



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Yeadon Town Hall, High Street, Yeadon, LS19 7PP on
Monday, 4th February, 2013 at 2.00 pm**

MEMBERSHIP

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
G Latty	-	Guisseley and Rawdon;
P Latty	-	Guisseley and Rawdon;
P Wadsworth (Chair)	-	Guisseley and Rawdon;
B Cleasby	-	Horsforth;
C Townsley	-	Horsforth;
D Collins	-	Horsforth;
S Lay	-	Otley and Yeadon;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;

**Agenda compiled by:
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A G E N D A

Item No	Ward	Item Not Open		Page No
			<u>PROCEDURAL BUSINESS</u>	
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 Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF 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>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES - 10TH DECEMBER 2013</p> <p>To confirm as a correct record the minutes of the meeting held on 10th December 2013.</p>	1 - 6

Item No	Ward	Item Not Open		Page No
8			<p>ANNUAL REPORT - FOR THE PARKS AND COUNTRYSIDE SERVICE</p> <p>To receive a report of The Chief Officer of Parks and Countryside providing an overview of the service setting out some of the challenges faced along with key performance management initiatives.</p>	7 - 26
9			<p>WELL-BEING FUND BUDGET REPORT</p> <p>To receive a report of the Assistant Chief Executive (Customer Access & Performance) providing Members with an update on the current amount of revenue and capital funding committed and available via the Area Committee well-being budgets for wards in the Outer North West. It seeks approval for new projects and provides details of small grant applications received since the last Area Committee.</p>	27 - 42
10			<p>WEST NORTH WEST HOMES LEEDS INVOLVEMENT IN AREA COMMITTEES</p> <p>To receive a report of West North West Homes Leeds outlining the purpose of West North West homes Leeds (WNWhL) involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.</p>	43 - 56
11			<p>AREA UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Customer Access & Performance) which brings together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business since the last Area Committee.</p>	57 - 62

Item No	Ward	Item Not Open		Page No
12			<p>WELFARE REFORM IMPACT ON COUNCIL TENANTS</p> <p>To receive a report of the Deputy Chief Executive / Chief Executive West North West Homes Leeds updating the Outer West Area Committee on Welfare Reform changes that impact on Council Tenants and that 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.</p>	63 - 80
13			<p>AREA CHAIRS FORUM MINUTES</p> <p>To receive a report of the Assistant Chief Executive (Customer Access & Performance) formally notifying Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.</p>	81 - 90
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>2pm, 25th March 2013.</p>	

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Agenda Item 7

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 10TH DECEMBER, 2012

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, G Latty,
C Campbell, J L Carter, B Cleasby,
R Downes, C Fox, C Townsley, D Collins
and S Lay

48 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

49 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

50 Late Items

There were no late items added to the agenda.

51 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations made.

52 Apologies for Absence

Apologies were received from Councillor P Latty.

53 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 ask questions on matters within the term of reference of the Area Committee.

On this occasion there were no members of the public present.

54 Minutes - 5TH NOVEMBER 2012

The minutes of the meeting held on 5th November 2012 were approved as a correct record.

55 Environmental Services - Six Month Performance Update on the Service Level Agreement

The Locality Manager (West North West) presented his report. The report provided an update on performance against the Service Level Agreement between North West Outer Area Committee and the West North West Environmental Locality Team. The report covered the six month period from June to November 2012.

Members discussed the report in detail. Initially the Locality Manager was questioned about the clearance of leaves and the schedule in place to undertake this work. Members requested that they be given a copy of the schedule to help manage requests from constituents more effectively.

Members requested explanation from officers present about the mechanical sweeping of streets in Horsforth which is well below other wards in the North West Outer Area. Members were informed that problems had been encountered with equipment used in Horsforth and sickness levels.

Members went on to discuss the clearance of gulleys and problems with collapsed gulleys. Carlton Lane was specifically exemplified as a problem area. Members also questioned officers about frequency of gulleys being cleared and dug out. Members highlighted the need to work with Yorkshire Water and to ensure that they undertake all their responsibilities in relation to gully clearance. A paper was requested for the next Environmental Sub Group meeting with regard to the ongoing work to keep gulleys clear.

Sickness levels of staff in this service were considered with Members expressing concern that levels were too high. The Locality Manager confirmed that he would provide Members with an accurate figure for absenteeism.

The impending changes to charging for bulky waste was brought up by Members and the banning of commercial vehicles from Council owned tips. It was considered that this might lead to costly enforcement action being taken if any rubbish was dumped.

RESOLVED –

- (a) that a schedule of leaf collecting rounds be provided to Members;
- (b) that an accurate figure for absenteeism be provided to Members;
- (c) that a report be submitted to the next meeting of the Environmental Sub Group detailing the latest position on gully cleansing; and
- (d) that the Committee note the report.

56 WELL-BEING FUND BUDGET REPORT

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement of the Area Committee's Wellbeing budget, detailing for determination those expressions

of interest received for Wellbeing funding and presenting for information those small grant applications which had been received to date.

Members were informed that the Lawnswood Squadron Air Cadet application for a grant which was previously deferred had since been withdrawn.

RESOLVED –

- (a) that the current position of the well being budget as set out at sections 2 and 3 be noted;
- (b) that the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within Section 4 of the submitted report;

Name of Project: New Litter Bins
Ward Affected: Adel & Wharfedale
Name of delivery organisation: Environmental Services
Decision: £1,845 revenue **APPROVED**

Name of Project: Moss and Graffiti Removal
Ward affected: Adel & Wharfedale
Name of delivery organisation: Environmental Services
Decision: £2,732 revenue **APPROVED**

Name of Project: Dog Fouling Enforcement
Ward affected: Adel & Wharfedale
Name of delivery organisation: Environmental Services
Decision: £1,364 revenue **APPROVED**

Name of Project: CASAC
Ward affected: Adel & Wharfedale
Name of delivery organisation: CASAC
Decision: £15,000 revenue **APPROVED**

Name of Project: Holt Lane Play Area
Ward affected: Adel & Wharfedale
Name of delivery organisation: Parks & Countryside
Decision: £5,500 revenue **APPROVED**

Name of Project: Improvement work to the surface of Public Bridleway No 1 Leeds (Cookridge Cricket Club)
Ward affected: Adel & Wharfedale
Name of delivery organisation: Parks & Countryside
Decision: £10,120 revenue **APPROVED**

Name of Project: SIDs
Ward affected: Adel & Wharfedale
Name of delivery organisation: Highways & Transportation
Decision: £4,000 revenue **APPROVED**

- (c) That the small grant and skip approvals as detailed at section 4 of the report be noted

57 AREA UPDATE REPORT

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business.

It was reported by the Chair that in future Sub Group notes will be written up more formally.

With regards to the Health and Well Being Sub Group it was noted that the Area Committee and its Members can have a beneficial impact on health services in North West Leeds.

With regards to the Transport Sub Group, Members were critical of the route chosen for the NGT scheme and commented that consideration should have been given to a stop at Headingley Stadium.

RESOLVED – That the Area Committee note the contents of the report.

58 NORTH WEST (OUTER) AREA COMMITTEE BUSINESS PLAN UPDATE REPORT

The Assistant Chief Executive (Customer Access and Performance) submitted a report which provided an update on the work to date to deliver the actions within the North West Outer Area Committee Business Plan 2011-2015. The report also sought approval to undertake a review of the business plan to ensure that it continues to be fit for purpose and reflects the current city wide priority plans.

RESOLVED –

- (a) that the progress made against the Business Plan actions be noted as detailed at Appendix 1 to the report;
- (b) that the Area Support Team undertake a review of the Business Plan for 2013/14; and
- (c) that a refreshed Business Plan be received at the Area Committee meeting in March 2013 for approval.

59 AREA CHAIRS FORUM MINUTES

The Assistant Chief Executive (Customer Access and Performance) submitted a report which formally notified Members that the minutes of Area Chairs Forum meetings will continue to be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

Members raised concerns at the removal of universal services for young people and the Youth Service review. It was requested that the Children and Young People's Sub Group give some focus to this issue.

RESOLVED –

- (a) that the contents of the report and the minutes from the Area Chairs Forum meetings be noted; and
- (b) that the Children and Young People's Sub Group give consideration to the provision of Youth Services in North West Leeds.

60 DATE AND TIME OF NEXT MEETING

2pm, Monday 4th February 2013 at Yeadon Town Hall.

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Report of The Chief Officer of Parks and Countryside

Report to North West Outer Area Committee

Date: 4th February 2013

Subject: Annual Report – for the Parks and Countryside Service

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

Summary of main issues

1. The report provides an area profile of key assets, information on park usage and a customer based perspective of the quality of the assets and services provided.
2. It highlights the current progress towards Leeds Quality Park (LQP) status for community parks in the area. It provides the costs of achieving and retaining LQP status in community parks up to the year 2020.
3. The report details capital improvements in community parks, sport pitches and fixed play in the area for the last 12 months and planned improvements to be delivered in the next 12 months.
4. It gives a detailed breakdown of events and volunteering in the area.
5. It gives an overview of the Streetscene Grounds Maintenance contract considering performance for grass cutting in 2012. It sets out the specification and how this is developing alongside suggesting increased engagement in performance monitoring.

Recommendations

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

1 Purpose of this report

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

2 Background information

Service Description

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

Description of Priority Advisory Function

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

3 Main issues

Area Profile of the Service

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

Asset	Quantity
Community parks	8
Playing Pitches:	
Cricket	4
Football	28
Rugby Union	3
Rugby League	1
Bowling greens	8
Playgrounds	19
Multi-use games areas	1
Skate parks	4

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 8 community parks in the area which are;

Site Name	Annual Number of Visits	Total Annual Visits to North West Outer Community Parks is 7.4m approx.
Grove Hill Park, Otley	301,969	
Holt Park	146,051	
Horsforth Hall Park	2,179,069	
Kirk Lane Park	106,685	
Micklefield Park	787,808	
Nunroyd Park	574,244	
Tarnfield Park	1,489,725	
Wharfemeadows Park	1,785,794	

- 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 75% of visitors are adults with 25% children.
 - There are a wide range of reasons for visiting each individual park but nearly all visitors at some point go for relaxation and exercise. Other popular reasons are for play, enjoying the surroundings, family outings and to see wildlife.

- 66% of visitors travel to the park on foot of which 55% take less than 10 minutes to travel there.
- Of the 32% who visit by car 68% take less than 10 minutes to get there.
- 34% of visitors go to community parks either every day or on most days, whilst 72% 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	19
Juniors	42

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 2,300 days of voluntary work in the North West Outer area over a 12 month period. The tables below give details of works undertaken in North West 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
Breary Marsh	Leeds Wildlife Volunteers	Drystone Walling	8.6
		Himalayan Balsam pulling	7.7
Golden Acre Park	Ralph Thoresby High School	Removing weed trees from the arboretum	28.3
Hawksworth Wood	Leeds Wildlife Volunteers	Installing and repairing benches	5.7
	Friends of Hawksworth Wood	Birch bashing, litter pick.	4.7
		Clearing entrance, removing graffiti from signs	2.1
		Step clearance / removing birch / meeting	3.5
Hunger Hills	Friends of Hunger Hills	Putting up nest boxes	5.7
		Recreating a view and installing owl sculpture	6.0

Site	Organisation	Task	No. of Vol Days
Lawnswood Cemetery & Crematorium	Friends of Lawnswood Cemetery	Bulb planting	15.0
		Clearing footpath and other features	15.7
		Clearing footpath, bridge, steps and other features	12.9
		Cut back, litter pick, footpath scrape in victorian section	11.4
		footpath edging and veg cutback	59.3
		Path Edging, Weeding Graves	19.3
		Tidying graves and other areas of the cemetery	6.4
		Vegetation Clearance	11.6
	Leeds Parks Volunteers	Maintaining path edges	5.0
Little Hawksworth Wood	Cragghill and Woodside Residents Group	Clearing litter and rubbish from the woodland	18.0
Micklefield Park	Leeds Parks Volunteers	Weeding	1.6
Nunroyd Park	Leeds Parks Volunteers	Pond clearance	4.7
Otley Chevin Country Park	Chevin Volunteers	Pruning apple trees in the orchard	9.4
		Bracken bashing	7.7
		Brashing	4.3
		Excavating Keeper's Cottage	2.9
		Himalayan Balsam pulling	4.3
		Removing birch from heath land	4.0
		Scrub Bashing	0.0
		Scrub bashing and dead hedging	4.3
		Sign installation	7.1
	Leeds Wildlife Volunteers	Brashing	5.7
		Removing birch from heath land	4.0
Total			306.9

Table 2 - Corporate volunteer actions;

Site	Organisation	Task	No. of Vol Days
Breary Marsh	Lloyds	Footpath construction	11.0
	Halifax & LWV	Removing unsuitable boardwalk, laying new path	12.1
	Lloyds	Footpath construction	47.1
Lawnswood Cemetery & Crematorium	Yorkshire Bank	Big Clean Up	15.7
Otley Chevin Country Park	Lloyds	Removing birch from heath land	7.9
Total			23.6

Table 3 - Educational work within the North West Outer area:

Site	School	Activity	No Of Children
Hunger Hills	Westfield Primary	Mini beasts and habitats	32
Otley Chevin Country Park	Springbank Primary	Mini beasts and habitats and ponds	60
Otley Chevin Country Park	Springbank Primary	Mini beasts and habitats and ponds	56

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

Group Name	Number of Volunteers	Estimated Volunteer Days
Chevin Watch group	2	0
Cragg Hill and Woodside	5	10
Friends of Chevin Forest Park	30	180
Friends of Engine Fields	10	72
Friends of Hawksworth Wood	5	15
Friends of Horsforth Hall park	10	0
Friends of Hunger Hills Wood	12	20
Friends of Kirklane Park	2	0
Friends of Yeadon Banks	5	10
Friends of Yeadon Tarn	5	10
Leeds Parks Volunteers	4	78
Leeds Voluntary Footpath Rangers	6	130
Leeds Wildlife Volunteers	12	216
Total		741

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

In Bloom Group	Number of Volunteers	Award Won (Yorkshire in Bloom)	Estimated Volunteer Days
Bramhope	9	Urban Community – Silver Gilt	160
Guiseley	20		400
Horsforth	22	Town – Silver Gilt	440
Otley	14	Town – Silver	280
Total			1280

Events

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

Site Name	Month	Event	Total
Engine Fields	May	Dragons running club	1
Golden Acre Park	January	Filming (Emmerdale)	1
		RSPB event	2
	February	PECO Abbey Runners X Country	1
		Bryan Williamson - Dog Microchipping	1
		St Gemma's Sponsored Walk	1
	April	PHG Egg Hunt	1
		RSPB event	1
		Scouts & Guide Sponsored Walk	1
	June	Bark in the Park	1
		Fusia society	1
Summer Bands		2	
July		Abbey runners	1

Site Name	Month	Event	Total
		Bliss Buggy Push	1
		RSPB event	1
		Summer Bands	2
		YCC sponsored walk	1
	August	Summer Bands	2
	October	Airienteers	1
		Bright Horizons	1
December	Ben Hepworth - Filming	1	
Harper Terrace	May	Yeadon Constitutional Club Funday	1
Hawksworth Wood	May	Airienteers	1
Holt Park	January	Carparking (Emmerdale)	1
	October	Airienteers	1
Horsforth Hall Park	April	Scarlett Stewart Student Photoshoot	1
		St George's Day Parade	1
	May	(30th - 8th) Funfair (Pullen)	1
		ITV Studio's - Emmerdale	1
	June	(27th May - 8th) Horsforth Jubilee Event	1
		Horsforth Gala	1
		Summer Bands	1
	July	Summer Bands	2
	August	LCC Sports Day (Chris Gott)	1
		Summer Bands	1
	September	Horsforth Churches Together Funday	1
		Summer Bands	1
	December	Horsforth Carols in the Park	1
Micklefield Park	August	Leeds Youth Service	1
Nunroyd Park, Guiseley	January	Airienteers	1
	May	(20th - 28th) Funfair (Atha)	1
	August	(13th - 20th) Funfair (Pullen)	1
	October	Airienteers	1
		Schools X country	1
	November	X country	1
Otley Chevin Country Park	February	Rombalds Stride	1
	March	PECO Danefeild X Country	1
	May	Airienteers	1
		Ben Hepworth - Filming	1
		STV Productions Filming	1
	June	Chevin Fell Race	1
		Diamond Jubilee Beacon Lighting	1
	July	Horsforth Fellandale Danefield Relay	1
	September	Airienteers	1
		Orienteering - Westgate Primary	1
December	Chevin Chase	1	
Tarnfield Park, Yeadon	June	Summer Bands	1
	July	Summer Bands	1
		YAA Sponsored Walk	1
	September	Northern Ballet Activity Day	1
Wharfemeadows Park, Otley	June	Fake Festival	1
		Summer Bands	1
	July	Summer Bands	1
Total			68

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 North West Outer Area Committee.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Grove Hill Park, Otley	2012								No
Holt Park	2012								Yes
Horsforth Hall Park	2011								Yes
Kirk Lane Park	2011								No
Micklefield Park	2012								Yes
Nunroyd Park	2011								No
Tarnfield Park	2010								Yes
Wharfemeadows Park	2012								Yes

Key:

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

3.12 From this table, there are 5 parks identified that meet the Leeds Quality Park Standard in the area, with 3 not reaching the standard. This is an increase of 2 (Horsforth Hall & Holt Park) to 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
Grove Hill Park, Otley	7.4	7.1	9.1	6.6	8.3	8.0	6.0	6.0	7.1
Holt Park	7.2	6.8	8.0	5.3	7.2	7.3	6.0	6.0	5.6
Horsforth Hall Park	8.2	8.1	8.7	6.1	8.3	7.7	6.9	6.2	7.9
Kirk Lane Park	5.8	5.5	8.0	4.6	6.7	6.4	5.3	5.8	5.8
Micklefield Park	7.9	7.5	9.0	6.7	8.0	7.4	7.5	7.7	7.8
Nunroyd Park	7.1	7.2	8.1	5.4	6.9	6.6	5.3	6.0	6.8
Tarnfield Park	8.2	7.8	8.9	6.6	7.7	8.0	7.3	6.4	8.2
Wharfemeadows Park	8.7	7.5	9.1	6.3	8.5	7.9	6.9	6.2	7.7

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 offered in many of the parks and sports facilities.

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 (North West Outer)	2006 (North West Outer)
Fair to very good	74.6%	65.6%
Poor or very poor	25.4%	34.4%

The results show a large increase in those who felt sports facilities were of at least fair standard. This data is related to the table set out in paragraph 3.13.

Fixed Play

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

Rating facilities for children	2009 (North West Outer)	2006 (North West Outer)
Fair to very good	84.4%	80%
Poor or very poor	15.6%	20%

Results show an increase in those who rated facilities as fair or better.

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

- Springfield Park – play area (£55k).

- 3.17 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)
Grove Hill Park, Otley	£35,000	
Kirk Lane Park	£88,000	
Nunroyd Park	£50,500	
Total to achieve LQP	£173,500	
Average annual reinvestment		£21,511
Total reinvestment to 2020		£172,091
Overall Total Investment to 2020		£345,591

- 3.18 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

3.19 Planned improvements for the next 12 months are;

- Newall POS – Removal of old playground equipment, installation of teen zone and five-a-side, litter bins and seating.
- Holt Lane – Removal of fence, bins & benches.

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	19	2,280,000	228,000
Multi Use games Areas	1	90,000	9,000
Skate Parks	4	360,000	36,000
Totals		2,730,000	273,000

Area Committee funding for additional on site gardeners

3.21 North West Outer Area Committee provide funding for additional gardeners within the North West Outer area. In 2012-13 funding totalling £23,534 was provided for increased onsite presence in Yeadon Cemetery and general additional presence at sites in Yeadon & Guiseley. Funding of £2,998 was provided for gardeners to work weekends during school summer holidays in Wharfemeadows Park and Tarnfield Park.

3.22 Since the introduction of site based gardeners, 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 North West Outer area committee:

Asset Type	Annual Visits	Unit	Measure
Amenity Grass	13	M ²	650,430
Premium Grass	26	M ²	96,075
Rough Grass	3	M ²	56,076
Sight Line	3	M	31,970
Rough Linear	3	M	55,446
Primary Network	6	M ²	991
Shrub Beds	2	M ²	15,983
Hedges	3	M	1,393
Rose Beds	2	M ²	1,121
Total			909,485

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 North West Outer Area Committee has occurred at;

- **Golden Acre Park** – Dog control orders in place to keep dogs on leads in ornamental gardens.

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 / EM38	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	23% (Target 23%)	26.2% (Target 26.2%)	29.4%	32.6%
LKI-PCP 22	Overall user satisfaction with Parks and Countryside (from the user survey)	N/A	N/A	7/10	N/A
New	The percentage of parks and countryside community parks which meet LQP status	33.9%	38.7% Target (40%)	47.5%	55%

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

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

4.4 Resources and Value for Money

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

4.4.2 The service undertakes to sustain and develop the services provided to the public and has traditionally used a number of sources of financial support to achieve developments. These include grants from bodies such as Green Leeds Ltd,

Sustrans, Natural England, National Lottery funding and developer contributions via section 106 (S106) funds.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

- 5.1 Community green space contributes in many ways to the delivery of the Corporate Priority Plan. They provide places for relaxation, escape, exercise and recreation. They bring communities together and make a positive contribution to the local economy, education, improve public health and well-being, and generally make a better place to live, work and visit.
- 5.2 Improvements to 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 North West Area Committee, 4th July 2011.
- 7.2 Annual Report for Parks and Countryside Service in North West Outer Area Committee, Outer North West Area Committee, 7th November 2011.
- 7.3 Parks and Greenspace Strategy, Executive Board, February 2009.

Appendix 1: Detailed Residents Survey Information

1.1 Total Number of Annual Visits

	Community Parks	Other P&C Sites	Total
North West Outer	7,371,345	3,301,634	10,672,979

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

Reason	Grove Hill Park %	Holt Park %	Horsforth Hall Park %	Kirk Lane Park %	Micklefield Park %	Nunroyd Park %	Tarnfield Park %	Wharfemeadows Park %	North West Outer Total %
Exercise	38	80	82	73	71	93	100	97	93
Play	50	0	72	73	65	37	53	50	60
Dog walking	38	40	21	18	22	23	19	28	22
Enjoy the surroundings	50	20	41	36	37	27	51	78	48
Family outings	38	20	55	45	55	23	36	32	44
Relaxation	100	80	86	100	80	90	100	96	91
See Wildlife	50	20	21	18	18	30	80	68	40
Sport related	13	20	26	18	39	53	4	13	23
Other	13	20	7	9	10	10	7	10	8
Events	0	0	17	0	2	7	1	1	8

1.3 Age Profile of Visitors

Site	Age 20 – 39	Age 40 – 59	Age 60+
Grove Hill Park, Otley	13%	50%	37%
Holt Park	20%	60%	20%
Horsforth Hall Park	26%	46%	28%
Kirk Lane Park	45%	55%	0%
Micklefield Park	48%	31%	21%
Nunroyd Park	29%	39%	32%
Tarnfield Park	27%	28%	45%
Wharfemeadows Park	17%	51%	32%
North West Outer Total	28%	41%	31%

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
Grove Hill Park, Otley	86%	84%	16%	0%	0%
Holt Park	100%	80%	20%	0%	0%
Horsforth Hall Park	56%	46%	44%	10%	0%
Kirk Lane Park	91%	70%	30%	0%	0%
Micklefield Park	71%	54%	46%	0%	0%
Nunroyd Park	90%	59%	30%	11%	0%
Tarnfield Park	55%	66%	15%	20%	0%
Wharfemeadows Park	78%	51%	37%	9%	2%
North West Outer Total	66%	55%	36%	9%	0%

1.5 Visitors by Car - Journey Time

Site	% of visitors by car	Less than 10 mins	10–20 mins	20-30 mins
Grove Hill Park, Otley	14%	100%	0%	0%
Holt Park	0%	~	~	~
Horsforth Hall Park	42%	73%	25%	2%
Kirk Lane Park	0%	~	~	~
Micklefield Park	29%	86%	14%	0%
Nunroyd Park	10%	67%	33%	0%
Tarnfield Park	42%	52%	42%	6%
Wharfemeadows Park	21%	64%	21%	14%
North West Outer Total	32%	68%	28%	4%

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	11%	15%	27%	33%
30 minutes to 1 hour	39%	47%	49%	49%
1 to 2 hours	35%	29%	16%	6%
2 to 4 hours	11%	4%	2%	1%
4 or more hours	1%	0%	0%	0%
Do not visit	3%	5%	6%	11%

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

	Summer	Winter
Every Day	10%	7%
Most Days	24%	15%
Once or Twice a week	38%	25%
Once every two weeks	15%	16%
Once a month	13%	26%
Seldom or never	1%	11%

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
Grove Hill Park, Otley	Few comments, occasional minor maintenance and infrastructure issues.	Play area updating.	Some signage to know what tree species are growing.
Horsforth Hall Park	A number of comments about the overall quality of the park. Dog fouling issues.	Improved toilets. Café facilities. More seating and picnic benches in the main areas of the park.	Some calls to bring back tennis courts and pitch and putt.
Kirk Lane Park	Lack of bedding/shrubs.	Improved Infrastructure. Seating/Picnic tables.	Drainage issues near park entrance.

Site	General satisfaction comments	What would make you stay longer or encourage more use	Any other comments
	Dog fouling. Poor quality of path network.	Particularly no seating in play area.	
Micklefield Park	Lack of toilet facilities.	No overall prominent requests, in general more facilities or improved facilities.	The park is increasingly becoming a target for youths to gather with resulting anti-social behaviour.
Nunroyd Park	Nunroyd House is falling into disrepair.	The park is lacking facilities, its just an open space with sports fields. More could be done to improve the horticultural aspects.	The cross country running events ruin the grassed areas.
Tarnfield Park	Dog fouling is an issue. Comments noted on continual improvements in the park.	Café. Modernised play area.	They have new toilets but they are never open.
Wharfemeadows Park	Play area is rundown and needs replacing. Lack of rubbish collection on weekends, leaves the park messy. Some good horticultural maintenance comments.	Much improved toilets. Improve café.	~

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

Report to North West (Outer) Area Committee

Date: 4th February 2013

Subject: Well-Being Fund Budget Report

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

Summary of main issues

This report seeks to update Members on the current amount of capital and revenue funding committed and available via the Area Committee well-being budget for wards in the Outer North West area.

In addition, the report seeks approval for new projects and to note approvals for small grants and skips given since the last Area Committee.

Recommendations

The Area Committee is asked to:

- note the amount of revenue well-being budget available for 2012/13
- review the new project applications submitted for the Area Committee's consideration.
- note the approvals for small grants and skips given since the last Area Committee.
- note the monitoring information provided at appendix 1.

1 Purpose of this report

- 1.1 The purpose of this report is to provide Members with an update on the current amount of revenue and capital funding committed and available via the Area Committee well-being budgets for wards in the Outer North West. It seeks approval for new projects and provides details of small grant applications received since the last Area Committee.

2 Background information

- 2.1 At the June 2012 meeting Members were informed of the new revenue well-being allocation for the Outer North West Area Committee of £160,940 for the financial year 2012/13 (£40,235 per ward). The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage. The carry forward of uncommitted well-being funds from 2012/13 will continue.
- 2.2 There is no additional well-being capital allocation for 2012/13. However, Area Committee's can continue to commit capital resources in 2012/13 if they still have uncommitted funds available from their previous allocations.

3 Main issues

- 3.1 Following projects agreed at the last meeting, a total of **£216,386** remains available for supporting revenue priorities in the area.
- 3.2 The table at 3.3 includes details per ward of the total available revenue for 2012/13 including carry-forward from the 2004/05 to 2011/12 financial review, amounts already committed from December 2012 and the balance remaining.

3.3 Table 1: Revenue

Ward	2012/13 allocation plus carry forward	Amounts committed at the December meeting	New Balance
Adel & Wharfedale	£107,447	£41,720	£66,727
Guiseley & Rawdon	£32,202	Nil	£32,202
Horsforth	£43,680	Nil	£43,680
Otley & Yeadon	£73,777	Nil	£73,777

3.4 Table 2: Capital

Ward	Carry forward from 2011/12	Total spent 2012/13	Balance remaining
Adel & Wharfedale	£0	£0	£0
Guiseley & Rawdon	£32,625	£27,402	£5,223
Horsforth	£0	£0	£0
Otley & Yeadon	£17,960	£17,960 (includes £5000 repayable loan)	£0 (plus £5,000 repayable loan).

3.5 Monitoring information on all on-going projects can be found at appendix 1.

3.6 Members are asked to note that the Shaw Lane Car Park project approved at Area Committee 20th June 2011, has had to be decommissioned due to WNW Homes Leeds being unable to match fund. The sum of £5,223 has therefore been added back into the Capital funding balance for Guiseley & Rawdon. The revised figures are reflected in Table 2 below.

4 Well-being Projects

4.1 Details of new expressions of interest requesting funding from the well-being budget are detailed below. The Area Committee is asked to consider the projects.

4.2 **Name of Project:** New Grit Bins
Ward Affected: Adel & Wharfedale
Name of delivery organisation: Highways
Amount requested: £3,195.00 revenue

Funding is requested to provide an additional ten grit bins and two fills of salt for each bin. Sites are to be advised by Ward Members in agreement with Highways Services with the bins in place for Winter 2013/14.

4.3 **Name of Project:** CCTV Otley
Ward affected: Otley & Yeadon
Name of delivery organisation: LCC Leeds Watch
Amount requested: £11,863 revenue

Funding will cover the revenue costs of the monitoring and maintenance of 5 CCTV cameras in Otley in 2012/13. The cameras are on Kirkgate, Manor Square, Boroughgate, Cross Green and Market Street in Otley.

It is hoped the increased public confidence in the areas where the cameras are located will continue to improve the quality of life for people in Otley. There will be a reduction in crime and disorder by preventing and detecting crime in the areas where the cameras are located.

- 4.4 **Name of Project:** CCTV Yeadon
Ward affected: Otley & Yeadon
Name of delivery organisation: LCC Leeds Watch
Amount requested: £6,442 revenue

The funding application is to cover part of the operational costs of 3 CCTV cameras in Yeadon during 2012/13; all three cameras are located on Yeadon High Street.

It is hoped the cameras will provide increased public confidence in the areas where the cameras are located and improve the quality of life for people in those areas; and also support a reduction in crime and disorder by preventing and detecting crime in the areas where CCTV cameras are located.

- 4.5 **Name of Project:** Puritan Chapel Refurbishment
Ward affected: Adel & Wharfedale
Name of delivery organisation: Bramhope & Carlton Parish Council
Amount requested: £7,500 revenue

Funding will support phase II of the refurbishing works at the 17th century Puritan Chapel. To include the repainting of the bell wheel, gutters, fall pipes and doors; commissioning reports on the restoration of the bell and the pews with a view to give them a modern finish; analysis of the lime wash deposits on the walls; replastering the west wall and various cleaning and sundry works. The works will revitalise an historic and architecturally important building and help support local tourism.

- 4.6 **Name of Project:** Pool Social Club Refurbishment
Ward affected: Adel & Wharfedale
Name of delivery organisation: Pool Social Club
Amount requested: £5,000 revenue

The funding will help Pool Sports and Social Club carry out improvements to the club enabling the venue to be more attractive to the village community. Works will include the modernisation of the seating, kitchen and bar areas, fitting of new carpets, refurbishment of the wooden floor area and updating of the general decorations and lighting units.

- 4.7 **Name of Project:** Small Grants Budget
Ward affected: All Outer North West Wards
Name of delivery organisation: West North West Area Support Team
Amount requested: £8,000 revenue (£2,000 per ward).

The Outer North West Area Committee established a small grant budget in 2004. Originally it was agreed that this resource would be for grant applications up to £500 for a single organisation this amount was increased to £1,000 at the June 2010 meeting. Groups and organisations that apply or enquire about small grants are supported and given guidance on their application by the Area Support Team. In line with City Council financial regulations the small grants are monitored to ensure that expenditure is in line with grant approval. In June 2012 the Area Committee approved £12,000 for a small grants budget, this allocation has almost been spent therefore a further £2,000 per ward is requested.

5 Small Grants

5.1 The table at 5.3 details the small grant allocations per ward and the total spend on small grants in 2012/13.

5.2 The Guiseley & Rawdon small grant allocation has increased from £3,000 to £5,000 and is reflected in the table below.

5.3 Table 3: Small Grants

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£3,000	£3,159	Nil
Guiseley & Rawdon	£5,000	£3,232	£1,768
Horsforth	£3,000	£1,850	£1,150
Otley & Yeadon	£3,000	£2,199	£801

5.3 The following small grant applications are reflected in the above table and are presented for information:

- The Brownlee Stone Centre renaming ceremony (£976, H)
- Guiseley & Rawdon Festive Lights (£1000, G&R)

5.4 The Wellbeing Report of 10th December 2012 stated the small grant for Yeadon Town Hall Visual Equipment as being £500, this was incorrect and should have been £375; the amendment is reflected in the figures above.

5.5 The following table details the number of skips per ward and the total spend on skips in 2012/13.

5.6 Table 4: Skips

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£1,000	£621	£379
Guiseley & Rawdon	£1,000	£403	£597
Horsforth	£1,000	£117	£883
Otley & Yeadon	£1,000	£486	£514

5.7 Due to changes in Government Landfill Tax Legislation, the Leeds City Council skip contract holder was allowed to increase the cost of a skip temporarily to £162 per skip to reflect these changes for the period of 28th May 2012 to 31st July 2012.

Following contract negotiations between the skip contract holder and the Leeds City Council Sustainable Development Unit, the agreed contractual costs to the Council for a standard sized skip is £124. This price came into affect from 1st August 2012.

6 Corporate Considerations

6.1 Consultation and Engagement

6.1.1 Local ward members have been consulted on new projects being presented at this meeting of the Area Committee.

6.2 Equality and Diversity / Cohesion and Integration

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

6.3 Council Policies and City Priorities

6.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2011/12 with amendments made to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3C).

6.3.2 The Area Support Team's work programme contributes at a local level to the themes contained in the: Vision for Leeds; Leeds Strategic Plan; Health and Wellbeing City Priorities Plan; Children and Young People's Plan; Safer and Stronger Communities Plan and the Regeneration City Priority Plan.

6.4 Resources and Value for Money

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

6.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via well being budgets.

6.4.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council departments mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. conservation area reviews.

6.5 Legal Implications, Access to Information and Call In

6.5.1 This is a report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with the Area Support Team's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions. This report is not eligible for call-in.

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

6.6 Risk Management

6.6.1 Risk implications and mitigation are considered on all well-being applications.

7 Conclusions

7.1 The report outlines potential projects through the Area Committee's well-being budget. These are projects which assist in the work programme of the Area Support Team. The report outlines the budget remaining for the Area Committee's use for the rest of the financial year.

8 Recommendations

8.1 Members of the Outer North West Area Committee are requested to:

- Note the current position of the well-being budget as set out at sections 2 and 3.
- Consider and agree the projects as outlined at 4.0.
- Note the small grant and skip approvals detailed at 5.0.
- Note the monitoring information provided at appendix 1.

9 Background documents

None

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.

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WELL-BEING PROJECTS MONITORING – QUARTER 3 2012/13

Project Title	Lead Organisation	Outcomes/Comments	Approved	Paid
2012/13 PROJECTS				
ONW/12/01/C Otley Sustainable Facilities	Otley Football Club	<p>Stage 1 of the project is completed, the upgrading of the referee changing rooms and has received good feedback from those who have used the facilities.</p> <p>There are internal challenges due to project board members resigning and suffering ill health, and unexpected delays such as IT problems with the broadband provider and unexpected Christmas and New Year closures. Progress is still ongoing and recently upholstery quotes have been obtained for the club house however the project is delayed by several weeks. The Club still expect to complete by the close of the financial year but it seems that realistically it may slip into 2013/14.</p>	£5,000	£3,000
ONW/12/02/R Horsforth PCSOs	Horsforth Town Council	<p>The two PCSOs funded via well-being concentrate on Horsforth daily. They attend local schools, clubs and other events in the Horsforth area.</p> <p>They have a regular contact point at Morrison's on Town Street, Horsforth every Saturday between 10am and 11am. The Brownlee Stone Centre on Town street is now a contact point through the week visible to the passing public and with notices displayed. PCSOs also have space in the noticeboard outside the Brownlee Stone Centre to advise residents of contact points.</p> <p>Anti-social behaviour is one of the Police priorities with targeted areas including Town Street, New Road Side, Hall Park, Hall Lane. The Speed Indication Device continues to be deployed throughout Horsforth. Police also supported the Horsforth Lights Switch on.</p>	£8,100	£0
ONW/12/03/R Additional Staff at Wharfedale and Meadows	LCC – P&C	<p>This project is now completed. Two members of staff were employed to work weekends from June through to September, plus the August bank holiday for three hours each day, undertaking duties such as the emptying of litter bins, litter-picking across the sites and the general upkeep of the parks as required.</p> <p>The project has helped to enhance people's enjoyment of the parks and their visitor experience. The presence of staff on site has meant that the parks can be kept up to the usual high standard, therefore reducing the amount of customer complaints and enquiries relating to these sites.</p> <p>The two members of staff worked to a high standard and there were no issues or situations faced whilst carrying out the project.</p>	£2,998	£2,998

ONW/12/04/C Guiseley Theatre Boiler	Guiseley Theatre	This project has now completed and the boiler has been successfully installed. The costs increased by £898 during the project as three valves needed to be replaced which were not quoted for originally, the theatre funded this from group funds.	£5,640	£5,640
ONW/12/05/R Aireborough Fun Afternoons	Aireborough Extended Services	This project is now completed. Extensive monitoring was provided. 4 family fun days were run for children under 11. An average of 70 children attended each event with a total of 283 children overall. Feedback was requested at each event and an average of	£4,356	£4,356
ONW/12/06/R CASAC 2012	CASAC	The grant requires 240 properties to be target hardened throughout the ONW up to a value of £75 each, this would be split equally with 60 per ward. To 31 st August 2012, 41 properties have been target hardened and the details are – Adel & Wharfedale 25 properties, Guiseley & Rawdon 0 properties, Horsforth 13 properties and Otley & Yeadon 3 properties.	£20,000	£0
ONW/12/07/R AVSED IT Equipment	AVSED	The project is completed. The IT equipment has been purchased and positive feedback received.	£2,200	£,2200
ONW/12/08/R Chevin Forest Car Park Surprise View	Friends of Chevin Forest Park	The project is related to the P&C project which was approved and then decommissioned due to issues with the third party contribution. P&C are supporting the group and an initial upfront payment of £1352 has been made to cover the payment to Caird Bardon, remaining funds will be transferred at the end of the works.	£2,500	£0
ONW/12/09/C Replacement Water Pipe at Robert Craven Memorial Hall	Robert Craven Memorial Hall Committee	The project is completed. The works have been undertaken and the water pipe replaced, feedback is positive.	£2,500	£2,500
ONW/12/10/R Guiseley & Rawdon Festive Lights	Leeds Lights	The lights have been installed as agreed. Following a member of the public commenting on the number of lights provided this year, further lights were arranged through the small grants fund.	£2,550	£2,550
ONW/12/11/R Yeadon Festive Lights	Leeds Lights	The lights have been installed as agreed; a switch on was supported through the small grants fund.	£3,550	£3,550
ONW/12/12/R Horsforth Festive Lights	Horsforth Town Council	The lights have been installed and turned on during the Festive Evening on the 1 st December 2012	£2,100	£0
ONW/12/13/C George Martin Drive	Highways	Schedule for the works is to be confirmed by LCC Highways; it is expected this will take place prior to end of the Financial year	£6,000	£0
ONW/12/14/R Horsforth CCTV	Community Safety	The CCTV is in use in the Horsforth area and monitoring is given through the Community Safety Reports to Area Committee.	£3,680	£0
ONW/12/15/C Adel Theatre Upgrade	Adel Players	£4,000 was paid to the group upfront to enable the works to go ahead. An audio frequency induction loop has been installed and fully tested, individual feedback from hearing aid users is positive. The lighting installation is due for completion in week commencing 14 th January, it has been tested in preparation for the next production and the group have organised a “master class” in its use to ensure greatest benefit is	£4,957	£4,000

		gained. Next stages are the construction of new stage apparatus such as scenery flats and the installation of the sound equipment.		
ONW/12/16/R OPAL in the Community	OPAL	The project covered three small projects (Fire Safety Project, Intergenerational Project and the Out and About Group). Various items have been purchased for the fire safety project and an educational session has been arranged in Bramhope for the 7 th March for older people to access fire safety advice. The Intergenerational Event held the Christmas event at Ralph Thoresby High School and positive feedback has been received,	£2,450	£0
ONW/12/17/R Horsforth Gardening Scheme	Horsforth Live at Home Scheme	This project is due to start in March and last throughout the summer months when the planting season is ongoing. Upfront payment will be arranged to arrive with the Scheme in March to enable them to prepare.	£1,225	£0
ONW/12/18/C Laybys in Church Lane	Perennial Gardeners Royal Benevolent Society	Perennial are working with LCC Highways to improve the laybys. The full schedule for the works is to be confirmed to the group by LCC Highways; it is expected this will take place prior to end of the Financial year	£5,000	£0
ONW/12/19/R Environmental Projects	LCC – WNW Locality team	This project is ongoing and the first/final monitoring return is due at the end of February 2013. The project is expected to complete by the close of the financial year.	£5,941	£0
ONW/12/20/R CASAC Additional Funding	CASAC	This project is ongoing and the first monitoring return is due at the end of February 2013. The project is expected to be still ongoing in 2013/14.	£15,000	£0
ONW/12/21/C Holt Lane Play Area	LCC – P&C	This project is ongoing and the first monitoring return is due at the end of February 2013. The project is expected to complete by the close of the financial year.	£5,500	£0
ONW/12/22/R Public Bridleway No1 Improvements	LCC – Parks & Countryside Public Rights of Way Team	This project is ongoing and the first monitoring return is due at the end of February 2013. The elements of the project funded by wellbeing are expected to be complete by the end of the financial year, however the match funding by Parks and Countryside will be provided in 2013/14.	£10,120	£0
ONW/12/23/R SIDS	LCC – Highways	This project is subject to approval at Highways Board. The first monitoring return is due at the end of February 2013.	£4,000	£0
2011/12 REVENUE PROJECTS				
ONW/10/09/R Replacing Trees in Cookridge Estate	LCC – Forestry Services	The project has now completed. £1,650 was approved in March 2011, and a further £300 approved in March 2012. A site visit took place with Cllr Anderson and locations were agreed for 9 new trees. Cllr Anderson is undertook the public consultation. Hornbeams trees were chosen as they are a long lived tree that will enhance the character of the Estate. The trees were planted in November 2012.	£1,650 £300	£1,950
ONW/11/13/R No Cold Calling Zones 2012	Yeadon & Rawdon	The funding is to pay for signs, window stickers and information leaflets for 25 additional no cold calling	£1,229	£1,229

	Neighbourhood Watch	<p>zones.</p> <p>All the signs were erected within two weeks of receipt by the end of May and each scheme was given the correct number of window stickers and leaflets. The schemes have been well received and the additional signs made the scheme more visible</p>		
ONW/11/18/R Aireborough Summer Activities Scheme	Aireborough Summer Activities Scheme	<p>The project is jointly funded with Inner North West Area Committee.</p> <p>The playschemes have continued throughout the year , 3 buses, escorts and drivers brought the children to and from the Easter scheme and took them out on trips, an activity day was held in the October half term and a Christmas Activity Day was also held. Activities enjoyed by the children throughout the events have included – for the under 8s, a bouncy castle session, biscuit decorating, art, swimming, trampolining and trips included Emsley’s Farm, Wacky Warehouse and a Donkey Sanctuary. One little boy celebrated his birthday during the scheme and cried because he didn’t want to go home. The 9-12s, enjoyed art, swimming at Aireborough Leisure Centre, a cinema trip and a trip to Nell Bank. The over 13s choose activities such as swimming, cinema bowling and a visit to the National Media Museum in Bradford.</p> <p>Feedback has been positive, parents were able to have a break and spend quality time with siblings and know that the children were well cared for.</p>	£16,153	£5,384
ONW/11/19/R Surprise View Car Park	LCC – Parks & Countryside	This application was for the Area Committee to act as a Third Party Contributor to the scheme which would allow P&C to access funds from Caird Bardon. As P&C are keeping the works in house; the third party contributor must be a separate organisation therefore a new application from Friends of Surprise View was approved at September Area Committee and this application was withdrawn.	£2,500 Returned to pot	£0
ONW/11/20/R Parks and Countryside	Site Based Gardener	The site based gardener has been working a five day 37 hour week (21 hours within Guiseley & Rawdon and 16 hours with Otley & Yeadon) undertaking general gardening duties such as grass cutting, pruning, de-littering, removing fly tipping etc.. There have been no issues so far with the continuing project.	£23,534	£0
ONW/11/21/R Horsforth Diamond Jubilee	Horsforth Town Council	This project is now complete. The event took place on 4 th June and over 2,000 people attended throughout the day. The Deputy Lord Lieutenant represented Her Majesty the Queen at the event and presented 20 children who had dressed for the occasion with Jubilee Medals. The Bonfire Beacon was lit at 10.15pm. The funds paid for the hire of a marquee which was used for serving food during the day and the disco in the evening.	£2,000	£2,000
ONW/11/22/R Healthy Living for Older People	OPAL	<p>The 6 weekly exercise classes have been running regularly and are well attended. In particular the Gentle Exercise Classes and Tai Class have increased in numbers. The Activities Worker has undertaken a training course on Nutrition and has visited each class to identify specific health messages relevant for each class. Fruit is now served instead of biscuits following the classes.</p> <p>A survey has shown that the people attending the exercise classes are finding the sessions very useful, in particular 100% said they found the information of use, 37% had tried one or more of the recipes, 81%</p>	£2,820	£2,820

		reported their awareness of health issues for older people had increased, 51% had changed their eating and exercise habits.		
ONW/11/23/R Off Road Bikes	West Yorkshire Police	<p>Calls for service from the nuisance motorcycle teams within the Outer North West have increased as following - Oct: from 8 (Oct 2011) to 25 (Oct 2012) / Nov: from 2 (Nov 11) to 4 (Nov 12)/ Dec: from 5 (Dec 11) to 11 (Dec 12). The team continue to be an active presence throughout the ONW.</p> <p>Adel & Wharfedale – ongoing intelligence has led to an increase in patrols in Adel regarding criminals travelling in from East Leeds; patrols in Cookridge have issued a section 59 to two legal scooter owners. A presence throughout the rest of the ward has been maintained.</p> <p>Horsforth – although few calls of note a continued presence in conjunction with LCC Parkswatch has reassured residents.</p> <p>Guiseley & Rawdon – an influx of 4x4 vehicles have been using Esholt Woods regularly, meetings have been held with Yorkshire Water to tackle this issue.</p> <p>Otley & Yeadon - A rise in the number of calls around the Coppice Wood area, have been dealt with as a result of one seizure and several youths advised as to the consequences of continuing to ride illegally.</p>	£1,500	£0
ONW/11/24/R Golden Acre Car Park	LCC – P&C	<p>This project is now completed. Works carried out included the resurfacing of parking area with Bitumen hard surface, installing speed calming humps, line marking of designated parking bays and the instalation of 'Skipton Gravel' within parking bay gullies</p> <p>The project has improved parking provision, making the car park a safer and more accessible facility, which will help improve the aesthetics of Golden Acre Park and hopefully increase visitor numbers and enjoyment. The Estate Management and staff at Golden Acre park have received many positive comments on the car park improvements.</p>	£15,000	£15,000
ONW/11/25/R Driver Training	LCC – Youth Service	<p>The project was delayed due to staffing issues within the Youth Service.</p> <p>A suitable provider has now been identified, and the first staff member has been through the training, passed her theory and is waiting for the driving test. The second staff member has now started and has passed the initial medicals before beginning the course.</p>	£2,460	£0
ONW/11/26/R No Cold Calling Adel & Wharfedale	Adel Association	Paperwork has not been received from Adel Association. Cllr Anderson is to meet with the group in early January. The Grant is still due to go ahead this financial year.	£1,446	£0
2011/12 CAPITAL PROJECTS				
ONW/11/02/C WNWHL	Shaw Close Car Park	This project is not going ahead as WNWHL were unable to find match funding. Project decommissioned and £5,223 returned to the Capital Wellbeing pot (A&W)	£5,223	£0

ONW/11/10/C Yeadon Cricket Club	Purchase of Yeadon Cricket Club	<p>This project is split as follows – £5,000 loan element to be repaid after 1 year as per the terms of the loan agreement £5,000 Capital Wellbeing Grant</p> <p>The purchase of Yeadon Cricket Club was completed earlier in 2012 around March time for a total of £60,000 + VAT. The Cricket Club are now working to raise enough money to make sure they can make the repayments on time for the £5000 Loan + the repayments on the English Cricket Board £50,000 Loan.</p> <p>The first loan instalment is due in mid February 2013 (with 10 working days to pay) as per the terms of the Funding Agreement (a quarter of the payment to be paid annually from the date the payment was initially made) and a sundry account has been created to allow the Club to make the first payment.</p>	£5,000 Loan £5,000 Grant	£10,000
ONW/11/11/C Area Support Team	Micklefield House Information Board	This project is now closed, the board has been fully installed and is in use.	£1,150	£1,150
ONW/11/12/C Parks & Countryside	Springfield Play Area	<p>This project has now been completed. The new playground was managed by Leeds City Council's Parks and Countryside Service and has been installed within the specified timescales and project budget.</p> <p>The playground is now open for use and includes swings, multi-play unit; see-saw and spinner with rubber safety surfacing underneath all the equipment. There is also a new access path, three seats for parents & carers and two litter bins. To achieve this project earth modelling works had to be undertaken. As part of this project the local community were consulted and helped guide the Parks and Countryside Service with the design and selection of the play equipment.</p> <p>The introduction of this playground has increased play opportunities in the area, creating further things to do for children, young people, parents etc..., promoting active lifestyles and healthy living. This additional fixed play facility is now valuable asset to the community it servers improving community life and well being. This new facility appears to be really well used and the verbal feedback that received since the opening of the playground has been positive</p>	£30,000	£30,000
2010/11 REVENUE PROJECTS				
Adel War Memorial Association main hall floor replacement	Adel War Memorial Association	The works are now completed. The work was carried out to the schedule on the whole, there were some slight delays due to the delay in the arrival of the materials. The work is of a good standard and the hall is now in full use again almost every day of the week.	£10,000	£10,000
Tranmere Park conservation area appraisal	LCC Sustainable Unit	<p>This project Initial research work included the production of:</p> <ul style="list-style-type: none"> a draft Conservation Area boundary that identifies the area of special architectural and historic interest a draft Conservation Area Appraisal that outlines what the special character of the area is and how to 	11,000	£0

		<p>preserve and enhance it through future management</p> <ul style="list-style-type: none"> • a draft Article 4 Direction with a dated photographic condition survey and information guide for residents. <p>A draft appraisal and management plan has been taken to Planning Panel in July 2012, the completed appraisal is to be taken to February 2013 Planning Panel and the consultation process has now opened with events planned throughout January 2013. It is expected the project will be completed and closed by the end of the current financial year.</p>		
2008/09 REVENUE PROJECTS				
Up grade of bar facilities	Yeadon Town Hall users licence committee	The project is now completed and the bar has been upgraded and positive feedback received.	£10,000	£10,000

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Report of West North West Homes

Report to Outer North West Area Committee

Date: 4th February 2013

Subject: West North West homes Leeds involvement in Area Committees

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Horsforth, Adel & Wharfedale, Otley & Yeadon & Guisley & Rawdon		
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. WNWhL provide a range of housing management services in the West and North West of Leeds. The Outer North West Area Committee area is coterminous with the 'Outer North West' housing management area comprising 3900 properties in the Adel and Wharfedale, Otley and Yeadon, Horsforth and the Guisley and Rawdon Wards. Tenancy and Estate Management services are delivered locally from our office located in Horsforth.
2. Support services such as rent accounting, lettings and property repairs are delivered through a centralised structure, however all customer enquiries can be made locally at the Horsforth Neighbourhood Office and at the Otley and Aireborough One Stop Centres; or via the Council Contact Centre.
3. This report seeks to advise the Area Committee of activities undertaken by WNWhL which impact on local communities and areas where opportunities exist to work collaboratively to improve conditions for local people.
4. It was agreed by Area Committee in June 2011, that WNWhL would provide an update of activities and services undertaken by them twice yearly.

Recommendations

Members of the Outer North West Area Committee are invited to note the content of this report; WNWhL will provide a six monthly update report.

1. Purpose of this Report

- 1.1 To outline the purpose of West North West homes Leeds (WNWhL) involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.

2 Background information

- 2.1 An introductory report was submitted to the Outer North West Area Committee in June 2011, outlining areas of mutual interest and opportunities to promote collaborative working for the benefit of communities in Outer North West Leeds. The report recommended that WNWhL should provide further, more detailed, reports on a twice yearly basis.
- 2.2 WNWhL delivers services to customers through a combination of centralised and decentralised structures. Generally speaking, estate and tenancy management functions are delivered locally by the Neighbourhood Housing Team based at the Neighbourhood Housing Office on The Green, Horsforth. Support services such as Lettings, Rent and Repairs are delivered through a decentralised structure; however enquiries for the range of services we provide can be handled at the aforementioned office. The bulk of customer enquiries are processed through the Council Contact Centre, with whom WNWhL has a Service Delivery Agreement.
- 2.3 Leeds City Council in conjunction with the three ALMOs in Leeds is currently undertaking a review of the ALMOs and future Housing Management Arrangements. Leeds City Council's Executive Board last week considered a report detailing the review of housing management services in Leeds. The report included two options for how housing management could be run in future.

The two options are:

1. Move to a single company model (e.g. a single ALMO) with a retained locality delivery structure and strengthened governance arrangements; or
2. Move to all services being integrated within direct council management with a retained locality delivery structure and strengthened governance arrangements to include tenants and independent members.

Leeds City Council, Leeds Tenants Federation and the ABCL and are working together to produce consultation material which clearly explains the options, why the Council believes there needs to be a change, and how they can have their say. The chairs and chief executives of the ALMOs will also have an input into the consultation materials before they are published.

Tenants will receive a booklet containing details of the options, and will be invited to seven public events across the city, two of which will be in the WNWhL area. They will also be asked to fill out a survey – either in hard copy or online - to capture tenants' opinions on the two options and other valuable information to help shape housing services in the future. Leeds City Council, Leeds Tenants Federation and the ABCL and are working together to produce the consultation materials.

The consultation team will also visit Area Panels and seek the views of other key stakeholders, ALMO board members, councillors and relevant council staff.

- 2.4 This report focuses on examples of joint working, and activities which promote community involvement and well being.

3. Main issues

3.1 Environmental Management

3.1.1 Partnership Working

3.1.2 Crime and Grime Multi Tasking Groups were set up in 2004. Their aim is to provide a clear framework for the positive management of the Outer North West area, whilst delivering a multi agency approach, when dealing with issues relating to crime and grime. To share local information and intelligence, to agree local priorities and deliver joint actions for delivering service improvements.

3.1.3 Agreed priorities of the Crime and Grime Group are to improve environmental conditions within the Outer North West area, to provide a joined up approach when dealing with issues in relation to crime, anti social behaviour.

3.1.4 The Outer North West, Crime and Grime Tasking Group has delivered 6 local action days in 2012 in the following areas; Weston Estate Otley , in the St James area of Horsforth the Holtdale Estate in Holt Park, the Westfield Estate in Yeadon, the Queensway area in Guisley and most recently the King Edwards area of Horsforth.

3.1.5 In addition in January 2013 we have carried a successful post Christmas and New Year Spring-clean Day on the Holtdales in conjunction with the local tenants & residents association. Traditionally the period following the Christmas and New Year holidays has seen a marked increase in fly-tipping and litter on this estate.

3.1.6 WNWhL has an active role in delivery of local action days, including provision and delivery of promotional information, providing staffing resources, through our Neighbourhood Management Officers and Neighbourhood Caretakers. WNWhL also contributes financially with the provision of skips, where environmental improvements are required.

3.1.7 Common problems identified during action days are increasing number of incidents of fly tipping and graffiti.

3.1.8 Health & Environmental Action Services have issued fixed penalty notices to residents who have been identified as having fly tipped. In an attempt to be pro active WNWhL provide skips for tenants to remove surplus rubbish. WNWhL Neighbourhood Caretaking Team also deal with problems of graffiti on our estates.

3.1.9 The noticeable outcome of these action days have been improved environmental conditions, where local residents have provided positive feedback about improved conditions.

3.1.10 The Tong Estate in the Outer West area was identified earlier this year to be the testing ground for a locality working initiative. The Locality Working Initiative is a partnership between West North West homes Leeds (WNWhL) and Leeds City Councils, Outer North West, Locality Team. The aim of the project is to deliver joined up environmental services and to improve environmental conditions.

After the successful pilot of Locality working on the Tong Estate it was decided one estate in Outer West, Inner West Inner North West and Outer North West areas would be identified to develop further this method of working. The Holtdale area of Holt Park was the area identified in the Outer North West area with a view to building upon the joint working already being developed around the creation of the new Holt Park Community forum. An initial meeting has taken place in December 2012 with the ONW Locality Team the Area Support Team Parks & Countryside, Forestry and Continental where it was discussed the possible areas of future co-operation and joint working.

3.2 Caretaking and Cleaning

- 3.2.1 Our Neighbourhood Caretaking Team provide a front line environmental service, patrolling estates and communal buildings including daily visits to multi storey flats, ensuring a high visible presence to deter illegal dumping, illegal entry, vandalism and other acts of anti social behaviour.
- 3.2.2 The Caretakers act as the eyes and ears on the estate, reporting and recording any illegal activity and breaches of tenancy. They provide a patrol service of estates on a planned basis, assessing and dealing with environmental issues in communal areas, such as ginnels, walkways and communal land where grot spots exist.
- 3.2.3 The Caretaking team also undertake regular work in a number of areas which are identified as hotspot areas for litter and fly-tipping. They also undertake larger environmental projects tidying up areas of land not included in the Continental contract.
- 3.2.4 The monitoring of the new grounds works contract with Continental forms an important part of the work undertaken by the Neighbourhood Caretaking Team and other staff in the Outer North West area. The successful implementation of the new contract will have a significant positive impact on the environment within the Outer North West area.
- 3.2.5 WNWhL has in addition recently recruited a team of four Apprentice Caretakers. This new team in addition to learning skills which will help them to secure permanent employment will also form the basis of a resource to provide a Vulnerable Customers Gardening Scheme for vulnerable customers. This Apprentice Caretaker Team is headed by a Work Experience Mentor and will be based at Horsforth Housing Office but will work across all of WNWhL.
- 3.2.6 To date the Apprentice Caretakers have cleared over 80 gardens for vulnerable customers, attended 2 Environmental Action days with WNWhL staff and partners, and contributed to environmental improvements across the four areas, including work in various Outer North West locations, including Lea Croft, Myers Croft, Union Court , Hawthorn Road, Holtdale Grove and Meagill Rise.

3.3 Estate Grading and Inspections.

In line with our published service standards WNWhL arranges regular Estate Inspections which take place on a monthly basis for each area; and a four times a year Estate Grading for each area.

The Estate Grading which now takes place quarterly has taken the place of the twice yearly Estate Walkabout. WNWhL reports on the grading of its estates four times a year and it was important to give customers and other stake holders the opportunity to have an input into this process.

Estate Gradings are promoted on our website and WNWhL welcomes the opportunity for customers, partners and other representatives to attend the inspections and estate grading with us. Often the issues identified may be the responsibility of other Council Departments e.g. Highways, Parks & Countryside and the Walkabouts provide an opportunity for other agencies to contribute to improving environmental conditions and quality of life for local people.

The Estate Grading for the first Quarter of 2012/2013 in the Outer North West area showed that there were nine areas graded excellent, twelve graded good and three graded acceptable. There have been some minor changes to the management areas, reducing them from 25 to 24.

The positive work undertaken by the Neighbourhood Management Officers and the Neighbourhood Caretakers has seen a marked improvement in the Estate Grading with the Tenant Inspectors/Residents grading eighteen areas as scoring Excellent and six areas as Good with no areas in either the acceptable or poor categories in the third quarter grading.

Of the three areas graded as Acceptable in the first quarter 2012/2013 Otley Area 7 Coppicewoods, Otley Area 9 Henshaws & Horsforth Area 10 Regents etc have now all been graded as Excellent in the third quarter estate grading.

The table below gives the Estate/Area, the current grading in December 2012 and the date of the next estate grading for your information.

Otley & Yeadon Guisley & Rawdon

Estate	Area	December 2012 Grading	NMO	Next Grading Date	Meeting Point
Otley Area 1	Weston Estate	Good	Lynne Hellas	Thursday 21 st March 2013 1	entrance Bennett Court 11.00am
Otley Area 2	Lea Croft, Myers Croft, Wellcroft	Excellent	Lynne Hellas	Tuesday 26 th March 2013	entrance Lea Croft 2pm

Otley Area 3	Pool in Wharfedale	Excellent	Lynne Hellas	Tuesday 26 th March 2013	entrance Churchill Flats 11.00am
Otley Area 4	The Green, The Oval, Croft Avenue, Newall Ave, Newall Carr Road, Turner Crescent, Chippendale Rise, Athelstan Lane	Excellent	Lynne Hellas	Thursday 28 th March 2013	The Green 11.00am
Otley Area 5	Nunroyd Ave, Nunroyd Cottages, Shakespeare Road/Close, Ruskin Crescent, Elliot Grove, Spenser Road, Shaw Close, Masefield Street, Bacon Street, Tennyson Street, Black Crescent	Excellent	Richard Fleetwood	Wednesday 20 th February 2012	Start car parking area near 2 Shakespeare Close at 10.00am
Otley Area 6	Westbourne Drive, Park Road, Hawkhill Ave, Netherfield Court, Kelcliffe Ave, Moorland Crescent, Stanley Grove, Moor Lane, Moorland Ave, Moorland Drive and Road	Excellent	Richard Fleetwood	Thursday 14 th February 2012	Start Moorland Crescent bungalows 10.00am
Otley Area 7	Howson Close, Coppice wood Ave, Coppice Wood Close, Coppice Wood Grove	Excellent	Richard Fleetwood	Friday 22 nd February 2012	Start 2 Howson Close at 10.00am
Otley Area 8	Shaw Leys, Shaw Royd, Raywood Close, Swincar Avenue, Newlands Ave, Netherfield Close, Manor Close	Excellent	Richard Fleetwood	Wednesday 27 th February 2012	Start 2 Shaw Leys at 10.00am

Otley Area 9	Albert Square & Henshaws Estate and properties off High Street	Excellent	Bob Meskouri	Thursday 21 st March 2013	Albert square Yeadon Ls19 7SS Car Park at 11.00am
Otley Area 10	Rawdon Estate: Aire View, Windmill Lane, Canadas, Markhams, Larkfields	Excellent	Bob Meskouri	Tuesday 26 th March 2013	60 Harrogate Road Rawdon LS19 6LP at 11.00am
Otley Area 11	Hawthorn Estate Yeadon	Excellent	Bob Meskouri	Wednesday 27 th March 2013	Woodlea Mt Yeadon LS19 7PW car park at 11.00am
Otley Area 12	Westfield Estate, Chippendale Rise, The Crescent & The Crossway, Well Hill Garages	Good	Bob Meskouri	Tuesday 19 th March 2013	34 Hawthorn Road. Yeadon LS19 7UT at 11.00am
Otley Area 16	Fairfax Flats, Adams Croft, Prestwick Close, West Busk Lane, Whiteley Croft, Union Court, Linfoot Court, Westgate, West View, St Clair Terrace, Bridge Ave, Bridge Street	Excellent	Richard Fleetwood	Tuesday 12 th February 2013	Start at Whiteley Croft 10.00am

Horsforth / Adel & Wharfedale

Estate	Area	December 2012 Grading	NMO	Next Grading Date	Meeting Point
Horsforth Area 1	King Edward Avenue, King Edward Crescent Drury Avenue , Bank Gardens & Hall Lane	Excellent	Gill Little	Tuesday 5 th March 2013	Roundabout end of Drury Avenue at 10.30am
Horsforth Area 2	Alexandra Road,, Broadgate Crescent,	Excellent	Gill Little	Tuesday 12 th March 2013	Outside Broadfields

	Broadgate Walk, Broadway (even no's), Salmon Crescent, Stanhope Drive & Wood Lane (even no's)				at 10.30am
Horsforth Area 3	Albert Mount, Broadgate Avenue, Broadgate Drive, Broadgate Lane, Broadfields, Melrose Grove, Melrose Walk	Excellent	Gill Little	Tuesday 19 th March 2013	outside Broadfields 10.30am
Horsforth Area 4	King George Avenue and Road	Excellent	Angela Jackson	Tuesday 12 th February 2013	Broadfield at 10.00am
Horsforth Area 5	St James	Good	Angela Jackson	Tuesday 22 nd January 2013	Outside 23 St James Drive at 10.00am
Horsforth Area 6	Lickless and Springfield	Excellent	Angela Jackson	Tuesday 19 th March 2013	Top of Springfield Mount at 10.00am
Horsforth Area 7	Holtdale Close, Drive, Fold, Green, way, Garth, Avenue, Croft, Grove	Excellent	Chris Tollick	Friday 15 th March /2013	Holtdale Drive/Close Entrance Across from the Eyrie Pub at 10.00am
Horsforth Area 8	Holtdale Place, Gardens, Road, View, Lawn Farrar Lane	Excellent	Chris Tollick	Friday 22 nd March /2013	At the entrance of Holtdale Place at 10.00am
Horsforth Area 9	Adel wood and Waylands, Rosemont flats, Breary Lane, Moorland Road	Excellent	Chris Tollick	Friday 29 th March 2013	Meet At the Shops on Wayland Croft at 10.00am
Horsforth Area 10	Block 70 New Side Road, Regent Close, Regent Court, Regent Crescent, Broadway Flats, Broadway (odd no's) Cragg Ave,	Excellent	Karen Emmerson	14 th March 2013	outside Block 70 new Road Side, starting @ 9.30

	Cragg Road, Featherbank Lane, Fink Hill, Stanhope Drive (180 up), Wood Lane				
Horsforth Area 11	Billing View, Billingwood Drive, Larkfield Crescent, Larkfield Mount & Queensway	Excellent	Karen Emmerson	Thursday 7 th March 2013	meeting @ Billing View community Centre, starting @ 9.30,

Members of Area Committee, and colleagues within Area Management, will receive invitations from the relevant Neighbourhood Management Officers to attend Estate Gradings in their wards which are spread across the 3 months of each quarter i.e. January February March & April May June 2013 etc.

Area Panels

3.4.1 WNWhL has four Area Panels, which have the same boundaries as Leeds City Council's Inner and Outer West and Inner and Outer North West Area Committees.

3.4.2 The Area Panels have an active role in setting and agreeing local priorities using local Community Partnership Agreements. They have a delegated budget and are able to approve bid submissions for issues such as:

- Environmental schemes
- Community safety schemes
- Tenant involvement schemes

3.4.3 Eleven submissions have been made to the Outer North West Area Panel for consideration since April 2012 all of which have been approved.

3.4.4 These bids have included joint funding initiatives including CASAC target hardening. The outcome of this project has been improved security measures for vulnerable tenants living in the Outer North West area which has also served to reduce the fear of crime.

3.4.5 Other joint funding initiatives have been joint funding of a youth diversion scheme in the Yeadon and Guiseley areas building upon the Revizit model successfully used elsewhere in the city. It involves young people who have been identified by police, workers and other local agencies as at risk. These young people have a local reputation for antisocial behaviour and are aged 11-16. The idea is to provide an interesting and educational programme where attendance is encouraged by refreshments and social activities, providing young people take part in the group work. Full programme attendance is rewarded with a trip at the end.

3.4.6 The provision of benches and tables has been approved at The Willows Sheltered Housing Horsforth, Crowtrees Bungalows Rawdon, Farrar Lane Sheltered Housing Holt

Park and Wharfedale Court Poole in Wharfedale to encourage the use of the external garden areas by residents in good weather.

3.4.7 Raised Flower Beds and other types of landscaping have been approved for The Willows Sheltered Housing Horsforth, Farrar Lane Sheltered Housing Holt Park and the Holtdale estate (various locations) Holt Park.

3.4.8 Bollards and fencing have been approved for Wells Court/Saxton House Yeadon, Farrar Lane Sheltered Housing Holt Park, Holt Lane historic hedge Holt Park Billing View Sheltered Housing Rawdon and Wood Lane Sheltered Housing Horsforth.

3.4.9 Providing funding to support the work undertaken by Wharfe Valley Branch Cat Protection with vulnerable customers of WNWhL in dealing with the re-homing of cats in emergency situations. .

3.5 Community Engagement

WNWhL has a successful track record in community engagement. In 2008 we were awarded the Tenant Participation Advisory Service Quality Accreditation for Resident Involvement, the first ALMO in the country to achieve this. This is a three year award and we are proud to advise that in our Tenant Participation Advisory Service re-accreditation WNWhL achieved a score of 18 out of a maximum 19 units.

We have an established Tenant Scrutiny Executive, a method of involving customers which offers us independent challenge and suggests proposals for change to the way we deliver our services. This has been done in consultation with customers. They are currently looking into Property Security and are reporting to the WNWhL Board with recommendations in January 2013.

A recruitment exercise to fill vacancies on the Tenant Scrutiny Executive was held in December 2012 and 3 tenants from the Outer North West area were successful.

There are more than 15 different involvement methods that customers can access to become involved with WNWhL. These range from traditional Tenant & Residents Associations, of which there are 7 in the Outer North West area, to innovative forums such as the Sheltered Housing Forum and the Lesbian, Gay, Bisexual and Trans Group. Some other examples of community engagement have included:

- Working with partner agencies to establish a Holt Park Community forum looking at a range of services provided by WNWhL Leeds City Council and other partners in the area such as the Police and Sanctuary Housing Association.
- Local surgeries across the area, including at Broadfield, Haworth Court, Wayland Croft, Bennett Court ,Wharfedale Court, Union Court and The Willows Sheltered Schemes;
- Attendance by Neighbourhood Housing Office staff at tenant and resident meetings.
- We have maintained active resident groups across the area and encourage Area Representatives, where there is insufficient interest for the resident group.

In the future we expect to see increased customer involvement across the area. We aim to achieve this by continued good relationships with our partner agencies and our Neighbourhood Housing Team focusing on excellence in tenancy management.

This report suggests that to further cement the relationship between Area Management and WNWhL there is potential to explore existing communication channels with WNWhL customers for wider consultation on a range of community issues

In October 2012 WNWhL were successful in achieving the 'Excellent' (highest) level in a peer assessment for the Social Housing Equality Framework. The framework aims to help organisations integrate their commitments to promote equality and diversity into their day-to-day work.

We are now working with tenants and stakeholders to develop an Action plan to consider 'Areas for consideration' outlined in the report written by the Local Government Association.

4 Corporate Considerations

The joint work and development of shared services between WNWhL and the Outer North West Area Committee, provides an efficient and cost effective way of working, to drive improvement and efficiency, within the Outer North West area.

4.1 Consultation and Engagement

4.1.1 Detailed consultation is undertaken for each Area Panel bid submission. Post evaluation of schemes is also undertaken.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific equality considerations arising from this report. The services and functions described in this report are consistent with the Council's and WNWhL's approach to Equality Diversity and Cohesion.

4.2.2 As outlined in 3.5, WNWhL have been successful in attaining the Excellent level of the Social Housing Equality Framework.

4.3 Council Policies and City Priorities

4.3.1 The content of this report is consistent with the WNWhL strategic objectives, and the strategic aims of the Council encompassed by the Vision for Leeds; Leeds Children & Young Person Plan; Strategic Health & Wellbeing Plan.

4.4 Resources and Value for Money

4.4.1 No additional resources are needed to deliver the approach outlined in this report which will be delivered within existing resources.

4.4.2 During 2012/13 each Area Panel has £50,000 Capital and £25,000 Revenue for bids which meet set criteria.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications arising from this report.

4.6 Risk Management

4.6.1 There are no risk implications arising from this report.

5 Conclusions

5.1.1 It is concluded that there are clear benefits and opportunities for WNWhL working closely with Area Committees as outlined in this report. Developing this approach provides the opportunity to further develop services and join up working to the benefit of residents, which ensures that all agencies in the area target resources in a joined up and effective way.

6 Recommendations

6.1 Members are invited to note this report, and it is recommended that WNWhL provide a further six monthly update to Area Committee of progress with areas of mutual interest in the September 2013 cycle of meetings.

7 Background documents

7.1 None

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Report author: Rachel Marshall

Tel: 0113 3367864

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

Report to North West (Outer) Area Committee

Date: 4th February 2013

Subject: Area Update Report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon		
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

This report provides Members with a summary of sub groups business since the December Area Committee and provides information on project and service activity in the outer north west area.

Recommendations

Members are requested to note the contents of this report and comment on any of the matters raised.

1 Purpose of this report

1.1 The purpose of the area update report is to bring together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business since the last Area Committee.

2. Background information

2.1 The Area Committee currently has six groups looking at service provision within the delegated functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Transport as well as a Policy Group.

2.2 There are currently three ward forums in the area for Guiseley & Rawdon, Holt Park and Yeadon. The forums meet on a regular basis throughout the year.

2.3 A decision was made by Full Council that Area Chair's Forum minutes should be considered by Area Committees as a regular agenda item, these appear elsewhere on this Committee's agenda.

3 Main issues

3.1 Environmental Services Sub Group

3.1.1 There has been one meeting of the sub group since the last Area Committee held on the 10th December. Details of items discussed and actions from the meeting are attached at appendix 1.

3.2 Health & Well-being Sub Group

The Health & Well-being Sub Group has not met since the last Area Committee on the 10th December. The next meeting is on the 22nd April 2013 and will be reported on at the May Area Committee meeting.

3.3 Community Safety Sub Group

3.3.1 The Community Safety Sub Group was due to meet on 8th January but was cancelled. The next meeting has yet to be scheduled.

3.4 Children & Young People's Sub Group

3.4.1 The Children & Young People's Sub Group has not met since the last Area Committee on the 10th December. The next meeting is on 1st February 2013 and will reported on at the March Area Committee meeting.

3.5 Transport Sub Group

The Transport Sub Group has not met since the last Area Committee on the 10th December. The next meeting is to be scheduled for February and will reported on at the March Area Committee meeting.

3.6 Policy Group

3.6.1 The Policy Group has not met since the last Area Committee on the 10th December. The next meeting is on 26th February 2013 and will reported on at the March Area Committee meeting.

3.7 Guiseley & Rawdon Forum

3.7.1 The Guiseley and Rawdon forum has not met since the last Area Committee. The next forum has been scheduled for the 13th February and will be reported on at the March Area Committee.

3.8 Yeadon Forum

- 3.8.1 Yeadon forum has not met since the last Area committee on 10th December the next meeting is due to take place in March and will reported on at the May Area Committee meeting.

3.9 Holt Park Forum

- 3.9.1 Holt Park forum has not met since the last Area committee on 10th December the next meeting is due to take place 12th February and will be reported on at the March Area Committee meeting.

3.10 Project and Service Update

3.10.1 The Brownlee Stone Centre

On 15th December 2012 a ceremony was held at the Horsforth Old Library to rename the building The Brownlee Stone Centre. This was to commemorate the achievements of local athletes, Alistair and Jonathan Brownlee who won gold and bronze at the London 2012 Olympics and David Stone MBE, gold medalist at the 2012 Paralympics.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Community Forums are held in the Guiseley & Rawdon ward, Yeadon and Holt Park. In addition, ward members are consulted on projects and initiatives within their ward.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 A key principle of locality working is a focus on delivering the best outcome for residents across the area. This principle underpins equality and community cohesion, seeking to engage with local communities through forum meetings, and improve service provision through regular sub group meetings.

4.3 Council Policies and City Priorities

- 4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).
- 4.3.2 The Area Support Team's work programme contributes at a local level to the themes contained in the: Vision for Leeds; Leeds Strategic Plan; Health and Well-being City Priorities Plan; Safer and Stronger Communities Plan and the Regeneration City Priority Plan.

4.4 Resources and Value for Money

- 4.4.1 Programmes of work outlined in this report are resourced in the main by Area Support Team and their partners which in turn, provide value for money.

4.4.2 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council department's mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, well-being funding has resourced some projects related to its roles e.g. area based regeneration schemes and conservation reviews.

4.5 Legal Implications, Access to Information and Call In

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

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

4.6 Risk Management

4.6.1 There are no risks associated with this report.

5 Conclusions

5.1 This report provides Members with an update on recent sub group and forum activity undertaken by the Area Support Team.

6 Recommendations

6.1 Outer North West Area Committee Members are requested to note the contents of the report and comment on any aspect of the matters raised.

7 Background documents

7.1 None

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.

Note of 10th December 2012 Meeting 12.00 noon Civic Hall Committee Room 1

Present

Cllr Anderson (Chair) – Adel & Wharfedale Member
 Cllr Cleasby – Horsforth Ward Member
 Cllr Campbell – Otley & Yeadon Ward Member
 Cllr Lay – Otley & Yeadon Ward Member
 Andrew Molyneux – Highways Asset Manager
 Russell Martin – Highways Services
 Howard Claxton – Highways Services
 Jason Singh – Locality Manager Environment & Neighbourhoods
 Gerry Burnham – WNW Area Support Team

Apologies

Cllr Wadsworth, Richard Holdsworth, Roger Carter.

Key Issues discussed:

- Grass verge enforcement

Following a request from the Environmental Sub Group Highways Services officers attended the meeting and presented a paper relating to parking on verges (to be circulated with this note). Discussions took place on potential mitigation which included: maximise availability of off-street parking; encourage sensible parking on-street only (with enforcement if necessary); allow footway/verge over-run parking and restrict all parking in the street. The following points were made:

- Responsibility for enforcement is a resource issue and should be considered as a council.
- It is a difficult issue to resolve in policy terms as there are so many different issues
- Highways will give permission for a vehicular crossing at a cost of £25.80. Construction costs are approx £400 Highways do not carry out the work and all costs are picked up by the resident. There are rarely problems connected with services underneath.

Members raised the following issues:

- Discussions are needed between Planning, Highways and Highway Enforcement on to deal with this issue; there is an opportunity within the LDF to deal with this.
- Car ownership has increased by 30% since 1984 therefore the Bye-law is no longer relevant.
- It was felt that a citywide policy would be better than just for this Area Committee.

- Pot / Hole small repairs

Russell Martin Highways Services was in attendance, the following issues were covered:

- There are funding due to the scale of pothole referrals received. £100,000 has recently been taken off the Highways budget. The Government has announced additional funding although it is not known yet if Highways will receive any of this.
- Insurance claims have flat lined however due to the length of time claims take the service is still dealing with claims from 2008/09.
- Members felt that a common sense approach was needed – operatives shouldn't just fill the hole on the referral if there are others in the same vicinity.
- Although Highways has a duty to maintain the highway they cannot be held responsible for something they don't know about. Category 1 (over 40ml holes) should be dealt within 24 hours.
- The service receives 22,000 reports per year. Highways cannot provide an up to date list of pot holes in their area as this would be out of date upon receipt.

- Overhanging vegetation

A discussion took place regarding overhanging vegetation in relation to land owned by Highways and the fact that enforcement action cannot be taken. It was agreed that Environmental Services and Highways Services need to have a clear protocol to avoid conflicting messages when there are issues affecting owner occupiers and council stock.

- Seating on the public highway
The sub group felt that Highways Services do not always take responsibility for seating on the public highway. The service was asked to come up with a policy on seating.
- Gullies / Drains
This issue was discussed a length.
 - Environmental Services are responsible for cleaning the gully this is the grate/pot and is carried out every 12 – 18 months.
 - Wetspots – areas known to be prone to flooding and freezing up are dealt with more regularly and referrals can be made at any time.
 - When the connection from the gully to drain has collapsed this is referred to Highways as this is their responsibility to repair.
 - Yorkshire Water is responsible for the main drain/sewer.
 - Members asked if work was being undertaken to see if sites identified within the SHLAA had adequate drainage. Officers confirmed that the Flood Risk Management Team would deal with this.
- Flooding / Messaging
Roger Carter from Flood Risk Management was unable to attend the meeting however will be at the February meeting to update the sub group on 'Flood Messaging'.
A discussion took place on issues around recent flooding in Pool. Highways Services long term plan is to provide electronic signalling outside of the city centre.
- AOB
20 mph zones – see action 7 below.

Actions

There were no outstanding actions from the previous sub group meeting.

1. Check with ALMO if they hold a document regarding grass verge enforcement. **GB**
2. Scrutiny to be asked to look at parking on grassed verges. **Cllr A**
3. Highways run a search every few months to identify re-occurring potholes. Highways to provide Members with details of when this was last done and when this will be done again. **RM**
4. Highways Services and Environmental Services to agree how they manage issues in connection with enforcement on council land. **JS / RM**
5. Highway Services to develop a policy on dealing with seating on the public Highway. **RM**
6. Dave Oldknow from Flood Risk Management to be invited to the next Environmental Sub Group meeting. **GB**
7. Highways Services to provide costings for a digital flood warning signage on the A660. **RM**
8. Members requested the list of 20 mph zones that Highways Services are working on over the next 12 months. Cllr Campbell specifically asked where Rufford Park was on the list. Highways Services to provide list of Otley & Yeadon Schools. **HC**
9. It was agreed that a further meeting with Highways Services would be useful and the agenda should include grit provision and winter maintenance. **GB**
10. Highways Services to provide details of governments pronouncements on 30mph repeater, speed limit changes etc. **HC**

Next Meeting

Monday 4th February 2012, 12.00 noon Yeadon Town Hall.



Report author: Steve Carey /
 Claire Warren / Alison
 Szustakowski

Report of Deputy Chief Executive / Chief Executive West North West Homes
 Leeds

Report To Outer North West Area Committee

Date: 4th February 2013

Subject: Welfare Reform Impact On Council Tenants

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

Summary of main issues

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

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

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

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

- The Benefit Cap, whereby 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

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 West Area Committee on Welfare Reform changes that impact on Council Tenants and are due to be implemented in April 2013. It also summarises work that is currently being undertaken to prepare Tenants for those changes and for future changes that will impact later in the year.

2 Background information

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

- Social Fund Changes mean Community Care Grants and Crisis Loans for Living Expenses elements of the Social Fund will be abolished from April 2013. The funding for these schemes will be devolved to local Councils with an expectation from the Government that *“the funding be concentrated on those facing greatest difficulty in managing their income and to enable a more flexible response to unavoidable needs, perhaps through a mix of cash or goods and aligning with the wider range of local support local authorities / devolved administrations already offer”*;
- A Benefit Cap will result in the total benefit that a family can receive being limited to £500 per week for working age families and £350 per week for single claimants. There will be some exemptions for tenants working at least 24 hours a week, tenants getting disability benefits and households where a child is getting a disability benefit, all of whom will be exempt from the cap.

3 Main issues

3.1 Social Sector Size Criteria (SSSC)

As from April 2013 this reform introduces changes for ALMO and Housing Association claimants on Housing Benefit that are of working age and that are living in a property that is deemed to be too large for their needs - too many bedrooms for the number of occupiers. Those tenants that are affected will have a percentage reduction in housing benefit applied as follows:-

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

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

In July 2012 all the ALMOs/BITMO and Housing Associations undertook to contact tenants who's data at that time indicated would be affected by SSSC changes. A further data extract was undertaken in November 2012 to identify changes to the numbers affected. Overall, the number had reduced but the extract identifies an additional 880 tenants that would be affected by the changes.

- 3.2 A statement is attached (**appendix 2**) which details the visits/contacts and the potential implications such as customers saying they will be unable to continue to live at their properties due to affordability and requesting to downsize. The Central and Corporate Scrutiny Board has set up a working group to consider the collection and recovery issues arising from this reform and the changes to Council Tax Benefit and will be making recommendations to Executive Board on collection and recovery activity. The terms of reference for the working group are attached at **appendix 3**.

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

3.3 Benefit Cap

The Department for Work and Pensions has written to councils to say that the implementation of the Benefit Cap will be deferred and will commence 'in the Summer of 2013'. In the meantime, DWP will test the processes for applying the Cap within 4 London Boroughs before rolling out the processes nationally. Although Councils will be required to operate and apply the new rules on the Benefit Cap, the responsibility for identifying families affected by the Benefit Cap lies with the Department for Work and Pensions (DWP). Recent data from DWP suggests that over 500 families in Leeds will be affected by the Benefit Cap and DWP has written to all those families likely to be affected. Home visits have also been undertaken by Revenues and Benefits and ALMO staff to ensure people affected are made aware of the changes.

3.4 Discretionary Housing Payments

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

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

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

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

3.5 Localised Council Tax Support

The Government's Local Government Finance Act 2012 received Royal Assent on 1 November 2012 and requires that Councils put in place local schemes of Council Tax support by 31 January 2013 to replace Council Tax Benefit. The Government has confirmed that the funding for the 13/14 Leeds scheme will be £49.2m which

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

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

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

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

3.6 Local Welfare Scheme

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

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

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

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

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

3.7 **Universal Credit**

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

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

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

3.8 **Communicating the changes**

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

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

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

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

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

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

There are a number of joint Welfare Reform 'Roadshows' taking place throughout the city, with representatives from each of the ALMOs attending, as follows:-

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

Further Roadshow's are being planned

3.9 **Locality Working**

Local partners and members of the WNW Area Leadership Team have been working with the Welfare Reform Board to maximise local support in response to Welfare Reform changes.

WNW Welfare Reform Workshop

The West North West Area Support Team held a Welfare Reform Workshop on the 28th November, aimed at frontline staff and managers to help raise awareness of the approaching changes and anticipated impact. The workshop also provided local leaders and frontline staff the chance to examine what the welfare reform changes meant to them and their staff teams. The workshop was supported by Leeds Benefits Service, WNWHL, Burley Lodge, and Leeds Credit Union. The feedback from this session will inform local action plans to ensure that frontline practitioners are well supported and have the information they need to meet the needs of local residents. Over 60 people attended the event, and feedback was very positive, a request was made to hold another event next summer to explore the impact of the changes. This network is being used to disseminate new information quickly to local leaders and practitioners from across a range of sectors.

Employer Forum

An Employer Forum is being organised to raise awareness of the welfare reform within the local business sector and to open dialogue with regards employment opportunities for local people. It is anticipated that this event will take place in the forthcoming months.

Private Sector Support

Work is underway with the Health and Well Being Team, WNW Area Support Team and the Benefits Service, through funding secured from the PCT, to commission a Provider to deliver additional information, advice and guidance to tenants in the private sector that are affected by the welfare reform.

Employment, Learning and Advice Portal

Work is underway to explore the potential to set up an 'Employment, Learning and Advice Portal'. The portal would provide a link to a directory of services, resources and organisations in Leeds to facilitate and improve signposting and communication between frontline practitioners and residents in the City.

Collaborative Working

Work is underway with partners to organise days of collaborative working, to bring together mobile and outreach provision for days of action, with a focus on the welfare reform and worklessness.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

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

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

7 Background documents

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

Rothwell	157	31	528	£ 95,572.34	£ 22,885.81	£ 69,612.21	£ 188,070.36
Roundhay	66	37	611	£ 35,927.66	£ 29,123.24	£ 86,338.75	£ 151,389.65
Temple Newsam	261	47	921	£ 160,570.16	£ 35,072.99	£ 119,062.50	£ 314,705.64
Weetwood	146	17	691	£ 79,676.82	£ 11,826.51	£ 91,074.83	£ 182,578.15
Wetherby	55	7	233	£ 33,893.20	£ 4,311.58	£ 32,794.59	£ 70,999.37
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
Richard Ellis – Head of Finance, Environments and Neighbourhoods

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 WNWhL 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.

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

Report to North West (Outer) Area Committee

Date: 4th February 2012

Subject: Area Chairs Forum Minutes

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

Summary of main issues

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

The report also includes background information regarding the Area Chairs Forum meetings.

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26th May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2012 / 13 are:
 - Friday 13th July, 2012
 - Tuesday 11th September 2012
 - Friday 2nd November 2012
 - Thursday 10th January 2013
 - Thursday 7th March 2013
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

7 Background documents

None.

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.

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**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 advise the	Ken Morton

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.

**Ian Mackay
/ Kathy
Kudelnitzky**

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

**Ian Mackay
/ Sarn
Warbis**

5.0 Review of Area Working Update

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

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

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

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

Team on 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