



**WEST (OUTER) AREA COMMITTEE**

---

**Meeting to be held in Pudsey Town Hall on  
Wednesday, 18th September, 2013 at 1.00 pm**

---

**MEMBERSHIP**

Councillors

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

Co-optees

|                |                        |
|----------------|------------------------|
| Rev Paul Ayers | - Faith Representative |
|----------------|------------------------|

---

**Agenda compiled by:  
Debbie Oldham  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR  
Tel: 0113 39 51712**

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

# A G E N D A

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

| Item No | Ward | Item Not Open |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Page No |
|---------|------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 3       |      |               | <p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>                                                                                                                                                                                                                                                                                                                                                           |         |
| 4       |      |               | <p><b>DECLARATION OF INTERESTS</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>                                                                                                                                                                                                                                                                                                                                   |         |
| 5       |      |               | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |
| 6       |      |               | <p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> |         |
| 7       |      |               | <p><b>WEST OUTER AREA COMMITTEE MINUTES - 10TH JULY 2013</b></p> <p>To confirm as a correct record the minutes of the meeting held on 10<sup>th</sup> July 2013.</p> <p>(copy attached)</p>                                                                                                                                                                                                                                                                                                                                                              | 1 - 10  |
| 8       |      |               | <p><b>MINUTES ALMO AREA PANEL</b></p> <p>To receive the minutes of the ALMO Area Panel meeting held on 5<sup>th</sup> June 2013.</p> <p>(Copy attached)</p>                                                                                                                                                                                                                                                                                                                                                                                              | 11 - 16 |

| Item No | Ward | Item Not Open |                                                                                                                                                                                                                                                                                                                                                                                                                                          | Page No  |
|---------|------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 9       |      |               | <p><b>MINUTES- ENVIRONMENTAL SUB GROUP</b></p> <p>To receive the minutes of the Environmental Sub Group meeting held on 13<sup>th</sup> June 2013.</p> <p>(Copy attached)</p>                                                                                                                                                                                                                                                            | 17 - 18  |
| 10      |      |               | <p><b>MINUTES - AREA CHAIRS FORUM, 3RD MAY 2013</b></p> <p>To receive the minutes of the Area Chairs Forum meeting held on 3<sup>rd</sup> May 2013.</p> <p>(Copy attached)</p>                                                                                                                                                                                                                                                           | 19 - 28  |
| 11      |      |               | <p><b>CHILDREN'S SERVICES PERFORMANCE REPORT</b></p> <p>To receive a report of the Director of Children's Services to inform members about local outcomes for children and young people, and support the involvement of area committees in improving these outcomes by providing an update on the work of the directorate and of the Leeds Children's Trust, including local children's cluster arrangements.</p> <p>(Copy attached)</p> | 29 - 46  |
| 12      |      |               | <p><b>WELFARE REFORM REPORT</b></p> <p>To receive the report of the Chief Officer, Welfare and Benefits which provides an update of the impact of the welfare reforms at both a city-wide and ward level basis and also provides information on arrangements that have been put in place to support tenants.</p> <p>(Copy attached)</p>                                                                                                  | 47 - 92  |
| 13      |      |               | <p><b>COMMUNITY CENTRES PRICING POLICY UPDATE REPORT</b></p> <p>To receive the report of Assistant Chief Executive (Citizens and Communities) outlining a proposed change to the Community Centre Pricing Policy approved in December 2009.</p> <p>(Copy attached)</p>                                                                                                                                                                   | 93 - 112 |

| Item No | Ward | Item Not Open |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Page No   |
|---------|------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 14      |      |               | <p><b>WELLBEING UPDATE REPORT (CAPITAL)</b></p> <p>To receive the report of the Assistant Chief Executive (Citizens and Communities) to provide members with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been received / approved since the last meeting. It also provides an update on the Youth Activity Fund and an update on the Wellbeing Capital review being carried out by the Area Support Team.</p> <p>(Copy attached)</p> | 113 - 126 |
| 15      |      |               | <p><b>AREA UPDATE REPORT</b></p> <p>To receive the report of the Executive Chief Assistant (Citizens and Communities) to inform Members of progress against the Area Support Team's work programme and local priorities.</p> <p>(Copy attached)</p>                                                                                                                                                                                                                                                                                                                                    | 127 - 132 |
| 16      |      |               | <p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Next meeting will be held on Wednesday 30<sup>th</sup> October 2013, 1pm at Pudsey Town Hall.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |

This page is intentionally left blank

## WEST (OUTER) AREA COMMITTEE

WEDNESDAY, 10TH JULY, 2013

**PRESENT:** Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,  
M Coulson, J Hardy, J Marjoram and  
R Wood

**1 Appeals Against Refusal of Inspection of Documents**

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

**2 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

**3 Late Items**

There were no late items.

**4 Declaration of disclosable pecuniary and other interests**

There were no declarations of Disclosable pecuniary and other interests.

**5 Apologies for Absence**

Apologies were received from Councillors R Lewis and A Carter and from Inspector Mark Adams.

**6 Minutes -**

That the minutes of the meeting held on Friday 17th May 2013 be approved as a correct record.

**7 Matters arising**

Minute No. 83 – Provision of Bowling Greens within the West Outer area  
It was noted that the consultation period for the Provision of Bowling Greens has been extended from 31<sup>st</sup> May 2013-31<sup>st</sup> July 2013.

Parks and Countryside have been invited to the meeting on 18<sup>th</sup> September 2013 in order to provide further details on the provision of bowling greens within the West Outer area.

**8 Deputation to West (Outer) Area Committee: Concerns in respect of proposals which relate to the future of Musgrave Court**

The committee received a deputation in respect of concerns regarding proposals which related to the future of Musgrave Court, Crawshaw Road, Pudsey.

The Chair thanked Mr Lurc and Ms Rider for attending the Area Committee to raise their concerns related to the future of Musgrave Court.

**9 Better Lives for People of Leeds: Care Homes and Day Services for Older People**

The Area Committee considered a report of the Director of Adult Social Services in respect of the 'Better Lives' vision and which sought the Area Committee's view on associated proposals for the Outer West area which had formed part of the consultation process, which had been agreed by the Executive Board on 15<sup>th</sup> February 2013.

Dennis Holmes Deputy Director, Adult Social Care Commission Services presented the report and invited views on the Area Committee's perspective on the closure of Musgrave Court. The Deputy Director gave an overview of the pressures facing the service at this time and over the next few years with insufficient budget to update and maintain the care homes that we provide, or to supply the resources to support those people who require specialised care.

He explained the review was looking towards the future provision of homes and the requirements and aspirations of the next generation of older person's residential homes.

The Members sought clarification on a number of issues including:

- number of beds currently in use at Musgrave Court
- sufficient provision of the independent sector within the area
- residents wishes for allocated places at private care homes being adhered to
- care costs of the residents being relocated into the independent sector
- trained nurses for those residents who have dementia and
- relocation of LCC staff

Members were given reassurance that there were sufficient good quality care homes within the area offering specialised dementia care with trained nursing staff.

Musgrave Court was a 36 bed facility with 28 beds currently occupied on a permanent basis. If residents were to be relocated to the Independent Sector as a result of decommissioning, the Council would cover the care costs.

The report also provided an update to the Area Committee on the decommissioned older person's facility Westholme, located in the Farnley / Wortley Ward. The Deputy Director informed the committee that the residents of Westholme had all been allocated places and that the wishes of where they wanted to live had been adhered to and that any future decommissioning of homes the wishes of the residents would be adhered to.

Staff at decommissioned homes would be offered employment elsewhere in the Council or the option to take up the Early Leavers Initiative.

RESOLVED – That the Area Committee:

- a) noted and considered the consultation process to implement the recommendations of the Executive Board on 15<sup>th</sup> February 2013.
- b) suggested specific local issues that will help plan for the future needs of older people and made a response as part of the consultation process agreed by Executive Board
- c) noted and considered the content of the report and recognised the progress in implementing the option approved by the Executive Board in September 2011 for Westholme care home.



## 10 Co-optees Report

Members considered a report of the Chief Officer (Democratic Services) seeking the approval of the appointment of co-optees to the Area Committee for the remainder of the municipal year.

RESOLVED - The Reverend Paul Ayres be appointed as a co-optee of the West Outer Area Committee for the municipal year 2013/14.

## 11 Appointment to Outside Bodies

West Outer Area Committee considered the report of the Chief Officer (Democratic and Central Services) outlining the procedure for the Committee to make and confirm appointments to those organisations (Outside Bodies) which fall to the Committee to make an appointment. The report included a copy of the Appointments to Outside Bodies Procedure Rules at Appendix 1 and a schedule of the two appointments to be made at Appendix 2 in relation to the following organisations:-

- WNW ALMO Area Panel
- Borough of Pudsey Charity

RESOLVED – That:

- Councillors R Wood and R Lewis be appointed to the WNW Area Panel until July 2014.
- Councillors R Lewis and A Carter be appointed to the Borough of Pudsey Charity until Jun 2016.

## 12 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The Assistant Chief Executive (Citizens and Communities) submitted a report requesting that the Area Committee make appointments to the Area Lead Members roles. The report also asked the Area Committee to nominate their representative on the Corporate Carers Group, and nominations to local Children's Services Cluster partnerships.

In recognition of the differing size of individual Area Committees and that the roles may need to be tailored to best reflect local needs and circumstances and it was noted that Area Committees may wish to consider splitting two of the roles namely;

- Environment and Community Safety – with one member focusing on the environment agenda and another community safety.
- Health, Wellbeing and Adult Social Care - with one member covering public health and wellbeing agenda and another focusing on adult social care and community health services.

The Area Committee considered the following Roles suggested in Section 3 of the report:

- Environment & Community Safety

- Children's Services
- Employment, Skills and Welfare
- Health, Wellbeing and Adult Social Care

RESOLVED –

a) That appointments be made to the following Area Lead Member roles for West Outer Area Committee:

- Children's Services - Councillor D Blackburn
- Employment and Skills - Councillor R Wood
- Welfare – Councillor J Hardy
- Health and Wellbeing and Adult Social Care - Councillor J Jarosz
- Environment – Councillor M Coulson
- Community Safety – Councillor A Blackburn

b) That the following Councillors be appointed as member representatives to the local Children's Services Clusters relevant to the West Outer Area Committee:

- Farnley Cluster – Councillor A Blackburn
- Pudsey Cluster – Councillors J Jarosz and A Carter

c) That Councillor D Blackburn in his appointment to Area Lead Member of Children's Services also be appointed to the role of Corporate Carer.

### **13 West and North West Locality Team Service Level Agreement and Performance Summary**

The Area Committee considered the report of the WNW Locality Manager, Environment and Housing providing a comprehensive end of year performance report for the 2012/13 Service Level Agreement and setting out details of the SLA for 2013/14.

Jason Singh the Locality Manager attended the meeting to present the report and drew the Members attention to the SLA for 2013/14 which is appendix A of the report. The changes and additions to the SLA for 2013/14 included:

- a) a commitment to agree and regularly inspect priority 'sites of concern' in each ward
- b) a programme to be developed to tackle priority sites and problematic arterial routes in each ward that are prone to litter accumulating between the end of the cutting season and the beginning of the next.
- c) a menu of additional changeable services for Members to consider commissioning extra local, targeted provision

The Locality Manager reported that extra resources for the roll out of the new bin collection programme will be undertaken through the 'Waste Doctors'.

The Locality Manager updated the committee on the covert CCTV cameras saying that they were being purchased and that he would update on how they are working at a future meeting.

RESOLVED – The Area Committee:

- a) noted the content of the report and;
- b) approved the Service Level Agreement 2013/14 attached at Appendix A of the report

**14 Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees**

The Director of Children's Services submitted a report providing an update on the recommendation of the Executive Board in respect of the future direction for the provision of youth services in Leeds and set out the responsibilities that would be delegated to Area Committees for youth activity funding.

The report included specific matters for the Area Committee to address and those responses would inform the July Executive Board report in respect of targeted youth work services. The Area Committee considered the issues raised in respect of:

- how the activity funding will be delivered building on the Breeze brand
- how the Area Committee could link to other possible funding streams to maximise activity for children and young people
- how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding

Ken Morton Head of Service Young People and Skills presented the report to the committee explaining that this project is to run over this financial year and next financial year. The new allocation for the Outer West Area Committee budget ring-fenced for youth activities is £23,218 in 2013/14 and £46,435 in 2014/15.

Head of Service Young People and Skills advised the committee that:

- work was underway with Area Support in branding for Breeze
- agreement with Area Chairs as to how the project would work within Area Committees and he would provide the basics as to in-house spend and voluntary spend
- there would be a small team to provide support and advice to the Area Committees
- a number of summer activities were already proposed and that he would supply the relevant details to the Area Support Team.

RESOLVED-

- a) That, having considered the issues, the contents of the report and the comments made by Members be noted

- b) That the Youth Activities Fund budget decision making functions be delegated to the authorised officers, subject to initial consultation with Ward Members.

**15 Consultation on further proposals for primary school provision for September 2015**

The Director of Children's Services submitted a report updating the Area Committee on the work being undertaken across the city to ensure that the authority meet its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate.

Viv Buckland, Head of Strategy and Commissioning in Children's Services attended the meeting.

The Head of Strategy and Commissioning in Children's Services updated the Area Committee with information that the Catholic Diocese have indicated the need for additional places for baptised children in the Pudsey area; the governing body of Pudsey St Joseph's Catholic Primary School are therefore seeking to create additional places at the school. The school is an academy and therefore the process would be managed by the school. The proposal was complimentary to the one to increase Primrose Hill and would create additional places in an area of need.

Discussion took place on a number of issues in relation to the expansion of schools including:

- performance pay of leadership team at schools where expansion had taken place
- clarification on planning permission
- clarification on how the school is selected for expansion, demographics, money and travel plans

The Members requested that Pudsey Lowtown be reconsidered for expansion.

- The Head of Strategy and Commissioning Children's Services offered to undertake a piece of research on Pudsey Lowtown and return to the Area Committee with her findings.

RESOLVED – That the contents of the submitted report, together with the comments made by Members be noted.

**16 Community Safety Report**

The Director of Environment and Housing submitted a report to the committee with information on crime trends, partnership initiatives and future projects between Leeds City Council and West Yorkshire Police in Outer West.

The report was presented by Gill Hunter, Area Community Safety Co-ordinator provided the recent crime statistics for West Outer Leeds.

Discussions took place on a number of issues including:

- Lack of response from enquiries passed to the Police by Members
- No information from the Police to Members regarding major incidents in the area
- The closure of the public counter at Pudsey Police Station and the re-opening of the public counter at Weetwood Police Station. The Members requested that there was an urgent need to ensure that all residents are made aware of this closure.

The Area Community Safety Co-ordinator informed the committee of a number of initiatives being undertaken in the area:

- Community Triggers Pilot which would run from 4<sup>th</sup> July, through to December 2013. The aim of the pilot was to respond and act quickly on complaints of Anti-social behaviour with the use of a multi-agency partnership which may include, Police, Council or registered social landlords;
- The off road bike team was to operate in local hot spots and the off road
- The CCTV camera for the Farfields will be operational in the next few weeks;
- Action days are planned to raise awareness of burglary;
- The Neighbourhood Police Team would continue to support local forums and events providing crime prevention advice;
- Schools within the area have had leaflets printed raising awareness of the dangers of parking outside schools.

RESOLVED- Members of the West Outer Area Committee noted the content of the report and offered comments to the presenting officer.

Councillors Coulson and Marjoram left the meeting during the consideration of this item.

## **17 Wellbeing Fund Update Report**

A report was submitted to the Committee by Assistant Chief Executive (Citizens and Communities) on the budget position of the Wellbeing Fund 2013/14

Harpreet Singh presented the report highlighting the current position of the Small Grants and Skips Pots and those small grants and skips that have been approved since the last meeting.

Approval for Small grants and skips pots was sought on those applications which had been received for consideration, as detailed within table 2 of the submitted report.

Members approval was also sought for the Business Engagement Proposal £14,400.

The Area Committee was asked to decommission the following projects and release the funding back into the Outer West capital Wellbeing fund:

| Project Date | Project Name                  | Reason for decommissioning                                                                                                                                          | Amount  |
|--------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 2008/09      | Lower Wortley Road Imp Scheme | Funds have been transferred back into the Wellbeing Capital parent account. No information on project completion and departments leading on project no longer exist | £28,800 |
| 2010/11      | Pudsey Juniors – Tyersal Park | Parks & Countryside Officers have confirmed no project was ever completed to their knowledge in Tyersal Park                                                        | £5,000  |

Committee approval was sought for a new capital project Tyersal Residents Association Community Centre – Concert Room/ Youth Club, flat roof repairs - £9,500.

Alison Szustakowski from West North West Area Support Team attended the meeting to update the committee on the Welfare Reform Project. Members

had agreed to allocate a sum of money to fund Welfare Reform projects, to support residents affected by the Welfare Reform Changes. Some of the Welfare Reform changes had been implemented and the partners had come together through WNW Employability and Welfare Reform Workstream to consider areas of need for West Outer Area Committee.

The following bullet points were a list of suggestions which had been identified as part of this process:

- IT suites/ training
- Supplement Libraries Information Bus to support residents in areas where service accessibility is difficult
- Money management / Debt Projects
- Illegal money lending projects/campaign
- Promotional campaigns
- Credit Union Schemes
- Pop up benefits advice
- Establishing localised Clothing and Food Banks

Members discussed the merits of supporting the above list of suggestions and considered the projects that would best support the residents of West Outer Area.

RESOLVED – The Area Committee:

- Noted the current budget position for the Wellbeing Fund for 2013/14 as at Appendix 1
- Noted the current position of the Small grants and skips pots and considered those Small Grants and skips that have been received with approval for funding as shown below:

| PROJECT NAME                                             | ORGANISATION                      | AMOUNT                                                       | APPROVAL |
|----------------------------------------------------------|-----------------------------------|--------------------------------------------------------------|----------|
| Farsley Designated Public Order Signs                    | Leeds City Council                | £360                                                         | APPROVED |
| Employment, Learning and Advice Community Contact Points | West North West Area Support Team | £300                                                         | APPROVED |
| Community Engagement / Dog Show Event / Family Fun Day   | West Yorkshire Police             | £250<br>(also applied to West Inner Area Committee for £250) | APPROVED |

- Agreed the proposal for a Business Management proposal as at appendix 5 and that Cllr Wood, as Area Lead for Employment and Skills be included in the project. The amount agreed was £14,400
- Agreed to decommission the Lower Wortley Road Improvement Scheme and the Pudsey Juniors – Tyersal Park Scheme and noted the new balance of the capital Wellbeing budget as £33,549.

- The Members considered the new capital project and approved the request for Tyersal Residents Association Community Centre – Concert Room/ Youth Club, flat roof repairs - £9,500.
- Noted the information provided on Welfare Reform Project and asked that Cllrs Hardy and A Blackburn meet with partners of the various projects to gather more information to bring back to next meeting.



**MINUTES  
OUTER WEST AREA PANEL MEETING  
4.30pm AT WESTFIELD CHAMBERS  
WEDNESDAY 5<sup>TH</sup> JUNE 2013**

**Attendees:**

|                            |                               |    |
|----------------------------|-------------------------------|----|
| <b>Area Panel Members:</b> | John Aubery                   | JA |
|                            | Lydia Appleby                 | LA |
|                            | Corrine Brown                 | CB |
|                            | Marjorie Cook (Chair)         | MC |
|                            | Brian Falkingham (Vice Chair) | BF |
|                            | Sheila Mecklenburgh           | SM |
|                            | Councillor R Lewis            | RL |
|                            | Councillor R Wood             | RW |

**Officers:**

|                                                           |    |
|-----------------------------------------------------------|----|
| Sharon Guy: Area Performance<br>Manager                   | SG |
| Steven Towler<br>Community Involvement Project<br>Officer | ST |

Tracey Thorpe: Minutes

- | Item | Description                                                                                                                                                                                             | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.0  | <b>Apologies and Introductions:</b> Introductions were made. No apologies.                                                                                                                              |        |
| 2.0  | Minutes of the Previous Meeting held on 3 <sup>rd</sup> April 2013 and Matters Arising.<br><br>No matters arising all agreed a true record.                                                             |        |
| 3.0  | <b><u>Budget Sheet</u></b><br><br>SG commented on the budget sheet showing the two bids that had been previously approved.                                                                              |        |
| 4.0  | <b><u>Customer Involvement</u></b>                                                                                                                                                                      |        |
| 4.1  | <b><u>Area Panel Bids</u></b><br><br><b><u>Area Panel Bid No 11. Stonebridge Grove Gates. Approved. £948.15</u></b><br><br>This bid is submitted by Julie Quinn on behalf of the residents to install 2 |        |

green palisade gates to the entrance of block 33-43 + 45-55 Stonebridge Grove Farnley.

The flats are being let to families with young children. To install gates would make the communal gardens more enclosed and give a safer place for the children to play. This would also prevent unwanted guests and dogs venturing into the communal gardens.

Consultation has taken place during home visits on the block of flats as well as on estate grading's when attendees have commented on how gardens could be better used; if the gardens were a safer place for residents and their children to spend time in.

The panel all agreed to approve this bid.

**Area Panel Bid No 13. Gamble Hill Communal Area. Approved**  
**£5,000.00**

This bid is submitted by Melika Lewis on behalf of the Gamble Hill tenant and resident group.

The Gamble Hill tenant and resident association are keen to develop a project to promote more community cohesion on their estate and tackle anti-social behaviour.

The proposal is to create a safe recreational area which will appeal to all members of the community thus encouraging socialising and community cohesion.

The tenants particularly in the high flats have experienced anti social behaviour, vandalism and youth nuisance. When spoken to, young people said they had nowhere to go to meet their friends.

The project is inspired by the very successful Farnley Green project delivered 2 years ago with the support of the Outer West Area Panel.

The contribution requested from the Area Panel is £10,000.

The panel agreed to part fund the project with £5,000.00 on the understanding that this project is to be delivered before December 2013 as they do not want to be left with an underspend.

Panel members approved the bid and agreed that a condition should be stipulated that funding has been allocated and the scheme has to start as soon as possible otherwise this would be suspended.

### **Area Panel BID No. 14. Bin Storage Heights Drive. Approved £4,168.00**

The bid has been submitted by Melika Lewis (Neighbourhood Management Officer) on behalf of the customers residing at the Heights Drive complex.

This project will not only benefit the tenants residing at the Heights Drive complex it will also make refuse collection an easier process, as currently the refuse collectors do not have an appropriate collection/access point, consequently, causing missed collection, fly tipped/ accumulated waste that is unsightly and potentially at risk of being deliberately set on fire by vandals in the area.

The proposed plan is to construct a purpose built enclosed bin storage and recycling area for Heights Drive flats 175 to 197.

Melika Lewis has conducted consultations using a door knocking exercise to numerous tenants residing at the Heights Drive complex regarding the proposal which has been received positively.

All of the customers consulted are in support of the bid.

SG reported that with the bins outside the property it is a fire risk and with the bin storage area sited away from the properties, this will be safer.

MC raised concerns that youths would be able to hide behind the storage area, and that it would be better to have a visual area with railings around. Other panel members agreed with MC that railings would be better. SG stated she would speak to ML regarding the railings.

The panel approved the bid.

### **Armley Fun Day £1,450.00**

SG informed the panel the information that they had received in the pack is not a bid for Outer West. An Area Panel Bid had been received from David Boutle on behalf of the organising committee of the Armley Fun Day to the Inner West Area Panel. The Inner West panel is asking if the Outer West Area Panel would be prepared to contribute towards half of the funding; as they feel that members of the public from the Outer West area will also visit the fun day.

MC and other members of the panel felt that that this bid did not benefit tenants and are not prepared to part fund the day; as the panel feel with budgets being tighter this year they will need their funding to support the Outer West bids that will come to the panel in the future months.

A vote was carried out and the decision was not to approve any funding from Outer West.

## **4.2 Update on Previous Bids.**

SG reported that a cheque has now been arranged for the AP86 bid Cow Close LS12, which was approved in February for equipment for the community centre.

The work has also started to take place on the AP85 bid at Washington Place LS13 concerning the small barrier.

JA raised concerns that the AP Bid 01 for the locks at Dawson's Corner has still not come to the panel when he submitted all the information in February. SG informed JA that the entire bid was not ready to come to the panel and that a member of staff would be contacting JA to arrange a visit to discuss the bid.

SG informed the panel regarding the budget. There is £25,000.00 for Revenue, unclear at the moment what the Capital is and will inform everyone when the information is given to her. Presently the area spends for Outer West is not over budget.

## **4.3 Community Engagement and Inclusion Team Report.**

ST circulated a draft programme of the Community Involvement Week - Activities that will run from the 8th to 13th July 2013

Last year the programme had gone very well with staff and customers taking part in events. If anyone would like to be involved in any of the events for this year can they please contact Lee Wright in the Customer Involvement team who is leading on the programme of events.

ST reported on the CE& I Team update, currently there are no community fund bids from the Outer West.

Involving Diverse Tenants: the forums are run twice a year for each of the top 6 languages other than English requested by our customers.

These are Arabic, Farsi, Kurdish, Polish, Tigrinya and Urdu. The take up at these forums has been low. The Diversity Project Officer will be attending local groups within the local areas that represent these forums.

If anyone has any suggestion of particular groups in your area please can you pass on the details to the Diversity Project Officer.

### **Tenant Scrutiny**

The Tenant Scrutiny Executive have received an Action Plan from the Repairs and Maintenance Team outlining their response to their report on Property Security and their proposals for implementing the recommendations

Copies of the report and Action Plan will be available on the WNWHL web site or on request from the Community Engagement & Inclusion team once

the Action Plan is agreed.

In June the Tenant Scrutiny Executive will be meeting with representatives of the Board of WNWHL to agree the future topics for Scrutiny. This will be done using customer satisfaction levels and performance information.

Membership of the Tenant Scrutiny Executive has increased to 9 following a further round of recruitment. A decision on recruitment for November 2013 has yet to be made in light of the ALMO Review.

Further reports will continue to be brought to the Area Panel as scrutiny progresses.

### **Tenant and Resident Associations**

There are currently seven active and recognised Tenants & Residents Associations representing residents in the Outer West area. They are: Bawn Tenants & Residents Association, Dawson's Corner Tenants Association, Gamble Hill Residents Association, Greenside Tenants Association, Marsden Court Residents Association, Rycroft High Rise Residents Association and The Heights East/West Residents Association.

In May we met with Committee members of Bawn TRA as part of the Annual Support Visit. The Association, working together with WNWHL and other partners are really helping to make a difference in their community. Earlier this year residents and children from Lawns Park primary school planted bulbs on the village green and the Committee were also successful in having handrails installed on steep communal steps. Future Association plans include working with the local Councillor and Highways to try and establish a 20mph speed zone and a project with Groundwork Leeds to develop a play area.

We have recently renewed our partnership agreement with West Yorkshire Community Accounting Services (WYCAS) who provide account preparation, checking and advice services free to Tenants and Residents Associations. The Board of Directors of WNWHL has recently approved a series of recommendations to further safeguard both Council funds and help protect Committee members. One of the recommendations is that all Residents Associations who wish to receive funding from WNWHL will have their accounts checked by WYCAS. Letters have been sent out to all 28 Associations who we currently work with to explain this change.

### **Area Representatives**

Area Representatives are individual residents who represent tenants and leaseholders in a defined area and act as a link between WNWHL and the local community. Area Representatives are invited to regular meetings to receive up to date information and support in their role. The five Outer West areas currently represented by Area Representatives are: Brookleigh, Minster Flats, Whingate Green, Whingate Court and Whincover Grange.

Sheila Mecklenburgh is the Area Representative who works tirelessly on

behalf of the residents of Whincover Grange. Sheila has worked with the housing office to help stop food being thrown from the balconies which had been attracting mice and Sheila has been influential in helping to make residents feel safer in their lifts, following the fitting of a voice response alarm which alerts engineers when activated.

#### **5.1 Local Performance Framework Update SG.**

SG reported that on one estate in Wortley the litter and dog fouling has been a problem and has been passed on to the relevant department of Leeds City Council. SG stated that one of the indicators on the report was in red and should be in green as 80% of our customers have been satisfied with the overall service.

JA commented that it would be useful to have figures presented to back up the percentages so that a comparison could be made.

SG stated that the report states the areas that figures are taken from are Pudsey & Wortley.

Action days have been planned with the Locality Teams within Leeds City Council that will take place during the year looking at various issues tackling hotspot areas. One action day has taken place already with good results.

Local Schools are raising the awareness with children in keeping the environment clean and school children will be coming along to look at how we inspect the estates.

#### **6.0 Any Other Business.**

MC asked if everyone could give her their contact details as she has no records, a sheet was passed round.

BF is going to be putting a compliment into WNWHL as a piece of land near Rycroft Green is always having items fly tipped and within five days of reporting it the area was cleared up.

#### **7.0 Date and Time of Next Meeting.**

Wednesday 7<sup>th</sup> August 2013 4.30pm at Westfield Chambers

## Outer West Area Committee

### Environmental Services Sub Group



#### Note of 13 June 2013 Meeting 9.30 at Henshaw Depot

##### Present

|                      |                                                 |
|----------------------|-------------------------------------------------|
| Cllr Coulson (Chair) | – Pudsey Member                                 |
| Cllr Blackburn       | – Farnley & Wortley Member                      |
| Cllr Wood            | – Calverley & Farsley Member                    |
| Jason Singh          | – Locality Manager Environment & Neighbourhoods |
| Sam Woodhead         | – Service Manager Environment & Neighbourhoods  |
| Phil Staniforth      | – Parks & Countryside's                         |
| Guy Smithson         | – Parks & Countryside's                         |
| Kevin Bruce          | – West North West Homes                         |
| Harpreet Singh       | – WNW Area Management                           |

##### Key Issues discussed:

###### 1. ALMO Update

ALMO performance figures were discussed in relation to caretaker referrals, where service requests were broken down by jobs in Pudsey and Wortley. Performance was noted as usually being around 99%. Since the last meeting where performance had slightly dropped due to the bad weather, there had been improvements and was above 99%. Multi-agency work was discussed and some of the key issues highlighted were those of litter, flytipping and overgrown verges. JS informed that with the ALMO coming in house there was a piece of work to be undertaken to understand time spent on environmental works that would sit well with the environmental team. A report would also be going to Neil Evans. JS explained there was some work to be undertaken as there was a number of SLA with other departments of the council.

###### 2. Parks & Countryside's update

PS provided an update on works being undertaken by Parks & Countryside's. PS discussed a list of green spaces. The environmental team would be provided with details of focus areas that had been prioritised as hotspots. JS mentioned in bloom schedules and requested information on routes and judging. PS to arrange information about the in bloom routes and dates. From a briefing that took place in April there was discussion about P&C taking on management of grass cutting. PS was asked to provide a briefing on grass cutting in the next P&C report to Area Committee. GS informed the contractors were performing well but needed monitoring.

###### 3. Environmental Services Update

JS informed the SLA update report would be going to the July Area Committee and was being finalised. The SLA would not be massively different although in addition the team would be doing more on waste management. There would also be some focus on mechanical cleaning to go around more often. The Budget for the forthcoming year would be more than the previous year at 2.8 million with agreed additional items however in real terms, in line with inflation the budget had reduced. JS explained the restructure was coming to an end and a new Team Manager (John Edson) had been recruited.

###### 4. Councillor priority Inbox

Cllr B explained that when requests/enquiries were being sent to the priority mailbox, there was no feedback being received. SW explained there was a backlog of requests and there had been implications with not been able to recruit due to the position being job share. Work is underway to manage the backlog.

5. Derelict & Nuisance Sites update.

Cllr C noted 28 Chapeltown in Pudsey and about discussions with the former owners of the Antique shop. There were delays with discussions with the owners about discussing the findings from the structural report and potential works required to the building.

Cllr B noted a derelict site on Stonebridge Lane at the side of the old Farnley Methodist Church near Nags Head Pub and Methodist Chapel.

6. AOB

- Pudsey toilet demolition was discussed and HS explained work was underway and was liaising between departments
- Cllr Wood requested bins for Calverley Park. GS to look into and assess the situation and may consider bigger bins.
- Cllr Coulson informed the group of a new permit scheme that was being introduced for residents whose sole vehicle for private use is a commercial type vehicle including trailers to take household waste to the councils Household Waste Sorting Sites (HWSS's).
- Cllr Wood asked whether some work could be undertaken on Carr Road rock face. HS to liaise with the relevant departments about the potential to carry out these works.

**Actions:**

1. PS to arrange information on the in bloom routes and dates schedule to be sent to the Environmental Team. **PS**
2. PS to provide details of focus areas prioritised as hotspots. **PS**
3. GS to look into bins at Calverley Park and consider type of bins used. **GS**
4. HS to liaise with the relevant departments about potential works on Carr Road, rock face.

**Next Meeting:** (Provisional date) Thursday 05 December 2013 9.30am at Henshaw Depot



**Attendance:**

Councillors: P. Gruen (Chair), G. Hyde, G. Hussain, G. Wilkinson, A. McKenna, A. Gabriel, K. Bruce, J. Akhtar, P. Wadsworth, J. McKenna, J. Jarosz  
Officers: J. Rogers, K. Kudelnitzky, R. Barke, S. Mahmood, J. Maxwell

Minutes: S. Warbis

Attending for specific items: H. Pinches, I. Mackay, K. Morton, Cllr. J. Blake, P. Broughton

| <b>Item</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Action</b>      |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>1.0</b>  | <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |
| 1.1         | None                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |
| <b>2.0</b>  | <b>Minutes and Matters Arising</b>                                                                                                                                                                                                                                                                                                                                                                                                      |                    |
| 2.1         | The minutes of the previous Area Chairs Forum meeting on 1 <sup>st</sup> March 2013 were agreed as an accurate record.                                                                                                                                                                                                                                                                                                                  |                    |
| 2.2         | Cllr Gruen thanked the efforts of the Area Chairs and officers over the previous year with this being the last meeting before the new municipal year. Good progress has been made over the use of and monitoring of Area Committee budgets, and also regarding the review of area working and the development of new and improved delegations.                                                                                          |                    |
| 2.3         | <u>3.9 of previous minutes – Financial Inclusion</u><br>The March round of Area Committee meetings came too quickly after the last Area Chairs Forum meeting for David Roberts to arrange attending meetings with his presentation on Financial inclusion. David Feeney is able to attend future meetings if Area Chairs feel this is appropriate.                                                                                      |                    |
| 2.4         | <u>5.9 of previous minutes – Transform Leeds Programme</u><br>It was agreed that discussions regarding transform Leeds would continue outside of this meeting.                                                                                                                                                                                                                                                                          |                    |
| 2.5         | <u>6.7 of previous minutes – Environmental Enforcement Fines</u><br>The question had been raised as to whether income from environmental fines could be used in the areas where they had been gathered. The meeting was informed that although this was possible, in practice there is little left over after costs for administering the fines are taken into account.                                                                 |                    |
| 2.6         | <u>7.1 of previous minutes – Health</u><br>Due to diary commitments it was not possible to arrange appropriate attendance at this meeting to have a focused agenda on health matters. It was agreed that this would be arranged for a future meeting.                                                                                                                                                                                   | <b>Sarn Warbis</b> |
| <b>3.0</b>  | <b>Area Lead Member Report</b>                                                                                                                                                                                                                                                                                                                                                                                                          |                    |
| 3.1         | Heather Pinches attended to provide an update on progress in the development and implementation of the Area Lead Member role.                                                                                                                                                                                                                                                                                                           |                    |
| 3.2         | A report is being taken to the Executive Board meeting on 9 <sup>th</sup> May which is asking for Area Committees to appoint to the roles in the new municipal year. Concerns over capacity of Area Committees and the number of roles has been taken into account, and details of the number and scope of the new roles will be considered at the Annual General Council Meeting as necessary amendments to the constitution are made. |                    |
| 3.3         | It was felt that a background supporting brief for the role would be more                                                                                                                                                                                                                                                                                                                                                               |                    |

appropriate than a prescriptive description, to enable some consistency across Area Committees but to also allow appropriate local variations. A draft supporting brief indicating the potential content was circulated.

- 3.4 Heather Pinches informed the meeting that a report is being taken to Member Management Committee on 4<sup>th</sup> June to give Area Committees the role of appointing elected members to school clusters.
- 3.5 Concerns were raised over the increased work for Area Committees and resulting pressures on agendas at meetings. It was explained that in areas where the current champion role is working effectively there wouldn't be an increase in workload. The intention is to build in close links with appropriate executive members and also establish effective support from and links to relevant services. The new roles will be closely monitored and adjustments will be possible as the roles develop.

#### **4.0 Neighbourhood Planning**

- 4.1 Ian Mackay attended to give an update on Neighbourhood Planning.
- 4.2 There has been progress since his last attendance at the Area Chairs Forum. There have been 14 designations in parished areas with 4 more on the verge of being designated. 18 expressions of interest have been received including 14 from non-parished areas.
- 4.3 Meetings with Area Chairs to discuss the role of Area Committees in Neighbourhood Planning went well. Although there is no formal role in the process Area Committees have a critical role in influencing and promoting neighbourhood plans.
- 4.4 There are now better relationships between communities and planning officers in many areas. Links need to be established with Neighbourhood Planning activity and other Area committee work.
- 4.5 Ian Mackay went through a table identifying the role of Area Committees at various stages in the neighbourhood planning process. This had been drawn up following discussions with elected members. The key roles are seen as being promoting plans and encouraging communities, consultation on plans drawn up, delivery/monitoring of non-planning elements of neighbourhood plans.
- 4.6 Area Chairs mentioned good work that was being carried out in Inner West and Outer South in encouraging and informing communities about neighbourhood plans and Ian was thanked for his efforts in these areas.
- 4.7 It was mentioned that there were some practical issues around the capacity of staff in Area teams and planning to manage the amount of interest that had been generated. There were also issues about the level of support that LCC can give to communities while plans are being developed.

#### **5.0 Youth Services Review**

- 5.1 Cllr Judith Blake and Ken Morton attended to provide an update on the review of youth services.
- 5.2 It is important to link up LCC youth activity funding with other streams. There has been a recent government announcement about additional sports resource going into primary schools. Ken Morton has also been talking to schools about the post 16 agenda and issues around efficiencies regarding small 6ht form provision.
- 5.3 A briefing note provided an initial estimate of youth Activity budget to be allocated to each Area Committee in 2013/14 and the increased allocation in 2014/15. Budgets should be transferred over to Area Committees during this

month.

5.4 Vicky Marsden will be co-ordinating the transition of responsibility. Sessions are being organised with members to map existing provision. Area Support Teams will be provided with named links within Children's Services and City Development to provide support with youth work, sport, arts, music experience and connections.

5.5 Cllr Gruen requested a timeline to be drawn up and brought back to this meeting outlining the stages when provision will be transferred over to Area Committees.

**Ken Morton**

5.6 Some concerns were raised by Area Chairs over the level of funding being transferred for breeze activities in 2013/14. It was questioned what was the total amount in pounds, including staffing costs, that was being delegated. It was raised that members would be more interested in the £2.53m targeted youth budget rather than small activity budgets. It was also raised that there was a risk of more work being put onto the Area Support Teams. Issues were also raised regarding asset transfers, particularly regarding the South Leeds Hub.

5.7 It was pointed out that this delegation was a positive step forward and included new money for Area Committees to spend to add value to their local areas. More would be delegated next year.

5.8 Cllr Blake pointed out that there was a real attempt to bring more influence to the Area committees here. There will be support from within the service, particularly around commissioning. It was vital that young people could contribute and also feedback on performance.

5.9 Ken Morton added that a team will be pulled together to support the Area Teams, and this will include a role in quality assurance over the commissioned provision. This team will evolve over time.

5.10 Cllr Gruen asked for a paper to be brought back to Area Chairs detailing how commissioning could be carried out more locally, to meet both local needs and central requirements.

**Ken Morton**

5.11 It was also requested that capacity issues needed to be discussed openly between Ken Morton and Area Leaders on how the teams in Children's Services can link to the Area Teams. Cllr Akhtar offered to be involved in discussions on capacity and engagement particularly in relation to reaching into Muslim communities.

**Ken Morton  
/ Area  
Leaders**

5.12 Cllr Blake informed the meeting that early intervention grant funding had been removed by government which has affected the capacity for youth work. Much of the resource is tied up with staffing and external providers which needs to be rationalised before handing over to Area Committees. A paper on the targeted youth formula should be going to Executive Board in June. A restructuring of Youth Services is underway, and although the proposals are not firm yet, they are radical. There will be a review of management posts, an intention to increase the number of Youth Support Workers, and a review of 9-5 roles.

5.13 Regarding the South Leeds Hub, there have been issues with the facility not meeting the needs of the whole of South Leeds and there are now options to bring in a partner to improve the facility. Discussions will take place between Cllr Blake and local Members as options are developed.

## **6.0 Locality Asset Planning**

6.1 Paul Broughton attended to provide an update on the asset review and talked through a presentation handout.

- 6.2 The review is about rationalising the LCC asset portfolio in the face of increasing financial pressures. It will attempt to tackle the issues of a backlog in required maintenance and repairs, and the financial burden associated with this, and also will look to realise the capital value of some of our assets.
- 6.3 Previous attempts to rationalise assets have always had some service perspective; this is the first time that rationale has been based on the needs of localities. There are many buildings in use that could be linked better with other services and that could be used to integrate services more effectively.
- 6.4 The locality approach to looking at assets will look at:
- The citizens and households in an area
  - The condition of properties
  - What services local people need
  - Where do current visitors come from
  - Changes in customer demands
- 6.5 Work is being undertaken with Area Leaders and Area Team staff using Area Committee areas as a starting block. Pilots will be undertaken in each of the three areas to identify issues around stock profiles, customer needs and service requirements. There are some services that clearly need a locality base and others that clearly don't.
- 6.6 The asset review will consist of a two stage process focusing on quick wins and medium to longer term approaches. The pilots will inform the approaches taken in other areas.
- 6.7 Leeds is also taking part in the "one public estate" programme, along with 11 other councils, which is a government approach to looking at assets used by communities.
- 6.8 It was requested that the presentation should be emailed to Area Chairs.
- 6.9 The question was asked as to what the policy was for the use of any capital receipts. Currently 15% of receipts will remain for use in the locality. It was suggested that there needed to be more pace to the work on asset disposal and that there should be better use of external agencies. Also that there should be better exit strategies across the council, and that asset transfers should be sped up with less time arguing about rents and rebates.
- 6.10 It was generally agreed that services should be focussed on activities and not buildings. There needs to be better use of assets and this will need a move away from parochial attachments to buildings.
- 6.11 The next steps will be informed discussions with Members in pilot areas and establishing approaches for each of the areas.
- 7.0 Wellbeing Budgets**
- 7.1 A positive story has resulted from a lot of hard work by Area Committees and Area teams. There was a £366k carry forward at the end of 2012/13 opposed to approx. £1m the previous year. Thanks were given to all concerned.
- 8.0 Area Leaders Annual Roundup**
- 8.1 A report was circulated outlining the key achievements and future challenges for each of the Area Leader's areas. See appendix 1.
- 8.2 Positive comments from Area Chairs included:
- good work with faith leaders forum, Jobfair and Asian Women's groups
  - environmental delegation embedded and working well
  - anticipation for the Youth Service delegation

**Sarn  
Warbis**

- innovative and fresh approaches from Area Staff
- good use of wellbeing money
- neighbourhood networks are extending the reach into communities
- agendas of meetings becoming more localised
- the work of Youth Councils
- the work of Planning Officer with parish councils
- welfare reform support – partnership approach
- themed approach to Area Committee meetings
- partners working better together
- outcomes improving

8.3 Challenges highlighted included:

- tackling fear of crime in certain areas
- promoting the use of sub groups
- improving engagement with wider communities by Area committees and services
- joined up commissioning

8.4 There was general thanks to the Area Leaders and their teams for their efforts and commitment in the current climate for local government.

8.5 It was highlighted that three years ago there had been frustrations within Area Committees and there had been a concerted effort to reinvigorate them. The work carried out on the environmental delegation, and the re-engineering of the service would be used to inform changes to other services.

8.6 It is important that Area Committees don't allow certain parts of their areas to be neglected, and that initiatives and focus should be spread across the whole area.

8.7 It was mentioned that there should be concerted efforts to raise the profile of Area Committees and to promote the work that is carried out and supported by Area Committees. It was mentioned that at the moment the titles of area committees don't have much meaning to residents. People could not explain what Inner South or Inner North East meant to them.

**9.0 Any Other Business**

9.1 It was agreed that the Housing Management review should be brought to the next meeting.

**Sarn Warbis**

9.2 It was requested that future Area Chairs Forum meetings should be scheduled on Fridays or Mondays where possible.

**Sarn Warbis**

**10.0 Date of Next Meeting**

10.1 Friday 28<sup>th</sup> June 2013, 11:00 – 13:00, Committee Room 4 - Civic Hall

# Area Committees

## Achievements and Challenges of Locality Working 2012-2014

### Area Chairs Forum 3 May 2013

#### EAST NORTH EAST

##### 2012/13 Achievements

- Excellent start to the environmental services delegation/SLA to Area Committees. Increased satisfaction reported from Councillors, Parish Councils and the public. New Environmental Improvement Zones working well to improve targeted 'grot spot' areas.
- Area Leadership Team priorities being successfully addressed to-
  - Work in partnership to reduce numbers of NEETS in ENE Leeds Welfare Reform partnership project team has raised awareness, increasing digital access, targeting vulnerable families, established new projects supporting getting people back into work.
  - Multi-agency locality action agreed to tackle the priorities identified by the ALT consideration of the JSNA data
  - Work begun to embed restorative practices as the 'way we do business' across partner agencies involved in the ALT.
- Neighbourhood Planning supported with the ENE Parish Councils and now starting across the inner East Area linked to the existing community leadership teams.
- Total Crime across North East Police Division reduced by 10.6% (2,290 less crimes) during 2012/13 compared with the previous year, an improvement on the 7% reduction made last year. Overall year to date offences for burglary is down 28.35% on the same period last year (833 less offences).
- Collaboration between the Area Support Team, the police, ENEHLtd, and two private sector businesses to support two new apprentices funded by the inner NE and inner East Area Committees.
- Generally improving indices of multiple deprivations across the ENE priority neighbourhoods – supported by a 'team neighbourhood' approach and community leadership teams overseeing Neighbourhood Improvement Plans.
- Partnership support for gang prevention work, community cohesion activities, youth activities (successful diversionary projects linked to key dates such as bonfire night) and the new 'families first' initiative.

##### 2013/14 Challenges

- Implementation of the actions from the Review of Area Working.

- Delivery of the asset rationalisation agenda whilst improving service delivery and making significant savings.
- Remaining responsive to the issues arising from Welfare Reform.
- Development of neighbourhood planning in the inner urban areas.
- Supporting new delegations to Area Committees and the wider locality working agenda.
- Improving integrated partnership work to address worklessness.

## **SOUTH EAST**

### **2012/13 Achievements**

- Area Committee chairs delivered a refreshed approach to Area Committee business. Cross ward and cross area committee working improved considerably with sharing of resources increasingly normalised. 90% of wellbeing fund spent, committed, or approved within the financial year
- Ginnel priority lists developed and mechanical sweeping routes revised leading to improvements in the cleanliness of the environment and response rates. Crime and grime collaborative arrangements reviewed and revised by Area Champions.
- Employment and Skills Board pilot delivered aligning employability and skills, NEET, welfare reform, and the enabling of local economies. 'Windows of Opportunity' project delivered. South East NEET Reduction Plan developed and currently being implemented. Frontline staff briefings on welfare reform for 150 staff delivered improving knowledge, awareness and the quality of customer response.
- South Leeds Community Life Magazine, South Leeds Life Blog and Middleton and Belle Isle Neighbourhood Improvement Board Facebook page established for a modern 'sociable' approach to communication, improving resident engagement levels.
- Project to reduce smoking rates initiated, action plan developed and weekly smoking cessation drop-in clinic delivered. Local Alcohol Licensing Policy for South East Leeds developed and being implemented. Obesity review completed and next steps being considered.
- Neighbourhood Plans (planning) in rural and urban areas underway supporting local people to shape their area with further planning areas being considered. Neighbourhood Framework developed and delivered in consultation with local residents shaping their places alongside their local elected members.
- Derelict land redeveloped through 3<sup>rd</sup> Sector social enterprise approaches providing for greater local ownership. Derelict and nuisance properties substantially reduced improving local conditions for residents. Community centres successfully supported towards community led operations providing for greater local ownership.
- Neighbourhood Improvement Plans delivered with and alongside residents improving the quality of the environment and access to local services to improve outcomes.

- 27 community events supported e.g. Beeston Festival, Morley Literature Festival and Older Peoples Event Week improving the civic life of areas. 2 Area Committee celebration events delivered highlighting the achievements of projects funded by Area Committee and promoting local groups & services.
- Excellent programme of out of school activities for children and young people delivered and a further comprehensive programme of children and young people activities commissioned to improve NEET levels, attendance, and transition to high school.

### **2013/14 Challenges**

- Maximising employability and skills
- Shaping our local neighbourhood economies
- Minimising the impact of poverty
- Maximising the efficient and effective use of local council assets and their rationalisation.
- Implementing new delegations & the actions of the Area Working Review.
- Tackling significant local health and wellbeing issues.

### **WEST NORTH WEST**

#### **2012/13 Achievements:**

- Environmental delegation well embedded. Environmental sub-groups working well and leading to member-led improvements and challenge.
- Good progress on developing a working relationship with West CCG. Local discussions and priorities have influenced the CCG resource priorities e.g. specific programme of investment in alcohol identified and community well-being around suicide prevention and joint working with the WellBeing Centre developments.
- Local partnership infrastructures in place to respond to challenges in disadvantaged communities and support integrated working at locality level. Examples include Neighbourhood Boards and new format for Community Forums increasing community involvement.
- Over 50 Community Forums have taken place and new forum events have been developed. Various community events have been supported such as Christmas Lights, community fund days and community days of action. Social media has been piloted as a way of communicating with residents and it is attracting 1,080 followers.
- Enabling community asset transfer to local community organisations. Strong support from Area Committees to facilitate the development of locally-led and community responsive asset transfers.
- Good progress with the Big Local project – elected Community led-Board in place, community profile complete and a programme for community engagements in place.



- Progress with Neighbourhood Planning and engagement with Area Committees. A number of Neighbourhood Forums have been supported. Effective working relationships are in place with the Town Councils.
- The Council's Partnership around Student Changeover and Fresher's week continues to improve. There has been excellent resident and partner engagement and last year was viewed as very successful. Despite continued environmental challenges there has been an improvement in resident satisfaction with the management of the changeover process.
- Good progress through Area Committees and the Area Leadership Team to drive programmes of work focused on:
  - Employability –locally-led programmes for some of the inner city communities and working with partners and clusters on local action to support targeted work with people who need access to training support and job guidance.
  - Welfare Reform – good partnership with the ALMO and Health to promote better understanding of the Welfare Reform changes.
  - Health and Well Being – Locally led programmes of work on Suicide Prevention and Alcohol misuse
  - Communities- Locally led approach to Operation Optimal to reduce burglary.

## **2013/14 Challenges**

- Further work to integrate environmental services locally using the opportunities of the Parks and Countryside delegation and the ALMO Review
- Asset Review – managing the change and exploring the new opportunities around the reconfiguration of the asset base
- Implementing the Area Review and driving the pace of and shaping new delegations
- Driving a local approach to Poverty – focusing on Employability, Welfare and Debt.

## **Authors**

Rory Barke – Area Leader ENE  
 Shaid Mahmood – Area Leader SE  
 Jane Maxwell – Area Leader WNW

This page is intentionally left blank

**Report of Director of Children’s Services**

**Report to Outer West area committee**

**Date: 18 September 2013**

**Subject: Children’s Services area committee update report**

|                                                                                 |                                                          |                                        |
|---------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------|
| Are specific electoral wards affected?                                          | <input checked="" type="checkbox"/> Yes                  | <input type="checkbox"/> No            |
| If relevant, name(s) of ward(s):                                                | Calverley and Farsley,<br>Farnley and Wortley,<br>Pudsey |                                        |
| Are there implications for equality and diversity and cohesion and integration? | <input checked="" type="checkbox"/> Yes                  | <input type="checkbox"/> No            |
| Is the decision eligible for call-in?                                           | <input type="checkbox"/> Yes                             | <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information?                     | <input type="checkbox"/> Yes                             | <input checked="" type="checkbox"/> No |
| If relevant, Access to Information Procedure Rule number:                       |                                                          |                                        |
| Appendix number:                                                                |                                                          |                                        |

**Summary of main issues**

1. This report summarises performance at area committee level, with a broader acknowledgement of city level performance.
2. The rising child population in Leeds is a key challenge with regards places at schools. This is already a known issue in primary schools, and is becoming increasingly evident in secondary schools.
3. Fourteen per cent fewer children and young people from the Outer West area committee area are looked after in June 2013 than in June 2012. Twenty-six per cent more referrals were received from the Outer West area committee area in the first three months of 2012/13 than the first three months of 2011/12. Attendance, while remaining better than historic levels, has declined in 2012/13 compared to 2011/12. This is due to the exceptional low levels of sickness seen both in Leeds and nationally in 2011/12. Eighty-two per cent of primary schools and sixty per cent of secondary schools are now rated as good or better by Ofsted.

**Recommendations**

4. Area committees are requested to note the content of this report.
5. Area committees are asked for feedback on the report.

## **1 Purpose of this report**

- 1.1 Children's Services directorate provides six-monthly area committee reports, in March and September. These reports inform members about local outcomes for children and young people, and support the involvement of area committees in improving these outcomes by providing an update on the work of the directorate and of the Leeds Children's Trust, including local children's cluster arrangements. The progress made against local and national agendas is also highlighted.
- 1.2 The report summarises performance at area committee level, with a broader acknowledgement of city level performance. Key issues for Children's Services are highlighted, including Ofsted inspection, basic need, and child friendly city.

## **2 Background information**

- 2.3 As part of the ambition for Leeds to become the best city in the UK we are aiming to become the best city to grow up in - a child friendly city. This ambition will be realised by improving outcomes against the three 'obsessions', five outcomes, and 12 priorities in the children and young people's plan, which is overseen by the multi-agency Children's Trust Board and implemented locally by the 25 local cluster partnerships of schools and other key local services.
- 2.4 To improve outcomes for all children and young people, but especially the most vulnerable, Leeds has a clear strategy for ongoing service improvement. This is centred on providing better early intervention, using initiatives such as: Families First (the Leeds approach to the national troubled families initiative) 'Early Start' - which integrates local early years and health services; and restorative practices such as family group conferencing, to empower families with the support, skills, tools and confidence to address the challenges they face. By doing this successfully we can reduce the need for more significant service intervention, reducing the social and financial cost of children being taken into care.
- 2.5 Overall, progress against this strategy is continuing positively. The number of children and young people who are looked after in Leeds is safely and appropriately reducing. This has already delivered significant savings when mapped against projected numbers had they continued to rise at their past rate. Feedback from the inspection activity that has taken place so far this year reflects positively on Leeds' progress, specifically a thematic inspection of the Independent Reviewing Officer Service, and a pilot visit to examine elements of the Ofsted inspection of services for looked after children and care leavers. Ofsted has not inspected safeguarding arrangements in Leeds since 2011, indicating that Leeds is regarded much more positively than in the past. A growing number of requests from other authorities and partners to visit and view our services suggest that Leeds is gaining a national reputation for innovation and improvement.
- 2.6 However, preparation for a forthcoming inspection remains a high priority. Ofsted is introducing a new framework, *the inspection of services for children in need of help and protection, children looked after and care leavers* in November 2013. This significantly raises standards and expectations of local authorities, in conjunction with the earlier change in Ofsted judgements from 'adequate' to 'requires improvement'. Preparations aim to ensure that Leeds demonstrates the

progress that has been made, and the continuing improvement journey that Children's Services are on. Ofsted has also introduced a targeted inspection of local authority school improvement services. Again, thorough preparations are underway for this.

- 2.7 Strong partnerships continue to be the key to effective strategic and service delivery. On a citywide level, this is being developed positively through the ongoing development of the child friendly Leeds initiative. A number of significant businesses and organisations are now actively involved in supporting child friendly initiatives; this includes BT, Marks and Spencer, and First Direct. In total, 131 organisations have made pledges of support. This is complemented by the 146 child friendly Leeds ambassadors, including the Olympian Nicola Adams, and Leeds Rhinos player Danny McGuire. A strong partnership with the BBC has been established, which led to a successful CBBC Live in Leeds event at the start of the summer holiday. This attracted over 38,000 visitors to the city centre and provided a significant boost to the profile of the city.
- 2.8 At a local level, this partnership approach is developing through the continuing evolution of the cluster model. The recent review of area working identified the need to more clearly understand the relative roles and responsibilities of area committees and other partnership bodies, including clusters used in Children's Services. The relationship between area committees and clusters is central to this. Elected member representatives to Children's Services clusters are to be appointed by area committees, formalising the link between the two.
- 2.9 Leeds has also reached the final stages in our 'integration pioneer' bid, which, if successful, would see the city become a national pioneer in developing the way we integrate health and social care services. If successful, through our children and young people's plan, and our health and wellbeing strategy, Leeds will be better placed to make joined-up decisions about spending money and planning services, and increase the pace of implementation for the early start initiative, including services for children with complex needs.
- 2.10 Partnership with schools will continue to be crucial as we move into a new academic year. Drawing on the closer working that has been fostered through the strong relationship with the seconded head teachers, Leeds will continue to put schools at the heart of work to improve outcomes. This will be particularly critical as we move forward with the basic need agenda. The rising child population in Leeds is a key challenge in ensuring there are sufficient places at schools. This is already a known issue in primary schools, and is becoming increasingly evident in secondary schools. Leeds has been awarded a £13.8m share of £820m made available by the DfE for new school places, as part of the targeted basic need programme. The places must be delivered by September 2015. Further information will be brought to area committees as appropriate.

### **3 Main issues**

#### **Performance update**

- 3.1 Appendix one (page nine) provides data and commentary on current performance for the area committee, which is summarised below. Data from the same period 12 months ago is used where possible for direction of travel/progress analysis. Figures may be rounded up/down in the following commentary.

3.1 Further, more detailed information is available via the following websites:

- The cluster profile (<https://www.leedsinitiative.org/ClusterDataProfile.aspx>).
- The West Yorkshire observatory (<http://www.westyorkshireobservatory.org/>).
- The Department for Education's 'in your area' website (<http://www.education.gov.uk/cgi-bin/inyourarea/areasearch.pl?search=Leeds>).

### **Outer West area committee commentary**

**Children and young people are safe from harm** - obsession: number of children in care

3.2 12 fewer children and young people (72; a 14 per cent reduction) from the Outer West area committee area are looked after in June 2013 than in June 2012. This reduction is significantly greater than the five per cent citywide change over the same period. Fewer children and young people entered care in the first three months of 2012/13 than the same period in 2011/12.

3.3 The number of children and young people from the Outer West area committee area subject to a child protection plan in June 2013 has risen by four per cent, from 76 to 79.

3.4 25 per cent more CAFs were initiated in April to June 2013 (20) than the same period in 2012 (16), approximately in line with the citywide rise of 27 per cent.

3.5 Three per cent more requests for service (694 vs 676) were received from the Outer West area committee area in the first three months of 2012/13 than the same period in 2011/12. This is counter to the citywide reduction of four per cent. 26 per cent more referrals were received over the same periods (244 vs 193), whereas the citywide figures show a three per cent decrease. The conversion rate (percentage of requests for service that become a referral) has risen from 29 per cent in April to June 2012 to 35 per cent in April to June 2013. This is the third highest increase across all area committees, counter to the citywide trends seen in the last 12 months since improvements were made to our front door practice on how child protection inquiries are best handled.

**Children and young people do well at all levels of learning and have the skills for life** - obsession: young people in education employment or training  
- obsession: attendance

3.6 The percentage of 'not known' young people in the Outer West area committee area reduced from nine per cent in June 2012 to three per cent in June 2013. The percentage of young people identified as NEET has risen from four per cent in June 2012 to 5.5 per cent in June 2013.

3.7 There is a correlation between a reduction in not known rates, and a rise in NEET levels; the status of more young people is known after sweeps and telephone calls. Targeted support offers mean that the NEET cohort is better informed and supported in trying to find/access education, employment, or training.

3.8 Paragraph 3.21 outlines that 2012/13 was the second best year for attendance levels in the city but slightly down on 2011/12 largely due to autumn term sickness. Outer West area committee area primary school attendance levels

reduced by 0.6 of a percentage point, from 96.1 per cent in 2011/12 to 95.5 per cent in 2012/13. Current attendance levels remain above the citywide average of 95.3 per cent. A similar reduction was seen in secondary schools within the area, with the 2012/13 figure of 93.1 per cent the second lowest of all area committees, 0.7 of a percentage below the citywide average.

- 3.9 There was a 19.5 per cent rise in the persistent absence levels for Outer West area committee area primary schools, a rise of 23, from 118 in 2011/12 to 141 in 2012/13. Secondary school persistent absence rose by 38 per cent, from 258 to 356, a rise of 98; significantly different to the modest 0.5 per cent reduction seen in citywide persistent absence levels, and the largest rise of all area committees.

### **Children and young people choose healthy lifestyles, and voice and influence**

- 3.10 The number of children and young people committing an offence reduced from 79 in 2011-12 to 46 in 2012-13, a 42 per cent drop. This is significantly higher than the citywide reduction of 30 per cent, and is the second highest percentage reduction of all area committees.

### **Local Ofsted inspections**

- 3.11 Ryecroft Primary School was inspected in January and saw its Ofsted rating drop from requires improvement to inadequate. Farsley Springbank Junior School also saw its Ofsted rating drop, from outstanding to good. Overall, however, more primary schools in the Outer West area committee area are now rated good or better (18, or 86 per cent) than in December (15, or 71 per cent). There has been no change in the overall ratings of secondary schools in the area.
- 3.12 There are no children's homes in the Outer West area committee area.

### **City commentary**

- 3.13 The following paragraphs summarise partnership progress against the CYPP indicators, including the three obsessions. Appendix two (page 13) contains CYPP obsession indicator graphs and charts by area committee.

### **Children and young people are safe from harm**

- 3.14 Children looked after numbers (1,358) are at their lowest point since November 2009, with June's figure five per cent lower than the same point 12 months ago. More children and young people entered care between April 2013 and June 2013 than the same period 12 months ago, but the numbers leaving continue to rise.
- 3.15 The number of children and young people subject to a child protection plan is virtually unchanged from a year ago at 897 (894 in June 2012). It is, however, six per cent lower than the December 2012 figure of 956.
- 3.16 Four per cent (311) fewer requests for service (contact received by the Duty and Advice Team), and three per cent (89) fewer referrals (those requests for service that were deemed to require Children's Social Work Service involvement), were received between April and June 2013 compared to the same period a year ago.

- 3.17 Twenty-seven per cent more CAFs (65) were initiated in the first three months of 2012/13 compared to the same period a year ago; this is equivalent to 22 additional CAFs per month.
- 3.18 There are five per cent more Council-employed foster carers (an increase of 28, to 578) in June 2013 than in December 2012. This should rise further in the coming months, as fourteen independent fostering agency foster carers may become Council-employed. The number of family placement foster carers is four higher in June 2013 (108) than December 2012 (104).

### **Children and young people do well at all levels of learning and have the skills for life**

- 3.19 Across Leeds primary schools, attendance declined by half a percentage point to 95.3 per cent between half-terms one to four in 2011/12 and half-terms one to four in 2012/13. There were 207 more primary age pupils being persistently absent in the first two terms of 2012/13 compared to same period in 2011/12.
- 3.20 Attendance at Leeds secondary schools was 93.8% in the first two terms of 2011/12, and this has fallen only very slightly to 93.7% in the first two terms of 2012/13. Sixteen fewer secondary school age pupils were persistently absent in the first two terms of 2012/13.
- 3.21 Although attendance at both phases has declined slightly, the most recent figures are the second best attendance rates ever recorded in Leeds. Much of the difference in attendance rates is accounted for by higher levels of absence due to sickness in the autumn term of 2012/13, compared to the autumn term of the previous year. Rates of absence due to sickness levels were at an exceptionally low level across the country in the autumn term of 2011/12, and attendance in Leeds mirrored this trend. Absence levels in autumn term 2012 remain lower than in autumn term 2010 and previous years.
- 3.22 NEET and 'not known' levels have significantly reduced across the city; NEET sweeps and the use of Welfare Call have contributed to this. Young people identified as NEET are offered targeted support to help them with pathways to EET. The graphs in appendix two show the changes in the last 12 months for each area committee, especially the reduction in the not known cohort.
- 3.23 Complementing the core devolved youth contract support programme in Leeds, local clusters and/or partnerships of clusters are being funded to deliver local innovation projects (eg providing provision of targeted mental health, counselling, and bespoke motivational programmes). The aim is to contribute to the reduction of 16 to 17 year-old NEETs in localities by increasing young people's experience and qualifications, so they have the opportunity to continue in education and successfully find work.

### **Children and young people choose healthy lifestyles**

- 3.24 Survey work and analysis on free school meal data are still underway. An update will be provided to area committees in a later report.



## **Children and young people are active citizens who feel they have a voice and influence**

- 3.25 The number of young people committing an offence between April 2012 and March 2013 was almost a third lower than the same period in 2011/12, reflecting the national trend.

### **Ofsted inspections**

- 3.26 Eighty-three per cent of primary schools (180) are rated as good or better in July 2013, seven percentage points higher (15 more schools) than in July 2012. Four fewer primary schools are rated as outstanding across the same period, and three more primary schools are rated as inadequate.
- 3.27 The percentage of secondary schools rated as good or better has reduced by three percentage points to 58 per cent in July 2013, from 61 per cent in December 2012 (one less school). One more secondary school is rated as inadequate.
- 3.28 There have been no inspections of children's centres in Leeds since the last update report. A new inspection framework begins in September; an update to area committees will be provided later.
- 3.29 73 per cent (eight) of the eleven directly managed local authority children's homes in Leeds are currently rated good or outstanding, a significant improvement from 36 per cent (four) that were good or outstanding at 31 December 2012. The other three children's homes are currently rated adequate/satisfactory.

## **4 Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 This report is for area committee meetings, which involve a wide range of partners and stakeholders. Consultation and engagement is integral to the work of Children's Services and the Children's Trust, as evidenced in child friendly city work.

### **4.2 Equality and diversity/cohesion and integration**

- 4.2.1 Equality issues are implicit in the information provided. The differences shown illustrate that there are different levels of need and of outcomes across the city. Additional equality analysis of the information provided is undertaken, and the detailed information already provided to clusters is powerful intelligence that can be used to help focus priorities and narrow the gap.

### **4.3 Council policies and city priorities**

- 4.3.1 A significant proportion of the information included in this report relates to the city priorities for children and young people and the outcomes contained in the CYPP.

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

- 4.4.1 There are no resource implications in this report.

#### **4.5 Legal implications, access to information, and call-in**

4.5.1 This report is not eligible for call in, due to being a Council function.

#### **4.6 Risk management**

4.6.1 There are no risk management implications in this report. The priorities reflected in this report are monitored through Leeds City Council performance and, where appropriate, risk management processes.

#### **5 Conclusions**

5.1 Not applicable, as this report is information based.

#### **6 Recommendations**

6.1 The Outer West area committee is requested to note the content of this report.

6.2 The Outer West area committee is asked for feedback on the report.

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

7.1 There are no background documents to accompany this report.

---

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

## Appendix one: performance data for Outer West area committee

Autumn 2013 Children's Services performance update

| Measure                                     | Leeds   | Outer W | Current data period | Highest | Average | Lowest |
|---------------------------------------------|---------|---------|---------------------|---------|---------|--------|
| 1. Number of children and young people 0-19 | 173,462 | 15,970  | January 2013        | 24,510  | 17,289  | 11,609 |
| 2. Percentage of children and young people  | n/a     | 9.2%    | January 2013        | 14.1%   | 10.0%   | 6.7%   |
| 3. Number of primary schools                | 218     | 21      | Current             | 28      | 22      | 15     |
| 4. Number of secondary schools              | 36      | 4       | Current             | 6       | 4       | 2      |
| 4a. Number of through schools               | 2       | 0       | Current             | 2       | 0       | 0      |
| 5. Number of children's centres             | 58      | 4       | Current             | 11      | 6       | 3      |

### Commentary

The Outer West area committee has 9.2 per cent of the city's 0-19 population, (15,970 children and young people). There are 21 primary schools, four secondary schools, and four children's centres located within the area committee boundary.

| Keeping children safe from harm                          | Leeds | Outer W                  |                           |                     | Current data period | Highest | Average | Lowest |
|----------------------------------------------------------|-------|--------------------------|---------------------------|---------------------|---------------------|---------|---------|--------|
|                                                          |       | Current reporting period | Previous reporting period | Direction of travel |                     |         |         |        |
| 6. Number of children looked after                       | 1,358 | 72                       | 84                        |                     | 30 June 2013        | 389     | 131     | 22     |
| 7. Number of children entering care                      | 106   | ...                      | 5                         | æ                   | Apr-Jun 2013        | 32      | 14      | 5      |
| 8. Number of children subject to a child protection plan | 897   | 79                       | 76                        | æ                   | 30 June 2013        | 217     | 88      | 15     |
| 9. Number of CAFs initiated                              | 308   | 20                       | 16                        | æ                   | Apr-Jun 2013        | 55      | 30.2    | 17     |
| 10. Number of requests for service                       | 8,695 | 694                      | 676                       | æ                   | Apr-Jun 2013        | 1,701   | 794     | 347    |
| 11. Number of requests for service leading to a referral | 2,964 | 244                      | 193                       | æ                   | Apr-Jun 2013        | 635     | 282     | 83     |
| 12. Number of LCC-employed foster carers                 | 578   | 29                       | 29                        |                     | 30 June 2013        | 83      | 50      | 23     |
| 12a. Number of family placement foster carers            | 108   | 6                        | 5                         | æ                   | 30 June 2013        | 16      | 11      | 6      |

**Commentary**

12 fewer children and young people (72; a 14 per cent reduction) from the Outer West area committee area are looked after in June 2013 than in June 2012. This reduction is significantly greater than the five per cent citywide change over the same period. Fewer children and young people entered care in the first three months of 2012/13 than the same period in 2011/12.

The number of children and young people from the Outer West area committee area subject to a child protection plan in June 2013 has risen by four per cent, from 76 to 79. 25 per cent more CAFs were initiated in April to June 2013 (20) than the same period in 2012 (16), approximately in line with the citywide rise of 27 per cent.

Three per cent more requests for service (694 vs 676) were received from the Outer West area committee area in the first three months of 2012/13 than the same period in 2011/12. This is counter to the citywide reduction of four per cent. 26 per cent more referrals were received over the same periods (244 vs 193), whereas the citywide figures show a three per cent decrease. The conversion rate (percentage of requests for service that become a referral) has risen from 29 per cent in April to June 2012 to 35 per cent in April to June 2013. This is the third highest (best) increase across all area committees.

| Do well in learning and have the skills for life      | Leeds | Outer W                  |                           |                     | Current data period | Highest | Average | Lowest |
|-------------------------------------------------------|-------|--------------------------|---------------------------|---------------------|---------------------|---------|---------|--------|
|                                                       |       | Current reporting period | Previous reporting period | Direction of travel |                     |         |         |        |
| 13. Primary school attendance levels                  | 95.3% | 95.5%                    | 96.1%                     |                     | 2012-13 HT 1-4      | 96.2%   | 95.3%   | 93.9%  |
| 14. Secondary school attendance levels                | 93.7% | 93.1%                    | 93.8%                     |                     | 2012-13 HT 1-4      | 94.6%   | 93.3%   | 91.1%  |
| 15. Number of pupils persistently absent at primary   | 1,839 | 141                      | 118                       | æ                   | 2012-13 HT 1-4      | 417     | 184     | 83     |
| 16. Number of pupils persistently absent at secondary | 3,067 | 356                      | 258                       | æ                   | 2012-13 HT 1-4      | 474     | 307     | 162    |
| 17. Number of NEET <sup>i</sup>                       | 1,501 | 128                      | 94                        | æ                   | 30 June 2013        | 330     | 149     | 47     |
| 17a. Percentage of NEET <sup>i</sup>                  | 6.7%  | 5.6%                     | 4.1%                      | æ                   | 30 June 2013        | 10.5%   | 6.2%    | 2.6%   |
| 18. Number of 'not knows'                             | 1,283 | 74                       | 203                       |                     | 30 June 2013        | 408     | 116     | 41     |
| 18a. Percentage of 'not knows'                        | 5.5%  | 3.3%                     | 8.8%                      |                     | 30 June 2013        | 14.5%   | 4.7%    | 2.2%   |

**Commentary**

Outer West area committee area primary school attendance levels reduced by 0.6 of a percentage point, from 96.1 per cent in 2011/12 to 95.5 per cent in 2012/13. Current attendance levels remain above the citywide average of 95.3 per cent. A similar reduction was seen in secondary schools within the area, with the 2012/13 figure of 93.1 per cent the second lowest of all area committees, 0.7 of a percentage below the citywide average. There was a 19.5 per cent rise in the persistent absence levels for Outer West area committee area primary schools, a rise of 23, from 118 in 2011/12 to 141 in 2012/13. Secondary school persistent absence rose by 38 per cent, from 258 to 356, a rise of 98; significantly different to the modest 0.5 per cent reduction seen in citywide persistent absence levels, and the

largest rise of all area committees.

The percentage of 'not known' young people in the Outer West area committee area reduced from nine per cent in June 2012 to three per cent in June 2013. The percentage of young people identified as NEET has risen from four per cent in June 2012 to 5.5 per cent in June 2013.

| Voice and influence                                 | Leeds                        | Outer W                  |                           |                     | Current data period          | Highest | Average      | Lowest     |
|-----------------------------------------------------|------------------------------|--------------------------|---------------------------|---------------------|------------------------------|---------|--------------|------------|
|                                                     |                              | Current reporting period | Previous reporting period | Direction of travel |                              |         |              |            |
| 19. 10-17 year olds committing an offence           | 672                          | 46                       | 79                        |                     | Apr 12 - Mar 13              | 167     | 67           | 18         |
| Ofsted inspections                                  | Leeds                        | Outer W                  |                           |                     | Current data period          | Highest | Average      | Lowest     |
|                                                     |                              | Current reporting period | Previous reporting period | Direction of travel |                              |         |              |            |
| 20. Percentage of primary schools good or better    | 83%                          | 86%                      | 71%                       | æ                   | 31 July 2013                 | 93%     | 82%          | 68%        |
| 21. Percentage of secondary schools good or better  | 58%                          | 75%                      | 75%                       |                     | 31 July 2013                 | 75%     | 56%          | 25%        |
| 22. Percentage of children's centres good or better | 81%                          | 100%                     | 100%                      |                     | 31 July 2013                 | 100%    | 88%          | 60%        |
| 23. Percentage of children's homes good or better   | 73%                          |                          |                           |                     | 31 July 2013                 | 100%    | 58%          | 0%         |
| Ofsted judgement - Outer West                       | Current period: 31 July 2013 |                          |                           |                     | Previous period: 31 Dec 2012 |         |              |            |
|                                                     | Outstanding                  | Good                     | Satisfactory              | Inadequate          | Outstanding                  | Good    | Satisfactory | Inadequate |
| 24. Primary schools                                 | 2                            | 16                       | 2                         | 1                   | 3                            | 12      | 6            | 0          |
| 25. Secondary schools                               | 0                            | 3                        | 1                         | 0                   | 0                            | 3       | 1            | 0          |
| 26. SILCs (citywide)                                |                              |                          |                           |                     |                              |         |              |            |
| 27. Pupil referral units (citywide)                 |                              |                          |                           |                     |                              |         |              |            |
| 28. Children's centres                              | 0                            | 1                        | 0                         | 0                   | 0                            | 1       | 0            | 0          |
| 29. Children's homes                                |                              |                          |                           |                     |                              |         |              |            |

**Commentary**

Ryecroft Primary School was inspected in January and saw its Ofsted rating drop from requires improvement to inadequate. Farsley Springbank Junior School also saw its Ofsted rating drop, from outstanding to good. Overall, however, more primary schools in the Outer West area committee area are now rated good or better

(18, or 86 per cent) than in December (15, or 71 per cent). There has been no change in the overall ratings of secondary schools in the area.

There are no children's homes in the Outer West area committee area.

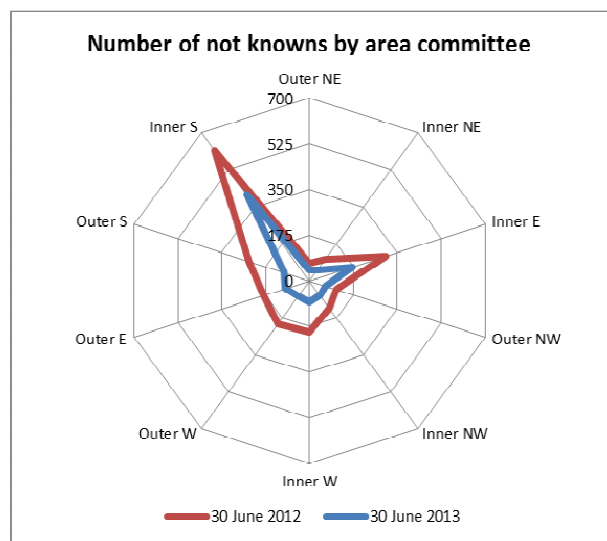
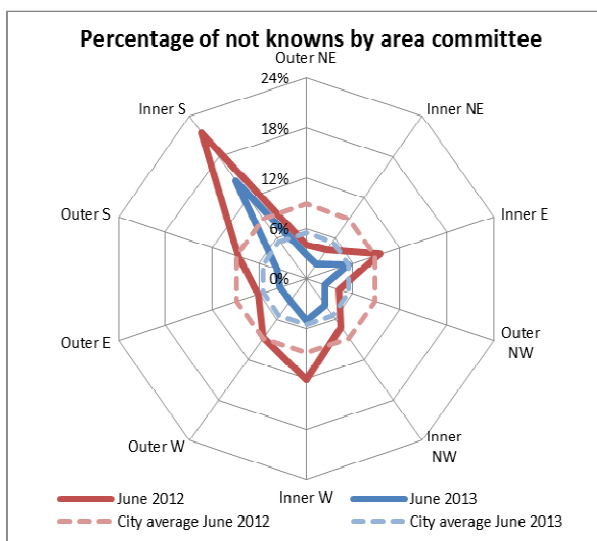
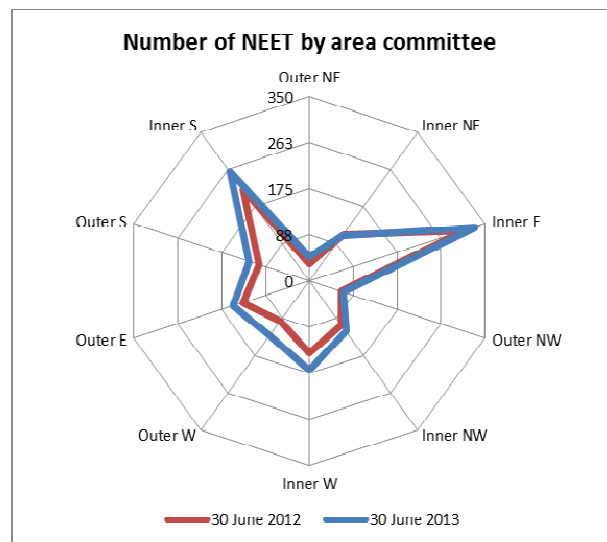
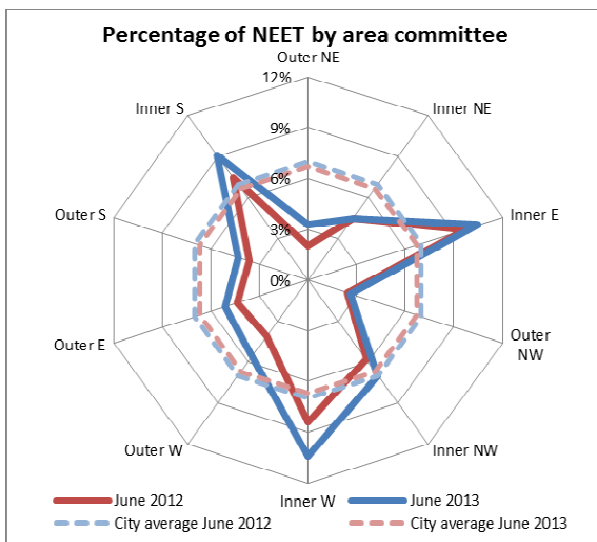
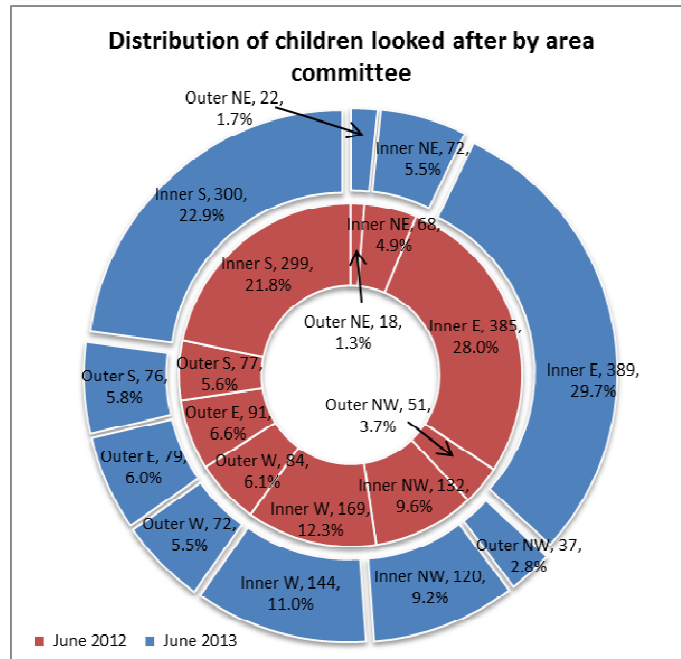
| Secondary schools         | Current period |            | Previous period |            | Direction of travel |            |
|---------------------------|----------------|------------|-----------------|------------|---------------------|------------|
|                           | Ofsted         | Attendance | Ofsted          | Attendance | Ofsted              | Attendance |
| Crawshaw School           | 2              | 91.8%      | 2               | 93.1%      |                     |            |
| Priesthorpe School        | 2              | 93.1%      | 2               | 93.9%      |                     |            |
| Pudsey Grangefield School | 2              | 93.5%      | 2               | 94.3%      |                     |            |
| The Farnley Academy       | 3              | 94.1%      | 3               | 92.5%      |                     | æ          |

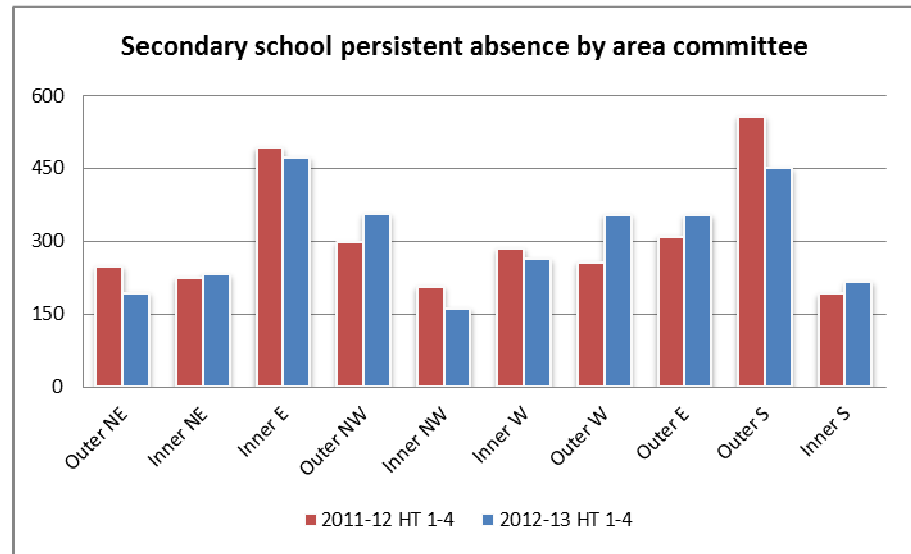
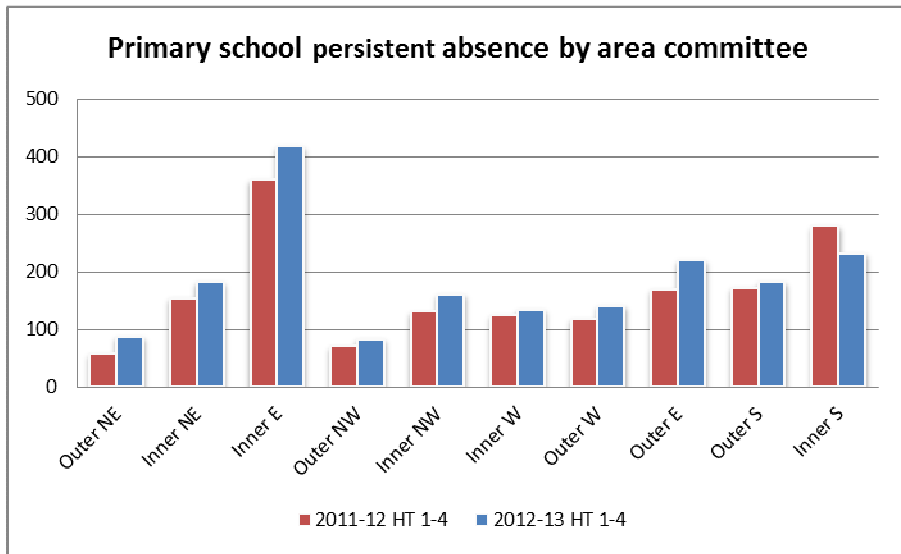
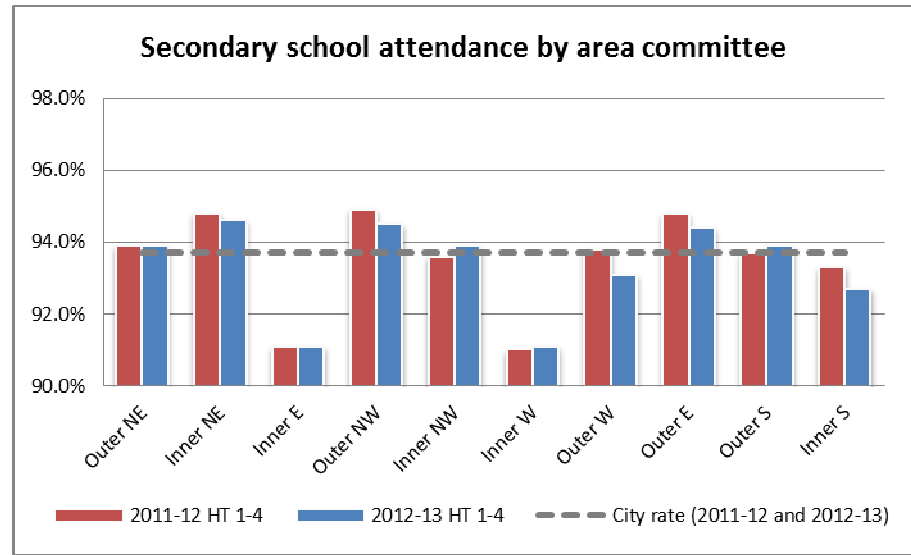
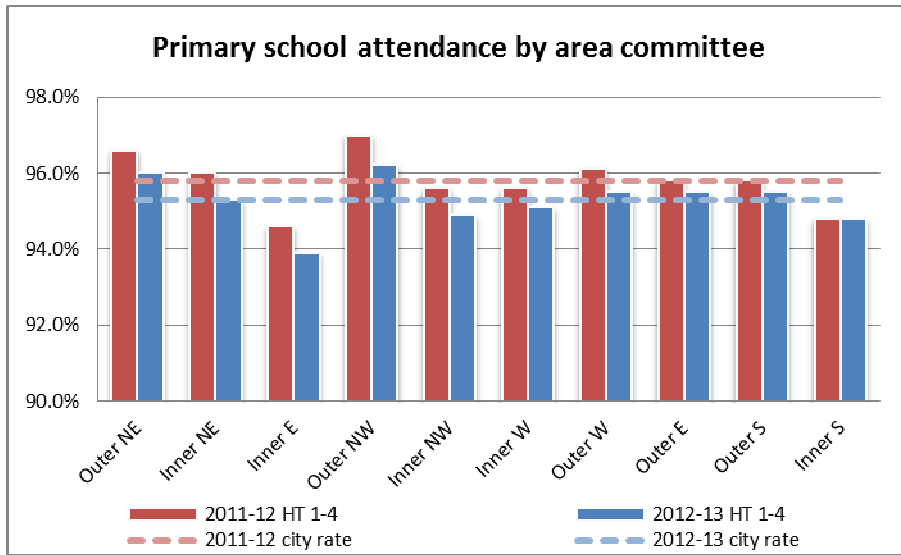
**Key:** AY - academic year FY - financial year HT - half term ... data below five (suppressed for confidentiality)

**Ofsted grades:** 1 = Outstanding, 2 = Good, 3 = Satisfactory/Requires Improvement, 4 = Inadequate

<sup>i</sup> The citywide figure reports 'adjusted NEET' (see data definitions), the area committee figures do not take account of 'adjusted NEET'

# Appendix two: CYPP obsessions - graphs and charts







## Area Committee: Outer West

Autumn 2013 Children's Services performance update

| Measure                                     | Leeds   | Outer W | Current data period | Highest | Average | Lowest |
|---------------------------------------------|---------|---------|---------------------|---------|---------|--------|
| 1. Number of children and young people 0-19 | 173,462 | 15,970  | January 2013        | 24,510  | 17,289  | 11,609 |
| 2. Percentage of children and young people  | n/a     | 9.2%    | January 2013        | 14.1%   | 10.0%   | 6.7%   |
| 3. Number of primary schools                | 218     | 21      | Current             | 28      | 22      | 15     |
| 4. Number of secondary schools              | 36      | 4       | Current             | 6       | 4       | 2      |
| 4a. Number of through schools               | 2       | 0       | Current             | 2       | 0       | 0      |
| 5. Number of children's centres             | 58      | 4       | Current             | 11      | 6       | 3      |

### Commentary

The Outer West area committee has 9.2 per cent of the city's 0-19 population, (15,970 children and young people). There are 21 primary schools, four secondary schools, and four children's centres located within the area committee boundary.

| Keeping children safe from harm                          | Leeds | Outer W                  |                           | Direction of travel | Current data period | Highest | Average | Lowest |
|----------------------------------------------------------|-------|--------------------------|---------------------------|---------------------|---------------------|---------|---------|--------|
|                                                          |       | Current reporting period | Previous reporting period |                     |                     |         |         |        |
| 6. Number of children looked after                       | 1,358 | 72                       | 84                        | ↓                   | 30 June 2013        | 389     | 131     | 22     |
| 7. Number of children entering care                      | 106   | ...                      | 5                         | ↑                   | Apr-Jun 2013        | 32      | 14      | 5      |
| 8. Number of children subject to a child protection plan | 897   | 79                       | 76                        | ↑                   | 30 June 2013        | 217     | 88      | 15     |
| 9. Number of CAFs initiated                              | 308   | 20                       | 16                        | ↑                   | Apr-Jun 2013        | 55      | 30.2    | 17     |
| 10. Number of requests for service                       | 8,695 | 694                      | 676                       | ↑                   | Apr-Jun 2013        | 1,701   | 794     | 347    |
| 11. Number of requests for service leading to a referral | 2,964 | 244                      | 193                       | ↑                   | Apr-Jun 2013        | 635     | 282     | 83     |
| 12. Number of LCC-employed foster carers                 | 578   | 29                       | 29                        | ↔                   | 30 June 2013        | 83      | 50      | 23     |
| 12a Number of family placement foster carers             | 108   | 6                        | 5                         | ↑                   | 30 June 2013        | 16      | 11      | 6      |

### Commentary

12 fewer children and young people (72; a 14 per cent reduction) from the Outer West area committee area are looked after in June 2013 than in June 2012. This reduction is significantly greater than the five per cent citywide change over the same period. Fewer children and young people entered care in the first three months of 2012/13 than the same period in 2011/12.

The number of children and young people from the Outer West area committee area subject to a child protection plan in June 2013 has risen by four per cent, from 76 to 79. 25 per cent more CAFs were initiated in April to June 2013 (20) than the same period in 2012 (16), approximately in line with the citywide rise of 27 per cent.

Three per cent more requests for service (694 vs 676) were received from the Outer West area committee area in the first three months of 2012/13 than the same period in 2011/12. This is counter to the citywide reduction of four per cent. 26 per cent more referrals were received over the same periods (244 vs 193), whereas the citywide figures show a three per cent decrease. The conversion rate (percentage of requests for service that become a referral) has risen from 29 per cent in April to June 2012 to 35 per cent in April to June 2013. This is the third highest (best) increase across all area committees.

| Do well in learning and have the skills for life                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Leeds | Outer W                  |                           |                     | Current data period | Highest | Average | Lowest |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------------------|---------------------------|---------------------|---------------------|---------|---------|--------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       | Current reporting period | Previous reporting period | Direction of travel |                     |         |         |        |
| 13. Primary school attendance levels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 95.3% | 95.5%                    | 96.1%                     | ↘                   | 2012-13 HT 1-4      | 96.2%   | 95.3%   | 93.9%  |
| 14. Secondary school attendance levels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 93.7% | 93.1%                    | 93.8%                     | ↘                   | 2012-13 HT 1-4      | 94.6%   | 93.3%   | 91.1%  |
| 15. Number of pupils persistently absent at primary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1,839 | 141                      | 118                       | ↗                   | 2012-13 HT 1-4      | 417     | 184     | 83     |
| 16. Number of pupils persistently absent at secondary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3,067 | 356                      | 258                       | ↗                   | 2012-13 HT 1-4      | 474     | 307     | 162    |
| 17. Number of NEET <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1,501 | 128                      | 94                        | ↗                   | 30 June 2013        | 330     | 149     | 47     |
| 17a Percentage of NEET <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 6.7%  | 5.6%                     | 4.1%                      | ↗                   | 30 June 2013        | 10.5%   | 6.2%    | 2.6%   |
| 18. Number of 'hot knows'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1,283 | 74                       | 203                       | ↘                   | 30 June 2013        | 408     | 116     | 41     |
| 18a Percentage of 'hot knows'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5.5%  | 3.3%                     | 8.8%                      | ↘                   | 30 June 2013        | 14.5%   | 4.7%    | 2.2%   |
| <p>Commentary</p> <p>Outer West area committee area primary school attendance levels reduced by 0.6 of a percentage point, from 96.1 per cent in 2011/12 to 95.5 per cent in 2012/13. Current attendance levels remain above the citywide average of 95.3 per cent. A similar reduction was seen in secondary schools within the area, with the 2012/13 figure of 93.1 per cent the second lowest of all area committees, 0.7 of a percentage below the citywide average. There was a 19.5 per cent rise in the persistent absence levels for Outer West area committee area primary schools, a rise of 23, from 118 in 2011/12 to 141 in 2012/13. Secondary school persistent absence rose by 38 per cent, from 258 to 356, a rise of 98; significantly different to the modest 0.5 per cent reduction seen in citywide persistent absence levels, and the largest rise of all area committees.</p> <p>The percentage of 'not known' young people in the Outer West area committee area reduced from nine per cent in June 2012 to three per cent in June 2013. The percentage of young people identified as NEET has risen from four per cent in June 2012 to 5.5 per cent in June 2013.</p> |       |                          |                           |                     |                     |         |         |        |
| Voice and influence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Leeds | Outer W                  |                           |                     | Current data period | Highest | Average | Lowest |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       | Current reporting period | Previous reporting period | Direction of travel |                     |         |         |        |
| 19. 10-17 year olds committing an offence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 672   | 46                       | 79                        | ↘                   | Apr 12 - Mar 13     | 167     | 67      | 18     |

| Ofsted inspections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Leeds | Outer W                  |                           |                     | Current data period          | Highest | Average             | Lowest |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------------------|---------------------------|---------------------|------------------------------|---------|---------------------|--------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       | Current reporting period | Previous reporting period | Direction of travel |                              |         |                     |        |
| 20. Percentage of primary schools good or better                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 83%   | 86%                      | 71%                       | ↑                   | 31 July 2013                 | 93%     | 82%                 | 68%    |
| 21. Percentage of secondary schools good or better                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 58%   | 75%                      | 75%                       | ↔                   | 31 July 2013                 | 75%     | 56%                 | 25%    |
| 22. Percentage of children's centres good or better                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 81%   | 100%                     | 100%                      | ↔                   | 31 July 2013                 | 100%    | 88%                 | 60%    |
| 23. Percentage of children's homes good or better                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 73%   |                          |                           |                     | 31 July 2013                 | 100%    | 58%                 | 0%     |
| <b>Ofsted judgement - Outer West</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |                          |                           |                     |                              |         |                     |        |
| Current period: 31 July 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |                          |                           |                     | Previous period: 31 Dec 2012 |         |                     |        |
| 24. Primary schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2     | 16                       | 2                         | 1                   | 3                            | 12      | 6                   | 0      |
| 25. Secondary schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0     | 3                        | 1                         | 0                   | 0                            | 3       | 1                   | 0      |
| 26. SILCs (citywide)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |                          |                           |                     |                              |         |                     |        |
| 27. Pupil referral units (citywide)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |                          |                           |                     |                              |         |                     |        |
| 28. Children's centres                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 0     | 1                        | 0                         | 0                   | 0                            | 1       | 0                   | 0      |
| 29. Children's homes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |                          |                           |                     |                              |         |                     |        |
| <p>Commentary</p> <p>Ryecroft Primary School was inspected in January and saw its Ofsted rating drop from requires improvement to inadequate. Farsley Springbank Junior School also saw its Ofsted rating drop, from outstanding to good. Overall, however, more primary schools in the Outer West area committee area are now rated good or better (18, or 86 per cent) than in December (15, or 71 per cent). There has been no change in the overall ratings of secondary schools in the area.</p> <p>There are no children's homes in the Outer West area committee area.</p> |       |                          |                           |                     |                              |         |                     |        |
| <b>Secondary schools</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                          |                           |                     |                              |         |                     |        |
| Current period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |                          |                           |                     | Previous period              |         |                     |        |
| Ofsted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       | Attendance               |                           | Ofsted              | Attendance                   |         | Direction of travel |        |
| Ofsted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       | Attendance               |                           | Ofsted              | Attendance                   |         | Attendance          |        |
| Crawshaw School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2     | 91.8%                    | 2                         | 93.1%               | ↔                            | ↔       | ↔                   | ↔      |
| Priesthorpe School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2     | 93.1%                    | 2                         | 93.9%               | ↔                            | ↔       | ↔                   | ↔      |
| Pudsey Grangefield School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2     | 93.5%                    | 2                         | 94.3%               | ↔                            | ↔       | ↔                   | ↔      |
| The Farnley Academy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3     | 94.1%                    | 3                         | 92.5%               | ↔                            | ↔       | ↔                   | ↔      |

**Key:** AY - academic year FY - financial year HT - half term ... data below five (suppressed for confidentiality)

**Ofsted grades:** 1 = Outstanding, 2 = Good, 3 = Satisfactory/Requires Improvement, 4 = Inadequate

<sup>1</sup> The citywide figure reports 'adjusted NEET' (see data definitions), the area committee figures do not take account of 'adjusted NEET'

This page is intentionally left blank



Report author: S Carey/D  
 Roberts, A Szustakowski  
 Tel: 0113 3367865

**Report of** Chief Officer, Welfare and Benefits  
**Report to** Outer West Area Committee  
**Date:** 18 September 2013  
**Subject:** Update on Welfare Benefit changes

|                                                                                                                                              |                                         |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| Are specific electoral Wards affected?<br>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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information?<br>If relevant, Access to Information Procedure Rule number:<br>Appendix number: | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

1. The report provides an update on the citywide and local aspects of the significant welfare changes which were introduced in April 2013. These changes have seen more tenants falling into arrears with their rent and their Council Tax. Steps have been taken to mitigate the impact of the changes, including changes to recovery processes, and support is being provided to those tenants who engage with the council about their arrears.
2. The Discretionary Housing Payments scheme, which provides support to tenants affected by the welfare changes, is on track to spend the full £1.9m budget with the bulk of this spend going on those deemed to be priority cases within the Council's policy. Further funding may be available this year from DWP but this is subject to a bidding process and details of the process have yet to be announced.
3. The Local Welfare Support scheme, which has replaced the Social Fund scheme in Leeds, provides goods and services rather than cash to those in need. The spend in the 1<sup>st</sup> quarter clearly shows that there will be an underspend against this fund and, as a consequence, proposals will be developed and taken to Executive Board for alternative uses of this funding. Proposals will also be developed on potential Local Welfare Support schemes for 2014/15. It is intended to discuss these proposals for the 14/15 scheme with Area Committees ahead of an Executive Board recommendation.
4. The roll out of Universal Credit has started with a further 6 small areas announced as Universal Credit sites. The main roll out of Universal Credit is now not expected until late 2014 or even later. Nevertheless, preparations continue and one of the key aspects of the preparations relates to tackling high cost lenders in the city. A plan of

action has been developed that includes city-wide and locality-based events and the report seeks input from Area Committees for the programme.

## **Recommendations**

5. The Committee is asked to:

5.1. Note the information about the impact of the welfare reforms;

5.2. Note the information about the campaign against high cost lenders and contribute to options for locality-based events and initiatives to support the campaign.

5.3. Champion the following priorities:

- High interest money lending and debt
- Better connecting local people to Leeds job opportunities and training through the planning process, sector based work academies and apprenticeships
- Continuing to support local communities through localised employability, learning and advice provision

## **Purpose of this report**

- 1.1 The report provides an update of the impact of the welfare reforms at both a city-wide and ward-level basis and also provides information on arrangements that have been put in place to support tenants.
- 1.2 The report details some of the preparations that are underway for Universal Credit with a focus on locality-based support that can be provided. A key element of the preparations for Universal Credit and a response to the welfare reforms is a programme of work aimed at tackling the issue of payday and high cost lending in the city. The report provides information about this programme and seeks input from Area Committees on how the programme of activity can work at a locality level.

## **2 Background information**

- 2.1 As part of the Government's programme of welfare reforms, changes to Housing Benefit, Council Tax Benefit and the Social Fund came into effect from April 2013. These changes mean that:
  - Working age social sector tenants deemed to have one or more spare bedrooms see their Housing Benefit reduced;
  - The majority of working age households see their Council Tax Support reduced by 19%; and
  - Funding allocated to the Crisis Loans and Community Care Grants elements of the Social Fund is devolved to local councils.
- 2.2 In recognition of the difficulties these changes may cause for some families, the Government increased funding to local Councils for Discretionary Housing Payments schemes. Funding for Leeds increased from £800k in 12/13 to £1.9m in 13/14.
- 2.3 Further welfare changes came into effect later in the year.
  - Personal Independence Payments (PIP), which replaces Disability Living Allowance, came into effect from June 2013 for new claims only. The main programme of reviewing DLA cases to see whether they will transfer to PIP, starts in October 2015 although DLA claims that are due to be reviewed before then will be considered for PIP earlier;
  - The Benefit Cap comes into effect in Leeds from 12<sup>th</sup> August 2013 and will see around 424 families lose some or all of their Housing Benefit.
- 2.4 A number of analyses have been carried out on the total impact in Leeds of the programme of welfare changes. Sheffield Hallam University estimates that the changes see a loss of benefit of £232m a year in Leeds, while the LGA's analyses estimates the loss in Leeds at £171m a year.

2.5 The welfare changes come at a time when there is significant concern about the growing use of payday and high interest rate lending which is a growing sector of the unsecured lending market.

### High Cost Lenders (HCL)

2.6 According to a recent analysis by Price Waterhouse Coopers and the Local Data Company, statistics show retail store closures have climbed tenfold in one year. However, pound shops, pawnbrokers, charity shops, cheque cashing, payday loan shops and betting shops are bucking the trend and showing considerable growth. The table below shows the 'risers and fallers' by business type across the UK's top 500 town centres during 2012:

| Risers                      | Net Change (%) | Fallers                        | Net Change (%) |
|-----------------------------|----------------|--------------------------------|----------------|
| Cheque Cashing/Payday Loans | +20.0          | Card & Poster Shops            | -23.4          |
| Pound shops                 | +13.0          | Computer Games                 | -45.0          |
| Pawnbrokers                 | +13.2          | Women's Clothes Shops          | -7.2           |
| Charity shops               | +2.7           | Recruitment Agencies           | -15.1          |
| Betting Shops               | +3.3           | General Clothing               | -8.7           |
| Supermarkets                | +3.6           | Health Foods & Products        | -24.7          |
| Coffee Shops                | +3.4           | Banks & Financial Institutions | -2.9           |

Table - Top risers and fallers by business type in 2012 (Source: Local Data Company)

2.7 Work was undertaken in 2012 to try to determine the numbers of money shops in Leeds city centre and in district centres. This is not straightforward because there is no clear planning or industrial classification to distinguish these types of shops. **However, from available sources of information a list was compiled and is attached to this report at Appendix 6**

2.8 The high cost lending market (Home Credit, Pawn Brokers, Money Shops, Payday Lenders, rent-to-buy) was estimated by the OFT to be £7.5 billion in loans to consumers in 2008<sup>1</sup>. The equivalent figure for payday loans at that time was £900 million but it is reported that this figure will have more than doubled by 2011. It is further estimated that 5 million people in the UK access high cost credit of which 2 million use payday lenders.

2.9 If this national picture is equated to the Leeds population it means that up to 60,000 people in Leeds may use high interest lenders including approximately 22,500 people who may take out Payday loans. In addition to the social cost, this market represents a potentially huge impact on the Leeds economy. Based on national data, the high cost market in Leeds could be in the region of £90m. If everyone using high cost credit in Leeds had access to affordable sources this could reduce the cost of borrowing by up to £60m in a year to Leeds families. Even a 10% penetration into this market would represent a significant annual gain for Leeds communities and the economy.

<sup>1</sup> OFT, Review of High Cost Credit, June 2010



- 2.10 According to research company Data Monitor, the payday lending market could account for £3.4bn of loans by 2014.
- 2.11 The StepChange debt charity, which provides a national debt counselling service, has said that more than twice as many people who sought help with debts in 2012 had payday loans compared with 2011. It helped 36,413 people last year who had payday loan debts, some 20,000 more than the previous year. They also reported that 42% of their clients under age 25 had payday loans. This is a fourfold increase in just 2 years.
- 2.12 Earlier this year the Office of Fair Trading (OFT) undertook a review of the businesses of the top 50 payday lenders (which together account for around 90% of the payday market by turnover). The review found a number of examples of non-compliance with the industry code of practice including:
- Failing to show the APR interest of their loans;
  - %age APR or calculated examples not prominent enough on their sites;
  - Omitting or downplayed information about the costs and risks to the borrower;
  - Not conducting adequate affordability assessments;
  - Actively promoting rolling over loans for an extended term when borrowers would be better served by a repayment plan;
  - A number of firms were using aggressive debt collection practices.
- 2.13 As a result, the sector will face advertising curbs and be under closer supervision. The government wants to limit the number of adverts shown per hour on TV and ensure that terms and conditions are displayed more prominently.
- 2.14 The OFT also required the companies to take immediate steps to address areas of non-compliance or risk losing their consumer credit licence. After the end of the 12 week deadline set by the OFT, 14 of the companies indicated that they were to withdraw from the payday lending market (1 company failed to respond). In addition the OFT has referred the whole of the industry to the Competition Commission, which has wider powers to deal with some of the issues identified for the protection of consumers.

### **Financial Conduct Authority (FCA)**

- 2.15 The new financial services regulator – FCA - will take over the Financial Services Authority's consumer financial watchdog powers and have powers to cap the cost of payday loans, but not until 2014. The FCA will be granted this key weapon, along with other ways to keep rogue lenders in check. There will however be a 'legal loan sharks' window of opportunity before regulators can limit charges in 2014.

The FCA will also have powers to create rules which will:

- Limit the length of a payday loan
- Impose a limit on the number of times a payday loan is rolled over
- Make a payday loan agreement unenforceable
- Force money or property to be returned to consumers and redress to be given to consumers by a firm

- 2.16 While the regulator will have these powers, it has to assess whether they need to be used. In a recent report (March 2013) from the Department for Business Innovation and Skills (BIS), the Government Minister indicated that whilst "the Government recognises that a cap might be appropriate at some point in the future" "The Government does not believe that a total cost of credit cap is the best way to address the concerns in the pay day lending market at this time."
- 2.17 In response to these concerns the council is launching a campaign to tackle high cost lenders and information about this campaign is contained in the main issues part of this report.
- 2.18 The West Leeds Debt Forum feel that the challenge for West Leeds residents is 'instant' high interest loans and that families in crisis need an alternative. Families on low incomes generally manage what money they have well, but when a crisis strikes, the survival strategy is a high interest legal money lender or a loan shark. The West Leeds Debt Forum is in discussion with the credit unions (Leeds CCU and Bramley Independent CU) on how alternatives could be provided.

West Leeds Debt Forum feel that money sense has to be instilled at an early age and the Forum has involved local primary schools in campaigns and is in discussion with school heads on how to engage with parents and primary school students in a lively, productive way, building on the initiatives of Leeds City Credit Union.

### **3 Main issues**

- 3.1 Appendix 1 provides data on the impact of the welfare changes as at the end of July 2013. The data is shown at both city-wide and ward level and, where appropriate, at ALMO level. The main issues to note are set out below.

#### **Citywide Response – main issues**

##### **Social sector size criteria (under-occupancy)**

- 3.1 Across Leeds the number of tenancies affected has reduced since the start of April but continues to remain high at 7,834 across the city with 2,828 from the West North West. The reduction in tenancies affected is fairly consistent across the ALMOs and is likely to reflect the intense activity undertaken to ensure that new and existing tenants are aware of the changes and their implications.
- 3.2 However, the level of rent arrears is increasing as a result of under-occupancy. Of the 7173 ALMO tenants that were affected by under-occupancy at the start of April 2013, 1,934 already owed rent – this equates to 27%. At the end of July 2013, 3,821 of the 6,296 tenants affected owed rent – this equates to 60%.
- 3.3 In April 2013, Executive Board agreed a revised rent arrears recovery approach that recognises those who can't pay. The approach focuses on maximising income and signposting to support for issues around debt and budgeting for those

tenants who engage with ALMOs about their rent arrears. The Committee may also be aware that consideration is being given to reclassifying some properties where the design of the property means that it would be appropriate to treat the properties as having one bedroom less. Around 850 properties are under consideration and approx. 280 are also affected by the under-occupancy rules.

### **Discretionary Housing Payments (DHP)**

- 3.4 The funding for Discretionary Housing Payments has increased to £1.9m for 13/14 to help deal with issues arising from under-occupancy and the Benefit Cap (see 3.18). This is an increase of £900k on the £1m spent on DHPs in 12/13 – the vast majority of the spend in 12/13 went on private tenancies as a result of changes to Local Housing Allowance rates.
- 3.5 The policy for the allocation of DHPs was agreed at Executive Board and priorities spend on the following groups:
- Disabled tenants in significantly adapted properties
  - Tenants with child access arrangements
  - Tenants approaching Pension Credit age
  - Foster carers and kinship care
  - Pregnant women allocated an additional room for the baby.
- 3.6 At the end of July 2013, £864k of the £1.9m spend has been committed and, with Benefit Cap coming into effect from 19<sup>th</sup> August 2013, it is estimated that the full £1.9m allocation will be spent. The breakdown of committed spend to date shows that:
- £572k (66%) has been spent on under-occupancy cases; and
  - £292k (34%) has been spent on other cases, mainly private rented sector.
- 3.7 Following the outcome of a recent judicial review against the under-occupancy changes brought by disabled tenants – which concluded that the under-occupancy changes did not impact on the tenants' human rights – the Government has announced an additional £20m for DHPs. Councils will be able to bid for additional funds from this £20m although the bidding process has yet to be announced.
- 3.8 Spend against the DHP allocation will continue to be closely monitored and, should the circumstances allow it, the policy will be relaxed to support more applications.

### **Council Tax Support (CTS) scheme**

- 3.9 Nearly 33,000 households have seen their Council Tax Benefit reduce by 19% as a result of the localisation of Council Tax Support and reduced Government funding. Of these, almost 25,000 previously had their Council Tax met in full by Council Tax Benefit. All Pension Age cases are protected from any reduction and a further 10,000 working age cases have been protected from any reductions under the Council's scheme – these are households where a severe or enhanced disability premium is applicable, where the householder is a lone parent with a child under 5, a carer or a war pensioner or war widow.
- 3.10 Council Tax collection is down at the end of June 2013 compared to the same point last year by 0.46% which equates to £1.3m less. The overall collection rate is 37.19% with the collection rate for CTS cases at 25.6% and 22.6% for those previously getting full benefit. Following a Central and Resources Scrutiny Board Working Group on recovery approaches, additional reminders have been built into the process and, where appropriate, payment arrangements are accepted where payments are below the level of the weekly or monthly liability. Despite these arrangements, 3,000 CTS cases have been summonsed and liability orders obtained. This is a legal requirement in order to secure payments directly from DWP benefits.
- 3.11 The Council will need to decide whether to keep the existing scheme or change the scheme for 14/15. Options will be developed for consideration by Executive Board and a public consultation exercise undertaken if changes are proposed.

### **Local Welfare Support Scheme**

- 3.12 Leeds received £2.8m scheme funding for a Local Welfare Support scheme.
- 3.13 A Local Welfare Support Scheme, approved by Executive Board, was put in place with effect from April 2013. The scheme is designed to provide emergency support and to provide help to people and families who need support to remain in the community. Unlike the Social Fund scheme delivered by Jobcentre Plus, the Council's scheme is largely non-cash based. Residents who need help are provided with the goods and services they require. This is in line with most other councils. The approved scheme also agreed to set aside up to £500k to support initiatives which promoted Leeds City Credit Union and increased provision of debt and benefit advice.
- 3.14 As at the end of July 2013, £361k had been spent on providing support to residents and a further £375k allocated to support Leeds City Credit Union and a range of debt and benefit advice initiatives. The scheme has also been adjusted to provide help during the summer to families who would be entitled to Free School Meals during school terms but who are struggling to feed their children during the school holidays.

- 3.15 The adoption of a non-cash based scheme seems to have reduced demand for the scheme and there is likely to be a significant underspend this year. This position is mirrored across West Yorkshire Councils. As the funding for the Local Welfare Support Scheme is not ring-fenced any underspend can be used as the Council sees fit. Options therefore include channelling funding into other initiatives, increasing DHP funding or using the funding to provide a hardship fund for CTS cases. Recommendations will be presented to Executive Board shortly.
- 3.16 Work has now started on developing a scheme for 2014/15 and it is intended to bring a consultation paper to the next round of Area Committees in order to inform proposals to Executive Board later in the year.

### **Benefit Cap**

- 3.17 The Benefit Cap, which limits to £500 a week the amount of benefit a non-working family can receive, was launched nationally from 15<sup>th</sup> July 2013 with cases in Leeds starting to be capped from 19<sup>th</sup> August 2013. Around 424 families affected by the Cap and work has been ongoing to ensure that families are prepared for the Cap.
- 3.18 It should be noted that Discretionary Housing Payment funding for the Benefit Cap is expected to be reduced from £75m in 13/14 to £45m nationally in 14/15. With this in mind most families are being asked to contribute up to £50 towards the cost of their rent from their remaining minimum benefit of £500 a week where possible. It remains the intention to ensure that none of the families are faced with eviction and further work will be carried out with families where this a real risk.
- 3.19 Appendix 2 provides a ward breakdown for the cases affected by the Benefit Cap. The cases most seriously affected have been considered a by a casework team consisting of Families First, Children's Services, Housing Options, ALMOs and the Benefits Service. In most of these cases a move to cheaper accommodation is not an option because a) there are likely to be difficulties in finding primary school places for families with more than one primary school age child and b) a number of these cases lose all or most of their Housing Benefit making most alternative housing unaffordable. In these cases, Discretionary Housing Payments will be made.

### **Preparations for Universal Credit**

- 3.20 Following the Pathfinder phase of Universal Credit in Tameside, the DWP has rolled out Universal Credit to 6 more areas from October 2013. The areas are: Hammersmith, Rugby, Inverness, Harrogate, Bath and Shotton and this constitutes the start of the national roll out. A further announcement is expected in the autumn on future roll outs but it is unlikely that we will see any significant roll out of Universal Credit in Leeds until nearer the end of 2014 or even later.

- 3.21 Preparations are continuing for Universal Credit with the main focus being on preparing tenants for a digital claims process, developing a Local Support Services Framework, tackling high cost lenders and putting in place arrangements for dealing with direct payments of the housing element of Universal Credit to tenants.
- 3.22 Preparations are continuing for Universal Credit with the main focus being on preparing tenants for a digital claims process, developing a Local Support Services Framework, tackling high cost lenders and putting in place arrangements for dealing with direct payments of the housing element of Universal Credit to tenants.

a) Preparing for a digital claims process:

- DWP remains keen to support a digital process for Universal Credit although the 'digital by default' intention has been softened and replaced by a 'digital where appropriate' approach. Nevertheless, this remains a key element of the preparations for Universal Credit. The emphasis of our reparations is on raising awareness of the need to claim online, supporting residents to become more proficient at online activity, providing facilities to get online and developing support arrangements for those that will struggle to manage an online claim.
- The Council's network of OSCs, Libraries and Children's Centres will be important in facilitating and supporting users to get online. There are also other public facing PCs that can be used and the network of public PCs is shown in appendix 3. Digital Inclusion.
- A mapping exercise to identify all public IT access points in WNW has been completed, the next phase will be work to identify any gaps and increase provision.
- As part of the awareness-raising campaign, a special mobile unit operated by Libraries and Information Services and a mobile Union Learn unit will be used across the city to promote online activity, encourage users to get online and promote classes aimed at making people more confident in going online. This will be supported by a poster campaign and information targeted to tenants with the campaign tied in with the launch of an online application process for Housing Benefit and Council Tax Support which could launch in the new year.

## b) Developing a Local Support Services Framework

- DWP recognises that local councils are essential partners in helping deliver Universal Credit and is looking for local delivery partnerships to be created between Jobcentre Plus District Managers and Local Authorities. These partnerships are intended to provide face to face support for vulnerable residents who may struggle with getting online, struggle with budgeting or need high levels of support to manage a Universal Credit account.
- The DWP has now said that full details of the partnership arrangements, funding arrangements and required outcomes will not be provided until autumn 2014 – this will allow local councils to put in place a Local Support Services Framework for 2015/16. This statement, alongside a commitment from DWP to maintain Housing Benefit administration funding throughout 2014/2015, strongly supports the suggestion that Universal Credit will not be rolled out in a significant way during 2014. Nevertheless, work is underway to see how the council and Jobcentre Plus can work together to manage the impacts of the welfare changes.

## c) Dealing with direct payments to tenants

- Tenants getting Universal Credit will normally also receive the housing benefit element as part of their Universal Credit payment and will be expected to make arrangements to ensure their rent is paid regularly. It is expected that tenants with significant levels of rent arrears will continue to have the housing element paid directly to their landlords – early analysis shows that 1049 ALMO tenants have arrears of 8 weeks or more (in value) and would be expected to have their housing element paid to their landlord.
- Leeds has developed a proposition which makes local councils responsible for decision-making around direct payments as part of the planned migration of HB cases to Universal Credit. Under the proposition, the council would check that the tenant is able to manage direct payments. This check would include a check on rent arrears, ownership of an active bank account, awareness of the need to set up payment arrangements and monitoring of initial compliance with the requirement. The proposition, which is at appendix 4, has been issued to DWP and a response is awaited.

## **Debt Prevention and High Interest Lenders**

- 3.23 In June 2013, Executive Board approved a campaign to tackle high cost lenders in the city. The key elements of the campaign are:

- Coordinate activity across public, private and the third Sector to deal with high cost lending
- City Wide High Profile campaign
- Local Neighbourhood promotion and education Campaign
- Build Capacity for alternative affordable credit
- Reduce dependency on and use of HCLs
- Provide direct support for those caught up in HCL

3.24 Appendix 5 provides an update on the campaign and welcomes contributions from the Area Committee on locality-based events that would support the campaign.

### **Leeds City Credit Union**

3.25 A key partner in the battle to tackle high cost lenders is Leeds City Credit Union (LCCU). LCCU is working closely with the Council and other partners to develop support for residents who do not have access to affordable banking services. As part of the Local Welfare Support Scheme adopted by the Council, the Executive Board approved a recommendation that an element of the scheme funding should be used to support, among other things, promotion and development of Leeds City Credit Union services and increased provision of advice and support. Work is taking place to ensure Bramley Credit Union is well placed in these discussions.

### **Headrow Money Line**

3.26 The Community Development Finance Institution (CDFI) operating as Headrow Money Line, is a sister organisation to LCCU and started lending in November 2012. In the initial months of trading, Headrow Money Line (HML) is taking a deliberately cautious approach to lending in order to embed systems and to protect against risk. HML is providing affordable credit to many of the residents who have been turned down currently for credit union loans. In so doing it will enable these residents to have access to the broader network of support either provided directly through HML or through partner agencies.

3.27 HML offers a source of credit which is significantly lower in cost and therefore much more affordable than payday loan companies, doorstep and similar lenders. CDFI's operating around the country charge interest in the region of 40% to 70%. HML is currently operating at the higher end of this range in order to ensure security of the business and give time to assess the impact of bad debt provision. Although this seems high, it is significantly lower than the typical rate charged by doorstep lenders (300% and above) or of some "payday" lenders (up to 4000% plus).



## **Leeds Advice Partners**

- 3.28 A partnership of advice agencies provide debt and welfare rights advice, along with the Councils own Welfare Rights Unit. This service is becoming increasingly important given the many changes to the benefits system highlighted in this report. The City Council is currently undertaking a review of advice provision with the intension of ensuring a more comprehensive coverage of support in all the areas of the city where there is a need and delivering advice in a more integrated way. The new service is planned to be introduced during 2014.

## **West North West Homes Leeds Response and Activities**

### **Social sector size criteria (under-occupancy)**

- 3.27 Between September 2012 and March 2013 WNWhL undertook visits to all 2,828 of their tenants affected by the under occupancy changes. The same exercise was completed by Housing Associations in the area (Unity, Connect and Leeds Federated). The visits highlighted how the changes would affect the customer and the likely shortfall in rent that tenants would face.
- 3.28 The following options were discussed in detail with the customer:
- Ensuring all eligible benefits are being claimed;
  - Ascertaining income details and prioritising expenditure;
  - Identifying eligibility for DHP and supporting referral;
  - Supporting tenants to register a housing application;
  - Promoting mutual exchange;
  - Supporting tenants to set up a bank account or direct debit;
  - Budgeting and debt advice; and
  - Referring vulnerable tenants for specialist support through the Independent Living Teams, Adult Social Care or Children's Services.
- 3.29 In addition to the above WNWhL have employed an additional member of staff to assist customers looking to downsize their home. As well as helping individuals to find a move they are promoting mutual exchanges, by helping customers register their properties for exchange, promoting a swap shop event and putting estate agent style Mutual Exchange boards outside of available properties. This has led to an increase in the number of customers seeking to exchange properties.

- 3.30 A more detailed review of how tenants are dealing with the under-occupancy changes will be undertaken in the autumn. This will look at tenants who have moved to more affordable accommodation, tenants who are managing to pay the extra rent and tenants who are struggling to cope with the extra costs.

### **Benefit Cap**

- 3.31 During July, all customers affected by the Benefit Cap were contacted by Debt and Benefit Advisors to check benefit entitlement and offer advice and assistance in dealing with the effects of the Benefit Cap. Contact has also been made by Jobcentre Plus to advise tenants about the help they can get with moving into work, as families working more than 16hrs (lone parents) or 24hrs (couples) are exempt from the Benefit Cap.

### **West North West Homes Leeds (WNWHL) Arrears Process**

- 3.32 The arrears process has been revised to ensure that more support is given to customers who are struggling to pay their rent. This is ensuring that rent collection is being maximised but customers are not facing losing their home if another alternative solution can be agreed. This can be evidenced by looking at the number of letters sent in April compared to how many Notices of Intent to Seek Possession (NISP) have been served. For example at week 2, 157 automatic stage one letters were issued. This increased to 847 at week 3, when the under occupation arrears cases were introduced.
- 3.33 The number of cases progressing to letter two stage at week 5 reduced significantly to 297. At week 13, week commencing 25<sup>th</sup> June only 81 of these cases had a NISP served. Appendix 8 shows the arrears rate by ward for WNWhL. As can be seen there was an initial increase in arrears, but the amount owed has not been increasing since April, partly because the number of affected customers has been reducing.
- 3.34 It can be clearly seen that the number of cases progressing through the arrears process is reducing and the majority of customers are being supported in making payments or pursuing other options such as downsizing, either via CBL or mutual exchange.

### **Preparations for Universal Credit**

- 3.35 Work has commenced in relation to the introduction of Universal Credit. Lead Officers are attending seminars and researching best practice and working with other ALMO's and Local Authorities
- 3.36 The WNWhl annual tenancy visit is being revised to capture the additional data needed in preparation for Universal Credit.
- 3.37 The WNWhL Financial Inclusion Officer is looking at a range of ways to promote digital access to tenants including the use of mobile provision, mentoring and volunteering schemes and on-going involvement with the BT / Citizens Online 'Get IT Together' project that aims to get more people online. They are also planning four digital inclusion events.

### **The Local Perspective : Welfare Benefit Changes**

- 3.38 The Area Support Team has led the development of an Employability and Welfare Reform working group was established in July 2012. Partners include WNWHL, JobCentre Plus (JCP), Work Programme providers Interserve and Ingeus, Employment and Skills, Libraries, Children's Service, Clusters, Children Centres, Public Health, IGEN, Leeds City College and Third sector partners.
- 3.39 The working group focuses on the impact of the welfare benefit changes and employability within our localities. It is the first time this group of partners has come together in the WNW and it has become a useful network for problem solving, sharing information and developing practical support for local priorities.
- 3.40 Early programmes of work included frontline worker workshops, which both raised awareness around the welfare benefit changes and engaged frontline workers to identify early challenges and concerns. Over 60 people attended the event, and feedback was very positive. This network is now being used to disseminate new information quickly to local leaders and practitioners from across a range of sectors.
- 3.41 In partnership with the working group Public Health commissioned Better Leeds Communities to deliver additional information, advice and guidance to tenants affected by the welfare reform in the private sector.

### **Debt Prevention and High Interest Lenders**

- 3.42 Partners have been working collectively to deliver Opportunity Knox events. These are market style events for members of the public. The primary objective being to tackle and raise awareness about illegal money lending, with a further raft of partners from advice services, health services, financial services, employability partners and emergency services in attendance.
- 3.43 The Lifechannel broadcast in GP surgeries has been used to raise awareness around illegal money lending; promotional leaflets have been developed and circulated to support this initiative. The DVD has been circulated to partners for wider promotion.
- 3.44 Public Health are developing a money management/ budgeting course toolkit to enable practitioners to deliver sessions in community centres across the WNW.
- 3.45 Frontline worker training sessions are being organised in outer west by Public Health and Trading Standards to raise awareness around illegal money lending, high interest loans and debt prevention.
- 3.46 PC's, PCSO'S and NPT's are also to be trained in dealing with loan sharks by Trading Standards; this will include what is defined as harassment.

- 3.47 WNWhL is continuing work through the Illegal Money Lending Team to look at tackle loan sharks and scams. Staff briefings have been undertaken on loan sharks and scams, particularly focusing on the elderly and vulnerable. Further campaigns are planned, including a week of action in October. The last campaign led to the arrest of two people from west Leeds in connection with illegal money lending.
- 3.48 The WNWhL Financial Inclusion officer has been promoting free school meals, budgeting skills and reducing utility bills to all customers, targeted towards those on a low income. In addition to facilitating two locally based, free financial advice surgeries - one of which being an on-going project in Cow Close Community Corner LS12 5JG. By the year end, the number of free financial advice surgeries will increase to four in total.
- 3.49 A member of the Area Support Team is now attending the Financial Inclusion Steering Group and West Leeds Debt Forum to ensure collaboration and connectivity to locality and citywide programmes of work.

#### **Locality Employability Initiatives and Improving Local Delivery**

- 3.50 The Employability and Welfare Reform Working Group has been delivering a range of initiatives to better co-ordinate local activity, identify gaps in provision and use the local community facilities to deliver learning opportunities and employment.
- 3.51 The Area Support Team have been working with Youth Service and IGEN to deliver Employment, Learning and Advice Community Contact Points in outer west. This initiative is a new approach seeking to connect outreach, mobile and building based provision within a locality to work collaboratively in providing a service to local people.
- 3.52 Over the space of two months, partners have initially sought to engage NEET young people between the ages of 16-19. They have done this through visiting homes in the Farnley area. Partners subsequently undertook repeat visits in an attempt to support young people actively look for work, and discuss employability skills.
- 3.53 Four young people aged 16/17 have been caseloaded to the youth contract where IGEN have continued to support these young people to EET destinations. Of these young people, two have offers of permanent employment.
- 3.54 IGEN have also had contact with seven 18 plus young people. One young person was given information, advice and guidance during a home a visit which resulted in that person accessing an apprenticeship. Another young person attended the mobile bus to discuss employability skills and to update an online CV with support from partners' to better prepare that young person for future applications and interviews.

- 3.55 The Area Support Team is working with Leeds City College and WNW Works to deliver locally based targeted themed taster sessions in priority neighbourhoods. WNW Works are currently undertaking questionnaires with residents to identify what skill sets people have, what prevalent sessions and jobs people want.
- 3.56 Four Estate Caretaker Apprenticeships have been created and a new Work Experience Mentor and two Employment Outreach Workers have been appointed in partnership Jobcentre Plus, to work with their unemployed customers and bring them closer to the jobs market.
- 3.57 The Outreach Workers are proactively seeking out tenants who are in need of employment support and also responding to referrals from other WNWHL staff who are conducting Welfare Reform and general tenancy visits. In addition there is an on-going campaign to contact customers affected by the welfare reforms who responded to last year's survey saying that they wished to secure employment.
- 3.58 Since staff started in their outreach roles, around 300 tenants have been supported through telephone/ written, and face to face contact with regards to job search. A much larger number, of around 2000, have been contacted by text inviting them to attend job focused events.
- 3.59 A Jobs and Training event was held in July at the Armley Lazer Centre focused mainly on young people from our priority neighbourhoods, to coincide with the end of the school and college terms.
- 3.60 A selection of around 700 tenants were targeted through West North West homes Leeds tenant tracker system and around 40 young people registered to attend. Partners included Department for Work and Pensions, Leeds City College and approximately 35 other training and third sector organisations. The day included talks on apprenticeships, sector based work academies and the option of skills development through volunteering. In addition a range of current job vacancies was supplied by Employment Leeds and people had the option to attend workshops hosted by IGEN and Jobs and Skills on Job Applications, CV Writing and Interview Tips.
- 3.61 In August an information session was delivered to support the Childcare Assistant vacancies that have arisen in the Children's Centres around the city.
- 3.62 A cohort of potentially suitable tenants were identified and contacted, by text, inviting them to find out more details. Around 90 people responded, with around 25 individuals booking onto the one hour session. Roughly 80% of attendees wished to proceed with making an application. At the session attendees were asked what they needed further support with and this was - help with identifying

job vacancies, CV writing; and application form completion. This information will be used to inform the content of future sessions

- 3.63 An open day event, held in Civic Hall, for 15 job roles with Tesco's in Stanningley, attracted over 130 people. 9 people from wards in the west have secured jobs, 5 of these people are from outer west.

#### **4 Corporate Considerations**

##### **4.64 Consultation and Engagement**

- 4.64.1 The report provides information on progress in implementing the welfare changes and the impacts of the changes and is not a report which requires public consultation.

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

- 4.65.1 The Government's welfare changes have implications for equality and diversity and have been subject to equality impact assessments. Similarly, the development of Discretionary Housing Payments and Local Welfare Support schemes have also been subject to equality impact assessments.

##### **4.66 Council policies and City Priorities**

- 4.66.1 The on-going development of responses to the welfare changes and preparations for changes still to come is aimed at supporting City Priorities around health and wellbeing and poverty. Cross-sector working, particularly with the advice sector and 3<sup>rd</sup> sector organisations such as the Credit Union, is aimed at ensuring tenants and residents receive support to manage the changes.

##### **4.67 Resources and value for money**

- 4.67.1 The report is for information only and does not have any resource implications directly. The on-going development of initiatives to tackle high cost lenders and put in place support for vulnerable tenants has resource implications. These are expected to be met from funding streams for local welfare scheme and local support services framework, once announced.

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

- 4.68.1 There are no legal implications relating to this report.

##### **4.69 Risk Management**

- 4.69.1 The programme of welfare changes increases the risk of rent arrears and Council Tax arrears. Changes to the recovery process along with the application of the Discretionary Housing Payment scheme are aimed at mitigating the risks.

#### **5 Conclusions**

- 5.1 Many tenants are struggling to cope with the welfare changes that came into effect from April 2013; there have been increases in rent arrears and Council Tax arrears which it can only be assumed are as a result of the changes. On-going preparations for Universal Credit recognise the impact of the changes to date and focus on tackling high cost lending, increasing financial inclusion and supporting tenants to get online to manage benefit claims.
- 5.2 Potential reductions to Discretionary Housing Payments funding in FY14/15 mean that further work is required to move tenants away from dependency on DHPs and into more sustainable and affordable renting solutions.
- 5.3 Partners are coming together in localities to better use the community infrastructure to support people affected by the welfare changes. This provides a good platform for further collaboration with a range of city-wide partners.

## **6 Recommendations**

The Committee is asked to:

- 6.1 Note the information about the impact of the welfare reforms;
- 6.2 Note the information about the campaign against high cost lenders and contribute to options for locality-based events and initiatives to support the campaign;
- 6.3 Consider how they would like to prioritise spend of the wellbeing monies; and
- 6.4 Champion the following priorities:
  - High interest money lending and debt
  - Better connecting local people to Leeds job opportunities and training through the planning process, sector based work academies and apprenticeships
  - Continuing to support local communities through localised employability, learning and advice provision

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

Appendix 1 Monthly update

Appendix 2 LWS advice updates

Appendix 3 Local public PCs

Appendix 4 Ward breakdown Benefit Cap

Appendix 5 Direct payment proposition

Appendix 6 High cost lending update

Appendix 7 Social Sector Size Criteria – Update on contacts / visits to date

Appendix 8: Arrear of all under occupiers - All arrears cases

---

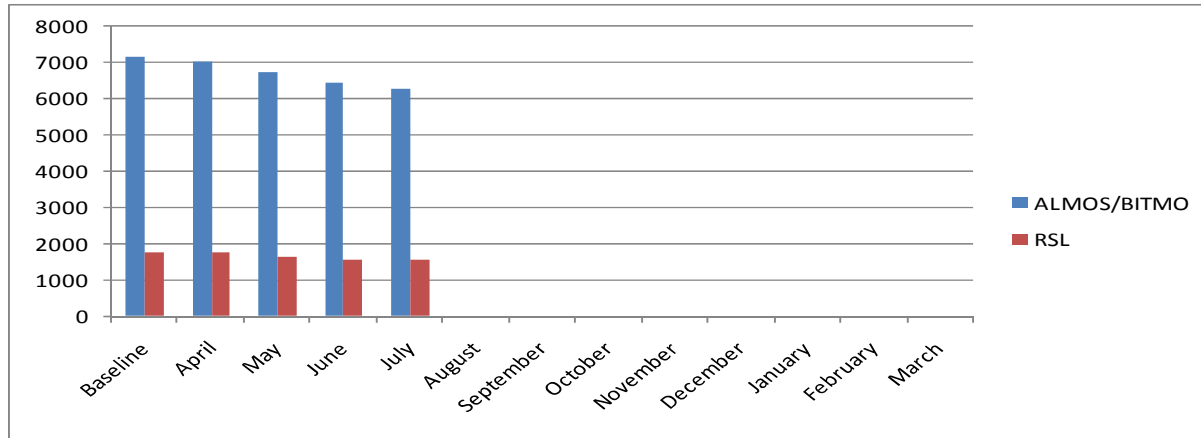
<sup>2</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.



### Under occupancy statistics

The number of tenancies affected by under-occupancy during July were:

- ALMOs : 6,296



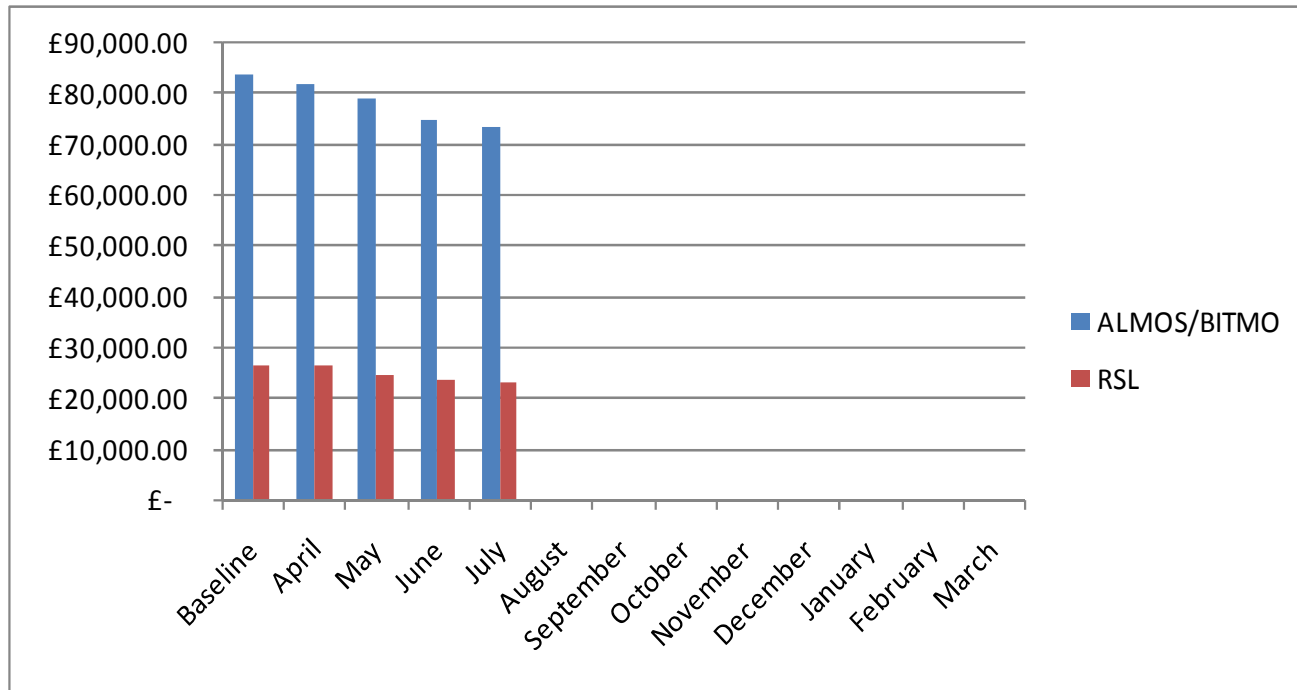
- HAs : 1,538

| 2013/14           | Baseline    | April       | May         | June        | July        | August | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|-------------------|-------------|-------------|-------------|-------------|-------------|--------|-----|-----|-----|-----|-----|-----|-----|
| WNW               | 2473        | 2411        | 2348        | 2276        | 2227        |        |     |     |     |     |     |     |     |
| AVH               | 1633        | 1605        | 1539        | 1469        | 1449        |        |     |     |     |     |     |     |     |
| BIT               | 241         | 235         | 227         | 225         | 221         |        |     |     |     |     |     |     |     |
| ENE               | 2777        | 2733        | 2614        | 2465        | 2399        |        |     |     |     |     |     |     |     |
| Not Known         | 49          | 53          | 0           | 0           | 0           |        |     |     |     |     |     |     |     |
| <b>ALMO TOTAL</b> | <b>7173</b> | <b>7037</b> | <b>6728</b> | <b>6435</b> | <b>6296</b> |        |     |     |     |     |     |     |     |
| HAs               | 1766        | 1743        | 1629        | 1567        | 1538        |        |     |     |     |     |     |     |     |
| <b>City Total</b> | <b>8939</b> | <b>8780</b> | <b>8357</b> | <b>8002</b> | <b>7834</b> |        |     |     |     |     |     |     |     |

## Under-occupancy statistics

The weekly loss of Housing Benefit is:

- £ ALMOs     £72,922.01
- £ HAs        £ 22,841.63



**WEEKLY LOSS IN HB FOR CLAIMS AFFECTED BY UNDER OCCUPATION - BY ALMO & RSL**

|                   | Baseline            | April               | May                 | June               | July               | August | September | October | November | December | January | February | March |
|-------------------|---------------------|---------------------|---------------------|--------------------|--------------------|--------|-----------|---------|----------|----------|---------|----------|-------|
| AVH               | £ 18,832.92         | £ 18,648.48         | £ 18,098.36         | £ 17,276.29        | £ 16,998.67        |        |           |         |          |          |         |          |       |
| BIT               | £ 2,893.22          | £ 2,830.73          | £ 2,736.83          | £ 2,687.28         | £ 2,652.50         |        |           |         |          |          |         |          |       |
| ENE               | £ 32,336.11         | £ 31,812.13         | £ 30,615.62         | £ 28,524.64        | £ 27,634.07        |        |           |         |          |          |         |          |       |
| WNW               | £ 28,715.03         | £ 27,889.65         | £ 27,177.72         | £ 26,202.42        | £ 25,636.77        |        |           |         |          |          |         |          |       |
| Not Known         | £ 562.19            | £ 600.76            | £ -                 | £ -                | £ -                |        |           |         |          |          |         |          |       |
| <b>ALMO TOTAL</b> | <b>£ 83,339.47</b>  | <b>£ 81,781.75</b>  | <b>£ 78,628.53</b>  | <b>£ 74,690.63</b> | <b>£ 72,922.01</b> |        |           |         |          |          |         |          |       |
| HA/RSL            | £ 26,173.89         | £ 26,068.00         | £ 24,430.95         | £ 23,398.87        | £ 22,841.63        |        |           |         |          |          |         |          |       |
| <b>CITY TOTAL</b> | <b>£ 109,513.36</b> | <b>£ 107,849.75</b> | <b>£ 103,059.48</b> | <b>£ 98,089.50</b> | <b>£ 95,763.64</b> |        |           |         |          |          |         |          |       |

**NUMBER OF CLAIMS WITH CHILDREN AFFECTED BY UNDER OCCUPATION**

| 2013/14           | Baseline | April       | May         | June        | July        | August | September | October | November | December | January | February | March |
|-------------------|----------|-------------|-------------|-------------|-------------|--------|-----------|---------|----------|----------|---------|----------|-------|
| ALMOS/BITMO       | -        | 1735        | 1651        | 1571        | 1517        |        |           |         |          |          |         |          |       |
| RSL               | -        | 612         | 580         | 558         | 547         |        |           |         |          |          |         |          |       |
| <b>CITY TOTAL</b> | <b>-</b> | <b>2347</b> | <b>2231</b> | <b>2129</b> | <b>2064</b> |        |           |         |          |          |         |          |       |

**TOTAL NUMBER OF CHILDREN AFFECTED BY UNDER OCCUPATION**

| 2013/14           | Baseline | April       | May         | June        | July        | August | September | October | November | December | January | February | March |
|-------------------|----------|-------------|-------------|-------------|-------------|--------|-----------|---------|----------|----------|---------|----------|-------|
| ALMOS/BITMO       | -        | 2819        | 2668        | 2529        | 2419        |        |           |         |          |          |         |          |       |
| RSL               | -        | 1114        | 1035        | 1009        | 987         |        |           |         |          |          |         |          |       |
| <b>CITY TOTAL</b> | <b>-</b> | <b>3933</b> | <b>3703</b> | <b>3538</b> | <b>3406</b> |        |           |         |          |          |         |          |       |

**NUMBER OF UNDER OCCUPIED CLAIMS WITH RENT ARREARS BY ALMO**

| 2013/14      | Baseline    | April       | May         | June        | July        | August | September | October | November | December | January | February | March |
|--------------|-------------|-------------|-------------|-------------|-------------|--------|-----------|---------|----------|----------|---------|----------|-------|
| AVH          | 450         | 1067        | 998         | 954         | 882         |        |           |         |          |          |         |          |       |
| BITMO        | 60          | 144         | 149         | 146         | 139         |        |           |         |          |          |         |          |       |
| ENE          | 663         | 1801        | 1668        | 1565        | 1406        |        |           |         |          |          |         |          |       |
| WNW          | 746         | 1600        | 1555        | 1484        | 1394        |        |           |         |          |          |         |          |       |
| Not Known    | 15          | 40          | 0           | 0           | 0           |        |           |         |          |          |         |          |       |
| <b>TOTAL</b> | <b>1934</b> | <b>4652</b> | <b>4370</b> | <b>4149</b> | <b>3821</b> |        |           |         |          |          |         |          |       |

## Ward breakdown

|                               | ALMO NUMBER | ALMO £     | RSL NUMBER | RSL £      |                          | ALMO NUMBER | ALMO £     | RSL NUMBER | RSL £      |
|-------------------------------|-------------|------------|------------|------------|--------------------------|-------------|------------|------------|------------|
| Adel and Wharfedale           | 33          | £ 432.15   | 15         | £ 169.95   | Horsforth                | 105         | £ 1,227.11 | 7          | £ 170.60   |
| Alwoodley                     | 125         | £ 1,387.52 | 35         | £ 592.83   | Hyde Park and Woodhouse  | 287         | £ 3,148.81 | 133        | £ 2,109.14 |
| Ardley and Robin Hood         | 61          | £ 741.17   | 34         | £ 452.59   | Killingbeck and Seacroft | 590         | £ 7,102.39 | 67         | £ 886.27   |
| Armley                        | 403         | £ 4,306.47 | 99         | £ 1,501.42 | Kippax and Methley       | 84          | £ 1,179.38 | 16         | £ 242.46   |
| Beeston and Holbeck           | 304         | £ 3,297.04 | 37         | £ 497.42   | Kirkstall                | 337         | £ 4,071.92 | 24         | £ 333.74   |
| Bramley and Stanningley       | 309         | £ 3,732.27 | 30         | £ 421.91   | Middleton Park           | 483         | £ 5,671.49 | 91         | £ 1,269.29 |
| Burmantofts and Richmond Hill | 614         | £ 6,420.96 | 115        | £ 1,692.63 | Moortown                 | 43          | £ 489.73   | 82         | £ 1,317.19 |
| Calverley and Farsley         | 59          | £ 744.92   | 7          | £ 132.97   | Morley North             | 75          | £ 842.70   | 18         | £ 262.12   |
| Chapel Allerton               | 277         | £ 3,265.02 | 153        | £ 2,448.51 | Morley South             | 134         | £ 1,471.47 | 19         | £ 296.48   |
| City and Hunslet              | 187         | £ 2,170.55 | 120        | £ 1,863.72 | Otley and Yeadon         | 84          | £ 937.13   | 19         | £ 279.50   |
| Cross Gates and Whinmoor      | 135         | £ 1,626.24 | 30         | £ 432.70   | Pudsey                   | 127         | £ 1,551.41 | 25         | £ 389.51   |
| Farnley and Wortley           | 281         | £ 3,188.82 | 16         | £ 143.63   | Rothwell                 | 141         | £ 1,810.84 | 46         | £ 639.69   |
| Garforth and Swillington      | 62          | £ 754.88   | 3          | £ 46.98    | Roundhay                 | 66          | £ 712.51   | 42         | £ 693.42   |
| Gipton and Harehills          | 357         | £ 4,081.02 | 149        | £ 1,968.40 | Temple Newsam            | 259         | £ 3,262.03 | 46         | £ 706.34   |
| Guiselley and Rawdon          | 47          | £ 558.56   | 8          | £ 108.85   | Weetwood                 | 138         | £ 1,569.59 | 16         | £ 245.39   |
| Harewood                      | 25          | £ 350.16   | 0          | £ -        | Wetherby                 | 50          | £ 623.43   | 9          | £ 132.49   |
| Headingley                    | 14          | £ 192.32   | 27         | £ 393.49   |                          |             |            |            |            |

### Discretionary Housing Payments as at 31.07.13

| Priority Group                        | Total requests | Awards | % of awards | No award | % where no award | Ave Weekly award | Total cost of awards made |
|---------------------------------------|----------------|--------|-------------|----------|------------------|------------------|---------------------------|
| Sig adapted                           | 498            | 309    | 62%         | 189      | 38%              | £ 13.64          | £ 195,538.24              |
| Child access                          | 322            | 246    | 76%         | 76       | 24%              | £ 11.80          | £ 137,773.77              |
| Approach PC age                       | 60             | 54     | 90%         | 6        | 10%              | £ 15.77          | £ 26,353.42               |
| Housing & birth                       | 21             | 19     | 90%         | 2        | 10%              | £ 11.02          | £ 2,121.07                |
| Exceptional circs                     | 547            | 341    | 62%         | 206      | 38%              | £ 13.78          | £ 188,305.04              |
| Foster Carers                         | 23             | 23     | 100%        | 0        | 0%               | £ 15.48          | £ 17,011.53               |
| Not in priority group                 | 550            | 10     | 2%          | 540      | 98%              | £ 19.68          | £ 5,077.27                |
| Number of UO cases                    | 2021           | 1002   |             | 1019     |                  | £ 15.45          | £ 572,180.34              |
| LHA cases affected by welfare changes | 338            | 240    |             | 98       |                  | £ 30.61          | £ 164,021.71              |
| Benefit cap cases                     | None           | None   |             | None     |                  | None             | None                      |
| Cases not in above categories         | 590            | 235    |             | 355      |                  | £ 26.41          | £ 128,222.47              |
| Total of DHP claims                   | 2949           | 1477   |             | 1472     |                  |                  | £ 864,424.52              |
| Total spend to date                   | £ 402,912.94   |        |             |          |                  |                  |                           |
| DHP Budget                            | £ 1,924,162.00 |        |             |          |                  |                  |                           |

## Local Welfare Scheme statistics as at 31.07.13

### Calls offered

| Date   | Offered | Abandoned | To CSO's | Eligible Applications | Awards |
|--------|---------|-----------|----------|-----------------------|--------|
| Apr-13 | 1896    | 768       | 1128     | 366                   | 283    |
| May-13 | 1866    | 711       | 1155     | 454                   | 395    |
| Jun-13 | 1737    | 600       | 1137     | 428                   | 377    |
| Jul-13 | 2151    | 803       | 1348     | 526                   | 462    |
| Total  | 7650    | 2882      | 4768     | 1774                  | 1517   |

| Decisions    |             |
|--------------|-------------|
| Outcome      | Totals      |
| Awarded      | 1517        |
| Not awarded  | 257         |
| <b>Total</b> | <b>1774</b> |

| Value of awards     |                     |             | Breakdown Of Goods |       |
|---------------------|---------------------|-------------|--------------------|-------|
| Item                | Value               | Number      | Goods              | Total |
| Store Cards         | £ 7,010.00          | 232         | Dryer              | 8     |
| ASDA baskets        | £ 38,456.10         | 659         | Cooker             | 393   |
| Fuel (cash)         | £ 10,602.30         | 527         | Fridge             | 322   |
| White / Brown Goods | £ 234,009.81        | 608         | Bed                | 235   |
| Flooring            | £ 67,183.19         | 193         | Bedding            | 32    |
| Travel              | £ 1,138.00          | 4           | Curtains           | 11    |
| Removal             | £ 2,773.09          | 10          | Washer             | 91    |
| Total               | £ <b>361,172.49</b> | <b>2233</b> | Sofa               | 34    |
|                     |                     |             | Microwave          | 14    |

### Breakdown Of Non Awards

| Reason                                          | Total      |
|-------------------------------------------------|------------|
| Referred to DWP                                 | 34         |
| Single – not met emergency criteria             | 126        |
| No response to our phone calls                  | 50         |
| Previous Claims                                 | 2          |
| Living with family – not met emergency criteria | 21         |
| Cancelled / withdrawn by customer               | 24         |
| <b>Total</b>                                    | <b>257</b> |

## Local Council Tax Support

### NUMBER OF CLAIMS AFFECTED BY 19% LCTS scheme

| 2013/14    | April | May   | June  | July  | August | September | October | November | December | January | February | March |
|------------|-------|-------|-------|-------|--------|-----------|---------|----------|----------|---------|----------|-------|
| ALL CLAIMS | 34042 | 33535 | 32995 | 32500 |        |           |         |          |          |         |          |       |

### Weekly Value of Loss of Benefit for claims affected by 19% LCTS Scheme

| 2013/14    | April       | May        | June       | July      |
|------------|-------------|------------|------------|-----------|
| All Claims | £ 85,364.44 | £83,811.83 | £82,003.06 | £80649.93 |

The average weekly reduction in May is equivalent to an additional **£4,193,796** per annum that needs to be paid by customers on Council Tax Support.

| Council Tax Group         |       | Comments                                             |
|---------------------------|-------|------------------------------------------------------|
| Elderly                   | 30186 | National prescribed scheme: no change to entitlement |
| War Pensioners            | 33    | Protected: no change to entitlement                  |
| Severe Disability         | 2371  | Protected: no change to entitlement                  |
| Enhanced Disability       | 5004  | Protected: no change to entitlement                  |
| Carer                     | 1524  | Protected: no change to entitlement                  |
| Lone Parent Child Under 5 | 6600  | Protected: no change to entitlement                  |
| Other                     | 32512 | No protection: entitlement reduced by 19%            |
| Total                     | 78230 |                                                      |



**Local Council Tax Support: breakdown by ward of numbers with additional 19% to pay**

| <b>WARD</b>                   | <b>Number Of Claims</b> | <b>WARD</b>              | <b>Number Of Claims</b> |
|-------------------------------|-------------------------|--------------------------|-------------------------|
| Adel and Wharfedale           | 348                     | Horsforth                | 331                     |
| Alwoodley                     | 690                     | Hyde Park and Woodhouse  | 1504                    |
| Ardsley and Robin Hood        | 498                     | Killingbeck and Seacroft | 1804                    |
| Armley                        | 2003                    | Kippax and Methley       | 438                     |
| Beeston and Holbeck           | 1784                    | Kirkstall                | 1160                    |
| Bramley and Stanningley       | 1292                    | Middleton Park           | 1877                    |
| Burmantofts and Richmond Hill | 2788                    | Moortown                 | 543                     |
| Calverley and Farsley         | 440                     | Morley North             | 531                     |
| Chapel Allerton               | 1596                    | Morley South             | 733                     |
| City and Hunslet              | 1981                    | Otley and Yeadon         | 493                     |
| Cross Gates and Whinmoor      | 809                     | Pudsey                   | 675                     |
| Farnley and Wortley           | 1142                    | Rothwell                 | 506                     |
| Garforth and Swillington      | 294                     | Roundhay                 | 593                     |
| Gipton and Harehills          | 2987                    | Temple Newsam            | 905                     |
| Guiseley and Rawdon           | 309                     | Weetwood                 | 664                     |
| Harewood                      | 146                     | Wetherby                 | 219                     |
| Headingley                    | 417                     |                          |                         |

## Affect Of Council Tax Support On Council Tax Collection Rate

### Council Tax Liability Of Claims Previously In Receipt Of 100% Council Tax Benefit

| 2013/14 | April          | May            | June           | July           | August | September | October | November | December | January | February | March |
|---------|----------------|----------------|----------------|----------------|--------|-----------|---------|----------|----------|---------|----------|-------|
|         | £ 4,056,000.00 | £ 4,039,000.00 | £ 3,998,000.00 | £ 3,971,000.00 |        |           |         |          |          |         |          |       |

### Number Of Reminders Issued To Customers Affected By The 19% Reduction In Benefit

| 2013/14 | April | May   | June  | July  | August | September | October | November | December | January | February | March |
|---------|-------|-------|-------|-------|--------|-----------|---------|----------|----------|---------|----------|-------|
|         | 1453  | 15386 | 28785 | 30045 |        |           |         |          |          |         |          |       |

### Comparison Of Overall Council Tax Collection Rate (Both CTS and Non CTS Cases)

|                             | April  | May    | June   | July   | August | September | October | November | December | January | February | March |
|-----------------------------|--------|--------|--------|--------|--------|-----------|---------|----------|----------|---------|----------|-------|
| VARIANCE 2013/14 to 2012/13 | -0.11% | -0.22% | -0.32% | -0.46% |        |           |         |          |          |         |          |       |

### Council Tax Liability Of All CTS Claims Affected By The 19% Reduction In Benefit

| 2013/14 | April          | May            | June           | July           | August | September | October | November | December | January | February | March |
|---------|----------------|----------------|----------------|----------------|--------|-----------|---------|----------|----------|---------|----------|-------|
|         | £ 7,399,000.00 | £ 7,431,000.00 | £ 7,441,000.00 | £ 7,447,000.00 |        |           |         |          |          |         |          |       |

### Council Tax Liability Of Claims Previously In Receipt Of Partial Council Tax Benefit

| 2013/14 | April          | May            | June           | July           | August | September | October | November | December | January | February | March |
|---------|----------------|----------------|----------------|----------------|--------|-----------|---------|----------|----------|---------|----------|-------|
|         | £ 3,343,000.00 | £ 3,392,000.00 | £ 3,443,000.00 | £ 3,476,000.00 |        |           |         |          |          |         |          |       |

### Council Tax Collection Rate For CTS and Non CTS Claims

| Collection Rate                   | April | May   | June   | July   | August | September | October | November | December | January | February | March |
|-----------------------------------|-------|-------|--------|--------|--------|-----------|---------|----------|----------|---------|----------|-------|
| Overall                           | 10.1% | 19.3% | 28.20% | 37.19% |        |           |         |          |          |         |          |       |
| CTS Claims (Prev On 100% Benefit) | 6.9%  | 12.4% | 17.6%  | 22.6%  |        |           |         |          |          |         |          |       |
| All CTS Claims                    | 7.9%  | 14.2% | 20.0%  | 25.6%  |        |           |         |          |          |         |          |       |

## Appendix 2 – Ward breakdown of Benefit Cap cases

| WARD NAME                     | Number Of Claims | Total Weekly Loss | Average Weekly Loss |
|-------------------------------|------------------|-------------------|---------------------|
| Adel and Wharfedale           | 2                | £169.26           | £84.63              |
| Alwoodley                     | 2                | £194.26           | £97.13              |
| Ardsley and Robin Hood        | 5                | £345.74           | £69.15              |
| Armley                        | 21               | £1,630.47         | £77.64              |
| Beeston and Holbeck           | 25               | £1,660.83         | £66.43              |
| Bramley and Stanningley       | 24               | £1,707.81         | £71.16              |
| Burmantofts and Richmond Hill | 35               | £2,166.03         | £61.89              |
| Calverley and Farsley         | 6                | £417.93           | £69.66              |
| Chapel Allerton               | 26               | £1,547.52         | £59.52              |
| City and Hunslet              | 34               | £2,252.90         | £66.26              |
| Cross Gates and Whinmoor      | 8                | £513.29           | £64.16              |
| Farnley and Wortley           | 13               | £1,067.52         | £82.12              |
| Garforth and Swillington      | 2                | £52.43            | £26.22              |
| Gipton and Harehills          | 53               | £3,522.65         | £66.47              |
| Guiseley and Rawdon           | 1                | £59.80            | £59.80              |
| Harewood                      | 5                | £424.07           | £84.81              |
| Headingley                    | 3                | £233.18           | £77.73              |
| Horsforth                     | 4                | £98.98            | £24.75              |
| Hyde Park and Woodhouse       | 16               | £1,095.59         | £68.47              |
| Killingbeck and Seacroft      | 27               | £1,483.36         | £54.94              |
| Kippax and Methley            | 3                | £92.18            | £30.73              |
| Kirkstall                     | 17               | £963.45           | £56.67              |
| Middleton Park                | 34               | £1,929.13         | £56.74              |
| Moortown                      | 4                | £212.22           | £53.06              |
| Morley North                  | 7                | £265.66           | £37.95              |
| Morley South                  | 3                | £235.38           | £78.46              |
| Otley and Yeadon              | 4                | £138.10           | £34.53              |
| Pudsey                        | 2                | £136.29           | £68.15              |
| Rothwell                      | 5                | £257.23           | £51.45              |
| Roundhay                      | 8                | £424.26           | £53.03              |
| Temple Newsam                 | 16               | £1,272.73         | £79.55              |
| Weetwood                      | 7                | £541.06           | £77.29              |
| Wetherby                      | 2                | £165.17           | £82.59              |
| <b>Grand Total</b>            | <b>424</b>       | <b>£27,276.48</b> | <b>£64.33</b>       |

## Appendix 3 – Public PCs (will be updated for relevant Area Committees)

| Name of Org                            | Address                                       | Post Code | Ward                  | Number of computers available |
|----------------------------------------|-----------------------------------------------|-----------|-----------------------|-------------------------------|
| Calverley Library                      | Calverley Library, 15 Thornhill Street, Leeds | LS285PD   | Calverley and Farsley | 3 PC's                        |
| Cow Close Library                      | Cow Close Library, 4 Whincover Drive, Leeds   | LS125JG   | Farnley and Wortley   | 2 PC's                        |
| Farsley Library                        | Farsley Library, Old Road, Leeds              | LS285DH   | Calverley and Farsley | 6 PC's                        |
| Pudsey Library                         | Pudsey Library, 20 Church Lane, Leeds         | LS287TY   | Pudsey                | 15 PC's                       |
| Bluehill Lane                          | no. 93                                        | LS124NX   | Farnley and Wortley   | 2 PC's                        |
| Chapel Green                           | Chapel Green                                  | LS288PH   | Pudsey                | 2 PC's                        |
| Community Centre                       | Low Moor Side                                 | LS125EA   | Farnley and Wortley   | 2 PC's                        |
| Community Centre                       | Low Moor Side                                 | LS125EA   | Farnley and Wortley   | 2 PC's                        |
| Dawsons Corner                         | Dawsons Corner                                | LS285UZ   | Calverley and Farsley | 2 PC's                        |
| Farmers Inn                            | 501 Bradford Road                             | LS285EE   | Calverley and Farsley | 2 PC's                        |
| Fawcett Bank Estate                    |                                               | LS124TL   | Farnley and Wortley   | 2 PC's                        |
| Fawcett Lane                           |                                               | LS134PG   | Pudsey                | 2 PC's                        |
| Gamble Lane                            |                                               | LS125PL   | Farnley and Wortley   | 2 PC's                        |
| Green Hill Lane                        | Green Hill Lane                               | LS124HA   | Farnley and Wortley   | 2 PC's                        |
| Greenthorpe Road                       |                                               | LS134LL   | Farnley and Wortley   | 2 PC's                        |
| Hard Row Road                          |                                               | LS124BX   | Farnley and Wortley   | 2 PC's                        |
| Harley Drive                           |                                               | LS134QZ   | Pudsey                | 2 PC's                        |
| Hawthorne Mill                         | Cobden Road                                   | LS125HQ   | Farnley and Wortley   | 2 PC's                        |
| Kirkdale Crescent                      |                                               | LS126AS   | Farnley and Wortley   | 2 PC's                        |
| Littlemoor Crescent                    | Littlemoor Crescent                           | LS288AT   | Pudsey                | 2 PC's                        |
| Lynn Wood Garth                        | Lynn Wood Garth                               | LS124BN   | Farnley and Wortley   | 2 PC's                        |
| Marsden Court                          |                                               | LS285SH   | Farnley and Wortley   | 2 PC's                        |
| Meadowhurst Gardens                    | Meadowhurst Gardens, LS28 7SL                 |           | Pudsey                | 2 PC's                        |
| New Street Grove                       | New street Grove                              | LS28EZ    | Pudsey                | 2 PC's                        |
| Owl Pub                                | Rodley Lane                                   | LS131LB   | Calverley and Farsley | 2 PC's                        |
| Queens Drive                           | Queens Drive                                  | LS287HL   | Calverley and Farsley | 2 PC's                        |
| Silver Royd Hill                       |                                               | LS124QQ   | Farnley and Wortley   | 2 PC's                        |
| St Marks Church                        | Swinnow                                       | LS134RG   | Pudsey                | 2 PC's                        |
| Stonebridge Approach (flats car park)  |                                               | LS125AR   | Farnley and Wortley   | 2 PC's                        |
| Swinnow Community Centre, Swinnow Lane | Swinnow Lane                                  | LS134RF   | Pudsey                | 2 PC's                        |
| Thornhill Road by the bollards         | Thornhill Road                                | LS124LJ   | Farnley and Wortley   | 2 PC's                        |
| Tyersal Community Centre               | Tyersal Road                                  | BD48EZ    | Pudsey                | 2 PC's                        |
| Tyersal View                           | Tyersal View                                  | BD48HS    | Pudsey                | 2 PC's                        |
| Water Lane                             |                                               | LS125LX   | Farnley and Wortley   | 2 PC's                        |
| Wellstone Drive Estate                 |                                               | LS134DZ   | Pudsey                | 2 PC's                        |
| Westholme                              | Thornhill Road                                | LS124LG   | Farnley and Wortley   | 2 PC's                        |
| Woodcock Pub, Upper Moorside           | Whitehall Road                                | LS125HR   | Farnley and Wortley   | 2 PC's                        |

## Appendix 4 – Proposition for direct payments

### **Proposition for a greater role for Local Authorities and Social Landlords in the delivery of Direct Payments.**

#### **Introduction**

In order to successfully deliver Universal Credit, Local Authorities and DWP need to work closely together.

A key feature of Universal Credit is the intention to include the rent element in the monthly payments to Universal Credit customers. The rationale for this is about preparing people for the world of work where they would be required to take responsibility for paying all their housing costs. The potential benefits of the approach need to be balanced against the risks arising from direct payments: increased collection costs, increased rent arrears, homelessness, debt and impact on investment and self-financing regimes. The risks almost exclusively fall on social landlords, private landlords and local councils.

The operation of the direct payment and payment exceptions scheme is critical both to the success of the Universal Credit scheme itself and in ensuring customers make a successful transition to a new regime. The current proposals for the administration of direct payments and payment exceptions centre around an assumption in favour of direct payments at the start of the claim with payment exceptions being considered where information is

- a) presented to Universal Credit administrators for consideration; or
- b) identified through the Local Delivery Partnerships while supporting vulnerable customers.

These arrangements seem more suited to a 'steady state' Universal Credit operation but are less suitable for the implementation and migration phase of Universal Credit.

This paper sets out propositions for delivering direct payments that would:

- a) reduce the financial risk to landlords and councils;
- b) provide support to DWP in delivering Universal Credit; and
- c) deliver an effective direct payments process that helps prepare tenants for the world of work

The propositions build on the experience and expertise that councils have developed around operating direct payment schemes.

#### **Roll out of Universal Credit**

There are likely to be distinctive phases for the roll out of Universal Credit based around:

- new claims;
- natural migration;
- managed migration;
- steady state.

### ***New claims/steady state claims***

In both the new claims and steady state phases, customers moving onto Universal Credit will in the main be people moving from employment to unemployment, people experiencing a change of circumstance that brings them within the scope of Universal Credit or people moving from a household where Universal Credit was already in payment. They would normally have been making rent payments themselves or, if vulnerable, would be supported onto Universal Credit as part of the Local Delivery Partnership. A supported arrangement would allow for a payment exception to be identified.

These cases still represent a risk but an assumption in favour of direct payment could be argued. The challenge that 'steady state' presents is around those who fail to cope with monthly direct payments and the need to deal with this.

*Proposition 1: In these cases, local councils would be responsible for making a decision around payment exceptions and dealing with expectations about a return to direct payments.*

The advantages of this are:

- effective liaison arrangements already exist between landlords and local councils to allow for confirmation of the arrears position and its impact;
- tenants are more likely to present to local councils in the first place if threatened with eviction proceedings or when faced with homelessness;
- the decision on payment exceptions would be taken based on its effectiveness in preventing homelessness and in the context of overall costs to the public purse;
- debt and money advice and budgeting support would all be delivered locally including promotion of Credit Unions;
- the activity would fit with local councils' responsibilities to provide other financial support such as emergency payments and discretionary payments

### ***Natural/managed migration***

The process of natural and managed migration presents significantly different challenges.

Firstly, large numbers of tenants will migrate to Universal Credit probably local authority area by local authority area. They will move from a position of having their rent paid directly to their landlord with other benefits payments coming through on a mixture of fortnightly, 4-weekly or monthly payments to a position of having a single benefit payment paid monthly in arrears. The payment will include the rent. The changeover will not be gradual. The date of the first payment of Universal Credit is unlikely to reflect the pattern of previous payments. Tenants and landlords will see rental payments interrupted and will need to distinguish between structural arrears and other arrears.

Secondly, some tenants will not be prepared for or able to cope with direct payments at this time and some may fall to be payment exceptions because they have significant rent arrears or special arrangements are in place because of current possession orders or because some tenants are deemed to be high risk

***Proposition 2: that local councils and/or social landlords would be responsible for assessing the suitability for a tenant to move to direct payment as part of the managed migration process.***

Under this proposition, tenants would not be moved onto direct payments until the suitability test had been applied and would only move onto direct payments where the suitability test was met. The suitability test would cover issues such as whether the tenant had a bank account, debt issues, rent arrears or other factors that meant the tenant needed more support before taking full responsibility for direct payments.

Different approaches could be applied to tenants depending on whether they were getting full or partial benefit (and so were already making rent payments directly), the length of time a tenant had been on Housing Benefit (more recent claims would be likely to have a recent history of paying rent direct; long term claims may need more support)

Landlords/councils would be expected to put in steps to support customers to move to direct payments where this was appropriate

The advantages of this approach are:

- it would ensure that tenants were aware of their responsibilities on transfer to Universal Credit;
- it would result in a number of tenants moving onto direct payments straightaway;
- it would identify people unsuitable for direct payment right at the start of the process;
- it would reduce the costs and problems associated with a failure to effectively manage direct payments;
- it would deliver a more supportive approach to implementing Universal Credit;
- it recognises that a number of tenants are likely to visit their local council or landlord when they are notified they are migrating to Universal Credit.

The managed migration process, with its letter giving notice of migration, easily allows for this proposition to be built in.

The natural migration process will see tenants faced with the same sudden change as those in the managed migration caseload. The migration will occur when a relevant change of circumstance occurs and more difficult to plan for. Tenants moving under a natural migration will not be transitionally protected and could face reductions in benefit income caused by both the change in their circumstances and also if they are in a category where Universal Credit is less generous.

***Proposition 3: the natural migration process will see Housing Benefit services given notice to end Housing Benefit cases in natural migration cases. As part of this process, councils should be given responsibility for assessing the suitability for tenants to move onto direct payments in line with proposition 2.***

The advantages of this approach are largely the same as above. The added advantage is that tenants facing reductions in benefit income could be given added budgeting support.

There would be costs implications arising from these propositions for councils/social landlords and further work is required to quantify the costs. However, a more measured and supportive approach to establishing direct payments could see other costs reduce in the long-term and could lead to fewer failures by tenants to manage direct payments, fewer enquiries to DWP offices and a reduction in likely rent arrears.



## Appendix 5 – High cost lenders action plan

| Priority area                                                                          | Actions                                                                                                                                                                       | Involvement/Partners                                | Action Progress                                                                                                                                          |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop understanding of the scale of the issue in Leeds                               | 1. Financial profiling at SOA level                                                                                                                                           | FI Team, Regional Policy Team                       | Discussions with Salford University on feasibility of mapping Leeds research data against nationally available data.                                     |
|                                                                                        | 2. Mapping of provision of HCL through mapping of local financial services                                                                                                    | Area Management                                     | Baseline data set out in Executive Board Report, September 2012, to be supplemented by local knowledge.                                                  |
|                                                                                        | 3. Utilise data analysed during the Advice Sector Review to map current resources and activity to tackle debt issues across Leeds                                             | FI Team, Environment and Housing Commissioning Team |                                                                                                                                                          |
| Coordinate activity across public, private and 3 <sup>rd</sup> Sector to deal with HCL | 4. Presentation to Financial Inclusion Steering Group on HCL campaign                                                                                                         | FI Team                                             | Presented to Steering Group on 3 July 2013                                                                                                               |
|                                                                                        | 5. Coordinate activity across ALMO's to ensure that best practice is delivered uniformly across city.                                                                         | LCC Housing Management Service<br>Area Management   | ENE and AV both employ a dedicated CU staff member to work closely with tenants.                                                                         |
|                                                                                        | 6. Encourage all social housing providers to engage with best practice examples                                                                                               | LCC Housing Management Service<br>Area Management   |                                                                                                                                                          |
|                                                                                        | 7. Area Management Locality working to coordinate partners at a community level                                                                                               | Area Management                                     |                                                                                                                                                          |
| Develop Communication Plan in two parts.<br><br>1. City Wide High Profile campaign     | 8. Develop an overarching communication plan for producing a comprehensive promotion and marketing plan warning of the problems of HCL's and promoting alternatives ie. LCCU. | FI Team<br>Corp. Comms.                             | Communications Plan developed and currently seeking marketing agency to deliver the plan via a tender exercise. Interviews to take place on 3 September. |
|                                                                                        | 9. Engage major sports organisations in campaign against HCLs and promoting alternatives particularly LCCU;                                                                   | FI Team                                             | Met with Leeds Rugby, LUFC and YCCC. Leeds Rugby and YCCC keen to be involved. Further letter sent out to LUFC following their management changes.       |
|                                                                                        | 10. Engage with major public and private sector employers and the banking sector to support the campaign                                                                      | FI Team<br>LCCU<br>Area Management                  | Discussions held with Chamber of Commerce. LCC Chief Exec article circulated in Chamber of Commerce bulletin.                                            |

|                                                         |                                                                                                                         |                                            |                                                                                                                                                                                                                                               |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Local Neighbourhood promotion and education Campaign | 11. Engage with Leeds's Universities and NUS to support the campaign                                                    | FI Team                                    | Met with University of Leeds, Student Advice. Letter to 2 Leeds universities seeking action on payday lending                                                                                                                                 |
|                                                         | 12. Engage with local media to seek their involvement in the campaign                                                   | FI Team<br>Corp. Comms.                    | Contact made with YP reporter                                                                                                                                                                                                                 |
|                                                         | 13. High profile public meeting/media event to launch campaign                                                          | FI Team                                    | Conference to take place on 25 October                                                                                                                                                                                                        |
|                                                         | 14. Investigate the use of "void space" on advertising hoardings, both public and private sector                        | FI Team<br>Corp. Comms.                    | Meetings have taken place with relevant officers and possibilities being explored                                                                                                                                                             |
|                                                         | 15. Investigate prominent banner adverts on public buildings                                                            | FI Team<br>Corp. Comms.<br>Area Management | See 13                                                                                                                                                                                                                                        |
|                                                         | 16. Ban websites carrying adverts for HCLs;                                                                             | FI Team<br>Corp. Comms.                    | List of 190 payday lenders compiled and forwarded to LCC IT. Also sent to all other WY authorities and York who have agreed to block websites. Date agreed – 2 September. Internet redirect pages prepared and press release ready for issue. |
|                                                         | 17. Discourage contractors promoting HCLs;                                                                              | Corp. Procurement                          |                                                                                                                                                                                                                                               |
|                                                         | 18. Develop campaign website to support HCL campaign with advice and information about partner services                 | FI Team<br>Corp. IT Services               | Met with IT services and temporary web pages have now been set up until new campaign branding in place.                                                                                                                                       |
|                                                         | 19. Develop a social media campaign through Facebook, Twitter etc                                                       | FI Team<br>Corp. Comms.                    |                                                                                                                                                                                                                                               |
|                                                         | 20. Develop promotional and educational material to support local campaigning activity against HCL and promoting LCCU   | Corp. Comms.<br>Area Management            |                                                                                                                                                                                                                                               |
|                                                         | 21. Provide comparisons between HCLs and more affordable options;                                                       | FI Team<br>LCCU                            | Case studies prepared with LCCU                                                                                                                                                                                                               |
|                                                         | 22. Provide guidance on dealing with money issues that avoid using HCLs;                                                | Advice Agencies<br>LCCU<br>Area Management |                                                                                                                                                                                                                                               |
|                                                         | 23. Create programme of events to keep issue fresh, raise awareness of issues and to raise awareness of frontline role; | FI Team<br>Area Management                 |                                                                                                                                                                                                                                               |

|                                                  |                                                                                                                                         |                                                       |                                                                                                 |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|                                                  | 24. Provide briefing and training to frontline staff;                                                                                   | All Directorates<br>Public Health<br>Area Management  |                                                                                                 |
|                                                  | 25. Develop HCL toolkit for frontline staff;                                                                                            | Advice Leeds<br>All Directorates<br>Area Management   |                                                                                                 |
|                                                  | 26. Link with illegal lending team campaigns where appropriate;                                                                         | Illegal Money<br>Lending Team<br>Area Management      | IMLT are members of the FI Steering Group and work regularly with partners across the city      |
|                                                  | 27. Investigate advertising on side of council vehicles                                                                                 | LCC Transport<br>Corp. Comms.<br>Area Management      |                                                                                                 |
|                                                  | 28. Work with Secondary Schools to develop media for education on HCL's possibly utilising such as "Shontal" theatre group              | Children's Services<br>Area Management                |                                                                                                 |
|                                                  | 29. Investigate possibility to produce video production of the "Shontal" play for use by community groups and schools                   | FI Team<br>Corp. Comms.                               |                                                                                                 |
| Build Capacity for alternative affordable credit | 30. Develop a programme of initiatives to support the delivery of expanded credit facilities through LCCU and Headrow Money Line (CDFI) | FI Team<br>Corp. Comms.<br>Area Management            | See 8 above. A package of support initiatives agreed and funding provided to LCCU to implement. |
|                                                  | 31. Engage with the banking sector to seek their support for working closely with LCCU to enhance provision                             | FI Team<br>LCCU                                       | Meeting set up with some banking partners and LCCU preparing for a larger meeting in the Autumn |
| Reduce dependency on and use of HCLs             | 32. Set costs reduction targets for ALMO tenants;                                                                                       | ALMO's<br>LCC Housing<br>Services                     |                                                                                                 |
|                                                  | 33. Promote alternative options including CDFI, LCCU Payday Loans and LCCU Budgeting Accounts;                                          | Corp. Comms.<br>Area Management                       | See 8 above                                                                                     |
|                                                  | 34. Use control zones in worst affected areas to discourage doorstep lenders visiting homes in the area;                                | ALMO's<br>Area Management                             |                                                                                                 |
|                                                  | 35. Support social enterprise models for furniture re-use;                                                                              | FI Team<br>Citizens and<br>Communities<br>Directorate |                                                                                                 |

|                                                   |                                                                                                                                                 |                                                                    |                                                                            |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------|
|                                                   | 36. Investigate possibility of developing a “Brighthouse” social model for white goods and furniture                                            | FI Team<br>Citizens and Communities Directorate                    |                                                                            |
|                                                   | 37. Link in with fuel poverty activity, including Wrap-up-Leeds, Warm Front and Community Energy Together (switching scheme)                    | Fuel Poverty Officer<br>Area Management                            | Regular dialogue takes place with the Fuel Poverty Officer                 |
|                                                   | 38. Work with employers to educate and support staff about Payday Loans and alternative arrangements                                            | FI Team<br>Area Management                                         |                                                                            |
|                                                   | 39. Work with Public health to tackle lifestyle issues                                                                                          | LCC Public Health<br>Area Management                               |                                                                            |
|                                                   | 40. Discourage HCL as a way of paying council/utility bills                                                                                     | LCC Revenue<br>Division                                            |                                                                            |
|                                                   | 41. Work with Food Banks and other anti-poverty initiatives                                                                                     | FI Team<br>Citizens and Communities Directorate<br>Area Management |                                                                            |
| Provide direct support for those caught up in HCL | 42. Increase money, debt and benefits advice                                                                                                    | FI Team<br>Env. And Housing Commissioning Team                     |                                                                            |
|                                                   | 43. Include debt review in rent/Ctax arrears cases;                                                                                             | LCC Revenue<br>Division, Corporate Debt Team<br>ALMO's             |                                                                            |
|                                                   | 44. Ensure a unified approach to debt collection by utilising the Corporate Debt Team and coordination through the Corporate Debt Liaison Group | FI Team<br>LCC Revenue<br>Division, Corporate Debt Team            | Next meeting of the Corporate Debt Liaison Group taking place on 4 October |
| Measure the impact of the approach                | 45. Agree indicative KPIs                                                                                                                       | FI Team                                                            |                                                                            |
|                                                   | 46. Review and refresh approach as required                                                                                                     | FI Team                                                            |                                                                            |

## Appendix 6 - Legal Credit Activity in Leeds

### Details of Credit Businesses Based in Leeds

Businesses involved in Consumer Credit activity (loans, brokerage, debt collection, debt management) are required to hold a Consumer Credit Licence, issued by the Office of Fair Trading. As the local regulator of consumer credit West Yorkshire Trading Standards Service (WYTSS) is sent details of any new or amended application for a Consumer Credit licence for their comments, e.g. that a person is fit/unfit to hold such because of convictions, etc.

A list of all businesses in West Yorkshire with a Consumer Credit Licence was formerly maintained by WYTSS but there is now a national register kept on line (link below) and the West Yorkshire service has to rely on this national register for local information.

<http://www2.crw.gov.uk/pr/Default.aspx>

### Legal High Cost Credit Providers in Leeds

The following high cost home collected credit lenders are based in Leeds:

Adamson Finance - 135 Otley Old Road, Leeds, West Yorkshire, LS16 6HH

CLC Finance - Unit 4, Meadow Court, Millshaw, Leeds, West Yorkshire, LS11 8LZ

Fowlers Permanent C& S LTD - 53 Stanningley Road, Leeds, West Yorkshire, LS12 3ND

Leeds & District Clothing & Supply Co Limited - 164 Harehills Lane, Harehills, Leeds, West Yorkshire, LS8 5JP

Naughton Finance Ltd - Mayflower House, 14 Pontefract Road, Leeds, LS10 1SG

Martin Oddy & Co - 4 Griffin House, Station Road, Morley, LS27 8JW

Park Finance Co Ltd - 9 Ring Road, Seacroft, Leeds, West Yorkshire, LS14 1AT

Pioneer Finance - 2 Holly Tree Lane, Colton, Leeds, West Yorkshire, LS15 9JF

However in addition to these businesses there are a number of other businesses that operate 'rounds' in Leeds, including Provident and West Riding Family Finance (Bradford); D & J McGuinness, J R Naylor and Provida Loan (Wakefield); and Shopcheck (Birstall) plus some businesses from Rotherham, Chester, Solihull and Worcestershire.

All businesses involved in small cash loans are required to place their details on the Lenders Compared website – [www.lenderscompared.org.uk](http://www.lenderscompared.org.uk) – which lists all the businesses who will offer such credit by postcode and includes rates, payment periods and other key terms and conditions. It is interesting to note that some businesses operate at a very local level. There are for example some businesses that will offer loans in Seacroft but not Morley or the city centre.

The Lenders Compared web-site lists loans (a) which offer a number of repayments and (b) loans between £50 and £800. As such it does NOT include the high cost short-term payday loan businesses such as Wonga or Quickquid; or high cost loan businesses offering medium sized loans (£1,000 - £5,000) such as Ocean Finance. Most of these businesses operate regionally or nationally and advertise via newspapers, television and increasingly via the internet (especially using formats specifically tailored for mobile phones).

Lenders Compared does also NOT pick up businesses which offer high cost loans based on a security (usually a car - often referred to as log-book loans) who use a range of archaic financing tools that mean they are not legally defined as either "small amount" or "multiple payment" credit service. There are a number of such businesses that operate in but are not based in Leeds.

Below is a list of shops operating in Leeds by postcode which has been compiled by the Economic Policy Team. The list may not be fully comprehensive as there is not one simple data source for this information, some shops may be part of national groups which are registered outside of Leeds and due to the provisos indicated above. However, this is probably the most up to date list available at the current time.

## Credit shops operating in Leeds

| POSTCODE |                                   |                                                   |
|----------|-----------------------------------|---------------------------------------------------|
| LS1      | Money Shop                        | 2 Call Lane, Leeds LS1 6DN                        |
|          | Money Shop                        | 25-27 The Headrow, Leeds LS1 6PU                  |
|          | Pawnbrokers/payday loans          | 8 New Market Street, Leeds LS1 6DG                |
|          | Finance 321                       | 57 Great George Street, Leeds LS1 3AJ             |
|          | Ramsdens 4 Cash                   | 11-12 Kirkgate, Leeds LS1 8BY                     |
|          | Herbert Brown Pawnbrokers         | 19 Kirkgate, Leeds LS1 6BY                        |
|          | Cash Shop                         | 26 New Market Street, Leeds LS1 6DG               |
|          | Cash for Gold                     | 35 Vicar Lane, Leeds LS1 6DS                      |
|          | Ramsdens 4 Cash                   | 49 New Briggate, Leeds LS1 8JD                    |
|          | Brown and Gold Cash for Gold      | Park Cross Street                                 |
| LS2      | Money Shop                        | 38 Eastgate. Leeds LS2 7JL                        |
|          | Money Shop – Ramsdens             | 49 New Briggate, Leeds LS2 8JD                    |
|          | Cash Converters                   | 21 Eastgate, Leeds LS2 7LY                        |
|          | Everyday Loans                    | Unit 2 Merrion Centre, Leeds LS2 8NG              |
|          | Herbert Brown Pawnbrokers         | 12 Eastgate, Leeds LS2                            |
|          | The Money Shop                    | 2 Call Lane, Leeds LS2                            |
|          | Herbert Brown Pawnbrokers         | 40-42 Merrion Centre, Leeds LS2 8NG               |
|          | Brighthouse                       | Merrion Centre, Leeds LS2                         |
| LS7      | Automoney                         | 122 Potternewton Lane, Leeds LS7 2EG              |
| LS8      | Cash Converters                   | 254 Roundhay Road, Leeds LS8 5RL                  |
|          | Money Shop                        | 243 Roundhay Road, Leeds LS8 4HS                  |
|          | One Stop Money Shop               | 83 Roseville Road, LS8 5DT                        |
|          | Cash Converters                   | 164 Harehills Lane, Leeds LS8 5JP                 |
| LS9      | Cash Converters                   | 76 Lincoln Green Road, Burmantofts, LS9 7SU       |
|          | Automoney/Log book loans          | 577 York Road, Leeds LS9 6NH                      |
|          | Ramsdens 4 Cash                   | 314 Harehills Lane, Leeds LS9 7BG                 |
| LS10     | NFL Cash Direct                   | Pontefract Road, Stourton, Leeds LS10 1SP         |
|          | Naughton Finance Limited          | Mayflower House, 14 Pontefract Rd, Leeds LS10 1SG |
| LS11     | Cash Converters                   | 211 Dewsbury Road, Beeston, Leeds LS11 5FZ        |
|          | Cash Express                      | 247 Beeston Road, Leeds LS11 7LR                  |
|          | Shopacheck                        | Oakhurst Avenue, Dewsbury Road, Leeds LS11 7HL    |
|          | Cash Xpress                       | 2 Parkfield Mount, Leeds LS11 7PA                 |
|          | CLC Finance                       | Unit 4, Meadow Court, Millshaw, leeds LS11 8LZ    |
| LS12     | Cash Converters<br>Log book loans | 6-8 Town Street, Armley, Leeds LS12 3AB           |
|          | Money Shop                        | 26 Town Street, Leeds LS12 3AB                    |
|          | One Stop Money Shop               | 12 Town Street, Leeds LS12 1UX                    |
|          | Cash Generator                    | 41-43 Town Street, Leeds LS12                     |
|          | Fowlers Permanent C&S Ltd         | 53 Stanningley Road, Leeds LS12 3ND               |

|      |                                |                                                 |
|------|--------------------------------|-------------------------------------------------|
| LS13 | Cash Converters                | 30 Bramley Shopping Centre, Leeds LS13 2ET      |
|      | Albemarle and Bond Pawnbrokers | 25 Bramley Centre, Leeds LS13 2ET               |
|      | Cheque Centre                  | 21 Bramley Centre, Leeds LS13 2ET               |
|      | Brighthouse                    | 27-29 Bramley Shopping Centre, Leeds LS13       |
| LS14 | Cash Converters                | 853 York Road, Leeds LS14 6AX                   |
|      | Park Finance Co Limited        | 9 Ring Road, Seacroft, Leeds LS14 1AT           |
|      |                                |                                                 |
| LS15 | Money Shop                     | 14 Station Road, Crossgates, Leeds LS15 7JX     |
|      | Cheque Centre                  | 25 Crossgates Shopping Centre, Leeds LS15 8ET   |
|      | Herbert Brown                  | 39 Crossgates Shopping Centre, Leeds LS15       |
|      | Pawnbrokers and cheque cashing | 36 Austhorpe Road, Leeds LS15 8DX               |
|      | Cash Generator                 | 7 Crossgates Shopping Centre, Leeds LS15 8ET    |
|      | Ready Steady Dough             | Park Approach, Leeds LS15 8GB                   |
|      | Cash Express                   | 241 Selby Road, Leeds LS15 7JR                  |
|      | Cash for Gold                  | 243 Selby Road, Leeds LS15                      |
|      | Pioneer Finance                | 2 Holly Tree Lane, Colton, Leeds LS15 9JF       |
|      | Brighthouse                    | Cross Gates Shopping Centre, Leeds LS15         |
|      |                                |                                                 |
| LS16 | Adamson Finance                | 135 Otley Road, Leeds LS16 6HH                  |
|      |                                |                                                 |
| LS18 | Carloantoday                   | 164 Town Street, Horsforth, Leeds LS18 4AQ      |
|      | ScrapGold                      | 85b Town Street, Horsforth, Leeds LS18          |
|      |                                |                                                 |
| LS20 | Shopacheck                     | 5-8 Richmond Terrace, Leeds LS20 8BP            |
|      |                                |                                                 |
| LS22 | One Stop Money Shop            | 21 Market Place, Wetherby, Leeds LS22 6LQ       |
|      | Brown and Gold – Cash for Gold | 10 North Street, Wetherby, LS22 6NN             |
|      |                                |                                                 |
| LS27 | Ramsdens 4 Cash                | 62 Queen Street, Morley, Leeds LS27 9BP         |
|      | Martin Oddy and Co             | 4 Griffin House, Station Road, Morley, LS27 8JW |



Appendix 7 Social Sector Size Criteria - Update on Contacts/Visits Undertake to Date

|                                                              | WNWHL | %    |
|--------------------------------------------------------------|-------|------|
| <b>Number of Tenants Affected May 2013 List</b>              | 2277  |      |
| <b>Completed Visits / Contacts</b>                           | 2160  | 95%  |
| No response to contacts and newly affected awaiting contact  | 117   | 5%   |
| Family Size Dispute                                          | 91    | 4%   |
| Property Size Dispute                                        | 42    | 1.8% |
| Transfer Requested * see below                               | 222   | 10%  |
| Cover Shortfall from Income / Benefits                       | 1238  | 54%  |
| Seek Employment/Increase hours                               | 317   | 14%  |
| Plan to move to other tenure                                 | 108   | 5%   |
| Seek Lodger                                                  | 54    | 2.4% |
| Foster Carers                                                | 8     | 0.4% |
| In adapted Properties                                        | 86    | 4%   |
| Access to Children or Applying                               | 21    | 0.9% |
| Tenants considered High Risk                                 | 84    | 4%   |
| <b>* Bedroom Requirements of those requesting a transfer</b> |       |      |
| 1 Bedroom                                                    | 153   | 69%  |
| 2 Bedrooms                                                   | 61    | 27%  |
| 3 Bedrooms                                                   | 8     | 4%   |
| 4 Bedrooms                                                   | 0     | 0%   |
| 5 Bedrooms                                                   | 0     | 0%   |

## Appendix 8 Arrears of All Under Occupiers

### All Arrears Cases

| Ward                    | March            | April            | May              | June             | Change (£s) red = increase<br>green=decrease |
|-------------------------|------------------|------------------|------------------|------------------|----------------------------------------------|
| <b>WNWhL Total</b>      | <b>£ 234,722</b> | <b>£ 280,250</b> | <b>£ 284,523</b> | <b>£ 281,904</b> | <b>£ 47,182</b>                              |
| Adel and Wharfedale     | £ 1,862          | £ 2,000          | £ 2,081          | £ 2,289          | £ 428                                        |
| Armley                  | £ 33,753         | £ 43,182         | £ 42,727         | £ 41,987         | £ 8,234                                      |
| Bramley and Stanningley | £ 30,333         | £ 36,892         | £ 35,791         | £ 36,325         | £ 5,992                                      |
| Calverley and Farsley   | £ 3,891          | £ 5,454          | £ 4,918          | £ 5,297          | £ 1,406                                      |
| Chapel Allerton         | £ 32             | £ 32             | £ 32             | £ 78             | £ 46                                         |
| City and Hunslet        | £ 2,542          | £ 1,096          | £ 555            | £ 726            | -£ 1,815                                     |
| Farnley and Wortley     | £ 34,761         | £ 42,071         | £ 42,058         | £ 42,251         | £ 7,489                                      |
| Guiseley and Rawdon     | £ 5,508          | £ 5,301          | £ 5,018          | £ 4,602          | -£ 905                                       |
| Headingley              | £ 927            | £ 1,298          | £ 1,521          | £ 1,834          | £ 907                                        |
| Horsforth               | £ 7,954          | £ 9,493          | £ 9,257          | £ 9,475          | £ 1,521                                      |
| Hyde Park and Woodhouse | £ 29,461         | £ 35,528         | £ 38,565         | £ 36,428         | £ 6,967                                      |
| Kirkstall               | £ 49,380         | £ 58,628         | £ 59,593         | £ 60,023         | £ 10,644                                     |
| Moortown                | £ -              | £ 30             | £ 16             | £ 97             | £ 97                                         |
| Otley and Yeadon        | £ 2,908          | £ 5,695          | £ 7,134          | £ 6,779          | £ 3,871                                      |
| Pudsey                  | £ 16,531         | £ 16,973         | £ 18,568         | £ 17,198         | £ 668                                        |
| Weetwood                | £ 14,880         | £ 16,577         | £ 16,690         | £ 16,514         | £ 1,633                                      |

Please note that these are ALL arrears cases and therefore arrears may have been accrued previous to the introduction of the size criteria benefit changes in April 2013. Also any arrears accumulated since April 2013 can only be assumed to be directly related to the decrease in benefit.



Report author: Harpreet Singh  
Tel: 336 7862

**Report of West North West Area Leader**

**Report to Outer West Area Committee**

**Date: 18<sup>th</sup> September 2012**

**Subject: Community Centres Pricing Policy Update Report**

|                                                                                                                                              |                                         |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| Are specific electoral Wards affected?<br>If relevant, name(s) of Ward(s): Calverley & Farsley Ward; Farnley & Wortley Ward, Pudsey Ward.    | <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?<br>If relevant, Access to Information Procedure Rule number:<br>Appendix number: | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

**Summary of main issues**

- The management of Community Centres became a delegated function of Area Committees in 2006-07. In the Outer West the following centres are included in this: Calverley Mechanics, Swinnow and Westroyd Annexe.
- Part of the Area Committees role is to develop, implement and oversee the administration of pricing and discounts for community centre usage.
- There is work being undertaken on proposed changes for the Outer West pricing policy relating to usage of the community centres by local community groups.

**Recommendations**

- To consider and approve the proposed pricing policy changes.

## **1 Purpose of this report**

- 1.1 To outline a proposed change to the Community Centre Pricing Policy approved in December 2009.

## **2 Background information**

- 2.1 Management of Community Centres became a delegated function of Area Committees in 2006/07. Part of the Committees responsibilities includes approving appropriate local letting policies.

## **3 Main issues**

- 3.1 It has been recognised that some groups are paying more charges for weekends which could deter them from continuing their letting of centres. Likewise it has also been recognised that a review of the pricing policy is required as groups are able to find much cheaper centres for their activities. A review is being undertaken on the pricing policy and supplementary information will be provided to the Area Committee.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 A task and finish working group of the Outer West Committee was established in 2009 to consider the pricing policy.

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

- 4.2.1 There are no corporate considerations for equality and diversity or cohesion and integration.

### **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 subsequent years with amendments only to environmental delegations.

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

- 4.4.1 The community centre pricing policy enables Area Committees to keep any additional income that is raised above that which is set in the community centres budget. However, this would have to be offset against potential discounts.

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

- 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 risk management implications.

## **5 Conclusions**

5.1 The report outlines a proposed change to the current pricing policy.

## **6 Recommendations**

The Area Committee is asked to:

- Consider and approve the proposed pricing policy changes.

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

7.1 Pricing Policy for Community Centres report to the Outer West Committee, December 2009.

---

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

This page is intentionally left blank

**Outer West Community Centre Pricing Review (directly leased centres only)**

**Appendix 1**

**Please note Standard Charges:**

**Large rooms Band A £25 per hour**

**Medium rooms Band B and C £18/12 per hour**

**Small rooms Band A £5 per hour**

| Category | Main Groups/Type of User                                                              | Sub Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Current Proposal                                                                                                                                                                                                                                                                               | Revised Proposal                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <b>Accredited Educational Learning (inc.provision for under 19s – incl. colleges)</b> | <p><b>Colleges:</b><br/>As per rates agreed corporately (2.50 per hour under 2000 hours, percentage of running costs above 2000. Colleges this applies to – Leeds City College (ex T Danby, P Lane, C of Technology) and Joseph Priestley. Colleges are invoiced at academic year end.</p> <p><b>Schools:</b><br/>Core business delivery to 4-19yr olds during school hours 8.30-1600. This applies to projects involving young people in statutory education who are not in mainstream school, at risk of exclusion etc.</p> <p><b>Workers Education Association (WEA)</b></p> | <p>£2.50 per room per hour Mon-Frid for small and medium rooms (this rate applies up to 2000 hours use) The charging year for colleges runs from Sept- Aug</p> <p>Above 2000 hours Regen Officers to calculate.</p> <p>£10 per room per hour for large rooms and weekend/council holidays.</p> | <p><b>£2.50 per room for all rooms.</b> This rate applies up to 2000 hrs use). Above 2000 hrs Neighbourhood Services Team to calculate charge for block bookings. The charging year for colleges runs from Sept-Aug.</p> <p>No change</p> <p><b>£2.50 per room for all rooms.</b> This rate applies up to 2000 hrs use). Above 2000 hrs Neighbourhood Services Team to calculate charge for block bookings. The charging year for</p> |

|  |  |  |  |                              |
|--|--|--|--|------------------------------|
|  |  |  |  | colleges runs from Sept-Aug. |
|--|--|--|--|------------------------------|



| Category | Main Groups/Type of User            | Sub Group                                                                                                                                                                                      | Current Proposal                                                              | Revised Proposal                                                           |
|----------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 2        | <b>Centre Management Committees</b> | Applies to meetings to discuss building related issues held by either the centre management committee or groups who are based in or use the centre and call a meeting to discuss centre issues | No charge Mon-Frid<br><br>£10 per room per hour at weekends/council holidays. | No change<br><br><b>£5 per room per hour at weekends/council holidays.</b> |

| Category | Main Groups/Type of User              | Sub Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Current Proposal                                                                                                                                        | Revised Proposal                                                                                           |
|----------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 3.       | <b>Meetings of Community Benefits</b> | <p>Applies to Pubwatch, Tenants and Residents Associations, Pubwatch, N'hood Watch, Community Forums, crime reduction advice, fire safety, advice, "In Bloom", Friends of groups, and groups which promote community cohesion and understanding</p> <p>Area Delivery Plan Priority event. Groups which fall under this category will only be put forward by area management, lettings will not assess groups against this criteria, they will be advised by Area Management Team</p> | <p>£5 per room per hour Mon-Frid for small and medium rooms.</p> <p>£10 per room per hour for large rooms and weekend/council holiday usage of room</p> | <p>No Charge Mon-Frid</p> <p><b>£5 per room per hour for weekends. Council holiday usage of rooms.</b></p> |
| 4.       | <b>Commercial Use</b>                 | General sale of goods including gold, jewellery, carpets, clothing, auctions                                                                                                                                                                                                                                                                                                                                                                                                         | Standard charges i.e. £25 per hour large rooms, £18/12 per hour medium rooms-                                                                           | <b>Standard charges plus 50% of standard charges 7 days a week</b>                                         |

|    |                                                  |                                                                                                                                                                                  |                                                                                          |                                                                                                                                                                                                                                                                                             |
|----|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                  | <p>T.V filming</p> <p>Public performance e.g. Entertainers/Clairvoyants/tribute bands</p>                                                                                        | <p>band B and C respectively, £5 per hour small rooms</p>                                | <p><b>£1,000 per day</b></p> <p><b>£250 per half day (4hrs)</b></p>                                                                                                                                                                                                                         |
| 5. | <b>Council Departments or Statutory Agencies</b> | <p>Internal/inter-agency meetings, public meetings, consultations, hosting of open days (recruitment, new service being launched), WYP Authority meetings (officer meetings)</p> | <p>No charge Mon – Friday</p> <p>£10 per room per hour at weekends/council holidays.</p> | <p>Standard charges to be applied 7 days per week. Use by the Area Management Team would be free of charge.</p> <p>All meetings purely involving officers to be charged at standard rate. Any meetings consulting or involving members of the public to be charged at Category 3 rates.</p> |

| Category | Main Groups/Type of User                                                                                                                           | Sub Group                                                                                                                                                                                                                                                                                             | Current Proposal | Revised Proposal                                                                                                    |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------|
| 6.       | <p><b>Lifestyle and Leisure Groups</b></p> <p><b>Lifestyle and leisure groups - charged activity, income reinvested in service (no profit)</b></p> | <p>Groups such as Healthy Eating group, exercise classes, slimming clubs, arts and crafts, language classes, computer skills, poetry, art appreciation, domino groups, gamers, bingo, dog/cat appreciation societies, pagan groups, Tea dances, competitive festivals i.e. brass band/piano/dance</p> | Standard Charges | <p><b>No charge Mon-Frid</b><br/> <b>50% discount on standard charges at weekends and Council Bank holidays</b></p> |
|          | <p><b>Lifestyle and leisure groups - charged activity income NOT reinvested (profit)</b></p>                                                       | <p>Groups such as Slimmers World, bingo, dance classes dog/cat appreciation societies, pagan groups, tea dances, competitive festivals i.e. brass band/piano/dance.</p>                                                                                                                               | Standard Charges | <p><b>30% discount on standard charges 7 days a week</b></p>                                                        |
|          | <p><b>Lifestyle and Leisure FREE activity (free activity)</b></p>                                                                                  | <p>Activities run by Stat orgs such as Health Authority, Adult Services etc. Such as Getting over a Heart</p>                                                                                                                                                                                         | Standard Charges | <p><b>No charge Mon-Frid. £5 per hour charges at weekends and</b></p>                                               |

|  |  |                                                                                                                                   |  |                             |             |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------|-------------|
|  |  | Attack / Stroke clubs,<br>healthy lifestyle activities<br>as well as all other<br>activities listed above,<br>Blood Donor Service |  | <b>Council<br/>Holidays</b> | <b>Bank</b> |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------|-------------|

| Category | Main Groups/Type of User                                                                                                                                                                                                                                                          | Sub Group | Current Proposal                                                                                                                                                                                                                 | Revised Proposal                                                                                                                                                                                                                                                                          |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.       | <p><b>Older Peoples' Groups</b></p> <p><b>Older Peoples' groups (60+), charged activity income reinvested (no profit)</b></p> <p><b>Older Peoples' groups (60+), charged activity, income NOT reinvested (profit)</b></p> <p><b>Older Peoples' groups (60+) free activity</b></p> |           | <p>No charge Mon-Frid, £10 per room per hour weekends/council holidays</p> <p>No charge Mon-Frid, £10 per room per hour weekends/council holidays</p> <p>No charge Mon-Frid, £10 per room per hour weekends/council holidays</p> | <p>No change</p> <p>50% discount on standard charges at weekends and Council Bank Holidays</p> <p>50% discount on standard charges Mon-Frid. Standard charges at weekends and Council Bank Holidays</p> <p>No change</p> <p>£5 per hour charges at weekends and Council Bank Holidays</p> |

| Category | Main Groups/Type of User                                                                                                                                                                                      | Sub Group                                                                                                | Current Proposal                                                                                                                                                                            | Revised Proposal                                                                                                                                                                                                                                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.       | <p><b>Performances &amp; rehearsals Amateur Productions by community and voluntary organisations.</b></p> <p>Applies to anything other than amateur productions would come under the commercial category.</p> | <p><b>Performances</b></p> <p><b>Rehearsals</b></p> <p><b>Set Building</b></p>                           | <p>50% of standard charges for performance and rehearsals</p> <p>n/a</p>                                                                                                                    | <p>50% discount on standard charges for performances</p> <p><b>75% discount on standard charges for rehearsals</b></p> <p>No charge when building is already in use/caretaker on site. Otherwise group will have to pay caretakers charge.</p>                   |
| 9.       | <p><b>Private Function</b></p>                                                                                                                                                                                | <p><b>General functions e.g. conferences, seminars, presentations</b></p> <p><b>Wedding Ceremony</b></p> | <p>Standard charges for room hire for functions other than weddings</p> <p>There is a flat rate standard charge for weddings of £650 but that includes the party/reception. Some people</p> | <p>Standard charges for room hire for functions other than weddings. Additional charges as appropriate based on costs of any extra services needed for the function- security, caretaking and cleaning.</p> <p><b>Standard room rate seven days per week</b></p> |

|  |  |                                      |                                                                                                      |                                                                                                                               |
|--|--|--------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
|  |  |                                      | just book a centre for the official exchange of vows without a party, which takes less than 30 mins. |                                                                                                                               |
|  |  | <b>Wedding Reception</b>             | As above                                                                                             | <b>The wedding reception falls under charges for parties</b>                                                                  |
|  |  | <b>Birthday parties under 13 yrs</b> | Standard charges for room hire for other functions                                                   | <b>Children's parties under 13 yrs room rate only plus cost of cleaning</b>                                                   |
|  |  | <b>Parties up to 100 people</b>      | Standard charges for room hire for other functions.                                                  | <b>Parties of up to 100 people room rate plus £100 cleaning</b>                                                               |
|  |  | <b>Parties up to 100-200 people</b>  | Standard charges for room hire for other functions                                                   | <b>Parties 100-200 people £315 made up of:<br/>£25 room rate x 5 hours, £100 cleaning and skip, £9 x 6 stewards x 5 hours</b> |
|  |  | <b>Parties up to 300-400 people</b>  | Standard charges for room hire for other functions                                                   | <b>Parties 300-400 people £405 made up of:<br/>£25 room rate x 5 hours, £100 cleaning and skip, £9 x 6 stewards x 5 hours</b> |
|  |  | <b>Parties up to 500-600</b>         | Standard                                                                                             | <b>Parties 500-600 people £495</b>                                                                                            |



|  |  |               |                                                 |                                                                                                                             |
|--|--|---------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|  |  | <b>people</b> | charges for room<br>hire for other<br>functions | <b>made up of:</b><br><b>£25 room rate x 5 hours, £100</b><br><b>cleaning and skip, £9 x 6</b><br><b>stewards x 5 hours</b> |
|--|--|---------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

| Category | Main Groups/Type of User                                                                                                                                                                                                                                                                                                                                                                    | Sub Group                                                                                                                                                                                      | Current Proposal                                                                                                                                                                                                  | Revised Proposal                                                                                                                                                                                                        |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.      | <b>Not for Profit Organisations (previously called Charities)</b>                                                                                                                                                                                                                                                                                                                           | Applies to Charities, Company Limited by Guarantee, unregistered groups, industrial societies or co-operatives carrying out charitable fundraising events (jumble sales, charity auctions etc) | 50% discount on standard charge Mon-Frid. Standard charges at weekends/council holidays                                                                                                                           | <b>50% discount on standard charge seven days a week</b>                                                                                                                                                                |
| 11.      | <p><b>Young People</b></p> <p><b>Young people – Under 19. Charged activities, income reinvested</b><br/>Applies to Breakfast clubs, after school clubs, playschemes, playgroups, uniformed services (scouts, guides, St John's Ambulance)</p> <p><b>Young people – Under 19. Charged activities income not reinvested</b><br/>Applies to Martial arts, Under 18 discos, Dancing classes</p> |                                                                                                                                                                                                | <p>£2.50 per room per hour Mon-Frid for small and medium rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms</p> <p>£2.50 per room per hour Mon-Frid for small and medium</p> | <p><b>No charge Mon-Frid. 50% discount on standard charge at weekends and Council Bank Holidays</b></p> <p><b>50% discount on standard charge Mon-Frid. Standard charges at weekends and Council Bank Holidays.</b></p> |

|  |                                                 |  |                                                                                                                                                                    |                                                                                             |
|--|-------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|  | <b>Young people – Under 19. free activities</b> |  | rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms<br><br>No charge Mon-Frid. £10 per room per hour weekends/council holidays | <b>No charge Mon-Frid. £5 per room per hour for weekend/Council holiday usage of rooms.</b> |
|--|-------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|

| Category | Main Groups/Type of User  | Sub Group                                                                                                                                                                                                                                                                                                                                                                                                           | Current Proposal                                                        | Revised Proposal                                                                                                                                                                                                                                                                                                     |
|----------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.      | <b>Vulnerable Adults</b>  | <p><b>Self-Help</b><br/>Alcoholics Anonymous, Narcotics Anonymous, Mental Health Support Groups, Disabled groups (blind, deaf, physically impaired, learning disabilities). Counselling.</p> <p><b>Support</b><br/>Mental Health Support, Special Needs and Learning Disability Support, Physical Disability Support</p> <p><b>Advice (free)</b><br/>CAB, debt counselling, any other free advice type sessions</p> | <p>Standard charges</p> <p>Standard charges</p> <p>Standard charges</p> | <p><b>No charge Mon-Frid and £5 per room per hour for weekends/council holiday usage of rooms.</b></p> <p><b>No charge Mon-Frid and £5 per room per hour for weekends/council holiday usage of rooms.</b></p> <p><b>No charge Mon-Frid and £5 per room per hour for weekends/council holiday usage of rooms.</b></p> |
| 13.      | <b>Political Meetings</b> | <b>Councillors &amp; MPs surgeries</b>                                                                                                                                                                                                                                                                                                                                                                              | £5 per hour per room Mon-Frid                                           | <p><b>No charge Mon-Frid and £5 per room per hour for weekend/council holiday usage or rooms.</b></p> <p><b>Suggested Change:<br/>No Charge Mon - Sun</b></p>                                                                                                                                                        |

|            |                                                                                                                                                    |                                                                                                              |                                                       |                                                                                                                                                                                                                                                                          |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                                                                                                                                    | <b>Political group meetings</b><br><br><b>Town and Parish Councils</b><br><br><b>Area Committee Meetings</b> | £10 per hour<br>per room<br>weekends                  | <b>Standard charges to be applied.</b><br><br><b>If applicable in area and the Council do not have any buildings of their own, their use of our CCs will be free. For other activity they can be charged. Charged to be determined.</b><br><b>Not applicable to CMI.</b> |
| <b>14.</b> | <b>Changing Rooms Shower Facilities</b>                                                                                                            |                                                                                                              | n/a                                                   | n/a                                                                                                                                                                                                                                                                      |
| <b>15.</b> | <b>Existing Users and Usage</b><br>This category was put in to take into account the conditions stipulated by Outer NE and Outer West in April 08. |                                                                                                              | Not applicable to this area, only to Outer North East | No change                                                                                                                                                                                                                                                                |



**Report of the Assistant Chief Executive (Citizens & Communities)**

**Report to West (Outer) Area Committee**

**Date: 18<sup>th</sup> September 2013**

**Subject: Wellbeing Fund Report**

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

**Summary of main issues**

1. This report provides the West (Outer) Area Committee with an update on the budget position for the Wellbeing Fund for 2013/14. The report provides the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.
2. The report also provides an update on the Youth Activity Fund and those projects seeking support through this pot.
3. The report also asks the Area Committee to approve the grant application and commissioning process for the 2014/15 Wellbeing budget.
4. The report seeks the Committee's approval to decommission capital schemes from previous years that have not spent their full allocation.
5. The report provides a proposal from Ahead Partnership in relation to the Business Engagement Project for consideration.

**Recommendations**

The West (Outer) Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
- Note the current position of the Small Grants and skips pots and those Small Grants and skips that have been received / approved since the last meeting (**Table 1** and **Table 2**).

- Note the current position of the Youth Activity Fund.
- Decommission the capital projects at 3.21 and note the new balance of the Capital Wellbeing budget.
- Approve the grant application and commissioning process for the 2014/15 Wellbeing budget.
- Approve or otherwise the proposal received from Ahead Partnership at Appendix 2.



## Purpose of this report

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been received / approved since the last meeting. It also provides an update on the Youth Activity Fund and an update on the Wellbeing Capital review being carried out by the Area Support Team.

## 2 Background information

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.2 The West (Outer) Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way and that recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a commissioning round is held which requires organisations to submit proposals for projects. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Area Committee meets to agree which projects will be supported in the year ahead. These projects are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.
- 2.3 In 2013/14, the West (Outer) Area Committee received a sum of £154,240 of Wellbeing revenue. After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee had £154,899 of funding available for allocation. All of this funding was committed to 20 projects, as listed in **Appendix 1** (paragraph 1.2).
- 2.4 In 2013/14, the West (Outer) Area Committee received a sum of £23,218 Youth Activity Fund. This fund is to commission sports and cultural activity for young people age 8-17. This should be allocated with the involvement and participation of children and young people in the decision making process.

## 3 Main issues

- 3.1 Wellbeing Budget Statement 2013/14
- 3.2 The latest Wellbeing Budget Statement for 2013/14 is included as **Appendix 1** to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.
- 3.3 Wellbeing Budget – Small Grants & Skips
- 3.4 **Table 1** below outlines those Small Grant applications that have been approved since the last Area Committee meeting and **Table 2** outlines those skips that have been approved since the last meeting. Taking these into account, there is

**£6,371** still available for allocation for Small Grants and Skips in the 2013/14 budget. The Area Committee are asked to note the current position of the budget and consider those grants that have recently been received.

**Table 1: Small Grant Approvals**

| Project Name                                   | Organisation /Department | Amount Requested | Amount Approved |
|------------------------------------------------|--------------------------|------------------|-----------------|
| Wortley FC – Farnley Academy Container Storage | Wortley Football Club    | £500             | £500            |

**Table 2: Skip Approvals**

| Location                              | Ward   | Number of Skips | Amount Approved |
|---------------------------------------|--------|-----------------|-----------------|
| Swinnow Community Centre (04/07/2013) | Pudsey | 1               | £130            |
| Swinnow Community Centre (15/08/2013) | Pudsey | 1               | £130            |

3.5 At its meeting of 12 April the Area Committee had agreed to set aside funding for a business engagement related project and the Area Support Team developed proposals to approach Ahead Partnership. Ahead Partnership have been approached and they have since secured support of a business support broker (engaged through other funds) to perform almost all the functions listed on the proposal across Outer West and Inner West. Ahead Partnership have suggested that funding could be utilised to add value to their existing project and support with an operating budget. Appendix 2 provides a revised proposal from Ahead Partnership for consideration.

### 3.6 Youth Activity Fund

3.7 In 2013/14, the West (Outer) Area Committee received a sum of £23,218 Youth Activity Fund. This fund is to commission sports and cultural activity for young people age 8-17.

3.8 Members were given feedback on activities that could be delivered as summer provision, and a delegated decision was taken by the Deputy Chief Executive, Citizens & Communities, to fund the following activities:

- £3,750 LCC Out of School Activities Team – Mini Breeze session at Farnley Park, Hainsworth Park and Pudsey Park

3.9 The balance of the Youth Activities Fund is £ 11,968.

### **2014/15 Wellbeing application process and commissioning round**

3.10 The Area Committee is asked to consider how to organise the process for receiving applications and commissioning projects from its 2014/15 Wellbeing revenue budget.

### The 2013/14 Process

- 3.11 In 2013, the Area Committee introduced an open application round.
- 3.12 The Committee received applications for revenue funding totalling £229,170. Applications were assessed against the funding criteria for the Outer West Area Wellbeing Fund.
- 3.13 Members met twice to discuss the applications:  
19<sup>th</sup> February 2013: Area Committee was asked to consider themes and priorities for 2013-14 Wellbeing commissioning. A presentation was delivered on Outer West profiling information and funding spent against key themes
- 3.14 15<sup>th</sup> March 2013: Area Committee received a presentation of options for a commissioning process and projects that had been received. Members discussed all the applications and recommend those that should be put forward for approval at Area Committee. A pack containing summaries of all the projects was provided to Members a week before the meeting
- 3.15 At the Area Committee meeting on 12 April 2013, 19 projects were approved and 1 was deferred. The deferred project was determined at the May and June Area Committee meetings.

### 3.16 The 2014/15 Process

- 3.17 It is proposed that there be an application window run from 18<sup>th</sup> November to 20<sup>th</sup> January.
- 3.18 In late November, officers from the Area Support Team will meet Members in ward briefings to consider the type of schemes they would encourage applications from. Appropriate organisations will then be sought to put a proposal together.
- 3.19 After the closing date, the Area Support Team will provide Members with detailed project summaries that will include a full financial breakdown, measurable outputs and links to the Business Plan. It is proposed that Members meet in ward groups to have a first look at the applications before coming together a week later at a workshop to discuss all applications as last year.
- 3.20 The Area Committee is asked to approve the dates for the 2014/15 Wellbeing fund application round and agree to meet at workshops to discuss the applications and make recommendations for approval at Area Committee.

### Wellbeing Capital Review

- 3.21 A review of the Area Committee's capital budget has been carried out by the Area Support Team. There were a number of projects that were assigned a capital scheme however the projects were paid from the revenue account. The Area Committee is asked to consider the decommissioning of these projects and release the funding back into the Outer West Capital Well-being pot.

| Year    | Scheme No     | Project                          | Amount Allocated | Action being taken                                               |
|---------|---------------|----------------------------------|------------------|------------------------------------------------------------------|
| 2009/10 | 01874NVE0/0F2 | Calverley Mechanics Institute    | 3.1              | Project paid from revenue account recommendation to decommission |
| 2010/11 | 01874/WEO/OS1 | Hillside Hall Greenspace         | 7.5              | Project paid from revenue account recommendation to decommission |
| 2011/12 | 01874/WE0/0G6 | Track and Jump Facilities        | 20.0             | Project paid from revenue account recommendation to decommission |
| 2011/12 | 01874/WE0/0G7 | Additional Litter Bins all wards | 2.4              | Project paid from revenue account recommendation to decommission |
| 2011/12 | 01874/WE0/0G8 | Calverley Heritage Lighting      | 1.8              | Project paid from revenue account recommendation to decommission |

3.22 At the last Area Committee meeting it was reported that the balance for capital wellbeing was **£24,049**. If members decide to decommission the above projects the remaining balance will be **£58,849**.

### 3.23 Wellbeing Budget – Capital Receipts Programme

3.24 The establishment of a Capital Receipts Incentive Scheme (CRIS) was approved by Executive Board in October 2011. The key feature of the scheme is that 20% of each receipt generated will be retained locally for re-investment, subject to maximum per receipt of £100k, with 15% retained by the respective Ward – via the existing Ward Based Initiative Scheme - and 5% pooled across the Council and distributed to Wards on the basis of need.

3.25 Some receipts are excluded from the scheme and these are largely receipts that are already assumed to fund the Council's budget or are earmarked in some other way to previous or future spend.

3.26 Consideration has been given as to how to distribute the 5% element on the basis of need and options have been appraised. It was proposed to allocate the 5% element to Area Committees using the already established methodology that exists for allocation of funding (based on need) between Area Committees. This option results in larger sums being available within Areas to enable larger capital schemes to progress and as the Area Wellbeing capital fund is now largely exhausted, this funding stream would provide Area Committees with an on-going, albeit relatively small, source of capital funding.

3.27 Future allocations will take place on a quarterly basis following regular update reports to Executive Board.

- 3.28 At its meeting on 17<sup>th</sup> July 2013, the council's Executive Board approved that the existing 5% allocation from 2012/13 (£112.6k) and future CRIS receipts available for allocation across wards, be allocated to the Area Committees based on the existing Area Wellbeing needs based formula. The distribution of the 5% element to Area Committees using the Area Wellbeing methodology has resulted in the shares set out in table below:

2012/13 allocation

| <b>Area Committee</b>            | <b>Percentage Allocation</b> | <b>Area Allocation</b> |
|----------------------------------|------------------------------|------------------------|
| Inner South                      | 12.50%                       | £14,070.76             |
| Outer South                      | 10.23%                       | £11,518.19             |
| Outer East                       | 10.31%                       | £11,607.81             |
| <b>Subtotal South &amp; East</b> |                              | <b>£37,196.76</b>      |
| Inner West                       | 7.61%                        | £8,567.67              |
| Inner North West                 | 12.00%                       | £13,510.48             |
| Outer West                       | 8.59%                        | £9,666.28              |
| Outer North West                 | 8.96%                        | £10,086.17             |
| <b>Subtotal West/ North West</b> |                              | <b>£41,830.61</b>      |
| Inner North East                 | 9.00%                        | £10,140.70             |
| Inner East                       | 14.57%                       | £16,404.60             |
| Outer North East                 | 6.23%                        | £7,019.09              |
| <b>Subtotal East/ North East</b> |                              | <b>£33,564.39</b>      |
| <b>Total – All Areas</b>         | <b>100.00%</b>               | <b>£112,591.76</b>     |

- 3.29 In addition to CRIS, if members decide to decommission the capital projects listed at 3.31 the remaining capital budget will be **£68,515**.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Area Committee has previously been consulted on the projects detailed within the report. Local priorities are set through the Area Business Plan process and the commissioning round began with a communication to all Area Committee contacts.

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

- 4.2.1 All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Area Committee Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

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

- 4.3.1 Projects submitted to the Area Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

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

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

4.4.1 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

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

#### **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 Risk implications and mitigation are considered on all well-being applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

### **5 Conclusions**

5.1 The West (Outer) Area Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2012-13.

### **6 Recommendations**

6.1 The West (Outer) Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
- Note the current position of the Small Grants and skips pots and those Small Grants and skips that have been received / approved since the last meeting (**Table 1** and **Table 2**).
- Note the current position of the Youth Activity Fund.
- Decommission the capital projects at 3.21 and note the new balance of the Capital Wellbeing budget.
- Approve the grant application and commissioning process for the 2014/15 Wellbeing budget.
- Approve or otherwise the proposal received from Ahead Partnership at Appendix 2.

**7 Background documents<sup>1</sup> - None**

---

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

This page is intentionally left blank



## 1.0 Revenue

### 1.1 Revenue Budget Calculation

The table below describes the revenue budget calculation for the 2013-14 financial year. It shows the amount allocated to the Outer West Area Committee in 2013-14, details of any carry forward from 2012-13 and any existing commitments.

| 2012/13 OW Revenue Budget                                   |          |                   |
|-------------------------------------------------------------|----------|-------------------|
| 2013/14 OW Revenue Allocation                               | £        | 154,240.00        |
| 2012/13 Carry Forward                                       | £        | 7,815.47          |
| Youth Activities Fund for 2013/14                           | £        | 23,218.00         |
| <b>Total</b>                                                | <b>£</b> | <b>185,273.47</b> |
| Schemes Approved from 2012-13 budget to be spent in 2013-14 | £        | 7,038.90          |
| 2013/14 Commitments                                         | £        | 181,427.00        |
| <b>Remaining to Allocate</b>                                |          | <b>-£3,192.43</b> |

### 1.2 Revenue Project Statement

The table below provides a current revenue project statement. Most grants are paid retrospectively so grants shown as unpaid at this point in the year do not necessarily reflect any potential underspend.

| Project Name                        | Lead Organisation          | Wards Benefiting             | Amount Earmarked    | Amount Paid     |
|-------------------------------------|----------------------------|------------------------------|---------------------|-----------------|
| Youth Activities Fund 2013-14       | WNW Area Support Team      | All                          | £ 23,218.00         | £ -             |
| Small Grants & Skip Fund            | WNW Area Support Team      | All                          | £ 10,600.00         | £ 2,994         |
| Consultation & Engagement           | WNW Area Support Team      | All                          | £ 1,500.00          | £ -             |
| Welfare Reform Projects             | WNW Area Support Team      | All                          | £ 7,000.00          | £ -             |
| Pudsey Festival Lights              | Leeds Lights / Events      | P                            | £ 8,000.00          | £ -             |
| Farsley Festival Lights             | Leeds Lights / Events      | C&F                          | £ 5,000.00          | £ -             |
| Farsley Festival                    | Farsley Xmas Lights org    | C&F                          | £ 2,500.00          | £ 2,500         |
| Pudsey Carnival                     | Pudsey Carnival Committee  | All                          | £ 2,000.00          | £ -             |
| Pudsey in Bloom                     | Pudsey in Bloom            | P                            | £ 3,500.00          | £ -             |
| Farsley in Bloom                    | 23218                      | C&F                          | £ 2,500.00          | £ -             |
| Calverley in Bloom                  | Parks & Countryside        | C&F                          | £ 2,500.00          | £ -             |
| Site based Gardener                 | Parks & Countryside        | P / F&W                      | £ 12,000.00         | £ -             |
| Summer Bands                        | Leeds Int'l concert season | All                          | £ 3,000.00          | £ -             |
| Cow Close Community Corner          | Armley Juniors             | F&W                          | £ 19,572.00         | £ 9,786         |
| Breeze Friday Night Project         | LCC Breeze Team            | All                          | £ 9,729.00          | £ 3,243         |
| Summer Leadership Sports Activities | LCC Sports Development     | All                          | £ 3,724.00          | £ -             |
| Multi-Agency Action day             | LCC Community Safety       | All                          | £ 1,000.00          | £ -             |
| Off Road Bikes                      | West Yorkshire Police      | All                          | £ 2,684.00          | £ -             |
| CCTV Maintenance and Monitoring     | Leeds Watch                | All                          | £ 30,000.00         | £ 23,833        |
| CDW - (Healthy Living Network)      | Project in development     | P / F&W                      | £ 17,000.00         | £ -             |
| Business Engagement                 | Project in development     | All                          | £ 14,400.00         | £ -             |
|                                     |                            | <b>Total</b>                 | <b>£ 181,427.00</b> | <b>£ 42,356</b> |
|                                     |                            | <b>Budget for Year</b>       | <b>£ 178,234.57</b> |                 |
|                                     |                            | <b>Available to Allocate</b> | <b>-£ 3,192.43</b>  |                 |

### 1.4 Consultation & Engagement Revenue Pot

The table below provides a budget statement for the Consultation & Engagement Revenue Pot. £1,500 was allocated to the Pot in 2013/14 of which £1,500 remains to allocate in 2013/14.

|                              |                  |
|------------------------------|------------------|
| <b>Total</b>                 | <b>£0.00</b>     |
| <b>Remaining to Allocate</b> | <b>£1,500.00</b> |

### 1.5 Welfare Reform Projects Revenue Pot

The table below provides a budget statement for the Welfare Reform Projects Revenue Pot. £7,000 was allocated to the Pot in 2013/14 of which £7,000 remains to allocate in 2013/14.

|                              |                  |
|------------------------------|------------------|
| <b>Total</b>                 | <b>£0.00</b>     |
| <b>Remaining to Allocate</b> | <b>£7,000.00</b> |

### 1.6 Pudsey Festival Lights Revenue Pot

The table below provides a budget statement for the Pudsey Festival Lights Revenue Pot. £8,000 was allocated to the Pot in 2013/14 of which £8,000 remains to allocate in 2013/14.

|                              |                  |
|------------------------------|------------------|
| <b>Total</b>                 | <b>£0.00</b>     |
| <b>Remaining to Allocate</b> | <b>£8,000.00</b> |

### 1.7 Farsley Festival Lights Revenue Pot

The table below provides a budget statement for the Farsley Festival Lights Revenue Pot. £5,000 was allocated to the Pot in 2013/14 of which £5,000 remains to allocate in 2013/14.

|                              |                  |
|------------------------------|------------------|
| <b>Total</b>                 | <b>£0.00</b>     |
| <b>Remaining to Allocate</b> | <b>£5,000.00</b> |

OUTER WEST AREA COMMITTEE  
2013-14 Wellbeing Statement

1.8 **Revenue Projects Live from Previous Years**

The table below provides a revenue project statement for grants funded in previous years that are still live.

| Project Name             | Lead Organisation      | Wards Benefiting | Amount Earmarked  | Amount Paid |
|--------------------------|------------------------|------------------|-------------------|-------------|
| Swinnow & Heights Worker | Healthy Living Network | P / F&W          | £ 4,980.50        | £ -         |
| Outer West CCTV cameras  | Leeds Watch            | 0                | £ 2,058.40        | £ -         |
| <b>Total</b>             |                        |                  | <b>£ 7,038.90</b> | <b>£ -</b>  |

2 **Small Grants**

At its April 2013 meeting the Outer West Area Committee agreed to create a £10,600 fund for small grants and skips. The table below details the small grants approved in 2013-14 and shows the balance available to spend.

| Project Name                                                         | Lead Organisation                                                                    | Wards Benefiting | Amount Earmarked   | Amount Paid       |
|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------|--------------------|-------------------|
| Purchase of Cricket Mower                                            | Calverley St Winnifrid's Cricket Club                                                | C&F              | £ 500.00           | £ 500.00          |
| Pudsey Carnival                                                      | Pudsey Carnival Committee                                                            | All Wards        | £ 1,000.00         | £ 1,000.00        |
| Flat Roof Repairs                                                    | West Leeds Sports and Social Club                                                    | F&W              | £ 250.00           | £ 250.00          |
| Information Leaflet about reporting Nuisance Bike within communities | West Yorkshire Police                                                                | All Wards        | £ 250.00           | £ 250.00          |
| Cottingley Springs Engagement Day                                    | Positive Activities for Young People (PAYP), Leeds Gate, LCC, West Yorkshire Police. | F&W              | £ 500.00           | £ -               |
| Covert Surveillance Cameras                                          | LCC WNW Locality Team                                                                | All Wards        | £ 490.00           | £ 490.00          |
| Employment, Learning & advice Community Contact Point                | IGEN                                                                                 | 0                | £ -                | £ -               |
| Farsley Designated Public Order Signs                                | Leeds City Council                                                                   | C&F              | £ 360.00           | £ -               |
| Community Engagement/Dog Show Event                                  | West Yorkshire Police                                                                | All Wards        | £ -                | £ 250.00          |
| Farnley Academy Storage Container                                    | Wortley Football Club                                                                | All wards        | £ 500.00           | £ -               |
| Drystone wall repair                                                 | Calverley Horticultural Society                                                      | Calverley        | £ -                | £ -               |
| <b>Total</b>                                                         |                                                                                      |                  | <b>£ 3,850.00</b>  | <b>£ 2,740.00</b> |
| <b>Budget</b>                                                        |                                                                                      |                  | <b>£ 10,600.00</b> |                   |
| <b>Available to Allocate</b>                                         |                                                                                      |                  | <b>£ 6,371.00</b>  |                   |

3 **Skips**

At its April 2013 meeting the Outer West Area Committee agreed to create a £10,600 fund for small grants and skips. The table below details the skips approved in 2013-14 and shows the balance available to spend.

| Skips                        | Ward Benefiting | No Of Skips     | Amount Approved    | Paid            |
|------------------------------|-----------------|-----------------|--------------------|-----------------|
| Crimbles allotments          | Pudsey          | 1               | £ 124.00           | £ 124.00        |
| Swinnow Community centre     | 002/07/13       | Helen Broadhead | £ 130.00           | £ 130.00        |
| Swinnow Community centre     | Clr Coulson     | Clr Coulson     | £ 125.00           | £ -             |
| <b>Total</b>                 |                 |                 | <b>£ 379.00</b>    | <b>£ 254.00</b> |
| <b>Budget</b>                |                 |                 | <b>£ 10,600.00</b> |                 |
| <b>Available to Allocate</b> |                 |                 | <b>£ 6,371.00</b>  |                 |

## Business Engagement Proposal

**Project Name:** Business Engagement Proposal  
**Amount Allocated:** £14,400

### Project Summary:

Following the previous successes of the Town Centre Manager post and business engagement projects a proposal has been put together to continue this work and expand further. Funding will provide added value to the existing work undertaken by Ahead Partnership.

The proposal would like to continue the work under Ahead Partnership to develop relationships with a number of support organisations who are all actively wanting someone to be able to act as the catalyst to signpost the businesses, organisations or schools to these areas of support.

Previous engagement work has proven successful for organisations in Outer West Leeds.

### Evidence of Need/ Fund priority

- Sustainable Economy and Culture
- Children and Families

### Project Delivery

- Expanding and developing partnership working to engage with more SME's to encourage an efficient way of working. Undertake work with Sunny Bank Mills and Springfield Mills
- Business sponsorship for a Make the Grade programme at Priesthorpe with Ahead Partnership.
- Developing business in-kind support for local organisations
- Providing awareness of initiatives and services available to support the local economy.
- To support Business Forums in the Outer West and other business networking events to encourage organisations to work together to support SME's.
- Promoting other business support such as the Goldman Sachs 10,000 small businesses.
- To organise a number of events
- Facilitated focus groups with small groups of local businesses
- Telephone surveys to identify issues businesses are facing.
- Series of workshops led by experts on the issues identified and supporting network events

### Outcomes

- Businesses are made aware and well informed of business support initiatives and funding.
- A platform where networking can take place as well as information sharing and better developed business relationships.
- Businesses who feel they have contributed to helping others and feel this has helped their business and developed their employees.
- Support for young people in taking employment with local businesses and developing them to go out into the work place and feel equipped to deal with the working environment.

This page is intentionally left blank

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

**Report to Outer West Area Committee**

**Date: 18<sup>th</sup> September 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):                                                |                                         |                                        |
| Farnley and Wortley, Calverley and Farsley, Pudsey                              |                                         |                                        |
| Are there implications for equality and diversity and cohesion and integration? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In?                                           | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information?                     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, Access to Information Procedure Rule number:                       |                                         |                                        |
| Appendix number:                                                                |                                         |                                        |

**Summary of main issues**

1. This report informs the Area Committee of progress against the Area Support Team work programme for Outer West Leeds and local contributions to Council priorities.

**Recommendations**

1. Members are asked to:
  - Note the contents of the report, comment on any matters raised and suggest items for inclusion in future area update reports.
  - Note the enclosed appendix providing an update on the West North West Homes Leeds Outer West Area Panel minutes.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to inform Members of progress against the Area Support Team's work programme and local priorities.

## **2 Background information**

- 2.1 An Area Committee update report is submitted at every cycle of Area Committee meetings. Partners contribute collectively on projects and provide service updates.

## **3 Main issues**

### Farsley Town & District Centre Scheme

- 3.1 The Farsley Town & District Centre scheme is now completed as well as the additional works that had been requested by Councillors to Andrew Square. The previously grassed area has been resurfaced with granite paving and York stone cobbles.

### Environment Sub Group

- 3.2 The Outer West Environmental Sub Group continues to meet to monitor the Service Level Agreement and identify relevant environmental issues. There have been some changes to the way in which the grass contract will now be managed. From a briefing that took place in April there was discussion about P&C taking on management of grass cutting.

### CCTV Farfield Avenue / Pudsey Town Centre

- 3.3 The Outer West Area Committee in January 2012 agreed to fund several community safety projects. One proposal was for a Closed Circuit Television (CCTV) Camera on Farfield Avenue Farsley. The provision of CCTV on Farfield Avenue would act as a deterrent to anti-social behaviour around the local shopping parade, and is subject to part funding by WNW Homes.
- 3.4 Leeds Watch have informed that the base column and electrics have now been installed as well as the fibre kit. BT had experienced some issues following the installation of a duct that had to be re-routed due to there being asbestos being located at a joint box. BT had to lay 60 meters of new duct to connect to the nearest joint box to provide a connection to the network. As a result this had caused some delays in completing the project. The camera is now insitu and fully operational.

### Community Development Worker

- 3.5 Healthy Living Network were previously funded to undertake community development work in Swinnow and Heights and Gambles. This project has now come to an end and the Area Support Team has been supporting volunteers at the Swinnow Community Centre.

- 3.6 A committee has now been formed at the Swinnow Community Centre and it has been agreed that the Area Support Team will continue to support the Committee in taking over the management of the centre.
- 3.7 The Community Development role jointly funded by the Outer West and Inner North West Area Committees was advertised on the Voluntary action Leeds website along with all tender documentation. The closing date for applications is 17 September. There has been good interest in the proposal. Recruitment will begin at the end of September and it is expected that the successful applicant will be appointed in October.

### Business Engagement Project

- 3.8 As mentioned earlier in the agenda at its meeting of 12 April the Area Committee had agreed to set aside funding for a business engagement related project and the Area Support Team developed proposals to approach Ahead Partnership. Ahead Partnership have been approached and they have since secured support of a business support broker to undertake all the functions listed on the proposal across Outer West and Inner West. Ahead Partnership have suggested that funding could be utilised to add value to their existing project and support with an operating budget.
- 3.9 Given that the Crawshaw School partnership had been quite successful (and delivered a high return on investment) Ahead Partnership proposed that some of the funds could be allocated as catalyst funding to create a new Make the Grade partnership in the area.

### West North West Homes Area Panel

- 3.10 A copy of West North West Homes Leeds Outer West Area Panel minutes from the last meeting are attached at Appendix 1.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Elected members have been consulted on the contents of this report
- 4.1.2 Community forums are held in Pudsey & Swinnow and Tyersal every quarter within Outer West Leeds to inform communities.

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

- 4.2.1 This section is not applicable to this report.

### **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 2012/13 with amendments only to environmental delegations.

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

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

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

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

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

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

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

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

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

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

#### **4.6 Risk Management**

4.6.1 There are no significant risks identified in this report.



## **5.0 Conclusions**

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

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

## **6.0 Recommendations**

6.1 The Outer West Area Committee members are invited to:

- i. Note that the contents of the report and to comment on any aspect of the matters raised.
- ii. Note the enclosed appendix providing an update on the West North West Homes Leeds Outer West Area Panel minutes.

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

None

---

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

This page is intentionally left blank