



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Otley Methodist Church, Otley, LS21 1HB on
Monday, 4th November, 2013 at 2.00 pm**

MEMBERSHIP

Councillors

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

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A G E N D A

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			<u>PROCEDURAL BUSINESS</u>	
1			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded). (*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting.)	

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2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If the recommendation is accepted, to formally pass the following resolution:- <p>RESOLVED – 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>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	

Item No	Ward	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES - 23RD SEPTEMBER 2013</p> <p>To confirm as a correct record the minutes of the meeting held on 23rd September 2013</p>	1 - 6
8			<p>UPDATE ON WELFARE BENEFIT CHANGES</p> <p>To receive a report of the Chief Officer Revenues and Benefits providing an update on 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. The report details some of the preparations that are underway for Universal Credit with a focus on locality-based support that can be provided. 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.</p>	7 - 40

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9			<p>WEST YORKSHIRE FIRE AND RESCUE SERVICE, LEEDS WEST AREA, 6 MONTHLY REPORT</p> <p>To receive a report of the West Yorkshire Fire Service providing information on the activity levels in the Outer North West Area and update the Committee on the progress of the Integrated Risk Management Plan.</p>	41 - 46
10			<p>WELLBEING FUND UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Citizens & Communities) providing the Committee with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting. It also provides an update on the Youth Activity Fund.</p>	47 - 58
11			<p>ANNUAL COMMUNITY SAFETY REPORT</p> <p>To receive a report of the Director of Environment and Housing which is the annual community safety report, providing the Committee with details of the community safety activity undertaken during the last 12 months. The report will also provide details of crime data, making comparisons with previous years.</p>	59 - 76
12			<p>AREA UPDATE REPORT</p> <p>To receive a report of the Assistant Chief Executive (Citizens and Communities) Bringing together a range of information relating to Area Committee business into a single report and to update Members on recent sub group and forum business and also project and service activity.</p>	77 - 84

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13			<p>AREA CHAIRS FORUM MINUTES</p> <p>To receive a report of the Assistant Chief Executive (Customer Access & Performance) formally notifying the Committee that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.</p>	85 - 94
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>2pm, Monday 9th December 2013</p> <p>The Old Stables, Adel, LS16 8DW</p>	

Agenda Item 7

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 23RD SEPTEMBER, 2013

PRESENT: Councillor P Wadsworth in the Chair

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

29 Appeals Against Refusal of Inspection of Documents

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

30 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

31 Late Items

There were no formal late items submitted to the agenda for consideration. However Supplementary Information had been circulated and published with regards to Agenda Item 12 "Area Update Report" Minute No.40 refers.

32 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

33 Apologies for Absence

Apologies for absence were received from Councillor J L Carter.

34 Open Forum

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

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

35 Minutes - 10th July 2013

RESOLVED – The Minutes of the meeting held on 10th July 2013 were approved as a correct record subject to noting the apologies of Councillor Lay.

36 Matters Arising

Minute No. 28 Children and Young People's Sub Group

It was noted by the Area Committee that Councillor P Latty is the Children's Lead for the North West Outer Area.

37 Children's Services area committee update report

The Director of Children's Services submitted a report informing Members about local outcomes for children and young people. This supported the involvement of area committees in improving outcomes and provided an update on the work of the directorate and of the Leeds Children's Trust, including local children's cluster arrangements. The progress made against local and national agendas was also highlighted. The report summarised performance at area committee level, with a broader acknowledgement of city level performance. Key issues for Children's Services were highlighted, including Ofsted inspection, basic need, and child friendly city.

Sue Rumbold (Chief Officer Partnership Development) and Jancis Andrew (Area Head of Targeted Services) were in attendance to discuss the report with Members and to answer any questions.

Members considered the effect of a new penalty system to be enforced when children are removed from school, by parents taking holidays during term time. It was confirmed that a £60.00 fine would be administered by the Council for any absence of 5 days or more. All monies collected would be retained to help cover the administrative costs of the scheme.

Members took the view that non-attendance figures appeared high for the area and that a more detailed breakdown of schools with persistent offenders would be useful. The definition of a persistent offender was also explained to Members. Concern was expressed about children missing school during term time and the difficulties in them catching up on class work. Members were assured that schools have systems in place to ensure children do catch up.

Members requested details on the effect of children who do not have high attendance at school.

It was noted by Members that prices were higher for holidays during official school breaks and it was requested that the Children and Young Peoples Sub Group look into this matter.

Members discussed referrals to Children's Services and whether this varies from area to area.

RESOLVED -

- (a) Children and Young People's Sub Group to undertake work looking into travel agency costs during official school holiday periods;

- (b) That the Area Committee receive details on the effect of children who do not have high attendance at school;
- (c) That a breakdown be provided of schools where absence by persistence offenders affects attendance statistics; and
- (d) That the report be noted.

38 Update on Welfare Benefit changes

In light of the Chief Officer, Welfare and Benefits being unable to attend the meeting to present the submitted report and answer Member questions the Chair withdrew the report from the agenda to be deferred to a later date.

39 West North West homes Leeds Involvement in Area Committees

West North West Homes submitted a report which covers the previous reporting period advising the Area Committee of activities undertaken by West North West homes Leeds (WNWHL) which impact on local communities.

Juliet Duke, Neighbourhood Performance Manager presented the report to the Area Committee updating Members on the activity of West North West homes Leeds over the last six months.

Members noted that WNWHL will become part of Housing Leeds on 1st October 2013.

It was confirmed that any outstanding work agreed by WNWHL would be taken on by Housing Leeds.

RESOLVED –

- (a) That the contents of the report be noted; and
- (b) That a report be brought to the next meeting of the Area Committee providing an update on the implementation progress of Housing Leeds.

40 Wellbeing Fund Update and Monitoring Report

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the budget position for the Wellbeing Fund for 2013/14 and noting those projects agreed for support from the Wellbeing Fund for 2013/14. It also highlighted the current position of the Small Grants and skips and those Small Grants and skips that have been approved since the last meeting. The report also provided an update on the Youth Activity Fund.

Rachel Marshall, West North West Area Support Team presented the report and responded to Members' comments and queries.

The Chair highlighted to Members the importance of spending the wellbeing fund and driving forward deserving community projects, by encouraging applications for funding.

RESOLVED-

- (a) That the current position of the well-being budget as set out at Appendix 1 of the report be noted;
- (b) That the content of the quarterly monitoring returns for ongoing projects funded through the Wellbeing fund as set out in Appendix 2 of the report be noted;
- (c) That the current position of the Small Grants and skips and those Small Grants and skips that have been approved since the last meeting be noted;
- (d) That the current position of the Youth Activity fund be Noted; and
- (e) That the following be agreed in respect of those expressions of interest received for well-being funding, as detailed within Section 4 of the submitted report;

Project	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon	Decision
Horsforth Festive Lights			£2,200		Approved
Yeadon Festive Lights				£4,155	Approved
Yeadon & Otley CCTV*				£18,305	Approved

*Members approved this, however they wished to note their disagreement that Yeadon and Otley should have to pay more on the basis they are further from the central control room.

It was noted that the following project was not recommended for support at this time.

Safe Haven at Paradise

Delivery organisation: Safe Haven at Paradise

Amount Requested: £39,000 (£19,500 O & Y and £19,500 G & R)

It was noted that Outer North West Area Committee would receive £10,08617 of additional capital funding as a result of the Capital Receipts Incentive Scheme (CRIS).

41 Area Update Report

The Assistant Chief Executive (Citizens and Communities) submitted a report updating Members on recent sub group and forum business since the last Area Committee.

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

- Children and Young People Sub Group
- Health and Well Being;
- Joint Transport Sub Group; and
- Policy Sub Group

Members asked for an amendment to be made to the Joint Transport Sub Group minutes with respect to the anticipated number of jobs created by NGT. Furthermore Members requested that a formal response be sought from NGT with regards to the jobs that will potentially be created by constructing the system.

RESOLVED -

- (a) That the report be noted;
- (b) That the Joint Transport Sub Group Minutes of 13th September 2013 be amended as requested; and
- (c) That a formal response be obtained from NGT with respect to the numbers of jobs to be potentially created if the system is constructed.

42 Area Chairs Forum Minutes

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

The Chair raised the issue of the Area Committee potentially changing its name. Members were asked to consider what name they would like to give the Area Committee to reflect the region it covers.

RESOLVED – That the contents of the report be noted.

43 Date and Time of Next Meeting

2pm, Monday 4th November 2013

Otley Methodist Church.

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

Report of Chief Officer, Welfare and Benefits
Report to Outer North West Area Committee
Date: 4th November 2013
Subject: Update on Welfare Benefit changes

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

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

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

Recommendations

5. The Committee is asked to:

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

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

5.3. Champion the following priorities:

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

Purpose of this report

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

2 Background information

- 2.1 As part of the Government's programme of welfare reforms, changes to Housing Benefit, Council Tax Benefit and the Social Fund came into effect from April 2013. These changes mean that:
 - Working age social sector tenants deemed to have one or more spare bedrooms see their Housing Benefit reduced;
 - The majority of working age households see their Council Tax Support reduced by 19%; and
 - Funding allocated to the Crisis Loans and Community Care Grants elements of the Social Fund is devolved to local councils.
- 2.2 In recognition of the difficulties these changes may cause for some families, the Government increased funding to local Councils for Discretionary Housing Payments schemes. Funding for Leeds increased from £800k in 12/13 to £1.9m in 13/14.
- 2.3 The policy for the allocation of DHPs was agreed at Executive Board and prioritises 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.
- 2.4 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 12th August 2013 and will see around 424 families lose some or all of their Housing Benefit.
- 2.5 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.
- 2.6 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)

- 2.7 Within the context of these reforms, coupled with the fall in general earnings over the last two years, the council has seen the rise in the use of high cost lenders as a major cause for concern.
- 2.8 It is estimated that 5 million people in the UK access high cost credit of which 2 million use payday lenders. 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. Whilst the traditional high cost lenders, eg. doorstep lenders, pawn brokers and cash shops, tend to target more deprived communities, Payday lenders also target more affluent communities.
- 2.9 There is also evidence that financial exclusion is a growing problem in more affluent communities. In 2010, the council undertook research to evaluate the extent of the problem for communities who may not have access to the more affordable forms of banking services. In addition to surveying Leeds deprived communities, a number of more affluent areas were surveyed. One such area was in Yeadon, where households in an area regarded as economically average were surveyed.
- 2.10 This study showed that the problem of financial exclusion had grown worse over a period of 6 years but also that its impact was being felt in parts of the city where it was not previously thought to be a problem. A lot of data was collected as part of this study but just two examples illustrate the problem. In the economically average communities almost 40% of households had no savings at all and 16% were behind with one or more bills, primarily utility bills, council tax and credit cards.
- 2.11 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. The Council also agreed a white paper motion at its meeting on Wednesday 11 September which called on a number of initiatives including a request to Government to:
- § Look again at introducing a cap on interest rates charged by high cost, short-term lenders.

- § Introduce restrictions around the practice of 'rolling over' loans given the OFT's recent findings regarding the proportion of revenue generated through charges associated with this practice.
- § Re-designate such lenders within the Town and Country Planning Act so as to require planning permission to be granted before certain establishments can be converted into pay day or high interest loan shops.

3 Main issues

3.1 Appendix 1 provides data on the city-wide impact of the welfare changes as at the end of July 2013. The table below shows the extent of the impact of the welfare changes in the Outer North West area

Ward	No of cases	Weekly HB Loss £	No of cases	Weekly HB Loss	No of case
	Under-Occupancy		Benefit Cap		Council Tax Support
Adel and Wharfedale	47	£591	1	£84.50	351
Otley and Yeadon	99	£1,144	2	£69.00	490
Guiseley and Rawdon	51	£620	2	£118.00	310
Horsforth	104	£1,201	2	£49.50	322
Totals	301	£3,556	7	£321.00	1,473

- 3.2 Across Leeds the number of tenancies affected has reduced since the start of April but continues to remain high at 7,524. In the Outer North West area there has been a reduction from 344 to 301 in the number of tenancies affected by the under-occupancy changes.
- 3.3 There is a mixed picture in the Outer North West area in relation to changes in rent arrears for Local Authority tenants. Across the 4 wards, rent arrears have increased from £18,232 to £23,145 for tenants affected by the under-occupancy changes – this is a 26.9% increase. However, in Guiseley and Rawdon rent arrears for those affected by under-occupancy reduced 16%.
- 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 Housing Leeds about their rent arrears.
- 3.5 **Discretionary Housing Payments (DHP)**
At the end of September 2013, £1.3m of the £1.9m spend has been committed and, with Benefit Cap coming into effect from 19th August 2013, it is estimated that the full £1.9m allocation will be spent.

Council Tax Support (CTS) scheme

- 3.6 The Outer North West area has 1,473 of the 32,000 cases affected by the changes in the local Council Tax Support. It is not possible to break down collection rates by ward at this stage but overall Council Tax collection is down at the end of September 2013 compared to the same point last year by 0.7% which equates to £1.97m less cash collected. .
- 3.7 A report is to be presented to the Executive Board setting out options for the Council Tax Support scheme for 2014/15

3.8 Local Welfare Support Scheme

Leeds received £2.8m scheme funding for a Local Welfare Support scheme. 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.**

As at the end of September 2013, £592.5k 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. More detailed analysis, including spend by area, will be undertaken later in the year.

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

The Benefit Cap, which limits to £500 a week the amount of benefit a non-working family can receive, was launched nationally from 15th July 2013 with cases in Leeds starting to be capped from 19th August 2013. DWP data suggest around 424 families affected by the Cap and work has been on-going to ensure that families are prepared for the Cap. This has been reduced to 261. 7 families in the Outer North West area are expected to be affected by the Benefit Cap and visits have been undertaken to all families where the cap results in a reduction of more than £50 a week.

Preparations for Universal Credit

- 3.5 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.

- 3.6 Preparations are continuing for Universal Credit with the main focus being on preparing tenants for a digital claims process, developing a Local Support Services Framework, tackling high cost lenders and putting in place arrangements for dealing with direct payments of the housing element of Universal Credit to tenants.
- 3.7 Preparations are continuing for Universal Credit with the main focus being on preparing tenants for a digital claims process, developing a Local Support Services Framework, tackling high cost lenders and putting in place arrangements for dealing with direct payments of the housing element of Universal Credit to tenants.
- 3.8 Information about the Housing Leeds response to the welfare changes is attached at appendix 2

Debt Prevention and High Interest Lenders

- 3.9 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
- 3.10 Appendix 3 provides an update on the campaign and welcomes contributions from the Area Committee on locality-based events that would support the campaign.

Leeds City Credit Union

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

Headrow Money Line

- 3.12 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.

- 3.13 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

- 3.14 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.

The Local Perspective : Welfare Benefit Changes

- 3.15 The Area Support Team has led the development of an Employability and Welfare Reform working group was established in July 2012. Partners include Housing Leeds (formerly WNWHL), JobCentre Plus (JCP), Work Programme providers Interserve and Ingeus, Employment and Skills, Libraries, Children's Service, Clusters, Children Centres, Public Health, IGEN, Leeds City College and Third sector partners. The working group focuses on the impact of the welfare benefit changes and employability within our localities.

- 3.16 Early programmes of work included frontline worker workshops, which both raised awareness around the welfare benefit changes and engaged frontline workers to identify early challenges and concerns. Over 60 people attended the event, and feedback was very positive. This network is now being used to disseminate new information quickly to local leaders and practitioners from across a range of sectors.

- 3.17 The Clusters have been organising a series of OBA events to look at the impact of the Welfare Reform, an Outer North West OBA event was held in February and partners are working to deliver the actions identified through this session. These include;

- Increasing the dissemination of information about changes to parents and partner organisations.
- Increasing access and availability to low-cost and ethical lending schemes and to raise awareness to supports such as local food banks and housing support agencies.
- To increase opportunities for volunteers.

- To promote the availability of internet access through libraries and possibly schools out of school time for the purpose of job hunting and application.

Debt Prevention and High Interest Lenders

- 3.18 Public Health are developing a money management/ budgeting course toolkit to enable practitioners to deliver sessions in community centres across the WNW.
- 3.19 Frontline worker training sessions are being organised by Public Health and Trading Standards to raise awareness around illegal money lending, high interest loans and debt prevention.
- 3.20 PC's, PCSO'S and NPT's are also to be trained in dealing with loan sharks by Trading Standards; this will include what is defined as harassment.
- 3.21 Housing Leeds (formerly WNWHL) is continuing work through the Illegal Money Lending Team to look at tackle loan sharks and scams. Staff briefings have been undertaken on loan sharks and scams, particularly focusing on the elderly and vulnerable. Further campaigns are planned, including a week of action in October. The last campaign led to the arrest of two people from west Leeds in connection with illegal money lending.
- 3.22 The Housing Leeds Financial Inclusion officer has been promoting free school meals, budgeting skills and reducing utility bills to all customers, targeted towards those on a low income. In addition to facilitating a free financial advice surgery trialled in Ralph Thoresby School, Holt Park, LS16 7RX. The team also supported the provision of free employment advice offered in Otley Core Resource Centre by initially sending posters to the local Neighbourhood Housing Offices and posting information in the e-bulletin. Housing Leeds officers promoted the service to residents / customers. 277 text messages were sent to residents in Otley to inform them of the free service and 110 letters, with posters, were also sent.
- 3.23 West North West Works part of Housing Leeds, staff consulted with customers who had indicated they wanted to either increase their working hours or find work to help address under-occupancy issues. The consultation was based on direct calls to customers to complete a questionnaire about how WNW Works could best support them back into work or increase their skills by providing training, volunteering or work experience opportunities in addition to Sector based Work Academy information.
- 3.24 The Employability and Welfare Reform Working Group has been delivering a range of initiatives to better co-ordinate local activity, identify gaps in provision and use the local community facilities to deliver learning opportunities and employment.
- 3.25 In response to local need partners, including Job Centre Plus, Connexions, Housing Leeds and the Libraries Services have been involved in establishing

an advice session in Otley on a Wednesday. Those people targeted primarily have been those affected by the welfare benefit changes who have stated they are looking for work or wish to increase their working hours. Residents are being informed of this provision through a series of promotional activities, including posters, direct mail and texting. Officers from the Guiseley Job Centre who cover the sessions report that they have been fully booked with 100% attendance and really appreciated by local residents.

- 3.26 The Outreach Workers are proactively seeking out tenants who are in need of employment support and also responding to referrals from other Housing Leeds staff who are conducting Welfare Reform and general tenancy visits. In addition there is an on-going campaign to contact customers affected by the welfare reforms who responded to last year's survey saying that they wished to secure employment.

4 Corporate Considerations

4.27 Consultation and Engagement

- 4.27.1 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.

4.28 Equality and Diversity / Cohesion and Integration

- 4.28.1 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.

4.29 Council policies and City Priorities

- 4.29.1 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 3rd sector organisations such as the Credit Union, is aimed at ensuring tenants and residents receive support to manage the changes.

4.30 Resources and value for money

- 4.30.1 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.

4.31 Legal Implications, Access to Information and Call In

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

4.32 Risk Management

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

5 Conclusions

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

6 Recommendations

The Committee is asked to:

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

7 Background documents¹

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

- Appendix 1 Local ward data and city wide under occupancy data
- Appendix 2 Housing Leeds response to welfare reforms
- Appendix 3 High cost lending update
- Appendix 4 Social Sector Size Criteria – Update on contacts / visits to date
- Appendix 5: Arrear of all under occupiers - All arrears cases

Appendix 1

Outer North West Area Committee Board Meeting: 4th November 2013

Impact of benefit changes on ONW wards as of September 30th

Wards: Adel and Wharfedale, Otley and Yeadon, Guiseley and Rawdon, Horsforth.

Ward Breakdown: Weekly loss of Housing Benefit – Under - Occupation.

Ward	Housing Leeds	HB Loss	RSL	HB Loss
Adel and Wharfedale	34	£442.00	13	£149.00
Otley and Yeadon	82	£904.00	17	£240.00
Guiseley and Rawdon	44	£526.00	7	£94.00
Horsforth	101	£1,156.00	3	£45.00

There are 261 cases in Outer North West Area out of the 7,524 cases council wide.

The weekly loss in Outer North West Area is £3,556.00 out of £92,091.00 council wide.

Ward Breakdown: Local Council Tax Reduction Scheme – additional 19% to pay

Ward	Number of Claims
Adel and Wharfedale	351
Otley and Yeadon	490
Guiseley and Rawdon	310
Horsforth	322

There are 1,473 cases in Outer North West Area out of the 32,235 cases council wide.

Ward Breakdown: Benefit Cap cases

Ward	Number of Claims	Total Weekly Loss
Adel and Wharfedale	1	£84.50
Otley and Yeadon	2	£69.00
Guiseley and Rawdon	2	£118.00
Horsforth	2	£49.50

There are 7 cases in Outer North West Area out of the 261 cases council wide.

Ward Breakdown: Discretionary Housing Payment Awards

Ward	Number of Awards	Value of Award
Adel and Wharfedale	16	£4,846.00
Otley and Yeadon	45	£17,816.00
Guiseley and Rawdon	16	£5,850.00
Horsforth	23	£9,127.00

There are 100 awards in Outer North West Area out of the 2,272 cases council wide.

The values of the awards in Outer North West Area are £37,639 out of £695,045 council wide.

Ward Breakdown: Local Welfare Support Schemes Awards

Ward	Applications	Granted	Refused
Adel and Wharfedale	37	34	3
Otley and Yeadon	31	27	4
Guiseley and Rawdon	15	13	2
Horsforth	23	21	2

There were 106 applications made to the scheme in Outer North West Area out of the 3,098 cases council wide.

There were 95 awards granted in Outer North West Area out of the 2,611 awards granted council wide.

There were 11 awards refused in Outer North West Area out of the 487 awards refused council wide.

Ward Breakdown: Under-Occupied Claims in Rent Arrears

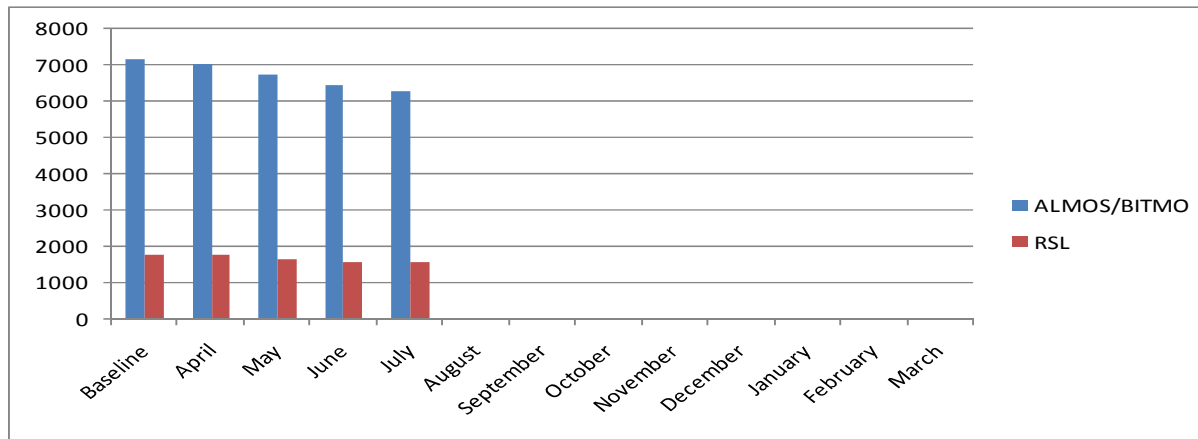
Ward	Applications
Adel and Wharfedale	21
Otley and Yeadon	52
Guiseley and Rawdon	21
Horsforth	52

There were 146 cases of tenant's in Under-Occupied accommodation in Outer North West Area out of the 3,621 cases council wide.

Under occupancy statistics

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

- Housing Leeds (formerly ALMOs) : 6,296
- HAs : 1,538

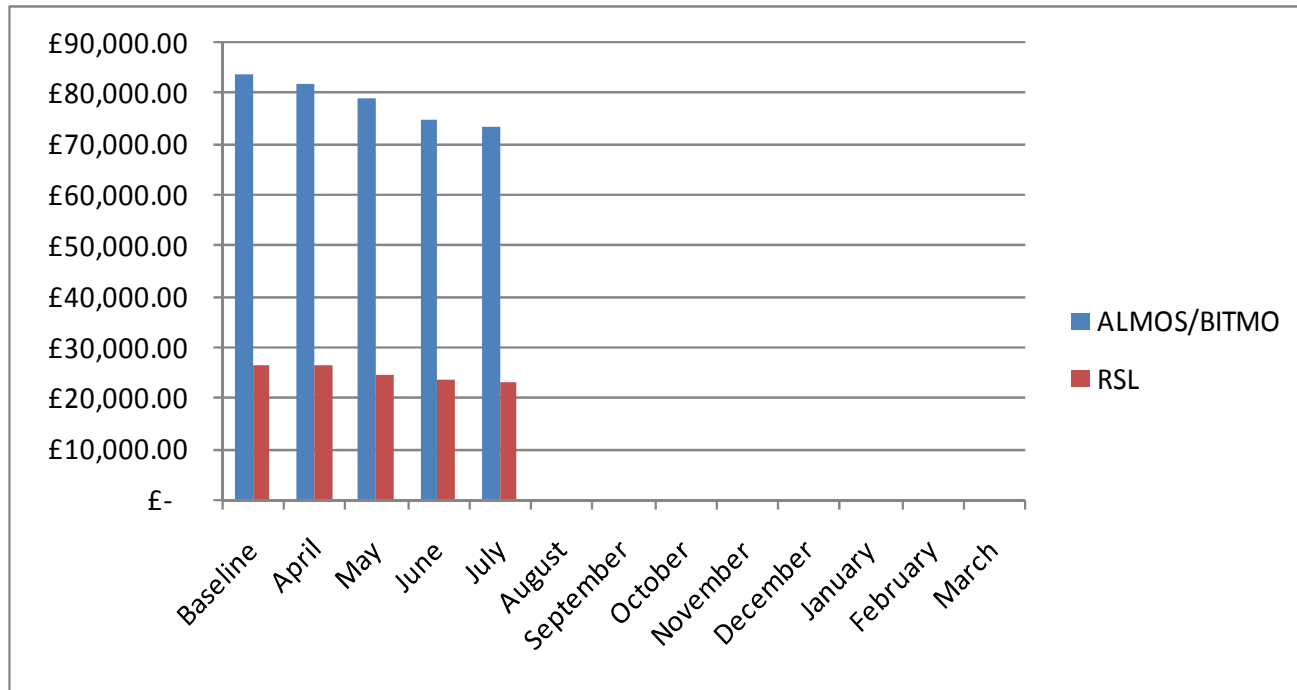


2013/14	Baseline	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan	Feb	Mar
WNW	2473	2411	2348	2276	2227								
AVH	1633	1605	1539	1469	1449								
BIT	241	235	227	225	221								
ENE	2777	2733	2614	2465	2399								
Not Known	49	53	0	0	0								
ALMO TOTAL	7173	7037	6728	6435	6296								
HAs	1766	1743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

Under-occupancy statistics

The weekly loss of Housing Benefit is:

- £ Housing Leeds (formerly 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	£ -	£ -	£ -								
ALMO TOTAL	£ 83,339.47	£ 81,781.75	£ 78,628.53	£ 74,690.63	£ 72,922.01								
HA/RSL	£ 26,173.89	£ 26,068.00	£ 24,430.95	£ 23,398.87	£ 22,841.63								
CITY TOTAL	£ 109,513.36	£ 107,849.75	£ 103,059.48	£ 98,089.50	£ 95,763.64								

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								
CITY TOTAL	-	2347	2231	2129	2064								

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								
CITY TOTAL	-	3933	3703	3538	3406								

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								
TOTAL	1934	4652	4370	4149	3821								

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
Ardsley 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
Total	1774

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
Total	257

Local Council Tax Support

NUMBER OF CLAIMS AFFECTED BY 19% LCTS scheme

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

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

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

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

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

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

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								

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

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

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

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

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

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

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

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

Council Tax Collection Rate For CTS and Non CTS Claims

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

Appendix 2

Housing Leeds Response and Activities

Social sector size criteria (under-occupancy)

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

Benefit Cap

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

Housing Leeds (formerly WNWHL) Arrears Process

6. The arrears process has been revised to ensure that more support is given to customers who are struggling to pay their rent. This is ensuring that rent collection is being maximised but customers are not facing losing their home if another

alternative solution can be agreed. This can be evidenced by looking at the number of letters sent in April compared to how many Notices of Intent to Seek Possession (NISP) have been served. For example at week 2, 157 automatic stage one letters were issued. This increased to 847 at week 3, when the under occupation arrears cases were introduced.

The number of cases progressing to letter two stage at week 5 reduced significantly to 297. At week 13, week commencing 25th June only 81 of these cases had a NISP served. Appendix 5 shows the arrears rate by ward for Housing Leeds. As can be seen there was an initial increase in arrears, but the amount owed has not been increasing since April, partly because the number of affected customers has been reducing.

It can be clearly seen that the number of cases progressing through the arrears process is reducing and the majority of customers are being supported in making payments or pursuing other options such as downsizing, either via CBL or mutual exchange.

Preparations for Universal Credit

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

Through WNW Works four Estate Caretaker Apprenticeships, a new Work Experience Mentor and two Employment Outreach Workers have been appointed, the latter in partnership with Jobcentre Plus, to work with their unemployed customers and bring them closer to the job market.

Since staff started in their outreach roles, around 300 tenants have been supported through telephone/ written, and face to face contact with regards to job search. A much larger number, of around 2000, have been contacted by text inviting them to attend job focused events.

In August an information session was delivered to support the Childcare Assistant vacancies that have arisen in the Children's Centres around the city.

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 Support Team	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 rd 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 Housing Leeds to ensure that best practice is delivered uniformly across city.	LCC Housing Management Service Area Support Team	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 Support Team	
	7. Area Support Locality working to coordinate partners at a community level	Area Support Team	
Develop Communication Plan in two parts. 1. City Wide High Profile campaign	8. Develop an overarching communication plan for producing a comprehensive promotion and marketing plan warning of the problems of HCL's and promoting alternatives ie. LCCU.	FI Team Corp. Comms.	Communications Plan developed and currently seeking marketing agency to deliver the plan via a tender exercise. Interviews to take place on 3 September.
	9. Engage major sports organisations in campaign against HCLs and promoting alternatives particularly LCCU;	FI Team	Met with Leeds Rugby, LUFC and YCCC. Leeds Rugby and YCCC keen to be involved. Further letter sent out to LUFC following their management changes.
	10. Engage with major public and private sector employers and the banking sector to support the campaign	FI Team LCCU Area Support Team	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 Support Team	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 Support Team	
	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 Support Team	
	23. Create programme of events to keep issue fresh, raise awareness of issues and to raise awareness of frontline role;	FI Team Area Support Team	

	24. Provide briefing and training to frontline staff;	All Directorates Public Health Area Support Team	
	25. Develop HCL toolkit for frontline staff;	Advice Leeds All Directorates Area Support Team	
	26. Link with illegal lending team campaigns where appropriate;	Illegal Money Lending Team Area Support Team	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 Support Team	
	28. Work with Secondary Schools to develop media for education on HCL's possibly utilising such as "Shontal" theatre group	Children's Services Area Support Team	
	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 Support Team	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 Housing Leeds tenants;	ALMO's LCC Housing Services	
	33. Promote alternative options including CDFI, LCCU Payday Loans and LCCU Budgeting Accounts;	Corp. Comms. Area Support Team	See 8 above
	34. Use control zones in worst affected areas to discourage doorstep lenders visiting homes in the area;	ALMO's Area Support Team	
	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 Support Team	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 Support Team	
	39. Work with Public health to tackle lifestyle issues	LCC Public Health Area Support Team	
	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 Support Team	
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 Housing Leeds	
	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 Social Sector Size Criteria - Update on Contacts/Visits Undertake to Date

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

Appendix 5 Arrears of All Under Occupiers

All Arrears Cases

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

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



Report author: Nigel Atkins

Tel: 07787503192

Report of West Yorkshire Fire and Rescue Service

Report to Outer North West Area Committee

Date: 4th November 2013

Subject: West Yorkshire Fire and Rescue Service, Leeds West Area, 6 Monthly Report

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

Summary of main issues

1. Update on Leeds West Performance Report 1st April 2013 – 30th September 2013.
2. Progress on Integrated Risk Management Projects (IRMP).

Recommendations

3. It is recommended that the Outer North West Area Committee note this report.

1 Purpose of this report

- 1.1 To provide information on the activity levels in the Outer North West Area.
- 1.2 To provide an update for members on the progress of the Integrated Risk Management Plan that have an effect on the Outer North West Area.

2 Background information

- 2.1 West Yorkshire Fire and Rescue Service strive to achieve its ambition of 'Making West Yorkshire Safer' this is underpinned by its aim to 'Provide an excellent Fire and Rescue Service working in partnership to reduce death, injury and economic loss and contribute to community well-being.
- 2.2 Performance Data – Incident data is provided for the first six months of the financial year 2013-2014 data is broken down into the following categories:
 - Arson – fires that are started deliberately, both primary and secondary fires;
 - False Alarms - any incident to which the fire service is called but is not required. These can include; Automatic fire Alarms, Malicious Actuation of fire alarm or hoax call, and genuine calls of concern from members of the public;
 - Dwelling Fires – a fire involving a place of residence;
 - Road Traffic Collisions – self explanatory;
 - Other – this involves all other incidents not falling into other sections these include secondary fires, fires in industrial premises, rescues ie lifts, persons locked in or out, etc;
 - Total Activity – self explanatory;
 - Home Fire Safety Check Points – note that this is not the number of HFSC's carried out but points attracted as a result of these visits. The interventions put in place by the crews visiting persons in their homes attract a score depending on the risk and vulnerability of the occupants.

Incident data is also provided for the past four years this is compared against the activity levels for the first six months of the financial year 2013/14.

Adel and Wharfedale	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Total
Arson	1	3	2	4	1	1	12
False Alarms	7	3	4	7	5	8	34
Dwelling Fires	0	1	0	1	0	3	5
RTC's	0	0	0	0	0	0	0
Other	2	2	0	1	1	3	9
Total Activity	10	9	6	13	7	15	60
HFSC Points	159	112	248	63	130	223	935

Guiseley and Rawdon							
Arson	2	7	4	7	5	4	29
False Alarms	8	7	8	8	6	4	41
Dwelling Fires	1	3	0	0	1	0	5
RTC's	0	1	0	0	0	0	1
Other	4	1	1	1	2	0	9
Total Activity	15	19	13	16	14	8	85
HFSC Points	350	325	200	113	218	163	1369

Horsforth							
Arson	1	2	4	0	0	1	8
False Alarms	6	3	6	6	4	3	28
Dwelling Fires	1	0	3	0	1	0	5
RTC's	0	0	0	0	1	1	2
Other	2	1	1	1	1	2	8
Total Activity	10	6	14	7	7	7	51
HFSC Points	199	92	322	208	160	126	1107

Otley and Yeadon							
Arson	2	3	2	3	0	0	10
False Alarms	9	8	8	17	12	8	62
Dwelling Fires	0	0	0	1	1	0	2
RTC's	1	0	0	0	0	1	2
Other	1	3	5	3	5	3	20
Total Activity	13	14	15	24	18	12	96
HFSC Points	145	176	334	355	244	99	1353

Totals for Area Committee	
Arson	59
False Alarms	165
Dwelling Fires	17
RTC's	5
Other	46
Total Activity	292
HFSC Points	4764

Adel and Wharfedale	2009/10	2010/11	2011/12	2012/13	2013/14
Arson	22	22	15	2	12
False Alarms	72	83	77	78	34
Dwelling Fires	13	10	13	9	5
RTC's	9	11	8	6	0
Other	21	15	23	22	9
Total Activity	137	141	136	117	60
HFSC Points					935

Guiseley and Rawdon					
Arson	26	27	36	22	29
False Alarms	75	84	73	74	41
Dwelling Fires	9	12	11	8	5
RTC's	6	9	4	1	1
Other	22	28	26	28	9
Total Activity	138	160	150	133	85
HFSC Points					1369

Horsforth					
Arson	18	22	26	18	8
False Alarms	68	93	71	90	28
Dwelling Fires	9	8	11	7	5
RTC's	9	6	3	4	2
Other	24	20	21	16	8
Total Activity	128	149	132	135	51
HFSC Points					1107

Otley and Yeadon					
Arson	32	22	20	15	10
False Alarms	178	178	159	107	62
Dwelling Fires	8	11	4	14	2
RTC's	11	12	9	6	2
Other	32	34	41	37	20
Total Activity	261	257	233	179	96
HFSC Points					1353

Totals for Area Committee	
Arson	380
False Alarms	524
Dwelling Fires	60
RTC's	12
Other	108
Total Activity	1084
HFSC Points	17732

3 Main issues

- 3.1 Over the past ten years West Yorkshire Fire Service have surpassed all expectations by exceeding targets for the reduction of number of incidents attended along with the number of deaths and injuries as a result of fires. Further works on these reductions are proving more difficult therefore new, smarter ways of working are being investigated and developed. These ways of working includes partnerships with the local Rotarians who have received training and equipment and are carrying out Home Fire Safety Check's (HFSC's) on our behalf, for members of their families and friends. A similar partnership has been formed with Aireborough Voluntary Services to the Elderly with Disabilities (AVSED) and Older People's Action in the Locality (OPAL) although these have not progressed as far currently, training is on-going and we are looking at providing these services for members of the two groups by the end of the year.
- 3.2 Historically the fire service has set performance targets for HFSC's on a numbers completed based approach with the Leeds West area having a target last year of approx. 1500 completed HFSC's. It has been decided that a more targeted risk based approach should be utilised. Crews are now working to a points based approach with points awarded for risks to an individual of the likelihood of a fire occurring. This ensures that the most vulnerable individuals are targeted by the crews.
- 3.3 Stanningley Fire Station has recently been modified to enable the provision of a Young Firefighters training area. It is hoped that schools from the local and surrounding areas will identify individuals to undergo a training course that culminates in successful students attaining an NVQ.
- 3.4 Funding by the area committee has enabled the installation of the Firefly system into the residences of vulnerable persons. To date since the 1st April approximately 41 homes in the Outer North West area are benefitting from the system being installed.
- 3.5 We continue in partnership with other blue light responders to deliver a Road Safety event to the Year 12 pupils in the Outer North West area, those students that are about to embark on their driving careers or are passengers in cars with other young drivers. These being in the group that has their main cause of death of being involved in an RTC.
- 3.6 West Yorkshire Fire and Rescue Authority have approved the the merger of Rawdon and Otley fire stations with a plan to relocate in the Menston area as identified by a risk based planning assumptions. It is hoped to have a fire station constructed in the area by 2017. The merger of Moortown and Cookridge Fire stations is in its early planning stages with a suitable piece of land somewhere in the Weetwood roundabout area still being investigated.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 WYFRS consult regularly on proposals for improving fire cover. Extensive consultation was undertaken in 2011 which resulted in the approval of the merger of Rawdon and Otley fire stations and Cookridge and Moortown.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 WYFRS perform at an excellent level of the fire and rescue services Equality Framework, and were the first fire and rescue service to achieve this level.

4.3 Council policies and City Priorities

4.3.1 WYFRS are members of the Safer Leeds Partnership.

4.4 Resources and value for money

4.4.1 There are no resource implications

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications

4.6 Risk Management

4.6.1 A Community Risk Management Strategy is contained in the WYFRS 2011 -2015 Service Plan

5 Conclusions

5.1 WYFRS works closely with partners and the community it serves to improve its understanding of local needs and prioritise resources where they are most needed, WYFRS continues to deliver its services in the most cost effective way.

6 Recommendations

6.1 It is recommended that the Area Committee note the contents of this report.

7 Background documents¹

7.1 WYFRS Service Plan – WYFRS internet site

7.2 Leeds District Risk Reduction Plan

7.3 Leeds West Area Risk Reduction Plan

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

Report of the Assistant Chief Executive (Citizens & Communities)

Report to North West (Outer) Area Committee

Date: 4th November 2013

Subject: Wellbeing Fund Update Report

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

Summary of main issues

1. This report provides the North West (Outer) Area Committee with an update on the budget position for the Wellbeing Fund for 2013/14.
2. It also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.
3. The report also provides an update on the Youth Activity Fund.

Recommendations

- The North West (Outer) Area Committee is asked to:
- Note the current budget position for the Revenue Wellbeing Fund for 2013/14 (Appendix 1 and Table 1).
- Consider the Large Grant applications detailed at section 3.4 which have been received since the last Area Committee.
- Note the current position of the Small Grants and skips pots and those skips that have been approved since the last meeting (Table 2).
- Note the current budget position for the Capital Wellbeing Fund for 2013/14 (Table 3).
- Note the current position of the Youth Activity Fund.

1 Purpose of this report

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

2 Background information

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.2 The North West (Outer) Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Area Committee meets to agree which projects will be supported in the year ahead. These projects are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.
- 2.3 In 2013/14, the North West (Outer) Area Committee received a sum of £160,940 of Wellbeing revenue. The Area Committee have previously agreed that this allocation is split equally by the 4 wards (£40,235 each). After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee has **£171,737** of funding available for allocation.
- 2.4 Currently the North West (Outer) Area Committee operate a pre-sift process for well-being fund applications. This involves discussions with appropriate ward members for that particular project, in the context of the current areas priorities. Where projects do not have support from all three ward members, they are not progressed. All applicants are offered further discussions and feedback if helpful. In order to provide further assurance and transparency to all applicants, where schemes do not garner support these will be reported to a subsequent area committee meeting for noting.
- 2.5 In 2013/14, the North West (Outer) Area Committee received a sum of £28,237 Youth Activity Fund. This fund is to commission sports and cultural activity for young people age 8-17. This should be allocated with the involvement and participation of children and young people in the decision making process.

3 Main issues

3.1 Wellbeing Budget Statement 2013/14 and Quarterly Monitoring

- 3.2 The latest Wellbeing Budget Statement for 2013/14 is included as **Appendix 1** to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.

- 3.3 **Table 1** includes details per ward of the total revenue available for allocation in 2013/14 including carry-forward from previous years; the total amount committed this financial year and the allocation currently available.

Table 1 – Revenue

Ward	Total available for allocation in 13/14	Total amounts committed 13/14 financial year	Allocation currently available
Adel & Wharfedale	£75,315	£13,986	£61,329
Guiseley & Rawdon	£47,432	£22,240	£25,191
Horsforth	£82,139	£29,653	£52,486
Otley & Yeadon	£75,728	£42,997	£32,731

3.4 Wellbeing Budget 2012/13 – Large Projects

3.4.1 Site-based Gardener

Delivery organisation: Parks & Countryside

Amount requested: Guiseley & Rawdon £13,626; Otley & Yeadon £10,381

The project is to set on two Site Based Gardeners to work a five day, 37 hour week for 6 months of the year (in summer 2014) across various sites in the area. The sites they will be working at will be as follows; Yeadon Cemetery, Guiseley Cemetery, Micklefield Park, Rawdon, Springfield Park, Guiseley, Towngate, Guiseley, St Oswalds, Guiseley and the Gyratory, Guiseley.

The gardeners will be undertaking general gardening duties including grass cutting, pruning, de-littering, emptying of litter bins, removing fly tipping, inspection of play equipment, maintenance of park infrastructure, planting and sweeping paths. They will work with Yeadon Community Group and local businesses to look after the planters on the High Street and outside the Town Hall. Additionally the Site Based Gardeners will be available for any urgent one off jobs should the need arise.

3.4.2 Quad Bike

Delivery organisation: Highway Services

Amount requested: £9,000 (£2,250 per ward)

Highways and the NHS have carried out analysis relating to the joint costs of accidents causing slipping and falling on the highway. Accidents can be costly to

both organisations and have a massive impact on a person's life and their earning potential.

The NHS agreed to fund the capital cost of 4 quad bikes and 4 small towed drop spreaders. Positive feedback has been received from operatives and supervisors about the equipment.

Following discussions at the Outer North West Environmental Sub Group Highways were asked to submit a Wellbeing application for the purchase of one additional quad bike to use solely in the Outer North West area.

The Environmental sub group recommend approval of this project subject to Highway Services providing a programme of planned useage.

- 3.4.3 A660 Bridleway Link Project – Phase 1 Parkway Hotel
Delivery organisation: Parks & Countryside – Public Rights of Way
Amount requested: £17,564 (Adel & Wharfedale)

Following identification in the Leeds Rights of Way Improvement Plan as a key road crossing issue, a local horse rider approached the Council on behalf of the many horse riders in the area that regularly use the off-set crossing point between adjacent bridleways on the busy A660 Leeds to Otley Road. The dangers of horse riders travelling along 250 metres of busy A-road with cars and lorries passing at high speeds are a concern to all bridleway users – walkers and cyclists as well as horse riders.

The project will therefore create a new parallel bridleway route along the west side of the A660 within grassland forming part of Cocker Hill Farm. It will link bridleway No. 9 from Breary Marsh to bridleway No. 5 (Cocker Hill Farm) and southwards to a point opposite bridleway No. 15 alongside the Parkway Hotel. A safer road crossing with warning signs and dropped kerbs would then lead onto the bridleway next to the Parkway Hotel which, in turn, needs widening and resurfacing.

3.5 Wellbeing Budget – Small Grants & Skips

- 3.5.1 There have been no small grants approved since the last Area Committee and there has been one skip approved. **Table 2** details the skip approved since the last meeting. There is **£16,695** still available for allocation for Small Grants and **£5,133** still available for Skip Hire in the 2013/14 budget. The Area Committee is asked to note the current position of the budget and the skip that has recently been approved.

Table 2: Skip Approvals (09/09/13 – 11/10/13)

Location	Ward	Number of Skips	Amount Approved
St Wilfrid's Church	Otley & Yeadon	1	£150

3.6 Youth Activity Fund

- 3.6.1 In 2013/14, the North West (Outer) Area Committee received a sum of £28,237 Youth Activity Fund. After deducting any existing commitments the Area Committee has £20,671 of funding available for allocation. This fund is to commission sports and cultural activity for young people age 8-17.

3.7 Wellbeing Budget – Capital Receipts Programme

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

- 3.7.1 Some receipts are excluded from the scheme and these are largely receipts that are already assumed to fund the Council's budget or are earmarked in some other way to previous or future spend.
- 3.7.2 Consideration has been given as to how to distribute the 5% element on the basis of need and options have been appraised. It was proposed to allocate the 5% element to Area Committees using the already established methodology that exists for allocation of funding (based on need) between Area Committees. This option results in larger sums being available within Areas to enable larger Capital schemes to progress and as the Area Wellbeing capital fund is now largely exhausted, this funding stream would provide Area Committees with an on-going, albeit relatively small, source of Capital funding.
- 3.7.3 Future allocations will take place on a quarterly basis following regular update reports to Executive Board.
- 3.7.4 At its meeting on 17th July 2013, the council's Executive Board approved that the existing 5% allocation from 2012/13 (£112.6k) and future CRIS receipts available for allocation across wards, be allocated to the Area Committees based on the existing Area Wellbeing needs based formula. The distribution of the 5% element to Area Committees using the Area Wellbeing methodology has resulted in North West (Outer) Area Committee receiving £10,084 which when split gives £2,521 per ward.
- 3.7.5 **Table 3** includes details per ward of the total Capital for allocation in 2013/14; the total amount committed this financial year and remaining allocation currently available.

Table 3 Capital

Ward	Capital allocation for 13/14	Total amounts committed 13/14 financial year	Allocation currently available
Adel & Wharfedale	£2,521	£0	£2,521
Guiseley & Rawdon	£2,521	£0	£2,521
Horsforth	£2,521	£0	£2,521
Otley & Yeadon	£2,521	£0	£2,521

3.7.6 The West North West Area Support Team is undertaking a financial review of Wellbeing Capital projects approved between 2004/05 to 2011/12. This is involving working with the Capital Finance Team to review Wellbeing Capital project actual spend and identifying any unspent Capital funding from previous years. The results of this work will be reported at the next Area Committee.

4 Corporate Considerations

4.7 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

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

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

4.4 Resources and value for money

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

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

5.1 The North West (Outer) Area Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2013-14.

6 Recommendations

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

- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
- Note the current budget position for the Capital Wellbeing Fund for 2013/14 (Table 1).
- Consider the Large Grant applications detailed at section 3.4 which have been received since the last Area Committee.
- Note the current position of the Small Grants and skips pots and the skip that has been approved since the last meeting (Table 2 and 3).
- Note the current position of the Youth Activity Fund.

7 None

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1.0 Revenue

1.1 Revenue Budget Calculation

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

2013/14 ONW Revenue Budget	ONW Area Committee	A&W	G&R	H	O&Y
Balance Brought Forward from 12/13	£243,934	£103,274	£35,140	£47,256	£58,265
ONW Revenue Allocation for 2013/14	£160,940	£40,235	£40,235	£40,235	£40,235
Refund from project underspend	£0	£0	£0	£0	£0
Total	£404,874	£143,509	£75,375	£87,491	£98,500
Schemes Approved from 2012-13 budget to be paid in 2013-14	£124,261	£68,194	£27,943	£5,352	£22,772
Projects approved in 13/14	£108,876	£13,986	£22,240	£29,653	£42,997
Total Commitments	£233,137	£82,180	£50,183	£35,005	£65,769
Remaining to Allocate (Wellbeing)	£171,737	£61,329	£25,191	£52,486	£32,731
Youth Activity Fund 13/14 Remaining	£20,671	-	-	-	-

1.2 Revenue Project Statement

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

Project Name	Lead Organisation	Total Project	Adel & Wharfedale			Guiseley & Rawdon			Horsforth			Otley & Yeadon			
			Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	
Small Grants	WNW Area Support	£28,736	£5,107	£500	£4,607	£6,836	£760	£6,076	£8,235	£8,235	£0	£8,235	£6,558	£900	£6,058
Skips	WNW Area Support	£9,431	£1,486	£0	£1,486	£1,672	£0	£1,672	£1,883	£1,883	£0	£1,883	£1,390	£124	£1,266
Summer of Play Guiseley, Rawdon, Yeadon	Extended Services	£6,668				£3,334	£0	£3,334				£3,334		£0	£3,334
Year of Play Otley, Bramhope, Pool	Extended Services	£5,582	£1,860	£0	£1,860							£3,722	£0	£3,722	
Horsforth PCSOs	Horsforth Town Council	£8,100							£8,100	£8,100	£0	£8,100			
CASAC 2013	CASAC	£20,000	£5,000	£0	£5,000	£5,000	£0	£5,000	£5,000	£5,000	£0	£5,000	£5,000	£0	£5,000
Guiseley in Bloom Watering	Guiseley in Bloom	£1,600				£1,600	£0	£1,600							
Guiseley Festive Lights	Leeds Lights	£3,265				£3,265	£0	£3,265							
Horsforth CCTV	Leedswatch	£3,702							£3,702	£3,702	£798	£2,904			
NCS	Youth Service	£2,132	£533	£0	£533	£533	£0	£533	£533	£533	£0	£533	£533	£0	£533
Horsforth Festive Lights	Horsforth Town Council	£2,200							£2,200	£2,200	£0	£2,200			
Otley & Yeadon CCTV	Leedswatch	£18,305										£18,305	£0	£18,305	
Yeadon Festive Lights	Leeds Lights	£4,155										£4,155	£0	£4,155	
Total		£84,216	£13,986	£500	£13,486	£22,240	£760	£21,480	£29,653	£798	£28,855	£42,997	£624	£42,373	

1.3 Revenue Projects Live from Previous Years

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

Project Name	Lead Organisation	Total Project	Adel & Wharfedale			Guiseley & Rawdon			Horsforth			Otley & Yeadon		
			Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining
CASAC 2012	CASAC	£4,163	£1,041	£1,041	£0	£1,041	£1,041	£0	£1,041	£1,041	£0	£1,041	£1,041	£0
Chevin Forest Car Park/Surprise View	Friends of Chevin Forest	£1,148				£574	£574	£0				£574	£574	£0
George Martin Drive	Highways	£0	£6,000	£6,000	£0									
Opal in the Community	OPAL	£1,427	£1,426	£840	£586									

3 Small Grants

At its May 2013 meeting, the Area Committee agreed to carry forward the remaining budget from the 12/13 small grants pot to the 13/14 small grants pot and these figures are reflected below. At the June 2013 meeting, a further £20,000 was approved for allocation.

Project Name	Lead Organisation	A&W	G&R	H	O&Y	Paid
Formation of Rawdon Parish Council	Rawdon Parish Council	£0	£576	£0	£0	£576
Litter/Dog Fouling Bins	LCC-WNW Locality Team	£0	£0	£0	£990	£0
Childrens Gala	Friends of Parkinson's Park		£500	£0	£0	£500
IT Update	Adel Pre-school	£500	£0	£0	£0	£500
Grit Refills for Adel & Wharfedale Ward	WNW Area Support Team	£1,000	£0	£0	£0	£0
Otley Carnival 2013	Otley Carnival Committee	£0	£0	£0	£500	£500
Coaching Scholarships	LCC, Sport and Active	£250	£250	£250	£250	£1,000
Bands in the Park	Leeds International Season	£0	£0	£0	£600	£600
Guiseley Clock	WNW Area Support Team	£0	£500	£0	£0	£285
Covert Surveillance Cameras	LCC-WNW Locality Team	£123	£123	£123	£123	£490
The Leeds Gathering 2013	Irish Arts Foundation	£0	£0	£0	£200	£200
Holt Park Outing	Holt Park Over 60's Club	£200	£0	£0	£0	£200
Mind and Body Maintenance for Older Adults	Rawdon Over 55 Exercise Group	£0	£0	£500	£0	£500
Family Wildlife Fund	Aireborough Anglers Association	£0	£0	£0	£1,000	£0
ANF - G&R Community Consultation - Site Allocations Dev Questionnaire	Aireborough Neighbourhood Forum	£0	£1,000	£0	£0	£1,000
ANF - O&Y Community Consultation - Site Allocations Dev Questionnaire	Aireborough Neighbourhood Forum	£0	£0	£0	£485	£485
Total		£2,073	£2,949	£873	£4,148	£6,836
Carry forward from 12/13		£107	£1,836	£3,235	£1,558	
13/14 budget		£5,000	£5,000	£5,000	£5,000	
Available to Allocate		£3,035	£3,888	£7,363	£2,410	

4 Skips

At its May 2013 meeting, the Area Committee agreed to carry forward the remaining budget from the 12/13 skips pot to the 13/14 skips pot and these figures are reflected below. At the June 2013 meeting, a further £4,000 was approved for allocation.

Skips	Delivery Date	A&W	G&R	H	O&Y	Paid
Arthington Village Hall	12/13th April 2013	£124	£0	£0	£0	£124
Otley Carnival	14th June 2013	£0	£0	£0	£372	£372
Jings Lane Allotments, Otley	11 March 2013	£0	£0	£0	£124	£124
Kirk Lane Allotments	24th May 2013	£0	£124	£0	£0	£150
Broadgate Lane Allotments	8th June 2013	£0	£0	£124	£0	£124
Henshaw Yeadon	27 June 2013	£0	£0	£0	£150	£150
68 Holldale Place (Holt Park)	21 August 2013	£130	£0	£0	£0	£130
St Wilfrid's Church (LS21 1LP)	08 October 2013	£0	£0	£0	£150	£0
Total		£254	£124	£124	£796	£1,173
Carry forward from 12/13		£486	£672	£883	£390	
13/14 budget		£1,000	£1,000	£1,000	£1,000	
Available to Allocate		£1,232	£1,548	£1,759	£594	

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Report of the Director of Environment and Housing

Report to North West (Outer) Area Committee

Date: 4th November 2013

Subject: Annual Community safety Report

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

Summary of main issues

1. This report provides crime statistics for Outer North West Leeds and details of key activity to address crime and anti social behaviour issues. The report recognises the fall in overall crime in Outer North West wards during 2012/13 and the challenges faced during the coming year.

Recommendations

2. The Area Committee is asked to:
 - a. Note the contents of the report and offer comments
 - b. Note and offer comments on the Area Committees role in reducing burglary and other crime

1 Purpose of this report

- 1.1 This report is the annual community safety report, providing Members with details of the community safety activity undertaken during the last 12 months. The report will also provide details of crime data, making comparisons with previous years.

2 Background information

- 2.1 We want to be the best city in the UK with the best community safety partnership and services. Safer Leeds will focus on the outcome that “people in Leeds will be safe and feel safe in their homes, in the streets and the places they go”. The strategic assessment for 2013/14 has highlighted a number of priorities for Leeds:

- Strengthening the partnership approach to support a more focused approach to tackle Domestic Abuse
- Continued focus on reducing domestic burglary and its impact across Leeds
- Effectively tackle and reduce anti-social behaviour in our communities
- Improve our understanding and approach to deal with Child Sexual Exploitation
- Reduce re-offending
- Tackle substance misuse

- 2.2 The North West Divisional Community Safety Partnership is a multi agency partnership chaired by the Police and West North West Homes and includes partners from Fire Service, Youth Service, Youth Offending Service, Safer Leeds and the Community Safety Area Lead Member from each of the four Area Committees in West North West Leeds. The Partnership meets four times a year and sets the strategic direction for partnership work, examining performance and agreeing local priorities. The work of the group is accountable to the Safer Leeds Executive and the Safer and Stronger Communities Board, who receive regular reports of the activity undertaken.

3 Summary of key Actions

- 3.1 A number of factors have a bearing on crime, criminologists have placed these factors into three broad categories:

- A suitable target or opportunity, for example: valuable items which can be removed relatively easily such as laptops near an open window, vehicles with unlocked doors and a valuable item on show, etc
- A motivated offender, for example: someone whose values or beliefs make stealing acceptable, drug dependency, someone motivated by greed, etc
- A low likelihood of getting caught, for example: no Police or security guards, a neighbourhood with a low level of reporting crime, no natural street surveillance, etc

- 3.2 Traditional problem solving techniques aim to reduce crime by impacting on these three categories:

- Working to educate the victim (leaflet drops, face to face crime prevention advice, etc)

- Tackle the offender (known as offender management; visit known offenders, tenancy action, curfews, criminal sanctions – prison, etc)
 - Undertake work on the built / natural environment to reduce crime opportunities in the locality such as improving natural surveillance or environmental works such as cutting hedges back, secure by design, etc).
- 3.3 The following key actions have been delivered through the Divisional Community Safety Partnership during the last 12 months:
- 3.4 Domestic abuse work is primarily delivered through 3 strands; working to support the victim, taking appropriate action against the perpetrator and raising the awareness and confidence of officers in identifying domestic abuse and making appropriate referrals to special and support agencies. Examples of this include:
- A Domestic Violence MARAC chaired by Safer Leeds, where a number of partners attend to discuss high risk domestic violence cases. The focus is on support to victims and strong co-ordinated action against perpetrators. Regular attendees include the Primary Care Trust, Social Care, West Yorkshire Police and Leeds Domestic Violence Services.
 - Awareness campaign heavily supported by the Leeds Domestic Violence Team, which works with partners during the 16 days of action on Domestic Violence from 25th November to 10th December, linking in with this world wide initiative. Awareness raising is co-ordinated through a media campaign and activities with partner organisations such as schools to promote the White Ribbon Campaign.
 - In Outer North West all of the children's centres have achieved at least Level 1 of the Safer Leeds domestic violence Quality Mark. Work with abusive dads is about to be rolled out to Early Start Teams across the city.
- 3.5 Burglary remains a high priority for the City and the North West Division. A City-wide strategic burglary group meets monthly lead by Chief Superintendent Dave Oldroyd. Significant local initiatives have included:
- top 10 street initiative to engage with residents, refer into Outer North west funded target hardening scheme and provide crime reduction advice, promote immobilise.com, and promote laptop and phone tracking software
 - multi agency action days to deliver a variety of messages and raise awareness about burglary and other crimes through leaflets, doorstep engagement, working with partners to have a greater impact by undertaking joint visits. Ten action days were held in Outer North West during this year.
 - Arrange environmental audits to address any environmental issues impacting on burglary for example overgrown hedges, obscured street lighting, broken street lighting, etc
 - Taking tenancy enforcement action against prolific offenders and the introduction of a local lettings policy in Holt Park to manage offending behaviour and provide incentives to engage with support agencies
 - Operation Optimal which targets patrols to areas where statistics says a burglary may occur and visits to burglary victims and their neighbours (either side and back / front).

- Promoting Immobilise.co.uk through the partnership and its mailing lists and activities to increase registrations to the national property database

3.6 Leeds ASB Team (LASBT) West North West Performance Data

Leeds Anti-Social Behaviour Team receives requests for service (Enquiries) via the contact centre, the local housing office, West Yorkshire Police, Stop Hate UK, elected members and MP's. The team has a number of core performance aims:

1 & 2 Day response to Enquiries from Contact Centre - LASBT West received 1045 enquires in 2012/13. 50.6% of these enquiries relate to ALMO properties. 100% of enquiries were responded to within service standards.

Initial Contact with Customer within 10 days (SSTD3) – 98.7% of customers were contacted within 10 days of a case being opened.

10 day Customer Update (SSTD5) – The year-end cumulative performance for this measure showed that 95.4% of customers were contacted every 10 days.

Initial Contact with Perpetrator within 10 days (SSTD4) – The year-end cumulative performance for this measure showed that 91.4% of perpetrators were contacted within 10 days of a case being opened.

Customer Satisfaction with service - 4 week case onset survey – 89.1% of respondents stated they were either very satisfied or satisfied, with the service they had received.

Customer Satisfaction with service and case outcome – Closed Case survey - 95.2% of respondents stated they were either very satisfied or satisfied, with the service they had received. 95.8% of respondents were either very satisfied or satisfied, with the investigation carried out by the Case Officer and 91.0% were satisfied with the case outcome.

ASB Caseload

The table below shows a breakdown of the cases investigated and closed in the Outer North West area during 2012/13.

Ward Boundaries	Number of Cases Investigated
Horsforth	21
Guiseley & Rawdon	15
Adel & Wharfedale	17
Otley & Yeadon	25

ASB Case Studies by Ward Area

This section provides a summary of some of the ASB cases that have been investigated by the team during 2012/2013.

Adel and Wharfedale

- A property on Holtdale Way was subject to a Closure Order following numerous complaints of Rowdy behaviour and the tenant voluntarily terminated their tenancy rather than be formally evicted.
- In a case on Holtdale Way linked to the above, LASBT have worked closely with Signpost and Leeds Housing Options to disperse a family who were engaging in ASB. The mother and her adult children (who were the main cause for concern) have been re-housed separately in single person accommodation across the city with support packages in place to try and break the cycle of offending.

Otley and Yeadon

- An introductory tenant on Queensway, Yeadon has been ordered to leave, following a conviction for possession with intent to supply cannabis at the address. LASBT are in the process of applying for an eviction warrant.
- LASBT were involved in a case on Turner Crescent, Otley where a Council tenant was being harassed by an owner occupier. LASBT were seeking an injunction to protect the council tenant, however during the course of these proceedings the perpetrator was dealt with criminally and LASBT provided the information needed to help secure an Anti Social Behaviour Order on conviction.

3.7 Child Sexual Exploitation (CSE) is a new area of work developed during the last year. There is a city wide CSE Steering Group chaired by Childrens Services. The group aims to develop processes and services to meet the challenges presented by CSE. The group has recently approached Safer Leeds and asked Safer Leeds to help develop and shape local delivery of CSE work.

- The safeguarding of individuals at risk of CSE is delivered through the existing safeguarding process of joint working between the Council and Police. These Officers work very closely together to share information and often work from the same office in 2 Great George Street to ensure an integrated approach.
- The Area Community Safety Co-ordinator role has taken a lead on CSE work locally and chairs a CSE practitioner's forum for West North West Leeds which looks at identifying local CSE gaps in services with a view to finding local solutions or working with the Leeds wide CSE Steering Group to raise and address concerns. Local partners involved in the Practitioners group include Cluster co-ordinators, Targeted Services Leads, School Nurses, Police and Social Workers. The group has met on 2 occasions to date and will aim to meet quarterly. Work is underway to identify the training needs of frontline staff to help develop a training plan for West North West Leeds and develop better joint working to tackle this issue.
- In June 2013 a Practitioners workshop for CSE was held to provide an opportunity to raise awareness of the issues relating to CSE. The Event was organised by the Area Community Safety Co-ordinator and involved presentations from Blast and ISIS, 2 agencies developing work in CSE. The session was a taster for front line

staff such as social workers, healthcare professionals, school staff, housing Officers and Police officers. The event was attended by over 30 people. Further sessions are planned for frontline staff and practitioners.

- 3.8 Reduce Re-offending is delivered in partnership between West Yorkshire Police, Probation, Youth Offending Service, Leeds City Council and other partners. There is a mix of partnership working at city-wide level to engage with prolific offenders and more locally co-ordinated work to engage with offenders who are at risk of becoming prolific. Typically, the engagement aims to address the causes of offending and help reduce the opportunities to offend by helping an offender secure training or a work placement for example.
- 3.9 The local group is chaired by Safer Leeds and includes support from West Yorkshire Police, Probation, Youth Offending Service, Signpost, Connexions and other partners who come together to look at additional focused support provided to individuals involved in burglary and other priority crime. The group works across the locality and seeks to address the support needs of individuals and families to help them to stop offending. This support could be through training opportunities provided through Connexions, additional support by Youth Offending Service, Signpost working with the family offering intensive support. Since its inception the group has discussed 32 cases and closed 12 cases due to either engagement with services and reduction in offending or incarceration. The number of cases is fluid with about 20 at any given time.
- 3.10 Substance misuse continues to be an active priority for the Neighbourhood Policing Team. Members of the public continue to provide the Police with positive leads about Cannabis and other types of drug dealing. One of the significant emerging issues for the city is the sale and use of new psychoactive substances, so called legal highs. Safer Leeds has a three stranded approach to this new area of work:
- **Intelligence gathering**
 - Operation Nightshot established on Police systems and intelligence sought from across the partnership.
 - Questionnaire distributed to adult drug users through the drug intervention program.
 - liaison with agencies who provide drug intervention work.
 - Partnership work with event organisers.
 - Local intelligence gathered to identify local retail outlets and understand the customer profile.
- **Education**
 - All Safer Schools Police Officers provided training input and package to deliver in secondary schools.
 - Media strategy developed with key features on Look North and YEP and national newspapers including the daily Mail and The Sun.
 - Key partners provided training input including elected members, youth services.
 - Billboard campaign and marketing material produced.

- **Enforcement**
- Warning letters served to all retail outlets.
- Dedicated CPS lawyer established.
- convictions for selling intoxicating substances to under 18's - first conviction nationally using this legislation to tackle NPS
- Ongoing prosecution under Sec 9 Misuse of Drugs Act - selling articles for the preparation and administration of controlled drugs in respect of articles with cannabis leaves etc on
- Market management have served warning letters to all relevant stall holders

4.0 CCTV (Delegated Function)

4.1 LeedsWatch' provides a monitoring service for public space surveillance cameras covering open spaces across Leeds. The CCTV control room is staffed, and cameras are recorded 24 hours per day, 365 days a year. The service also provides two mobile CCTV vehicles for deployment within communities across Leeds. The main objective of the service is to reduce crime and the fear of crime through the use of CCTV technology, leading to improved crime prevention, and an increase in the detection and prosecution of offenders. The LeedsWatch service works in partnership with a large number of internal and external partners such as; Urban Traffic Control (UTC), Emergency Planning, Leeds Anti-Social Behaviour Team (LASBT), West Yorkshire Police, WY METRO and other Local Authorities across the West Yorkshire sub-region

4.2 CCTV is one of a number of Service functions delegated to Area Committees. The Area Committee's role in relation to this function is to 'maintain an overview of the service in the Committee area and receive regular information about it.' There are currently a total of 9 public space surveillance CCTV camera's monitoring the Outer North West Committee Area, via the Central CCTV Control Room at Middleton, they are located in the following areas:

Yeadon – Otley – Horsforth

The total charges levied to the Outer North West Area Committee regarding public space surveillance camera(s) are outlined as follows:

Location	Monitoring and Maintenance	BT Charges	Total cost
New Road Side Horsforth	£1000	£821	£1821
Old Ball Roundabout Horsforth	£1000	£1,225	£2,225
Otley (5 cameras)	£5000	£6,863	£11,863
Yeadon (3 cameras)	£3,000	£3,442	£6,442

Within the Outer North West Committee Area there has been a total of 6 arrests on camera: 1 arrest for damage, 1 arrest for driving over the prescribed limit and 4 for burglary. CCTV footage has been requested in relation to 77 further incidents within the Outer North West area for a various number of offences which provides evidence in relation to the criminal investigations relevant to identification of suspect(s).

- 4.3 The CCTV Vans are now primarily used to respond to reports of Noise nuisance which is a major cause for concern across the city. The out of hours noise nuisance service supports the work of the Leeds ASB Teams by providing evidence in relation to noise nuisance cases.
- 4.4 Supporting the city's most vulnerable residents is also a priority. The LeedsWatch service is now responsible for providing a first response to Care Ring alarms. On call 24 hours a day, 7 days per week, this service responds to alarms from mainly elderly clients who may have fallen or find themselves in need of support. Officers attend to the alarm call and contact emergency services, family members or other appropriate individuals, staying with the client to provide support and re-assurance until further help arrives.
- 4.5 In order to ensure that the service is making the best use of its resources, a full service restructure has now commenced with a view to offering best value for the department. In particular, discussions are taking place with the Anti-Social Behaviour Teams, Environmental services, West Yorkshire Police and Housing Leeds to look at how the various services can better link together to improve service delivery and provide a more pro-active response to issues of public concern.

5.0 Area Committee Funded Projects

- 5.1 During 2012 / 13 the Area Committee funded Police Off-Road Bikes which proactively patrol green spaces and work with the Neighbourhood Policing team to tackle the nuisance caused in communities by off road bikes. The project also worked closely with the Councils Park Ranger service to undertake joint patrols and deliver advice and training to schools and groups who may undertake bike riding. The project is performance managed through the Community Safety Sub Committee and met the expected outcomes of 2012/13.
- 5.2 The Area Committee also funded target hardening which is delivered in the form of a 50% grant. CASAC were commissioned to deliver this project and provide a free security check which is undertaken with the resident. CASAC will then recommend and agree the work required with the resident; this may include new door locks, window locks and other security items. The Resident is expected to cover the cost of the first £75 of work and any costs above £150. This project is performance managed through the Community Safety Sub Committee and met the expected outcomes of 2012/13.

6.0 Analysis of Crime Figures

- 6.1 Appendix 1 provides an overview of crime figures for all 4 wards which make up Outer North West Leeds (Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon). The figures presented cover the period April 2010 – March 2013 and relate

to all crime types, including Fraud & Forgery, handling stolen goods, sexual offences and other thefts. The difference and percentage columns relate to a year on year comparison for 2011/12 and 2012/13.

- 6.2 During this period crime has fallen in all of the wards, with significant reductions delivered in Adel & Wharfedale ward (188 fewer crimes, a 19% reduction) and Otley & Yeadon Ward (218 fewer crimes, 18% reduction). It is important to note that these figures include all crimes as mentioned above. The following paragraphs will explore these outcomes in more detail.
- 6.3 The subsequent Appendices (numbered 2 – 5) will concentrate on the following crime types: burglary, robbery, theft of and theft from vehicles, criminal damage and violent crime.
- 6.4 Appendix 2, provides an overview for Adel & Wharfedale ward and shows that all crime reduced, burglary reduced by 32% (51 fewer victims). During this period, the following work was delivered in Adel & Wharfedale:
- Two Co-ordinated multi agency action days in Holt park focusing on the environment and anti social behaviour
 - 293 properties were target hardened through the Area Committee funded target hardening project
 - Review of the Local Lettings Policy introduced in the Holtdales in 2012
 - Specific work was undertaken to tackle anti social behaviour in Holt Park and some good results for anti social behaviour which had a calming influence in the area (see 3.6)
 - Key messages about burglary and dark nights delivered through schools via the clusters
 - Fire Service talks to Prince Henry school about “gone in a flash” relating to bonfire night and firework safety and “one way ticket” about road safety

Anti social behaviour continues to be a challenge in the Holt Park area. The Multi Agency Tasking Group has made it a priority to look at the key individuals involved in anti social behaviour and low level criminality. The aim is to co-ordinate asb action to deliver quicker results. The Simple 2 Start Police initiative will be delivered in partnership with the council and other partners to help identify the long standing problems in the area and co-ordinate action to address these issues.

- 6.5 Guiseley & Rawdon ward achieved a decrease in burglary of 38 offences (43%), appendix 3. Theft from motor vehicle increased by 47 offences (53%). The biggest challenge for this area of work continues to be items left on display in vehicles. PCSOs work very hard to bring to this to the attention of members of the public. During this period the following work has been delivered:
- Operation Optimal - visits to burglary victims and their neighbours and target patrols to hotspot areas
 - An Action day on the Queensway and Shakespears with visits to the Westside Retail Park to engage with motorists

- 78 properties were target hardened through the Area Committee funded target hardening project
- Key messages about burglary and dark nights delivered through schools via the clusters
- Fire Service talks to Benton Park, Guiseley and St Marys schools about “gone in a flash” relating to bonfire night and firework safety and “one way ticket” about road safety

The arrest and incarceration of some key offenders has seen reductions in the latest figures for theft from motor vehicles. There is an ongoing challenge in raising awareness about leaving valuables on show in vehicles. However, a key challenge for the area is burglary other (thefts from sheds and garages). The target hardening project funded through the Area Committee is a positive contribution to tackling this issue, but further work is required to continue to raise awareness about insecure properties, poor locks and the steps residents can take to reduce the chance of becoming a victim of burglary Other. The Simple 2 Start Police initiative, to be delivered in partnership with the council and other partners will help identify the long standing problems in the area and co-ordinate action to address these issues.

6.6 Appendix 4 provides details about Horsforth ward and shows a rise in Theft of motor vehicle (15 offences 150%) and violent crime increasing 10% (9 offences). All other crime types experienced a decrease, with burglary reducing by 27 (18%). This increase is largely due to 2 in 1 burglaries with the car keys taken during a burglary. examples of some of the work undertaken in Horsforth ward include:

- Two action days at St James and King Georges focusing on anti social behaviour
- Operation Optimal - visits to burglary victims and their neighbours and target patrols to hotspot areas
- Particular attention to the Newlays to tackle burglary with PCSOs and CASAC door knocking properties and providing crime reduction advice
- 78 properties were target hardened through the Area Committee funded target hardening project
- Key messages about burglary and dark nights delivered through schools via the clusters
- Fire Service talks to Horsforth High school about “gone in a flash” relating to bonfire night and firework safety and “one way ticket” about road safety

The challenge for Horsforth continues to be burglary and the theft of motor vehicles connected to burglary. Work is ongoing to raise awareness about the steps residents can take to reduce the risk of burglary. The target hardening initiative funded by the Area Committee is a positive contribution to tackling this issue. The Police have made some good arrests relating to burglary offenders leading to positive outcomes. Work will continue to increase awareness about burglary and the steps residents can take to reduce their risk of becoming a victim.

6.7 Appendix 5 shows Otley & Yeadon ward experienced a reduction in burglary (16 offences, 18%) and Criminal Damage (38 less offences, 19%). Robbery showed a small increase of 2 offences and similarly theft of motor vehicle increased by 8 offences. During this period the following activity of note was delivered:

- Two action days on the Weston Estate to tackle crime and anti social behaviour
- 77 properties were target hardened through the CASAC target hardening project
- Key messages about burglary and dark nights delivered through schools via the clusters
- Fire Service talks to Prince Henry High school about “gone in a flash” relating to bonfire night and firework safety and “one way ticket” about road safety

The key challenges for the area are around anti social behaviour and the night time economy. Work is ongoing with West Yorkshire Police and Council Licensing staff working together to address any concerns. The proposed Cumulative Impact Policy will help strengthen this work.

7 Corporate Considerations

7.1 Consultation and Engagement

The projects highlighted in this report will include consultation and engagement under the theme of crime and anti social behaviour with the aim of providing crime reduction advice and to increase reporting.

7.2 Equality and Diversity / Cohesion and Integration

Engagement events and projects take account of equality and diversity in their delivery. Considerations such as date, time, venue, access all have an impact on equality and diversity in relation to ensuring events are accessible to all members of the community.

7.3 Council Policies and City Priorities

Effectively tackling crime and anti social behaviour is a strategic priority in the Safer Leeds Plan 2011-2015.

7.4 Resources and Value for Money

Projects and work highlighted in this report have been funded through a mixture of Safer Leeds, Area Committee, West North West Homes and both Universities. Further opportunities for partnership funding will be explored through the coming year.

7.5 Legal Implications, Access to Information and Call In

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

7.6 Risk Management

Risk implications and mitigation are considered for each project.

8 Conclusions

- 8.1 The reduction in crime across all four ward areas is welcomed, particularly in the context that crime is low in the Outer North West area. However, there continues to be a number of areas of risk. Travelling criminals present an ongoing challenge for

the area. Additionally, ongoing awareness raising is required to highlight issues relating to burglary other, particularly theft of very expensive pedal cycles from sheds and the steps residents can take to reduce them being a victim of such crime. The Simple 2 Start initiative will aim to impact on the challenges highlighted in this report and continue to positively impact on crime figures.

8.2 West Yorkshire Police have commenced discussion about how they might respond to budget pressures and work has started to reduce the number of Divisions and Senior Police staff in Leeds. The proposal is that Leeds reduces to one division serving the whole city, commanded by a Chief Superintendent and reducing the number of superintendents, Chief Inspectors and Inspectors. Current proposals suggest 11 neighbourhood teams aligned to Area Committees and one team dedicated for the city centre. Members have been briefed on the proposals and their views sought. West Yorkshire Police are exploring co-location options with partners to ensure front line services are enhanced.

9.0 Recommendations

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

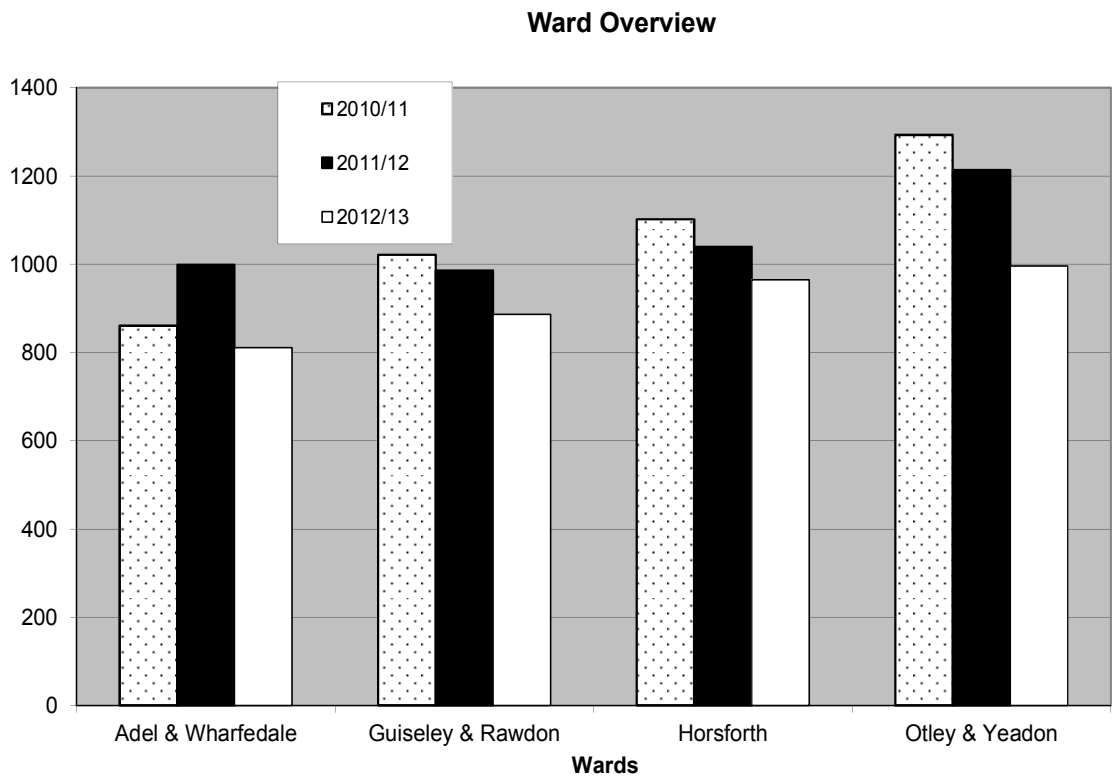
- a. Note the contents of the report and offer comments
- b. Note the Area Committees role in reducing burglary and other crime

10.0 Background documents

10.1 None

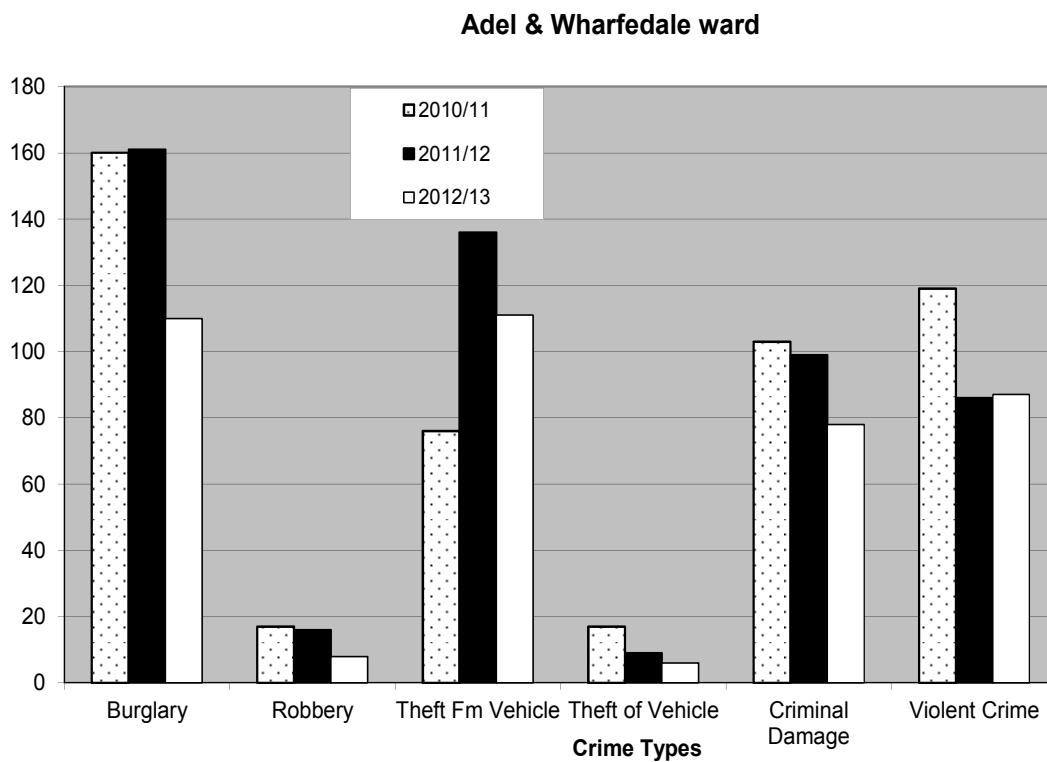
Appendix 1

Ward Overview			Variation		
Ward	2010/11	2011/12	2012/13	Difference	Reduction
Adel & Wharfedale	861	999	811	-188	-19%
Guisley & Rawdon	1022	986	887	-99	-10%
Horsforth	1102	1040	965	-75	-7%
Otley & Yeadon	1293	1214	996	-218	-18%



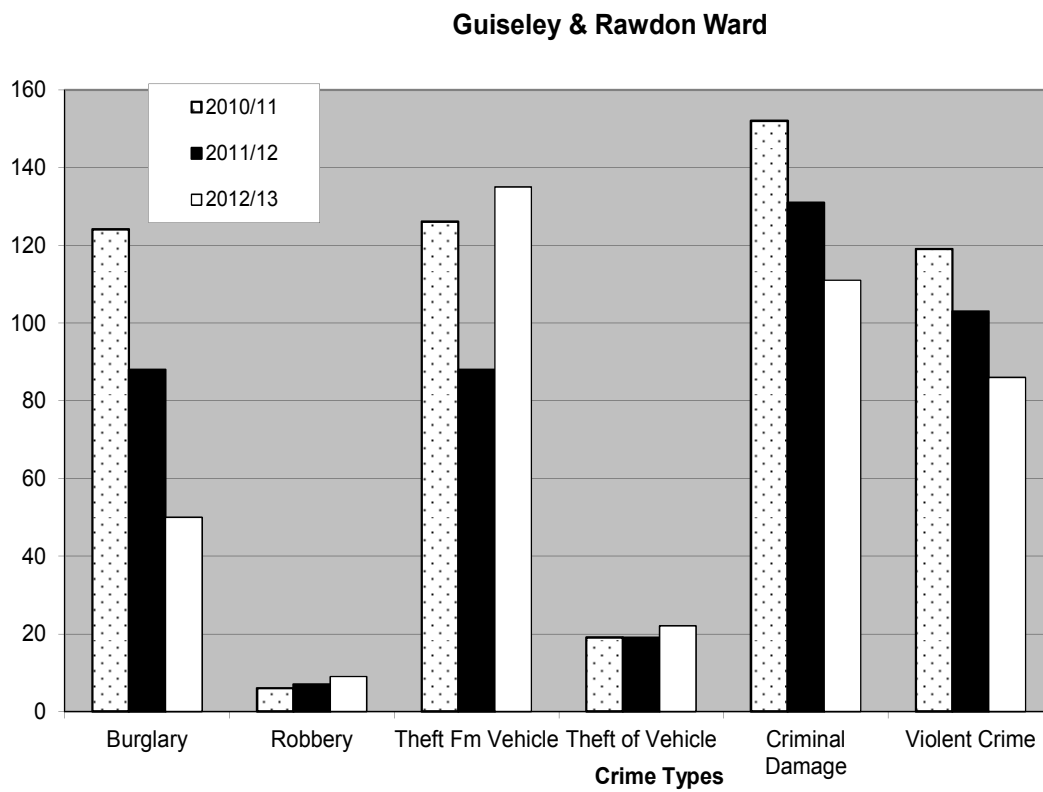
Appendix 2

Adel & Wharfedale				Variation	
Crime Types	2010/11	2011/12	2012/13	Difference	Reduction
Burglary	160	161	110	-51	-32%
Robbery	17	16	8	-8	-50%
Theft Fm Vehicle	76	136	111	-25	-18%
Theft of Vehicle	17	9	6	-3	-33%
Criminal Damage	103	99	78	-21	-21%
Violent Crime	119	86	87	1	1%



Appendix 3

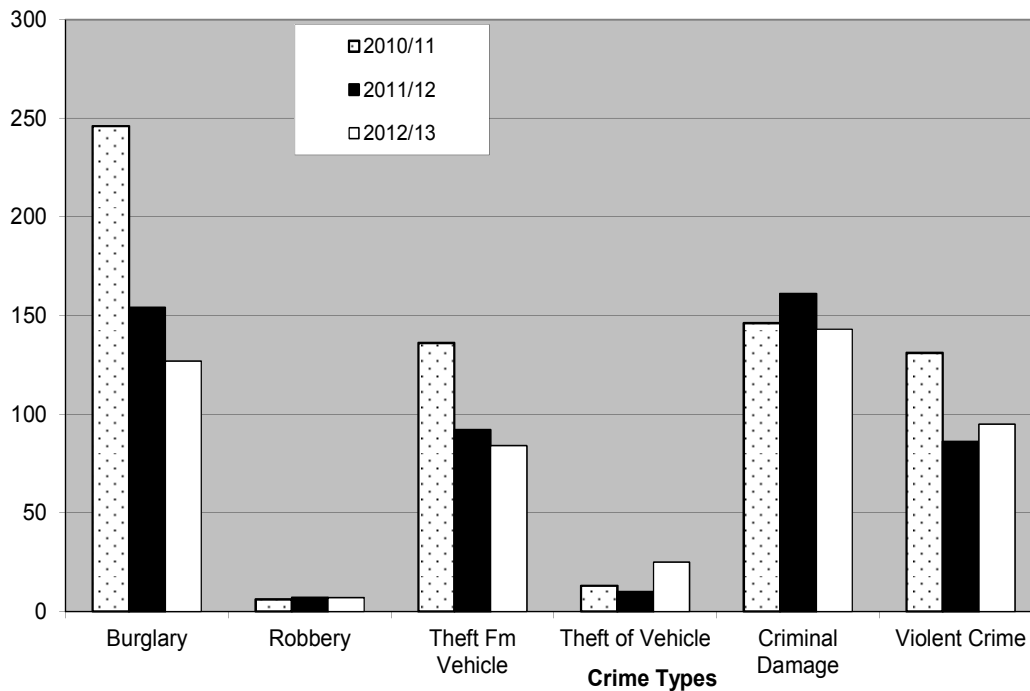
Guiseley & Rawdon Crime Types				Variation	
	2010/11	2011/12	2012/13	Difference	Reduction
Burglary	124	88	50	-38	-43%
Robbery	6	7	9	2	29%
Theft Fm Vehicle	126	88	135	47	53%
Theft of Vehicle	19	19	22	3	16%
Criminal Damage	152	131	111	-20	-15%
Violent Crime	119	103	86	-17	-17%



Appendix 4

Horsforth				Variation	
Crime Types	2010/11	2011/12	2012/13	Difference	Reduction
Burglary	246	154	127	-27	-18%
Robbery	6	7	7	0	0%
Theft Fm Vehicle	136	92	84	-8	-9%
Theft of Vehicle	13	10	25	15	150%
Criminal Damage	146	161	143	-18	-11%
Violent Crime	131	86	95	9	10%

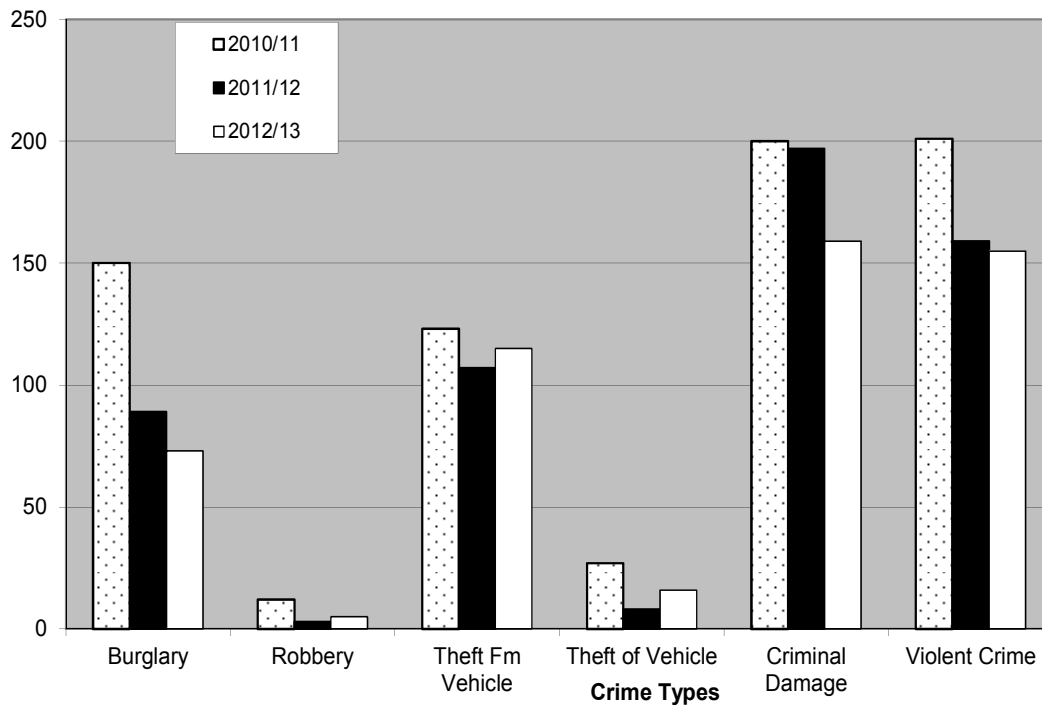
Horsforth ward



Appendix 5

Otley & Yeadon				Variation	
Crime Types	2010/11	2011/12	2012/13	Difference	Reduction
Burglary	150	89	73	-16	-18%
Robbery	12	3	5	2	67%
Theft Fm Vehicle	123	107	115	8	7%
Theft of Vehicle	27	8	16	8	100%
Criminal Damage	200	197	159	-38	-19%
Violent Crime	201	159	155	-4	-3%

Otley & Yeadon ward



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Report author: Gerry Burnham /
Rachel Marshall
Tel: 0113 3367870

Report of the Assistant Chief Executive (Citizens and Communities)

Report to North West (Outer) Area Committee

Date: 4th November 2013

Subject: Area Update Report

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

Summary of main issues

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

Recommendations

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

- Note the contents of this report and comment on any of the matters raised.
- Consider requesting officers from Entertainment and Licensing to draft a proposal for a Cumulative Impact Policy for Otley.

1 Purpose of this report

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

2. Background information

- 2.1 The Area Committee currently has six sub groups looking at service provision within the functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Transport as well as a Policy Group.
- 2.2 Since the last Area Committee the following sub groups have met: Environment, Community Safety and Children and Young People. Details of items discussed and actions from the meeting are attached at appendix 1 – 3. The Health & Well-being sub group have also met during this period and undertook a tour of the Corporate Contact Centre.
- 2.3 There are currently three ward forums in the area for Guiseley & Rawdon, Holt Park and Yeadon. The forums meet on a regular basis throughout the year.
- 2.4 Since the last Area Committee there have been forum meetings in Guiseley & Rawdon and Holt Park. Details of items discussed at the Guiseley and Rawdon Forum are attached at appendix 4. Details of the Holt Park Forum will be available at the December meeting.

3 Main issues

3.1 Area Lead Themes

The Area Lead Member role aims to provide a local lead perspective and further facilitate local democratic accountability, particularly in conjunction with the relevant Executive Member. The Area Committee has 5 area leads and works through the sub groups to progress local issues around the themes. The key issues for each sub group are outlined below.

3.2 Health, Well-being and Adult Social Care

3.2.1 Leeds Get Active

Leeds City Council's sport and health pilot entitled 'Leeds Let's Get Active' begins in October. The aim of the scheme is to encourage people of all ages to be more physically active.

The project received funding confirmation last month, with a total of £1 million of match-funding being offered by Leeds Public Health and Sport England through the National Lottery over the next 18 months.

The project will see one off-peak hour each day made available at every Leeds City Council-managed leisure centre in the city for free gym and swimming sessions. The session will be open to all but will be primarily targeted at those who currently do not take part in any sport or physical exercise. There will also be a range of activities run in local communities.

3.2.2 Manorfield House Residential Care Home

At the September 2013 Executive Board it was resolved that Manorfield House Residential Care Home in Horsforth would remain open to provide residential care for existing residents. There will however be no new admissions and will close when the premises are no longer required by existing residents, if the health and well-being of the remaining residents cannot be maintained, if alternative new residential care provision becomes available within the ward or in response to changes in registration requirements or legislation.

3.2.3 Adult Social Care has agreed to provide Members with a monthly list of residential care beds available in the Horsforth area. In addition Adult Social Care will provide regular updates to the Health & Well-being sub group.

3.2.4 Opening of Holt Park Active

Holt Park Active, a new £27 million leisure and community centre opened its doors to the public for the first time on Saturday 12 October. It brings together services from sport, adult social care, youth services and the community. The centre offers: over 20 types of fitness classes; 25 metre pool, learner pool and hydrotherapy pool; 70 station Bodyline gym with latest fitness industry equipment, accessible for people with physical disabilities; Lessons and courses for children aged 12 months and upwards; fantastic school holiday activities for families and children; unbeatable choice for children's parties; specific activities for disabled people; active Life programme - exercise classes for people aged 60 and over; accessible facilities and changing areas; meeting rooms available to hire and a cafe and atrium area.

3.3 **Children's Services**

3.3.1 The Children & Young Peoples sub group last met on 6th September. A representative from both the Clusters and Youth Service attended to discuss the lack of activity provision for 11 – 13 year olds in ONW. It was agreed that the Clusters would meet separately to discuss what the gaps were in each of their areas and feed back to the sub group.

Consultation with the young people who attended the Cluster activities over the summer holidays was provided for the sub group. Feedback was also provided from the Breeze activities in the area that were funded through the Youth Offer.

The sub group are due to meet again in November to decide on further funding opportunities for Outer North West. The types of activities to be funded will be based around consultation carried out with young people and the outcomes of discussions with the Clusters.

3.4 **Environment**

3.4.1 Councillor Dobson in his role as Executive Member for the Environment was invited to attend the Environment sub group on the 23rd September to address issues raised by North West (Outer) Members at previous sub group meetings. Discussions included: concerns that there was no co-ordinated process or tracking system in place to deal with blocked gullies; problems with hard to clean streets due to parked

cars and alternative weekly collections (AWC). Further details of discussions are attached at appendix 1.

There was an additional meeting of the sub group on the 22nd October to look specifically at parking on grassed verges and tree maintenance issues in the area.

3.4.2 Parking on grassed verges

It was agreed that Highway Services will draft a proposal for a pilot scheme in the Queensway area of Guiseley to tackle obstructive and illegal parking. The Neighbourhood Policing Team agreed to give extra attention to illegal parking in all four outer north west wards.

3.4.3 Tree Maintenance issues

Parks and Countryside officers presented information on tree risk management. A tree warden scheme was discussed and it was agreed that officers from Forestry and Area Support would draft a well-being proposal to present initially to the Environmental sub group.

3.5 Community Safety

3.5.1 The Community Safety Sub Group met on 17th September. All Members were invited to a discussion about the night time economy and Licensing that was held prior to the start of the main business of the sub group. An Officer from Licensing attended for this item. The main concern for Members related to the “creep” of later opening hours of on-licensed premises. Members were advised that a Cumulative Impact Policy (CIP) would be able to establish a norm in relation to opening hours and were advised to consider a CIP for Otley. Following a discussion, Members agreed to recommend that the Area Committee consider a CIP for Otley.

3.5.2 Members received an update relating to crime in Outer North West and were informed that overall crime had increased slightly during this period. The main areas of concern were burglary other and pedal cycle thefts. Members were informed that work is underway to review how policing is delivered. It is anticipated that Leeds will move to one Division and one Chief Superintendent overseeing the Division. Further reductions are also anticipated at the top of the structure rather than to front line services.

3.5.3 Members also received an update from CASAC relating to the Area Committee funded target hardening project. CASAC were now working closer with the Neighbourhood Policing Team and are out door knocking, using live data. Engineers will target harden properties on the day or make appointments to call back. Following a slight delay due to administration of the grant, (Members approved the project in July and the project commenced in August) the project is slightly behind but is expected to catch up at the end of the year. CASAC have also launched a campaign to tackle theft from vehicles and now offer free belt bags so people can take their personal items with them. The initiative was launched at Golden Acre Park by Mark Burns-Williamson (Police Crime Commissioner). 250 bags have so far been given out.

3.6 Employment, Skills and Welfare

- 3.6.1 Housing Leeds (formerly WNWhL) is continuing work through the Illegal Money Lending Team to look at tackle loan sharks and scams. Staff briefings have been undertaken on loan sharks and scams, particularly focusing on the elderly and vulnerable. A recent campaign led to the arrest of two people from west Leeds in connection with illegal money lending.
- 3.6.2 The Housing Leeds Financial Inclusion officer promotes free school meals, budgeting skills and reducing utility bills to all customers, targeted towards those on a low income, in addition to facilitating a free financial advice surgery trialed in Ralph Thoresby School, Holt Park. The team also supported the provision of free employment advice offered in Otley Core Resource Centre by initially sending posters to the local Neighbourhood Housing Offices and posting information in the e-bulletin. 277 text messages were sent to residents in Otley to inform them of the free service together with 110 letters.

3.7 Project and Service Update

3.7.1 Neighbourhood Planning

The WNW Area Support Team met with Planning officers on 20th September 2013 to discuss progress and identify any issues. At present neighbourhood plans are being undertaken by 6 organisations in ONW these being: Otley Town Council; Horsforth Town Council; Pool Parish Council; Rawdon Parish Council; Aireborough Neighbourhood Forum and Adel Neighbourhood Forum.

Adel Neighbourhood forum held a second consultation day on 12th October which was well attended by over 150 local residents. The Area Support team were able to provide background support for the day in terms of display materials for the different areas of discussion.

An update report on Neighbourhood Planning will be brought by officers to the next Area Committee meeting in December.

3.7.2 Holt Park Consultation

The Council has prepared the draft Holt Park Planning Statement setting out development proposals for the redundant land formerly occupied by Ralph Thoresby School and Holt Park leisure centre and adjacent land. A public consultation will be held from 15th October to 26th November including a drop-in exhibition at Holt Park Active on the 23rd October (3.00pm – 7.00pm). Information will be available in Holt Park Library and the Development Enquiry Centre, 2 Rossington Street, Leeds, LS2 8HD as well as the Council's website www.leeds.gov.uk. Following the consultation the provisional timescales for delivery are the adoption of the planning statement and commence marketing of the site in spring 2014, submission of planning application/s in early 2015 and commence construction works in early 2016.

3.7.3 Asset Review

Work has now completed on re-locating the Horsforth Cluster Manager and her team of staff into the ground floor accommodation at Horsforth Youth Centre on

Town Street. The two services are now working together in shared accommodation providing services to a wider age range of young people in the area. Some minor work was required to enable the relocation to take place including the installation of wi-fi and new shelving for storage purposes. Officers consider the move to have been very successful and it has ensured greater use of Horsforth Youth Centre. A very successful Year 7 transition week was held in the centre at the end of the summer holidays.

3.7.4 Derelict & Nuisance Sites

The Area Support Team is in regular attendance as a member at the derelict and nuisance sites working group. Progress is reported on those priority sites in the area that appear on the priority list and action is taking in the main by planning, building and planning enforcement. Updates are given to members through reports via the environment sub group. For those sites not included in tranche 1 and tranche 2, the Area Support Team has been tasked with finding alternative actions to address other problems associated with the sites.

3.7.5 Well-being Spend

The Area Support Team continues to work with members on the development of well-being projects in the area.

The Area Support Team will be preparing ward briefings for each outer north west ward over the coming weeks and will be arranging meetings with individual wards and the Area Chair to review well-being spend.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).

4.3.2 The Area Support Team's work programme contributes at a local level to the themes contained in the: Vision for Leeds 2011- 2013 City Priority Plan 2011-2015; Joint Health and Well-being Strategy and the Children and Young People's Plan.

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.5.2 This report is not confidential, neither is it, or part of it exempt. This report is not subject to call-in.

4.6 Risk Management

4.6.1 There are no risks associated with this report.

5 Conclusions

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

6 Recommendations

6.1 Members are asked to:

- Note the contents of the report and comment on any aspect of the matters raised.
- Request officers from Entertainment and Licensing draft a proposal for a Cumulative Impact Policy for Otley.

7 Background documents

7.1 None

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

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

Report to North West (Outer) Area Committee

Date: 4th November 2013

Subject: Area Chairs Forum Minutes

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

Summary of main issues

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

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

Recommendations

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

1 Purpose of this report

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

2 Background information

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

3 Main issues

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26th May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2013 / 14 are:
- Friday 28th June
 - Friday 6th September
 - Friday 11th October
 - Monday 25th November
 - Monday 20th January
 - Friday 7th March
 - Friday 2nd May
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council Policies and City Priorities

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

4.4 Resources and Value for Money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

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

6 Recommendations

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

7 Background documents

None.

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

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**Area Chairs Forum
Friday 6th September 2013
Committee Room 4, Civic Hall**

Attendance:

Councillors: P. Gruen (Chair), S. Hamilton, G. Wilkinson, P. Wadsworth, C. Gruen, J. Jarosz.

Officers: J. Rogers, K. Kudelnitzky, S. Mahmood, J. Maxwell, S. Hughes

Minutes: S. Warbis

Attending for specific items: S. Wimsett

Item	Description	Action
1.0	Apologies	
1.1	Cllr Asghar Khan, Cllr Andrea McKenna, Cllr Karen Bruce, Cllr Javaid Akhtar, Rory Barke	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 28 th June 2013 were agreed as an accurate record.	
2.2	<u>2.2 of previous minutes - Health</u> Cllr Mulherin and Ian Cameron to attend the next meeting on 11 th October.	
2.3	<u>2.3 of previous minutes – Youth Service Engagement</u> Cllr C. Gruen has been involved in youth consultation. A consultation board is being set up which will attempt to represent youth across the area and not merely established youth groups.	
2.4	A youth council has been set up in Wetherby Town in the North East Outer Area involving Cllr Lamb as the Children’s Area Lead Member.	
2.5	Cllr Hamilton has had discussions regarding the Youth Service delegation in her area.	
2.6	Cllr Wadsworth mentioned that the young people sub group had met and there were good signs that school clusters were coming on board and reporting into the sub group.	
2.7	Concerns were raised over provision for 8-13 year olds following the removal of specific national funding aimed at this group.	
2.8	It was mentioned that appointments would shortly be made in the Youth Services restructuring and that Area Chairs should get in touch with panels to express the needs for their areas.	Area Chairs
3.0	Waste Policies – Engagement with Members	
3.1	This item was removed from the meeting agenda. Confirmation will be sought on how this engagement will take place, either through this meeting or through Environment Area Lead Members.	Sarn Warbis
4.0	Area Committee’s Annual Report to Full Council	
4.1	Anne McMaster brought a draft copy of the Area Committee’s Annual Report to Full Council to the meeting for comment / amendment. The report needs to be finalised by midday on Monday 9 th September to meet deadlines for submission to the Full Council meeting on Wednesday 11 th .	

- 4.2 The report expands on the report that was brought to the Area chairs Forum meeting on 3rd May outlining the achievements of Area Committees in 2012/13 and looking at the challenges ahead. The report aims to highlight good work and best practice and demonstrate the wide ranging use of wellbeing funds and the additionality that is achieved as a result.
- 4.3 It was felt that this was an opportunity to place the work of Area Committees higher up the agenda for full council. Figures show that last year there was a return on investment of £2.50 for every £1 spent through wellbeing funding which was a great achievement.
- 4.4 The report tries to capture action taken against recommendations in the review of area working and also to demonstrate how Area Committee work is addressing the city priorities by using a range of case studies. It does not attempt to capture all of the work that has taken place. The report also covers future challenges.
- 4.5 Comments on the report were invited from Area Chairs and Cllr P Gruen particularly asked if there were any pieces of work that Area Chairs were particularly proud of that had not been included in the case studies submitted so far. It was not possible to include all work carried out and it was pointed out that attempts were being made to include a balanced selection of case studies that reflected good work across all ten Area Committees.
- 4.6 It was pointed out that deadlines were tight to submit the final report for the full council meeting on Wednesday 11th September and that any comments or additions needed to be submitted to Anne McMaster by midday on Monday 9th.

5.0 Report on Area Committee Working Arrangements

- 5.1 Sally Wimsett, Policy and Performance Manager – Citizens and Communities, attended with a report on delivering the area working review recommendations regarding Area Committee working arrangements. This also took into account views gathered during the recent Area Chairs work-shop.
- 5.2 It was pointed out that meetings with the recently appointed Area Lead Members, relevant Executive Board Members, and key service officers had been arranged. The first meeting regarding environment and community safety had taken place this week and had gone well. It was agreed that these would be reported back on at the next Area Chairs Forum meeting.
- 5.3 It has been agreed that there needs to be a long term vision for Area Committees, which includes consideration of moving towards a “community Council” type approach, but there are also some short term fixes that can be applied.
- 5.4 One of the issues is that there is no common understanding of an agreed corporate process for setting Area Committee agendas. It was felt that this needed to be in place and followed up.
- 5.5 Public attendance at meetings and the profile of Area Committees needs to be improved. This is not just about broadcasting what we are doing, but about linking in with local groups and networks to set agendas that are of interest locally.
- 5.6 It was stressed that care needed to be taken to ensure that Area Committees weren’t seen as just another layer of bureaucracy. Emphasis should be placed on the added value that Area committees achieve locally when publicising their work.
- 5.7 It was pointed out that currently Area Committees receive attendance when

Kathy Kudelnitzky

they were allocating funding, but there is a difficulty in encouraging attendance otherwise. Agendas regarding specific local issues could improve this.

- 5.8 It was also mentioned that, although there had been improvement in some recent reports, generally papers received by Area Committees were still too full of "council speak" and were not engaging, or even understandable in some cases, to members of the public. It was recognised that in some cases reports were dealing with abstract concepts which were hard to express simply, but that there should be an attempt to make reports more accessible. There was also common agreement that papers need to be shorter.
- 5.9 It was raised that the name "Area Committee" did not mean anything to the public and that the term itself does not attract attendance. Previous "forums" were better attended and the name should be reconsidered.
- 5.10 It was raised that the name "Community Council" was being considered and Area Chairs were invited to provide any alternative suggestions. It was raised that geographical labelling of Area Committees such as North East Outer, West Inner etc. did not mean anything to the public. Place names would be more easily understood, although it was agreed that this could prove difficult due to the wide boundaries of Area Committees.
- 5.11 It was suggested that dates of meetings should be publicised to local groups and that contact lists should be used more effectively. It was pointed out that this would be made easier if meetings were scheduled more regularly i.e. first Tuesday of alternative months. It was pointed out that there could be problems with this approach regarding member availability due to the range of other scheduled meetings in the council diary, however it was felt that this should be explored. This will be included in the work to address practical issues such as agenda setting, attendance, venues, publicity etc.
- 5.12 It was raised that communities should be aware of where money is coming from for projects in their areas. It was suggested that there should be a common "Area Committee" logo that could be used on leaflets, banners etc. It was pointed out that North East Outer had already used a plaque stating that improvements had been funded by local ward members.
- 5.13 It was suggested that there should be a requirement for funded projects to reference Area Committees when publicising funded work. It was also suggested that there should be a requirement for Area Teams to see proofs of promotional material.
- 5.14 It was suggested that a menu of options for promoting Area Committee work should be available to be used as is appropriate.
- 5.15 It was pointed out that Area Team officers from East North East are meeting with colleagues from the Communications team next week and that these areas will be followed up. It was also raised that generally officers in services needed to make more use of the expertise in the communications team.
- 5.16 The report was welcomed by the Area Chairs Forum.

6.0 Scrutiny Report – Strengthening the Council’s Relationships with Parish and Town Councils

- 6.1 Kathy Kudelnitzky brought a report detailing actions coming out of the scrutiny report on strengthening the council’s relationship with Parish and Town Councils.
- 6.2 Area Chairs were content with work to progress on the agreed actions.

7.0 Any Other Business

7.1 Health

7.2 Jane Maxwell referred to the Inner West Improvement Board meeting that had taken place the previous day. Working relationships are good in the West they are now looking at how the commissioning of local work can be influenced locally.

7.3 The Clinical Commissioning Group (CCG) has £100k to use to improve access to services at an early stage, and are now looking beyond merely addressing health symptoms, and are recognising a need to address the underlying causes such as welfare, debt etc.

7.4 This is linking in with work that other agencies are carrying out and there is a subtle move towards an informal community budget model which may be strengthened in the future.

7.5 Cllr C. Gruen mentioned that where long term objectives are being set it is sometimes difficult to prove outcomes. There are positive signs that shared objectives are leading to cross boundary working, and that there is an understanding now of the external factors that can affect health.

7.6 It was pointed out that the Improvement Board was linked to the Area Committee and that partners would be coming back to the Area Committee shortly for a health themed meeting.

7.7 Welfare Reform

7.8 Sharon Hughes mentioned the work being carried out in the East North East area to address welfare reforms. The group that has been brought together has led to a better understanding of the cross cutting themes involved and has led to more co-ordinated approaches in this area.

7.9 Employment and Skills

7.10 Shaid Mahmood raised the focus that has been put on this theme in the South East area. The Area Committee Employment and Skills group, chaired by Cllr Groves is looking at addressing the breakdown in pathways to success.

7.11 A job shop has recently been opened in the St George's centre and there is also a credit union presence. Part of the success of this has been drawing in central support to enable the local ambitions to be realised.

7.12 Middleton Regeneration Framework

7.13 This links to the Neighbourhood Improvement Board and has enabled work to be carried out in areas that make sense to the community, linking parts of Belle Isle and Middleton. They are creating a master plan for buildings in the area and accelerating local activity.

7.14 NEETS

7.15 Cllr Wilkinson mentioned work that is going on in Outer North East with local businesses following a decision to provide support to all NEETs in the area rather than focusing on one or two apprenticeship opportunities. Local businesses are linking into local high schools and are providing work experience 1 day per week over a period of time, rather than a one off weeks placement, and this is leading to wider gaining of experience and has led to at least one permanent job appointment.

7.16 Area Committee Delegations

7.17 Cllr Wilkinson mentioned that after the successful environmental delegation, and the work being undertaken on the Youth Service delegation, the North East Outer Area Committee would like Planning Enforcement to be considered for the next delegation. Cllr P. Gruen agreed to explore this with officers in the Planning service.

**Cllr P.
Gruen**

7.18 Budgets

7.19 Cllr P. Gruen has asked for finance to report on how much has been spent of the budget that was carried over from last year identified as committed to existing projects.

7.20 Area Committees have been encouraged in the past to consider sharing money between each other where there are balances that can be used in other areas. Cllr P. Gruen also referred to the rules regarding school budgets where it is only permissible for a set percentage of the budget to be carried from one year to the next. Area Chairs were urged to examine their budgets as we approach the halfway point in the financial calendar.

Area Chairs

7.21 Items for the next meeting

- Health – Cllr Mulherin / Ian Cameron
- Targeted Youth Work update – Ken Morton
- Feedback from Area Lead Members meetings – Kathy Kudelnitzky
- Detailed report on added value from well-being spending – Shaid Mahmood

8.0 Date of Next Meeting

8.1 Friday 11th October 2013, 14:00 – 16:00, Committee Room 4 - Civic Hall

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