



EAST (OUTER) AREA COMMITTEE

**Meeting to be held at St Gregory's Youth and Adult Centre, Swarcliffe, Leeds LS14 5LS
on Tuesday, 12th February, 2013 at 4.00 pm**

MEMBERSHIP

Councillors

S Armitage	- Cross Gates and Whinmoor;
P Grahame	- Cross Gates and Whinmoor;
P Gruen	- Cross Gates and Whinmoor;
M Dobson	- Garforth and Swillington;
A McKenna (Chair)	- Garforth and Swillington;
T Murray	- Garforth and Swillington;
M Harland	- Kippax and Methley;
J Lewis	- Kippax and Methley;
K Wakefield	- Kippax and Methley;
J Cummins	- Temple Newsam;
M Lyons	- Temple Newsam;
K Mitchell	- Temple Newsam;

**Agenda compiled by:
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**South East Area Leader:
Shaid Mahmood
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A G E N D A

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1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

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3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To confirm as a correct record the minutes of the meeting held on 11th December 2012.</p>	1 - 8
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	

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8	Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>SUMMARY OF KEY WORK</p> <p>To consider a report of the South East Area Leader providing information on priority work carried out in the area over recent weeks and providing the minutes relating to partnership and sub-group meetings.</p> <p>An update on the Thorpe Business Park will be provided at the meeting.</p> <p>(N.B. Cross Gates Community Forum (Appendix 1 refers) - Minutes of a meeting held on 9 January 2013 to follow)</p>	9 - 38
9	Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>WELLBEING BUDGET (REVENUE) 2012/13</p> <p>To consider a report of the South East Area Leader updating Members on the Well Being Budget for Outer East in 2012/13; including how the Area Committee decided to allocate the funds against specific work streams and seeking approval for new project work.</p>	39 - 48
10	Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>ANNUAL REPORT FOR THE PARKS AND COUNTRYSIDE SERVICE</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>	49 - 68

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11	Crossgates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p>WELFARE REFORM IMPACT ON COUNCIL TENANTS</p> <p>To consider a joint report by the Chief Executive Aire Valley Homes Leeds, Chief Officer (Revenue and Benefits) and South East Area Leader 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>	69 - 86
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 19th March 2013 at 4.00pm (venue to be confirmed)</p> <p>MAP OF TODAY'S MEETING</p> <p>St Gregory's Youth and Adult Centre, Swarcliffe, LS14 5LS</p>	87 - 88

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Agenda Item 6

EAST (OUTER) AREA COMMITTEE

TUESDAY, 11TH DECEMBER, 2012

PRESENT: Councillor A McKenna in the Chair

Councillors J Cummins, M Dobson,
P Grahame, P Gruen, M Harland, M Lyons,
K Mitchell, T Murray and K Wakefield

41 Chair's Opening Remarks

The Chair welcomed all in attendance to the December meeting of East (Outer) Area Committee held in the Civic Hall, Leeds.

42 Declarations of Disclosable Pecuniary and Other Interests

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

43 Apologies for Absence

Apologies for absence were received on behalf of Councillors S Armitage and J Lewis.

44 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.

45 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 16th October 2012 be confirmed as a correct record.

46 Matters Arising from the Minutes

- a) Sports and Active Lifestyle Service – Officers update (Minute 36 refers)
Councillor P Gruen referred to the above issue and enquired on what specific actions would be taken by officers following this presentation at the last meeting.

Councillor M Dobson also referred to ongoing discussions between Garforth and Swillington ward members and officers regarding the possibility of an Outer East area 10k run being held in 2013.

Arising from discussions it was agreed to revisit this issue at the ward member meetings or to discuss it further at the next Area Committee meeting in February 2013.

Martin Hackett, Area Improvement Manager, South East Leeds agreed to co-ordinate this issue.

- b) Outer East Area Committee Business Plan 2012/13 (Minute 38 refers)
Councillor M Dobson referred to the above issue and informed the meeting that Garforth and Swillington ward members would be meeting Aberford Parish Council and interested parties w/c 17th December 2012 to discuss the Neighbourhood Plan.

Councillor M Lyons enquired if funding for projects in 2012/13 that was committed was safe from being claimed back from central finance.

Martin Hackett, Area Improvement Manager, South East Leeds responded and confirmed that everything that was committed for 2012/13 was safe. The definition of committed being where an order has been raised for that project. He further confirmed that all projects approved at Area Committee in 2012/13 had had an order raised and were therefore committed.

47 Wellbeing Budget (Revenue) 2012/13

The South East Area Leader submitted a report updating Members on the Well Being Budget for Outer East in 2012/13; including how the Area Committee decided to allocate the funds against specific work streams and seeking approval for new project work.

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

- Neighbourhood Improvement Officer – Job Description (Appendix 1 refers)
- Outer East small grant position as at 29th November 2012 (Appendix 2 refers)

Martin Hackett, Area Improvement Manager, South East Leeds presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the proposal to create a new post of Neighbourhood Improvement Officer to support Locality Working.

At the conclusion, Members of the Area Committee agreed to withdraw this item from the agenda.

Specific discussion also took place in relation to the funding request to support Neighbourhood Elders Team (NET) to provide support to luncheon clubs in Outer East in relation to funding applications, book keeping, acting as an arbitrator in disputes etc. Members were generally in support of this and the Area Committee agreed that further discussions with NET needed to happen.

Members raised issues about support being provided for groups who found it difficult to read and write and had problems completing forms.

In relation to the Temple Newsam Park Run, the Area Committee welcomed this event and requested that the event organisers be invited to attend the next meeting in February 2013 to talk in more detail about the running of the event.

Martin Hackett, Area Improvement Manager, South East Leeds agreed to co-ordinate this issue.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the progress regarding discussions with the Neighbourhood Elder Team.
- c) That the Small Grants approved to date be noted.
- d) That the following projects be dealt with as follows:-

<u>Project</u>	<u>Decision</u>
Primrose House Sheltered Complex Disabled wc	Agreed £2,865
Staithe Riverside Sensory Garden Project	Agreed £2,233
Temple Newsam Park Run	Agreed £2,250
Nineland Land Zebra Crossing	Agreed £10,000

48 Summary of Key Work

The South East Area Leader submitted a report providing information on priority work carried out in the area over recent weeks and on the minutes relating to partnership and sub-group meetings.

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

- Kippax Traders Association – Minutes of a Meeting held on 24th October 2012 and 21st November 2012 (Appendix 1 and 1a refers)
- Dog Control Orders – Schedule of Land covered by Dog Control Orders/Advisory Leaflet explaining the different types of Dog Control Orders in place (Appendix 2 and 2a refers)
- Swarcliffe and Stanks Forum and PACT meeting – Minutes of a Meeting held on 3rd October 2012 (Appendix 3 refers)
- Halton Moor Forum - Minutes of a Meeting held on 9th October 2012 (Appendix 4 refers)
- Cross Gates Forum - Minutes of a Meeting held on 10th October 2012 (Appendix 5 refers)

Draft minutes to be approved at the meeting to be held on Tuesday, 12th February, 2013

- Halton Forum – Minutes of a Meeting held on 11th October 2012 (Appendix 6 refers)
- Kippax and Methley Forum - Minutes of a Meeting held on 17th October 2012 (Appendix 7 refers)
- Garforth and Swillington Forum - Minutes of a Meeting held on 13th November 2012 (Appendix 8 refers)
- Area Chairs Forum - Minutes of a Meeting held on 11th September 2012 (Appendix 9 refers)
- Leeds Citizens Panel – Membership Summary as at 1st November 2012 (Appendix 10 refers)
- Outer East Environmental Sub-Group – Minutes of a Meeting held on 22nd November 2012 (Appendix 11 refers)
- East North East Divisional Community Safety Partnership – Minutes of a Meeting held on 6th September 2012 (Appendix 12 refers)
- South East Leeds Health and Wellbeing Partnership – Minutes of a Meeting held on 4th October 2012 (Appendix 13 refers)

Martin Hackett, Area Improvement Manager, South East Leeds presented the report and responded to Members' comments and queries.

Discussion ensued on the contents of the report and appendices.

Specific reference was made to the minutes of the Kippax Traders Association held on 24th October 2012 (Appendix 1 refers). Councillor K Wakefield referred to the issue regarding the alleyway between Jason's and Truffles (Jumbo Nicks) and reiterated the importance of keeping the alleyway gated to avoid a recurrence of anti social behaviour. His view was that a retrospective gating order be approved.

Martin Hackett, Area Improvement Manager, South East Leeds responded and agreed to convey these comments to Safer Leeds and Public Rights of Way.

Discussion ensued on the need to appoint a Member to the role as Fuel Poverty Champion and Councillor M Dobson expressed an interest to undertake the role which was supported and welcomed by the Area Committee.

In concluding discussions, the Chair welcomed representatives from Thorpe Park Business Park and Scarborough Developments who were attending the meeting to report on progress on their pre-application proposals for underdeveloped land at Thorpe Park Business Park, junction 46 of the M1, in Leeds 15.

Detailed technical information was provided in relation to the delivery of the East Leeds Orbital Route (ELOR) and Manston Lane Link Road (MLLR), together with the latest planning progress. Reference was also made to the highway issues and latest discussions, together with the retail element of the scheme.

In conclusion, an update was also provided on the Green Park application which was hoped to be submitted in conjunction with the Thorpe Park application.

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

- The need for the developers to be aware of local deliberations in the area
- Clarification why the developers were unable to have a dialogue with their partners in relation to the MLLR scheme
- The view expressed that the project needed infrastructure
- Clarification of other aspects of industry the developers were intending to build apart from retail
- The need for the developer to be more specific when referring to 'job opportunities' with a view to emphasising more on 'jobs' than opportunities

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That in relation to appointing a member to the role of Fuel Poverty Champion, Councillor M Dobson be appointed to this position.
- c) That a further update be submitted to the next meeting in February 2012 on the highway/employment issues relating to proposals for underdeveloped land at Thorpe Park Business Park.
- d) That this Committee notes the steps the Council should target with a view to filling the gaps in Leeds Citizens Panel membership.

(Councillor M Dobson left the meeting at 5.00pm during discussions of the above item)

49 South and Outer East Locality Team Service Level Agreement Performance Update

The Locality Manager (South and Outer East Leeds) submitted a report providing an update on performance against the Service Level Agreement between Outer East Area Committee and the South South-East Environmental Locality Team for the period 1st July 2012 to 31st October 2012.

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

- Outer South Ward Priorities (Appendix A refers)
- Priority Land Actions (Appendix B refers)
- Summary Performance Information (Appendix C refers)

Paul Spandler, Service Manager (South and Outer East Leeds), Environment and Neighbourhoods presented the report and responded to Members' queries and comments.

Discussion ensued on the contents of the report and appendices.

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

- The need for an additional column to be provided in the tables referred to in Appendix C which highlighted the national picture in terms of whether or not the service provided in Outer East was either good or poor
(The Service Manager (South and Outer East Leeds) responded and outlined the crossover/resource issues. He agreed to follow up this request with a report back at the next meeting)
- Clarification of the current progress in relation to mobile CCTV to tackle flytipping issues in Methley
(The Service Manager (South and Outer East Leeds) responded and agreed to report back progress at the next meeting)
- The need for the Area Committee to be supplied with a report on the success of CCTV at the next meeting
(The Service Manager (South and Outer East Leeds) responded and agreed to provide a report on this issue at the next meeting)
- The need to add Austhorpe Road to the list of priority areas within the Crossgates and Whinmoor ward
(The Service Manager (South and Outer East Leeds) responded and agreed to revise the document accordingly)
- Clarification of the priority areas in relation to Selby Road/Church Lane in the Temple Newsam ward and whether or not it should have referred to as 'Church Lane/School Lane'
(The Service Manager (South and Outer East Leeds) responded and agreed to investigate the issue)
- The need for future reports to specify numbers as opposed to percentages in relation to the mechanical cleansing rotas in the Outer East wedge and clarification of the reasons why 20 routes did not run
(The Service Manager (South and Outer East Leeds) responded and acknowledged this request)

RESOLVED –That the contents of the report be noted and appendices be noted.

50 Derelict and Nuisance Sites

The South East Area Leader submitted a report providing the Area Committee with background to the derelict and nuisance property programme established in 2011.

The report also provided information on actions undertaken and pending along with successes of the project in the South Leeds area in the projects first year.

Martin Hackett, Area Improvement Manager, South East Leeds presented the report and responded to Members' comments and queries.

Discussion ensued on the contents of the report and appendices.

Specific reference was made to the following issues:

Draft minutes to be approved at the meeting
to be held on Tuesday, 12th February, 2013

- Clarification of the current position in relation to a Compulsory Purchase Order for The Hermitage
(Martin Hackett, Area Improvement Manager, South East Leeds responded and agreed to follow up this issue with a report back on progress at the next meeting in February 2013)
- The concerns expressed that East Leeds Sports Centre had been identified as a derelict and nuisance property
(Councillor P Gruen agreed to remove this building from the list)

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Area Committee notes and welcomes the progress made in South Leeds in addressing the issue of derelict and nuisance sites.

51 Date and Time of Next Meeting

Tuesday 12th February 2013 at 4.00pm at St Gregory's Youth & Adult Centre, Swarcliffe.

(The meeting concluded at 5.30pm)

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Report of the South East Area Leader

Report to Outer East Area Committee

Date: 12th of February 2013

Subject: Summary of Key Work

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

Summary of main issues

1. The report will detail priority work carried out in the area over recent weeks.
2. The report will provide minutes relating to forums, partnership and sub-group minutes and minutes of Area Chairs.

Recommendations

3. Area Committee will be requested to:
 - note the report and raise any queries.

1 Purpose of this report

- 1.1 The report will provide Area Committee with details of key issues and activities in recent months including project work and community engagement.
- 1.2 The report will provide Members with minutes relating to recent community forums and engagement activities, sub group and partnership meetings and minutes of Area Chairs meetings.

2 Background information

- 2.1 The Area Committee Business Plan focuses on community engagement, partnership work, functions delegated to Area Committee, integrated working and locality working. This report will update Area Committee on priority work, including project work and community engagement as well as key issues for discussion.
- 2.2 The report will include relevant attachments such as minutes and partnership working etc.

3 Main issues

3.1 Neighbourhood Centres - general interest

3.1.1 Temple Newsam:

- Newly formed Halton In Bloom has completed its first project of planting a floral display on the Lidl junction between Irwin Approach and Selby Rd assisted by Community Payback. The group is now undertaking additional schemes.
- At Wykebeck, Highways have undertaken public consultation so a rough track behind shops can be closed to traffic to improve vehicle and pedestrian safety.
- Highways anticipate starting work in March to provide traffic signals under the railway bridge on Osmondthorpe Lane. This project was partially funded by Area Committee.

3.1.2 Kippax & Methley:

- A meeting between crime reduction, councillors and interested parties was held to emphasise the need to stop the reopening the Jumbo's Nick ginnel in Kippax. At the meeting, Safer Leeds felt confident that if enough evidence has been retained regarding the nuisance being caused when the gate was originally erected then the closure may remain in place. Area Support Team (AST) have now asked LCC Legal to confirm if any of the suggested solutions can be implemented.
- Barclays use their former bank as a cash point but following a suggestion from AST have agreed to tastefully decorate it and a contact from AST is liaising with them over final artwork.

- Following a suggestion from AST, four prominent homes on the High Street have been painted and are now getting a miner's mural on their end wall. The mural has been confirmed and will be painted once the weather improves.
- AST arranged a meeting between owners of the former supermarket and an interested party and agreement in principle has been reached to see half the store reopen in the near future.
- Kippax Neighbourhood Plan team are liaising with Planning over the best way to provide temporary displays of the developing plan.

3.1.3 **Garforth & Swillington:**

- A formal agreement is being drawn up for a temporary car park in vacant land at the top of Garforth Main Street. The landowner has asked that all income from the site goes to charity groups to help disabled children: Kippax & Garforth Growing Zone, Leeds Bright Sparks and the landlord's own Easterbrook Farm initiative.
- AST has met with a developer wishing to open a community facility on the vacant lot on Main Street.
- AST is giving advice to local groups (Swillington Miners Welfare and Garforth Flood Alleviation) on public fundraising.

3.1.4 **Cross Gates & Whinmoor:**

- The 2012 Cross Gates Christmas lights switch-on attracted an estimated 700 people. Entertainment included the show, first illumination of the 20 motifs and a firework display. Entertainment was provided by local acts offering a community input to promote good things happening in the area. The change of day, from a Sunday to a Thursday, had the desired effect of increasing numbers, especially with the children and young people. The event produced increased community cohesion though an intergenerational event.
- Approximately 150 people attended the Barnbow Memorial dedication ceremony held in Manston Park on 4 December 2012. Cllr Grahame and Cllr Wakefield gave speeches, Richard Burgon read a poem, blessings were read by Churches Together in LS15, and five local primary schools were represented by 57 children - some of the youngsters read out the names of the Lassies who lost their lives in the explosions and certificates were given to these children. East Leeds Historical & Archaeological Society distributed commemorative mugs to those involved. The event has led to local history now being promoted in the local park via the memorial and two information boards, the history of the event is now part of the curriculum at local schools and there will be a schools competition to design the memorial flower bed with the winners holding a trophy for the year, provided by ELH&AS

3.2 **"A Window of Opportunity"**

- ### 3.2.1
- At the July 2012 OE AC, members were informed of a central government grant enabling £10,000 to be used to produce vinyls in and around empty shop

windows. A Leeds' company called Definitive is now working with students and Youth Service to design the vinyls. Closing date for entries was 31 January 2013 after which examples will be printed for display.

- 3.3.2 Entries are not paid however their contact details will be featured if requested so that in addition to providing innovative decoration, students gain prominence for their work. The "Window of Opportunity" project is also featuring 3d artwork and the possibility of larger displays and shutter decoration. (All covered by the £10,000 grant.)
- 3.2.3 A by-product of the project is that a couple of multinational companies have already spoken with Definitive about the possibility of them paying for some artwork on their premises.

3.3 Community Payback

- 3.3.1 Since the last Outer East Area Committee (AC) Community Payback have provided 45 workers for 4 projects in the Outer East area.
- 3.3.2 This work has featured tidying up and painting Kippax Youth Centre, preparing a flowerbed for the newly formed Halton in Bloom, weeding and cutting back a footpath at Templegate Walk (Whitkirk) and maintenance work in St Mary's Churchyard (Allerton Bywater.) In total Community Payback has completed 308 hours work in December 2012 under the contract with Area Committee.
- 3.3.3 AST have been informed that costs for the partnership with Community Payback are set to nearly double which is assumed to be a totally impractical suggestion. AST are liaising with AC Chair and colleagues to come up with a recommendation for discussion at the March Area Committee.

3.4 Update on Thorpe Park

- 3.4.1 At the September 2012 meeting of the Outer East Area Committee, Members agreed to feature updates on Thorpe Park as a standard item on the Agenda.
- 3.4.2 Representatives of Thorpe Park and Planning have been invited to attend today's meeting to provide updates and answer any questions from Members.

3.5 Community Engagement

- 3.5.1 The following Community Forums recently met:
 - Cross Gates (09 January) The minutes are attached as **Appendix 1**
 - Halton Moor (15 January) The minutes are attached as **Appendix 2**
 - Halton (17 January) The minutes are attached as **Appendix 3**
 - Garforth Swillington (21 January) The minutes are attached as **Appendix 4**

- North Whinmoor (postponed by snow to 7th February) The minutes will be presented to the next meeting
- Swarcliffe (30 January) The minutes will be presented to the next meeting

3.6 Area Chairs' meeting

3.6.1 The Area Chairs Forum was held on 2nd November and items included: Review of Youth Services / Update on Clusters, Neighbourhood Planning and Review of Area Working Update. The minutes are attached as **Appendix 5**.

3.7 Partnerships and Area Committee Sub Groups

3.7.1 Environmental sub-group: The group is expanding its agenda to cover a range of issues and not just the work of Locality Teams. Grounds maintenance, waste management, almos and relevant voluntary groups all now have a reporting mechanism to ensure their partnership working and potential is featured. The next Environmental Sub group meeting is on 28 February 2013.

3.7.2 **Divisional Community Safety Partnership (DCSP):** The most recent meeting of the group was held on 31 January and the minutes of that meeting are not yet available. The minutes of the DCSP meeting held on 28th November are attached as **Appendix 6**.

3.7.3 **Health & Well Being Partnership:** The most recent meeting was held on 24th January and the minutes are not yet available. The minutes attached relate to the meeting held on 29.11.12 at which items included Healthy Eating and Obesity. The minutes are attached as **Appendix 7**.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The projects in sections 3.1 and 3.5 form the main part of the face-to-face community engagement strategy.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.

4.2.2 The main section of this report provides details of activities around community engagement and the delegation of environmental services to Area Committees that support this legal duty.

4.3 Council Policies and City Priorities

4.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:

- Vision for Leeds
- Safer & Stronger Communities Plan
- Children & Young Peoples Plan
- Health & Well Being City Priority Plan

4.4 Resources and value for money

4.4.1 There are no new resource implications contained in this report other than funding that has previously been agreed by Area Committee from its revenue budget.

4.5 Legal Implications, Access to Information and Call In

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for Call In.

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

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

4.6 Risk Management

4.6.1 This report provides an update on project work and key issues in Outer East. Any projects funded from the Well Being Budget or undertaken by the Area Support Team are risk assessed.

5 Conclusions

5.1 The report provides up to date information on key work and key issues for Area committee to consider. Members are requested to note the content of the report and raise queries relating to issues raised within the report.

6 Recommendations

6.1 Area Committee is asked to: Note the report and raise any queries.

7 Background documents

7.1 Outer East Area Committee report – Local Authority appointments to outside bodies July 2012

7.2 Well Being report July 2012.

¹ 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.



**Outer East Area Committee
Minutes from Halton Moor & E.Osmondthorpe Forum**

13 January 2013

Present:

Cllr Katherine Mitchell (Chair), Cllr Judith Cummins, Cllr Mick Lyons, PCSO Sharon Taylor (WYP), Coullin Meikle (LCC – Youth Service), Val Broadley (resident), Kevin Townend (resident), Gladys Townend (resident), Diane Gill (resident), David Davenport (Wykebeck Community Forum), John Pearson (Locality Working), Charlie Tatman (Leisure Services), Pete Mudge (LCC – South East Area Support Team, minutes)

Apologies:

Sylvia Marsh, Steve Mort, Ron Bool, Derek Pearson

Item	Welcome, introductions and apologies	Action
1.1	Cllr Mitchell welcomed everyone, checked people had signed in and the apologies noted.	
2.0	PACT meeting (Police And Communities Together) – PCSO Sharon Taylor	
2.1	Looking at the recorded “Hot Spot” areas: From 1 st December to present there have been no calls of recorded nuisance or crimes at Neville Road or Halton Moor Road Shops. For Kendal Drive there have been two calls regarding ASB.	
2.2	Across the ward (inclusive of Halton and Halton Moor) there have been 31 reports of all instances.	
2.3	Considerable work has been undertaken with regard to drug offences and at Neville Approach bushes and overgrowth has been removed in the combat against drugs.	
2.4	Q. Reports go straight to the ASB unit and do not seem to register in the data given to this meeting. Examples are wild horses running in the area and the dumping of rubbish. I agree crime is down but we still have general asb. R. Noted	WYP
2.5	Q. Two youths were seen trying to break the lock of the open land at Osmondthorpe Road. R. We will investigate as they could be trying to remove it so travellers can get in.	WYP
2.6	Q. The Police Facebook Page is very impressive and seems to be really popular. R. I will pass that compliment on.	WYP
3.0	Minutes of the meeting held on 9 October 2013	
3.1	Approved	
4.0	Matters arising from those minutes	
4.1	Nothing was raised as any issues will feature during the main meeting.	

5.0	10 minute open floor	
5.1	Concern was raised that, once the traffic lights are installed at Osmondthorpe Lane Bridge, will cars back up to the fronts of houses meaning parking will be more difficult? Concerned residents agreed to speak directly with Highways.	All/PM
5.2	Draining on Selby Rd, Halton Moor Rd and Cartmell Drive needs to be kept clear to reduce the risk of flooding. Cllr Lyons promised staff will keep an eye on the area.	DD/Cllr L
5.3	With regard to the East Leeds Centre, a list of groups wishing to use the centre has been received however the potential for it to redevelop sport as well as music and arts has not been investigated.	
5.4	Cllr Mitchell and Lyons said that they have not agreed to any of the ideas at this stage however if it benefits people from the area they will be happy to consider them.	
5.5	Charlie Tatman agreed to investigate use of football pitches in the area.	CT
6.0	Leisure provision in Halton Moor – Charlie Tatman (LCC Leisure)	
6.1	Looking at sport and physical activity ambitions in Halton Moor, investigation is underway to assess the potential and mechanisms for a good outdoor sports offer in Temple Newsam Ward. Charlie said the potential seems to be for a facility covering skateboarding and a bike park.	
6.2	Charlie said that on Friday 8 th March, forty 2 nd year sport development students are planning to undertake consultation with people in Halton Moor to note their vision for the future. The students will talk with Councillors, the Police, Schools, Residents etc and are currently developing the questions.	
6.3	Students working with H2O are visiting the muga at Meadowfield school in the first week of May. Subsequently a student has confirmed they will undertake a study based on comprehensive research in addition to the work being undertaken by 12 – 14 year olds.	
6.4	Charlie Tatman noted that he will soon be employed by the Jane Tomlinson Trust rather than the Council, however his interest in the area will remain as he will continue living in Halton Moor.	
6.5	Cllr Lyons said Ward Members should have been consulted from the start about all projects.	Cllrs M, L, C
6.6	Coullin noted the idea for students to assist with consultation had arisen from the idea at a previous (Halton) forum. At that meeting he had suggested investigation should be undertaken into the potential of a running track, multi-gym, floodlighting and a skatepark. The real question is how can we make it less isolated. Cllr Lyons said that is the issue from the very start.	
6.7	DD said the potential of Wykebeck Fields should be included promoting it as a nature reserve.	

6.8	Agreed that a guest speaker should be invited to the next forum to discuss any potential in providing a skateboard park at the site.	PM
7.0	Environmental Services – John Pearson – Locality Working	
7.1	John said this will be his last meeting at Halton Moor as he has been transferred to North West Leeds.	
7.2	Estate walkabouts have been recently undertaken in Halton Moor Rd, Rathmells, Kendal's Drive and Ullswater.	
7.3	Stickers have been placed on lamp-posts with regard to dog fouling issues at Neville Garth. Team members will continue speaking with dog walkers. This is possible as enforcement have a lot more powers under the new structures.	
7.4	Two instances of waste in gardens are going to court along with three littering cases.	
7.5	JP said the best way to find plans for future levels of support in the area is to contact the Locality Working head office at DROSC.	PM
7.6	John was warmly thanked for his dedicated work in Halton Moor and wished good luck in his new role.	
8.0	Youth Service – Coullin Meikle – Youth Manager	
8.1	Due to staff shortages, youth work provision has been reduced to 49 hours for the area meaning provision in Halton Moor is reduced to 14 sessions. The mobile provision is targeting areas where youths congregate.	
8.2	At the community centre, events are staged to fire children's imagination such as Warhammer experts and an awards night which got children not involved in school, back into education.	
8.3	Thanks to funding from Ward Councillors through the Outer East Area Committee Wellbeing grant, a temporary skatepark was brought to the community centre and 46 young people got involved. During the February half term it is hoped to repeat this offer. It is hoped to be able to get a properly managed area to provide a skatepark and other provision.	
8.4	Youth Work undertake lots of projects through tying strands together – such as Friday Night Project. The problem is no longer being based in the area and investigation is underway to see if there is a way to once again be based in the area.	
8.5	DD said that with regard to undertaking improvements, it is important to bring the youth on board so they can help look after it. It will also be good to provide allotments for use by local youngsters.	
8.6	Cllr Lyons said the funding the council puts into youth provision is repaid tenfold in the benefits it brings.	
9.0	ENE Homes – Amanda Douglas-Smith	

9.1	Amanda was welcomed as the new manager for this area taking over from Steve Sherriff and Vicky Hooper.	
9.2	<p>Amanda welcomed people's views:</p> <p>Q. Cllr Lyons asked for the turnover period for void properties.</p> <p>A. Currently running at 49 days however prospective tenants now have the opportunity to inspect the property in advance of it becoming void.</p>	
9.3	<p>Q. Cllr Mitchell suggested that when premises become available they could be better advertised than at present.</p> <p>A. Amanda said she will investigate this.</p>	AD-S
9.4	<p>Q. Cllr Lyons asked how neighbourhood disputes were resolved.</p> <p>A. Amanda said they assist as best they can but if the matter merits it they are treated as asb.</p>	
<p>The next forum meeting will be on 9th April 2013.</p>		



Outer East Area Committee

Halton Forum Minutes from 17 January 2013 Christ Church, Halton

Present:

Cllr Mick Lyons (Chair), Cllr Kathryn Mitchell, Cllr Judith Cummins, Sgt Andy Hill (WYP) PC Bob Slater (WYP), PSCO Sharon Taylor (WYP), Steve Clark (Whitkirk Primary School), Barbara Ambler (resident),,, Audrey Linley (resident), Derek Pearson (Community Safety cctv), Clare Deacon (Halton Post Office), Tony Fretwell (resident), P Wynter (resident), Margaret Ward (resident), I A Blyth (resident), G Geapin (resident), Patricia Wragg (resident), Gwendoline Green (resident), Margaret Blenkhorn (resident), Colin & Denise Wilsher (resident), Audrey Linley (resident), Barbara Ambler (resident), Jack McGlyn (resident), Halle Majors (LASBT), Howard Claxton (LCC Traffic Management), John Pearson (LCC – South & South East Locality Team), Pete Mudge (LCC – South East Area Support Team, minutes)

Apologies:

Peter & Barbara Hewison, Terry Dennis, Margaret Walsh, Michelle Fisher, Mrs Thornton, Mrs Boucher, Thelma Dixon, Ben Fox, Joyce Schofield, Margaret Holmes.

1.0	Welcome, introductions and apologies	
1.1	Cllr Lyons welcomed everyone to the meeting.	
1.2	The first item was the PACT (Partners and Communities Together).	
2.0	PACT meeting for the Halton Area	
2.1	Burglaries from properties in Halton and Whitkirk numbered 12 in the last month and there have also been 12 thefts from sheds, 2 from motor vehicles, four attempted burglaries and one recorded instance of ASB.	
2.2	Sgt Hill thanked Youth Service for continuing their marvellous work in dealing with the problems associated with Matalan car park.	
2.3	Speeding vehicles on Green Lane and Chapel Lane – agreed to have a meeting to see what physical resources can be included to stop speeding. AC to call meeting and invite partners and interested residents. Q. Could a mobile camera be provided? A. Cllr Lyons said: If you want one fine but we cannot fund it. Derek Pearson (LeedsWatch) said it would be illegal to use any form of dummy camera as if there was any incident the council would be liable.	WYP/AC/PM/All
2.4	Hot Spots – Will maintain priority at Green Lane and at Cross Gates Lane but not at Matalan.	
3.0	Forum Minutes from 11 October 2012	
3.1	Agreed as an accurate record.	
4.0	Matters arising from those minutes	
4.1	Agreed all are covered in other agenda items.	
5.0	10 minute open floor	

5.1	<p>HALTON IN BLOOM - The recently formed Halton In Bloom group has a membership drive underway and a public meeting is being held in Halton Library on Thursday 31 January. Several forum members offered to speak with anyone they knew who may be interested in becoming involved.</p>	Cllr C/PM
5.2	<p>CHAPEL LANE BENCH - Regarding plans to provide a replacement bench in front of the Post Office on Chapel Lane, PM said discussions with Parks and Countryside indicated a replacement bench would be in the region of £1,000. The Post Office manager said she would prefer it if the bench was not replaced as it proved a magnet for asb. As a result the meeting agreed not to request replacement of the green bench.</p>	PM/Parks
5.3	<p>MATALAN CAR PARK - A resident complained of considerable rubbish being left in the Matalan car park and of the area being worst around the library and fish shop. JP explained that removal of litter in the car park rests with Matalan and he knew this had been undertaken 6 months ago. But in any areas where it is not undertaken, the Council has the right to undertake enforcement action.</p>	
5.4	<p>CAR PARK BEHIND LIDL'S - is not meant for public parking yet people do and this causes traffic problems. Cllr Lyons said he will arrange another meeting with them and ask why they cannot place a barrier or their security people cannot if people park in the wrong area.</p>	Cllr L/Lidl's
6.0	Environmental issues – John Pearson	
6.1	<p>Cases since the last meeting include: 4 people had been prosecuted for littering in the last few weeks. 1 case is being pursued of damage to the highway at Templegate. 1 case of work in default following notice being served to a residence in Halton. 4 cases successfully prosecuted for littering 3 more cases due to be heard by magistrates. 2 cases of removal of illegal signage.</p> <p>At Templegate the Community Payback team funded by Outer East Area Committee have hacked back overgrowth to make the footpath easier to use.</p> <p>Q. Litter remains a problem around the former Co-op and fish shop. R. Bins have helped in that area but it is important for them to be cleaned on a regular basis.</p> <p>Q. There is too much litter in Halton centre and shops should display information telling people not to leave it. R. JP said he had held meetings with the gentleman making this point, visited shops requesting this but few included the information.</p> <p>Walkabouts are held with environmental officers in Halton Moor and it would be good to start these in Halton.</p> <p>Cllr Lyons said that sadly John was moving to the North West side of Leeds and so Temple Newsam would lose all his talent and knowledge. He thanked John for his work in Halton which has resulted in vast</p>	

	improvements to the area.	
7.0	Whitkirk Primary School – Howard Claxton	
7.1	Cllr Lyons outlined the disturbance caused to residents as a result of cars blocking access onto Templegate Walk and Crescent. He said the situation has to be seen to be believed since the school has gone to two form entry. The governors considered the possibility of introducing a turning head but decided it was not safe and so Highways were asked to look at the situation to decide what can be done to physically stop people parking on the Walk and Crescent.	
7.2		
7.3		
7.4	Howard said there is no easy solution as stopping or limiting traffic on the affected streets will also affect residents.	
	<ul style="list-style-type: none"> • One way to stop parking is have no parking periods and the proposed times are 8.30-9am and 2.45-3.30pm. 	HC
	<ul style="list-style-type: none"> • Another is to have a turnaround facility and his officers have investigated if there is a suitable space where children can be dropped off. 	HC
7.5	<ul style="list-style-type: none"> • Howard agreed to investigate with Parks if there is potential for a land swap to make available some land behind the school. • The suggestion was made to give residents a parking permit and HC agreed to include this idea in the consultations. 	HC
	<p>Today a fire engine was parked on Templegate Walk to stop people driving up the street and the effect was amazing. The head was thanked for arranging for himself and children to hand out information leaflets to parents asking them not to park on the street.</p> <p>Cllr Lyons agreed and suggested looking at the potential of a turning circle accessed from the Crescent.</p> <p>The car park by the Post Office is highlighted as one serving the school and people can use this to reach the school and the city centre as a park and ride. HC will investigate.</p> <p>On other traffic management matters:</p> <p>At the signals to Lidl the timing appears wrong as it allows people to go in both directions at the same time. HC promised to investigate.</p> <p>At Morrit Drive a meeting has been held by Cllr Lyons with Highways to put signs up asking people to slow down.</p>	HC
9.0	Any other business	
9.1	Cllr Lyons said while they could not attend that evening, Youth Service were doing an excellent job and the 2012 Cricket Coaching had been a tremendous success.	
	The date of the next Forum will be Thursday 17 January at 6pm.	All

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Outer East Area Committee

Garforth & Swillington Forum

Meeting held 21 January 2013
at the Liberal Club, Main St

Present: Cllr Mark Dobson, PC 1065 Steve Goodwill (WYP), PC Graham Reeves (WYP), Bernard Simpson (Garforth Flood Support Group), Gordon Hall (resident), Jane Anne Parson (Garforth Trading Association), Ken Woodhead (Garforth & District Lions Club), Martin Egginton (GDLC), Philip Dunwell (Garforth In Bloom), Ian Forster (Aberford & District Parish Council), Pete Wyatt (Resident), Graham Axford (Cross-Forth Ltd, The Easterbrook Farm Bright Sparks), June Perkin (The Growing Zone Group), Tom Randall (LCC), Adrian Lee (LCC Youth Service), Ken Dunwell (A&D PC), Susan Ashworth (Garforth In Bloom), Kevin Pease (Pease of Garforth), James Spearman (Bennett UK Ltd), Anne Corry (Dorothy Anne's), David Clarkspn (Dorothy Anne's), Adrian Lee (Youth Service), Pete Mudge (LCC - Area Support Team, minutes)

Apologies: Cllr Andrea McKenna, Cllr Tom Murray, Nick Borrás (Highways), Alison Lane (Precious Bridal & Prom Boutique), (Simon Norman (Environmental Services), Shirley & John.

1.0	Introductions and apologies	Action
1.1	Councillor Dobson welcomed everyone. The apologies above were noted.	
2.0	Community Safety – Sgt Goodwill and PC Graham Reeves	
2.1	<p>PACT:– Sgt Goodwill said that compared to the previous year there have been 160 less crimes in the area and crime continues to go down. This is significantly assisted through a close working liaison with colleagues including the council and agencies, neighbourhood watch, partners and the community. The new commissioner is Mark Burns-Williamson who was formerly chair of the West Yorkshire Police Authority. It has been indicated neighbourhood policing will continue to be a key prong of policing in the region.</p>	
2.2	<p>Cllr Dobson said the benefits of community policing were clearly apparent in this ward. When PCSOs were introduced some 10 years ago they were met with healthy scepticism, however they have proved a watershed in effective policing and a return to old-style community bobbies reducing neighbourhood crime year on year. If ever needed, we would lobby for community policing to stay.</p>	
2.3	<p>Q. PCSOs are a splendid group but they need to get more powers – especially over parking. It is also my understanding the Chief Inspector still has the ultimate decision making power in the Police.</p> <p>R. I think many people agree that PCSOs could be more effective if they had greater powers however, in terms of parking, the matter is decriminalised so it is the council rather than the police who oversee issues. In terms of the commissioner and chief inspector, my understanding is it's a consultation partnership.</p> <p>Q. Do the Police take action on night drivers using full headlights or mobile phones?</p>	

	<p>R. If officers see it happening I would expect them to take action. As an example I remember that on 24 December we issued a fixed penalty notice for someone using a phone while driving.</p> <p>Q. Speeding on Cedar Ridge is atrocious around Isabella Road.</p> <p>R. We have a laser gun and if A642 continues to be a problem I will get someone down there.</p>	WYP
3.0	Minutes of the last meeting and matters arising	
3.1	The minutes were agreed as an accurate record.	
3.2	<p>Matters Arising: The meeting on 13th November featured a presentation on fire service proposals to reduce the number of stations. Cllr Dobson said the Fire Service has now announced Garforth and Rothwell will retain their stations but with different crewing arrangements.</p> <p>Q. Is this a watering down of the service</p> <p>A. Chair noted Fire Officer Pilling is doing all he can to support the area.</p>	
4.0	Aberford Neighbourhood Plan Boundary – Pete Mudge	
4.1	The meeting between Garforth Ward Councillors and Aberford Parish Council held on 18 th December was summarised and the forum was told that if residents in the City Council's Garforth Ward wanted to investigate producing a neighbourhood plan they should contact Peter Mudge.	All
4.2	It was agreed that the Neighbourhood Plan drop in session (4-5pm on 11 Feb) should be relocated to Garforth Football Stadium – subject to club availability.	PM
5.0	Household Waste Collections – Cllr Mark Dobson	
5.1	From April 2013, the Council will undertake alternating collections from black bins (general waste) and green bins (waste which can be recycled.)	
5.2	Key reasons for this are that waste reduction will benefit the environment and economy: Leeds currently sends some 220,000 tons of waste each year as landfill. It is charged £80 a ton resulting in some £16m being paid in landfill tax.	
5.3	The change will also mean there are only four collections every four weeks rather than the current five. The extra resource will be used to ensure everything is collected and back-up available.	
5.4	The ultimate aim is to get 80% of the city's waste recycled. Pilots will take place in Garforth & Swillington, Kippax & Methley, Rothwell, Ardsley & Robin Hood and Morley South.	
5.5	<p>Q.. If people get alternate collections who will oversee what they put in it?</p> <p>A. We do not want to micromanage. We can dictate and enforce but rather than doing that we hope people will take up the opportunities.</p> <p>Q. What will happen in student areas?</p> <p>A. We are looking for alternate techniques in student areas – such as</p>	

	<p>communal bins in service yards.</p> <p>Q. Could schools assist with education on what goes in which bin?</p> <p>A. We will be liaising closely with children as they often lead on green initiatives.</p> <p>The forum gave widespread support for the scheme and no opposition was voiced.</p>	
6.0	Town Centre Car Park	
6.1	The proposal is for Mr Axford to kindly make available his land at the top of Main Street to be used as a voluntary car park generating funds for disabled children charities.	
6.2	Conversation centred on the need to provide car parking which met the need of shoppers and traders and was not engulfed by commuters. It was agreed a permit should be used to stop unauthorised parking.	
6.3	Mr Axford suggested that in addition to a pass there should be a charge of at least £3 per day which would still be far cheaper than in most towns and the city centre.	
6.4	It was agreed Peter Mudge would liaise with traders to confirm a way forward. Highways will continue to work on removal of the garages at Barleyhill Car Park and Highways and Area Support will work alongside Mr Axford and colleagues to develop Town End as a car park.	PM/H
6.5	It was agreed to achieve as much as possible in the coming week. The chair noted: "It's crunch time for car parking."	
7.0	20mph zones – Pete Mudge	
7.1	Maps were circulated and the scheme outlined, noting it was coming in as a trial on residential roads in Garforth. The scheme is envisaged to reduce accident numbers and serious injury and improve the quality of life. The scheme would operate inside the area bounded by the A642 Wakefield Road, A63 Selby Rd, Ninelands Lane and the railway.	
7.2	There was no opposition at the meeting however it was agreed there would need to be good signage – it was noted signs will be placed at all roads leading into the zoned area.	H
7.3	There was widespread agreement that the scheme should stretch further than is currently planned and particularly through East Garforth.	PM/H
8.0	Services for Young People – Adrian Lee	
8.1	Since Sept 2012 the team have worked with a total of 129 individuals across the ward.	
8.2	In Swillington, 2 weekly sessions from the youth bus attract between 20 & 30 young people. Another session, (in partnership with Igen) is specifically for NEETs (Not in education, employment or training) and in the last three months	

	has helped 9 young people get onto training courses and 3 into getting jobs. Group work on substance misuse has assisted 8 young people who used drugs. Following the course, 5 said they have stopped using drugs and reduced alcohol intake.	AL
8.3	In Garforth, drug related issues are being investigated with up to 15 young people each week and up to 20 focus on healthy living. The NEET drop-in attracts approximately 5 young people per session receiving support on employment, training and college applications. The HYPS clinic has about 10 young people per week accessing pregnancy tests, STI testing and signing up for c-cards.	AL
9.0	10 Minute Open Floor	
9.1	Garforth Flood Support Group stressed it was vital to ensure gulleys are keep free from debris at this time of year. It was also noted that the group needed funds to buy a flood store and had a range of events prepared for the coming months. PM said he would provide a fundraising idea to the group.	PM
10.0	Environmental Services – Simon Norman	
10.1	There was no report on this as snow meant the officer had to send apologies for being unable to attend the meeting.	
11.0	Date of Next Meeting	
11.1	The next meeting will be held in three months on a date to be confirmed.	All
11.2	Thanks were given to the caretaker and club for making the facilities available.	

**Area Chairs Forum
Friday 2nd 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

Item	Description	Action
1.0	Apologies	
1.1	Cllr A McKenna, Cllr K. Bruce, Cllr P. Wadsworth, James Rogers, Shaid Mahmood	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 11 th 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.	
3.0	Review of Youth Services / Update on Clusters	
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 th 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	Ken Morton

advise the 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 10th January 2013.
- 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
/ Kathy
Kudelnitzky**

**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 6th November, a meeting of Cabinet on 12th November and then through the clearance process to Executive Board on 12th 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 9th January 2013, 09:00 – 11:00, Committee Room 4 - Civic Hall

**East North East Divisional Community Safety Partnership Meeting
Thursday 29th November 2012, 2:00pm The Reginald Centre**

Present

Matt Davison	West Yorkshire Police (Chair)
Bev Yearwood	ENE Area Support Team, LCC
Martin Hackett	South East Area Support Team, LCC
Cllr Brian Selby	Councillor, Inner East
John Lund	Youth Offending Services
Vicky Fuggles	Youth Service, LCC
Steve Vowles	East North East Homes Leeds
Gerald Wilkinson	Councillor, Outer North East
Robert McCoubrey	West Yorkshire Police
Munaf Patel	Community Safety
Leanne Manning	ENE Area Support Team, LCC (Minutes)

Apologies: Gillian Mayfield, Cllr Harland, Sharon Hughes, Jude Roberts. Martin Snowden

1.0	Introductions and Minutes of Previous Meeting	Action
1.1	MD welcomed everyone to the meeting and introductions were made. The previous minutes were agreed as an accurate record.	
2.0	Matters Arising	
2.1	<ul style="list-style-type: none"> BY raised that in South Yorkshire instead of advertising on signs there is a company that advertise key messages with Graffiti on walls which lasts a certain length of time and is then washed off. This is a lot cheaper than signage. The TN NPT inspector is looking into the details of this. JW stated that he was open for a discussion but would need to be satisfied that it would not attract further graffiti and see some evidence of success in South Yorkshire - awaiting feedback from Nick Smart. 	Cfwd from previous meeting
2.2	<ul style="list-style-type: none"> JW questioned the purpose of the Intelligence Pack and asked if Environmental Enforcement information from the EIZ's needs to be included in the pack. BY explained it was for DCSP members only and that the group were asked to feedback if additional information is required - It was agreed that Environmental Improvement Zones would be a standing item on the DCSP agenda. BY add this onto the agenda. 	BY
2.3	<ul style="list-style-type: none"> JK from Aire Valley Homes was keen to see a burglary action plan developed for Garforth and Villages, funding has been allocated to this ward – BY explained that 46k has been committed for a burglary preventative reduction plan and this has been agreed and will commence in Jan 2013. 	
2.4	<ul style="list-style-type: none"> BY will be sending out the timeline for when articles need to be in. Aire Valley Homes panel as requested they proof read the articles before they are sent to print, this will affect 2 NPT areas. Newsletters will be distributed mid October – BY explained that a timeline has been agreed with the remaining edition going out in April 2013 – Operation Confidence to be place on the next agenda for DCSP with regards to continuation in 2013. 	BY
3.0	NE Division Performance Report / Presentation (Discussion)	
3.1	A discussion took place with regards to the content of the report and whether the information was suitable for the meeting. BY informed the meeting further amendments were to be made further to a recent meeting in Safer Leeds. MD gave an overview of the crime types and overview of the divisions performance.	
3.2	MD ran through the performance report and the DCSP decided that they would like to see the following included in it:	MD

	<ul style="list-style-type: none"> • Specific trigger nights i.e. bonfire night and mischievous night. To show the difference between the crime last year to now. • ASB data • A break down into the actual numbers of domestic abuse • Improved crime data from Environmental services • 3 month data isn't useful - needs to be 3 months from last year as to previous 3 months. <p>MD will feedback to Safer Leeds copy in Martin Snowden.</p>	
3.3	It was discussed that due to the level of police resource at The Roundhay Park Bonfire and many people out of their homes RAM NPT experienced a high amount of burglaries. Discussions are needed to ensure this does not occur next year.	MD
4.0	Operation Optimal Presentation / Capable Guardians	
4.1	RM ran through the operation optimal report. The report is run three times a week and is used to determine the highest risk area and putting staff in those areas to prevent burglaries. This is done by circling the burglaries that have taken place in the last week, 2 weeks and 3 weeks and where the circles overlap, this is a high risk area. RM explained that optimal is most effective in high density housing areas, this is showing really good results and in the first 3 months burglary is down in the NE area apart from in Roundhay and Alwoodley.	
4.2	<p>RM asked the group for ideas on how to get information out regarding operation optimal and ideas on getting visible capable guardians in specific areas as this will help prevent crime. The group came up with the below ideas:</p> <ul style="list-style-type: none"> • WYFS to do safety checks in the areas at the times needed. • Housing support officers / wardens to be visible in the areas. • Ambulance services can park up in the areas. • Adult Social Care doing home visits. • Environmental action team out in the areas. • It was agreed that RM will meet with SV to discuss getting ENE Homes caretaking/environmental staff deployed in areas <p>RM to look into these different options and BY to pick up with John Woolmer and Environmental action team.</p>	RM BY
5.0	Key Links with WYFS	
5.1	BY explained that the Fire Services have gone through a major restructure which means the loss of the arson task force and ultimately less staff on the ground. BY informed the meeting that it may be difficult to get representatives from WYFS at the local tasking meetings Ruth will be reviewing attendance at meetings across the city. In the meantime contact should be made with the station commander at the appropriate stations when issues arise at tasking that require input from WYFS .	
6.0	Divisional Update re Help Desk Closures	
6.1	MD gave an overview of the changes that had already occurred within the division however the final recommendations have not been agreed yet – MS will give any further updates at next DCSP.	MS
7.0	POCA Criteria / Expenditure to date	
7.1	BY circulated the revised POCA criteria and everyone agreed the changes. BY explained that the POCA pot is currently out of funding. Some NPT areas are spending more than others with Chapel Allerton as the highest expenditure and Garforth and Villages with the lowest. We are currently awaiting more funds. We are not backlogging any applications but instead keeping a mailing list of all the applicants and will email them when more funds become available. MS to input overall mission statement to the document	MS
7.2	BY and LM to go through the POCA spreadsheet to ensure that all the applications are in the correct areas. A few errors have been raised regarding NPT boundaries	LM BY
7.3	MH raised Temple Newsam Park run as a application that could have also applied to the well being fund. Cllr Wilkinson suggested more communication to avoid applicants applying to different pots for the same initiative. BY explained that the	LM BY

	Temple Newam Park Run required over 2k in funding and that she had advised on other pots of funding that could be accessed. It was agreed that a section needs adding onto the application form that asks applications to declare any other funding they have applied for. LM to add this onto the application form. BY to ensure that Craig Derrick replaces the existing POCA form on NPT websites.	
7.4	It was discussed that there is not a lot of publicity around POCA. MP to look into publicising POCA centrally more effectively.	MP
8.0	Operation Champion 2013	
8.1	It was discussed that some operation champions have been really productive and some haven't. The operation champions aren't a one size fits all and depends on the current problem at the time. All partners were supportive of days of actions continuing and committing resources. It was agreed to carry on with 4 operation champions per year per NPT but to review the overall returns in terms of improving successes. BY to meet with MD and review the returns for 2012.	BY MD
9.0	Performance Reporting	
9.1	BY raised that it was becoming increasingly difficult to collate key tasking achievements, operation champion returns and articles for operation confidence. BY requested that all agencies have discussions internally around meeting required deadlines. MS has agreed to review tasking achievements at the divisions operation review meetings with neighbourhood policing team inspectors.	ALL MS
10.0	Meeting dates for 2013	
10.1	It was agreed that the meeting dates will be set for next January, April, July and Oct and will be arranged around the full council, planning dates and also to fit in with the performance reporting. LM to send out electronic meeting invites.	LM
11.0	AOB	
11.1	A meeting took place yesterday with targeted service leaders, NPT inspectors and co-chairs to discuss how to improve linking the tasking teams with the families first agenda, guidance and support meetings Overall it was a very productive meeting with staff sharing ideas of what is occurring in different areas and what is working. It was agreed that a further meeting would be scheduled in three months to review progress made across the different areas.	
11.2	Gillian Mayfield couldn't attend the meeting so BY provided a update on her behalf regarding families first which explained they now have the final cohort of families for the first year of Families First. ENE area has the highest number of families that meet the criteria at 361, ENE also has the highest number of families who are deemed to be High risk (that is have the highest number of risk factors). Targeted Services Leaders in each of the clusters are responsible for ensuring that the families in their area are receiving appropriate support which will include having a lead practitioner and an assessment of need, a team around the family and a clear plan of intervention. In many cases services are already working with individuals within the family, the challenge is to ensure that this work is joined up and the needs of the whole family are being met. This will require changes to the way services work, taking a whole family approach with one lead practitioner having an overview and co-ordinating activity around the family. The most appropriate person already working with the family will explain to them that they have been identified as requiring additional support and will be working with the family to identify their needs. The approach will be High Challenge/High Support. The more entrenched, complex and multiple needs families particularly in the high category cases will be the biggest challenge. Funding from Troubled Families will be used to increase capacity in the Intensive Family Support provision in the city, (Signpost and Multi Systemic Therapy) it will be based on need so by definition a higher percentage of this resource should come to the ENE. Targeted Services leaders are working closely with the NPT inspectors and other partners and they met yesterday to look at the links between tasking and cluster based support and guidance. By the next meeting of the DCSP GM hopes to be able to provide some case studies which show the impact the work is having on families.	GM

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Minutes of South East Leeds Health and Wellbeing Partnership 29th November 2012

Attendees:

Dave Mitchell (Chair) – South CCG
Bash Uppal – LCC Adult Social Care/NHS Leeds
Pat McGeever – VCFS rep
Cllr Paul Truswell – Inner South Elected Member Health Champion
Cllr James Lewis – Outer East Elected Member Health Champion
Councillor Shirley Varley – Outer South Elected Member Health Champion
Ruth Middleton – SE CCG
Gerry Shevlin – Community Safety
Helen Wiseman – LYPFT
Emma Stewart plus PA – LINK
Aneesa Anwar – LCC Admin Support

In attendance:

Lisa Lennon – Corporate research intelligence team
Ellie Rogers – SE Area Support team

1. **Welcome, introductions and apologies**

Round table introductions were made and all welcomed to the meeting.

Apologies were received from Shaid Mahmood, Tom Smith, Barbara Temple, Janette Munton and Julie Bootle.

2. **Minutes of meeting held on 26th July 2012**

Agreed as an accurate record.

3. **Matters arising**

Min 4 Obesity review - presentation was circulated as discussed.
NICE guidance has been published this week.

Action: Aneesa to circulate link to all.

4. **Follow up Obesity Review**

Bash went through the draft report.

Comments from partnership:

Statistics show that childhood obesity affects affluent areas as well as deprived areas. Childhood obesity is a priority in the city wide priority plan but there are no adult obesity indicators in the health and wellbeing strategy.

The partnership confirmed children's 10 year action plan in place and asked what impact had been over the last five years in delivery.

Action: Ruth to speak to Janice Burberry and team re impact etc from the strategy.

Integrating services is a must as it should be family centred approach. Bash informed partnership of children's pathways diagram.

Action: Bash to ask Janice for email copy to circulate / append to the report.
Discussion about commissioning and various tiers of activity. Bash informed partnership of information Carol shared, which has been put into a table. This is also to be appended to the report.

Action: Aneesa to send definitions table document and all the other appendices out with minutes.

Community feedback suggested solutions to encouraging take up of physical activity programmes to be low cost provision, in the daytime and with crèche facilities. The majority of people didn't like how they looked and a number didn't know where to go for support to maintain their weight. The community tended to think more about physical activity as the solution with very little mention of food intake and addressing this factor.

Discussion on long lasting affects on children eating healthily when their grown ups eat healthy foods and encourage them to do so.

Partners expresses need to take collaborated approach ensuring issues in commissioning and delivery services are looked at together both on healthy eating and physical activity. To look at services geographically and targeted at areas of greatest need and with prevention at the forefront.

It was suggested to do a campaign working with local families and target through a range of key topics e.g. alcohol, healthy eating, physical activity etc. Choose a specific area in the locality and look at developing measures of success and rollout learning.

Suggestion included appointing a champion to lead this activity with specific focus on tackling obesity in the area. Should this be a post? Who would fund this? Post April could this be funded? Cllr Truswell said there may be some area committee funding available, so this is a possibility?

Next steps

- **Action: Aneesa** to add page numbering to the report.
- Need to add Public health Leadership Team to the list of stakeholders to share report findings.
Action: Bash to speak to Janette and Brenda about taking it to that meeting.
- Bring report back for sign off in January. **Action: Bash** to send draft report to stakeholders who have contributed information to check accuracy and any further amendments and then table on various boards.
- **Action: all** to send Bash any further comments by the 14th December.

5. Any other business

Bash circulated summary update document outlining work progressed by the Partnership. A lead member from the Health and Wellbeing Board had requested this update following a discussion at their last meeting on understanding role and outcomes of the area partnerships. Bash felt important for partnership members to have awareness of local successes and what's gone well to share with their respective teams (see attached).

Free School Meals wasn't on the update document but Bash informed the partnership that the programme ran in the summer holidays where eligible children took up free school meals in the Middleton cluster. Report has been shared with the child poverty sub group looking at free school meals take to up to discuss rollout.

Action: Bash to add this to her summary update and circulate with minutes.

6. Date and time of next meeting

24th January 2012 at 2 – 4 Civic Hall.

Report of the Area Leader – South East Leeds

Report to Outer East Leeds Area Committee

Date: 12th February 2013

Subject: Well Being Budget (Revenue) 2012/13

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

Summary of main issues

1. This report updates members on the Well Being Budget for Outer East in 2012/13 and how Area Committee decided to allocate the funds against specific work streams. It also seeks approval for new project work.

Recommendations

2. Members are requested to:

- a) Note the position of the Well Being Budget.
- b) Note the Small Grants approved to date
- c) Agree to fund a gardening service through Swarcliffe Good Neighbours Scheme in 2013 and award £20,000
- d) Support a young sport coaching scholarship in Outer East and award £1,000.
- e) Support the distraction burglary project in outer villages and award £600.
- f) Note the cost increase for a dedicated 'community payback' service in Outer East.
- g) Note the information on Temple Newsam Park Run.

1 Purpose of this report

1.1 This report reminds Members of the Well Being Budget allocated to Outer East in 2012/13 and how Area Committee agreed to allocate the funds against specific work streams. It also requests funding for specific projects in Outer East.

2 Background information

2.1 The Well Being Budget allocated to Outer East for 2012/13 is £185,220. The carry over figure from 2011/12 is £35,873 providing a total budget of £221,093.

2.2 The budget had one commitment of £33,000 to fund the annual cost of its 11 LeedsWatch CCTV cameras.

2.3 At its May 2012 meeting, Area Committee agreed to set aside funding for:

- Dedicated Probation Services 'Community Payback' Team - £15,000
- Gardening service for the elderly and disabled - £20,000
- Small grants budget (up to £500 per project) for local community based projects - £10,000
- Older Persons' Event Week 2012 - £3,500
- Cricket coaching for young people - £5,000
- Skips - £5,000

2.4 The remainder of the budget has been used to focus on the priority work with young people, community safety and community engagement/involvement.

3 Main Issues – funding requests for new projects

3.1 Gardening Service for the elderly and disabled

3.1.1 Area Committee has funded a gardening scheme for elderly and disabled residents since 2004, initially through community service teams, then through Groundwork Leeds and more recently through Swarcliffe Good Neighbours Scheme (SSGNS).

3.1.2 The project guarantees one free cut for eligible residents and after that stays in contact with residents and offers a follow up service at a rate of £13.50 per hour.

3.1.4 In 2012 the service carried out the following work between 1 April and 30 September::

- 442 gardens completed (this includes follow up gardening with a charge)
- 273 gardens completed with no charge (Area Committee funded work)
- 169 residents took up the offer of follow up work where they were charged

3.1.5 The table below breaks this figure down by ward.

	TN	K & M	G & S	CG & W
Total gardens (includes where residents charged)	142	92	79	129
Total gardens where the service was free to the resident	70	53	49	101

3.1.6 The target for gardens completed free of charge was 400 and although this target has not been met the feedback from residents receiving the service has been very positive. The average cost per garden completed free of charge is £73.

3.1.7 Area Committee is requested to award £20,000 to fund this project. The project will be operational from April to September 2013 (inclusive).

3.1.8 This project meets the following priorities of the Outer East Area Committees Business Plan:

- Vulnerable members of the community are able to live independently at home for longer
- Neighbourhoods in Outer East are clean and attractive.

3.2 Young Sport Coaching Scholarship in Outer East

3.2.1 This project, led by LCC Sport & Active Lifestyle Service, will deliver a coaching scholarship for young sport leaders aged from 17-25 years old in partnership with local sports clubs.

3.2.2 The Club Development Officer will identify young sport leaders from the local community who are actively involved in a local sports club and would like to gain formal qualifications in sport. Successful candidates will be provided with both financial and professional support in helping them achieve recognised sporting qualifications, and also by accessing professional mentoring opportunities through a Personal Development Plan (PDP) agreed to by both the candidate and the Club Development Officer.

- 3.2.3 The beneficiaries will be young people from the local community, the scholarship will not only provide personal development for each young leader, but also a steady stream of qualified sport leaders who will use their experience and knowledge by working for and supporting their own voluntary sport organisations. Following the success of the Olympics and fitting in with the Legacy of the Olympics, candidates will be able to use their skills to engage and inspire other young sports participants.
- 3.2.4 The scholarship will be promoted to local sports club, who will then identify young volunteers in their clubs who they think will benefit from accessing formal sporting qualifications, each candidate will be required to be refereed by their club.
- 3.2.5 Dependant on the number of applicants, the scholarship will use the funding to work with as many applicants as possible by providing financial support in accessing courses, as well as mentoring opportunities for each candidate through a PDP. Through the application process, the scholarship will identify the candidates whose aim is to use their qualifications to work as a volunteer in their local club.
- 3.2.6 The project will work across all 4 Outer East wards with Area Committee being asked to provide £1,000 from its Well Being budget.
- 3.2.7 This project meets the following priorities of the Outer East Area Committees Business Plan:
- Residents in Outer East have access to opportunities to become involved in sport and culture

3.3 Probation Services – Community Payback

- 3.3.1 Area Committee has funded this project for several years with a contribution from its Well Being budget of £15,000 to provide a dedicated team in Outer East. The dedicated team of up to 7 probationers work 3 full days each as agreed in the Service Level Agreement.
- 3.3.2 The work of the team has primarily been environmental and included environmental clean up's with in bloom groups, Parish Councils and Leeds City Council; the team has provided support in clearing ginnels, clearing cemetery's, painting community centre's, painting fences, delivering newsletters, clearing snow in vulnerable locations etc.
- 3.3.3 Probation services have recently informed us that they can no longer provide this service at current costs. In order to provide a dedicated team for 3 days per week the cost will rise from £15,000 per year to £29,286 per year.
- 3.3.4 To provide a dedicated service for 1 day per week to cost to Area Committee will be £9,762.
- 3.3.5 This information is being brought to Area Committee to alert them to this increase. Further discussions will be ongoing with Probation Services to see what efficiencies can be made which would ensure that any reduction in service from 3 days to 1 day

would not mean that the output of the service is reduced by two-thirds. Further information will be brought to Area Committee in March 2013.

3.4 Distraction Burglary Project

3.4.1 As part of the burglary reduction plan for Garforth/Kippax and the villages, bogus /distraction burglaries have been highlighted across the area as a vulnerability due to the high proportion of elderly and vulnerable residents.

3.4.2 The proposal is to carry out ten events at existing schemes and registered tenants groups to raise awareness and reduce opportunity of becoming a victim of bogus callers . This work will be in partnership with Aire Valley Homes.

3.4.3 Feel Good Theatre will be used to provide an interactive session, the neighbourhood policing team will also be present alongside the community safety co-ordinator and Aire Valley Homes. Each interactive session costs £60 each. A total of £600 is requested from area committee to run this project.

3.4.4 This project meets the following priorities of the Outer East Area Committees Business Plan:

- Residents in Outer East are safe and feel safe.

3.5 Temple Newsam Park Run

3.5.1 At the December 2012 meeting of Outer East Area Committee it agreed to support the above event which will be held every Sunday morning at Temple Newsam and will provide a free 5K family run.

3.5.2 At that meeting Area Committee requested that a representative from Park Run attend the February 2013 meeting to discuss the project and answer questions. Members are reminded about the project with the information below.

3.5.3 The event will be advertised locally and details are available at www.parkrun.org.uk.

3.5.4 The cost to set up the run is £6,000. Of this, £3,000 comes from the Parkrun budget via sponsors (Lucozade, Adidas, Sweatshop etc). They seek £3,000 match funding from local councils, grant bodies and other organisations. For Temple Newsam, they have secured £500 from Leeds Network Athletics and £250 from POCA, which leaves £2,250 to find.

3.5.5 The grant from Area Committee will cover:

- Barcode scanners £119.23 x3 £357.69
- Timing device £206.98
- Laptop/netbook £480.00
- Timing device driver for laptop £102.00
- Bespoke computer software £960.00

- Cones / tape / distance markers / signs / hi-viz jackets / clipboards (contribution towards £240) £141

Total - £2,250

3.5.6 After the initial start up costs this project will become self sustainable and there will be no need for any further contribution from Area Committee.

3.6 Small Grants

3.6.1 The details of small grants received since April 2012 is detailed on **Appendix 1**.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

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

4.3 Council Policies and City Priorities

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

- Vision for Leeds
- Safer & Stronger Communities Plan
- Children & Young Peoples Plan
- Health & Well Being City Priority Plan

4.4 Resources and Value for Money

4.4.1 There is no new resource implications as a result of any projects detailed within this report. In all requests for funding from Area Committee applicants are asked to consider value for money during the application process.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Legal implications as a result of this report will be reflected in any subsequent

Funding Agreements and Contracts to Tender that arise from projects funded from the Well being Budget.

4.5.2 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for call in.

4.5.3 There are no key or major decisions being made that would be eligible for call in.

4.6 Risk Management

4.6.1 All proposals requesting well being funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

5 Conclusions

5.1 The report provides information on how the well being budget 2012/13 has been allocated against priorities identified in its Business Plan.

5.2 The report also requests that Area Committee consider a new position of Neighbourhood Improvement Officer.

6 Recommendations

6.1 Area Committee is requested to:

- Note the position of the Well Being Budget.
- Note the Small Grants approved to date
- Agree to fund a gardening service through Swarcliffe Good Neighbours Scheme in 2013 and award £20,000.
- Support a young sport coaching scholarship in Outer East and award £1,000
- Note the cost increase for a dedicated 'community payback' service in Outer East
- Agree to fund the distraction burglary project on outer towns and villages - £600
- Note the information regarding Temple Newsam Park Run

7 Background documents

7.1 Well Being Budget report to Outer East Area Committee – May 2012

7.2 Well Being Budget report to Outer East Area Committee – July 2012

7.3 Area Functions schedule report to Outer East Area committee – July 2012

7.4 Well Being Budget Report to Outer East Area Committee – December 2012

¹ 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.

Appendix 1 - Outer East small grant position as at 30 January 2013

Total budget: £
10,000
Current grant total: £
4,640

Cross Gates & Whinmoor ward		Ref	Status	£
Blessed JH Newman Social Club	Diamond Jubilee parish BBQ: 10 June 2012	OE/11/11/S	Approved	500.00
8th Seacroft (St Greg's) Rainbows	Rainbow's 25 year celebrations (split 50:50 with Inner East Area Committee)	OE/12/03/S	Approved	190.00
Activ8	Flea Club	OE/12/06/S	Queries	500.00
Garforth & Swillington ward		Ref	Status	£
Swillington Saints FC	New team set up costs	OE/12/08/S	Approved	500.00
Garforth & Swillington ward Luncheon Clubs	Garforth & Swillington ward lunch clubs Xmas dinners	OE/12/09/S	Approved	500.00
Kippax & Methley ward		Ref	Status	£
Kippax Welfare Cricket Club	Junior cricket net	OE/12/01/S	Approved but awaiting additional info before payment can be made	500.00
Allerton Bywater ARLFC	Coaching fees	OE/12/02/S	Rejected	-
Kippax Kabin Ladies Group	Craft equipment	OE/12/04/S	Approved	450.00
Brigshaw Co-Operative Trust	Dancing on Ice at Allerton Bywater	OE/12/10/S	New application	500.00
Micklefield Male Voice Choir	Uniforms and keyboard	OE/12/11/S	New application	500.00
Temple Newsam ward		Ref	Status	£
Halton Moor Storm RL	New team - kit/equipment	OE/12/05/S	Approved	500.00
Parkrun	Temple Newsam Parkrun	OE/12/07/S	Now an approved large grant - OE/12/36/LR	-

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Report of The Chief Officer of Parks and Countryside

Report to East Outer Area Committee

Date: 12th 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): Cross Gates & Whinmoor Garforth & Swillington Kippax & Methley Temple Newsam	
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 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 East Outer Area Committee:

Asset	Quantity
Community parks	7
Playing Pitches:	
Football	55
Rugby League	7
Bowling greens	9
Playgrounds	22
Multi-use games areas	3
Skate parks	3

Community Parks

- 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 7 community parks in the area which are;

Site Name	Annual Number of Visits	Total Annual Visits to East Outer Community Parks is 2.2m approx.
Allerton Bywater Sports Ground	130,963	
Barley Hill Park	291,329	
Glebelands Rec Ground	197,121	
Grove Road Rec Ground	18,764	
Halton Dene – Primrose Valley	362,711	
Manston Park	1,114,441	
Whinmoor Park	86,470	

- 3.4 The residents survey provides significant insight into the users of community 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 68% of visitors are adults with 32% children and young people.
- There are a wide range of reasons for visiting but nearly all visitors at some point go for relaxation or exercise. Other common reasons for visiting are for play and to enjoy the surroundings.
- Nearly 80% of visitors travel to the park on foot of which 71% take less than 10 minutes to travel there.
- Of the 18% who visit by car 65% take less than 10 minutes to get there.

- 39% of visitors go to community parks either every day or on most days, whilst 76% 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	18
Juniors	48

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 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 3,500 days of voluntary work in the East Outer area over a 12 month period. The tables below give details of works undertaken in 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
Halton Dene - Primrose Valley	Leeds Parks Volunteers	Tree thinning	0.8
	Leeds Wildlife Volunteers/ General Public	Volunteer Task: Tree thinning, Scrub Bash	6.9
	Operations Group	Volunteer Task	1.4
Hollinhurst Wood	Daniel Yorath House	Scrub Bashing	2.1
Skelton Wood POS Sports Fields	Friends of Skelton Wood	Glade Management	8.6
		Hedge Maintenance strim paths	2.6
	Skelton Wood Environment Group	boardwalk repair, litter pick	1.1
		ditches, footpath edging and litter pick	4.5
		footpath cutback, orchid survey and litter pick	5.0
		Litter pick / footpath clearance	5.7
		Litter pick, clear ditches, veg cut back.	5.7
		Maintain Ditches, Install benches, veg cutback	5.7
Maintain footpath	5.7		

Site	Organisation	Task	No. of Vol Days
Temple Newsam Estate	Leeds Wildlife Volunteers	Rhododendron removal	6.4
Town Close Hills	Daniel Yorath House	Litter Pick	1.4
		Path Clearance and Litter Picking	1.5
		Remove broken fingerpost	1.5
		Dead hedge laying	1.4
		Meadow Management	0.9
		Scrub bash	1.1
		Scrub Bash and Litter pick	1.7
	Leeds Wildlife Volunteers	Scrub Bashing	7.7
Total			79.4

Table 2 - Corporate volunteer actions;

Site	Organisation	Task	No. of Vol Days
Barleyhill Park	Corporate group	Paint / tidy Barley hill playground	10.0
Halton Dene - Primrose Valley	Corporate group	Litterpicking and Footpath work	7.1
Kippax Meadows	Corporate group	Clearing footpaths and stone feature, repair fence, cut back	6.4
Letchmire Pastures	RSM Tenon	Footpath scrape and widen, fence/gate/sign painting	47.1
Temple Newsam Estate	First Direct	Balsam Bash	12.9
	Vodafone	Tree Planting	11.1
Town Close Hills	BT	Footpath cut back, install sign posts, notice board	10.0
Total			104.6

Table 3 - Educational work within the East Outer area:

Site	School	Activity	No Of Children
Temple Newsam Estate	Shadwell Primary School	The Tudors	28
	Temple Newsam Halton Primary School	The Tudors	31
	Temple Newsam Halton Primary School	The Tudors	31
	Tickhill St. Mary's Primary School	The Tudors	20
	Swillington Primary School	The Tudors	19
	Adel Primary School	The Tudors	31
	St. Joseph's Catholic Primary School	The Tudors	24
	Meadowfields Primary	Survival Skills	48
	Harehills Primary School	The Tudors	30
	Lidgate Primary	Farm Food - Healthy Eating	30
	Lidgate Primary	Farm Food - Healthy Eating	31
	Harehills Primary School	The Tudors	30
	Harehills Primary School	The Tudors	30
	Kippax Ash Tree Primary School	The Tudors	22

Site	School	Activity	No Of Children
Halton Dene - Primrose Valley	Cullingworth Village Primary	The Tudors	29
	Scholes Primary School	The Tudors	32
	St. Joseph's Roman Catholic Primary	The Tudors	17
	Myrtle Park Primary School	Meet The Animals Guided Tour	49
	Willow Tree Primary	Meet The Animals Guided Tour	50
	Chapel Allerton Primary	The Tudors At Temple Newsam	27
	Chapel Allerton Primary	The Tudors At Temple Newsam	26
	West End Primary and Nursery	Meet The Animals Guided Tour	49
	Scholes Primary	The Tudors At Temple Newsam	28
	Bowling Green Primary, Halifax	Meet The Animals Guided Tour	24
	Chapel Allerton Primary	Meet The Animals Guided Tour	60
	St. Joseph's Catholic Primary	The Tudors At Temple Newsam	30
	Methodist Junior & Infant School	The Tudors At Temple Newsam	28
	Pudsey Bolton Royd Primary	Meet The Animals Guided Tour	33
	Pudsey Bolton Royd Primary	Meet The Animals Guided Tour	33
	Willow Tree Primary	Meet The Animals Guided Tour	72
	Willow Tree Primary	Meet The Animals Guided Tour	52
	Spring Bank Primary	The Tudors At Temple Newsam	29
	Lawns Park Primary	The Tudors At Temple Newsam	15
	Lawns Park Primary	The Tudors At Temple Newsam	15
	Ferney Lee Primary (Todmorden)	Mini Beasts, Nature walk	75
	Leeds Visually Impaired Group	Story Telling	6
	Mill Hill Primary Northallerton	The Tudors At Temple Newsam	25
	Mill Hill Primary Northallerton	The Tudors At Temple Newsam	25
	St. Peters C of E Harrogate	The Tudors At Temple Newsam	28
	St. Peters C of E Harrogate	The Tudors At Temple Newsam	28
	St. Peters C of E Harrogate	The Tudors At Temple Newsam	27
	Deighton Gates Primary, Wetherby	The Tudors At Temple Newsam	24
Halton Dene - Primrose Valley	Crossgates Primary	Site Visit: Nature Walk	20

Site	School	Activity	No Of Children
	Corpus Christi Catholic Primary	Habitats / Predators / Foodchains	27
	Corpus Christi Catholic Primary	Habitats / Predators / Foodchains	23
Corpus Christi Catholic Primary, Halton	Corpus Christi Catholic Primary	Habitats and Community Workshop	50
Meadowfield Primary, Halton Moor	Meadowfield Primary	Survival Skills, den building, bushcraft	48
	Meadowfield Primary	School Assemblies	300

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

Group Name	Number of Volunteers	Estimated Volunteer Days
Daniel Yorath House Conservation group	8	20
Friends of Billy Wood	8	3
Friends of Temple Newsam	50	1180
Skelton Woods Environment Group	8	96
Friends of Primrose Valley	15	40
Leeds Parks Volunteers	4	78
Leeds Voluntary Footpath Rangers	6	130
Leeds Wildlife Volunteers	12	216
Total		1763

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

In Bloom Group	Number of Volunteers	Award Won (Yorkshire in Bloom)	Estimated Vol. Days
Allerton Bywater	10	Urban Community – Silver Gilt	200
Garforth	20	Town – Gold (Category Winner)	400
Great & Little Preston	18	Large Village – Silver	360
Kippax	25	Urban Community – Gold (Category Winner)	480
Ledston	2	Small Village – Silver	40
Methley & Mickletown	12		240
Micklefield	3	Large Village – Silver	80
Swillington	8	Small Town – Silver	160
Total			1960

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 East area in 2012:

Site Name	Month	Event	Total
Allerton Bywater Sports	July	Leeds Youth Service	2

Site Name	Month	Event	Total
Ground	August	Leeds Youth Service	2
Church Lane Sports Pitches, Methley	June	Methley United Gala	1
	August	Methley Fest	1
Colton Lane	December	Airienteers	1
Firthfield POS	June	Diamond Jubilee Gala	1
Glebelands Rec, Ninelands Lane	June	Garforth Gala	1
	July	Leeds Youth Service	2
	August	Leeds Youth Service	2
	November	Garforth Bonfire	1
Halton Dene - Primrose Valley	June	Groundwork Leeds	1
Kippax Common (Green Lane)	April	(16th - 23rd) Funfair	1
	August	(6th - 13th) Funfair	1
Manston Park	July	(23rd - 29th) Funfair	1
		LCC Multi Sports Days	1
		Swarcliffe Childrens Centre	1
	August	LCC Multi Sports Days	7
Neville Road Playing Field	March	(26th - 3rd) Funfair	1
	August	(30th - 7th) Funfair	1
		East Leeds Unity Day	1
		Mini Breeze Event	1
Saville Road Recreation Ground	August	Leeds Youth Service	1
Swillington POS	July	Leeds Youth Service	2
	August	Leeds Youth Service	2
Temple Newsam Estate	February	Arriva Bus photo shoot	1
	March	Social services fun day	1
	April	Leeds Templars Scouts	1
	May	Leeds Advocacy Sponsored Walk	1
		White rose Pony show	1
	June	Barnardos Toddle	1
		Helicopter	1
		LCC Disability Week Picnic in the Park	1
		Olympics	1
		Race for Life	1
		Scouts Sports Day	1
		July	Airienteers
	Breeze on Tour		1
	One Breeze Event		1
	Opera in the Park		1
	Outback Events Cocoon (2nd to 13th)		1
	Party & Opera on site		1
	Party in the Park		1
	Rachel Dean Art Performance		1
	Summer Bands		1
	August	(20th - 28th) Funfair	1
		Wedding & Reception	1
	September	LCC Disability Week Picnic in the Park	1
		Sue Ryder Midnight Walk	1
		Transport Cycling event	1
		Wedding & Reception	5
	October	Seacroft Wheelers	1

Site Name	Month	Event	Total
		Wedding & Reception	1
	November	Best Parties Ever	1
		Wedding & Reception	1
	December	Wedding & Reception	3
Total			73

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 3.31.*

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 East Outer Area Committee.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Allerton Bywater Sports Ground	2011								No
Barley Hill Park	2011								Yes
Glebelands Rec Ground	2012								Yes
Grove Road Rec Ground	2011								No
Halton Dene – Primrose Valley	2012								Yes
Manston Park	2011								Yes
Whinmoor Park	2010								No

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 4 parks identified that meet the Leeds Quality Park Standard in the area, with 3 not reaching the standard. This is an increase of 2 parks (Glebelands Rec & Halton Dene) 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
Barley Hill Park	6.7	5.8	8.0	5.1	6.8	5.8	5.6	5.8	6.4
Glebelands Rec Ground	4.5	4.8	7.2	2.7	5.7	5.6	3.0	5.7	4.3
Halton Dene – Primrose Valley	6.3	6.3	8.6	6.3	7.7	7.1	4.6	7.1	6.6
Manston Park	7.9	7.8	8.8	6.2	8.6	7.5	7.1	6.9	7.8
Whinmoor Park	5.2	6.4	7.6	2.5	7.2	6.8	2.8	3.6	3.2

Note – Allerton Bywater Sports Ground and Grove Road Rec Ground had insufficient responses to be able to accurately produce satisfaction data.

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 and facilities for families 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;

Rating of Sports facilities	2009 (East Outer)	2006 (East Outer)
Fair to very good	80.2%	71.5%
Poor or very poor	19.8%	28.5%

The results show an increase in those rating sports facilities as fair or higher. 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;

Rating facilities for children	2009 (East Outer)	2006 (East Outer)
Fair to very good	80.1%	79.8%
Poor or very poor	19.9%	20.2%

Results show a minimal increase in those who rated facilities as fair, good or very good.

- 3.16 The following play areas have been refurbished during 2012;

- Swillington POS – New skate park (£74k).

- 3.17 The following improvements have been carried out to sports pitches in 2012;

- Barley Hill Recreation Ground – works are ongoing on the installation of drainage and flood alleviation bowl to the football pitches. (£144k).

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

Site Name	Cost to Achieve (excluding fixed play)	Reinvestment (excluding fixed play)
Allerton Bywater Sports Ground	£8,000	
Grove Road Rec Ground	£27,000	
Whinmoor Park	£118,725	
Total to achieve LQP	£153,725	
Average annual reinvestment		£22,720
Total reinvestment to 2020		£181,760
Overall Total Investment to 2020		£335,485

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

Description	Timescale for Recurring Investment
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

3.20 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;

Fixed Play Type	No.	Total Replacement Cost £'s	Required Average Annual Spend £'s
Play Areas	22	2,640,000	264,000
Multi Use games Areas	3	270,000	27,000
Skate Parks	3	270,000	27,000
Totals		3,180,000	318,000

Area Committee funding for additional on site gardeners

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

3.22 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.

3.23 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

3.24 Following a procurement exercise the streetscene grounds maintenance contract was awarded to Continental Landscapes Ltd (CLL) with effect from 1st 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 East Outer area committee:

Asset Type	Annual Visits	Unit	Measure
Amenity Grass	13	M ²	660,764
Premium Grass	26	M ²	106,462
Rough Grass	3	M ²	48,605
Sight Line	3	M	55,904
Rough Linear	3	M	83,552
Primary Network	6	M ²	38,142
Shrub Beds	2	M ²	14,696
Hedges	3	M	6,574
Rose Beds	2	M ²	570
Total			1,015,269

3.25 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%.

3.26 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.

3.27 From 1st 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.

3.28 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

3.29 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.

3.30 Specific coordinated working relevant to the East Outer Area Committee has occurred at;

- **Manston Park** – Parks and Countryside to empty litter bins outside the shops on Pendas Way and Church Lane during the week. Environment to empty bins between the entrance to Manston Park and up to and including the playground.
- **Barley Hill Park** – Facility sharing with street cleansing teams. This allows the cleansing staff to operate more efficiently in terms of productive time and transport savings.

Parks & Countryside Key Performance Indicators

3.31 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	The percentage of parks and countryside sites	23%	26.2%	29.4%	32.6%

PI Code	Description	2010/11 Actual	2011/12 Actual	2012/13 Target	2013/14 Target
/ EM38	assessed internally that meet the Green Flag criteria	(Target 23%)	(Target 26.2%)		
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 community parks, 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 East Area Committee, 4th July 2011.
- 7.2 Annual Report for Parks and Countryside Service in East Outer Area Committee, Outer East Area Committee, 18th October 2011.
- 7.3 Parks and Greenspace Strategy, Executive Board, February 2009.
- 7.4 Fixed Play Strategy, Executive Board, September 2002.

¹ 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.

Appendix 1: Detailed Residents Survey Information

1.1 Total Number of Annual Visits

	Community Parks	Other P&C Sites	Total
East Outer	2,201,799	3,257,819	5,459,618

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

Reason	Barley Hill Park %	Glebelands Rec %	Halton Dene – Primrose Valley %	Manston Park %	Whinmoor Park %	East Outer Total %
Exercise	45	43	100	85	100	76
Play	64	64	57	54	20	53
Dog walking	27	29	86	22	0	28
Enjoy the surroundings	18	7	86	56	20	45
Family outings	36	36	43	36	20	34
Relaxation	73	50	71	92	80	82
See Wildlife	18	7	29	8	20	12
Sport related	64	36	0	32	60	33
Other	18	0	0	17	20	15
Events	0	43	0	7	0	10

1.3 Age Profile of Visitors

Site	Age 20 – 39	Age 40 – 59	Age 60+
Barley Hill Park	42%	58%	0%
Glebelands Rec Ground	23%	46%	31%
Halton Dene – Primrose Valley	43%	29%	28%
Manston Park	26%	28%	46%
Whinmoor Park	50%	33%	17%
East Outer Total	30%	33%	37%

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
Barley Hill Park	64%	71%	29%	0%	0%
Glebelands Rec Ground	100%	69%	23%	8%	0%
Halton Dene – Primrose Valley	86%	100%	0%	0%	0%
Manston Park	76%	66%	27%	6%	2%
Whinmoor Park	80%	75%	25%	0%	0%
East Outer Total	79%	71%	23%	5%	1%

1.5 Visitors by Car - Journey Time

Site	% of visitors by car	Less than 10 mins	10–20 mins	20-30 mins
Barley Hill Park	36%	75%	0%	25%
Glebelands Rec Ground	0%	~	~	~
Halton Dene – Primrose Valley	14%	100%	0%	0%
Manston Park	21%	60%	40%	0%
Whinmoor Park	0%	~	~	~
East Outer Total	18%	65%	30%	5%

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

Time	Summer Stay		Winter Stay	
	Weekend	Weekday	Weekend	Weekday
Less than 30 Minutes	16%	27%	39%	47%
30 minutes to 1 hour	44%	46%	42%	42%
1 to 2 hours	27%	24%	13%	4%
2 to 4 hours	11%	1%	1%	0%
4 or more hours	1%	0%	0%	0%
Do not visit	1%	1%	4%	7%

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

	Summer	Winter
Every Day	15%	12%
Most Days	24%	14%
Once or Twice a week	37%	31%
Once every two weeks	11%	6%
Once a month	13%	29%
Seldom or never	0%	8%

1.8 Information taken from comments made in the survey.

Site	General satisfaction comments	What would make you stay longer or encourage more use	Any other comments
Barley Hill Park	Broken glass on hard surfaces is only regular comment.	More things to do.	Lighting and park wardens required to stop anti-social youths.
Glebelands Rec Ground	Mainly concern over decline in play area (play area has been refurbished since survey). Playing pitches well maintained but have drainage issues.	Improve play area (carried out since survey). More seating available. Toilet facility.	Would like the open spaces to be more visually attractive rather than just mown grass.
Halton Dene – Primrose Valley	Anti-social behaviour needs sorting out. Lack of dog bins/general littering issues.	Play area.	Lack of feeling safe at times.
Manston Park	Tennis courts are not up to the high standard of the rest of the park. Many positive comments about continued improvement. Irresponsible dog	Refreshment facilities. Toilets. A more noticeable park warden presence within the park. More seating and bins.	Growing concern over youth presence on an evening causing intimidation and making a mess.

Site	General satisfaction comments	What would make you stay longer or encourage more use	Any other comments
	owners. Play area is a little boring.		
Whinmoor Park	The park is okay but lacks a play area.	A play area.	



Report authors: Steve Carey/ Simon Costigan/Martin Hackett

Joint Report of the Chief Executive Aire Valley Homes Leeds, Chief Officer(Revenues & Benefits) and South East Area Leader

Report to Outer East Area Committee

Date: Tuesday 12th February 2013

Subject: Welfare Reform Impact On Council Tenants

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Garforth & Swillington		
Kippax & Methley		
Temple Neswam		
Cross Gates & Whinmoor		
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. A number of welfare reforms come into effect from April 2013 which will see:
 - Social sector size criteria changes;
 - Reductions in Council Tax Support; and
 - The implementation of local welfare schemes following the abolition of elements of the Social Fund.

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

3. 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 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, will come into effect in June 2013 for new claims with most existing DLA claims not being reviewed until October 2015

Recommendations

4. 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 Outer 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)

3.1.1 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.

3.1.2 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.

3.1.3 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.

3.1.4 A statement is attached at **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.

3.2 Benefit Cap

3.2.1 The Department for Work and Pension has written to councils to say that the implementation of the Benefit Cap will be deferred and will be implemented ‘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.

3.3 Discretionary Housing Payments

3.3.1 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.

3.3.2 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.

3.3.3 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.

3.4 Localised Council Tax Support

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

3.4.2 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 of issues arising from the local scheme are also being considered as part of the Scrutiny Board Working Group review.

3.5 Local Welfare Scheme

3.5.1 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.

3.5.2 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.

3.5.3 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.

3.5.4 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.

3.6 Universal Credit

3.6.1 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.

3.6.2 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.

3.7 Communicating the changes

3.7.1 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.

3.7.2 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.

3.7.3 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).

3.7.4 The cross ALMO / BITMO action plan (now Version 8) has been updated ensuring that it links to the citywide Welfare Reform Communication Plan and Welfare Reform Strategy.

3.7.5 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 - Osmondthorpe

Further Roadshows are being planned

4 South East Locality Perspective

4.1 Frontline staff briefing Sessions

4.1.1 Briefing sessions took place on the Monday 26th November; over 50 attended representing a range of agencies. Information was provided on the welfare reform changes, work being done by Aire Valley Homes Leeds to prepare tenants for the changes, details of the work planned by the South East Area Support Team, information on Credit Union bank accounts, access to IT and information on the Pinnacle People project supporting people into work.

4.1.2 In other areas interest has been high and it maybe that additional sessions maybe required later, these sessions will provide staff with an overview of the changes and how they can support clients to prepare and respond.

4.2 Communications

4.2.1 Discussions are ongoing with colleagues from North East and West North West Support Teams and Steve Carey to develop a coordinated approach across the three Wedges. These discussions have identified various work streams that will be progressed. Further meetings are planned to consider best practice and share ideas to support the agenda going forward. The work will include:

Employer engagement.

Work to address high interest lenders and loan sharks.

3rd sector approaches.

Food bank and social enterprise opportunities.

4.2.2 Information and support will be shared with as many front line staff as possible through the networks that have been identified from the staff briefings.

4.2.3 Targeted marketing of the Credit Union budget account (and the other budget bank accounts available) is being considered to better prepare residents for universal credit. Information on accounts to be provided as part of briefings for front line staff to share with clients. Voluntary organisations will be encouraged to actively promote the use of budget bank accounts and encourage uptake.

4.2.4 There will be continuing promotion of the need for people to begin to use budget bank accounts. Work to address loan sharks and debt management will identify what may be done on a local level linked to the development of citywide approaches.

4.2.5 Further promotion of the Pinnacle People and Get IT Together projects and increase referrals in preparation for digital by default and the universal credit changes.

4.2.6 Funding has been secured through the NHS Leeds Public Health to deliver additional support to engage and support residents linked to the impact of welfare reform on people's health, this could include providing drop in advice for tenants with concerns and queries about the changes and engage with vulnerable and hard to reach tenants.

4.2.7 Other briefings.

- At the 8th October Landlords Association meeting, Leeds Benefits Service was invited to give a presentation on the Welfare Reform Act.
- The Landlord Association also hosted in partnership with Unipol a Landlords day on the 15th November 2012 at Pudsey Civic Hall, there was networking opportunities and seminars on Universal Credit as well as other topical issues.

4.3 Information Sharing

4.3.1 Information is being shared between Housing providers, Children's Services and Benefits to cross reference those affected by changes and the Families First client list so that additional support and joint visits may be carried out where possible.

4.4 Digital Access

4.4.1 A review of the mapping information and approaches by Jobs & Skills are planned so that where gaps in IT availability are identified consideration may be given to remedies.

4.4.2 Work to establish how The Get IT Together scheme is progressing in the area will be put in place. Our objective will be to create strong links with Jobs & Skills and the local housing associations; work to promote the scheme in the area will be considered.

4.5 Co-ordination

4.5.1 Area Support Team has been established a small group to assist the co-ordination across agencies in the South East. The group will develop proposals which will be shared with Area Committees.

5 Corporate Considerations

5.1 Consultation and Engagement

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

5.2 Equality and Diversity / Cohesion and Integration

5.2.1 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.

5.3 Council policies and City Priorities

5.3.1 A number of policy change recommendations are being considered by the Council's Executive Board due to the introduction

5.4 Resources and value for money

5.4.1 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.

5.5 Legal Implications, Access to Information and Call In

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

5.6 Risk Management

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

6 Conclusions

6.1 The introduction of Welfare Reform will have major implications for tenants living in the AVHL 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.

7 Recommendations

7.1 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.

8 Background documents¹

8.1 There are no associated documents with this report.

¹ 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.

Ward Name	Number Of Claims Affected By Ward			Annual Decrease In Housing Benefit By Ward			
	Under-occupancy: ALMOs	Under-occupancy: Hsg Assoc	Council Tax Support	Under-occupancy: ALMOs	Under-occupancy: Hsg Assoc	Council Tax Support	Total Benefit Loss
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
Guiseley 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
Grand Total	6748	1577	33124	£ 3,902,750.73	£ 1,200,915.83	£ 4,290,878.27	£9,394,544.82

Appendix 2 - **Welfare Reform Strategy Board - 16th 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.

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 12th 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 21st 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

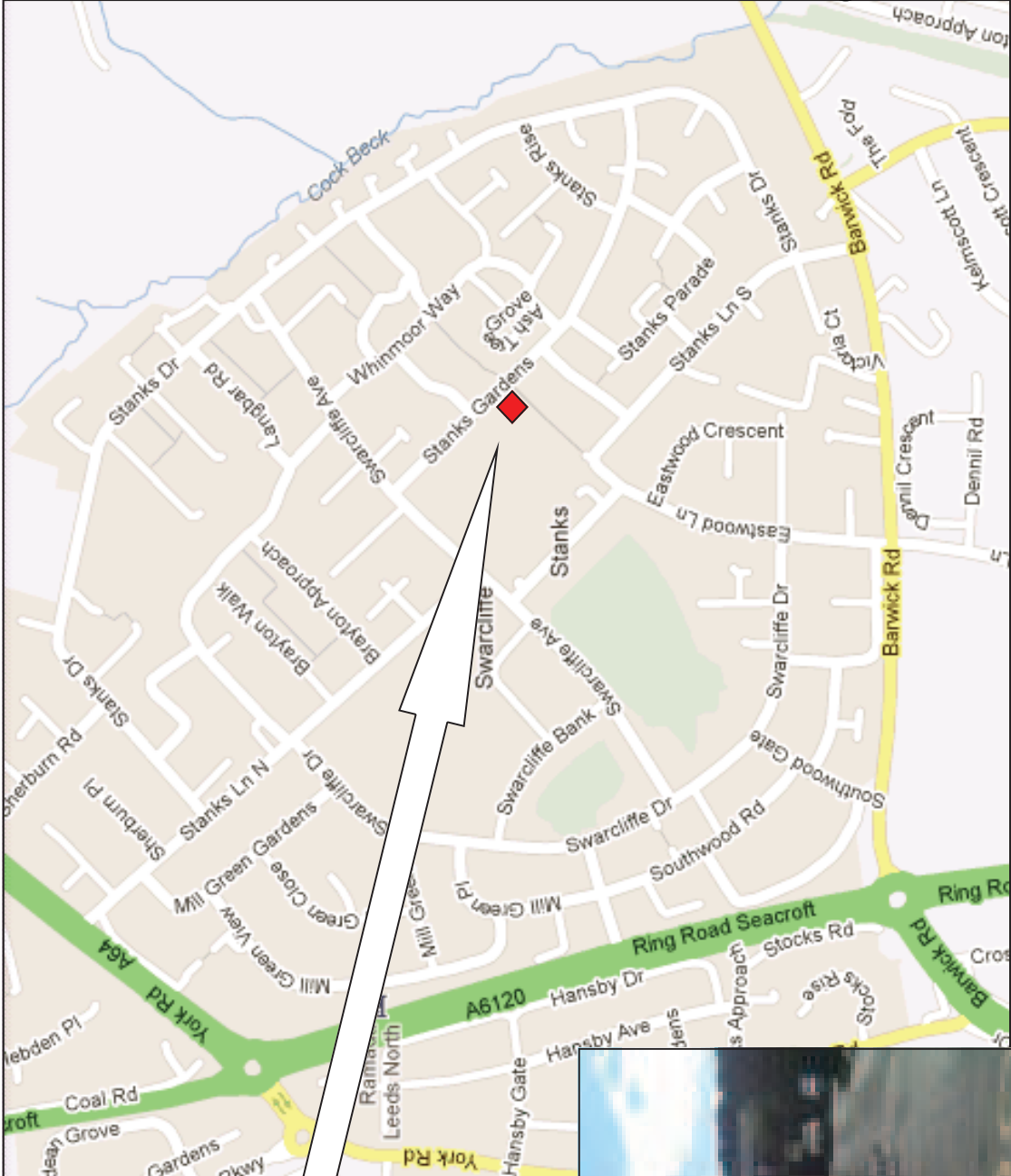
1. The implementation of SSSC will present the Council with a number of complex and interlinked issues to resolve. Where possible we have to prevent financial hardship affecting tenants whilst maximising rental income so as not to have an adverse impact on the Housing Revenue Account Business Plan. Moving 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 AVHL 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.



St Gregory's Youth & Adult Centre
 Stanks Gardens
 Swarcliffe
 Leeds
 LS14 5LS



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