64
Chapel Allerton	358	176	1642	£ 216,858.80	£ 136,752.40	£ 212,123.30	£ 565,734.51
City and Hunslet	215	129	2035	£ 127,574.57	£ 97,408.41	£ 259,764.17	£ 484,747.15
Cross Gates and Whinmoor	152	22	839	£ 94,779.02	£ 15,806.74	£ 109,091.50	£ 219,677.26
Farnley and Wortley	306	7	1174	£ 173,390.30	£ 5,683.00	£ 150,278.26	£ 329,351.55
Garforth and Swillington	68	3	319	£ 40,105.80	£ 1,679.28	£ 43,708.92	£ 85,494.00
Gipton and Harehills	383	158	2853	£ 224,905.51	£ 114,937.22	£ 361,187.21	£ 701,029.94
Guiselley and Rawdon	53	4	329	£ 31,864.41	£ 2,477.38	£ 43,972.82	£ 78,314.61
Harewood	25		165	£ 17,018.68		£ 26,686.18	£ 43,704.85
Headingley	20	31	443	£ 12,898.15	£ 22,823.20	£ 50,067.99	£ 85,789.33
Horsforth	105	6	360	£ 60,243.68	£ 4,162.92	£ 50,508.24	£ 114,914.84
Hyde Park and Woodhouse	316	180	1605	£ 169,677.55	£ 146,985.94	£ 201,009.59	£ 517,673.08
Killingbeck and Seacroft	632	78	1848	£ 382,430.01	£ 54,397.96	£ 235,569.24	£ 672,397.20
Kippax and Methley	100	9	477	£ 66,430.36	£ 5,567.31	£ 65,207.31	£ 137,204.98
Kirkstall	364	27	1225	£ 215,846.92	£ 19,338.69	£ 154,303.67	£ 389,489.27
Middleton Park	496	116	1906	£ 292,334.22	£ 82,314.19	£ 244,906.13	£ 619,554.54
Moortown	53	83	571	£ 30,432.23	£ 71,330.94	£ 78,210.87	£ 179,974.04
Morley North	75	4	545	£ 41,717.31	£ 2,977.68	£ 71,132.84	£ 115,827.83
Morley South	134	4	744	£ 71,319.01	£ 2,614.61	£ 96,891.97	£ 170,825.60
Otley and Yeadon	80	23	535	£ 48,262.62	£ 16,323.94	£ 72,526.71	£ 137,113.28
Pudsey	139	22	694	£ 82,106.35	£ 18,459.76	£ 93,669.81	£ 194,235.91

Rothwell	157	31	528	£ 95,572.34	£ 22,885.81	£ 69,612.21	£ 188,070.36
Roundhay	66	37	611	£ 35,927.66	£ 29,123.24	£ 86,338.75	£ 151,389.65
Temple Newsam	261	47	921	£ 160,570.16	£ 35,072.99	£ 119,062.50	£ 314,705.64
Weetwood	146	17	691	£ 79,676.82	£ 11,826.51	£ 91,074.83	£ 182,578.15
Wetherby	55	7	233	£ 33,893.20	£ 4,311.58	£ 32,794.59	£ 70,999.37
<b>Grand Total</b>	<b>6748</b>	<b>1577</b>	<b>33124</b>	<b>£ 3,902,750.73</b>	<b>£ 1,200,915.83</b>	<b>£ 4,290,878.27</b>	<b>£9,394,544.82</b>

Appendix 2 - **Welfare Reform Strategy Board - 16<sup>th</sup> January 2013**  
**Social Sector Size Criteria - Update on Contacts/Visits Undertake to Date**

	ENEHL	%	WNWHL	%	AVHL	%	BITMO	%	CITY	%
Original Number of tenants Affected	2775		2503		1665		238		7181	
Completed Visits	2333	84%			889	43%	163	68.5%		
Tenants no longer Affected per LBS list 26/10/12	477	17%	433	17%	350	21%	47	20%	1307	
Number already visited from LBS list of 26/10/12	267		121		141		11		540	
Revised Total	2298		2070		1315		191		5874	
Completed Visits / Contacts	2107	91.7%	1648	77%	995	76%	152	79.6%	5060	86%
No response to contacts	191	8.3%	20	1.2%	320	24%	13	6.8%	544	9%
Family Size Dispute	197	9.3%	216	13%	78	8%	30	19.7%	521	10%
Property Size Dispute	106	5%	47	3%	60	6%	15	9.9%	228	5%
Transfer Requested * see below	351	16.8%	307	19%	183	20%	41	27%	882	17%
Cover Shortfall from Income / Benefits	1480	70.2%	386	23%	33	3%	121	79.6%	2020	40%
Seek Employment	648	30.8%	505	30%	88	9%	32	21.1%	1273	25%
Plan to move to other tenure	13	0.6%	167	10%	33	3%	3	2%	216	4%
Seek Lodger	73	3.5%	65	4%	39	4%	9	5.9%	186	4%
Foster Carers	12	0.6%	20	1.2%	28	3%	2	1.3%	62	1%
In adapted Properties	73	3.5%	133	8%	95	10%	26	17.1%	327	6%
Access to Children or Applying	94	4.5%	29	19%	35	3%	3	2%	161	3%
Tenants considered High Risk	995	47.2%	112	7%	250	25%	NA		1357	27%
* Bedroom Requirements of those requesting a transfer										
1 Bedroom	196	56%	205	67%	122	66%	18	43.9%	541	
2 Bedrooms	119	34%	88	29%	57	30%	17	41.46%	281	
3 Bedrooms	30	9%	13	4%	4	2%	4	12.5%	51	
4 Bedrooms	6	1%	1	0.3%	0	0%	2	9.8%	9	
5 Bedrooms	0		0	0	0	0%	0	0		

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

## 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 %
Original Number of tenants Affected	2775									
Completed Visits	2425	87.4%								
Tenants no longer Affected per LBS list 26/10/12	477	17%								
Number already visited from LBS list of 26/10/12	267									
Revised Total	2298		436	19%	1456	63%	184	8%	222	10%
Completed Visits / Contacts	2107	91.7%	385	88%	1357	93%	161	88%	204	92%
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.

## **Appendix 3 - SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)**

### **WELFARE BENEFIT CHANGES – MANAGING THE IMPLICATIONS OF ‘UNDER OCCUPANCY’ AND COUNCIL TAX CHANGES IN COUNCIL OR HOUSING ASSOCIATION PROPERTIES**

#### **TERMS OF REFERENCE**

##### **1.0 Introduction**

1.1 From April 2013 the amount of Housing Benefit paid to working age tenants in Council or RSL properties will be reduced where they have more bedrooms than the family needs. Also Council Tax Benefit is abolished from April 2013 to be replaced by local schemes of Council Tax Support. On 12<sup>th</sup> December 2013 Executive Board approved for submission to Full Council a scheme which means that working age recipients face a reduction of 19%

##### **2.0 Scope of the inquiry**

2.1 The purpose of this review is to consider the likely effects of these benefit changes on *those people deemed to be living in property with more bedrooms than they need* and to make an assessment of and, where appropriate, make recommendations on the following areas:

- How the Council responds to those tenants who fall into financial arrears due to the changes
- The consequences of the Council’s approach to the management of financial arrears on other Council policies, for example the Lettings policy and tenant strategy
- The consequences of the Council’s approach to the management of financial arrears on the potential rise in homelessness and the reduction in accommodation available for the most vulnerable
- The consequences of the Council’s approach to the management of financial arrears on the finances of the Council and major precepting authorities and the implications for the Housing Revenue Account
- local measures to deal with the potential consequences of the reforms, such as the encouragement of sound financial management through information, advice and education

##### **3.0 Comments of the relevant Director and Executive Member**

3.1 In line with Scrutiny Board Procedure Rule 12.1 where a Scrutiny Board undertakes an Inquiry the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference. (to be done)

##### **4.0 Timetable for the inquiry**

4.1 The Inquiry will take place over a number of sessions and will be conducted by a working group.

4.2 The length of the Inquiry is subject to change. It is anticipated that a final report will be produced January 2013.

## **5.0 Submission of evidence**

### **5.1 Session one – December 2012**

- To understand the size of the cohort within scope of the inquiry
- To understand the financial challenges faced by those in 'under occupancy.' and any predictions/projections on the likely consequences of the reforms
- To understand the discretionary powers available to the Council to assist tenants.
- To understand any statutory constraints
- To understand current recovery procedures/policy

### **5.2 Session two – January 2013**

- To look at best practice in other Core Cities
- To consider policy options
- To consider local measures to deal with the potential consequences of the reforms, such as the encouragement of sound financial management through information, advice and education

### **5.3 Session three – Full Board 21<sup>st</sup> January 2013**

- To consider the draft recommendations arising from the review and to agree the Board's final report.

## **6.0 Witnesses**

6.1 The following witnesses have been identified as possible contributors to the Inquiry: **(order to be determined)**

Cllr B Atha – Executive lead  
Steve Carey – Chief Benefits and Revenues officer  
Jill Wildman – Director of Housing, East NE Homes  
Paul Broughton – Chief Customer Access Officer

Officers who are involved in recovery  
Liz Cook – Housing Services  
Dave Levitt – Recovery Manager, Revenues and Benefits  
RSL rep  
Rep of a tenants group?  
CAB rep?

Mike Woods – Principal Finance Manager, Financial Development

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

- 7.1 The Equality Improvement Priorities 2011 to 2015 have been developed to ensure our legal duties are met under the Equality Act 2010. The priorities will help the council to achieve its ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.
- 7.2 Equality and diversity will be a consideration throughout the Scrutiny Inquiry and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.
- 7.3 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to inform recommendations.
- 7.4 Where an impact has been identified this will be reflected in the final inquiry report, post inquiry. Where a Scrutiny Board recommendation is agreed the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity, conducting impact assessments where it is deemed appropriate.

## **8.0 Post inquiry report monitoring arrangements**

- 8.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.
- 8.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

## **9.0 Measures of success**

- 9.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

## Appendix 4 – Issues and activities arising from ALMOs

1. 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.

2. 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 other partners and voluntary groups to ensure they are fully prepared for direct approaches made to their organisations.

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.

This page is intentionally left blank

**Report of East North East Area Leader**

**Report to Outer North East Area Committee**

**Date: 4<sup>th</sup> February 2013**

**Subject: Business Plan priorities**

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

**Summary of main issues**

1. This report sets out the draft priorities for the Area Committee business plan for 2013/14 together with details of how the priorities and associated actions are prepared.

**Recommendations**

2. That members agree the area committee priorities for 2013/14.

**1 Purpose of this report**

- 1.1 This report sets out the draft priorities for the Outer North East Area Committee which form part of the Area Committee's Business plan.

**2 Background information**

- 2.1 At the June 2011 Area Committee meeting the Delegated Roles and Functions of the Area Committee were presented.
- 2.2 Subsequently an Area Committee Business Plan has been developed which takes the forward work programme a stage further and sets out in more detail the work of the Area Committee and replaces the Area Delivery Plan.

2.3 The Business Plan includes the priorities for the Area Committee which are agreed on an annual basis.

### **3 Business Plan 2013**

- 3.1 The priorities for the Area Committee provided a local interpretation on the City Priority Plan 2011 - 2015 which supports the long term vision for Leeds to be locally and internationally recognised as the best city in the UK.
- 3.2 The priorities are prepared in consultation with ward members, officers from the council and partner agencies, town and parish councils, local residents and voluntary and community groups. It is informed by community engagement activity and partnership working which is taking place in the Outer North East area which is detailed below.
- 3.3 Subject to the Area Committee's agreement, the area officer will undertake consultation with partner agencies and organisations to assess how what actions will be taken during in 2013/14 which support these priorities. The priorities are attached as appendix A to this report.
- 3.4 Alwoodley Cluster of Schools and Elmet Partnership of Schools have developed priorities for action in their area of benefit and these are reflected in the business plan. In addition to school staff, membership of the cluster leadership groups also includes representatives from Leeds City Council, West Yorkshire Police and the voluntary sector.
- 3.5 Tasking meetings take place six weekly for the two Neighbourhood Policing Teams covering this area – Harewood and Wetherby and Roundhay, Alwoodley, Moortown. They are attended by representatives from the council, West Yorkshire Police, East North East Leeds Homes and Aire Valley Homes. Those officers attending work closely with the local communities they serve and have a good knowledge and understanding of the area and its issues.
- 3.6 West Yorkshire Police run PACT meetings (police and communities together) which offer the public the opportunity to raise issues of concern with their neighbourhood policing team. In the Harewood and Wetherby NPT area, these are run in conjunction with Town and Parish Council meetings.
- 3.7 Meetings with ward members take place on a regular basis which offer the opportunity to discuss issues concerning local communities; Depending on the issues being discussed these meetings may involve officers from the council, partner agencies, and representatives from the community.
- 3.8 Wetherby & Harewood Town and parish council forum meetings are held four times per year to enable Town and Parish Councillors to come together to discuss mutual issues of concern and interest. Agenda items over the past year have localism, environmental issues, grounds maintenance, policing Issues, local bus services, sport and active lifestyles, highways, home security, and derelict buildings. A report is provided to this area committee after each forum meeting.

3.9 Moor Allerton Partnership (MAP) includes representatives of organisations and agencies working in the Moor Allerton priority neighbourhood, including Leeds City Council, West Yorkshire Police, East North East Leeds Homes, Groundwork, Northcall, MAECare, and Leeds Jewish Housing Association. An action plan has been developed for MAP which is structured under the themes of the Area Delivery Plan and includes practical actions for the neighbourhoods within MAP which are being delivered through partnership working.

#### 4 Neighbourhood Index

4.1 The Neighbourhood Index is an enhanced area profiling system which provides the Council and its partners with a robust evidence base by which to plan service interventions and to guide resources into the area of greatest need. It has been produced by the Council with the support of its partner organisations. The Index is grouped into seven domains: Economic Activity, Low Income, Education, Health, Community Safety, Environment, and Housing.

4.2 The neighbourhoods are defined using Middle Super Output Areas (MSOAs); a range of data is easily available for these boundaries, and they meet government guidelines that a neighbourhood should contain between 5000 – 10,000 people. There are 108 MSOAs in Leeds, with an average population of 7000.

4.3 The Outer North East area covers nine MSOAs which are listed in the table below in order of ranking. The higher the ranking, the more successful the neighbourhood in terms of the seven domains. The three previous years rankings are included for comparison.

Ref No.	Area	2009	2010	2011	2012
E02002330	Wetherby West	107	108	107	107
E02002331	Wetherby East/Thorp Arch/Walton	80	76	79	81
E02002359	Aberford/Barwick/Lotherton/Thorner	93	94	97	94
E02002334	Bramham/Boston Spa/Clifford	96	93	90	97
E02002335	Bardsey/East Keswick/Collingham/Linton/Harewood	103	103	106	103
E02002341	Alwoodley West	102	104	103	104
E02002344	Alwoodley East	92	90	91	92
E02002351	Scarcroft/Scholes/Shadwell	101	97	102	100
E02002347	Moor Allerton	33	33	36	35

4.4 With the exception of Moor Allerton, the rankings are high, and the scores for the individual domains are higher than average for the city. For Moor Allerton the scores for the domains are close to the city average, apart from the Economic Activity and Low Income domains which are much lower than the city averages.

4.5 The Neighbourhood Index has been developed as a means of using small area data to increase the understanding of some of the key issues that impact on communities and neighbourhoods.

4.6 The concerns around economic activity and low income in the Moor Allerton area will continue to be addressed through the Moor Allerton Partnership. The Partnership is

aiming to improve the amount of advice and information which is available for local people who need support in accessing education, training and jobs.

- 4.7 A full copy of the Neighbourhood Index information for the Outer North East area is available from the author of this report or from the [West Yorkshire Observatory website](#).

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

- 5.1.1 Community engagement planning and actions are included in the Area Committee business plan to ensure that community engagement is embedded and recognised in all aspects of the Area Committee work.

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

- 5.2.1 The priorities identified in the Area Committee business plan are developed with consultation with the local community and aimed at addressing the inequalities within the area.

### **5.3 Council Policies and City Priorities**

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

### **5.4 Resources and Value for Money**

- 5.4.1 As outlined in the Function Schedule, the Well-being budget delegated by Executive Board is used to finance projects which meet the priorities for the Area Committee. Members of the Area Committee are keen that wherever possible the use of well-being brings in additional match funding to the area.

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

- 5.5.1 All decisions taken by the Area Committee in relation to the delegated functions from the Executive Board are eligible for Call In.
- 5.5.2 There are no key or major decisions included in this report.
- 5.5.3 There are no legal implications relating to this report.

### **5.6 Risk Management**

- 5.6.1 Not applicable under this section.

## **6 Conclusions**

- 6.1 The Area Committee requires a document to set out the key priorities for the year that, links to city wide policies and provides a framework for the spend of the Wellbeing Budget.

- 6.2 The new business plan supports and contributes to changes already being put in place to the planning framework at a city wide level and continue to illustrate how the Area Support Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.
- 6.3 The new business plan is another step forward in the increasing role and influence of the Area Committee but further work is needed to strengthen the performance monitoring information available at area level.
- 6.4 The area committee priorities for 2013/14 are attached at appendix A.

## **7 Recommendations**

- 7.1 That members agree the area committee priorities for 2013/14.

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

- 8.1 Area Committee Roles and Functions 2011/12
- 8.2 Neighbourhood Index 2012, available at: <http://www.westyorkshireobservatory.org/>

---

<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.

This page is intentionally left blank



## Outer North East Area Committee, Draft priorities 2013

<b>Best city...health and wellbeing</b>	<p>Support voluntary organisations providing services for vulnerable people;</p> <p>Support people to live safely in their own homes through promotion of home security checks, fire safety checks and other relevant schemes;</p> <p>Encourage healthy and active lifestyles for all ages through supporting and promoting advice sessions and activities;</p>
<b>Best city...business</b>	<p>Improve the opportunities for local people seeking work through offering local advice sessions;</p> <p>Link up with local businesses to encourage their support for local communities;</p> <p>Encourage people to broaden their horizons and develop new skills by promoting volunteering opportunities;</p> <p>Encourage shoppers and visitors to the historic market town of Wetherby by promoting the town and improving car parking;</p>
<b>Best city...children and young people</b>	<p>Reduce the numbers of young people at risk of becoming NEET (not in education, employment or training) through providing appropriate advice and guidance in learning, training and employment;</p> <p>Improve children's behaviour, school attendance and academic results through the provision of support and activities for children, young people and their families;</p>
<b>Best city...for communities</b>	<p>Provide support to local organisations to enable them to offer a range of sports, arts and leisure activities for local people;</p> <p>Reduce crime and anti-social behaviour levels through a partnership approach to problem solving and information sharing;</p> <p>Work in partnership with the local community to sustain a clean and tidy streetscape and high quality public green spaces that the whole community can enjoy and take pride in;</p> <p>Provide regular support for town and parish councils through servicing the quarterly forums, and providing information on activities and funding;</p>
<b>Best city...to live</b>	<p>Support local communities in the development of Neighbourhood Development plans which meet the requirements set out by the government and Leeds City Council;</p>

This page is intentionally left blank

**Report of East North East Area Leader**

**Report to Outer North East Area Committee**

**Date: 4 February 2013**

**Subject: Well-being Fund Budgets**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Alwoodley, Harewood, Wetherby	<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 capital and revenue budget for the Outer North East.
2. Applications made for funding are included in the report for member's consideration.

**Recommendations**

3. Members are asked to:
  - Note the spend to date and current balances for the 201/13 financial year;
  - Consider the following project proposals and approve where appropriate the amount of grant to be awarded:

MAECare	Partnership and Wellbeing for older people	£15375
East North East Homes Leeds	Moss Syke verge improvements	£5000

**3 Purpose of this Report**

- 3.2 The report provides members with an update on the current position of the revenue Well-being Funding for the Area Committee and sets out applications made for consideration by the Area Committee.

#### **4 Background Information**

- 2.1 Each of the ten Area Committees receive an annual allocation of revenue funding to commission projects and offer grants to organisations in the local area. The amount of funding for each Area Committee is determined by a formula based on 50% population and 50% deprivation in each area, as agreed by the Council's Executive Board. The Area Committees also have the balance of any revenue Well-being budget which was allocated to them in previous years.
- 3.2 Alongside the Well-being budget, ward councillors have access to other sources of local funding, such as Section 106, Ward Based Initiatives (WBI), Members Improvement in the Community and Environment (MICE). The use of this funding is discussed at ward member meetings as appropriate.

### **3. REVENUE PROJECTS**

#### **3.1 Well-being Revenue – available funding for the current financial year**

The allocation to individual Area Committees is calculated using a formula based on 50% deprivation and 50% population. The Outer North East allocation for 2012/13 is £112,000.

The Outer North East Area Committee manages its allocation by proportioning the amount between the three wards based on population. For the 2011/12 allocation, the split between wards is:

- Alwoodley: £41,664 (based on pop. = 37.2%)
- Harewood: £33,712 (based on pop. = 30.1%)
- Wetherby: £36,624 (based on pop. = 32.7%).

The current revenue financial position of the Area Committee is shown in Appendix 1. The format, in which this information is presented, has been approved by the Area Committee to list clearly the schemes approved (i.e. committed) in 2011/12 and which are still to be paid for in 2012/13.

The funding is used to support the priorities in the Area Committee Business Plan as agreed by the Area Committee in March 2012. Updates on spending and projects funded will be reported to the Area Committee on a regular basis.

#### **3.2 New schemes for consideration**

- 3.2.1 In considering these applications members are asked to take into account timescales for the projects. If projects are continuing after 31 March 2013, members are asked to decide if the appropriate proportion of the grant should be set aside from the 2012/13 budget and carried forward, or be drawn from

the 2013/14 budget. This is of course subject to confirmation of the wellbeing budget for 2013/14.

- 3.2.2 **Project:** Partnership and Wellbeing for older people  
**Organisation:** Moor Allerton Elderly Care  
**Amount:** £15375  
**Ward:** Alwoodley, Harewood

The aim of this project is to improve the quality of life for older people by continuing to improve partnership working in the area. The grant will be used to support the work of a partnership co-ordinator whose role will be to:

- Maintain and strengthen links with key organisations in the area to support older people to be involved in the community, keep healthy, and reduce social isolation.
- Support older people who want to be volunteers in the community;
- Develop the idea of a dementia friendly community through building links with local organisations, and providing information to raise awareness.

The project has also been submitted to the Inner North East Area Committee as it covers Moortown.

The main outputs of the project will be to:

Consolidate volunteering work with Allerton Church of England, Wigton Moor and Shadwell Primary School;

Participation of a number of members in partnership schemes - working with East North East homes to reduce social isolation and working with Leeds Jewish Welfare Board to support volunteering;

Closer working with GPs, district nurses and other health services;

Involvement of older people in giving their voice to Leeds Community Health Care trust;

Joint activities and events to promote dementia friendly communities including working with parish councils, businesses, local councillors and other local groups;

Promoting improved health of older people by providing health information through a healthy living day;

**Community Charter Priority:** Supporting Moor Allerton Partnership;  
Promoting healthy lifestyles;

- 3.2.5 **Project:** Verge Improvements, Moss Syke  
**Organisation:** East North East Homes Leeds  
**Amount:** £5,000  
**Ward:** Harewood

Moss Syke in Scarcroft is a narrow cul de sac with limited parking. Local residents and their visitors park on the grass verges which are constantly churned up and muddy, or they park on the road leading in which creates access problems.

The purpose of this project is to remove the grassed areas in front of the properties and create car parking facilities.

The estimated total cost for the scheme from the Council's highways department is £25,000, it is anticipated that this can create between 10 and 12 spaces. The ENEHL Area Panel have agreed to contribute up to £20,000, but have asked for some alternative quotes to try and reduce costs.

This scheme can be completed by March 2013.

**Community Charter Priority:** Improving the Environment

### 3.4 Small grants and skips

3.4.1 Each of the wards has a pot set aside for community groups to apply into for small grants and skips. The following small grants have been agreed for this financial year.

3.4.2

Organisation / Department	Project	Total Project Cost	Grant Approved
West Yorkshire Fire Service	Operation Firefly – a scheme to highlight the location of vulnerable members of the community within their homes to Fire Fighters in the event of a fire	500.00	500.00
Festival of Sport	Fun family sports day at Allerton High School	1,000.00	500.00
Alwoodley in Bloom	Replacement wall for King Lane shops plus planting and adjacent landscaping	648.20	500.00
Scholes in Bloom	Plants for 110 hanging baskets	1,650.00	500.00
Bramham Community Action Group	Bramham Gala – provision of tables chairs and toilets	752.27	500.00
Thorp Arch Village Society	Bulb planting	100.00	100.00

3.4.3 Appendix 2 provides details of the remaining balances for the small grants and skips pots, plus the other pots of funding which were set aside, Treetops Community Centre, and Community Engagement/Localism.

## 4. Well-being Capital Funding 2012/13

4.1 There is no new capital Well-being allocation in 2012/13. The Outer North East capital programme is now at an end.

## 5 Corporate Considerations

### 5.1 Consultation and Engagement

5.1.1 Area Committees now have an enhanced role in Community Engagement and have responsibility for overseeing and monitoring the work of the Area Support Team in relation to local engagement activities. The priorities in the Area Committee business plan which the wellbeing supports are arrived at through consultation with ward members and the local communities they serve.

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

5.2.1 Well-being Funding is used to ensure that inequalities within the local area are addressed through local projects and schemes. All projects funded by Well-being monies must demonstrate:

- Equality and diversity issues have been considered in the planning of the project,
- How equality and diversity issues have shaped the project delivery;
- The impact of the project will be on different groups;
- How the project will promote good community relations between different groups and how barriers that might prevent their involvement will be overcome.

## **5.3 Council Policies and City Priorities**

5.3.1 Well-being funding is used to support the priorities set out in the Outer North East Area Business Plan which supports the Vision for Leeds.

## **5.4 Resources and Value for Money**

5.4.1 Spending and monitoring of the Well-being budget is administered by the Area Support Team in accordance with the decisions made by this Area Committee.

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

5.5.1 The Area Committee has delegated responsibility for taking of decisions and monitoring of activity relating to utilisation of capital and revenue Well-being budgets within the framework of the Council's Constitution (Part 3, Section 3D) and in accordance with the Local Government Act 2000.

5.5.2 There is no exempt or confidential information in this report.

5.5.3 Decisions on Well-being funding are delegated to the Area Committee from the Council's Executive Board therefore they are subject to call in.

## **5.6 Risk Management**

5.6.1 All Well-being funded projects must demonstrate that they have identified any potential risks for the project and what action would/will take to avoid or minimise them. Details of the risk assessments individual projects are available from the author of this report.

## **6. Conclusions**

6.1 The Well-being fund provides financial support for projects in the Outer North East area which help to deliver the priorities of the Area Committee business plan.

## 7. Recommendations

7.1 Members are asked to:

- Note the spend to date and current balances for the 2012/13 financial year;
- Consider the following project proposals and approve where appropriate the amount of grant to be awarded:

MAECare	Partnership and Wellbeing for older people	£15375
East North East Homes Leeds	Moss Syke verge improvements	£5000

## 8. Background documents<sup>1</sup>

8.1 Area Committee Roles and Functions 2011/12

8.2 Report to Executive Board, 11 February 2011, Revenue Budget 2011/12 and Capital Programme.

---

<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.



Funding / Spend Items	Alwoodley	Harewood	Wetherby	Total
Balance b/f 2011-12	22,968.90	30,699.00	49,179.77	102,847.67
Schemes Approved from 2011-12 budget to be spent in 2012-13	10,170.29	14,100.00	24,765.00	49,035.29
Amount of b/f budget available for new schemes 2012-13	12,798.61	16,599.00	24,414.77	53,812.38
New Allocation for 2012-13	41,664.00	33,712.00	36,624.00	112,000.00
Total available for new schemes in 2012-13	54,462.61	50,311.00	61,038.77	165,812.38

2011-12 Schemes to be paid for in 2012-13				
Open House Moving Again - Underspend	- 1,000.00	-	-	- 1,000.00
Wetherby Site Based Gardener (Mar 11)	-	-	19,900.00	19,900.00
Shadwell Conservation Area Review (Oct 11)	-	6,000.00	-	6,000.00
Wetherby Road Plantation (Apr 11)	-	-	1,000.00	1,000.00
Scholes Parking Restrictions (LCC Highways)	-	3,000.00	-	3,000.00
MAECare - Promoting Partnerships	133.00	2,000.00	-	2,133.00
Northcall (Quarter 4)	2,500.00	-	-	2,500.00
St Barnabas Central Heating	5,000.00	-	-	5,000.00
Tree Tops and Open House Community Centre Pot	1,700.00	-	-	1,700.00
Farm Watch	-	3,000.00	3,000.00	6,000.00
Slaid Hill in Bloom - Troughs, Tools and Trugs	925.09	-	-	925.09
Grit Bin Refills	912.20	-	-	912.20
Boston Spa Youth Group	-	-	800.00	800.00
Localism Officer - Consultation Pot	-	100.00	65.00	165.00
<b>Total of schemes approved in 2011-12</b>	<b>10,170.29</b>	<b>14,100.00</b>	<b>24,765.00</b>	<b>49,035.29</b>

Approved 2012-13 Schemes				
Small Grants	3,000.00	3,000.00	3,000.00	9,000.00
Skips	1,000.00	1,000.00	1,000.00	3,000.00
Community Engagement	200.00	250.00	250.00	700.00
North Call	13,000.00	-	-	13,000.00
MAECare - Promoting Partnerships	1,000.00	423.00	-	1,423.00
High Ash Drive Allotments	5,485.00	-	-	5,485.00
Golden Acre Park Car Park Improvements	1,000.00	-	-	1,000.00
WISE Memory Cafes, socials and carers Support	-	500.00	1,200.00	1,700.00
Barleyfields Radio Project	-	-	1,000.00	1,000.00
Aberford COE School Playground Project	-	1,000.00	-	1,000.00
Localism Officer	-	19,000.00	19,000.00	38,000.00
Alderton Place Allotments	500.00	-	-	500.00
Great North Road Logs	-	200.00	-	200.00
Safer Leeds Trembler Alarms	487.50	-	-	487.50
Aberford Jubilee Field	-	7,000.00	-	7,000.00
Treetops Community Centre Pot	1,250.00	-	-	1,250.00
WYP Off Road Motor Cycles	170.00	-	-	170.00
Moor Allerton Care Line Dancing&Music Therapy	500.00	-	-	500.00
Grange Park Sports Club - New Clubhouse	-	2,000.00	5,000.00	7,000.00
Wetherby Community Annual Events	-	-	3,000.00	3,000.00
Open House Pot	1,000.00	-	-	1,000.00
Shadwell Recreation Centre internal refurbishment	-	2,000.00	-	2,000.00
Elliker Fields Community Land Purchase Project	-	1,000.00	-	1,000.00
Shadwell Library Repair & Refurbishment	-	5,000.00	-	5,000.00
Wetherby & Harewood Farmwatch Patrol	-	3,000.00	3,000.00	6,000.00
Wetherby & Harewood NPT Winter Crime reduction plan	-	-	2,000.00	2,000.00
Alwoodley Grit Bins	1,514.74	-	-	1,514.74
Alwoodley Community Association storage facilities extension	10,000.00	-	-	10,000.00
Slaid Hill in Bloom Environmentally Friendly Planting	1,419.00	-	-	1,419.00
Wetherby & District Development Fund	-	-	20,000.00	20,000.00

<b>Total Projected Spend 2012-13 New Schemes</b>	<b>41,526.24</b>	<b>45,373.00</b>	<b>58,450.00</b>	<b>145,349.24</b>
<b>Budget for 2012-13</b>	<b>54,462.61</b>	<b>50,311.00</b>	<b>61,038.77</b>	<b>165,812.38</b>
<b>Remaining Budget Unallocated</b>	<b>12,936.37</b>	<b>4,938.00</b>	<b>2,588.77</b>	<b>20,463.14</b>

2013/14 Forward Planning

Funding / Spend Items	Alwoodley	Harewood	Wetherby	Total
Shadwell Library Repair & Refurbishment		5,000.00		
<b>TOTAL</b>		<b>5,000.00</b>	<b>-</b>	<b>5,000.00</b>

This page is intentionally left blank



Report author: Sarn Warbis  
Tel: 39 50908

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

**Report to** Outer North East Area Committee

**Date:** 4<sup>th</sup> February 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**

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

7.2 Council Constitution

This page is intentionally left blank

**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