

# Public Document Pack



## **SOUTH (INNER) AREA COMMITTEE**

---

**Meeting to be held in Tenants Hall Acre Close, Middleton, Leeds, LS10 4HX on  
Wednesday, 4th September, 2013 at 6.00 pm**

---

### **MEMBERSHIP**

#### Councillors

D Congreve	- Beeston and Holbeck;
A Gabriel	- Beeston and Holbeck;
A Ogilvie	- Beeston and Holbeck;
P Davey	- City and Hunslet;
M Iqbal	- City and Hunslet;
E Nash	- City and Hunslet;
J Blake	- Middleton Park;
K Groves	- Middleton Park;
P Truswell	- Middleton Park;

---

**Agenda compiled by:  
Phil Garnett  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR  
Tel: 39 51632**

**South East Area Leader:  
Shaid Mahmood  
Tel: 22 43973**



## A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	

Item No	Ward	Item Not Open		Page No
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <ol style="list-style-type: none"> <li>1 To highlight reports or appendices which officers have identified as containing exempt information within the meaning of Section 100I of the Local Government Act 1972, 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.</li> <li>2 To consider whether or not to accept the officers recommendation in respect of the above information.</li> <li>3 If the recommendation is accepted, to formally pass the following resolution:-</li> </ol> <p><b>RESOLVED</b> – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Section 100A(4) of the Local Government Act 1972 as appropriate, the public be excluded from the meeting during consideration of those 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>	
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>	

Item No	Ward	Item Not Open		Page No
4			<b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</b>  To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.	
5			<b>APOLOGIES FOR ABSENCE</b>  To receive any apologies for absence.	
6			<b>MINUTES - 19TH JUNE 2013</b>  To confirm as a correct record the minutes of the meeting held on 19 <sup>th</sup> June 2013.	1 - 8
7			<b>OPEN FORUM</b>  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.  <b>(10 mins discussion)</b>	
8			<b>A SUMMARY OF KEY WORK</b>  To receive a report of the Area Leader – South East which brings to Members' attention in a succinct fashion, brief details of the range of activities with which are based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.	9 - 90

Item No	Ward	Item Not Open		Page No
9			<b>WELLBEING REPORT</b>  To receive a report of the Assistant Chief Executive (Customers and Communities) providing confirmation of the 2012/13 and 2013/14 revenue allocation and carry forward figure, an update on the revenue element of the Wellbeing budget, details of revenue projects agreed to date, details of Activities Fund Delegation 2013/14, details of revenue funding for consideration and approval. The Committee is also asked to note the current position of the Small Grants Budget.	91 - 110
10			<b>UPDATE ON WELFARE BENEFIT CHANGES</b>  To receive a report of the Chief Officer, Welfare and Benefits providing 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.	111 - 158
11			<b>DATE AND TIME OF NEXT MEETING</b>  Beeston Village Community Centre. St Anthony's Drive, Beeston, Leeds, LS11 8AB. 6pm 6 <sup>th</sup> November 2013.	

## **SOUTH (INNER) AREA COMMITTEE**

**WEDNESDAY, 19TH JUNE, 2013**

**PRESENT:** Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve,  
K Groves, M Iqbal, E Nash, A Ogilvie and  
P Truswell

### **1 Declaration of Disclosable Pecuniary and Other Interests'**

There were no declarations of interest.

### **2 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor P Davey

### **3 Minutes - 15th May 2013**

**RESOLVED** – That the minutes of the meeting held on 15 May 2013 be confirmed as a correct record.

### **4 Open Forum**

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

The following issues were discussed:

- In response to a question regarding the re-use of maisonettes and housing on Beeston Road and Hillside, it was reported that Aire Valley Homes would be contacted and this would be brought back to the Area Committee.
- PFI project in Holbeck – there was due to be a meeting regarding this and an update would be given at a future Area Committee.
- Prostitution – An update on the work carried out by West Yorkshire Police and partners was given. This included the strategies used to tackle prostitution, kerb crawling and support for those involved.

### **5 Local Authority Appointments to Outside Bodies**

The report of the Chief Officer (Democratic and Central Services) outlined the procedures for Council appointments to outside bodies and the Area Committee was requested to consider and appoint to those bodies listed in the report.

Andy Booth, Governance Services presented the report.

Members' attention was brought to an appendix of the report which listed the organisations that required Elected Member appointments for the 2013/14 Municipal Year.

**RESOLVED** – That the following appointments be made for the 2013/14 Municipal Year:

Belle Isle Elderly Winter Aid	Councillor J Blake
Belle Isle Tenant Management Organisation (BITMO)	Councillor J Blake Councillor P Truswell
Holbeck Elderly Aid	Councillor A Ogilvie
Middleton Elderly Aid	Councillor K Groves
Inner South ALMO Area Panel Aire Valley Homes Leeds	Councillor M Iqbal Councillor P Truswell Councillor A Ogilvie

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

The report of the Assistant Chief Executive (Customers and Communities) invited the Area Committee to make appointments to Area Lead Member roles, Clusters and the Corporate Carers Group for the 2013/14 Municipal Year.

Anne McMaster, Executive Officer (Partnerships) presented the report.

It was reported that following a review of area working, recommendations had been made to develop local 'champion roles' and for these to be re-launched as Lead Member roles. The Area Committee was also requested to appoint a representative to the Corporate Carers Group. Furthermore at the recent meeting of Member Management Committee it had been agreed that nominations to Cluster partnerships be made by the Area Committee.

### **RESOLVED:**

**(1)** That the following appointments be made for the 2013/14 Municipal Year:

Area Lead Members:

Environment & Community Safety	Councillor A Ogilvie
Children's Services	Councillor J Blake
Employment, Skills & Welfare	Councillor K Groves
Health and Wellbeing	Councillor P Truswell
Adult Social Care	Councillor J Blake

Clusters:

Draft minutes to be approved at the meeting  
to be held on Wednesday, 4th September, 2013



Beeston and Cottingley and  
Middleton Cluster

Councillor A Ogilvie  
One Middleton Park Ward  
Member to be confirmed

JESS (Joint extended schools and  
Services: Beeston Hill, Holbeck,  
Belle Isle and Hunslet)

Councillor A Gabriel  
Councillor M Iqbal  
Councillor J Blake

Corporate Carer: Councillor J Blake

(2) With reference to section (3.3) point 2 of the report, Members asked for consideration to be given to community health services to be aligned with Health and Wellbeing.

## **7 South and Outer East Locality Team Service Level Agreement and Performance Update**

The report of the Locality Manager (South and Outer East Leeds) provided an update on performance against the Service Level Agreement (SLA) between South (Inner) Area Committee and the South South East Environmental Locality Team. The report covered the period from June 2012 to May 2013. The Area Committee was also asked to consider and approve the attached Service Level Agreement for the delivery of delegated environmental services in 2013/14.

Tom Smith, Locality Manager (South and Outer East Leeds) presented the report. Member's attention was brought to the following:

- Revised mechanical cleaning routes.
- Work with Groundwork – community engagement in Beeston Hill
- Additional funding from the housing revenue account to target housing areas.
- Closer work with waste management.
- Revised days for path cleaning – moving to a pattern of fixed days from the 8 day cycle.
- Ginnel clearing – jointly with Aire Valley Homes and Parks and Countryside.

In response to Members comments and questions, the following issues were discussed:

- Involvement of the BITMO.
- Enforcement issues – it was recognised that activity needed to be increased in some areas and staff would be deployed to do this.
- De-leafing – the programme for this was based on hot spots and risk assessments. No extra resources were made available to do this and increased activity may mean the suspension of other services. It was suggested that the Environmental Sub-Group consider this.

## **RESOLVED –**

- (1) That the performance of the South and Outer East Locality Team over the past year be noted.
- (2) That the Service Level Agreement for the delivery of delegated environmental services in 2013/14 be approved.

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

The report of the Director of Children's Services provided the Area Committee with an update on the recommendations agreed at Executive Board in March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.

The report also informed and updated the Area Committee of their delegated responsibilities for Youth activity funding. This included how they commissioned, monitored and evaluated local play, arts, sports and cultural activity for young people aged 8-17 years with the involvement and participation of children and young people throughout the process.

Ken Morton, Head of Service, Young People and Skills presented the report.

Members' attention was brought to allocations for the Area Committee to be ringfenced for activities for young people.

In response to Members comments and questions, the following was discussed:

- Arranging an event for young people to attend to see what activities they would be interested in.
- Mapping of all provision for young people, not just those provided by the Youth Service.
- Community asset transfer of the South Leeds Youth Hub.
- Formula for the distribution of resources – a further report was due to be considered by the Executive Board in July 2013.

## **RESOLVED –**

- (1) That the Inner South Children and Young People Sub Group be tasked to consider the process for allocating the activity fund, how children and young people are involved and how it will link with other possible funding streams.
- (2) That an update be brought to the next meeting of the Area Committee.

### **9 Update Report from Children's Services**

The report of the Director of Children's Services provided the Area Committee with an update and latest available data on issues discussed at the March Meeting.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 4th September, 2013

The following were in attendance for this item:

- Martyn Stenton, Area Head of Targeted Services
- Andrea Richardson, Head of Early Help Services
- Gail Faulkner, Head of Children's Social Services (South)

The following issues were brought to Members' attention:

- Change of boundaries and population growth in the JESS cluster.
- Work in place to reduce the number of NEETs.
- School attendance figures.
- The role of Early Start services.

In response to Members comments and questions, the following issues were discussed:

- Concern regarding the number of social services referrals in Inner South.
- Jobs and skills provision in relation to NEETs.
- Use of data sharing for calculating the number of NEETs.
- Whilst Members welcome the city wide report for information, they are in favour a bespoke localised report for the area.
- A further report would be brought in September 2013.

**RESOLVED** – That the report be noted and a further update report be brought in September 2013.

## **10 2011 Census Results**

The report of the Assistant Chief Executive, Customers and Communities presented the Area Committee with a summary of the results from the 2011 Census and highlighted some of the issues emerging.

Jacky Pruckner, Information Officer presented the report.

It was reported that information in the report highlighted the changing diversity of the population in Inner South and by constituent wards. Members had received census packs that gave information at an Area Committee and ward level and full information could be found online on the Leeds Observatory.

In response to Members comments and questions, the following issues were discussed:

- Potential future methods of gathering data to replace the census.
- The wide range of uses that Census data is made available for.

**RESOLVED** –

(1) That the report be noted.

(2) A letter of support to on behalf of Inner South Area Committee for the continuation of the population census.

## **11 Priority Neighbourhood Worker Project- Inner South**

The report of the Area Leader South East provided the Area Committee with the following:

- An update on the PNW project from September 2012 to May 2013.
- An overview of work carried out in Cottingley, key successes and areas for continued development and work going forward.
- The development of the PNW's work in Holbeck, supporting the development of the Holbeck Neighbourhood Plan.

Ellie Rogers, Priority Neighbourhood Worker presented the report.

Issues highlighted included the following:

- Cottingley Neighbourhood Improvement Plan
- Work regarding employment/skills training
- Beeston and Holbeck – work had begun with local community groups.

Members thanked Ellie for her work in the area.

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

## **12 A Summary of Key Work**

The report of the Area Leader – South East Leeds detailed a range of activities taking place within the Inner South Leeds Area.

The Chair welcomed John Baron and Pat McGeever of Health for All to the meeting. They informed the Area Committee of the South Leeds Life magazine and blog that had been produced and circulated in the Inner South Area. Funding that had been used to produce this was now coming to an end and alternative funding possibilities were discussed. Members were very supportive and would like to see the magazine revived.

Elected Members gave updates on their theme areas including the following:

- Children and Young People Sub Group
- Environmental Sub Group
- Employment and Skills Board
- Community Safety – Crime and Grime Partnership
- Health and Well Being

Members' attention was also brought to the Town and District Centres Programme and further discussion included impact of the Welfare Reform changes and exploring funding available from the People's Health Trust.

Members were also asked to confirm representation on Area Committee Sub-Groups for the 2013/14 Municipal Year.

#### **RESOLVED –**

- (1) That the report be noted
- (2) That the following Sub-Group appointments be made for the 2013/14 Municipal Year:

Children and Young People Sub-Group – Councillors A Gabriel, J Blake and P Davey

Environmental Sub-Group – Councillors A Ogilvie, K Groves and M Iqbal

- (3) Area Support Team to meet with Health For All and explore funding streams.

### **13 Wellbeing Report**

The report of the Assistant Chief Executive (Customers and Communities) provided Members with the following:

- Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure.
- An update on both the revenue and capital elements of the Wellbeing budget.
- Details of revenue projects agreed to date.
- A summary of the revenue proposals for 2013/14 which link to the priorities and actions in the Area Committee Business Plan.
- The current position of the Small Grants Budget.

Light Addaquay, Acting Area Officer presented the report.

Members were asked to note the following:

- Beeston and Holbeck ward Members have agreed to move 45,000 capital funding previously allocated to the Recreations binyards project and instead allocate the funding to improvements to the play area for younger kids at Holbeck Moor.
- Beeston and Holbeck and City & Hunslet agreed to move previous allocation of £10,000 for the millennium garden at Cross Flatts Park towards the Watsonia improvements at Cross Flatts Park.
- Appendix 1 presented previously has not been included with this report and will not be included in the future. Copies are available on request. Members will be updated with the current position at their ward briefings. In additional Ward Members will receive an email on a monthly basis a summary of their 2013/14 wellbeing budget position

and a quarterly summary for the whole area will be also be received by all Inner South Elected Members.

**RESOLVED –**

- (1) That the report be noted.
- (2) That the position of the Wellbeing Budget be noted.
- (3) That the Wellbeing revenue projects already agreed be noted.
- (4) That the small grants position be noted.

**14 Dates, Times and Venues of Future Meetings**

Wednesday, 4<sup>th</sup> September at 6.00 p.m. – Tenants Hall Enterprise Centre,  
Acre Close, Middleton, Leeds, LS10 4HX

**Report of Area Leader – South East Leeds**

**Report to South Leeds (Inner) Area Committee**

**Date: Wednesday 4<sup>th</sup> September 2013**

**Subject: A Summary of Key Work**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Beeston & Holbeck City & Hunslet Middleton Park
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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues and corporate governance considerations**

1. This report details a range of activities taking place within the Inner South Leeds Area, some of which are dealt with in greater detail elsewhere on the agenda.

**Recommendations**

2. The Area Committee is asked to:
  - a) note the contents of the report and make comment as appropriate.
  - b) approve the refreshed Inner South Area Committee Business Plan Action Plan

## **1.0 Purpose of Report**

- 1.1 To bring to Members' attention in a succinct fashion, brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

## **2.0 Background Information**

- 2.1 Members will recall at the June 2011 Area Committee, a revised title and format for this report was introduced based on proposed changes to the Leeds Initiative partnership and planning framework for the city and in an effort to be more focused on current priorities.

## **3.0 Area Chairs Forum**

- 3.1 The minutes of the meeting held on 3<sup>rd</sup> May were approved at the meeting on 28<sup>th</sup> June and are attached at **Appendix 1**. The minutes of the meeting held on 28<sup>th</sup> June will be approved at the meeting scheduled for 6<sup>th</sup> September 2013 and will be presented to a future area committee.

## **4.0 South Leeds Green Infrastructure Corridor – Glen Gorer**

- 4.1 The Parks and Countryside Service submitted a report to the 15<sup>th</sup> of May Inner South Area Committee meeting providing an update on the important green spaces in Inner South Leeds. Glen Gorer - Natural Environment Manager was in attendance to answer Members' questions and present the report.
- 4.2 Following discussions the Area Committee asked for a letter to go to Director of Environment and Neighbourhoods to highlight the Committee's thoughts on the following points. A response to the letter is attached at **Appendix 2**.
- Members opined that it was important that the right species of trees to be planted in the right places. Members view was that often this is not achieved with cheaper inappropriate species being planted. Members considered that improved co-operation between Parks and Countryside and Planning Services was required to improve this aspect of tree planting.
  - With regard to a general strategy to tree planting, Members were keen that priority should be given to the South Inner area specifically in relation to estates with little or no trees.
  - Members were also interested to know about the management of the woodland and how income is generated from companies wishing to distribute firewood. In exchange these companies also undertake improvement to woodland under the direction of the Parks and Countryside Service.



- Finally, Members discussed the career opportunities which exist in horticulture and asked that work continue to get more young people interested in this field of work.

## **5.0 Inner South Area Committee Business Plan**

- 5.1 At the September 2012 Area Committee members agreed the development of a Business Plan that outlined all delegations, ward profiles and an Action Plan setting out the main priorities of the Committee.
- 5.2 It was agreed at previous meetings that members would be provided with a refreshed version of the Action Plan. This section is attached for comment and approval as **Appendix 3**.

## **6.0 Updates by theme: Children & Families – Cllr Angela Gabriel**

### **6.1 Children & Young People's Sub-group**

- 6.1.1 The Children and Young People' sub group met on 23<sup>rd</sup> July and the draft minutes is attached at **Appendix 4**.
- 6.1.2 The sub group agreed that three mini Breeze events should be held in Inner South – one in each Ward. The events will be funded through the additional youth activities funding made available to the Area Committee and will not impact on wellbeing funding. The events will also be used to consult with children and young people to find out what their priorities are to inform the provision of activities in 2014/15. The provisional timetable and location of the mini Breeze events is:
 

7<sup>th</sup> September - Holbeck Moor  
 14<sup>th</sup> September - Middleton Park  
 21<sup>st</sup> September - Hunslet Moor
- 6.1.3 Members are asked to approve the use of the youth activities funding totalling £11,250 for providing these events. (The total of this funding for activities in 2013/14 is £24,864).
- 6.1.4 The sub group meeting also agreed to extend the consultation about next year's priorities for children and young people by carrying out consultation with the young people they work with and also asking other organisations to carry out this consultation. Once the results have been received and analysed there will be a further discussion about priorities for activities for 2014/15.

## **7.0 Updates by Theme: Sustainable Economy and Culture**

### **7.1 Employment and Skills Board – Cllr Kim Groves**

- 7.1.1 The last meeting of the group took place on the 19<sup>th</sup> July and the draft minutes are attached as **Appendix 5**. Discussions took place on the following topics:
  - Community Learning Programme
  - Engaging with Business & Economic Development
  - Update on NEET

- Updates on St George's & Cottingley

#### 7.1.2 Community Learning

The council is contracted as the local fund manager by the Skills Funding Agency to deliver a programme of Community Learning that aims to provide a broad and balanced programme of targeted learning opportunities for adults aged 19 and over (25 and over for Learners with Learning Difficulties and/or Disabilities).

Leeds City Council Employment and Skills Service are managing the programme, and the £1.6 million available to commission activity for the 2013/14 academic year went out for tender on [www.yortender.co.uk](http://www.yortender.co.uk).

#### 7.1.3 Areas included in Community Learning:

- Personal and community development
- Family English, Maths and Language
- Wider family learning, supporting different generations of family members to learn together
- Skills for Jobs
- Targeted Learning
- Community Responsive ( responding to an emerging need e.g. retail training for local residents in preparation for job opportunities arising from a new development)

#### 7.1.4 South East Area Support Team promoted the funding through local networks and coordinated a response to identify priorities in the South East to inform the commissioning process. These priorities are:

##### **i) Skills for Jobs**

**ii) Community Responsive**, e.g. support for impacts of Welfare reform or to respond to an emerging need like employability learning ahead of a new business development

**iii) Targeted Learning** - opportunities to support the health and well being agenda with learning provision for people with learning disabilities, mental health problems or that support older people to live independently.

#### 7.1.5 Over 80 interested parties attended a two hour briefing session on Thursday 16<sup>th</sup> May 2013 at the Carriageworks. The tender process closed on 12<sup>th</sup> June and 42 bids were received from 33 organisations. Employment and Skills Service aim to make contract awards by the middle of August, with the programme of learning in place for September 2013.

### 7.2 Community Facilities

#### 7.2.1 The Vale

A proposal has from Youth Offending Service to relocate into The Vale is being considered and if agreed will affect Health for All 's expression of interest to operate the Vale as a Community Asset Transfer basis and if that is agreed it won't be available for Health for All.

#### 7.2.2 Beeston Community Centre (BVCC)

Health for All has been offered further six year lease on the property. This is currently going through the usual processes prior to being signed off.

### **7.3 Town and District Centres Programme (T&DC)**

7.3.1 Since last Area Committee meeting, the Area Support Teams (AST) have now each nominated two schemes in their area capable of meeting the following T&DC2 criteria

- Economic regeneration within an LDF defined town, village or district centre
- Linked to the achievement of council priorities
- Avoid the creation of new and unsustainable revenue implications for the council
- Prioritise centres that had no investment under T&DC1
- Prioritise centres with existing regeneration schemes that could be further enhanced by additional investment via T&DC2
- Prioritise centres identified as being under threat by the Colliers review
- Secure maintenance agreements with the relevant service department
- Centres with an established Town Team or the potential to set one up, thus providing an exit strategy for T&DC2 and a mechanism for on-going business engagement using the existing locality reporting arrangements

7.3.2 The proposals for the recommended district centres have been assessed against the eight criteria mentioned earlier to determine the best fit for T&DC2 funding. Following these deliberations the THI/TDC Programme Board has agreed to recommend three schemes, one from each area to the Asset Management Board as the decision making body. A report to this effect will be considered by Asset Management Board on 5th September 2013, when the final decision will be made.

### **7.4 Asset Review**

7.4.1 Following the establishment of the Budget Plus Programme, the South East Area Support Team (AST) have been supporting the city wide Asset Review, as an element of the Programme. The review aims to see a reduced asset base that is more efficient and effective in delivering integrated services to our customers and achieves significant savings for the council.

7.4.2 Middleton Park Ward was the initial area to be identified as the pilot for the south east, but the asset review is being undertaken across the whole of the South East area. AST have supported Asset Management in the production of a comprehensive list of assets for each Ward and Area Committee, while also adding local context on usage, sensitivities, together with leasing and management arrangements.

7.4.3 The city wide approach seeks to ensure that all Members have been briefed on the asset review. AST has led on arranging 10 of the 11 ward Members briefings in the South East. Briefings have been held for City and Hunslet, Beeston and Holbeck and Middleton Park Members. Following a review of the first couple of ward Member briefings in the South

East, AST and the project team made some amendments to the format to enhance the outcomes for future briefings.

- 7.4.4 A presentation to the Third Sector Partnership and a meeting with members from ASPIRE has initiated a conversation with the third sector. Introducing them to Budget Plus and the asset review and exploring how they would like to be involved. Learning from past experiences the group identified the need to produce a clear, simple process that would allow the third sector and LCC to work together to lease, manage and transfer local assets.
- 7.4.5 The council has been invited by the Government property Unit and the Local Government Association to join the Government's One Public Estate pilot programme. Other authorities in region taking part include Sheffield and Hull. The purpose of the pilot is to test the extent that the public sector within an area can operate more effectively by considering assets jointly.

## **8.0 Updates by theme: Environment & Community Safety – Cllr Adam Ogilvie**

### **8.1 Inner South Environmental Sub-Group**

- 8.1.1 The last meeting of the group took place on the 2nd May and the draft minutes were submitted to the June meeting of the Area Committee. The next meeting is scheduled for 18<sup>th</sup> September 2013.

### **8.2 Community Safety**

#### Partnership and priorities

- 8.2.1 The Safer Leeds Executive has agreed new priorities for 2013/14 as follows:
- Strengthening the partnership approach to support a reduction in **domestic abuse**.
  - Continued focus on reducing domestic **burglary** and its impact across Leeds.
  - Effectively tackle and reduce **ASB** in our communities
  - Improve our understanding of and approach to deal with **Child Sexual Exploitation**
  - Reduce **re-offending**
  - Deal with increased use of **legal highs and cannabis** in the city
- 8.2.2 The South Leeds Community Safety and Environmental Partnership will bring Area Lead Members together with partners across South Leeds to deliver on the Safer Leeds priorities and locally identified priorities. This Partnership replaces the Crime and Grime model following a review of that structure's effectiveness. The first meeting of the group is due to take place on 5<sup>th</sup> September 2013. The Area Lead Member for Environment and Community Safety will have a key role to represent the views of ward members in the Partnership. A strategic plan for South Leeds will be agreed at that meeting and will be circulated to Members via the Area Lead Member for comment.

### 8.2.3 Area Lead role

Following the appointment of Area Lead roles, Munaf Patel, Head of Localities and Safeguarding is due to convene a meeting of all the Area Lead Members for Community Safety in the city. The aim of the meeting will be to further develop the relationship between Leeds Community Safety and Area Committees through the Area Lead Member role, reach an agreement about the format and content of annual reports to Area Committees and other periodic updates during the year. The next Community Safety report to Inner South Area Committee was due in September and in the light of this proposed meeting, it has now been deferred to December in order to take account of Area Lead Member views. Members are invited to make comment via the Area Lead.

### 8.2.4 Progress against key strategic and local priorities

The following paragraphs are an overview of key activity on local and citywide priorities. As outlined above at 7.2.3, Members views will be reflected in the content of future Summary of Key Work progress updates.

### 8.2.5 Reducing domestic abuse

At a citywide level, the Domestic Abuse Strategy is being refreshed with new local delivery mechanisms. Locally, the Women's Health Matters Support Group continues to support on average 11 women each week from across all three wards. A more detailed evaluation will be presented to the Area Committee at a future meeting.

### 8.2.6 Burglary Reduction

At the June meeting of the Area Committee, Members were advised that Middleton Park ward had been agreed as a strategic locality of concern by the Strategic Burglary Group for the city. Further to the OBA session in March 2013, a multi agency action plan has been agreed that has delivered the following:

- Aire Valley Homes has committed to upgrading door-locks for 282 homes in Manor Farms and hosted a local event with Rothwell NPT and other partners to increase home security.
- Cold Calling Zone proposed for West Granges in Belle Isle
- Immobilise (a property marking scheme) is being rolled out by NPT in top 9 streets of Middleton Park ward (funded by Aire Valley Homes)
- Briefing given to Belle Isle and Middleton Neighbourhood Management Board to promote awareness raising of sneak-ins by partners.

The rolling 12 month total for July 2012 to June 2013 shows a reduction to 185 burglaries during that period compared to 229 burglaries for the 12 months to March 2013. Officers will continue to implement the action plan and review progress.

### 8.2.7 Tackling ASB in communities

NPT Inspectors have reinstated multi agency Tasking in each area to focus activity to address ASB. Discussions are ongoing to determine how the Tasking approach can best support delivery of services to the Family First Leeds cohorts.

### 8.2.8 Child Sexual Exploitation (CSE)

The Leeds Children's Safeguarding Board has established a sub group to develop a response to CSE across the city. A South Leeds Practitioners Forum has been set up to share information about the issue, identify hotspots and promote good practice in sharing intelligence and supporting young people involved in CSE.

### 8.2.9 Prostitution in Holbeck

Ward members, residents and partners visited Bradford in August to learn from their approach to dealing with on street prostitution. The visit involved presentations from the NPT, Bradford Prostitution Partnership, Working Women's Service and discussions with Bradford Councillors. The visit sought some understanding of the impact local actions have had on residents and the local community. Findings from the visit and an update on progress of the development of the citywide strategy and its impact in Holbeck will be presented to a future meeting of Inner Area Committee, the Holbeck Neighbourhood Forum and Beeston & Holbeck NIB meetings.

## 9.0 **Updates by theme: Health and Wellbeing – Cllr Paul Truswell**

- 9.1 The area Health and Wellbeing Partnership reviewed arrangements have now been drafted and are out to the existing partnership membership for **consultation (see Appendix 6)**.

### 9.2 Alcohol and related community safety harm reduction programme

- 9.2.1 The licensing guidance framework developed for inner south has been endorsed as an example of best practice and led to interest to develop similar guidance by agencies in West and North Leeds. Work is now underway to develop joint arrangements between health treatment providers and police to support individuals known to both agencies. Initially the task is to establish a baseline of information.

### 9.3 Reducing Harmful Effects of Tobacco in Belle Isle

- 9.3.1 Take up of the cessation service was established in Belle Isle in May and has seen an increase weekly with 23 people now attending the clinic. Plans to develop outdoor smoke free zones around the school and playground areas in the park at Middleton are underway. A consultation has started to take place asking local people views in relation to smoking in Middleton Park.

#### 9.4 Niche Tobacco Project

- 9.4.1 A project is has been running now since December 2012 in Beeston Hill , Harehills and Hyde Park, and had a great deal of interest from both Council and NHS staff leading to changes being made to forms used to improve recording of wider use of tobacco products. Briefing sessions are also being run for voluntary sector staff and communities, both of which continue to be well attended with demand for cessation support on the increase. There is now a dedicated worker within Leeds Smoking Services with capacity to support those wanting to stop using any of the niche tobacco products. Groups have been set up in community venues where a need has been identified A key outcome of the briefings has been to gain staff and community support in gaining intelligence of where products are sold and used.
- 9.4.2 Retailer education and enforcement – A multi-agency group has been set up to look at retailer education and awareness as it is believed that there is a lack of understanding of the products that are being sold and the harm they can do. Trading Standards are looking to carry out retailer awareness visits during July and August 2013 with a view to follow up visits in a further 6 months to check messages have been taken on board. The project workers are also targeting community events to promote the messages and recently attended Beeston Festival where they spoke to over 200 people. At this stage of the project it is clear that awareness of the dangers of using these products is extremely low with both community members and professionals and that any information or resource to increase understanding is greatly received by both.
- 9.4.3 Concerns on usage of e-cigarettes in the workplace (which are meant as a quit smoking device with reduced levels of nicotine) have been expressed by staff in schools and local centres. Also similarly sales of shisha pens are on the increase with little known by users of the dangers of these smokeless tobacco products.

#### 9.5 Belle Isle and Middleton Healthy Weight Pilot

- 9.5.1 Officers from public health, licensing, planning and regeneration met and agreed to develop a citywide supplementary policy to the core strategy on takeaway free zones around schools. Evidence gathering of current challenge for Leeds is underway.
- a) An inner south local provider partnership is working to develop agreed referral pathway programme for families to ensure access of appropriate provision.
  - b) The MARS scheme (multi agency referral scheme) is to run in Middleton and Belle to test out electronic version for the Council from September 2013.
  - c) A family healthy group session will be starting in the autumn at Middleton Active Centre

#### 9.6 Mental Health and Wellbeing Multi Agency Activity

- 9.6.1 A draft action plan has been pulled together with the overarching aim of the steering group to better inform and influence commissioned activity. Four key strands of work have been agreed which include having an understanding of current service provision and gaps/ capacity issues. To run briefings to support and equip frontline workers and communities to have confidence to access services and make referrals. To develop joint

partnership arrangements to support agencies with limited capacity to target the most vulnerable.

#### 9.7 Financial Inclusion Activity

- 9.7.1 Staff briefing sessions have started to take place in relation to the Leeds Financial Fitness Project. 15 local staff members attended the first session held at Beeston Community Village Centre on the 15<sup>th</sup> July. 2 further staff briefing sessions will be taking place in Inner South Leeds in the coming month. Community courses aimed at local residents will be starting in September.

#### 9.8 Health is Everyone's Business

- 9.8.1 Health is Everyone's Business is a workforce health capacity building programme aimed. Staff at Hunslet Children Centre will be receiving a training session in September 2013. A briefing session was also carried out at Dewsbury Road One Stop Centre for staff in relation to Leeds Lets Change, Healthy Early Start, and the wellbeing portal.

#### 9.9 Hunslet Health and Wellbeing Group

- 9.9.1 Agencies working in the Hunslet area have been asked to express an interest in small "seed" funding pots available from Public Health. The aim of the work is to build the effectiveness of the local health and wellbeing group and support agencies in working together on small health and wellbeing related projects

#### 9.10 Cottingley Health and Wellbeing Group

- 9.10.1 The Cottingley tenants and residents association supported by public health and the neighbourhood improvement officer have been successful in receiving £4000 to work with Space2 and Leeds Play Network to develop and deliver children's play activities on the estate. The funding will also secure some long term work with residents to support them in being able to deliver themselves for their own children and communities. Activities will be developed jointly with young people on the estate.

#### 9.11 Cottingley Primary Academy Fresh Air Zone

- 9.11.1 Children and parents at Cottingley Academy celebrated on 15<sup>th</sup> July the launch of their new "fresh air belt" which surrounds the school. The Academy was supported by a local charity Space2 with some funding from public health. Parents, carers and local volunteers assisted by the charity group worked hard to tidy the school perimeter and enhance the space using the pupils' visual imagery, plants and sound-scapes.

#### 9.12 Welfare Reform

- 9.12.1 The South East Welfare Reform Group continues to meet. A full report is presented elsewhere on the agenda.



## 10.0 Integrated Locality working

### 10.1 Beeston and Holbeck Neighbourhood Improvement Board (NIB)

10.1.1 The board met on Friday 24<sup>th</sup> May and minutes is attached at **Appendix 7**. Current discussions focused on the development of an Action Plan in conjunction with partners and agencies.

10.1.2 The next meeting is scheduled for the 6<sup>th</sup> September 2013.

### 10.2 City and Hunslet Neighbourhood Improvement Board (NIB)

10.2.1 A Neighbourhood Improvement planning session is took place on Thursday, 8<sup>th</sup> August 2013. The aim was to identify a manageable set of priorities and joint actions with a range of partners and local residents. A fuller update will be presented to the next Area Committee in November.

### 10.3 Belle Isle & Middleton Neighbourhood Improvement Board

10.3.1 The last meeting of the board was held on the 2<sup>nd</sup> of September 2013. Minutes will be presented to a future Area Committee.

### 10.4 Cottingley Neighbourhood Improvement Plan

10.4.1 The final monthly meeting of Cottingley NIP took place on Tuesday 23<sup>rd</sup> July. An exit plan (**attached at Appendix 8**) was presented and agencies were asked to agree to responsibilities and timescales for projects going forward. The Neighbourhood Improvement Officer will be working with agencies to confirm their commitment to this plan, including setting objectives for waste management and the recycling and refuse project, alongside the Locality Manager, Tom Smith.

10.4.2 The group will meet again in October to review progress on on-going projects

10.4.3 The Neighbourhood Improvement Officer continues to offer support to TRAC and is assisting them to organise an AGM.

10.4.4 Key objectives met through the NIP to date include:

- Youth and children's providers working in partnership through quarterly meetings
- Development of a resource pack for the Youth Forum in conjunction with Children's Services
- Funding gained for the delivery of holiday play-schemes
- A residents group established at Dulverton Court and improvements made to outdoor spaces
- Exercise classes established
- A litter picker employed 5 days a week for the estate

- A learning market delivered at the Primary School
- Funding gained and free space brokered at the Community Centre for an IT drop in and community learning space
- A fair committee established
- Significant improvements made to communal spaces through the In Bloom group
- Better relationships established between residents and services
- Services committed to working in partnership where possible

## 11.0 Localism

### 11.1 Holbeck Neighbourhood Plan

11.1.1 Members will be aware of the background to the development of the Holbeck Neighbourhood Plan by the Holbeck Neighbourhood Forum and the Support Group which includes LCC Officers, an Elected Member, Planning Aid and residents.

11.1.2 The Forum has previously agreed the area to be covered by the Plan - this includes both the Holbeck residential and the industrial/business area. An application for designation of this area has been made to LCC which has now advertised this proposal and Elected Members will be consulted about the proposed designation shortly.

11.1.3 Members of the Holbeck Neighbourhood Forum visited various sites and projects in the Chapeltown area on 22<sup>nd</sup> June and found this useful and it provoked an interesting discussion at the Forum meeting held the same day. At the Forum meeting there were updates about progress in developing the application to designate the Forum, and updates on progress by content, publicity and community projects task groups.

11.1.4 The Forum had a stall at the Holbeck Gala to promote the plan. There was an exhibition of photographs about the Plan, drawings and paintings by pupils from Ingram Road Primary School about what they wanted to see in Holbeck, and creative activities. Residents were engaged in discussion about the Plan and they had the opportunity to record their views about the outline contents of the Plan. Twenty local residents signed up to membership of the Forum.

10.1.5 The Community Projects task group – facilitated by the Neighbourhood Improvement Officer - has met twice with good attendance from local residents. The group is developing an action plan to deliver short term projects and meet again in August.

### 11.2 Community First Grants

11.2.1 Community First Grants for all wards are summarised at **Appendix 9**.

## **12.0 Local Updates**

### **12.1 Wellbeing Projects Evaluation**

12.1.1 The Chair of the Area Committee has requested that a selection of completed wellbeing funded projects be presented to the committee.

### **12.2 SLATE**

12.2.1 The aim of this project was to contribute to the costs of employing a part-time Volunteer Development Worker to support volunteers with learning difficulties, including assessing talents and skills of individuals and putting them into appropriate teams, supervising volunteers and recruiting volunteers. Specific outputs including: 23 existing volunteers to be supported; 10 additional volunteers recruited, trained and supported spread as far as possible across the three Inner South Wards; training programme for volunteers developed; policies and procedures for recruiting and supporting volunteers revised.

12.2.2 The project has met its aims:

- 29 volunteers were supported with regular supervision, task management, volunteers' meetings, team building events
- 11 additional volunteers were recruited
- Training programme for volunteers developed
- Procedures for recruiting and supporting volunteers revised.

### **12.3. The Hunslet Club**

12.3.1 The aim of this project was to offer vocational training in plumbing, joinery, bricklaying, plastering, car mechanics, bike mechanics, hairdressing and beauty therapy after school hours to 48 students in inner South Leeds between years 10 and 12. The course was to operate one day a week for two hours after school and run for an academic year.

12.3.2 The project has met its aims:

- 48 young people in year 11 were recruited with 35 completing and gaining a level 1 accredited qualification. All of these 35 have applied for further education
- The courses started in September 2012 and were completed in May 2013.
- 33 sessions were held

## **13.0 Corporate Considerations**

### **13.1 Consultation and Engagement**

13.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Well being budget is secured at Area Committee.

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

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

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

13.2.3 A light touch Equality Impact Assessments is carried out for all projects.

## **13.3 Council Policies and City Priorities**

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

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

## **13.4 Resources and Value for Money**

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

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

13.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.

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

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

## **13.6 Risk Management**

13.6.1 This report provides an update on work in the Inner South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

## **14 Conclusions**

14.1 The report provides up to date information on key work areas of the Area Committee.

## **15 Recommendations**

15.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate.
- b) approve the refreshed Inner South Area Committee Business Plan Action Plan

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

There are no background papers associated with this report

---

<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

**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> 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> 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> 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> 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 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.

**Sarn  
Warbis**

## **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

- 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



## APPENDIX 2



### **Parks and Countryside**

Farnley Hall  
Hall Lane  
Farnley  
Leeds LS12 5HA

Contact: Glenn Gorner  
Tel: 0113 395 7400  
Fax: 0113 237 5223  
Email:  
Our reference:  
Your reference:

Date: 2/07/2013

Dear Councillor Gabriel

### **South Leeds Green Infrastructure Corridor**

Thank you for your letter of 13<sup>th</sup> June in which you refer to Parks & Countryside's South Leeds Green Infrastructure Project and the report that Glenn presented to Inner south Area Committee on 15<sup>th</sup> May.

Your letter indicates that Glenn's presentation and subsequent discussion highlighted a number of points that the Committee wish me to respond to. Before I respond to each in turn, I would like to summarise my understanding of the context which led to this.

I am aware that the aim of the report and Glenn's presentation was to inform you of the work that Parks & Countryside are undertaking to improve and enhance this important Green Infrastructure corridor, one of nine such corridors identified in The Council's Core Strategy Publication Draft (February 2012). The focus of their work is to improve the quality, biodiversity and connectivity of the land, within this corridor, that is under their direct control. This includes a variety of sites (woodland, wetland, grassland etc), plus Public Rights of Way and access desire lines, extending from the Leeds/Wakefield boundary at East Ardsley, through several wards in both the Outer South and Inner South Areas, towards the River Aire and the City Centre.

The Service are employing a 'landscape-scale' approach to improve local biodiversity, access and encouragement of improved health and wellbeing. I understand that Glenn explained that whilst focusing on the woodland and natural spaces that they controlled, the project offered opportunities to raise the profile of the important multiple benefits that well connected and well managed green spaces provide and to encourage all stakeholders to contribute, particularly through the development process.

Glenn conceded that parts of the Inner South Area were less well served with green spaces than others and presented many challenges, particularly in the hard landscape



the built environment. This led to a discussion on the role of planting appropriate urban trees in the right locations and providing best conditions for their growth and development.

In response to the points that you raise, I would like to say that, first of all I agree whole heartedly that it is important to plant the right tree in the right location. In addition to ensuring that appropriate species are planted in the spaces available above ground, it is equally important that we continue to develop our understanding of how we can best maximise space for root development below ground. This will lead to improved tree survival after planting and allow our trees to reach their full potential, providing our urban areas with increased environmental benefits.

You will be aware that Parks & Countryside have responsibility for the management and maintenance of the majority of Council owned trees. However, the planning function – management of Tree Preservation Orders etc, plus responsibility for approving/rejecting tree schemes as part of development proposals - rests with our colleagues in City Development. Much of the latter is undertaken by City Development's Landscape Team, who employ Tree Officers, Landscape Architects and a Nature Conservation Officer to focus on this task. P&C's Natural Environment team have strong links with the Landscape Team and liaise with them closely. However, whilst there is an overlap of interest and consultation takes place in both directions, the day to day work of the two teams is essentially different. Therefore, there is no requirement for Glenn's team to input into every planning decision.

Understanding of the benefits that trees, particularly big, mature trees, bring to our built environment is increasing all the time. I would agree that opportunities need to be identified to significantly increase tree canopy cover in the areas that you identify. Indeed, the Draft Core Strategy articulates this well in Policies G1 and G2.

You requested more information on woodland management and how firewood production is making a contribution. All woodland under the control of Parks & Countryside (some 1300 hectares) is certified by the Forest Stewardship Council through the United Kingdom Woodland Assurance Standard as being fully sustainable. All of our woodlands are maintained as public amenities and the focus is upon improving biodiversity and opportunities for public recreation. The management of this type of woodland can be extremely expensive and has traditionally been undertaken using a combination of revenue funding and grant aid.

We are creating long-term management plans for each of our woodlands. This process includes specifying work that maximises the benefits that we derive from woodlands. Such work often includes felling a sustainable number of trees in order to provide sufficient space for the remaining trees to develop strongly. Recently, quotations had been invited from a number of local forest management businesses for standing timber that had been marked for felling. Using the rationale that the removal of marked trees is undertaken precisely in line with our management specification and in the requirements of the United Kingdom Woodland Assurance Standard, the highest quote was accepted. This work was successfully completed in February this year and other 'standing sales' are being planned. Whilst the income received is actually quite modest, it means that we do not need to use our revenue funding for this type of work and it can be used to fund other forms of woodland management, such as woodland creation. In essence, these standing sales mean that we

## APPENDIX 2

are receiving modest payments to improve the condition of our own woodlands, thus adding a new 'more for less' dimension to the work that we can achieve.

Your final point refers to career opportunities for young people in horticulture. Parks & Countryside are implementing a new apprenticeship scheme this year. This initial phase will provide a 2 year apprenticeship for 13 young people – 11 horticultural apprenticeships, 1 Business Support/Visitor Services Apprentice and 1 Bereavement services admin apprentice

In addition to this, I believe that our ambition to increase the scale of management undertaken within our woodlands through the standing sales process, will not only improve the quality of our woodlands, but will also provide work for local contractors and raise the profile of this industry and its associated employment opportunities.

I trust that you will find my response comprehensive. However, should you wish to know more, please don't hesitate to contact Sean Flesher (Chief Parks & Countryside) or Glenn direct.

Yours sincerely,

Sean Flesher  
Chief Officer  
Parks and Countryside

This page is intentionally left blank

## **Appendix 3 Inner South Area Committee Business Plan 2013/14**

### **Contents include:**

#### **1. Business Plan Priorities and Actions**

- Locality Working Priorities
- This includes delegated functions and priority work relating to those delegations.
- Partnership working and priorities for action.
- Work funded through the Well Being Budget and support given to local groups and organisations

#### **2. Area Committee Representatives on partnerships**

- The Area Leads elected by Area Committee

#### **3. The Community Engagement Framework for 2013/14**

- Inner South Older Persons Event
- Inner South Celebration Event
- Various galas and events
- Neighbourhood Planning
- Citizens Panel
- Neighbourhood Improvement Officers

## **1. Business Plan Priorities and Actions for 2013/14**

### **(i). Integrated Locality Working Priorities:**

Develop effective and efficient services which best meet the needs of the people and the places we live

Increase peoples' sense of influence in decisions affecting their lives and communities through open, fair and accountable neighbourhood driven processes.

### **(ii). Area Support Team Service Plan objectives and outcomes**

#### **Objectives**

To support Area Committees in their leadership roles and to develop local delegations

To develop and implement Locality Leadership Teams

To effectively use information and intelligence to influence service delivery

To develop new working practices and new ways of thinking about service delivery in local areas

To develop and implement neighbourhood profiles

#### **Outcomes**

To develop strong and effective local leadership and governance arrangements that is responsive and accountable to the needs of local communities

To maximise the engagement of local people in the design and delivery of local services

To support the development of sustainable and resilient local communities

Maximise the use of local intelligence to improve our understanding of communities and their functions/characteristics so that services are targeted and tailored to meet need effectively and efficiently

### **3. Business Plan objectives and outcomes to improve services locally**

These are detailed on the table below on how Wellbeing funds, partnership working and delegations to Area Committee are providing added value and service improvement to deliver specific outcomes.

## Inner South Area Committee Priorities and Actions 2013/14

The table below outlines the Area Committee priorities and actions for 2013/14. This is what the Area Committee will do based on the new Locality Integrated Working Design Principles and follows outcome based accountability methodology. The Area Committee priorities will be reviewed annually.

**RAG Rating:** **RED** (no start/completion date confirmed), **AMBER** (work in progress), **GREEN** (completed)

<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What will the impact be?</i>	<i>RAG Status</i>
<b>Best City For... Business</b> Leeds has started to recover from the recession and we need to make sure jobs are created and that local people can access those jobs. We will make sure new developments create skills and opportunities through apprenticeships. Leeds will be an attractive place to visit and invest in, with cultural attractions for local people and visitors nationally and internationally.					
<b>Objective 1 – Support work that helps town and district centres remain commercially active and vibrant</b>					
Support Christmas lights and switch on events.	Area Support Team Leeds Lights	December 2013	Funding secured and outline plans for events to be held in Middleton Circus, Holbeck Moor and Beeston. Support committees to take a greater role in event management.	Increased footfall in local centres.	<b>GREEN</b>
Using SLA from Environmental Delegation to ensure town and district centres are prioritised for	Environmental Services	Ongoing	Schedule of events supplied to Locality Team and clean ups organised after events	Cleaner local centres.	<b>AMBER</b>

<i><b>What will the Area Committee do to address this priority?</b></i>	<i><b>Who will deliver this?</b></i>	<i><b>By When?</b></i>	<i><b>What progress has been made?</b></i>	<i><b>What will the impact be?</b></i>	<i><b>RAG Status</b></i>
cleaning.			have taken place		
Submit the Middleton Circus for consideration.	Major Projects	To be determined	Consideration of interest by T&DC Project Board	Improve streetscape, improved environment and improved coordination and cooperation of business and LCC.	<b>AMBER</b>
<b>Objective 2 - Provide opportunities for people to get jobs or learn new skills</b>					
Facilitate meetings with businesses to increase training and employment opportunities	E&S (LCC) AST	On-going	Pending	Increased opportunities for employment for residents in Inner South.	<b>AMBER</b>
Continue to develop the Employment & Skills Board	E&S (LCC) Area Support Team	On-going	Support initiatives to target NEETS (Not in Employment, Education or Training). Unemployment, Market Place Events, AVEZ place events, Community Learning programme. Through The South East NEET Reduction Plan target and reduce NEET	Local people in the area have an increased number of training opportunities open to them	<b>AMBER</b>
Provide additional Job Shops	E&S (LCC) Employment & Skills Group/Various Partners	Ongoing	Job Shops @ the 5 <sup>th</sup> at St. Georges Centre - September 2013 and Dewsbury Road One Stop(date tbc)	Local people in the area have an increased number of training opportunities open to them.	<b>AMBER</b>



<i><b>What will the Area Committee do to address this priority?</b></i>	<i><b>Who will deliver this?</b></i>	<i><b>By When?</b></i>	<i><b>What progress has been made?</b></i>	<i><b>What will the impact be?</b></i>	<i><b>RAG Status</b></i>
Provide information and guidance on training opportunities available through the Neighbourhood Improvement Officer	Area Support Team Neighbourhood Improvement Officer	On-going	Engaged with tenants and residents associations and signposted groups/individuals to opportunities available	More people benefiting from training Enabling local people to take up opportunities to gain skills	<b>AMBER</b>
Support volunteering within local communities	Area Support Team Neighbourhood Improvement Officer	On-going	Information on getting involved with volunteering provided at all events	More volunteers from the local area taking up opportunities to gain skills.	<b>AMBER</b>
<b>Best City For... Communities</b> Our communities will get the backing they need to help local people lead their lives successfully. We will encourage community spirit and local activity but recognise that it will take high-quality public services working with local people to effectively tackle crime and anti-social behaviour. We will also keep our neighbourhood clean and green.					<b>RAG Status</b>
<b>Objective 3 – Residents in Inner South have access to opportunities to become involved in sport and culture</b>					
Fund community based events. E.g. Holbeck Gala, Beeston Festival, Middleton Produce show, Belle Isle gala, Middleton Family Sports Day.	Management committees of each of the local groups	Delivery of most by end of summer 2013.	Galas have been held. Middleton Craft, flower and Produce Show to be held in September. Middleton Family Sports Day held	More local residents are engaged in community events, this promotes the local area; increase knowledge of organisations and services.	<b>GREEN</b>
Support community based events as galas, Christmas	Voluntary & community	Throughout 2013/14	Events to be supported include Middleton	Increase in local people involved in community activities	<b>AMBER</b>

<b><i>What will the Area Committee do to address this priority?</i></b>	<b><i>Who will deliver this?</i></b>	<b><i>By When?</i></b>	<b><i>What progress has been made?</i></b>	<b><i>What will the impact be?</i></b>	<b><i>RAG Status</i></b>
lights switch on, arts festivals etc.	organisations		Circus, Holbeck Moor and Beeston Christmas lights.	and improving community cohesion.	
Provide Small Grants for local community groups to provide sporting and cultural activities.	Area Support Team/ Neighbourhood Improvement Officers	Throughout 2013/14	Applications to Small Grants and Community First Panels being considered for projects in Inner South.	Increase in local people involved in community activity and improving community cohesion.	<b>GREEN</b>
Provide guidance to groups to acquire external funding for projects	Area Support Team Neighbourhood Improvement Officer	On-going	Promotion at community forums and various meetings aiming to increase numbers of project applications in Inner South Area.	<ul style="list-style-type: none"> <li>Increased capacity of community groups/Individuals.</li> <li>Funding secured to enable project delivery on identified community issues.</li> </ul>	<b>AMBER</b>
Funding for sport, and cultural events and opportunities for young people	Range of Providers C&YP Sub Group	March 2014	Projects have started	More children involved in sport and healthier lifestyles and involvement in cultural opportunities	<b>AMBER</b>
<b>Objective 4 – Neighbourhoods in Inner South are clean and attractive</b>					
Tackle top 10 asset related issues to derelict/problem buildings.	Derelict Property Project Team	From Sept 2011	<p>LCC provided £500k fund to support projects across the City. Inner South Projects either completed or imminent completion:</p> <ul style="list-style-type: none"> <li>Park Lees building(demolished)</li> </ul>	Faster and coordinated response in addressing issues relating to derelict and nuisance properties.	<b>GREEN</b>

<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What will the impact be?</i>	<i>RAG Status</i>
			Ongoing Projects: <ul style="list-style-type: none"> <li>• Spotted Cow pub(Holbeck)</li> <li>• Doctors Surgery</li> <li>• Low Grange Crescent (Belle Isle)</li> </ul>		
Environmental Sub Group to meet 4 times a year to monitor Environmental Services Delegation between the Area Committee and Locality Team and improve partner working.	Area Support Team/ Sub Group /Locality Team	Quarterly	2013/14 Service Level Agreement agreed June 2013.	Cleaner / greener environment Improved partnership working between partners. Integrated workforce working better with the local community through engagement and use of local intelligence.	<b>GREEN</b>
Deliver joint working schemes that address the issues highlighted through the Inner South Area Committee Environmental Sub Group	Environmental sub group	On-going	Area Committee funding approved for covert CCTV and patrols	Fixed penalty notices issued Evidence made available through covert CCTV to enable prosecutions	<b>GREEN</b>
Support scrutiny of key performance indicators	Environmental Sub Group Area Support Team Locality Team	On-going	Reports provided to Environmental sub group	Improved service delivery	<b>AMBER</b>
<b>Objective 5 – Help support a strong network of community groups that are able to contribute to improving the environment of their neighbourhoods</b>					
Provide skips for community clean ups	Area Support Team	April 2013	Funding allocated for skips from 2013/14 Well being budget,	Cleaner/greener environment. Increase in community in community activity.	<b>AMBER</b>
Support to 'in bloom' groups	Neighbourhood	On-going	In bloom and	Increase in local people	<b>AMBER</b>

<i><b>What will the Area Committee do to address this priority?</b></i>	<i><b>Who will deliver this?</b></i>	<i><b>By When?</b></i>	<i><b>What progress has been made?</b></i>	<i><b>What will the impact be?</b></i>	<i><b>RAG Status</b></i>
through funding	Improvement Officers Area Support Team Parks and Countryside		environmental groups continuing to work in local areas	involved in community activity, improving community cohesion. Improvements to the appearance of the area	
Enable local community groups to have a direct impact on their surroundings	Neighbourhood Improvement Officer Area Support Team Locality Team	On-going	Links through TARAs/Neighbourhood Improvement Officer. Litter-pick areas identified and undertaken	Faster and co-ordinated response in addressing issues relating to environmental issues	<b>AMBER</b>
<b>Objective 6 – Residents in Inner South are safe and feel safe</b>					
Lead debate at Area Committee and provide link between Area Committee and Community Safety Partnership	Community Safety Partnership/Area Lead Member	On-going	Community Safety Area Lead appointed. Role description to be finalised and induction to be carried out.	Area Committee feeling more engaged with and able to influence Community Safety agenda	<b>RED</b>
Support programmes and provide funding for Community Safety projects to address issues relating to community safety and the environment	Area Community Safety Coordinator/ Area Support team/Partners	On-going	Area Committee funded projects: <ul style="list-style-type: none"> <li>• Victim support – victims fund</li> <li>• WYP off road bikes</li> <li>• Women's Health Matters: Domestic Violence</li> <li>• Other projects to be identified</li> </ul>	<ul style="list-style-type: none"> <li>• Impact of ASB is reduced by low level target hardening</li> <li>• Reduction in ASB caused by nuisance motorbikes</li> <li>• Domestic Violence victims supported and empowered to protect themselves and children</li> </ul>	<b>AMBER</b>
<b>Objective 7 – Communities are empowered and engaged. People get on well together</b>					

<b>What will the Area Committee do to address this priority?</b>	<b>Who will deliver this?</b>	<b>By When?</b>	<b>What progress has been made?</b>	<b>What will the impact be?</b>	<b>RAG Status</b>
Provide support to a variety of community galas and events	Various	April 2013	Area Committee agreed Well being Funding to support community events including Holbeck Gala, Beeston Gala, Belle Isle Gala.	Increase in local people involved in community activities and improving community cohesion.	<b>GREEN</b>
Support Holbeck Neighbourhood Forum to deliver a Neighbourhood Plan and engage local residents in local issues and priorities	Area Support Team  Neighbourhood Improvement Officer (Beeston and Holbeck)	Target date for production of plan not yet agreed	Four meetings to be held in the year and designation of area of plan and designation of forum by LCC to be achieved during year.	Produce a neighbourhood plan that is supported by local people and those who work or do business in the area.	<b>GREEN</b>
<b>Objective 8 – Have an asset base which is fit for purpose</b>					
Review of operational asset base in Inner South	Asset Review Panel / Area Support Team / Asset and Property Management / Departments and Services	From June 2013	Regular meetings by Asset Review Panel to identify savings. Work with partner agencies and 3 <sup>rd</sup> sector to maximise usage of assets. Investigate options of community transfer where appropriate. Maximise investment in assets with long term future.	Reduce Asset base by 20% Reduced costs Make best use of resources Provide 'community hubs'	<b>AMBER</b>
Support St Matthews User Group	Area Support Team/ Debra Scott/ Leeds Ahead	Timetable not yet agreed	Work has begun to explore possible alternative management	Increased usage and greater community involvement in the running of the centre.	<b>AMBER</b>

<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What will the impact be?</i>	<i>RAG Status</i>
			arrangements for the centre		
Deliver Community Centres delegation with revised letting charges and rationalisation of centres.	Community Centres Project Team	Anticipated completion by October 2013	All users contacted Dec 2012 Working with users/community groups in Inner South	Better use of community assets by local people and maximising income.	<b>AMBER</b>
<b>Objective 9 – Implement Action Plans for Priority Neighbourhoods</b>					
Implement a community projects task group to develop short term projects to support the Holbeck Neighbourhood Plan.	Neighbourhood Improvement Officer(Beeston & Holbeck)/AST and various partners	Plan to be developed by Autumn 2013.	Steering group established Establish priorities by September Implement actions – ongoing.	Improve outcomes for residents of Holbeck.	<b>GREEN</b>
Develop action plans for priority neighbourhoods in City & Hunslet and Middleton Park wards	Neighbourhood Improvement Officer( City & Hunslet and Middleton Park wards)	July 2014	Actions to be developed.	Improve outcomes for residents of City & Hunslet and Middleton Park wards	<b>AMBER</b>
Continue to support the three Neighbourhood Improvement Boards	Area Support Team/Various Partners	Ongoing	Various action plans established for BI & M IB Smoking, Obesity, employment & skills. Action Plans in development for Beeston and Holbeck and for City & Hunslet NIBs.	Improve outcomes for residents of Inner South.	<b>AMBER</b>
<b>Best City For... Children &amp; Young People</b>					

<i><b>What will the Area Committee do to address this priority?</b></i>	<i><b>Who will deliver this?</b></i>	<i><b>By When?</b></i>	<i><b>What progress has been made?</b></i>	<i><b>What will the impact be?</b></i>	<i><b>RAG Status</b></i>
Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action.					
<b>Objective 10 – Provide a range of positive activities for young people across the Inner South</b>					
Support the delivery of the Delegated Youth Activities Funding and provide a wide and varied range of activities ensuring that children and young people are involved in the planning, delivery and monitoring of activities.	Children & Young People Sub Group/ Breeze Team/range of partners	September 2013 to March 2014	Three mini breezes scheduled in September – one in each ward.	Young people consulted about what activities they want in the area and engaged in positive activities. Reduction in isolated young people. Increased community cohesion. Varied and wide range of activities that support young people.	<b>AMBER</b>
Support the work of the clusters through the Children and young people sub group to deliver a cohesive plan to engage with children and provide a number of opportunities for them through available funds.	Children & Young People Sub Group / Targeted Service Leaders/Cluster Managers	March 2014	On going discussion with Cluster Manager	Children & young people have opportunities to try new experiences.	<b>AMBER</b>
<i><b>What will the Area Committee do to address this priority?</b></i>	<i><b>Who will deliver this?</b></i>	<i><b>By When?</b></i>	<i><b>What progress has been made?</b></i>	<i><b>What was the impact?</b></i>	<i><b>RAG Status</b></i>
<b>Best City For... Health &amp; Wellbeing</b> There are a range of social, economic and environmental factors that affect people's health in Leeds, which means some people have poorer health than others. In Leeds, we will focus on housing, education, transport, green space, work and poverty and what we can do to help everyone have the best chance to be healthy. Health and social care services will work together better					

<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What will the impact be?</i>	<i>RAG Status</i>
to help people stay active and independent for as long as possible and provide care when needed in local communities.					
<b>Objective 11 – Residents in Inner South are active and healthy</b>					
To establish at health and wellbeing projects in priority areas by the end of 2013/14	Public Health Partner agencies	By April 2015	Activities underway in Belle Isle and Middleton to address high smoking and obesity prevalence rates. Beeston Niche Tobacco project plan being implemented.	Smoking cessation clinic established in Belle Isle and plans to run family physical activity programme from September 2013 from Middleton leisure centre. Briefings for staff on dangers of niche tobacco projects led to forms being revised to collect information on wider tobacco products. Cessation support tailored to meet niche tobacco users.	<b>AMBER</b>
Deliver projects to target health issues through local Health and Well-Being groups.	Public Health Partner agencies	Ongoing	Hunslet Health and Wellbeing Working Group being established and working groups in place for Middleton and Belle Isle.	Multi agency focus on undertaking prevention and early intervention activities. Includes engagement in MARS electronic rollout.	<b>AMBER</b>
Support for older peoples event which will include activities.	Area Support Team	February 2014	First planning meeting convened with a range of partners.	Older people engage with other local residents and are encouraged to get more active.	<b>AMBER</b>
Implementation of the Alcohol & DV action plan in south Leeds	Gerry Shevlin & Bash Uppal	Ongoing	Funding in place to support Women's Health Matters: Domestic Violence,	A women's support group up and running in Inner South with a second demand for further places to establish a second	<b>AMBER</b>



<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What will the impact be?</i>	<i>RAG Status</i>
			Victims Support. Local licensing framework developed and being used to assess any requests for alcohol and takeaway licenses.	victim support group.  New off license requests that have come in recently have had agreed measures included to limit volume alcohol sales and promotions.	
Deliver Financial Fitness Programme in Inner South Leeds	WYTS/Public Health/Welfare Reform Working Group	Ongoing	Staff briefing sessions have taken place and financial fitness community course due to take place September 2013.	Increases local knowledge of the impact Welfare Reform changes, loan sharks, budgeting, general financial awareness.	<b>AMBER</b>
<b>Objective 12 – Vulnerable members of the community are able to live independently at home for longer</b>					
Hold an annual event to celebrate the contribution older people make to our communities.	Area Support Team	February 2014	Area Committee agreed £1,500 Well being funding to support the event in 2014.	Reduce isolation of elderly residents and contribute towards elderly people living independently.	<b>AMBER</b>

## **2. Area Committee Lead Members**

**The Area Committee elected the following representatives:**

- Lead Member for Children – Cllr Angela Gabriel - Corporate Carers' Group – Cllr Judith Blake
- Lead Member for Environment & Community Safety – Cllr Adam Ogilvie

- Lead Member for Employment, Skills & Welfare – Cllr Kim Groves
- Lead Member for Health, Wellbeing & Adult Social Care – Cllr Paul Truswell
- Lead Member for Adult Social Care – Cllr Judith Blake

**The following Ward Members were elected to represent Area Committee on these Boards or Sub-Groups**

- (i) **Inner South Environmental sub-group** – Cllr Adam Ogilvie (Chair), Cllr Kim Groves, Cllr Mohammed Iqbal.
- (ii) **Inner South Children and Young People Sub Group** – Cllr Angela Gabriel (Chair), Cllr Judith Blake, Cllr Patrick Davey

### **3. Neighbourhood Improvement Boards 2013/14**

- (i) **Beeston and Holbeck Neighbourhood Improvement Board**
- (ii) **Belle Isle and Middleton Neighbourhood Improvement Board**
- (iii) **City and Hunslet Neighbourhood Improvement Board**

### **4. Community Engagement Framework 2013/14**

#### **(i) Older Persons Event Day**

The Area Committee agreed that an event should be held to celebrate older people and it will be held in February 2014.

The aims of this event are to engage with older people and celebrate their contributions to their communities. It is also an opportunity to make communities more cohesive through inter-generational work with local schools and groups. Added to that is the opportunity for service providers to engage with old people and provide support and information to them about the services they provide.

### **(ii) Support to galas/events**

The Area Committee has supported the following:

- Beeston Festival
- Hunslet Festival
- Bands in the Park and annual Dog Show
- Holbeck Gala
- Middleton Family Sports Day
- Middleton Gala
- Belle Isle Gala
- Middleton summer programme

### **(iii) Neighbourhood Planning**

Holbeck is one of the four Neighbourhood Planning pilots in the city. The Area Support Team together with colleagues from City Development and staff and volunteers from Planning Aid are working with residents to support the development of Holbeck Neighbourhood Forum and Holbeck Neighbourhood Plan.

### **(iv) Citizens Panel**

The Council is still recruiting to the citizen's panel with a target figure of 6,000 people. It has reached just over 4,200. Area Committee will receive regular updates on the feedback we get from the citizens panel on issues of local importance.

**(v) Neighbourhood Improvement Officers**

Ian Kenning – City & Hunslet and Middleton Park  
Ellie Rogers – Beeston & Holbeck

Area Committee fund the Neighbourhood Improvement Officers

Local neighbourhoods are identified and support in place to develop local champions who will develop their capacity and are empowered to take greater control and make positive changes in their local communities. Local champions build their capacity to make positive changes in their local community.

DRAFT



Inner South Children and Young  
People's Working Group  
Tuesday 23<sup>rd</sup> July 2013  
5.00 p.m.

Dewsbury Road One Stop Centre

## **DRAFT**

<b>PRESENT</b>	
Councillor Angela Gabriel	Ward Councillor – Beeston & Holbeck Ward
Councillor Patrick Davey	Ward Councillor – City & Hunslet Park Ward
Maggie Hartley	JESS Cluster
Satbinder Soor	Youth Service
Sally Coe	Out of School Activities Team
Gary Blake	Young Lives Leeds, Voluntary Action Leeds
Vikrant Bhatia	Health For All
Andrew Wilson	Sport and Active Life Styles
Light Addaquay	Area Support Team
Steve Ross	Area Support Team

<b>1.0</b>	<b>Welcome and Introductions</b>	<b>ACTION</b>
1.1	Cllr. Angela Gabriel welcomed everyone to the meeting.	
<b>2.0</b>	<b>Apologies</b>	
2.1	Cllr. Judith Blake, Bash Uppal, Joanne Hainsworth, Andy Perceval, Ann-Marie Spry.	
<b>3.0</b>	<b>Terms of reference and membership of the group</b>	
3.1	The amended terms of reference were reviewed and agreed. (See attached).	
3.2	<p>Membership of the group:</p> <ul style="list-style-type: none"> <li>South Leeds Academy – Maggie to identify a person to invite to be a member of the group.</li> <li>Youth Service and Youth Hub – Satbinder to advise who should be invited to be a member of the group.</li> <li>Health and wellbeing – Maggie to check with Jan Burkhardt to see if she is the most appropriate person.</li> </ul> <p>Issue raised of having young people on the group. Other amendments – as discussed.</p>	<p><b>Maggie</b></p> <p><b>Satbinder</b></p> <p><b>Maggie</b></p> <p><b>Steve</b></p>
3.3	Terms of reference and membership to be submitted to the Area Committee.	<b>Light</b>
<b>4.0</b>	<b>Youth activities funding</b>	
4.1	<p>Gary emphasised the importance of the approach to consultation with young people about what activities they would like to see. Agreed approach to consultation:</p> <ul style="list-style-type: none"> <li>Ask commissioned projects to use the consultation</li> </ul>	<b>Steve</b>

	<p>questionnaire with young people who have taken part in the activities.</p> <ul style="list-style-type: none"> <li>• All those present who are running projects, should use the questionnaire.</li> <li>• Questionnaire to be run via other clubs and organisations.</li> <li>• Consultation to be carried out over the summer.</li> </ul>	<b>All to action</b>
4.2	Questionnaire to be re-drafted and circulated for comment. Consultation to be carried out over the summer.	<b>Light/Steve</b>
4.3	Organisations wishing to access youth activities funding will need to be members of the Breeze Culture Network.	
4.4	Agreed to have three mini-Breezes – one in each of the three inner South Wards, to be funded through the youth activities funding available to the Area Committee. Sally to provide dates and locations for three mini-Breeze events.	<b>Sally</b>
4.5	Consultation with young people about the activities they would like to see to be carried out at the mini-Breeze events. Youth service would be available to help carry out this consultation. Young people could help to carry out the consultation. Local partners also to help with this.	<b>Sally</b>
4.6	Consultation results to be provided by the end of September.	<b>All to action</b>
4.7	Steve and Light to develop a timeline for youth conference (or three youth conferences), taking into account the results of consultation.	<b>Steve/Light</b>
<b>5.0</b>	<b>Brief for projects 2014/15</b>	
5.1	The brief to be for universal activities only. The brief to include the results of consultation and mainly to be used for projects to be commissioned for 2014/15 delivery. Brief to be amended as discussed.	<b>Steve</b>
<b>6</b>	<b>Any Other Business</b>	
6.1	<p>Directory of activities to be developed.</p> <ul style="list-style-type: none"> <li>• Noted that VAL is developing a database of organisations.</li> <li>• Also include organisations e.g. Brownies/Girl Guides that have been funded through Councillors' Mice Money. Councillor Gabriel to send this list to light.</li> <li>• Track community clubs and sports clubs through websites of governing bodies.</li> <li>• Can try school activities via the Clusters – but normally out of school activities can only be accessed by pupils that attend that particular school.</li> </ul>	<b>Steve/Sally</b>  <b>Cllr Gabriel</b>
<b>6.0</b>	<b>Date and time of next meeting</b>	
6.1	The next meeting of the group is to be held on <b>Tuesday 8th October at 5.00 p.m.</b>	<b>All to note</b>

## Inner South Children & Young People Questionnaire **APPENDIX 4**

We would like to consult young people about the kind of activities you would like in your area and what's best time and place for the activities.

### 1) About You:

Your Age: \_\_\_\_\_ years old Male/Female: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Postcode: \_\_\_\_\_

### 2) What would be the best time for the activities to be offered? (you can tick more than one)

Evenings ☐ Weekends ☐ School Holidays ☐

### 3) Where would you like the activities to be offered at? (you can tick more than one)

School ☐ Park ☐ Leisure Centre ☐ Community Centre ☐

### 4) Would you like these to be? (you can tick more than one)

Indoor Activities ☐ Outdoor Activities ☐

### 5) What kind of activities would you like to be involved in? (you can tick more than one)

Play Sessions ☐ Art Sessions ☐ Youth Groups ☐ Sports Sessions ☐

Creative arts (music/drama/dance/media) ☐ Other (please say what \_\_\_\_\_)

### 6) Please list your favourite top 3 activities that you would like to do

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

7) Do you have a Breeze Card? (please tick ) Yes ☐ No ☐

8) Do you Use your Breeze Card? (please tick ) Yes ☐ No ☐

### 9) Which Activities do you use your Breeze Card with? (please tick )

Leisure Centre ☐ Youth Groups ☐ Trips ☐ Other  (Please Specify)

### 10) How would you like to be involved in the future? (please tick )

Conference ☐ Questionnaire ☐ Email ☐ Text ☐

### 11) Would you like to be involved in future consultation? (please tick )

Yes ☐ No ☐ If Yes, to make sure we can contact you, please provide:

Your Name (Print): \_\_\_\_\_

Your Contact Telephone Number(s)/Email Address: \_\_\_\_\_

(If you are under 18 years of age, please ask your parent, guardian or carer to sign below)

Print Name of Parent/Guardian/Carer.....

Signature of Parent/Guardian/Carer.....Date.....

12) Please list the activities that you are already involved in

<u>Activity</u>	<u>Which club or organisation provides the activity (if any)?</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

13a) What type of *person* would be your ideal worker who runs activities you take part in?

\_\_\_\_\_

b) What **top 3 skills** should they have?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Once you've completed the form, please give back to the worker who gave it to you.





This page is intentionally left blank



**Inner South Area Committee  
Employment & Skills Board  
Friday 19<sup>th</sup> July 2013**

**Dewsbury Road One Stop Centre**

**Attendees:** Councillor Groves, Martin Hackett, Simon Betts, Liz Lawrence, Sarah Suess, Jade Cicone

**Apologies:** Shaid Mahmood, Maggie Hartley, Simon Lonsdale, Wayne Noteman, Claire Wright, Gary Milner, Jane Hopkins,

---

**Action Notes**

	ITEM	Items of Report	ACTIONS	OWNER	By when
--	------	-----------------	---------	-------	---------

1.0	<b>Minutes of last meeting &amp; matters arising</b>	<p>Minutes were agreed as a true record. LL has looked at data sharing and people who are to have access to the Council website and have access to one file. Names and organisations are required of the people who require this access.</p> <p>The type of PC's need to be checked to ensure they are not staff networked but to ensure customers can access relevant information. There is to be one staff networked PC and the rest are to be customer networked. This needs to be checked before logins and software are ordered. Details for contact in IT are to be forwarded to MH and MH is to liaise with them to ensure everything is in place.</p> <p>Alice Winter is taking a report on AVEZ to the next Area Committee.</p> <p>SS has spoken with Hunslet Moor School regarding holding a learning market in September/October time. Hannah Darley, Headteacher, is having a meeting on Monday to discuss a date.</p>	<p>Names and organisation of people who require access to the file are required.</p> <p>LL to forward MH details of contact within IT. MH to liaise with them.</p>	<p><b>MH</b></p> <p><b>LL &amp; MM</b></p>	<p><b>By next meeting 29/11/13</b></p> <p><b>As soon as possible</b></p>
2.0	<b>Community Learning</b>	<p>LL gave an update on Community Learning, There is a budget of 1.8million for the city, 32 organisations applied and 42 applications were made. The applications received have been described as good applications with a range of training and learning. There is to be a mapping exercise to ensure applications have been spread across the city.</p>			

## APPENDIX 5

		Cllr Groves asked for a brief of this funding.	LL to send a brief of the funding criteria to Cllr Groves.	<b>LL</b>	<b>As soon as possible</b>
<b>3.0</b>	<b>Engaging with Business &amp; Economic Development</b>	Cllr Groves & MH met with Tom Bridges and Sue Wynn, it was agreed a business engagement plan for South Leeds is to be developed. A breakfast morning is to be arranged with main businesses within South Leeds, no date has been agreed.			
<b>4.0</b>	<b>Update on NEET</b>	Reports were distributed to be discussed. Papers are to be distributed to the group to read and brought to the next meeting. It was suggested a mapping exercise be done within South Leeds to see what organisations offer within the area, the contact at Pathway Planning who may be useful is Sheila Ducksbury.	Papers to be distributed to the group.	<b>JC</b>	<b>As soon as possible</b>
<b>5.0</b>	<b>Children's Services Report on 18/19 Year Olds</b>	Item deferred to next meeting.			
<b>6.0</b>	<b>Updates on St George's &amp; Cottingley</b>	<p>St George's – Launch is looking set for 6<sup>th</sup> September, times are yet to be agreed. LL has emailed the comms team regarding the launch date to ensure everything is in place.</p> <p>Cottingley - An update was provided. There is a welfare reform budget of £3,000 for computer access within Cottingley. Ellie Rogers is working with local residents to support this project. Sharon from TUC has training opportunities available, these could possibly be advertised within St George's and The Point. LL is to speak</p>	To speak with Sharon & TUC regarding	<b>LL</b>	<b>By the</b>

## APPENDIX 5

		with Sharon and see what is available and let SB know. SB confirmed if people apply for the training through JCP they can claim travel and childcare costs.	available training opportunities & inform SB.		<b>next meeting</b>
<b>7.0</b>	<b>Any Other Business</b>	LL informed the group of the PFI is now back on, refurbishments and new builds. Alice Winter is to attend a meeting next week, seeing what opportunities are available for local people. The first phase is due to take place in September. Work is taking place consulting with residents.			
<b>8.0</b>	<b>Date &amp; Time of Next Time</b>	Friday 29 <sup>th</sup> November 2013, 2.30pm – 4.00pm, Dewsbury Road One Stop Centre			

## **South East Area Health and Wellbeing Partnership**

### **Future Arrangements – DRAFT PROPOSAL**

#### **Key Principles**

- Provide strong local governance and leadership that demonstrates clearly contribution made at locality level to addressing health inequalities.
- Engage communities in shaping local priorities and holding services to account on delivery to ensure improved outcomes.
- Share best practice and learning to help improve outcomes for local residents.

#### **SE Partnership Core Group**

##### **Role**

- To agree direction and assess and support locality delivery of city health and wellbeing strategy taking account of data and intelligence on local health needs.
- To share local best practice activity with key strategic boards.

##### **Membership**

Area Leader SE (convenor – Shaid Mahmood)

Health and Wellbeing Improvement Manager SE (Co-ordinator – Bash Uppal)

Clinical Commissioning Group Representative (Dr Dave Mitchell)

Public Health Consultant SE (Victoria Eaton)

Health and Wellbeing Area Lead Member (Cllr P Truswell – tbc)

Adult Social Care Head of Service SE (Julie Bootle)

#### **Frequency of Meetings – bi-monthly**

### **South East Area Health and Wellbeing Forum**

##### **Role**

- To receive progress updates against city indicators.
- To inform the commissioning process and support intelligent commissioning decisions for the local area.
- To identify any barriers and blockages to progressing local activity.
- To engage communities to help shape services to better meet local need.
- To engage key partners to be responsive to addressing health inequalities.

##### **Membership**

LCC SE locality directorate lead officers

SE VCFS organisation representatives

SE Health and Wellbeing Member Champions

SE Housing Service providers

NHS LCHCT

SE Healthwatch representatives

NHS LYPFT rep

SE Police Lead Inspectors

WYF service - SE lead officer/s

Further stakeholders to engage to support key priorities

**Frequency of Meetings – maximum of 3 per year**

This page is intentionally left blank



**Minutes of the meeting held on Friday 24<sup>th</sup> May 2013**  
**Tiger 11, Hillside, Beeston Road, Leeds,**

**Present**

Cllr Angela Gabriel (Chair)	LCC - Leeds City Council
Neil Diamond	Aire Valley Homes Leeds
Al Garthwaite	South Leeds Community Radio/Vera Media/Aspire To Succeed
Matthew Walker	Leeds Federated Housing Association Ltd
Gerry Shevlin	Leeds Community Safety
Liz Lawrence	LCC – Employment and Skills
Tom O’Donovan	LCC – Customer Access and Performance
Simon Betts	Job Centre Plus
Joanne Loft	LCC – Adult Social Care
Tom Smith	LCC – Environments and Neighbourhoods
Christine Thornton	Beeston Community Forum
Light Addaquay	LCC – Customer Access and Performance

**Apologies**

Cllr Adam Ogilvie	LCC – Leeds City Council
Cllr Mohammed Iqbal	LCC – Leeds City Council
Shaid Mahmood	LCC – Customer Access and Performance
Ali Akbor	Unity Housing Association
John Statham	LCC – Housing Partnerships
Mahboob Nazir	Abu Huraira Masjid – Hardy Street Mosque
Insp. Paul Akerman	West Yorkshire Police
Maggie Hartley	JESS Cluster Manager

**1.0 Introductions and Apologies**

- 1.1 The Chair welcomed all to the meeting, introductions were made around the table and apologies were noted.

**2.0 Minutes of Board Meeting on Monday 14<sup>th</sup> January 2013**

- 2.1 These were passed as being a true and correct record.

**3.0 Matters Arising - Board Meeting Monday 14<sup>th</sup> January 2013**

- 3.1 There were no matters arising.

**4.0 New Improvement Board Structure (Tom O’Donovan)**

- 4.1 Tom O’Donovan introduced this item. Further to the meeting on 14th January the Area Leader has undertaken a review of this NIB in consultation with the Chair and Ward Members. It was recognised that to date the board has operated with mixed success. This was in part to do with the approach and also the challenges associated with a 2 Ward NIB which has clouded the focus of the discussions with regard to issues in some parts of the

Action

## APPENDIX 7

Wards. The Area Leader has agreed with Ward Members to create separate boards for each Ward.

- 4.3 Matthew Walker stated that the focus of this Board should move from information sharing to partnership working and actions and particularly liked the section on the briefing note which stated that the 'NIB structure was put in place to bring together leaders to drive change and improvement in defined areas in Leeds.....'. He also added the importance of having the right representation on the board that can actually make a decision and influence the action plan.

#### 5.0 NIB Member priorities to assist development of action plan - (All)

- 5.1 Tom O'Donovan stated that the board was intended to work to align with Belle Isle & Middleton NIB and that the proforma is intended to help inform the action plan and establish links with other service providers and partners that can benefit the work of the group.
- 5.2 A suggestion was made to include a walkabout as part of the next meeting.
- 5.3 Various suggestions were put forward to improve the proforma. The board was in agreement the proforma needs to be revised so it's more general and not specific to NIB members. The revised form will be sent out for completion with 2 weeks deadline for returns.

#### 6.0 Terms of Reference (All)

- 6.1 The current membership was reviewed and amendments made.(Attached for comments)
- 6.2 It was agreed to seek representation from CCG, Sports & Active Life, Fire Service, and Voluntary Youth Providers.
- 6.3 Agreed to continue to review the TOR on a regular basis.

JL/TOP  
/LA

ALL

#### 7.0 Area Committee Newsletter - (circulated)

#### 8.0 Any Other Business

- 8.1 None

#### 9.0 Future Agenda Items:

- 9.1 Action Plan

#### 10.0 Dates of Future Meetings

- 10.1 6<sup>th</sup> September 2013, 10am, Venue:TBC

Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
<b>Children &amp; Young People</b>				
Giving Young People a Voice	<p>A Youth Forum has been established.</p> <p>They have worked through a resource pack developed in response to this project.</p> <p>They are now working toward a project which is to have some outside space for young people on Cottingley.</p> <p>They have £500 funding from the NIP to facilitate sessions.</p>	CYP YS TRAC	<p>The group will re-convene in September and meet local councillors and workers to discuss progression of project.</p> <p>TRAC to support the work of the youth forum.</p>	<p>To have met with key stakeholders and begun to form a project plan.</p> <p>YS to link young people engaged in the NCS programme into the Youth Forum.</p>
To provide well accessed activities that build the confidence of primary school age children and young people.	<p>CYP run a homework club 3 nights a week.</p> <p>The YS have two sessions throughout the week and a C Card provision.</p> <p>YS have £310 allocated through the NIP to support activities.</p> <p>TRAC have worked with LPN &amp; Space 2 to develop holiday provision for children through summer and half terms. YS will support these sessions.</p>	CYP YS LPN Space 2	<p>LPN &amp; Space 2 to work with TRAC to establish a need for on-going work and a funding bid for on-going work.</p> <p>Providers to continue to network and share information on progress and plans.</p>	<p>Holiday provision delivered.</p> <p>Youth &amp; Children's providers to have met to review summer provision and work going forward.</p> <p>YS to have allocated spend of £310.</p>

Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
	CYP & YS held quarterly meetings to assess youth provision on the estate			
<b>Older People</b>				
Increase activities for older people	<p>SLLAH scheme deliver the following activities:</p> <p>Befriending scheme Shopping service Chair Based Exercise</p> <p>A brunch club was launched with support of the NIP but was poorly attended.</p> <p>A winter wellbeing event was organised by various agencies and well attended.</p>	SSLAH	Continue to deliver activities on the estate	SLLAH to have reviewed brunch club and come up with a sustainable project plan.
Ensure Dulverton Court residents are included in community life	<p>TRAC run coffee mornings and bingo sessions here.</p> <p>Residents attended winter wellbeing event.</p> <p>SLLAH have helped residents to set up a committee and gain funding to do up</p>	SSLAH TRAC		Plan for support for DC residents going forward – AVH/SLLAH/TRAC

**APPENDIX 8**

Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
	<p>communal gardens.</p> <p>BITC have delivered volunteering days at DC.</p> <p>A community noticeboard was funded through the NIP.</p> <p>The Back 2 Front project delivered growing workshops with DC residents</p>			
<b>Improve Community Engagement</b>				
Improve access to the Community centre	<p>A survey was completed of resident and agencies and the finding presented to the board of trustees.</p> <p>A new email address has been set up: cotingleycommunitycentre@gmail.com</p>	ER AVH	To further encourage application to Community First for website, signage and Community Notice Board.	<p>ER/AVH in discussion with trustees regarding free use of Library Space for a computer drop in.</p> <p>ER will meet the new minister and development worker and explain issues</p>
Support for TRAC	<p>TRAC hold 6 weekly resident meetings</p> <p>They have organised (in partnership) a Christmas and winter fair, bingo, coach trips winter wellbeing event, boxing classes and an opening event for sphinx square.</p>	ER TRAC		<p>Decision made about progression of community café and project plan in place if this is going ahead.</p> <p>AGM held reporting back on the great work over the last year.</p>

Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
	<p>TRAC offer weekly support to DC residents.</p> <p>TRAC have an active facebook page, a great way of getting messages out to residents</p> <p>TRAC have gained funding for a fortnightly community café but not progressed this yet.</p>			
Cottingley In Bloom	<p>Cottingley In Bloom gained funding through AVH Area Panel to install planting beds in Sphinx Square.</p> <p>They also cleared and replanted several communal beds.</p> <p>Cottingley In Bloom delivered several planting days through June and July.</p> <p>ER supported CIB to write a Community First bid.</p>	CIB AVH ER	To maintain the planters they have worked on.	<p>ER to work with AVH and LCC to put in place officer support for the In Bloom group.</p> <p>In Bloom to have held AGM and appointed committee.</p> <p>In Bloom to come up with plan of activities/plan to maintain beds.</p>
Communicating with residents	A what's on flyer was established and updated by ER.	AVH TRAC	AVH to develop welcome pack for residents.	ER to have finalised and distributed a leaflet detailing work through the

Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
	<p>A notice board was funded through the NIP for the shopping area.</p> <p>TRAC and AVH facebook and texting are useful and effective resources.</p>	ER		<p>NIP.</p> <p>Notice board to have gone up in shops.</p>
<b>Community Safety</b>				
Anti social behaviour	Young people have engaged with Youth Service provision.	YS Police	<p>PCSO's to maintain a presence at the shopping precinct and continue to engage young people.</p> <p>Youth Service to continue to engage young people.</p> <p>Police to attend Youth &amp; Children's providers meeting if and when necessary.</p>	
<b>Employment &amp; Skills</b>				
To provide accessible support around employability	<p>The Point opened as a job shop resource close to Cottingley estate.</p> <p>A learning market was organised by ER &amp; Learning Partnership, a consultation was held on what resource people would like to see on the estate.</p>	<p>AVH (Nick Sturgeon, Richard Jones)</p> <p>ER Residents Union Learn</p>	<p>To deliver public access It drop in at least weekly.</p> <p>For sessions to be supported by resident volunteers and other agencies such as:</p>	<p>Project team to have met with Community Centre and brokered use of space.</p> <p>Project team to have purchased equipment.</p>

Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
	AVH with support of other agencies gained funding to provide public access IT sessions, a project team has been established.	Employment & Skills	<p>Emp &amp; Skills Union Learn Connexions Get IT Together Leeds City College</p> <p>For courses to be run locally if requested by participants.</p>	<p>Resident volunteers to have been briefed by staff at The Point.</p> <p>Project team to have widely advertised project.</p> <p>First sessions to have been delivered.</p>
<p>To provide support to residents affected by welfare reform</p> <p>Page 74</p>	<p>There are 4 available appointments per month at the GP surgery and you have to be registered with the GP to attend.</p> <p>AVH have employed Financial Inclusion Worker covering Cottingley, Nick Sturgeon.</p> <p>A mutual exchange swap shop was organised in Middleton on 15<sup>th</sup> July</p>	<p>AVH (Nick Sturgeon, Marie Ferguson, Jane Hirst, Improvement &amp; Involvement Team) Paula Sissons ER</p>		<p>South Leeds Debt Forum to include staff who can champion Cottingley. ER to organise.</p> <p>Paula Sissons, parent Support Worker at Cottingley Primary Academy will host an event on 13/9/13 to provide information to people affected by welfare reform. She will be supported by JCP/LCU/AVH. As an information opportunity she has also invited Health for All, Debt Advice, Leeds City College and anyone else we can come up with.</p> <p>Under Occupancy Officers- Marie</p>



Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
				Ferguson and Jane Hirst, of AVH to report on whether there are any more local mutual exchange events needed/planned.
Health				
Supporting residents to eat a healthy and balanced diet	<p>Change 4 Life cooking sessions were delivered at the primary school.</p> <p>Change 4 Life worker supported individual families.</p> <p>An exercise class was established through £400 Nip funding run by H4A/Active Lifestyles.</p> <p>Monthly Family Cooking Nights are hosted by H4A at the community centre.</p>	H4A Active Lifestyles	H4A to continue deliver Healthy living activities on the estate	<p>H4A/ Active Lifestyles to come up with a sustainability plan for exercise classes.</p> <p>H4A/ Active Lifestyles to work together to promote the Leeds Lets Get Active Offer to Cottingley.</p> <p>Active Lifestyles to have a plan about how Cottingley can benefit from the community offer of Leeds Lets Get Active.</p>
Improving health and wellbeing awareness	Health Table is delivered by H4A in the bottom of Towers on a monthly basis. Residents have expressed a need for	H4A	H4A to continue deliver Healthy living activities on the estate	H4A to have reviewed options for alternative locations discussed, e.g.- shops

Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
	<p>Cab sessions.</p> <p>Global Families Group H4A</p> <p>English conversation and cultural awareness class running from primary school, well attended.</p>			<p>H4A to feedback resident concerns e.g. – CAB sessions into forums such as South Leeds Debt Forum</p>
Smoking	<p>On 15th July, children and parents at Cottingley Academy celebrated the launch of their new “fresh air belt” which surrounds the school.</p> <p>Earlier this term Cottingley Academy embarked on small health project with local charity Space2 Leeds: Children from Key Stage 2 and parents and carers completed a short health questionnaire, this data was collated and then looked at by both groups: Year 5 pupils, assisted by local Space2 artist Kevin Hickson used the data to create slogans and imagery about being healthy, and decided these should be displayed in their school. Parents and carers feedback that they thought enhancing the outdoor space around the school would be beneficial to the community and area.</p> <p>On Monday 8 and 15 July parents, carers and local volunteers assisted by</p>	<p>RB</p> <p>Space 2</p>		<p>RB will follow up with Space2 about their plans for a sustainable banner/resource to encourage families to walk in the future.</p>

Issue	Summary of Actions Taken	People Involved	On-going Work	Objectives to be met by October meeting
	Space2 staff undertook the tasks of tidying the school perimeter and enhancing the space using the year 5 pupils visual imagery, plants, sound scapes.			
Health and Wellbeing Partnership	H&WB partnership – this group will continue to meet to share info/network and work together to improve the health and wellbeing of the residents of Cottingley. The next meeting will take place on *** and will be chaired by Children’s Centre. Anyone interested should add their details to the contact list. This group can only continue if supported by frontline staff - `if you would like it to continue, please attend and share the responsibility of chairing future meetings.	RB	Public Health still has a responsibility to improve the health and wellbeing of those in deprived communities (despite not attending NIP/H&WB group meetings)– contact Rachel.brighton2@leeds.gov.uk	Health and Wellbeing Partnership to have met once, chaired by the Children’s Centre and to have picked a chair for next meeting.

This page is intentionally left blank

## Community First Grants Summary

### Beeston and Holbeck Community Panel

From your allocation of £152595 the following grant requests have been submitted by your panel.

Funded Group	Recommended Amount	Paid Amount	Disposition
Holbeck Gala	2,500.00	0.00	Pending
Holbeck & Beeston Older Active Peoples Group	789.00	0.00	Pending
Friends of Holbeck Social Club	1,250.00	0.00	Pending
Friends of Holbeck Moor	1,250.00	0.00	Pending
Cardinal Youth CLub	1,000.00	0.00	Pending
St Andrew's Pantomime Group	1,250.00	0.00	Pending
Friends of Skelton Grange	2,500.00	0.00	Pending
Beeston Festival Committee	2,500.00	2,500.00	Approved
The Ciaran Bingham Foundation Trust	2,257.00	2,257.00	Approved
Holbeck Area Residents Association	1,500.00	0.00	Pending
Mosaic Church	2,500.00	2,500.00	Approved
Beeston Community Forum	641.00	641.00	Approved
Holbeck Health Group	2,500.00	2,500.00	Approved
Kidz 'n' Co	2,132.00	2,132.00	Approved
Beeston in Bloom	2,500.00	2,500.00	Approved
Beeston Action for Families	2,440.00	1,787.22	Approved
Beeston History Class	670.00	670.00	Approved
Cardinal Court Tenanta Association	800.00	800.00	Approved
Church Together in Leeds 11	1,175.00	1,105.54	Approved
Clarksfield Allotments	1,350.00	1,350.00	Approved
Cottingley Youth project	1,996.00	1,996.00	Approved
Friends of Cross Flatts Park	2,500.00	2,500.00	Approved
Holbeck Christian Fellowship	2,500.00	2,500.00	Approved
Holbeck Gala	2,500.00	2,500.00	Approved
Holbeck in Bloom	2,500.00	2,500.00	Approved
Krok pro Ko ( Step by step) Polish womens group	2,150.00	2,150.00	Approved
Leeds Music Trust	2,500.00	2,500.00	Approved
Mosaic Church, Leeds	250.00	250.00	Approved

Saheli Womens Group	2,500.00	2,500.00	Approved
Voice of Holbeck	1,000.00	1,000.00	Approved
Cardinal Youth CLub	2,000.00	2,000.00	Approved
Holbeck in Bloom	2,000.00	2,000.00	Approved
Kidz Klub Leeds	1,250.00	1,250.00	Approved
Church Together In Leeds 11	750.00	750.00	Approved
Holbeck Gala (Christmas Market)	1,000.00	1,000.00	Approved
WATSONIA MANAGEMENT COMMITTEE	2,500.00	2,500.00	Approved
Friends Of South Leeds Music Centre	1,000.00	1,000.00	Approved
Voice Of Holbeck	1,500.00	1,500.00	Approved
Beeston Action For Families	1,245.00	1,245.00	Approved
Beeston St Anthonys Community Football Club	900.00	0.00	Pending
Cardinal Youth Club	1,000.00	1,000.00	Approved
Ekotah Together	1,250.00	0.00	Pending
Tenants And Residents Association Cottingley (TRAC)	2,500.00	0.00	Pending
South Leeds Park Run	2,500.00	2,500.00	Approved
Open Doors St Andrews Church	500.00	500.00	Approved
Mosaic Church	1,000.00	1,000.00	Approved
Friends of Holbeck Social Club	1,250.00	1,250.00	Approved
Friends of Holbeck Moor	1,250.00	1,250.00	Approved
St Andrews Pantomime Group	1,250.00	1,250.00	Approved
Lynbar Majorettes	1,250.00	1,250.00	Approved
Holbeck & Beeston Older Active Peoples Group	1,011.00	0.00	Pending
<b>Grand Total</b>	<b>82,806.00</b>	<b>64,383.76</b>	

## City and Hunslet Community First Panel

From your allocation of £237370 the following grant requests have been submitted by your panel.

<b>Funded Group</b>	<b>Recommended Amount</b>	<b>Paid Amount</b>	<b>Disposition</b>
Holbeck Gala	2,500.00	0.00	Pending
The Ciaran Bingham Foundation Trust	2,300.00	2,300.00	Approved
Beeston Festival Committee	2,500.00	2,500.00	Approved
Leeds Latvian Community Centre	2,500.00	0.00	Pending
Hunslet Parish Church Youth Groups	2,500.00	0.00	Pending
Kushy Dil Women's Group	1,775.00	0.00	Pending
BasementArtsProject	1,660.00	0.00	Pending
PISCES (Promoting Inclusion & Self Confidence through Environmental Sport)	2,500.00	0.00	Pending
Friends of Skelton Grange	1,500.00	0.00	Pending
Beeston In Bloom	2,500.00	2,500.00	Approved
Holbeck Gala	1,000.00	1,000.00	Approved
Hunslet Green Community Sports Club	2,500.00	2,500.00	Approved
Hunslet Tenants And Residents Association	300.00	300.00	Approved
South Leeds Community Network	2,500.00	2,500.00	Approved
Kashmiri Womens Group	2,500.00	2,500.00	Approved
Himmat Asian women carers group	2,500.00	2,500.00	Approved
Walk and Talk Group	2,380.00	2,380.00	Approved
The Hunslet Initiative	1,000.00	1,000.00	Approved
South Leeds Community Alliance	2,490.00	2,490.00	Approved
Leeds Youth Muslim Forum	2,450.00	2,450.00	Approved
Friends of Cross Flatts Park	2,500.00	2,500.00	Approved
the Hunslet Club	2,496.00	2,496.00	Approved
51st Leeds Hunslet parish Church Guides	2,500.00	2,500.00	Approved
Hooner kelah	1,150.00	1,150.00	Approved
Hunslet Festival	2,500.00	2,500.00	Approved
Hunslet Hawks Dance Academy	860.00	860.00	Approved
Hunslet Moor primary School	650.00	0.00	Pending

KMWA Kashmiri Muslim Welfare Association	2,500.00	0.00	Pending
Reetwirlers Majorettes	1,525.00	1,525.00	Approved
ST Lukes Cares	1,000.00	1,000.00	Approved
Hunslet Bosom Buddies	2,190.00	2,190.00	Approved
Kidz Klub Leeds	1,250.00	1,250.00	Approved
Unity In Poverty Action	500.00	500.00	Approved
South Leeds Elderly Luncheon Club	2,497.00	2,497.00	Approved
Church Together In Leeds 11	750.00	750.00	Approved
Mariners Involvement Group	800.00	800.00	Approved
SLATE Volunteers Development Group	2,300.00	2,300.00	Approved
Stratford Street Youth Club	2,475.00	2,475.00	Approved
Space Youth Programme	2,500.00	2,500.00	Approved
South Leeds Live at Home Scheme	2,300.00	2,300.00	Approved
Sporting Change	2,350.00	2,350.00	Approved
In Focus	2,000.00	2,000.00	Approved
FDM For Disability Mobility	2,500.00	2,500.00	Approved
Leeds Men Health Network	1,000.00	1,000.00	Approved
Yorkshire Adabee Arts Forum	2,425.00	2,425.00	Approved
Salvation Army	500.00	500.00	Approved
South Leeds Life Group	1,900.00	0.00	Pending
HUNSLET FESTIVAL	2,500.00	2,500.00	Approved
Hunslet Baptist Church	1,500.00	1,500.00	Approved
Beeston In Bloom	2,500.00	2,500.00	Approved
Greenhouse Residents Committee	2,000.00	2,000.00	Approved
South Leeds Community Radio Volunteer Group	1,000.00	1,000.00	Approved
Assisi Place Residents Group	2,032.00	2,032.00	Approved
Awazz Network	2,005.00	2,005.00	Approved
Lynbar Majorettes	1,500.00	1,500.00	Approved
Shardonnay Twirling Majorettes	1,500.00	1,500.00	Approved
St Peters Court Tenants Association	2,000.00	2,000.00	Approved
The Hunslet Initiative	1,045.00	1,045.00	Approved
Cloth Cat Studios	2,024.00	2,024.00	Approved
Ekotah Together	1,250.00	0.00	Pending
Kashmiri Womens Group	2,000.00	2,000.00	Approved
Open Door Mission	1,200.00	1,200.00	Approved



South Leeds Community Alliance	2,500.00	0.00	Pending
<b>Grand Total</b>	<b>118,329.00</b>	<b>94,594.00</b>	

### **Middleton Park Ward Community First Panel**

The following grant requests have been submitted by the panel for the Leeds/Middleton Park ward.

<b>Funded Group</b>	<b>Recommended Amount</b>	<b>Paid Amount</b>	<b>Disposition</b>
Middleton Residents Group	2,473.00	0.00	Pending
The Ciaran Bingham Foundation Trust	2,405.00	2,405.00	Approved
Westwood Community Association	1,500.00	1,500.00	Approved
Middleton Neighbourhood & Family Advice Centre	1,600.00	0.00	Pending
Middleton Park FC ( Football Club)	1,000.00	1,000.00	Approved
Nacro - Middleton Youth Inclusion Project	1,260.00	0.00	Pending
Dance Action Zone Leeds (DAZL)	2,500.00	0.00	Pending
Friends of Middleton Park (FoMP)	1,780.00	0.00	Pending
Westwood Community Association	1,092.00	0.00	Pending
Active Belle isle	1,425.00	1,425.00	Approved
Middleton Community Bowling Club	2,385.00	2,385.00	Approved
Little Chefs	1,518.00	1,518.00	Approved
Leeds Corinthians RUFC Community Rugby Club	2,500.00	2,500.00	Approved
Wednesdays in the Woods	954.00	954.00	Approved
Middleton Park FC ( Football Club)	2,434.00	2,434.00	Approved
Middleton Bosom Buddies	2,500.00	2,500.00	Approved
Friends of Middleton Park (FoMP)	1,640.00	1,640.00	Approved
Trinity Network	1,040.00	1,040.00	Approved
The Hunslet Initiative	1,440.00	1,440.00	Approved
St Philips Residents Group	417.17	0.00	Pending
South Leeds Life Group	2,270.00	2,270.00	Approved

Middleton Life	2,300.00	2,300.00	Approved
Middleton Community Bowling Club	1,534.00	1,534.00	Approved
The South Leeds Music Centre	1,000.00	1,000.00	Approved
Belle Isle and Middleton Dads Group	2,500.00	2,500.00	Approved
Middleton Park FC	2,500.00	2,500.00	Approved
Middleton Crossroads Project	2,038.00	2,038.00	Approved
Middleton Elderly Aid Luncheon Club	2,500.00	2,500.00	Approved
Middleton Community Centre	2,500.00	2,500.00	Approved
Mens Health Network	1,000.00	1,000.00	Approved
Friends With Food Group	2,260.00	2,260.00	Approved
Friends of Skelton Grange	1,925.00	1,925.00	Approved
Design and Print United	2,488.00	2,488.00	Approved
Belle Isle WOMens Group	1,580.00	1,580.00	Approved
Holbeck Gala	2,500.00	0.00	Pending
Holbeck & Beeston Older Active Peoples Group	789.00	0.00	Pending
Friends of Holbeck Social Club	1,250.00	0.00	Pending
Friends of Holbeck Moor	1,250.00	0.00	Pending
Cardinal Youth Club	1,000.00	0.00	Pending
St Andrew's Pantomime Group	1,250.00	0.00	Pending
Friends of Skelton Grange	2,500.00	0.00	Pending
Beeston Festival Committee	2,500.00	2,500.00	Approved
The Ciaran Bingham Foundation Trust	2,257.00	2,257.00	Approved
Holbeck Area Residents Association	1,500.00	0.00	Pending
Mosaic Church	2,500.00	2,500.00	Approved
Beeston Community Forum	641.00	641.00	Approved
Holbeck Health Group	2,500.00	2,500.00	Approved
Kidz 'n' Co	2,132.00	2,132.00	Approved
Beeston in Bloom	2,500.00	2,500.00	Approved
Beeston Action for Families	2,440.00	1,787.22	Approved
Beeston History Class	670.00	670.00	Approved
Cardinal Court Tenants Association	800.00	800.00	Approved
Church Together in Leeds 11	1,175.00	1,105.54	Approved
Clarksfield Allotments	1,350.00	1,350.00	Approved
Cottingley Youth project	1,996.00	1,996.00	Approved

Friends of Cross Flatts Park	2,500.00	2,500.00	Approved
Holbeck Christian Fellowship	2,500.00	2,500.00	Approved
Holbeck Gala	2,500.00	2,500.00	Approved
Holbeck in Bloom	2,500.00	2,500.00	Approved
Krok pro Ko ( Step by step) Polish womens group	2,150.00	2,150.00	Approved
Leeds Music Trust	2,500.00	2,500.00	Approved
Mosaic Church, Leeds	250.00	250.00	Approved
Saheli Womens Group	2,500.00	2,500.00	Approved
Voice of Holbeck	1,000.00	1,000.00	Approved
Cardinal Youth CLub	2,000.00	2,000.00	Approved
Holbeck in Bloom	2,000.00	2,000.00	Approved
Kidz Klub Leeds	1,250.00	1,250.00	Approved
Church Together In Leeds 11	750.00	750.00	Approved
Holbeck Gala (Christmas Market)	1,000.00	1,000.00	Approved
WATSONIA MANAGEMENT COMMITTEE	2,500.00	2,500.00	Approved
Friends Of South Leeds Music Centre	1,000.00	1,000.00	Approved
Voice Of Holbeck	1,500.00	1,500.00	Approved
Beeston Action For Families	1,245.00	1,245.00	Approved
Beeston St Anthonys Community Football Club	900.00	0.00	Pending
Cardinal Youth Club	1,000.00	1,000.00	Approved
Ekotah Together	1,250.00	0.00	Pending
Tenants And Residents Association Cottingley (TRAC)	2,500.00	0.00	Pending
South Leeds Park Run	2,500.00	2,500.00	Approved
Open Doors St Andrews Church	500.00	500.00	Approved
Mosaic Church	1,000.00	1,000.00	Approved
Friends of Holbeck Social Club	1,250.00	1,250.00	Approved
Friends of Holbeck Moor	1,250.00	1,250.00	Approved
St Andrews Pantomime Group	1,250.00	1,250.00	Approved
Lynbar Majorettes	1,250.00	1,250.00	Approved
Holbeck & Beeston Older Active Peoples Group	1,011.00	0.00	Pending
Holbeck Gala	2,500.00	0.00	Pending

The Ciaran Bingham Foundation Trust	2,300.00	2,300.00	Approved
Beeston Festival Committee	2,500.00	2,500.00	Approved
Leeds Latvian Community Centre	2,500.00	0.00	Pending
Hunslet Parish Church Youth Groups	2,500.00	0.00	Pending
Kushy Dil Women's Group	1,775.00	0.00	Pending
BasementArtsProject	1,660.00	0.00	Pending
PISCES (Promoting Inclusion & Self Confidence through Environmental Sport)	2,500.00	0.00	Pending
Friends of Skelton Grange	1,500.00	0.00	Pending
Beeston In Bloom	2,500.00	2,500.00	Approved
Holbeck Gala	1,000.00	1,000.00	Approved
Hunslet Green Community Sports Club	2,500.00	2,500.00	Approved
Hunslet Tenants And Residents Association	300.00	300.00	Approved
South Leeds Community Network	2,500.00	2,500.00	Approved
Kashmiri Womens Group	2,500.00	2,500.00	Approved
Himmat Asian women carers group	2,500.00	2,500.00	Approved
Walk and Talk Group	2,380.00	2,380.00	Approved
The Hunslet Initiative	1,000.00	1,000.00	Approved
South Leeds Community Alliance	2,490.00	2,490.00	Approved
Leeds Youth Muslim Forum	2,450.00	2,450.00	Approved
Friends of Cross Flatts Park	2,500.00	2,500.00	Approved
the Hunslet Club	2,496.00	2,496.00	Approved
51st Leeds Hunslet parish Church Guides	2,500.00	2,500.00	Approved
Hooper kelah	1,150.00	1,150.00	Approved
Hunslet Festival	2,500.00	2,500.00	Approved
Hunslet Hawks Dance Academy	860.00	860.00	Approved
Hunslet Moor primary School	650.00	0.00	Pending
KMWA Kashmiri Muslim Welfare Association	2,500.00	0.00	Pending
Reetwirlers Majorettes	1,525.00	1,525.00	Approved
ST Lukes Cares	1,000.00	1,000.00	Approved

Hunslet Bosom Buddies	2,190.00	2,190.00	Approved
Kidz Klub Leeds	1,250.00	1,250.00	Approved
Unity In Poverty Action	500.00	500.00	Approved
South Leeds Elderly Luncheon Club	2,497.00	2,497.00	Approved
Church Together In Leeds 11	750.00	750.00	Approved
Mariners Involvement Group	800.00	800.00	Approved
SLATE Volunteers Development Group	2,300.00	2,300.00	Approved
Stratford Street Youth Club	2,475.00	2,475.00	Approved
Space Youth Programme	2,500.00	2,500.00	Approved
South Leeds Live at Home Scheme	2,300.00	2,300.00	Approved
Sporting Change	2,350.00	2,350.00	Approved
In Focus	2,000.00	2,000.00	Approved
FDM For Disability Mobility	2,500.00	2,500.00	Approved
Leeds Men Health Network	1,000.00	1,000.00	Approved
Yorkshire Adabee Arts Forum	2,425.00	2,425.00	Approved
Salvation Army	500.00	500.00	Approved
South Leeds Life Group	1,900.00	0.00	Pending
HUNSLET FESTIVAL	2,500.00	2,500.00	Approved
Hunslet Baptist Church	1,500.00	1,500.00	Approved
Beeston In Bloom	2,500.00	2,500.00	Approved
Greenhouse Residents Committee	2,000.00	2,000.00	Approved
South Leeds Community Radio Volunteer Group	1,000.00	1,000.00	Approved
Assisi Place Residents Group	2,032.00	2,032.00	Approved
Awazz Network	2,005.00	2,005.00	Approved
Lynbar Majorettes	1,500.00	1,500.00	Approved
Shardonnay Twirling Majorettes	1,500.00	1,500.00	Approved
St Peters Court Tenants Association	2,000.00	2,000.00	Approved
The Hunslet Initiative	1,045.00	1,045.00	Approved
Cloth Cat Studios	2,024.00	2,024.00	Approved
Ekotah Together	1,250.00	0.00	Pending
Kashmiri Womens Group	2,000.00	2,000.00	Approved
Open Door Mission	1,200.00	1,200.00	Approved
South Leeds Community Alliance	2,500.00	0.00	Pending

Morley Cricket & Sports Club	630.00	630.00	Approved
Tingley Methodist Church	1,400.00	0.00	Pending
Morley Rugby Football Club	1,010.00	1,010.00	Approved
Morley Amateur Operatic Society	1,992.00	1,992.00	Approved
St peters Church Hall users Group	2,500.00	2,500.00	Approved
12th Morley Scout Group	800.00	800.00	Approved
Morley Camping venture	500.00	500.00	Approved
Newlands methodist Church	400.00	400.00	Approved
Siegen Close Residents association	420.00	420.00	Approved
St Andrews Community Hall Steering Group	2,300.00	2,300.00	Approved
St marys United Reformed Church	1,000.00	1,000.00	Approved
Morley Town AFC	500.00	500.00	Approved
Morley Bluebell Majorettes	1,290.00	1,290.00	Approved
Morley Murals	500.00	500.00	Approved
Kidz n co	301.00	301.00	Approved
Finance and Property Group	600.00	600.00	Approved
Girlguiding Lofthouse	1,250.00	0.00	Pending
East Ardsley In Bloom	712.20	0.00	Pending
Hilltop Good Companions	1,500.00	1,500.00	Approved
Lowry Road In Bloom	1,300.00	1,300.00	Approved
Tingley TARA Tenants and residents Association	2,350.00	2,350.00	Approved
East Ardsley United Cricket Club	1,600.00	1,600.00	Approved
Lowry Road in Bloom	1,000.00	1,000.00	Approved
Meadows in Bloom	1,000.00	1,000.00	Approved
Winthorpe Residents Association	1,058.00	1,058.00	Approved
St gabriel's Youth and Community Group	1,500.00	1,500.00	Approved
St Gabriels Community Centre	299.00	0.00	Pending
Robin Hood Residents Association	1,500.00	1,500.00	Approved
Lowry Road In Bloom	1,500.00	1,500.00	Approved
Christ Church Lofthouse PCC Graveyard Group	1,485.59	1,485.59	Approved
Silhouettes Majorette Dance	1,000.00	1,000.00	Approved

Troupe			
East Ardsley United Cricket Club	1,100.00	1,100.00	Approved
East Ardsley In Bloom	1,218.00	1,218.00	Approved
East Ardsley Community Centre Association	1,050.00	1,050.00	Approved
Tingley Brass Band	1,000.00	0.00	Pending
Girlguiding Lofthouse	1,250.00	1,250.00	Approved
2nd Morley East Ardsley Scout Group	1,260.00	1,260.00	Approved
<b>Grand Total</b>	<b>305,468.96</b>	<b>247,528.35</b>	

#### Status Explained

Pending or Approved.

'Pending' means the project has only recently been submitted to CDF and needs to be processed, or that the group have not yet returned their grant acceptance form to CDF.

'Approved' means that the group have returned their grant acceptance, so if it is 'Approved' but without a payment it either means that it is scheduled for payment shortly, or that there is a query relating to the payment details.

This page is intentionally left blank



## Report of Assistant Chief Executive (Customers and Communities)

### Report to South Leeds (Inner) Area Committee

**Date: Wednesday 4<sup>th</sup> September 2013**

### Subject: Wellbeing Report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Beeston & Holbeck City & Hunslet Middleton Park	
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

This report provides Members with:

1. Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure.(3.0)
2. An update on the revenue element of the Wellbeing budget.
3. Details of revenue projects agreed to date (Table 2).
4. Details of Activities Fund Delegation 2013/14 (Table 3).
5. Details of revenue funding for consideration and approval.(4.0)
6. Members are also asked to note the current position of the Small Grants Budget.

## Recommendations

Members of the Inner South Area Committee are requested to:

- a) Note the contents of the report;
- b) Note the position of the Wellbeing Budget as set out at 3.0;
- c) Note the Wellbeing revenue projects already agreed as listed in Table 2;
- d) Consider and make decisions on proposals raised in 3.3 - 4.0;
- e) Note the Small Grants position in 5.0

### 1.0 Purpose of this report

- 1.1 Confirmation of the 2012/13 and 2013/14 revenue allocation and carry forward figure.
- 1.2 An update on the revenue element of the Wellbeing budget.
- 1.3 Details of revenue projects agreed to date (Table 2).
- 1.4 Details of Activities Fund Delegation 2013/14 (Table 3).
- 1.5 Details of revenue funding for consideration and approval. (4.0)
- 1.6 Members are also asked to note the current position of the Small Grants Budget.

### 2.0 Background information

- 2.1 Each Area Committee has been allocated a Wellbeing Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental wellbeing of the area by using the funding to support projects that contribute towards the delivery of local priorities.
- 2.2 Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items are purchased.
- 2.3 Members are reminded that due to the timescales required for submission to Area Committee the deadline for receipt of completed documentation is at least seven weeks before an Area Committee to allow for processing the necessary paperwork.

### 3.0 Wellbeing Budget Position

#### 3.1 Wellbeing Revenue Budget Summary for 2012/13

- 3.1.1 Members have received a summary of their wellbeing position by ward in August for comment prior to the Area Committee meeting. The schedule showed commitments, actual spends and earmarked figures by project and by ward.
- 3.1.2 The revenue budget approved by Executive Board for 2012/13 was **£224,520.00**. The carry forward figure of **£219,337.41** gave a total amount of **£443,857.41** revenue funding available to the Area Committee for 2012/13.
- 3.1.3 **Table 1** summarises the totals of projects rolled forward from 2011/12 and funded by Area Committee up to and including the March 2013 meeting. It also shows an actual spend in 2012/13 of **£249,301.52** with a remaining balance of **£194,555.89**.

- 3.1.4 **Table 1** includes a number of projects approved in 2012/13 which either did not complete or did not submit an invoice by the 31st March 2013 deadline. Also included are projects approved in 2012/13 for implementation in 2013/14. To ensure the projects are delivered and paid for, funding of **£133,341.87** has been rolled forward to complete these projects. Members are asked to note that among the projects is the £106,020.00 Children & Young People allocation for 2013/14.
- 3.1.5 The closing balance contains the underspend figure of **£42,494.45**, which includes residual funding of ring-fenced amounts including small grants, community skips, communications budget, community safety and the children and young people project 2012 allocation.

**TABLE 1 - Wellbeing Revenue Budget Summary for 2012/13**

<b>Wellbeing Revenue Budget Summary for 2012/13</b>	<b>Total</b>	<b>B&amp;H</b>	<b>C&amp;H</b>	<b>MP</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Budget Allocation for 2012/13	443,857.41	158,494.36	165,182.80	120,180.25
Projects Committed for 2012/13 including projects b/f from 2011/12	425,137.84	142,199.12	133,939.40	148,999.32
Actual Spend in 2012/13	249,301.52	84,476.62	87,816.25	77,008.65
Remaining balance after actual spend	194,555.89	74,017.74	77,366.55	43,171.60
Projects committed in 2012/13 and rolled forward to be delivered in 2013/14	133,341.87	41,265.73	35,126.83	56,949.31
Closing Balance to be rolled forward to 2013/14	61,214.02	32,752.01	42,239.72	-13,777.71

## **3.2 Revenue 2013/14**

- 3.2.1 The revenue budget approved by Executive Board for 2013/14 is **£224,520** and is the same as 2012/13. The carry forward balance figure of **£61,214.02** gave a total of **£285,734.02** revenue funding available to the Area Committee for 2013/14.
- 3.2.2 Having considered the wellbeing revenue budget at its May meeting, the Area Committee approved the following schedule of 2013/14 allocations detailed below.

**TABLE 2 - 2013/14 Revenue Schedule**

Projects	Total	B&H	C&H	MP
	£	£	£	£
Revenue Wellbeing Budget 2013/14	224,520.00	74,840.00	74,840.00	74,840.00
Closing balance b/f from 12/13	61,214.02	32,752.01	42,239.72	-13,777.71
Available budget	<b>285,734.02</b>	<b>107,592.01</b>	<b>117,079.72</b>	<b>61,062.29</b>
<b>2013/14 Allocations</b>				
Small grants	10,000.00	5,000.00	3,000.00	2,000.00
Skips	3,500.00	1,500.00	1,000.00	1,000.00
Communications budget	3,000.00	1,000.00	1,000.00	1,000.00
Celebration Event 2014	1,000.00	334.00	333.00	333.00
International Older Person 's Event	1,500.00	500.00	500.00	500.00
Festivals 2014	18,275.00	5,984.00	4,816.00	7,475.00
Community Safety Budget	24,791.00	8,263.67	8,263.67	8,263.66
Neighbourhood Improvement Officer - Beeston & Holbeck	13,601.58	13,601.58		
Neighbourhood Improvement Officer - C&H/MP	32,228.22		16,114.11	16,114.11
NIP Budget	3,000.00	3,000.00		
Belle Isle & Middleton Christmas Lights	4,826.15			4,826.15
Cross Flatts Park - Play Area	50,000.00	25,000.00	25,000.00	
Cross Flatts Park - Improvements/Watsonia	10,000.00	5,000.00	5,000.00	
Total Allocations as at June 2013	175,721.95	69,183.25	65,026.78	41,511.92
<b>Balance Remaining for 2013/14</b>	<b><u>110,012.07</u></b>	<b><u>38,408.76</u></b>	<b><u>52,052.94</u></b>	<b><u>19,550.37</u></b>

### 3.3 Projects Adjustments

#### 3.3.1 Community Festivals 2013

In June 2012, the Area Committee agreed **£17,000** in principle for community festivals to be held in 2013.

At the March 2013 meeting, the Area Committee considered applications totally **£20,825.00** but approved festivals totalling **£18,275.00**. The funding was split as follows: (**Beeston and Holbeck - £5,984.00**), (**City and Hunslet - £4,816.00**) and (**Middleton Park, £7,475.00**). At the end of the 2012/13 financial year the original **£17,000** was carried forward leaving a shortfall of **£1,275.00**.

**Area Committee are asked to note and approve the following adjustments:**

- As a consequence there is an over spend of **£484.00** in Beeston and Holbeck. The Area Committee asked to approve this shortfall from the Beeston and Holbeck Revenue pot.
- The effect on the Middleton Park allocation is a **£1,475.00** shortfall. It is proposed that this is covered from the **£2,500.00** already earmarked for Middleton Gala.

- In 2012/13, Members agreed the funding of **£2,500** for Middleton Gala. The gala subsequently went ahead funded by Community First. However the festival committee requested funding of **£309.00** from wellbeing funding, leaving a balance of **£2,191.00**. In June 2013 the Belle Isle & Middleton NIB supported a request for **£500** funding to the family sports day which took place in Middleton Park on Saturday 6<sup>th</sup> July. Middleton Park Ward Members were consulted and agreed the funding from the allocation already earmarked for the Middleton Gala leaving a balance of **£1, 1691.00**.
- It is proposed to use **£1,475.00** of the remaining balance to cover the shortfall in the festival allocations. The Area Committee is asked to agree this.
- It is proposed to transfer the remaining **£216.00** to the Middleton Park revenue pot.

### 3.3.2 Communications Budget: Middleton Park Ward

In March 2013, Area committee approved £3000.000 to be split equally across all three wards. This budget has been used to fund various activities such as venue hire for meetings and events, promotional leaflets, catering, etc. In consultation with colleagues in public health, Members agreed an all day Smoking OBA event which led to the establishment of a smoking cessation clinic in Belle Isle and Middleton. As a consequence the Middleton Park's ward communications budget has been overspent by **£347.70**. Members are asked to agree that a further allocation of **£1,000** is made to the Middleton Park communications fund from the Middleton Park revenue pot which will cover the shortfall of **£348.20** and any additional expenditure to the end of the year for any further events that may be held.

### 3.3.3 Learning Markets Events

Area Committee agreed in 2012/13, **£3,000** funding to deliver three Learning Market events, three events have been delivered to date in Cottingley Primary School, Cockburn School and St George's centre costing **£2,300** leaving a balance of **£700**. A further event will cost **£1,000** to deliver. Members are asked to approve additional **£300.00** to be split equally across the three revenue pots.

## 3.4 **Activities Fund Delegation**

- 3.4.1 As a result of a Youth Review agreed in March 2013, an activities fund has been made available to provide local activity for children and young people age 8-17 years across the city. The Activities Fund has been delegated to Area Committees across the city and the allocation to Inner South Area Committee for 2013/14 is £24,864 rising to £49,728 in 2014/15. **Table 3** outlines Activities Fund projects.

Youth activities fund is now delegated to Area Committees. The funding is aimed at providing activities for children & young people aged 8-17years. The funding allocation is based on population and the breakdown for Inner South is as follows:

**TABLE 3**

Table 3: Activities Fund Delegation 2013/14		Ward Split		
	TOTAL £	Beeston & Holbeck £	City & Hunslet £	Middleton Park £
INCOME	£24,864.00			
TOTAL	£24,864.00	£7,616.00	£6,976.00	£10,272.00
Project/Activity				
Mini Breeze Beeston & Holbeck		3,750.00		
Mini Breeze City & Hunslet			3,750.00	
Mini Breeze Middleton Park				3,750.00
Total spend against projects	£11,250	3,750.00	3,750.00	3,750.00
Balance Remaining (per ward)	£13,614.00	£3,866.00	£3,226.00	£6,522.00

- 3.4.2 The funding was awarded based on population per ward. Do Members wish to retain this ward split or would they prefer to use the funding as a single pot, spread as equally as possible across the three wards?

#### 4.0 Wellbeing Projects for approval

- 4.1 It is possible that some of **the projects** committed in 2012/13 and rolled forward to be delivered in 2013/14 may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified?
- 4.2 Members are asked to note that the deadline for receipt of completed application forms is seven weeks before an Area Committee to allow officers to appropriately scrutinise schemes and confirm that they adequately meet the priorities as set out in the Area Committee Business plan. This scrutiny may involve discussion at appropriate working groups and with relevant partner agencies to make sure that the projects presented to Members have all of the necessary information to allow decisions to be made.

4.3 Members are requested to consider the following projects.

4.4 **Project Title:** Marlboroughs Green Roof Projects – Phase 2  
**Name of Group or Organisation:** The Leeds Groundwork Trust  
**Total Project Cost:** £156,000  
**Amount proposed from Wellbeing Budget 2013/14:** £5,875  
**Wards covered:** City and Hunslet  
**Project Summary:**

This is a further phase of work on the Marlborough estate located on the edge of the city centre. This phase 2 project is intended to help regenerate the estate by producing designs for a new central public open space including a Multi-Use Games Area and to apply for funding to cover the capital costs of delivering the project. The application for wellbeing would cover the costs of public consultation, landscape design including agreeing the concept and proposed layout with the local community, partners and stakeholders, producing budget cost estimates, and advice and assistance with seeking funding for costs of implementing the scheme. The capital scheme is estimated to cost £156,000.

Phase 1 of the project covered the provision of a food growing and recreational green area and seating area. Wellbeing funding for this phase 1 was for preparation of detailed drawings, specification and management of the tender process for the capital works.

**Area Committee Business Plan Key Themes and Action Plan Priorities:** This proposal supports the Area Committee's priority "Neighbourhoods in Inner South are clean and attractive."

4.5 **Project Title:** Beeston Hill Waste and Recycling Junior Wardens Scheme  
**Name of Group or Organisation:** The Leeds Groundwork Trust  
**Total Project Cost:** £3,500  
**Amount proposed from Wellbeing Budget 2013/14:** £3,500  
**Wards covered:** City and Hunslet  
**Project Summary:**

This project is aimed at encouraging young people to get involved in their local community with the objective of reducing waste and litter in the Beeston Hill area. Positive activities and engagement in improving their community will be an ideal means of engaging young people in waste and recycling activities. Groundwork has discussed the proposed project with Park View Primary Academy and South Leeds Community Alliance who expressed a keen interest in having a scheme for young people. Young people will be involved in planning the sessions which will target 12 – 15 young people who live in the local area to take part in one session a week for 12 weeks starting in September 2013 to tackle environmental issues in the area. The aim is that the Junior Wardens will become environmental champions for the local area.

**Area Committee Business Plan Key Themes and Action Plan Priorities:** This proposal supports the Area Committee's priority "Neighbourhoods in Inner South are clean and attractive."

4.6 **Project Title:** Christmas lights – Beeston and Holbeck  
**Name of Group or Organisation:** Area Support Team  
**Total Project Cost:** £2,500  
**Amount proposed from Wellbeing Budget 2013/14:** £2,500  
**Wards covered:** Beeston and Holbeck

**Project Summary:**

This project will provide Christmas tree lights in existing natural trees on Holbeck Moor and Beeston (site is at junction of Beeston Road and Old Lane adjacent to the Co-op site). The costs include one-off costs of £1,000 (£500 for each site) for the installation of control equipment in adjacent lamp columns and £1,500 (£750 for each site) for the hire, installation and recovery of white flashing lights. If the project is approved, Leeds Lights will be commissioned to carry out the work involved.

**Area Committee Business Plan Key Themes and Action Plan Priorities:** This proposal supports the Area Committee's Business Plan priority "Support local events that bring people together."

- 4.7 **Project Title:** South Leeds Academy – litter bin  
**Name of Group or Organisation:** South and Outer East Locality Team  
**Total Project Cost:** £324  
**Amount proposed from Wellbeing Budget 2013/14:** £162  
**Wards covered:** Middleton Park

**Project Summary:**

This project will provide a litter bin outside the South Leeds Academy's grounds with the aim of reducing the amount of litter dropped in the area around the school grounds. The Academy will pay half of the costs of providing a bin, with the Area Committee being requested to fund the other half of the costs. The Locality Team will be responsible for emptying the bin.

**Area Committee Business Plan Key Themes and Action Plan Priorities:** This proposal supports the Area Committee's Business Plan priority "Improve the local environment and our parks and open spaces."

**5.0 Small Grants Approvals**

- 5.1 The following small grant has been approved since the last meeting and are listed here for information.

Organisation	Project	Amount
Irish Arts Foundation	Leeds Gathering 2013	500.00

**6.0 Corporate Considerations****6.1 Consultation and Engagement**

- 6.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Wellbeing budget is secured at Area Committee.



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

- 6.2.1 Community groups submitting a project proposal requesting funding from the Wellbeing budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.
- 6.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.
- 6.2.3 A light touch Equality Impact Assessments is carried out for all projects.

## **6.3 Council Policies and City Priorities**

- 6.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:
  - Vision for Leeds
  - Children and Young Peoples Plan
  - Health and Wellbeing City Priority Plan
  - Safer and Stronger Communities Plan
  - Regeneration City Priority Plan

## **6.4 Resources and Value for Money**

- 6.4.1 Resource implications will be that the remaining balance of the Wellbeing Budget for revenue will be reduced as a result of any projects funded.

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

- 6.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.
- 6.5.2 There are no key or major decisions being made that would be eligible for Call In.
- 6.5.3 There are no legal implications as a result of this report.

## **6.6 Risk Management**

- 6.6.2 This report provides an update on work in the Inner South and therefore no risks are identifiable. Any projects funded through wellbeing budget complete a section identifying risks and solutions as part of the application process.

## **7.0 Conclusions**

- 7.1 The report provides up to date information on the Area Committee's wellbeing Budget.

## **8.0 Recommendations**

8.1 Members of the Inner South Area Committee are requested to:

- a) Note the contents of the report;
- b) Note the position of the Wellbeing Budget as set out at 3.0;
- c) Note the Wellbeing revenue projects already agreed as listed in Table 2;
- d) Consider and make decisions on proposals raised in 3.3 - 4.0;
- e) Note the Small Grants position in 5.0

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

There are no background documents associated with this report.

---

<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.

**Area Chairs Forum  
Friday 3<sup>rd</sup> May 2013  
Committee Room 4, Civic Hall**

**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 Apologies</b>		
1.1	None	
<b>2.0 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> 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> 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> 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> 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 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 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.

**Sarn  
Warbis**

## **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

- 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 author: S Carey/D  
Roberts/Thomas O'Donovan  
Tel: 51655

**Report of** Chief Officer, Welfare and Benefits  
**Report to** Inner South Area Committee  
**Date:** Wednesday 4<sup>th</sup> September 2013  
**Subject:** Update on Welfare Benefit changes

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s):		
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. Significant welfare changes were introduced in April 2013 and the impact of these changes has seen more tenants fall 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:
  - a. Note the information about the impact of the welfare reforms;
  - b. Note the information about the campaign against high cost lenders and contribute to options for locality-based events and initiatives to support the campaign
  - c. Note the work ongoing in the locality in response to the welfare changes

## 1. 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 4**
- 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.

### **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.

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

- 3.2 The number of tenancies affected has reduced since the start of April but continues to remain high at 7,834 across the city. 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.
- 3.3 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%. It is clear from this that many tenants are struggling to cope with the changes.
- 3.4 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 approximately 280 are also affected by the under-occupancy rules.
- 3.5 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.

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

- 3.6 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.

3.7 The policy for the allocation of DHPs was agreed 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.

3.8 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.

3.9 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.

3.10 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*

3.11 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.

3.12 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.

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*

- 3.13 Leeds received £2.8m scheme funding for a Local Welfare Support scheme.
- 3.14 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.
- 3.15 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.
- 3.16 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.
- 3.17 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*

- 3.18 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.
- 3.19 **Appendix 1a** provides a ward breakdown for the cases affected by the Benefit Cap. The cases most seriously affected have been considered 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.

- 3.20 Working with ALMOs and Housing Associations, visits have been made to most families affected. Contact has also been made by Jobcentre Plus to advise tenants about the help they can get with moving into work – families working more than 16hrs (lone parents) or 24hrs (couples) are exempt from the Benefit Cap.
- 3.21 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 is a real risk.

#### *Preparations for Universal Credit*

- 3.22 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.
- 3.23 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 preparations 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 will be available in the near future.

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 2**, has been issued to DWP and a response is awaited.

### *High cost lenders campaign*

- 3.24 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
- 3.25 **Appendix 3** provides an update on the campaign and welcomes contributions from the Area Committee on locality-based events that would support the campaign.
- 3.26 A number of city wide initiatives have been providing support to citizens for many years involving a broad network of partner organisations. Some key services include.

### *Leeds City Credit Union*

- 3.27 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.

### *Headrow Money Line*

- 3.28 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.
- 3.29 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*

- 3.30 A partnership of advice agencies provide debt and welfare rights advice, along with the Council's 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 intention 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.

#### *South East Welfare Reform Group/Locality Actions*

- 3.31 In November 2011 the South East Area Leadership Team recognised Welfare Reform as a priority in its improvement and development plan. The South East Area Support Team (AST) along with partners agreed a task and finish group be established to work in the locality to explore, develop and where appropriate deliver actions to support residents to mitigate the impact of the welfare changes. A Welfare Reform group was established and have been meeting and delivering actions since that time.
- 3.32 The group has representatives from various council departments as well as external partners and the voluntary sector. The group has representatives from various council departments as well as external partners and the voluntary sector. The next meeting will take place on Tuesday 10<sup>th</sup> September at 1.00pm Dewsbury Road One Stop Centre.
- 3.33 During the run up to the implementation of under occupancy in April 2013 the focus of the work of the group was to ensure that all front line staff were briefed on the changes. The aim of this was to equip staff to work effectively with clients to ensure that they were prepared for the changes and aware of what the impact would be. Up to 150 frontline staff attended briefings in four sessions in the locality.
- 3.34 Since the implementation of the welfare changes there has been a significant increase in the number of clients visiting advice services including the CAB seeking support. This has ranged from advice on sanctions and discretionary housing payments, to debt and arrears advice.

#### *Aire Valley Homes Leeds (AVHL)*

- 3.35 Aire Valley Homes Leeds (AVHL) undertook visits to all of their tenants effected by the under occupancy changes, the same exercise was completed by Housing Associations in the area (Unity and Leeds Federated). The visits highlighted the changes and the likely shortfall in rent that tenants would face, discussions on how that shortfall could be met as well as options available to them.



- 3.36 In response to the welfare changes, AVHL has appointed additional staff (12.5 FTE) to maximise rent collection, rehouse tenants who are under-occupied and provide essential support and advice on money management and debt prevention. This additional capacity and expertise in front line delivery includes six rent collection officers (Leeds City Council directly funded), three Financial Inclusion Officers, two Re-Housing Officers, one Independent Living Support Officer and an officer seconded from Leeds City Credit Union.
- 3.37 As at July 2013 Leeds Benefits Service identified 1,643 households in AVHL affected by Social Sector Size Criteria. Over 87% of these tenants have been visited (**Appendix 5**) to ensure tenants are claiming all eligible benefits and are given budgeting advice and assistance setting up Direct Debit, debt advice and referral to specialist support, referrals to Leeds City Credit Union, advice with establishing bank accounts, discretionary Housing Payment applications, outlining financial implications for tenants considering taking in lodgers or boarders.
- 3.38 **Appendix 6** shows AVHL arrears on under occupiers by Ward
- 3.39 The 2012 Survey of Tenants and Residents (STAR) highlighted a city-wide reduction of 15% in customer satisfaction with regard to 'Advice and support received on managing finances and paying rent and service charges'. The additional staff resource for Financial Inclusion Officers is allowing more intensive income management advice and debt management support to those tenants in need.
- 3.40 AVHL has already undertaken significant preparatory work to ensure under-occupied tenants are aware of the welfare changes. In August 2012, two Welfare Reform Officers were recruited to prepare customers and staff for the welfare changes. This initial activity allowed AVHL to cross check household information with the data provided by Leeds Benefits Service, discuss rent payment requirements, raise awareness of the consequences of non-payment, Identify money management / budgeting problems with AVHL Financial Inclusion Officers and assist with applications for Discretionary Housing Payments (DHP).
- 3.41 The addition of an Independent Living & Support Officer is allowing the team to continue to assess, provide and facilitate essential tenancy support services for an increasing number of our most vulnerable customers. Examples of which include those with mental health, drug and alcohol dependency and those with significant life skills difficulties.
- 3.42 AVHL have focussed activity on matching under-occupying tenants with suitable alternative public and private sector accommodation. A House Exchange event 15<sup>th</sup> July 2013 at Middleton Community Centre which was attended by over 30 people. The event was publicised through Facebook, South Leeds Life, Internet, mobile texts and letters to target groups.
- 3.43 Since April 2013 AVHL have facilitated 34 house exchanges with 11 in the pipeline. Approximately 56% of the approved exchanges have involved one or more households who were under-occupying their home. We are working with partner organisations to consider delivering a city wide house exchange event.

- 3.44 The Leeds City Credit Union (LCCU) officer seconded to AVHL is supporting tenants in building life skills and developing their financial knowledge and understanding. This key area of work directly combats the growing threat of illegal and high interest doorstep lending. Credit Union services, such as Savings, Budget and Bill Paying accounts, with '*prioritised*' automated rent payments being created are promoted.
- 3.45 LCCU are working with Local Children's Centres promoting their range of accessible services. A number of surgeries are planned for areas where there is a higher proportion of low income families with debts. A surgery is scheduled for Middleton Park Ward in September. LCCU has now taken on a new staff member to concentrate on promoting LCCU services through schools and Children's Centres in Leeds. A partnership with local Churches has been developed to help lower income families. The first session will be held at Middleton Church Hall on September 12<sup>th</sup>.

#### Leeds Federated Housing

- 3.46 Leeds Federated have contacted all 446 customers who have been identified by LCC as under occupying their homes, and officers have been able to do follow up visits with 298 of those customers. Efforts will continue to be made to arrange visits with the remaining 148 customers. During these visits, officers are completing a form created by Leeds Federated which helps to identify whether customers require any further money or debt advice, how they can be supported to reduce the impact of the under occupation charge and agree a series of positive outcomes with them relating to their future housing situation. As part of the visit, the officer also completes a DHP referral form which is then sent on to Leeds City Council benefits department.
- 3.47 Leeds Federated is measuring the effects of these visits and welfare reform generally through its internal team scorecard. This scorecard is completed monthly and tracks:
- Total number of under occupiers
  - % of arrears as a result of under occupiers
  - Total arrears as a result of under occupiers
  - Number of referrals made to Financial Inclusion Officers
  - Number of completed referrals made to Financial Inclusion Officers
  - Total income generated by successful referrals to Financial Inclusion Officers for Leeds Federated and customers
  - Referrals to Energy Efficiency Officer (where issues with utility bills have been identified)
  - Tenancies ended due to affordability.
- 3.45 The Customer Services Team at Leeds Federated has been restructured to reduce the size of the patch that each Neighbourhood Officer is responsible for. The Neighbourhood Officers' core role is to develop and maintain relationships with our customers, providing tenancy management services and acting as the named point of contact for a patch of around 200 homes, reduced from around 500. The Neighbourhood Officers within the team now have more time to offer in

depth support to our customers and also now have the opportunity to deliver tailored projects for our customers within their neighbourhoods.

- 3.46 Recently two new Financial Inclusion positions have been created within the Customer Services Team. The posts have increased capacity to provide more in-depth advice on welfare benefits, debt and maximising income. The Officers receive referrals through an internal process, but are also an integral part of our approach to the escalation of arrears cases, as they contact customers who have fallen into arrears on their rent account. They also have a key role in delivering our Energy and Sustainability Policy, in that they will be our internal experts on energy advice and energy tariffs. The results of visits are also measured through the Leeds Federated internal results scorecard.
- 3.47 The Social Investment Team are also running a number of training and education programmes for both Leeds Federated and non-Leeds Federated customers around financial inclusion and welfare reform, employment opportunities, digital inclusion and self-esteem and confidence building. A number of customers have been referred to these programmes as a result of the visits completed by Financial Inclusion Officers and officers completing the welfare reform visits.

#### Belle Isle Tenant Management Organisation (BITMO)

Heading	BITMO
<b>Number of Tenants Affected</b>	<b>243</b>
Completed Visits	201
Tenants No Longer Affected	30
Still Awaiting Visits	12
Revised Total	213
<b>Completed Visits/Contacts</b>	<b>201</b>
No Response to Contacts	9
Family Size Dispute	29
Property Size Dispute	12
Transfer Requested (See Table Below)*	37
Cover Shortfall From Income/Benefits	146
Seek Employment	39
Plan to Move to Other Tenure	1
Seek Lodger	3
Foster Carers	2
In Adapted Properties	23
Access to Children or Applying	4
Tenants Considered High Risk	0

- 3.48 In response to the welfare changes BITMO has appointed 2.5 Temporary additional staff in order to maximise rent collection, assist with re-housing tenants

who are under- occupied and provide essential support and advice on money management and debt prevention. (2 of the additional staff have been funded by BITMO and 0.5 is currently being funded by Leeds City Council). Training has also been provided to staff on welfare changes.

- 3.49 During April 2013 four Welfare Reform drop in sessions were held in various locations in Belle Isle. Including the Nesfield Family Resource Centre. The CAB continues to offer money advice sessions at Aberfield Gate.
- 3.50 The rent team have seen an increase in demand for assistance with Discretionary Housing Payments and also assistance with budgeting advice. The rent team have assisted 48 customers between April 2013 and July 2013 in completing an application for Discretionary Housing Payments. Advice has been given to those families affected regarding budgeting, how to pay their rent, if in debt where they can seek advice, how to contact Job Centre Plus for advice and support around seeking employment.
- 3.51 Belle Isle Tenant Management Organisation has visited 94.4% of tenants who are under occupied as illustrated in the table below:

\*Bedroom Requirements of Those Requesting a Transfer

Property Size	Number of Cases
1 Bedroom	17
2 Bedroom	14
3 Bedroom	5
4 Bedroom	1
5 Bedroom	0

The Impact on Rent Arrears Based on Under Occupancy Cases Only:

Week Number	Total Arrears (Under Occupancy Cases)
Week 52	£11,340.91
Week 18	£28,076.25
<b>Increase from week 52 to week 18</b>	<b>£17,365.34</b>

- 3.52 BITMO have promoted Mutual Exchanges through advertising them at the Aberfield Gate office. With the Old Library conversion project coming to a close, BITMO intend to use the new space for employment and skills training, incorporating new public access PCs into the centre. Tenants will be encouraged and supported in their applications for ASDA Middleton jobs when the 375 positions become available to LS10 residents.

### *Commissioned Projects*

- 3.53 Funding was secured through Public Health to delivered targeted work with residents impacted by the changes. Trading Standards were successful in bidding to deliver a Financial Fitness Project. Following consultation with Area Committees a programme of workshops and staff training was put in place. This work has now commenced and is summarised at **Appendix 7**.
- 3.54 At the same time a smaller project was commissioned in Cottingley. £3,000 was approved to invest in computer equipment for residents in the estate. A project group has been established with Aire Valley Homes staff, Inner South Area Committee's Neighbourhood Improvement Officer, Union Learn, Local Residents and Employment & Skills; Neighbourhood Development Workers.
- 3.55 This innovative project draws IT mentors from within the tenant community to work with Union Learn staff and AVHL Digital Financial Inclusion Officer to help tenants use and access the internet. Trustees of the community centre have agreed to a 3 month trial period, providing the community room, kitchen and adjoining computer room free of charge to the project.

### *Digital Inclusion*

- 3.56 Members of the AVHL Independent Living Support Team (ILST) attended a Leeds Federated Housing Digital Inclusion Seminar in July. The session was also attended by a number of different Housing Organisations both Social and Private. This seminar ensures a more joined up City approach to enable all tenants to have both access to and the skills to use the internet in a way that will benefit them, particularly with the advent of Universal Credit.
- 3.57 The three AVHL Area Panels have funded three digital media apprentices, in partnership with Leeds Federated Housing and Retrograde Academy. These apprentices will support teams to communicate key messages with tenants through digital technology, such as information surrounding Welfare Changes, house exchanges, Social Sector Size Criteria, Discretionary Housing Payment and Universal Credit. The idea behind using the digital media apprentices is to engage tenants using more diverse channels, which are appropriate and convenient to their needs and lifestyles.
- 3.58 BITMO are investigating the costs of software that would enable specific tenants to be contacted directly by text and/or email e.g. to promote local events and advice sessions to under-occupying tenants, to send payment method reminders to tenants with new low-level rent arrears, or contact those eligible to apply for Discretionary Housing Payment.
- 3.59 Further work to refresh information on digital access across the area is being completed with a questionnaire developed by AST and health colleagues circulated to all groups and contacts across South East Leeds, this is part of a programme being completed across the City and co-ordinated at that level.

- 3.60 Once information is collated, work will be undertaken to look at how promotion can be delivered in the best way, focussing on digital access rather than welfare reform so that areas such as the Outer villages embrace digital access.
- 3.61 Details of events and meetings which can be used to promote digital access are being considered. A range of options for activities to get people online will be offered, tailored to different areas; these will include the use of mobile provision, mentoring and volunteering as well as utilising IT provision already available.
- 3.62 This will link with the on-going work as part of the Get IT together project which is operating across the city. A summary of this work will soon be available to Members.

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

- 3.63 PC's, PCSO'S and NPT's are to be trained in dealing with loan sharks by Trading Standards; this will include what is defined as harassment.
- 3.64 A meeting has taken place with a representative of the illegal money lending team, Community safety and West Yorkshire Police. The Leeds ALMOs are planning further campaigns this year. Further meetings are planned to look at the outcomes of the work to target illegal loan sharks and approaches to high interest and other doorstep lenders aiming to prevent debt wherever possible.
- 3.65 A DVD has been produced highlighting the issues of loan sharks and this is to be shown in GP's surgeries. The DVD is also being looked at to roll out into Schools and Children Centres.

#### *Employability*

- 3.66 AVHL has an Officer seconded from Jobcentre Plus (JCP) working with tenants to create CV's, develop interview skills, and support tenants back into training, education and employment. Nearly 9% of tenants impacted by Social Sector Size Criteria (SSSC) have indicated they will be seeking employment to pay the additional rent.
- 3.67 AVHL are working with partners in key Wards to tackle unemployment and forge links with major employers. A 'Job Club' has been established at the One Stop Centre, St George's House in Middleton. AVHL has a dedicated JCP resource in a multi-agency arrangement which includes attending every Monday morning to give customers advice and guidance on CV writing and support for entering the job market or Education.
- 3.68 AVHL are also working with unemployed young people from Beeston by supporting 1 hour football sessions in partnership with Soccer City Leeds. These sessions are combined with focussed work on job searching, CV writing and access to training and education.
- 3.69 AVHL have also developed a course in association with Jamie Oliver's 'Ministry of Food' to promote healthy eating and provide key skills in cooking on a budget. This is an 8 week course for up to ten tenants who are unemployed. Each session includes 1.5 hours cooking skills followed by a different session each

week covering topics such as employment, training, budgeting and Credit Union services. This is a popular course and plans are in place to deliver a third course in October 2013.

*Further work:*

- 3.70 The Welfare Reform Group is also linking in with the Leeds Foodbank project to see how we can support and assist in developing the project in our area.
- 3.71 The group is linked to the Financial Inclusion Steering Group and East and West Leeds Debt Forums to ensure that projects and issues are communicated back to the team and benefits of initiatives maximised in the locality.
- 3.72 The South Leeds Debt Forum organised by the South East Welfare Reform Group was formally launched on 30<sup>th</sup> July with guest speakers including former MP John Battle and Cllr Kim Groves. Delegates also heard key note speeches from the Chairs of both East and West Debt Forums. There was excellent attendance and contributions from a range of partner organisations including CAB, local Churches, Housing Associations, BITMO, Aire Valley Homes and The South East Area Support Team.

#### **4 Corporate Considerations**

##### **4.1 Consultation and Engagement**

- 4.1.1 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.

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

- 4.2.1 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.

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

- 4.3.1 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.

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

- 4.4.1 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.

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

4.5.1 There are no legal implications relating to this report.

#### **4.6 Risk Management**

4.6.1 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 and this has seen increases in rent arrears and Council Tax arrears. 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 14/15 mean that further work is required to move tenants away from dependency on DHPs and into more sustainable and affordable renting solutions.

### **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 Note the work in the South East locality in response to the welfare changes

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

7.1 There are no background documents associated with this report.

---

<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.



App 1\_ monthly update

App 1a\_ward breakdown Benefit Cap

App 2\_Direct payment proposition

App 3\_High cost lending update

App 4\_ Legal Credit in Leeds

App\_5 Social sector size criteria by Ward

App\_6 Areas on under occupiers by Ward

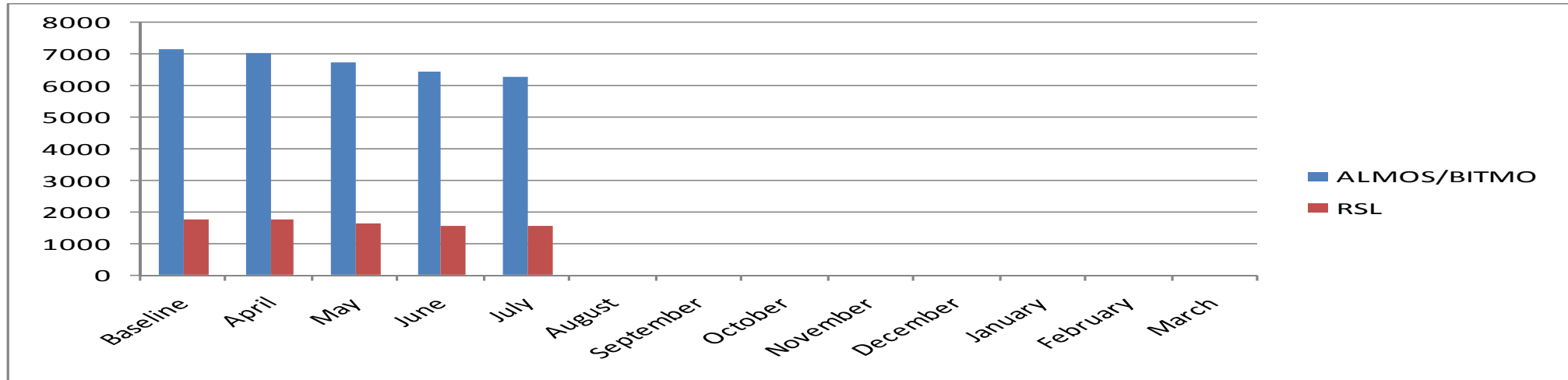
App\_7 Financial Fitness

## Appendix 1

### Under occupancy statistics

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

- ALMOs : 6,296



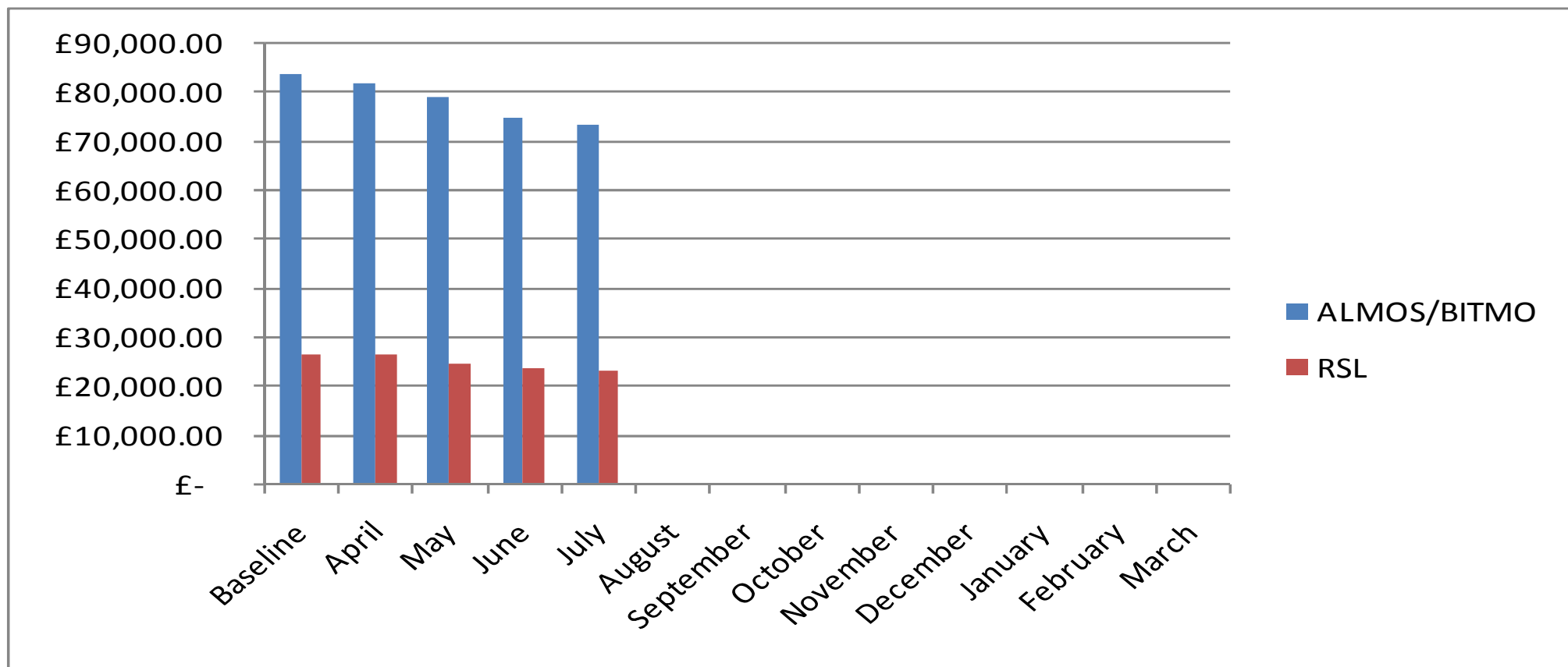
- HAs : 1,538

2013/14	Baseline	April	May	June	July	August	Sep	Oct	Nov	Dec	January	February	March
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>	8002	7834								

### 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>								

## Under-occupancy statistics

### 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	£ 361,172.49	2233	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									

### Weekly Value Of Loss Of Benefit For Claims Affected By 19% LCTS scheme

2013/14	April	May	June	July	August	September	October	November	December	January	February	March
ALL CLAIMS	£ 85,364.44	£83,811.83	£82,003.06									

The average weekly reduction in May is equivalent to an additional **£4,264,159** 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

WARD	Number Of Claims	WARD	Number Of Claims
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								

### 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								

### 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 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 1a – 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
Guiselley 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
Grand Total	424	£27,276.48	<b>£64.33</b>

## **Appendix 2 – 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 3 – 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 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 Area Management	
	7. Area Management Locality working to coordinate partners at a community level	Area Management	
Develop Communication Plan in two parts.	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 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.
1. City Wide High Profile campaign	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 LCCU 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 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 Corp. Comms.	Meetings have taken place with relevant officers and possibilities being explored
	15. Investigate prominent banner adverts on public buildings	FI Team Corp. Comms. Area Management	See 13
	16. Ban websites carrying adverts for HCLs;	FI Team 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 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 Corp. Comms.	
	20. Develop promotional and educational material to support local campaigning activity against HCL and promoting LCCU	Corp. Comms. Area Management	
	21. Provide comparisons between HCLs and more affordable options;	FI Team LCCU	Case studies prepared with LCCU
	22. Provide guidance on dealing with money issues that avoid using HCLs;	Advice Agencies LCCU Area Management	
	23. Create programme of events to keep issue fresh, raise awareness of issues and to raise awareness of frontline role;	FI Team Area Management	

	24. Provide briefing and training to frontline staff;	All Directorates Public Health Area Management	
	25. Develop HCL toolkit for frontline staff;	Advice Leeds All Directorates Area Management	
	26. Link with illegal lending team campaigns where appropriate;	Illegal Money Lending Team 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 Corp. Comms. 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 Area Management	
	29. Investigate possibility to produce video production of the "Shontal" play for use by community groups and schools	FI Team 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 Corp. Comms. 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 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 LCC Housing Services	
	33. Promote alternative options including CDFI, LCCU Payday Loans and LCCU Budgeting Accounts;	Corp. Comms. Area Management	See 8 above
	34. Use control zones in worst affected areas to discourage doorstep lenders visiting homes in the area;	ALMO's Area Management	
	35. Support social enterprise models for furniture re-use;	FI Team Citizens and Communities Directorate	

	36. Investigate possibility of developing a “Brighthouse” social model for white goods and furniture	FI Team 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 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 Area Management	
	39. Work with Public health to tackle lifestyle issues	LCC Public Health Area Management	
	40. Discourage HCL as a way of paying council/utility bills	LCC Revenue Division	
	41. Work with Food Banks and other anti-poverty initiatives	FI Team Citizens and Communities Directorate Area Management	
Provide direct support for those caught up in HCL	42. Increase money, debt and benefits advice	FI Team Env. And Housing Commissioning Team	
	43. Include debt review in rent/Ctax arrears cases;	LCC Revenue Division, Corporate Debt Team 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 LCC Revenue 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 4 - 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 Shopacheck (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 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 5

### Social Sector Size Criteria By Ward - Update on Contacts/Visits Undertaken to the end of July 2013

				Inner South			Outer South			Outer East						
Description				Beeston & Holbeck	City & Hunslet	Middleton Park	Ardsley & Robin Hood	Morley South	Morley North	Rothwell	Crossgates & Whinmoor	Garforth & Swillington	Kippax & Methley	Temple Newsam (AVH Only)	Total	
Total Number of Tenants Affected per list provided by Welfare & Benefit Service July 2013				329	190	290	66	155	77	177	165	76	99	11	1635	
Completed Visits / Contacts				282	185	279	50	115	57	127	156	70	90	10	1421	
No Response to Contacts				36	5	11	11	35	15	43	6	4	6	1	173	
Family Size Dispute				16	17	25	3	2	0	11	14	7	4	1	100	
Property Size Dispute				13	9	12	5	2	2	7	8	4	4	0	66	
Transfer Requested * see below				50	26	53	11	14	4	19	26	21	15	0	239	
Registered for Mutual Exchange				13	9	12	2	6	1	5	8	4	8	0	68	
Cover shortfall from Income / Benefits **				102	80	113	13	29	12	25	72	40	41	2	529	
Seek Employment **				28	15	34	0	10	5	4	9	7	7	0	119	
Plan to move to other tenure **				9	1	6	1	5	0	2	3	1	3	0	31	
Seek Lodger **				3	2	6	3	1	0	3	4	2	6	0	30	
Foster Carers				4	2	4	0	1	0	4	4	2	3	0	24	
In adapted Properties				17	11	17	6	13	12	19	9	9	7	1	121	
Access to Children or Applying				20	15	19	3	6	2	12	11	7	5	2	102	
Tenants considered High Risk **				96	51	83	15	42	24	50	51	17	32	1	462	
*Bedroom Requirements of those requesting a transfer				1 Bed	41	13	31	7	11	2	15	17	14	12	0	163
				2 Bed	8	11	21	3	2	2	4	9	6	3	0	69
				3 Bed	1	2	1	1	1	0	0	0	1	0	0	7
				4 Bed	0	0	0	0	0	0	0	0	0	0	0	0
				5 Bed	0	0	0	0	0	0	0	0	0	0	0	0
** Please note some tenants are considering more than one option as a response to SSSC																
*** Tenants classed as high risk are those where an income and expenditure assessment has been undertaken and they have insufficient income to pay the Housing Benefit charge or have refused to provide income and expenditure details																
Last Updated:		13/08/2013														

# Aire Valley Homes Leeds by Ward

## Arrears on Under Occupiers

		<u>Arrears @ Week 52</u>	<u>Arrears @ Week 18</u>
IS	Beeston & Holbeck	£ 48,099.41	£ 55,644.81
	City & Hunslet	£ 16,028.54	£ 27,008.22
	Middleton Park	£ 42,253.75	£ 50,187.85
OS	Ardsley & Robin Hood	£ 8,180.66	£ 14,631.35
	Morley South	£ 12,250.12	£ 18,600.93
	Morley North	£ 5,735.48	£ 8,708.51
	Rothwell	£ 15,878.80	£ 22,204.24
OE	Crossgates &Whinmoor	£ 29,099.57	£ 39,659.22
	Garforth&Swillington	£ 4,055.45	£ 7,327.78
	Kippax & Methley	£ 9,547.19	£ 18,925.36
	Temple Newsam (AVH Only)	£ 233.17	£ 978.57
	Grand Total	£ 191,362.14	£ 263,876.84
Data Point Week 18 (5th Aug 13)			

## Appendix 7.

### Inner South Leeds Update – August 2013

#### Targets –

- 4 Financial Fitness Courses in Beeston Hill & Holbeck ward
- 4 Financial Fitness Courses in City & Hunslet ward
- 4 Financial Fitness Courses in Middleton Park ward
- 3 staff training session in Inner South

#### Staff Briefings

Staff briefings in the Inner South have been delivered at the following locations:

Staff briefing Inner South	Beeston Community Village Centre
Staff briefing Inner South	Navigation House
Staff briefing Inner South	Middleton Health Centre

Partners from the Illegal Money Lending Team attended the briefing at Navigation House to share latest news on Loan Shark activity in Leeds and provide case studies and promote reporting channels.

Front line worker briefings have been delivered to 37 members of staff working in the inner South wedge of the city, including housing officers, Council workers and staff from voluntary and community organisations.

#### Community Course confirmed dates

City & Holbeck Children's Ctr	Monday AM 9, 16, 23, 30 Sept & 7 Oct
Hunslet Children's Centre	Thursday PM 7, 14, 21, 28 Nov & 5 Dec

#### Proposed venues / awaiting dates

<b>Beeston Hill &amp; Holbeck x 4</b>	
Two Willows Children's Centre & Cottingley Children's Centre	Community Course
Beeston Children's Centre (Cottingley Primary School)	Community Course
Health for All- Men's Space	Community Course
Health for All- Healthy Communities Team	Community Course
<b>City and Hunslet x4</b>	
Navigation House, Aire Valley Homes	Community Course
Hamara Centre	Community Course
St Georges Ctr- Crypt	Carousel
Hunslet Club	Community Course
<b>Middleton Park x4</b>	
Belle Isle Tenants and Residents	Community Course

#### Next steps –

Project officers would be pleased to receive feedback or suggestions from members on proposed groups or venues and would welcome Councillor involvement in any of the sessions scheduled to be delivered.

Community courses will continue to be promoted and we will continue booking in dates from September for delivery. An update will be provided to committee members in due course.

Course content will endeavour to reflect local issues and remain flexible to meet the needs of the community groups participating in the programme.

### **Key messages from front line worker feedback and survey monkey results –**

- Concerns raised by front line workers include lack of awareness amongst clients of the impacts of benefit changes, especially around Universal Credit and how clients will cope with direct payments / budgeting skills and advice to maintain tenancies.
- Digital inclusion and availability of access to the internet for clients when applying for Universal Credit is a concern / lack of support available at computer terminals.
- Misconceptions around benefit cap, residents misinterpreting £500 cap as an increase in benefit to £500 per week, believing that their benefit claim will increase.
- Front line worker briefing booklets are being considered a valuable tool for referring clients on to appropriate sources of support especially around illegal lenders and where to get advice on scams and fraud.
- Front line worker briefings have provided a valuable opportunity to network and links have been made between attending agencies as a result. Front line workers generally feeling that they are unable to keep on top of the changes, the workshops have provided an opportunity to share concerns and clarify misconceptions.
- Housing staff have been able to share an update on DHP and the circumstances in which tenants are most likely to be awarded the payment. Misconceptions around the award being permanent have been resolved.