



SCRUTINY BOARD (HOUSING AND REGENERATION)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 23rd September, 2014 at 1.30 pm

(A pre-meeting will take place for ALL Members of the Board at 1.00 pm)

MEMBERSHIP

Councillors

D Collins	Horsforth;
P Grahame	Cross Gates and Whinmoor;
J Illingworth	Kirkstall;
M Iqbal	City and Hunslet;
D Nagle	Rothwell;
Whips Nominee	Liberal Democrat
J Procter (Chair)	Wetherby;
J Pryor	Headingley;
A Smart	Armley;
C Towler	Hyde Park and Woodhouse;
G Wilkinson	Wetherby;

Please note: Certain or all items on this agenda may be recorded

Agenda compiled by:
Guy Close
Scrutiny Unit
Civic Hall
LEEDS LS1 1UR
Tel: 39 50878

Principal Scrutiny Adviser:
Kate Arscott
Tel: 24 74189

www.twitter.com/scrutinyleeds

A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY 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 AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 24 JUNE 2014</p> <p>To confirm as a correct record the minutes of the meeting held on 24 June 2014</p>	1 - 4
7			<p>REQUESTS FOR SCRUTINY</p> <p>To consider 2 requests for scrutiny</p>	5 - 10
8			<p>IMPLEMENTATION OF THE REVIEW OF HOUSING MANAGEMENT SERVICES</p> <p>To consider a progress report on the implementation of the Housing Management Review and to determine whether any further scrutiny is required</p>	11 - 18
9			<p>ARREARS PROFILING</p> <p>To consider a detailed report on the management of rent arrears</p>	19 - 34

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>PROGRESS IN DELIVERING HOUSING ON COUNCIL BROWNFIELD LAND</p> <p>To consider an update on progress since the last report in March 2014 and to decide whether any further scrutiny is required</p>	35 - 60
11			<p>FINANCIAL POSITION STATEMENT 2014/15 - CITY DEVELOPMENT AND ENVIRONMENT AND HOUSING DIRECTORATES</p> <p>To consider a report on the current financial position in relation to budgets within the Scrutiny Board's portfolio</p>	61 - 68
12			<p>RECOMMENDATION TRACKING</p> <p>To consider progress against outstanding recommendations from previous scrutiny inquiries</p>	69 - 90
13			<p>WORK SCHEDULE</p> <p>To agree the Board's work schedule for the remainder of the municipal year</p>	91 - 118
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 28 October 2014 at 1.30pm (pre-meeting for all Board Members at 1.00pm)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

This page is intentionally left blank

SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 24TH JUNE, 2014

PRESENT: Councillor J Procter in the Chair

Councillors D Collins, P Grahame,
M Harland, M Iqbal, D Nagle, J Pryor,
A Smart and G Wilkinson

1 Late Items

There were no late items.

2 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

3 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor C Towler. Notification had been received that Councillor M Harland was to substitute for Councillor C Towler.

4 Sources of Work

The Head of Scrutiny and Member Development submitted a report which provided information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

The following information was appended to the report:

- Best Council Plan – Plan on a Page
- Executive Board minutes from 2 April 2014.

The Chair welcomed to the meeting, Councillor Peter Gruen, Executive Board Member (Neighbourhoods, Planning and Personnel), Councillor Richard Lewis, Executive Board Member (Transport and Economy), Neil Evans, Director of Environment and Housing, Phil Crabtree, Chief Planning Officer and Christine Addison, Chief Asset Management and Regeneration Officer.

The following sources of work were identified as potential areas for Scrutiny involvement:

- Review of lettings policy.
- Development of a new housing quality standard.
- The quality of private rented sector housing.
- Housing delivery and housing growth. Possible review of building capacity across the city.

- The Council's house building programme.

The Scrutiny Board also considered scrutiny work brought forward from the previous year for potential further scrutiny in 2014/15. These included:

- Work with furniture re-use organisations to provide cookers to tenants in need. Members were advised that site visits to furniture re-use organisations had been planned for the July Scrutiny Board meeting.
- Pre-decision scrutiny of the review of local lettings policies.
- Analysis of the outcomes of the programme of Annual Tenancy Visits.
- Rent arrears.
- East Leeds Extension and East Leeds Orbital Road progress.

RESOLVED –

- (a) That the report and contributions made during the discussion be taken into account when the Board is finalising its work programme and deciding its priorities.
- (b) That the Board receives reports on scrutiny work carried out from the previous year, early in the year in order to complete sign off issues where possible.

(Councillor Peter Gruen left the meeting at 1.55pm during the consideration of this item.)

5 Minutes - 25 March 2014

RESOLVED – That the minutes of the meeting held on 25 March 2014 be approved as a correct record.

6 Matters arising from the minutes

Minute No. 100 – Local lettings policies

The Scrutiny Board sought clarification regarding the role of Housing Services in relation to right to buy properties that had been sold on for private sector rental and not adequately maintained. The Director of Environment and Housing advised that the Council had limited powers, but that the concerns raised (a local issue concerning a fence in need of replacement) would be developed as a case study exercise and reported back to Members.

7 Scrutiny Board Terms of Reference

The Head of Scrutiny and Member Development submitted a report which presented the terms of reference for the Housing and Regeneration Scrutiny Board as agreed by Council on 9 June 2014.

RESOLVED – That the Scrutiny Board's terms of reference be noted.

8 Co-opted Members

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of Co-opted Members.

The Board was informed that they could appoint the following:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council; and/or
- Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

RESOLVED – To appoint co-opted members on an ad-hoc basis for any inquiries where it was deemed appropriate.

9 Protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration)

The Head of Scrutiny and Member Development submitted a report which presented the protocol concerning the relationship between the Housing and Regeneration Scrutiny Board and the Tenant Scrutiny Board for Members' information.

It was requested that the Board be provided with details of the specific wards that current Members of the Tenant Scrutiny Board represented and the method for selecting new Members of the Board.

RESOLVED –

- (a) That the protocol be noted.
- (b) That the Scrutiny Board be provided with the information requested.

10 2013/14 Quarter 4 Performance Report

The Director of Environment and Housing and the Director of City Development submitted a joint report which provided a summary of performance against the strategic priorities for the council and city relevant to the Scrutiny Board.

The following information was appended to the report:

- A summary of performance at Quarter 4 across both City Priority Plan (CPP) and Best Council Plan (BCP) priorities.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Debra Scott, Head of Performance and Service Review
- Fiona McAnespie, Deputy Head of Policy, Performance & Improvement.

The key areas of discussion were:

- Concern regarding the low percentage of annual tenancy visits completed by Belle Isle Tenant Management Organisation (BITMO). Members were advised that annual tenancy visits was a priority area for Housing Services and that the issue had been addressed with the organisation.
- The process for determining target milestones and whether some target milestones were in need of review, particularly when the target had been exceeded by a significant margin.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That a detailed report on rent arrears be presented to the Scrutiny Board in September 2014.
- (c) That the Director of Housing and Environment be recommended to increase the performance target for the percentage of major adaptations completed within target timescales in light of the high performance achieved last year.

11 Work Schedule

The Board noted the draft work schedule and agreed that the Chair and the Principal Scrutiny Adviser be asked to incorporate the issues raised in the discussion under the sources of work agenda item.

RESOLVED – That the Chair and the Principal Scrutiny Adviser circulate a draft work programme for the Board's confirmation.

12 Date and Time of Next Meeting

- Tuesday, 29 July 2014 at 1.00pm (site visits to furniture re-use organisations)
- Tuesday, 23 September 2014 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 2.55pm.)

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 23 September 2014

Subject: Requests for Scrutiny

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

Summary of main issues

1. Two requests for Scrutiny have been received from members of the public.
2. The first request was received from Mr George Hall and relates to a previous scrutiny inquiry report produced by the Board in 2011 on housing growth. A copy of Mr Hall's request is attached as Appendix 1.
3. The Aireborough Neighbourhood Forum, Wharfedale & Airedale Review Development (WARD) and Boston Spa Parish Council/Boston Spa Neighbourhood Plan Group have all written in support of Mr Hall's request. Their comments are also attached at Appendix 1.
4. The second request was received from Mr David Jenkins in relation to private rented sector housing. A copy of Mr Jenkins' request is attached at Appendix 2.
5. Both Mr Hall and Mr Jenkins have been invited to attend the Board to present their respective requests to the Scrutiny Board.
6. The decision whether or not to further investigate matters raised by a request for scrutiny is the sole responsibility of the Scrutiny Board. As such, any decision in this regard is final and there is no right of appeal.
7. When considering the request for Scrutiny, the Scrutiny Board may wish to consider:
 - If further information is required before considering whether further scrutiny should be undertaken;

- If a similar or related issue is already being examined by Scrutiny or has been considered by Scrutiny recently;
- If the matter raised is of sufficient significance and has the potential for scrutiny to produce realistic recommendations that could be implemented and lead to tangible improvements;
- The impact on the Board's current workload;
- The time available to undertake further scrutiny;
- The level of resources required to carry out further scrutiny;
- Whether an Inquiry should be undertaken.

Recommendations

8. The Scrutiny Board is asked to:

- (i) Consider the requests for Scrutiny.
- (ii) Determine if it wishes to undertake further scrutiny of these matters.

Background papers¹

9. None used

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.

Subject : **Housing Growth Inquiry Published 30 September 2011**

Formal request:

For the Leeds City Council Housing and Regeneration Scrutiny Board to include in their work programme, **as a matter of urgency**, a review of the above

1. To ascertain if recommendations 1 and 2 arising from paragraphs 35 to 38 of the inquiry have been carried out effectively.
2. To consider if the monitoring reports brought back to the board for the consideration by members were an accurate reflection of progress. Such reports were intended to enable board members to determine the effectiveness of “monitoring” and make appropriate recommendations.
3. To consider any further options open to the “Scrutiny Board” including referring the issue back to the Executive Board or preferably as a “White Paper” for debate, in public, by the Full Council

Reasons:

1. The report provided by GVA/ Edge called Strategic Housing Market Assessment was presented to the Housing and Regeneration Scrutiny Board during their “Housing Growth inquiry. It is significant to the evidence base submitted for the examination of the Local Development Framework. It can now be seen, in the light of recently published 2012 ONS statistics to be inaccurate. Reference and confirmation of the discrepant figures can be drawn from the letter from the Councils Deputy Chief Planning officer , to Mr Thickett dated 3 June 2014
2. If the board consider that on the basis of the most recent evidence the number of dwelling to be built within the plan period is justified to be reduced, members may be of a mind to make such a recommendation providing it is not *Ultra Vires* .To suggest then the 5 years supply and beyond could be achieved with confidence is a compelling reason
3. National Planning Policy Government Guidance requires the Council to provide/incorporate robust and “most up to date” to the Secretary of State, through his appointed Inspector. This is required in evidence submitted during the examination of the Development Plan/Core Strategy. In a letter dated 12 June 2014 from the Council’s Head of Legal Services to Mr Anthony Thickett BA (Hons), BTP, MRTPI Dip RSA, who is examining the soundness of the development plan, there is confirmation of “ a serious risk of legal challenge” to the plan arising from the statistical evidence. A legal challenge could be costly and can be interpreted as suggesting the plan would be revoked.
4. The number of houses required and the locations of such development, emerging through the Site allocations process, would not be correctly informed by the inaccurate statistics. The need to review the “Green belt” is questionable .
5. The premise that Phasing would resolve the excessive land use, infrastructure has the potential to return the council to the situation it currently finds itself , with developers “cherry picking” sites which they see as most profitable.

I was a co-opted member and served on the Board which carried out the 2011 scrutiny board inquiry and to be content ask that this matter has your earliest consideration. I will provide any further information you may require if so requested. I will be pleased to attend either as an observer or as a participant in any session the board holds which is relevant to this inquiry.

Please advise me of your decision, and if appropriate advise the Idf examining inspector.

George Hall

George Hall is very aware that his request for scrutiny of the Leeds Housing Target in the LDF by the Housing and Regeneration Board, is FULLY backed by a number of community organizations. I apologise to him, that the Aireborough Neighbourhood Forum has not yet been able to officially support his request in writing, as we have a great deal to do with setting up our recently designated Forum and putting together our evidence base for site allocations. However, please find below the ANF's official request for scrutiny of the Leeds Housing Target by the Board, in support of the one Mr Hall sent in July.

The ANF and many community members in Aireborough are extremely concerned about the robust and timely nature of the data supporting current Leeds Housing Targets in the LDF. If that data is not robust and up-to-date, as required by the NPPF, then it will seriously affect the well being of many parts of the City - both regeneration area and fringe areas. We have attended all the LDF Inspector hearings on this issue and are fully aware of the range of scenarios prepared by Edge Analytics for the LDF, the various data sets behind them, and, their implications.

Many regards
Jennifer Kirkby
Acting Programme Manager
Aireborough Neighbourhood Forum
www.aireboroughnf.com
Twitter: @aireboroughnf
Facebook: Aireborough Voice

The Scrutiny Committee is, I believe, to meet on 23 September. As a matter of urgency the WARD organisation strongly supports George Hall's request for the Scrutiny body to revisit the Housing Growth Inquiry conducted in 2011. Accordingly, I would like this matter to be brought to the attention of the Chairman and for it to be included on the agenda for the meeting on 23 September.

The WARD organisation considers this matter to be extremely important as the Inspector's report is now at the 'Fact Check' stage.

Please acknowledge receipt of this email.

David
Dr David Ingham
Chairman
Wharfedale & Airedale Review Development
www.wardyorkshire.org

We would like to add our voice to the request by George Hall of Scholes for the above subject to be considered at the next Housing and Regeneration Scrutiny Board in view of the recently issued ONS population growth figures for Leeds which are considerably lower than those used in the calculations for 70,000 new houses by 2028.

We can fully understand the wish to get the Leeds Local Plan adopted as soon as possible but the problem is that the volume housebuilding industry is using the 70,000 figure and the lack of a provable five year land supply as the basis of their applications and subsequent appeals on various sites yet thus far all Leeds has done is indicate that they will, at some undefined stage in the future, reconsider the 70,000 house figure. By then it may well be far too late to challenge the housebuilders who may well obtain planning consent by default under the NPPF rules.

David Thomson
Boston Spa Parish Council
Boston Spa Neighbourhood Plan Group

Dear Kate,

You may be involved with the scrutiny board work looking at private rented sector housing. If not could you pass this on as required?

The issue that I came across yesterday was for a client who lives in private rented sector property which has no smoke alarms and she has 5 children and there may be other disrepair issues.

She is in the process of claiming LHA at £475 a month and may or may not have a tenancy agreement and only knows the landlord by his first name when he collects the rent.

I spoke to a person in the private rented sector section and they will look into the fire prevention issues.

I also spoke to Leeds benefits Service about her claim and she, the client, will obviously have to provide details of the landlord to get benefit.

I asked if there was any liaison between the two sections and was told no.

It would seem to me that if there was a “rogue landlord” providing a house which has serious disrepair etc yet getting LHA and not maintaining the property that some data matching between depts. could assist and the tenants be better protected?

Is it something worth pursuing?

I have copied in a housing adviser at Better Leeds.

David Jenkins
NHS Outreach Adviser
East Leeds CAB



Report author: Debra
Scott/Helen Semianczuk
Tel: 0113 3957578/2243593

Report of Director of Environment and Housing

Report to Housing and Regeneration Scrutiny Board

Date: 23 September 2014

Subject: Implementation of the Review of Housing Management Services

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

Summary of main issues

1. The Executive Board on 19th June 2013 took a decision to bring the Council Housing Service back into the Council, following a review of the service and the consideration of options. A subsequent report in July 2013 set out the implementation arrangements and the governance structures that were to be put in place. Since then the Housing and Regeneration Scrutiny Board has received update reports on 26 November 2013 and 4th February 2014, and an update report was also provided to Executive Board on 5th March, 2014, providing further details of the considerable work that had been done to set up the new service, and the further work that was planned in order to complete the integration and service transformation work, as well as outline the savings and efficiencies that had emerged or were forecasted.

2. This report provides further information to the Housing and Regeneration Scrutiny Board on progress with implementation, and covers four key areas: structural changes and service redesign, integration of business support service functions into the Council, governance and tenant involvement, and financial efficiencies and benefits.

Recommendations

3. Members of the Housing and Regeneration Scrutiny Board are recommended to note the considerable progress that has been made to deliver the outcomes of the Housing Management Review, and the benefits (financial and non-financial) that are being realised.

1 Purpose of this report

- 1.1 The purpose of the report is to update the Housing and Regeneration Scrutiny Board on progress with the delivery of Housing Management Review outcomes, outlining the significant changes being delivered, and the benefits (financial and non-financial) that are being realised.

2 Background information

- 2.1 The Executive Board on 19th June 2013 took a decision to integrate housing management within the Council's Environment and Housing Directorate, and a subsequent report in July 2013 set out the implementation arrangements and governance structures that were to be put in place.
- 2.2 This was a significant undertaking and involved:
- transferring over 1,000 staff into the Council under TUPE rules (Transfer of Undertakings Protection of Employment) and winding up the ALMO companies;
 - creating a Shadow Housing Advisory Board to fulfil the legal role of the former ALMO Boards during the winding up process ; and establishing a new Board as an Advisory Committee to Executive Board
 - creating a Housing Management Review Implementation Board to manage the implementation of Housing Review outcomes;
 - amending officer delegations to include previous ALMO functions under the Directorate of Environment and Housing;
 - redesigning the service across functional lines and developing and appointing to a senior management structure as a first phase,
 - reviewing and realigning former ALMO business support functions delivered by the ABCL with those within the directorate and the Council,
- 2.3 The Housing and Regeneration Scrutiny Board has received two updates since then (on 23 November 2013 and 4th February 2014), and a further update report was also presented to Executive Board on 5th March 2014. The information included in Section 3 below sets out further progress that has been made to establish the new service, and outlines the benefits being realised. This update has been grouped under four headings: structural changes and service re-design, integration of business support service functions into the Council, Governance and tenant involvement, and financial efficiencies and benefits.

3 Main issues

3.1 Structural Changes and Service Re-design

- 3.1.1 ALMO staff were transferred into the Council on 1 October 2013 and, due to TUPE regulations, it was not possible to take action to restructure before this

point. However, the shadow Housing Advisory Board had agreed to the re-organisation of the service along functional lines: Housing Management, Property and Contracts and Strategic Housing, and steps were taken between October and Christmas to develop a senior management structure and appoint Chief Officers to head up these functions. The new JNC structure reduced this cohort by 11 posts from the original 24, at a saving of £588k, and the majority of these posts were filled by end January 2014.

- 3.1.2 Once senior managers were in post, it was possible to proceed to develop and consult on the wider service structures, starting with key service manager posts at PO6, and these have now been appointed.
- 3.1.3 However, steps had already been taken at an early stage, i.e. in advance of structures being developed, to engage with staff at all levels from across the former ALMOs and with other delivery partners, to review existing arrangements, identify best practice and consider operational models that would deliver the best outcomes. Staff have therefore had opportunities to express their views about how the new service should be designed and delivered, and trades union colleagues have also been actively involved through regular dialogue as the structures have been developed.
- 3.1.4 The remaining structural arrangements for Housing Management and Property and Contracts have now been formulated and consulted upon, and are approved for implementation by end September. Strategic Housing no longer plays a client role and incorporates work on private sector housing, housing advice and energy efficiency, as well as some directorate-wide business support functions. Details of the new structural arrangements are given below:
- 3.1.5 **Strategic Housing** no longer fulfils a Housing client function and so the strategic landlord function has been disbanded and the staff have moved into other roles. This Division also includes non-Council/cross-tenure housing services, including private sector housing programmes, housing options, adaptations and energy and climate change team, as well as a number of directorate-wide functions. Steps are being taken under separate Council-wide reviews to develop strategic support functions for the directorate and the Council. A directorate Information Management and Technology resource is being developed, which will incorporate IT and information governance support for Housing Leeds. The performance and intelligence function of the ABCL was also originally transferred into Strategic Housing and was combined with the directorate-wide performance team, and one service manager post at PO6 was created by combining the responsibilities of the two existing manager posts. However this new post and post-holder, together with the majority of former ABCL performance team members, are now within scope for the Council's Better Business Management Intelligence project and these staff, along with two members of staff from the directorate team, are being transferred into the corporate intelligence team (the Housing Leeds Service and the wider directorate will continue to receive performance management and intelligence support from this team). As part of the requirement to deliver a consistent model of service delivery the housing registrations function has been moved to sit alongside staff within Housing Options. This new team will develop a comprehensive customer focused service that provides guidance support and assistance to all customers through the allocation process to ensure the most

appropriate form of housing is provided so that all customers are given the appropriate support for the long term sustainability of their housing solution. Further service integration is being developed for the Aids and Adaptation assessment work so that an improved city wide cross tenure service can be developed to ensure consistency of the assessment process, irrespective of tenure, and can then offer a bespoke delivery service through the ISP which will further integrate the end to end process to ensure quality and consistency of service delivery.

3.1.6 The **Housing Management** function has been reconfigured to provide one consistent model of housing management across the city, delivering and developing frontline services that focus on the tenant experience and customer satisfaction. It has reduced the number of job descriptions and roles from 118 to 8 core roles to support flexibility and opportunities for effective management of service demands. The service is configured across 8 Housing Management areas and a Neighbourhood Services function in order to manage the 57,000 council homes in the city. The service will be customer-facing, delivered through the 26 Local Housing Officers and the One Stop Shops, with resources organised and deployed flexibly on a patch basis to take account of property numbers and types, complexity of stock, turnover and hotspots. The arrangements will also take account of the Council's Community Committee developments and wider customer access and asset management programmes, with a view to ensuring that it becomes an effective component of 'Team Leeds' and facilitates tenant access to the full range of Council services. There has also been a realignment of some of the environmental functions: estate services and caretaking are now part of the Council's Environmental Action Service and ground maintenance contracts will be managed by Parks and Countryside, whilst anti-social behaviour teams are now being managed by Community Safety. This allows a more consistent approach to be taken in these areas, fosters effective partnership working and provides for more seamless service delivery for tenants. The Neighbourhood Services function will lead and deliver key central functions to ensure consistency, provide the relevant quality assurance as well as some significant front-line services i.e. Income Management, Lettings and Tenancy Service (including management of the Leeds Housing Register), Tenant and Community Involvement and Older People's Housing, including the management of Sheltered Housing.

3.1.7 The **Property and Contracts** function takes away the previous geographical focus and area differences. It eliminates duplication, introduces consistent levels of service across the city and reduces over-capacity in some areas at management levels, whilst improving the quality of service delivered locally, as well as better managing the contracts and contractual arrangements that are in place. The new structure introduces some changes in roles, incorporates a general move to up-skill some functions/roles and puts a greater emphasis on managing contracts and contractors more effectively. The proposed structure includes a number of fixed term temporary posts that are required to deliver the increased planned works programme in 2014/15. It should be noted that the East Construction Services is not included within the Property and Contacts restructure at this stage, but will form part of a review of the construction internal provider function within the Council. Part of the Adaptations Service is also out of scope

due to a review of the delivery of Occupational Therapy Services within the Council.

3.2 Integration of Business Support Service functions into the Council

3.2.1 An important driver of the review was the extent to which any changes could deliver financial savings in back office or overhead costs and savings of £385k have been made against the original budgets. Further savings are likely but these will be delivered as part of wider Council change programmes which are being delivered over the next 12 – 18 months. For example, the Finance team has already reduced significantly in size from 32 to 17.6 ftes and has been integrated into the wider corporate team supporting Environment and Housing. The HR team has also reduced slightly, and now forms part of the team supporting Environment and Housing, but will be part of a general review of HR support across the Council. As mentioned in 3.1.5 above, the Performance and Intelligence Team was initially transferred into Strategic Housing, but the majority of the team, along with two staff from the directorate team, are now in scope for the Council's Better Business Intelligence programme and these staff are now being transferred into the corporate intelligence team, but will continue to provide support to the Housing Leeds service and the wider directorate. In relation to ICT support, the Housing Applications team now forms part of the emerging Information Management and Technology (IM+T) function for the Directorate, and a new structural proposal covering the whole of the directorate is being developed, in line with wider IM+T developments across the Council. Information and media staff have since transferred into the corporate communications team, but continue to support the Housing Leeds service, and two staff were retained to support the tenancy involvement work of the new service.

3.3 Governance and Tenant Involvement

3.3.1 A Shadow Housing Advisory Board was established to oversee service developments and replace the ALMO Boards that were being disbanded. This has now been replaced with a new Housing Advisory Board which has been formally constituted as a committee of the Council, reporting into and advising the Executive Board and serviced by the Council's corporate governance unit. The Board has tenancy representation, as well as Council representatives and co-opted members from relevant interest groups. It has met three times since its inception in January 2014 and it has links with the Chairs Group of the new Tenant Advisory Panels which align with Community Committees. There is also a new consolidated Tenant Scrutiny Board, which is also administered and supported by the Council's corporate governance unit, and links have been established between the Tenant Scrutiny Board, and the Housing and Regeneration Scrutiny Board, to ensure that their respective work programmes can feed into and complement each Board's deliberations. The Chair of the Housing Advisory Board and the Director of Environment and Housing meet periodically with the Chair of the Advisory Board Chair's Group, and the Chair of the Tenant Scrutiny Board, as a means of sharing information and influencing the work of the Housing Advisory Board.

3.4 Financial Efficiencies and Benefits

- 3.4.1 **One-off financial benefits:** both the Council's Housing Revenue Account and the ALMO company accounts for 2013/14 have now been closed, and ALMO reserves of £9.3m have been transferred to the Council and will be used to support the Council Housing Growth Programme.
- 3.4.2 In addition, the Housing Revenue Account outturn for 2013/14 was a surplus of £3m against the 2013/14 budget which provided for a break even position. This surplus was largely generated by savings arising from the housing management function. Executive Board in June 2014 agreed that this surplus should be used to create an earmarked reserve to fund environmental initiatives on housing estates.
- 3.4.3 **Ongoing savings and benefits:** The report to Executive Board in June 2013 which recommended bringing the management of the Council's housing stock back in-house identified that minimum savings of £2.5m per annum would be delivered. The details below show that £3.25m of financial benefits are being realised on a recurring basis.
- 3.4.4 Considerable revenue savings have already been realised or are due to be delivered this financial year. These include £588k savings on senior manager costs, £500k from the removal of costs associated with maintaining three separate companies, and £385k from streamlining business support functions.
- 3.4.5 One of the objectives of the review was to reduce duplication and streamline/integrate processes to deliver a more efficient service to Leeds tenants. The benefits of this are already being seen in respect of a co-ordinated approach to the management of voids across the city which has seen void levels falling to 0.7% compared to budgeted levels of 1.25%. This is projected to generate an additional £1m of rental income and has led to £776k savings on voids expenditure which can be redirected into funding housing priorities.
- 3.4.6 It is anticipated that there will be further savings as processes continue to be streamlined and duplication is reduced. These will be factored into the 2015/16 Housing Revenue Account budget and reinvested into services for the benefit of tenants.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Staff have been fully engaged in the development of the Housing Management Review through regular communications, staff briefings and key messages that have been issued through a range of media. A Joint Consultative Committee has also been established with the Trades Unions that deals solely with matters connected with the implementation of the Housing Management Review. Tenants are also involved on an ongoing basis in shaping and improving services through the range of tenant involvement mechanisms that are in place, and through tenant survey work.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Housing and Regeneration Scrutiny Board members are being asked to note the progress being made with the implementation of the Housing Management Review and, as such, a decision is not being made. An Equality Impact Assessment screening was done at the time the decision was taken to commence delivery of the implementation programme, and it was determined that individual EIAs would be carried out on particular delivery aspects, as required. EIAs have since been completed in relation to structural changes and in relation to individual decisions about the new service.

4.3 Council policies and City Priorities

- 4.3.1 The changes are being delivered in line with the Council's policies and procedures and are designed to deliver an improved and more cost effective Housing service across the city. Delivery of the Review is a specific priority in the Best Council Business Plan under the objective of 'Ensuring High Quality Public Services'. It also contributes to the objective of 'Becoming an Efficient and Enterprising Council'.

4.4 Resources and value for money

- 4.4.1 One of the major aims of the Housing Review implementation programme is to reduce duplication and streamline/integrate processes to deliver a more efficient Housing service to Leeds tenants. The details in paragraph 3.4 demonstrate the financial benefits and efficiencies accruing from this work, which will make best use of resources and deliver an improved service for Council tenants.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Legal Services have been fully involved in the process for the closure of ALMO companies and this process is being dealt with in accordance with Company Law. All contracts and liabilities held by the ALMOs are being transferred to the Council, although the major contracts such as repairs and maintenance are already in the Council's name. The original Executive Board decision to implement the outcomes of the Review was subject to call in.

4.6 Risk Management

- 4.6.1 A Programme Board chaired by the Director of Environment and Housing is in place and programme activity is being delivered via a number of work streams. Governance arrangements exist to deliver the changes and manage any associated risks. Regular reports are being taken to the Housing Advisory Board which is chaired by the Executive Member for Neighbourhoods, Planning and Support Services.

5 Conclusions

- 5.1 The information in this report sets out the considerable work that has been undertaken to bring the staff of the former ALMOs into the Council on 1 October 2013, and to develop new structural arrangements designed around three functional areas. It provides details of the progress that has been made since then to appoint to senior posts, and develop service structures and models of

operation that are based on best practice and will deliver efficiencies and better front-line services to council tenants. It identifies the corresponding savings that have been achieved and the wider benefits being delivered from revised operating arrangements, new governance and tenant involvement arrangements, the integration of business support functions into the Council and the redirection of ALMO reserves.

6 Recommendations

- 6.1 Housing and Regeneration Scrutiny Board is asked to note the considerable progress that has been made to deliver the outcomes of the Housing Management Review, and the benefits (financial and non-financial) that are being realised.

7 Background documents¹

- 7.1 Exec Board report 19 June 2013
- 7.2 Exec Board report 17 July 2103
- 7.3 Housing and Regeneration Scrutiny Board reports 23 November and 4 February 2014
- 7.4 Exec Board update report 5 March 2014

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.



Report author: Simon Swift &
Anna Tansley
Tel: 378824

Report of Director of Environment and Housing

Report to Housing and Regeneration Scrutiny Board

Date: 23rd September 2014

Subject: Arrears Profiling

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input 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 type="checkbox"/> No

Summary of main issues

1. At the Scrutiny Board meeting on 25 March 2014, the Board requested further information on rent arrears performance.
2. The Board requested to look at “Technical Arrears” and how small arrears/low level debts are managed.
3. The three ALMOs had taken different approaches to Income Management and the collection of rent arrears. This resulted in varying levels of performance and some inconsistencies in service delivery.
4. A key priority for Housing Management is to develop a consistent, city wide approach to rent collection and arrears management. The approach being developed is drawing on the knowledge from staff and using best practice.
5. A training programme is in development to be delivered to front line staff during September and October 2014.

Recommendations

6. Scrutiny Board is requested to:

Note the content of this report and the work being undertaken by Housing Management to improve rent collection and reduce arrears.

Purpose of this report

- 1.1 The purpose of this report is to provide the Scrutiny Board with an analysis of the rent collection and arrears. It provides detail on rent collection performance for Quarter 1 2014-15, along with some historical data for comparison.
- 1.2 'Profiling' of arrears has been undertaken which has included tenant attributes, such as gender, age, benefit status, deprivation levels and property type in which they live.
- 1.3 The report outlines some of the key factors influencing rent collection and arrears recovery and describes what action is being taken to maximise collection.
- 1.4 Specific focus is given to describing what constitutes technical arrears, small arrears/low levels of debt and how these are managed.
- 1.5 The report sets out how the new city wide Income Management and Arrears Service will operate. The new service is being established utilising the strengths and good practice from across the different areas of the city.

2 Background information

- 2.1 **Technical Arrears** – tenants are deemed to be in technical arrears due to the cycle of how they pay their rent. For example if a tenant pays their rent monthly on the 1st of every month they will usually owe 4 weeks rent when they pay. Technically they are in arrears but they clear their account every month.
- 2.2 **Small Arrears** - for the purpose of this report small arrears are classed as any amount of arrears less than £100 on a rent account. Each week Housing Officers contact all rent arrears cases irrespective of the level of arrears in an attempt to collect the debt.
- 2.3 Rent collection and arrears performance has been made a key priority for Housing Management. A positive start has been achieved on rent collection this year and performance is in a better position at the end of Quarter 1 than it was at the same point last year.
- 2.4 The three ALMO's had different approaches and structures in place to deal with rent collection and arrears. East North East Homes operated what is known as a generic housing management service. In this a Housing Officer manages a number of properties (a patch) and deals with any housing related matter in the area such as rent collection, condition of the environment, low level Anti-Social Behaviour (ASB) etc.
- 2.5 West North West Homes operated a specialist housing management service with two separate teams in different locations, one dealt with rent collection and arrears, and another team dealt with the tenancy management side which included the environment and low level ASB.

2.6 Aire Valley Homes had a mixture of the above with generic housing staff who would manage the whole service but only dealt with rent arrears up to a level of £500. After that it would be sent to a specialist enforcement team to collect the debt.

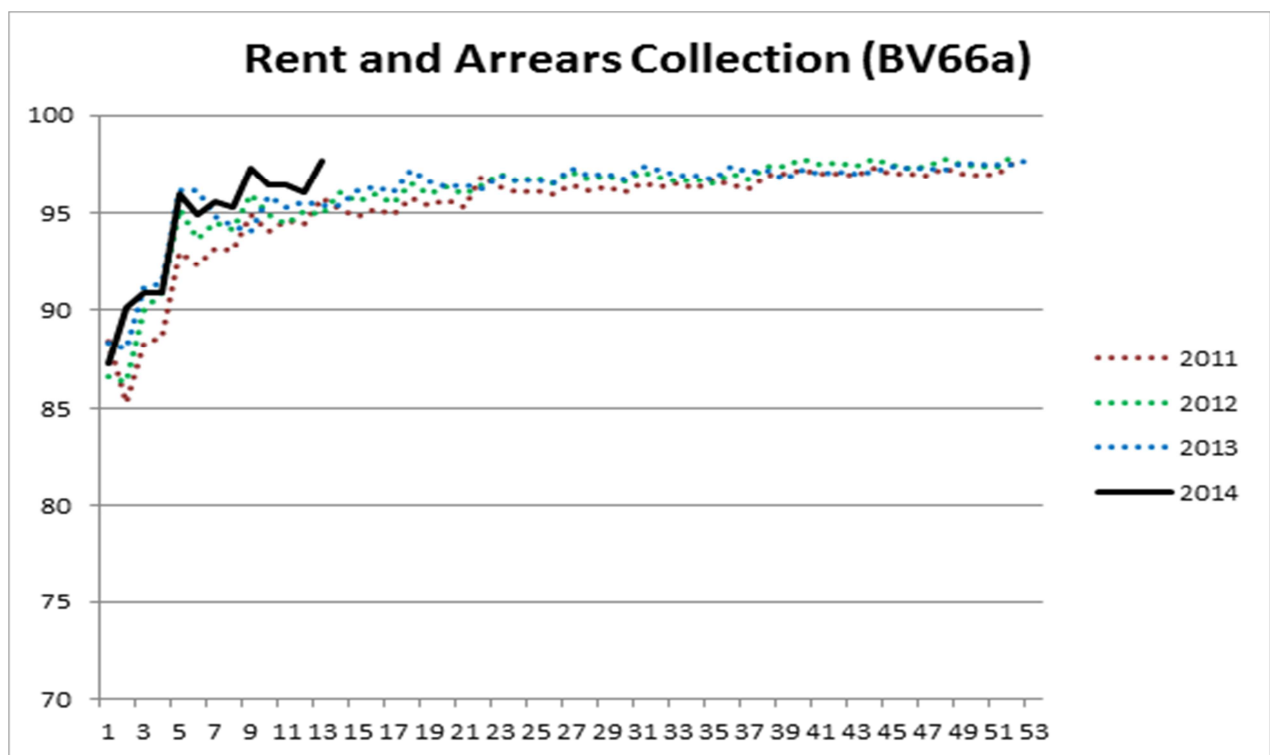
3 Main issues

3.1 Performance

3.2 Performance is measured in two key areas, the amount of rent we collect (indicator BV66a) and the level of rent arrears (indicator HMA1).

3.3 Chart 1 below details the citywide performance on rent collection (BV66a) by week. This is measured by comparing what is collected as a percentage of the rent debit. The rent debit is the amount of rent charged plus the arrears outstanding from the previous year. The figure should be as high as possible. The target for this year is 98.06%

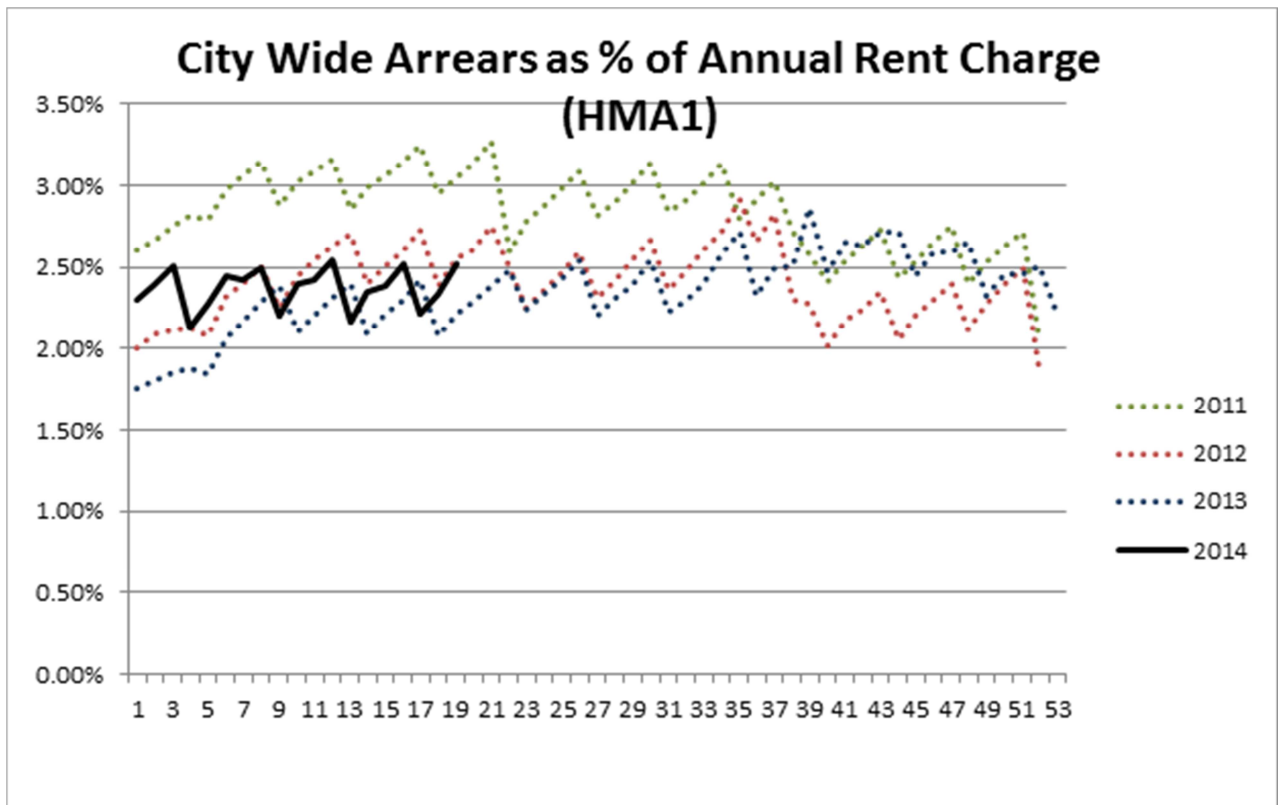
Chart 1: Rent and Arrears Collection (BV66a).
(Source: Housing Management Data Warehouse – HMIS)



3.4 At Quarter 1 this year the outturn was 97.71%, last year it was 96.72%, which represents an improvement of 0.99%.

3.5 Please see chart 2 on the following page which details the citywide performance on the level of rent arrears (HMA1).

Chart 2: Citywide Arrears Levels (HMA1).
 (Source Housing Management Data Warehouse - HMIS)



- 3.6 As the Scrutiny Board has specifically requested information on the level of arrears further detailed information will be provided on this indicator.
- 3.7 The level of rent arrears is calculated by measuring the amount of debt owed as a percentage of the rent roll (how much we could collect) and the figure should be as low as possible.
- 3.8 Up until last year, the arrears levels had gradually reduced over the previous 4 years. In March 2010 the percentage of arrears stood at 3.13% and the value of debt was £5.25M. In March 2013 the percentage of arrears was 1.86% and the value of debt was £3.6M, a reduction of £1.65M.
- 3.9 The rent increase of 5.9% in April 2014 resulted in the rent roll increasing from £205,000,000 to £216,000,000 this year and means there is an additional £11,500,000 worth of rent to collect.
- 3.10 The level of rent arrears at year end 2013-14 equated to 2.20%. At the end of Quarter 1 the figure had reduced to 2.16%, an improvement of 0.04%.
- 3.11 In monetary terms the arrears at year end was £4,500,000 and at Quarter 1 this has risen to £4,680,000, an increase of approx. £172,000. Although the monetary value has increased the percentage of arrears in relation to the rent roll has reduced.

4 Arrears Analysis

- 4.1 66% of tenants do not owe any money on their rent account. Many tenants (32%) actually have a credit balance.
- 4.2 The number of tenants in arrears at week 4 was 18,267 and the average amount of debt equated to £237.39. Please see the attached table which shows the number of tenants in arrears and the average amount of arrears owed over the last five years.

Table 1: Showing arrears statistics taken at year end.

Year End Arrears Levels

Financial Year	Arrears	Count In Arrears	Average Arrears	Arrears as % of annual rent charge (HMA1)
2009	£5,250,590.98	16,636	£315.62	3.13%
2010	£4,661,558.70	15,679	£297.31	2.70%
2011	£3,758,086.23	12,119	£310.10	2.05%
2012	£3,638,741.93	12,104	£300.62	1.86%
2013	£4,514,983.95	18,942	£238.36	2.20%

Source: Housing Management Data Warehouse (HMIS)

- 4.3 This shows that the number of tenants in arrears was reducing until last year which saw a reversal in this trend. The financial year 2013-14 saw a large increase in the number of tenants in arrears with figures rising from 12,104 to 18,942, and increase of approximately 56%.

There are 430 high level arrears cases with tenants owing in excess of £1,500. The total debt owed within this group amounts to £940,000. Many of these cases are in arrangements and the debt is reducing but will take time to clear and will continue to have an impact on the arrears figures.

Many tenants claim housing benefit, either fully or partially. Generally those able to claim full housing benefit are not working and those claiming partial benefit will potentially be working in either a low paid or part time role. An increase in the number of zero hour contracts has meant people have variable amounts of work and either have fluctuating levels of partial or no benefit.

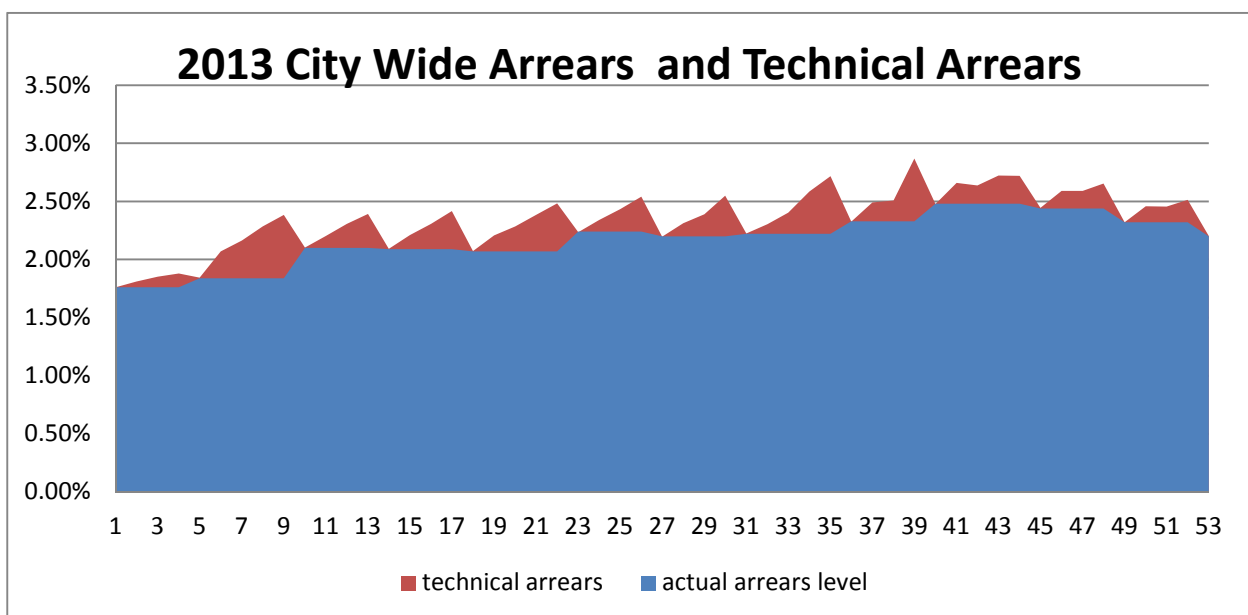
Approximately 62% of tenants are working full or part time. When looking at tenancies in arrears however, 85.1% of these are tenants are working part or full time. This indicates that many working tenants are struggling to pay their rent and highlights the increasing presence of the 'working poor' amongst our tenants.

Housing Management would like to ensure linked up provision of support, working with other Directorates and Services to deliver those initiatives as outlined in the Executive Board (Dec 2013) report - Citizens@Leeds: Developing a new approach to poverty and deprivation.

5 Technical Arrears

- 5.1 The tenancy agreement states that rent is due on a Monday and in advance. However many tenants pay monthly in arrears and have done so historically. A lot of monthly payers pay by direct debit or payment card and ties in with their wage/income cycle. The majority of these customers pay monthly in arrears and that was how the direct debit system operated.
- 5.2 The term technical arrears is often used to describe the cycle of a rent payment. This is most noticeable when tenants pay monthly in arrears. On the week the monthly rent is paid the tenant will often owe 4 weeks rent. As rent is due weekly the rent account will show 4 weeks rent is due, this is what is classed as technical arrears.
- 5.3 These tenants are set up as monthly payers and no arrears action should be taken against the tenancies as the account is cleared each month. It is only when/if the months' rent is not paid that an arrears letter will be sent out, i.e. when 5 weeks rent is owed.
- 5.4 Technical arrears were most noticeable when the rent free weeks were in existence as customers who paid by monthly direct debit would not have a clear rent account or show the benefit of the rent free weeks until year end. When quarterly rent statements were sent to out this often resulted in enquiries from tenants as the statement would show the tenant was in arrears, when technically they were not.
- 5.5 In order to explain this further, please see the following chart which shows arrears levels throughout 2013 (by week). The dark shaded area is considered actual arrears, the lighter shading show peaks that indicate the technical arrears created by tenants who pay on a monthly cycle.

Chart 3: Payment Cycles and Technical Arrears in 2013.
(Source Housing Management Data Warehouse – HMIS).



Technical arrears are the red peaks that occur above the blue arrears level. The red peaks show how payment cycles add temporary highs to overall arrears level.

- 5.6 Since the removal of the rent free weeks technical arrears do not have as big an impact as the weekly charge is now spread out over 52 weeks instead of 48. This year any tenant paying by monthly direct debit will not have a clear rent account until year end.

6 Small Arrears.

- 6.1 For the purpose of this report any account owing less than £100 is classed as a small arrears case. The following table provides citywide details on the number of cases of low level debt.

Band of Arrears	Less than £10	£10 - £50	£50 - £100	Total
No. of tenants in band	5,241	2,586	2,848	10,675
Amount of debt per banding	£6,778.71	£7,2511.5	£20,6377.48	£285,667.69

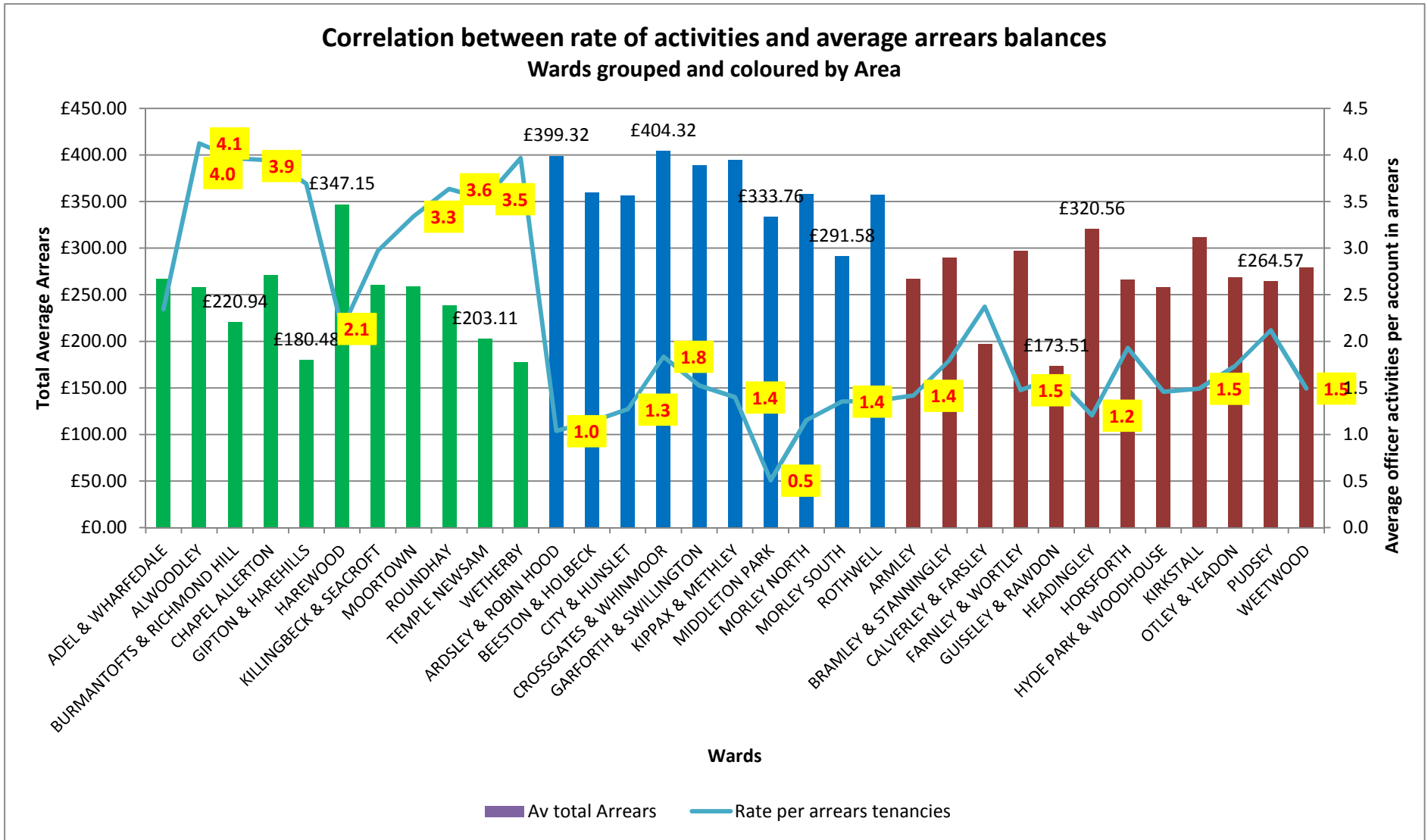
- 6.2 A total of 10,675 tenants owe less than £100 in arrears, with 5,241 owing less than £10.00. In line with the arrears process all accounts in arrears will be checked on a weekly basis. Action will be taken against any tenant who is not making regular payments to reduce the arrears.
- 6.3 Tenants in arrears will be written to and contacted by either telephone or a home visit in order to make an arrangement to reduce the arrears and clear the account.
- 6.4 One issue in dealing with low level cases is that the normal enforcement route, i.e. taking the case to Court, is neither practical nor considered to be proportionate by the Courts. Court Costs were increased in April 2014 from £100 to £250. Therefore, for example, if a tenant was taken to Court for arrears of £100, this would be to seek possession of the property. An additional £250 in Court Costs would be added to the rent account and arrears would increase by 250%.
- 6.5 The Court would not consider this to be a proportionate course of action. Staff regularly contact tenants with low level arrears in attempting to recover this debt.
- 6.6 Housing Leeds will target some dedicated weeks to focus resources on low level arrears in an attempt to further reduce this debt.

7 Officer Activity Levels

- 7.1 Housing Officers are required to carry out activities such as telephone calls, visits, letters etc. on all accounts that are in arrears, this must be in-line with the Court Protocol and Housing Management procedures.
- 7.2 Arrears profiling analysis compared the average arrears values for each ward and the number of arrears activities undertaken by officers over a 6 week period.
- 7.3 The following chart (on the next page) shows the average arrears balances per ward and is grouped within the East, West and South areas of the city. It also shows the average number of arrears activities carried out. For example, in the Gipton and Harehills ward tenants in arrears have an average balance of £180.48.

On average 3.9 arrears activities were carried out per case over the 6 week period.

Chart 4: Correlation between rate of activities and average arrears balances



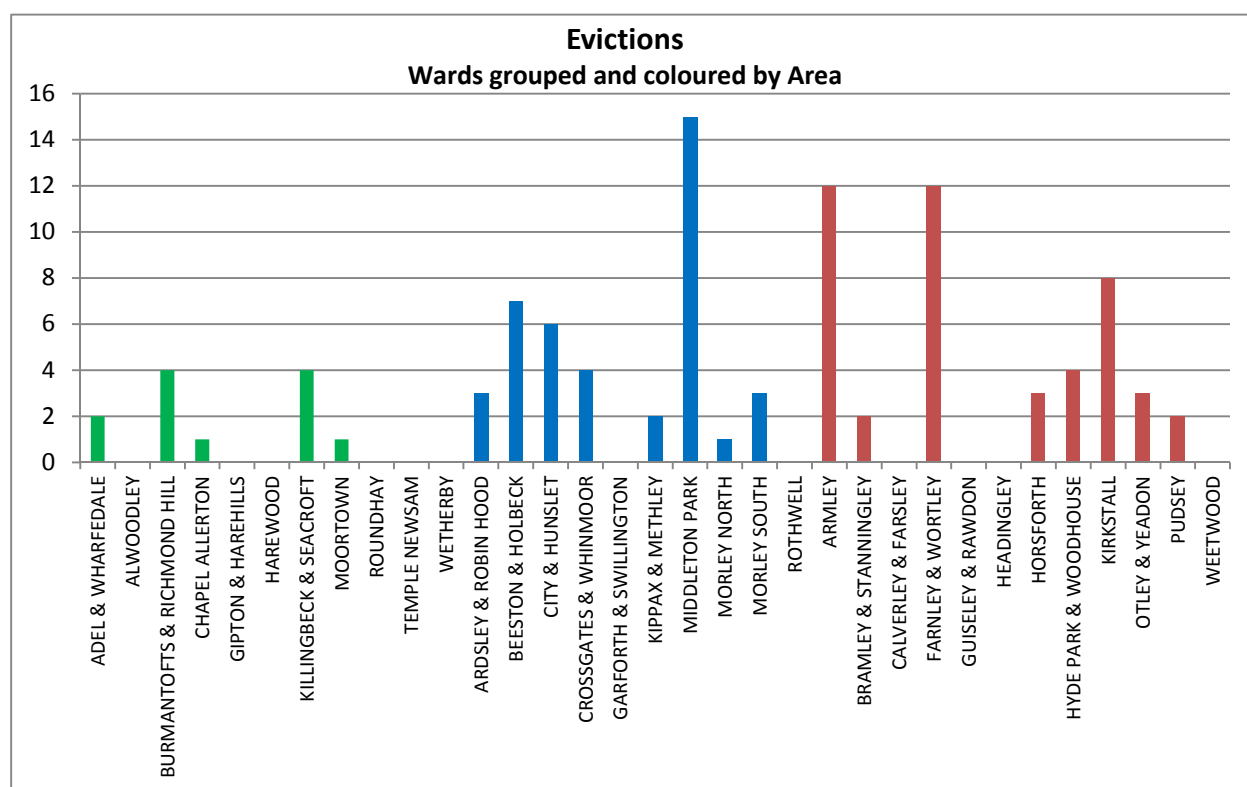
(Source: Housing Management Data Warehouse – HMIS)

- 7.4 In the Ardsley and Robin Hood Ward the average arrears balance is £399.32. On average one arrears activity was carried out per case over the 6 week period.
- 7.5 There may be a number of reasons for the different figures including patch sizes, staff resources as well as different structures and approaches to rent collection previously.
- 7.6 The general deprivation levels and working profile of tenants in wards does have an impact, but additional analysis has proved that higher officer activity levels still have the greater impact.
- 7.7 A key conclusion of the analysis clearly links the amount of arrears activity undertaken by Housing Officers to the level of performance. Generally speaking the more arrears activities carried out by officers the better the level of performance.

8.0 Eviction Levels

- 8.1 As part of the housing officer analysis the number of evictions per ward was looked at to see if there was any correlation between the two. There was some anecdotal feeling that to maintain low levels of arrears, more evictions were carried out through the arrears process.
- 8.2 The following chart shows the average number of evictions carried out per ward. This indicates that evictions are highest where the arrears are highest. The East area has the lowest level of arrears and evictions. This indicates that the management of the accounts, with high levels of officer activity, potentially providing support to tenants when needed, means there is less need to evict tenants for non-payment of rent arrears.

Chart 5: Evictions at year end 2013.
(Source: Housing Management Data Warehouse HMIS)



9 Welfare Change

- 9.1 The impact of Welfare Change in conjunction with the current economic climate is having an impact on the ability to collect tenants rent and arrears. There are 1,300 new arrears cases whose arrears are due to the introduction of the Under Occupation charge. The amount of arrears attributed to Under Occupation at the end of Quarter 1 2014-15 amounted to £682,000. Last year a substantial amount of Discretionary Housing Payment (DHP) was paid to council tenants who were affected by Under Occupation and this has mitigated some of the impact of Under Occupation.
- 9.2 This year the DHP budget has been reviewed and DHP will not be available to the same numbers of tenants affected by Under Occupation. For example 1200 customers affected by Under Occupation were getting DHP under the “exceptional circumstances” category. This will only be paid up until the end of October 2014 and these customers will then need to pay the Under Occupation amount themselves (approx. £11 per week). An additional £343,000 (approx.) will need to be collected from these tenants between October and the year end.
- 9.3 These tenants are being contacted with a view to setting up payment plans to pay this amount. It is envisaged a significant number of these tenants will struggle to pay the charge and may fall into arrears.
- 9.4 Universal Credit is expected to be introduced in Leeds during December 2015. This will affect that the majority of tenants currently on housing benefit. There are

approximately 36,500 tenants currently receiving full or part housing benefit. This equates to £130.5M per annum currently being paid direct to Leeds City Council.

- 9.5 Tenants will have to apply on line and the default payment of the housing rent element will be direct to the tenant. Currently Housing Benefit is paid directly onto rent account.
- 9.6 The STAR survey 2012 showed that only 50% of Leeds City Council tenants had access to the internet at home.
- 9.7 When Universal Credit is introduced Housing Management will have a significant amount of additional rental income to collect. It is suggested the good practice learnt from deploying additional Welfare Reform Officers to assist tenants in preparing for Under Occupation is utilised in preparations for Universal Credit.
- 9.8 Many tenants do not have access to the internet and are not used to budgeting monthly. It is essential Housing Management assist the tenants in preparing for Universal Credit to ensure they are able to apply, budget accordingly and prioritise payment of rent.
- 9.9 Failure to achieve the above will lead to an increase in rent arrears and enforcement action with tenants being taken to Court for possession proceedings.

10 Tenant Profiling and Arrears levels

- 10.1 The analysis was wide ranging and took in aspects of the tenants themselves, the property in which they live, the neighbourhood and the rents.
- 10.2 There was no significant correlation noted between ethnicity and arrears, indicating that work done in the past on Equality and Diversity issues has been successful.
- 10.3 A small trend was noticed with age and gender – male tenants have a spike in arrears levels when aged between 44 and 49 years old; female tenants will have higher arrears levels from 25yrs old to 49 years old.
- 10.4 Rent levels, warden charges and links to tenant satisfaction were all analysed and there was no correlation found between these and arrears levels.
- 10.5 As referenced above (3.44) the deprivation levels of an area and the proportion of people working / not working was seen to have an impact on arrears, but was able to be suppressed when the activity levels of officers was at or over a certain level.
- 10.6 Some initial analysis in selected neighbourhoods does suggest that the non-working tenants have high numbers of long term sick, claiming ESA, with significant proportions citing Mental Health. This may further complicate rent collection and again highlights the need to working closely with colleagues across the Council.

11 Further Actions

11.1 Housing Management is currently implementing a staffing and organisational restructure. A key principle of this is to increase locally based front line resources. The average housing officer patch size will be reduced from approximately 450 properties to 300 and will result in a significant increase in local front line staff.

11.2 There will be a dedicated Housing Officer for each housing management patch across the city who will be the main point of contact for tenants. The Housing Officer will build good relationships with tenants and deliver a high quality customer focused service. They will be striving for high levels of performance on key areas such as rent arrears and annual tenancy visits, and increase the level of support provided to tenants in financial difficulty.

Managers have the flexibility to allocate more resources into problematic areas so focus can be given to increase arrears activity in areas with high levels of arrears.

The new structure and service is due to be implemented in October 2014. Key training will be undertaken for Housing Officers on the following:

- Rent collection and arrears management good practice
- Partnership work with the third sector i.e. Advice Leeds, Leeds City Credit Union
- Loan Shark Training
- Activity Levels and how it relates to performance

11.3 Rent collection and arrears is a key priority for Housing Leeds. Good practice mentioned above is now being implemented and the numbers of arrears activities being undertaken by staff has already increased by 17% rise this year. Performance will continue to be closely monitored for the remainder of the financial year.

11.4 Housing Management will continue to work with tenants to mitigate the impact of Welfare Change. It is essential that resources are deployed to enable staff to support tenants in being ready for the implementation of Universal Credit. It is a key priority over the coming year to identify tenants who don't have access to the internet, and offer support to these tenants to manage their benefits on line. This will include supporting tenants to access basic IT training, and signposting tenants to local IT facilities. We will also provide assistance with setting up the correct type of bank account and budgeting/money management.

12 Corporate Considerations

12.1 Consultation and Engagement

12.1.1 The rent arrears procedures, service standards and information material were developed in consultation with customer focus groups and partner agencies in the 3rd Sector.

12.1.2 As part of the review process a further consultation process will be carried out to ensure the service meets the needs of tenants and links to partner agencies that provide support to those in financial difficulty.

12.2 Equality and Diversity / Cohesion and Integration

12.2.1 An equality impact assessment is not relevant at this stage as this report is primarily an information report.

12.2.2 As part of the review process Equality Impact Assessments will be carried out on the revised procedures.

12.3 Council policies and City Priorities

12.3.1 The report provides information on rent arrears. How tenants in financial difficulty are supported links to key city priorities, i.e. tackling debt, poverty and deprivation in the city.

12.3.2 The information set out in this report support the Best Council Plan, the Safer and Stronger Communities Plan, the Children's and Young People's Plan, the Child Poverty Action Plan and the Leeds Joint Health and Wellbeing Strategy all of which have a strong focus on addressing debt, maximising income and moving people and families out of poverty.

12.3.3 Housing Management plays a key role in supporting tenants and works with partner agencies to undertake anti Loan Shark campaigns, deter high cost lending and promote ethical borrowing through the Leeds Credit Union.

12.4 Resources and value for money

12.4.1 There are no identified resource implications associated with the purpose of this report which is to provide Scrutiny with an update on the rent arrears position.

12.5 Legal Implications, Access to Information and Call In

12.5.1 This report does not contain any exempt or confidential information.

12.6 Risk Management

12.6.1 If tenants do not/are unable to pay their rent this poses a risk to the council in that it will impact on the rent collection income stream. It is essential therefore that collection of rent and arrears is maximised to minimise this risk.

13 Conclusions

13.1 Technical arrears do not have as big an impact as in previous years when the rent free weeks were in existence. Although rent is due weekly, it is accepted that many customers pay monthly in arrears and clear their account regularly. Technical arrears are part of this cycle of payments.

13.2 There is a significant amount of debt on accounts associated with small arrears. Housing Officers pursue this debt as part of the arrears process.

13.3 Collection of rent and arrears is a key priority for Housing Management. The process of bringing together best practice from across Leeds in developing a new citywide consistent service is underway. The new service will be implemented in October 2014.

14 Recommendations

14.1 Scrutiny Board is requested to note the contents of this report and acknowledge the work undertaken by Housing Management associated with rent collection and the reduction of rent arrears.

15 Background documents¹

15.1 None

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.

This page is intentionally left blank

Report of Director City Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 23rd September 2014

Subject: Progress in Delivering Housing on Council Brownfield Land

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

1. This report provides an update on activity to bring forward new housing development on previously developed land within Council ownership. This work is being managed through the Housing Investment Land Strategy which co-ordinates activities through the Brownfield Land Programme, Affordable Homes Programme, Council House Growth Programme and Capital Receipts Programme, whilst also supporting work to deliver older peoples housing and self-build sites across the city.

2. Since the last report presented to Scrutiny Board in February 2014 six brownfield sites have been sold for development. In addition, four buildings have been sold for conversion into residential dwellings or for redevelopment as new housing. These sites are collectively expected to deliver 78 new homes. In addition there are currently 25 sites that are under offer to developers and expected to deliver a further 356 units subject to planning approvals.

3. Through the Brownfield Land Programme two sites in Seacroft capable of delivering up to 140 new homes are now under offer to Strata Homes. A further four sites are currently on the market in Middleton with a capacity of c96 units. In addition five sites are being prepared for marketing later in the year which will provide capacity for around 160 units. Market testing has also been undertaken to inform the potential to create a longer term development partnership approach to accelerate development of the remaining sites in the programme.

4. The Council has been successful in securing £8.6m of funding through the Homes and Communities Agencies Affordable Homes Programme 2015-18. This will support the delivery of 408 Council Houses, 308 being new build with the remainder achieved through bringing empty properties back into use. The Council has also supported Registered Affordable Housing Providers (RP's) to secure funding by making sites available to support their proposed development programmes. Through this process 14 Council sites are to be sold and developed by RP's delivering a further 146 homes.
5. Good progress continues to be made in disposing of Capital Receipt sites, with seven buildings or sites sold for residential development since February. In addition nine sites are now under offer with prospective purchasers in the process of securing planning consent or finalising legal documents for exchange. There are currently three sites on the market while work is ongoing to enable 11 sites to be marketed later in the year. This includes sites at Holt Park subject to progressing discussions with Asda.
6. To support the future development of brownfield sites, work continues with ward members to ensure that development proposals are consistent with local aspirations and come forward in a way which fits with local regeneration plans.
7. A Planning Statement has been prepared for Holt Park to guide the future development of the area. This has identified 1.94ha of land suitable for residential development and was the subject of public consultation in November 2013. The intention is to present a final version of the Planning Statement to Executive Board. However, Asda has approached the Council with an alternative credible development solution which involves the reconfiguration of their existing store. This will be explored further before consideration by Executive Board.

Recommendations

8. Members are asked to note the contents of this report, comment on the approach outlined and make suggestions about other ways in which the issues raised in this paper can be progressed.

1 Purpose of this report

- 1.1 This report follows on from those previously considered by Scrutiny Board since July 2012. It provides a further update on the activity being undertaken to secure new housing development on Council owned brownfield land.
- 1.2 The report also provides a response to a request for an update on progress in the delivery of the Holt Park master plan.

2 Background information

- 2.1 A number of reports have been presented to Scrutiny Board with the most recent being on 4th February 2014. This provided a substantial amount of background context about the housing growth agenda and planning approach. In addition it provided an overview of the Council's Housing Investment Land Strategy and the programme activities to deliver this. An update schedule of Brownfield Land was circulated to Scrutiny Board in March, but this report details progress made since February and the last report to the Board.
- 2.2 At Holt Park, following the development of a replacement Ralph Thoresby School and Holt Park Active, the Council embarked upon the preparation of a Planning Statement to guide the future development of remaining land around the district centre. This was the subject of community consultation in November 2013 and identifies 1.94ha of land as being suitable for residential development. In addition it explores the scope to reconfigure the district centre to further assist the regeneration of the area.
- 2.3 The main section of this report covers:
 - Progress in delivering Housing on Brownfield Land:
 - Brownfield Land Programme
 - Affordable Housing Programme and Council House Growth Programme
 - Capital receipts programme
 - Self-build
 - Older People's Housing
 - Progress in establishing further dedicated resources to progress housing growth
 - Progress in delivering the Holt Park Planning Statement

3 Main issues

Delivering Housing on Brownfield Land

- 3.1 Since the last report to Scrutiny, work has been progressed to deliver the Housing Investment Land Strategy (HILS). The schedule attached at Appendix 1 is the updated schedule of sites within the HILS and shows those which have been sold or committed for housing development since February along with future pipeline activity.
- 3.2 Through the HILS, six brownfield sites have been sold for development, with the purchasers having achieved planning approvals for the development of housing. In addition, four buildings have been sold for conversion into residential dwellings or redevelopment for new housing. These disposals are expected to deliver 78 new homes. In addition there are now 25 sites under offer to developers and expected to deliver a further 356 units.
- 3.3 Each of the sections below provides more detail on these headline figures, the progress made in the housing development programmes and summarises future activity in each of these.

Brownfield Land Programme

- 3.4 As reported in February, two sites comprising 3.4ha of land on Asket Drive, Seacroft had been marketed with the benefit of outline planning permission in November 2013. Seven offers were received and were assessed to ensure that they were acceptable in planning terms and that they were viable and deliverable. Strata Homes was selected as the preferred developer in May 2014. Working with ward members, Strata will now further progress its proposals and aims to submit a full planning application in the autumn. These sites are expected to accommodate up to 140 new homes.
- 3.5 Four sites in Middleton (Thorpe Road East, Thorpe Square, Throstle Terrace and Towcester Avenue) were advertised for sale on the open market in July. A closing date of 26th September has been set for offers to be submitted to the Council. The combined development capacity of the four sites is expected to be around 96 homes, subject to offers received and planning application/approvals.
- 3.6 A further five sites (Hedley Chase, New Wortley; Westerton Walk, Tingley; Cartmell Drive North, Halton Moor; Rathmell Road, Halton Moor; and Beckhill Grove, Meanwood) are expected to be marketed by the end of the 2014/15 financial year with a total capacity of c.160 units. Each site will be marketed individually, with the exception of the two sites in Halton Moor which will be packaged together, and will be the subject of further discussions with ward members.
- 3.7 Work is ongoing with Bellway Homes as part of the EASEL project and outline proposals have been made for the redevelopment of land at Oak Tree Mount in Gipton, where there is potential to deliver up to 100 new homes. It is anticipated that a planning application could be made in the autumn, subject to agreement of technical matters, land valuation and further discussion with ward members.

- 3.8 As the Brownfield Land Programme was being considered in 2012/13, informal discussions took place with a number of house builders to gauge the level of likely interest in the sites and the approaches that may be required to attract development. This has informed the marketing and disposal activity to date. A number of other Local Authorities have entered into longer term development partnership arrangements or have formed development companies with developers. A report to Executive Board in February 2014 set out the opportunity to take a similar approach forward and market testing was subsequently undertaken in August 2014 to provide information on the best way to secure a development partner or partners to deliver up to 700 homes across a larger package of sites within the programme.
- 3.9 It is anticipated that the outcome of this research will be reported to Executive Board in October including the proposed approach to progress marketing or procurement during 2015 for a partner to deliver homes on the remaining sites included within the programme.
- 3.10 As previously reported, a 4.9ha development site at Brooklands Avenue in central Seacroft was marketed in June and July 2013, with two offers received. There is a strong community interest in preparing a Neighbourhood Plan for the Seacroft area and following further discussions with ward members about the proposals received and in the light of the strengthening community interest in preparing a neighbourhood plan, it was agreed not to immediately progress the sale of this prominent site, to ensure that its future development is consistent with local views and aspirations.
- 3.11 Officers will continue to actively work with ward members and the Neighbourhood Planning Group to ensure that the Brooklands Avenue site along with others in Seacroft included within the Brownfield Land Programme can be released for development in accordance with any emerging Neighbourhood Plan over the course of the next 12 months.
- 3.12 Following on from the preparation of the Belle Isle and Middleton Neighbourhood Framework (adopted as informal planning guidance by Executive Board in September 2013), a similar document has been prepared for the Beckhill area in Meanwood to set out the development and wider investment opportunities in the area. Ward members have been closely involved in the preparation of the framework and it was presented in draft form to Executive Board in June 2014, following which further local consultation was undertaken in July with the final version being presented to Executive Board in September. The framework sets out detailed guidance about how the Beckhill Grove site (which is included in the Brownfield Land Programme) and the former Miles Hill Primary School (capital receipt site) can be brought forward for development, and will support the marketing of these sites in 2015.
- 3.13 As part of the Leeds City Region Local Enterprise Partnership's (LEP) submission to government for the City Growth Deal, the Council included a proposal in the Strategic Economic Plan for financial support to 'de-risk' brownfield sites in East Leeds, which will help to deliver housing growth on previously developed land in the Seacroft and Halton Moor areas. The government has approved the plan with

the inclusion of £610,000 of funding for use in the 2015/16 financial year and a further £500,000 in 2016/17.

- 3.14 Further discussions are ongoing with the LEP to understand the terms on which this funding will be made available, to ensure it can be used to support the viability of the sites – whether the funds are to be offered as a loan or a grant will be critical to this. A detailed business case is now being worked up in parallel to these discussions in anticipation of the funding terms being appropriate.

Affordable Homes Programme and Council House Growth Programme

- 3.15 As reported to Executive Board in April and June 2014, the Council submitted a bid directly to the Homes and Communities Agencies (HCA) Affordable Homes Programme (AHP) 2015-2018, in an attempt to maximise the amount of grant which could be secured for Leeds. Executive Board set a target of 1,000 new affordable homes to be delivered in the city through the AHP over the funding period. The Council has been successful in securing £8.6m grant funding which will support a programme to deliver 408 new Council homes, 308 being new build properties, with the remaining 100 being through returning empty properties to use as Council homes.
- 3.16 Ten sites have been identified to support the delivery of this programme as detailed below, although in some cases full sites are not required to deliver the number of affordable units for which there is demand or funding. This is particularly the case with the sites that are included within the Brownfield Land Programme, where this could also have the benefit of supporting the viability of a market led approach on the remaining land.

Scheme Name	No. of Units
Mistress Lane, Armley (BLP site – scheme will utilise entire site)	77
Beech Mount, Gipton	6
Beech Walk, Gipton	21
Former Whinmoor Public House, Swarcliffe	22
Broadlea Street, Bramley	30
The Garnets, Beeston	26
Former Squinting Cat PH, Swarcliffe	18
Middleton Park Avenue, Middleton (BLP site – only part of site to be used)	34
Former Miles Hill Primary School, Meanwood	30
Acre Mount, Middleton (BLP site – only part of site to be used)	24
Brooklands Avenue, Seacroft (BLP site – only part of site to be used)	20

- 3.17 The total cost of delivery is estimated at £49m, £8.6m coming from the HCA and the remainder from the Council's Housing Revenue Account. On site delivery is expected to commence in 2015 with all units completed by 31st March 2018.

- 3.18 In order to support Registered Providers of Affordable Housing (RP's) - such as Housing Associations - to bid for funding from the HCA, the Council made 19 sites available in early 2014. Fourteen of these have been taken up, with the potential to deliver 146 new homes as set out in the following table.

Registered Provider	Site	No. of Units
Unity Housing	Parkwood Road, Beeston	19
Unity Housing	Holborn Court, Woodhouse	17
Unity Housing	Rocheford Court, Hunslet	12
Connect	Harley Green, Pudsey	8
LFHA	Newhall Croft	7
LFHA	Manor Farm Rise	14
LFHA	Newhall Gate	28
YHA	Dalesman PH	18
LYHA	Kendal Carr, Woodhouse	23
Together Housing	Holdforth Place, New Wortley	24
Together Housing	St Hilda's Crescent, Cross Green	8
TOTAL		146

- 3.19 It should also be noted that through the Affordable Homes Programme, a number of RP's will also bring forward schemes on privately owned land. Seven private sites are to be developed, although a number of RP's have secured funding through indicative bids for which they will now need to secure land. The Council aims to identify additional suitable Council owned sites which could support delivery. This will help to ensure that the target set by Executive Board is met.

Capital Receipts

- 3.20 Five sites have been sold for residential development and four buildings sold for residential conversion or redevelopment. In addition nine sites are currently under offer of which four are existing buildings. In these cases, legal conveyancing is being progressed or purchasers are in the process of securing planning permission. There are currently three sites on the market while work is ongoing to enable 11 sites to be marketed later in the year. This includes sites at Holt Park.

Self-Build

- 3.21 In June six small sites across the city were marketed for self-build development (Moorland Crescent, Morley; Home Lea former garage site, Rothwell; Half Mile Green, Stanningley; Manor Crescent, Rothwell; Wellington Grove/Ganners Rise, Bramley; and St Catherine's Crescent, Bramley). Offers have been accepted on two sites which are now progressing towards legal completion, while offers are currently being evaluated for a further three sites. These are expected to deliver 13 new self build homes in total. Preparatory work is ongoing to bring a further four small sites to the market later in the year.

- 3.22 It is recognised that self-build development is currently a small contributor to housing growth but there is growing interest in this way of meeting housing demand and it will support a mixed approach to housing development across the city and potentially within sites in due course.

Older People's Housing

- 3.23 Two sites (former Ash Tree Primary School, Kippax and former Kirkland House, Yeadon), are currently being marketed for the development of older people's Housing. These are anticipated to provide a total of 40no. Extra Care Housing units.

Dedicated Housing Growth Team

- 3.24 Whilst good progress is being made to secure new housing development on Council owned land using existing resources and structures, the opportunity to establish a dedicated housing growth team has been explored to refocus and increase staff resources and to accelerate delivery. This team will include dedicated technical, planning and legal staff at a senior level to oversee a number of workstreams including the Council Housing Growth Programme, Affordable Homes Programme, Right to Buy receipts Grant Programme and s106 affordable housing delivery.

Holt Park

- 3.25 The Planning Statement which has been prepared identifies seven development sites in addition to three options to enhance the district centre. Following the public consultation sessions undertaken in late 2013, Asda has approached the Council and confirmed a serious interest in reconfiguring their existing store, presenting an alternative redevelopment option which is being explored further. This would involve the acquisition by Asda of Council owned land. To help to determine the feasibility of their proposal, Asda must further develop their scheme and have requested access to the Council owned land to undertake a topographical survey. A licence is currently being negotiated to permit access. It is anticipated that the survey work will take place in the autumn following which, Asda will work up their proposals and present them to the Council.
- 3.26 The involvement of Asda within a scheme will help to secure a more comprehensive regeneration and development approach to the district centre and surrounding land, maximising the benefits to residents and visitors to the area. This is the basis on which work is continuing with Asda to determine the acceptability of their proposal, which will also help to confirm the location and quantum of new housing development which can be achieved. However, the amount of available housing land is unlikely to fall below 1.5ha.
- 3.27 It is anticipated that Asda will share a detailed development proposal with the Council for consideration by March 2015, following which a report will be presented to Executive Board setting out the development options and seeking approval to the preferred approach.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 There has been no specific consultation during the preparation of this report which presents information for discussion by Scrutiny Board.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There has been no specific Equality Impact screening undertaken for this report, which presents details of service activities already undertaken and screened.

4.3 Council policies and City Priorities

4.3.1 The development of brownfields sites relates strongly to a range of objectives within the City Priority Plans, supporting neighbourhood regeneration and housing growth, in addition to the Best Council Plan.

4.4 Resources and value for money

4.4.1 The Council has secured £8.6m of grant funding to support the delivery of affordable housing through the Homes and Communities Agencies Affordable Homes Programme. This will support the delivery of 408 new Council homes, 308 of which will be new build with the remaining 100 being delivered through returning empty properties back into use. The total cost of the programme is in the region of £49m with funding also coming from the Housing Revenue Account.

4.4.2 The Council is in the process of establishing a dedicated Housing Growth team. Whilst the team will be substantially resourced through refocusing existing staffing resources, new posts are to be created and will be funded through the Housing Revenue Account and General Fund totalling c£230,000 per annum.

4.4.3 The Council has been successful in its bid to the Leeds City Region Local Growth Fund and has secured £1.1m to support activity to reduce development risk on sites in East Leeds. As detailed above, a full business case is now been developed for this investment which will consider the use of additional ring-fenced resources from the programme to further enhance the attractiveness of development sites.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no specific legal implications related to this report.

4.6 Risk Management

4.6.1 There are no specific risks related to this report.

5 Conclusions

5.1 As the economy continues to recover, interest in the Council's brownfield sites is increasing with sites successfully being marketed and developers secured. Good

progress has been made in bringing sites to the market in a timely way with a total of 20 sites due to be marketed in the 2014/15 financial year.

- 5.2 Early phases of Brownfield Land Programme have seen viable development propositions coming forward for two sites on Asket Drive in Seacroft with Strata being selected as the developer to take the sites forward. Four further sites are currently on the market in Middleton with five more sites due to be marketed by the end of the financial year.
- 5.3 Future phases of the Brownfield Land Programme are currently being considered and market testing is underway with developers to understand the scope for a longer term development partnership arrangement. The result of this exercise and proposed marketing/procurement approach is anticipated to be presented to Executive Board in October 2014.
- 5.4 The Council continues to progress a range of solutions for its brownfield land and has been success in securing £8.6m from the Homes and Communities Agencies (HCA) Affordable Homes Programme which will see the largest number of new Council homes delivered within the city in recent history. Ten brownfield sites will be developed through this programme.
- 5.5 The Council has also been proactive in making available and promoting its land to Registered Affordable Housing Providers (RP's) to support their bids to the HCA. Fourteen sites will be developed as a result for affordable homes, and the Council will continue to identify further sites which may be suitable and attractive to RP's looking to further expand their build programme or accommodate funding provided for indicative bids.
- 5.6 Whilst only contributing a small number of new homes, the Council continues to embrace and support the delivery of self-build models though identifying and promoting sites for development, and has so far received interest in 5 sites of which two are currently being progressed.
- 5.7 The importance of accelerating work in support of housing growth on brownfield land is recognised and resources are being established to ensure that work can continue at increased pace to deliver new homes, through a dedicated Housing Growth Team.
- 5.8 Bringing forward new housing development remains a priority at Holt Park and is supported through the preparation of a Planning Statement. However, housing opportunities must be considered in the context of potential changes and improvements to the District Centre and particularly the interest which has recently been expressed by Asda to more fundamentally reconfigure their existing store. This has the potential to provide substantial regeneration benefits to the centre and surrounding area and will be the subject of a future report to Executive Board once more detailed proposals have been worked up and reviewed.

6 Recommendations

6.1 Members are asked to note the contents of this report, comment on the approach outlined and make suggestions about other ways in which the issues raised in this paper can be progressed.

7 Background documents¹

7.1 None.

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.

This page is intentionally left blank

Council Brownfield Land Update Schedule (Updated 29th August 2014)

Page 47

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Brooksbank HOP, Brooksbank Drive, Halton	Temple Newsam	N/A	Marketed	Informal Tender	0.2	6	Residential	Outline Planning Permission	Capital Receipt	COMPLETED	COMPLETED	Sold	Sold
Burley Hall in Leeds, Kirkstall Lane	Kirkstall	N/A	Marketed	Auction	0.26 total (LCC 0.05)	4	Residential	Informal Planning Guidance	Capital Receipt	COMPLETED	COMPLETED	Sold	Sold
The Lodge, Allerton Grange High School	Roundhay	Existing Building	01/03/2014	Auction	Existing Building	1	Residential	No formal planning guidance required	Capital Receipt	COMPLETED	COMPLETED	Sold	Sold at auction in April 2014.
Stratford Court, School Lane, Chapel Allerton	Chapel Allerton	N/A	Markted	1 to 1	0.25	27	Residential	N/A	Capital Receipt	N/A	N/A	Sold	Sold to Unity for social housing.
Middleton Park Grove, Middleton	Middleton Park	N/A	Marketed	Promotion to Registered Providers	0.3	12	residential	N/A	Affordable Housing	N/A	N/A	Sold	Sold to Accent HA for affordable housing.
89 Cross Green Lane	Burmantofts and Richmond Hill	Existing Building	01/02/2014	Auction	Existing Building	1	Residential	No formal planning guidance required	Capital Receipt	N/A	N/A	Sold	Sold at auction in April 2014.
12 Bellbrooke Place	Gipton & Harehills	Existing Building	Marketed	Informal tender	Existing Building	1	Residential	N/A	Capital Receipt	N/A	N/A	sold	Sold
High Ridge Park, Rothwell	Rothwell	N/A	Marketed		0.06	N/A	Residential		Capital Receipt	COMPLETED	COMPLETED	Sold	Sold
7 Barraclough Yard, Butcher Lane, Rothwell	Kirkstall	N/A	Marketed		Existing Building		Residential		Capital Receipt	COMPLETED	COMPLETED	Sold	Sold
Thorpe Crescent	Middleton Park	N/A	Markted	Promotion to Registered Providers		23	Residential		Capital Receipt	N/A	N/A	Sold	Sold
Former Seacroft Depot, York Road	Killingbeck & Seacroft	816	01/10/2014	Existing Development Agreement	1	39	Residential	Planning application by developer	Brownfield Land Programme	N/A	N/A	Option Agreed	Site included in the EASEL development agreement. Discussions ongoing with Bellway.
Amberton Close (Site 3), Gipton	Gipton and Harehills	817	01/10/2014	Existing Development Agreement	1.84	63	Residential	Planning application by developer	Brownfield Land Programme	N/A	N/A	Option Agreed	Site included in the EASEL development agreement. Discussions ongoing with Bellway.
Oak Tree Mount (Site 6), Gipton	Gipton and Harehills	814	01/10/2014	Existing Development Agreement	2.5	111	Residential	Planning application by developer	Brownfield Land Programme	N/A	N/A	Option Agreed	Site included in the EASEL development agreement. Bellway progressing a scheme for the site.
Newhall Croft (to the rear of)/Aberfield Drive, Belle Isle	Middleton Park	N/A	15/01/2014	Promotion to Registered Providers	0.15	7	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	15/01/2014	N/A	Under Offer	Leeds Federated Housing Association have secured funding from the HCA as a firm proposal in the 2015-18 Affordable Homes Programme

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Harley Green, Swinnow	Pudsey	N/A	15/01/2014	Promotion to Registered Providers	0.29	8	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	15/01/2014	N/A	Under Offer	Connect Housing have secured funding from the HCA as a firm proposal in the 2015-18 Affordable Homes Programme
Manor Farm Rise, Belle Isle	Middleton Park	N/A	15/01/2014	Promotion to Registered Providers	0.36	14	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	15/01/2014	N/A	Under Offer	Leeds Federated Housing Association have secured funding from the HCA as a firm proposal in the 2015-18 Affordable Homes Programme
Parkwood Road, Beeston	Beeston and Holbeck	unlisted	03/04/2014	1 to 1	0.43	17	Residential	Utilities Plans and Extended Informal Planning Guidance	Affordable Housing	13/04/2014	N/A	Under Offer	Unity Housing has secured funding from the HCA as a firm proposal in the 2015-18 Affordable Homes Programme
Holborn Court, Woodhouse	Hyde Park & Woodhouse	Existing Building	01/06/2014	Promotion to Registered Providers	Existing Building	17	Residential	Utilities Plans and Extended Informal Planning Guidance	Capital Receipt	13/04/2014	N/A	Under Offer	Unity Housing have secured funding from the HCA as a firm proposal in the 2015-18 Affordable Housing Programme
Kendal Carr, Woodhouse	Hyde Park & Woodhouse	Existing Building	01/06/2014	Promotion to Registered Providers	Existing Building	23	Residential	Utilities Plans and Extended Informal Planning Guidance	Capital Receipt	13/04/2014	N/A	Under Offer	Leeds and Yorkshire Housing Association has secured funding from the HCA as a firm proposal in the 2015-18 Affordable Housing Programme
Rochford Court, Hunslet	City and Hunslet	N/A	03/04/2014	1 to 1	0.31	12	Residential	Outline Planning Permission	Affordable Housing	COMPLETED	COMPLETED	Under Offer	Unity Housing has secured funding from the HCA as a firm proposal in the 2015-18 Affordable Homes Programme
23 Robb Street, Beeston	Beeston & Holbeck	Existing Building	Negotiation	1 to 1	Existing Building	1	Community	No formal planning guidance required	Capital Receipt	N/A	N/A	Under Offer	Sale (to Hunslet Boys Club) agreed and approved.
Newhall Chase, Belle Isle	Middleton Park	N/A	15/01/2014	Promotion to Registered Providers	0.06	6	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	15/01/2014	N/A	Under Offer	Leeds Federated Housing Association have secured funding from the HCA as a firm proposal in the 2015-18 Affordable Homes Programme
Wood Lane Children's Home, Headingley	Headingley	N/A	01/05/2014	Informal Tender	0.19	7	Residential	Informal Planning Guidance	Capital Receipt	N/A	N/A	Under Offer	Offer approved, Legal have been instructed.
Newhall Road/ Newhall Gate, Belle Isle	Middleton Park	Unlisted	TBC	Promotion to Registered Providers (Subject to approval)	0.6	28	Residential	Utilities Plans and Extended Informal Planning Guidance	TBC	13/04/2014	TBC	Under Offer	Leeds Federated Housing Association have secured funding from the HCA as an indicative proposal in the 2015-18 Affordable Homes Programme
Bailey's House, Baileys Hill	Killingbeck & Seacroft	Existing Building	Marketed	Informal Tender	Existing building	12	Residential	Planning Statement	Capital Receipt	N/A	N/A	Under Offer	A new proposal for the site is being drawn up by previous bidder.
Park Road Farm, Colton	Temple Newsam	N/A	Marketed	1 to 1	0.06	2	Residential	Planning Statement	Capital Receipt	COMPLETED	COMPLETED	Under Offer	Purchaser selected, sale currently with Legal for finalisation.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Asket Drive (North), Seacroft	Killingbeck & Seacroft	2147	01/10/2013	Informal Tender	0.8	24	Residential	Outline Planning Permission	Brownfield Land Programme	COMPLETED	COMPLETED	Under Offer	Strata selected as preferred bidder and are currently preparing planning application.
Ashfield Works, Otley	Otley & Yeadon	320	Marketed	Informal Tender	1.62	60	Residential	Planning Brief	Capital Receipt	COMPLETED	COMPLETED	Under Offer	Preferred bidder selected, currently with legal for finalisation.
Asket Drive (South), Seacroft	Killingbeck & Seacroft	2147	01/10/2013	Informal Tender	2.62	96	Residential	Outline Planning Permission	Brownfield Land Programme	COMPLETED	COMPLETED	Under Offer	Strata selected as preferred bidder and are currently preparing planning application.
Land Adjoining 185 Cross Green	Burmantofts and Richmond Hill	N/A	Markted	Informal tender	0.02	2	Residential	N/A	Capital Receipt	N/A	N/A	Under Offer	Purchaser selected but progress stalled due to financial issues.
Moorland Crescent	Morley North	N/A	01/01/2014	Informal Tender	0.04	2	Residential	Informal Guidance	Self- Build	N/A	N/A	Under Offer	Purchaser selected, sale currently with Legal for finalisation.
Westgate Car Park, Westgate, Otley	Otley & Yeadon	N/A	TBC	1 to 1	0.12	N/A	Residential	Informal Planning Guidance	Capital Receipt	N/A	N/A	Under Offer	Preferred bidder selected, currently with legal for finalisation.
Park House, Stanningley	Bramley & Stanningley	Existing Building	Marketed	Informal tender	Existing Building	1	Residential	N/A	Capital Receipt	N/A	N/A	Under Offer	Progress being made with new purchaser. Legal instructed.
Farnley Hall Clock Barn	Farnley & Wortley	Existing Building	Marketed	Informal tender	Existing Building	1	Residential	Informal Planning Guidance	Capital Receipt	N/A	N/A	Under Offer	Purchaser has withdrawn offer. Property Panel report to be submitted requesting reselection of new purchaser.
Farnley Hall Cottage	Farnley & Wortley	Existing Building	Marketed	Informal tender	Existing Building	1	Residential	Informal Planning Guidance	Capital Receipt	N/A	N/A	Under Offer	Purchase delayed owing to the ongoing negotiation with FH Clock Barn (same purchaser).
53 Ramshead Hill	Killingbeck & Seacroft	Existing Building	Marketed	1 to 1	Existing Building	1	Residential	N/A	Capital Receipt	N/A	N/A	Under Offer	Under offer to adjacent owner.
Home Lea former Garage Site, Rothwell	Ardsley & Robin Hood	N/A	01/12/2014	Informal Tender	0.09	2	Residential	Informal Planning guidance	Self- Build	TBC	TBC	Under Offer	Purchaser selected, sale currently with Legal for finalisation (conditional contract, conditional on the basis that planning is approved).
Richmond Court Hostel, Walter Crescent, Cross Green	Burmantofts and Richmond Hill	No SHLAA Reference but part of the Aire Valley AAP	Markted	1 to 1	0.4	12	Residential	N/A	Capital Receipt	TBC	TBC	Under Offer	Purchaser selected, site with Legal for finalisation.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Half Mile Green, Stanningley	Bramley & Stanningley	N/A	TBC	Informal Tender	0.05	2	Residential	Informal Planning Guidance	Self- Build	TBC	TBC	Offers Received	Offers received and are being assessed.
Manor Crescent, Rothwell	Rothwell	N/A	TBC	Informal Tender	0.09	2	Residential	Informal Planning Guidance	Self- Build	TBC	TBC	Offers Received	Offers received and are being assessed.
Wellington Grove/Ganners Rise, Bramley	Bramley & Stanningley	N/A	TBC	Informal Tender	0.16	5	Residential	Informal Planning Guidance	Self- Build	TBC	TBC	Offers Received	Offers received and are being assessed.
Inglewood Children's Home, Otley	Otley & Yeadon	unlisted	01/01/2014	Informal Tender	0.455	5	Residential	Planning Statement with constraints plan	Capital Receipt	31/12/2013	31/01/2014	Offers Received	Property Panel approval received to dispose of the site to a property developer. Six residential properties being proposed.
Grange Farm (Land), Colton	Temple Newsam	N/A	01/10/2014	Informal Tender	0.24	5	Residential	Planning Statement with UDF Level 2	Capital Receipt	COMPLETED	COMPLETED	Offers Received	Tenancy issues to resolve.
Moor End Training Centre, Hunslet	City and Hunslet	N/A	01/03/2014	Informal Tender	0.27	8	Mixed Use - Commercial/ Residential	Planning Statement	Capital Receipt	COMPLETED	COMPLETED	Offers Received	Approval to be sought from Planning Board for the Planning Statement, prior to inviting bids.
Hillside Reception Centre, 602 Leeds & Bradford Road, Bramley	Bramley & Stanningley	unlisted	Marketed	Informal Tender	0.67	14	Residential	Planning Statement	Capital Receipt	COMPLETED	COMPLETED	Offers Received	Offers reviewed and approval for preferred bidder to be selected being sought from Property Panel.
Elmete Centre, Elmete Lane, Roundhay	Roundhay	84	Marketed	Informal Tender	1.25	6	Residential	Informal Planning Guidance	Capital Receipt	COMPLETED	COMPLETED	Offers Received	Negotiations ongoing with developer.
Cockroft House, Headingley	Headingley	Existing Building	01/02/2014	Informal Tender	Existing Building	9	Residential	No formal planning guidance required	Capital Receipt	N/A	N/A	Offers Received	Offers have been received and are in the process of being assessed.
Seven Hills Primary Caretaker's House, Morley	Morley South	Existing Building	01/02/2014	Auction	Existing Building	1	Residential	No formal planning guidance required	Capital Receipt	N/A	N/A	Offers Received	Site to be auctioned in September 2014.
St Hilda's Cres, Cross Green Phase 3,	Burmantofts and Richmond Hill	N/A	15/01/2014	Promotion to Registered Providers	0.3	8	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	15/01/2014	N/A	Negotiation Ongoing	Together Housing has secured funding from the HCA as an indicative proposal in the 2015-18 Affordable Homes Programme
Neville Garth, Halton Moor	Temple Newsam	N/A	15/01/2014	Promotion to Registered Providers	0.3	9	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	15/01/2014	N/A	Negotiation Ongoing	Guinness Northern Counties has secured funding from the HCA as an indicative proposal in the 2015-18 Affordable Homes Programme

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Neville Close, Halton Moor	Temple Newsam	N/A	15/01/2014	Promotion to Registered Providers	Site 1 (0.16) Site 2 (0.20)	7	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	15/01/2014	N/A	Negotiation Ongoing	Guinness Northern Counties has secured funding from the HCA as an indicative proposal in the 2015-18 Affordable Homes Programme
Holdforth Place, New Wortley	Armley	3454	03/04/2014	Promotion to Registered Providers	0.48	24	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	13/04/2014	N/A	Negotiation Ongoing	Together Housing has secured funding from the HCA as an indicative proposal in the 2015-18 Affordable Homes Programme
Former Whitebridge Primary School (part of), Halton Moor	Temple Newsam	259	Approached by Developer	1 to 1	1.13	34	Residential	TBC	TBC	TBC	TBC	Negotiation Ongoing	Developer Approached LCC to acquire site as they have agreed option on neighbouring land with Affinity Sutton. Further discussion with ward members required.
St Catherine's Crescent, Bramley	Bramley & Stanningley	N/A	TBC	Informal Tender	0.1	3	Residential	Informal Planning Guidance	Self- Build	TBC	TBC	On the Market	Site marketed but no offers received. Alternative options being considered.
Manor Farm Road, Belle Isle	Middleton Park	N/A	15/01/2014	Promotion to Registered Providers	0.36	6	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	15/01/2014	N/A	On the Market	Site promoted to housing associations but no interest received.
180 Chapeltown Road	Chapel Allerton	N/A	01/01/2014	Expressions of Interest sought to gauge interest and determine disposal route	0.27	10	Mixed Use - Commercial/ Residential	No formal planning guidance required	Capital Receipt	N/A	N/A	On the Market	Expressions of interest currently being assessed.
Carriage House/ Mansion Cottage/ Rose Cottage	Rounday	Existing Building	Marketed	Informal Tender	Existing Building	4	Residential	Informal Planning Guidance	Capital Receipt	N/A	N/A	On the Market	Issue regarding lack of dedicated car parking
Thorpe Road East	Middleton Park	N/A	30/03/2014	Informal Tender	0.16	2	Residential	Planning Statement with constraints plan	Brownfield Land Programme	04/02/2014	15/01/2014	On the Market	Site currently on the market, closing date for offers 26/09/14.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Thorpe Square, Middleton	Middleton Park	4032	30/03/2014	Informal Tender	0.76	23	Residential	Planning Statement with constraints plan	Brownfield Land Programme	04/02/2014	15/01/2014	On the Market	Site currently on the market, closing date for offers 26/09/14.
Throstle Terrace, Middleton	Middleton Park	4033	30/03/2014	Informal Tender	0.45	14	Residential	Planning Statement with constraints plan	Brownfield Land Programme	COMPLETED	15/01/2014	On the Market	Site currently on the market, closing date for offers 26/09/14.
Former Westholme HOP, Wortley	Farnley & Wortley	4036	01/07/2014	Informal Tender	0.5	15	Residential	Planning Statement	Capital Receipt	COMPLETED	COMPLETED	On the Market	The site is currently on the market.
Towcester Avenue, Middleton	Middleton Park	268	30/03/2014	Informal Tender	1.9	57	Residential	Planning Statement with constraints plan	Brownfield Land Programme	COMPLETED	15/01/2014	On the Market	Site currently on the market, closing date for offers 26/09/14.
Farfield Day Centre	Calverley & Farsley	N/A	Marketed	Auction	0.25	3	Residential	Informal Planning Guidance	Capital Receipt	N/A	N/A	On the Market	Property to be auctioned in Sept. '14
Cloverfield House, Oulton	Rothwell	Existing Building	Marketed	Auction	Existing Building	1	Residential	Informal Planning Guidance	Capital Receipt	N/A	N/A	On the Market	Further issues have arisen around neighbour dispute. Likely to be resolved end 2014.
Wyther Community Centre, Raynville Crescent	Bramley & Stanningley	N/A	01/07/2014	Informal Tender	0.32	6	Residential	Utilities Plans and Extended Informal Planning Guidance	Affordable Housing	13/04/2014	30/09/2014	Preparing to Market	Planning statement being finalised.
Miles Hill Primary School / Beckhill Approach	Chapel Allerton	262	01/07/2014	Informal Tender	4	100	Residential	Planning Framework	Capital Receipt	COMPLETED	31/01/2014	Preparing to Market	Neighbourhood Framework is to be presented to Executive Board in Sept. '14 seeking approval to adopt the Framework. LCC has successfully secured funding through the Affordable Homes Programme 2015-18 to deliver 30 houses.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Stonecliffe Drive, located next to No31, Farnley	Farnley & Wortley	N/A	TBC	Informal Tender	0.03	1	Residential	Informal Planning Guidance	Self- Build	N/A	N/A	Preparing to Market	Site currently being prepared to be marketed for self build.
Stonecliffe Drive, located next to No1, Farnley	Farnley & Wortley	N/A	TBC	Informal Tender	0.04	1	Residential	Informal Planning Guidance	Self- Build	N/A	N/A	Preparing to Market	Site currently being prepared to be marketed for self build.
Rombalds View, Otley	Adel and Wharfedale Otley and Yeadon	N/A	TBC	Informal Tender	0.046	2	Residential	Informal Planning Guidance	Self- Build	N/A	N/A	Preparing to Market	Site being prepared for marketing as a self build development.
All Saints View, Woodlesford	Rothwell	N/A	TBC	Informal Tender	0.1	3	Residential	Informal Planning Guidance	Self- Build	N/A	N/A	Preparing to Market	Site currently being prepared for marketing for self build.
Bramham House, Freely Lane, Bramham	Wetherby	Unlisted	01/06/2017	Informal Tender	2.43	30	Residential	Planning Brief	Capital Receipt	30/04/2014	30/04/2014	Preparing to Market	Being prepared for market. Planning brief prepared and approval sought from Planning Board.
St Gregory's Primary School	Crossgates & Whinmoor	4005	01/06/2014	Informal Tender	0.6	24	Residential	Planning Statement	Capital Receipt	30/07/2014	COMPLETED	Preparing to Market	Planning Statement prepared which sets out options for the reconfiguration of N6 playing pitches.
Former Liberal Club, Hedley Chase, New Wortley	Armley	1340	01/05/2014	Informal Tender	0.21	7	Residential	Outline Planning Permission	Brownfield Land Programme	COMPLETED	31/12/2013	Preparing to Market	Planning application for residential development being prepared.
West Park Centre	Weetwood	2049	01/08/2014	Informal Tender	2.3	60	Residential	Planning Statement	Capital Receipt	COMPLETED	COMPLETED	Preparing to Market	Tree survey to be carried out, following which the site will be marketed.
Burley Willows incl. 18 Willow Garth, Burley	Kirkstall	unlisted	01/01/2015	Informal Tender	0.515	15	Residential	Planning Statement	Capital Receipt	31/10/2014	31/10/2014	Preparing to Market	Consideration being given to the future use of the site (potential council housing). If not appropriate site to be marketed on open market.
Kirkland House, Queensway, Yeadon	Guiseley and Rawdon	4019	01/05/2014	Informal Tender	0.46	14	Residential	Planning Statement	Older People's Housing	COMPLETED	COMPLETED	Preparing to Market	Site currently on the market
Ash Tree Primary School	Kippax & Methley	265	Marketed	Informal Tender	0.6	18	Residential	Planning Statement	Older People's Housing	COMPLETED	COMPLETED	Preparing to Market	Site currently on the market
Windlesford Green and ATC Centre	Rothwell	4082	01/05/2014	Informal Tender	0.71	21	Residential	Planning Statement	Older People's Housing	COMPLETED	COMPLETED	Preparing to Market	ASC are currently looking into whether the building could be used as community group facility, which has temporarily halted marketing of the building. ATC building to be demolished once building is vacated in late 2014
Holt Park District Centre, sites A-D	Adel and Wharfedale	4007	TBC	Informal Tender	1.67	*Over 100 units	Residential	Planning Framework	Capital Receipt	COMPLETED	COMPLETED	Preparing to Market	Planning Statement prepared and subject of public consultation in late 2013. ASDA are in the process of considering development options in the area.
Otley One Stop Centre	Otley & Yeadon	N/A	01/03/2014	Informal Tender	0.18	TBC	TBC	Planning Statement	Capital Receipt	N/A	COMPLETED	Preparing to Market	The building is on the market.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Lobb Cottage, Thorn Lane, Roundhay, LS8 1NF	Roundhay	Existing Building	01/06/2014	Auction	Existing Building	1	Residential	No formal planning guidance required	Capital Receipt	N/A	N/A	Preparing to Market	Subject to amendment to lease boundary of neighbouring PFI school. Negotiations ongoing.
East Park Road	Burmantofts and Richmond Hill	Unlisted	25/11/2013	LCC Development	0.5	15	Residential	Full designs	HRA Newbuild	31/12/2013	N/A	Other Council Initiative	Scheme tendered and due to start on site in September 14
Garnets, West Hunslet	City & Hunslet	Unlisted	N/A	LCC Development	0.41	12	Residential	Full designs	HRA Newbuild	28/02/2014	N/A	Other Council Initiative	Planning application prepared - scheme due to commence on site in early 2015.
Beech Mount, Gipton	Gipton and Harehills	N/A	15/01/2014	Promotion to Registered Providers	0.2	5	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	30/09/2014	N/A	Other Council Initiative	LCC have secured funding from the HCA in the 2015-18 Affordable Home Programme. The site will form part of the Council Housing Growth Programme. Scheme due to commence on site in spring 2015.
The Whinmoor Public House, Stanks Lane South	Crossgates & Whinmoor		01/07/2014	LCC Development	0.22	22	Residential	Full designs	Affordable Housing	30/09/2014	TBC	Other Council Initiative	LCC has successfully secured funding through the Affordable Homes Programme 2015-18 to deliver 22 units.
Beech Walk, Gipton	Gipton and Harehills	unlisted	15/01/2014	Promotion to Registered Providers	0.7	60	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	30/09/2014	N/A	Other Council Initiative	LCC have secured funding from the HCA in the 2015-18 Affordable Home Programme. The site will form part of the Council Housing Growth Programme. Scheme due to commence on site in spring 2015.
The Squinting Cat Pub, Swarcliffe	Crossgates & Whinmoor	N/A	01/01/2014	LCC Development	0.28	8	Residential	Full designs	HRA Newbuild	COMPLETED	COMPLETED	Other Council Initiative	Planning application prepared - scheme due to commence on site in early 2015.
Broadlea Street (2 x sites)	Bramley & Stanningley	Unlisted	01/01/2014	LCC Development	0.71	21	Residential	Full designs	HRA Newbuild	COMPLETED	COMPLETED	Other Council Initiative	Planning application prepared - scheme due to commence on site in early 2015.
Lawnswood School, Caretakers Cottage, 10 Spend Rd	Weetwood	Existing Building	School	School	Existing Building	1	School	N/A	Capital Receipt	N/A	N/A	Other Council Initiative	Property Panel approval to be sought to dispose of the property.
Musgrave Court, Pudsey	Pudsey	N/A	TBC	TBC	0.38	35	Residential	TBC	TBC	30/11/2014	30/11/2014	Other Council Initiative	Property Services are currently reviewing disposal options for Musgrave Court.
East Leeds Leisure Centre	Temple Newsam	Existing Building	N/A	N/A	Existing Building	N/A	School	TBC	Capital Receipt	TBC	TBC	Other Council Initiative	Free School interest expressed in building.
Ullswater Crescent/ Coronation Parade, Halton Moor	Temple Newsam	Unlisted	TBC	TBC	TBC	TBC	Residential/ Open Space	TBC	TBC	TBC	TBC	Other Council Initiative	Cleared housing site to be discussed with ward members.
275 Broad Lane, Bramley	Bramley & Stanningley	N/A	01/04/2014	Informal Tender	0.14 total (LCC 0.08)	4	Residential	Planning Statement with UDF Level 1	Capital Receipt	31/03/2014	28/02/2014	Freehold Reversion	Planning statement approved and uploaded on to LCC website 19/08/14.
The Ancestor Pub, Armley Ridge Road, Armley, Leeds LS12 2RD	Armley	N/A	01/09/2014	Promotion to Registered Providers	0.3	9	Residential	Planning Statement	Affordable Housing	31/10/2014	N/A	Freehold Reversion	Leasehold interest is currently being acquired by LCC, who will demolish the property. Redevelopment options for the site are being considered.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
St Luke's Nursery Beeston Hill, Beeston	Beeston & Holbeck	N/A	01/04/2014	Informal Tender	0.15	3	Residential	Outline Planning Permission	Capital Receipt	COMPLETED	COMPLETED	Requires Department for Education approval	Awaiting Department for Education approval. Planning permission in place
Wortley High School	Farnley & Wortley	4007	Marketed	Informal Tender	2.12	*Over 30 units	Residential	Planning Statement	Capital Receipt	COMPLETED	COMPLETED	Requires Department for Education approval	Awaiting SoS approval. Interest in site for Freeschool
Copperfields College	Burmantofts and Richmond Hill	2080	01/04/2016	Informal Tender	1.85	*Over 30 units	Mixed Use	Planning Brief	Capital Receipt	TBC	TBC	Requires Department for Education approval	Part of Aire Valley AAP.
Eastmoor School site	Adel and Wharfedale	4007	01/01/2015	Informal tender	3.57	60	Residential	Planning Brief	Capital Receipt	31/10/2014	16/11/2014	Awaiting Vacant Possession	Vacant possession expected in spring 2015. Work underway to prepare for market.
Meynell Approach, Holbeck	Beeston & Holbeck	3191	01/01/2016	Informal Tender	0.45	25	Residential	Outline Planning Permission	Brownfield Land Programme	COMPLETED	COMPLETED	Awaiting Vacant Possession	Site compound for PFI scheme until January 2016, following which sale/redevelopment of the site will be sought. To monitor availability alongside PFI programme. Executive Board approval Jan 2013 - Brownfield Programme.
Lovell Park Road, Little London	Hyde Park & Woodhouse	3149	01/01/2016	Informal Tender	0.61	28	Residential	Outline Planning Permission	Brownfield Land Programme	COMPLETED	COMPLETED	Awaiting Vacant Possession	Site compound for PFI scheme until January 2016, following which sale/redevelopment of the site will be sought. To monitor availability alongside PFI programme. Executive Board approval Jan 2013 - Brownfield Programme.
Westerton Walk, Tingley	Ardsley & Robin Hood	1258	01/08/2014	Informal Tender	1.28	38	Residential	Planning Statement	Brownfield Land Programme/ Capital Receipt	COMPLETED	COMPLETED	Awaiting Vacant Possession	Consideration being given to the most appropriate delivery route. Work ongoing to support future proposals.
Roundhay Road Area Office,	Chapel Allerton	264	01/05/2014	Informal Tender	1.81	50	Residential	Planning Statement with UDF Level 1	Capital Receipt	COMPLETED	15/03/2014	Awaiting Vacant Possession	Planning Statement being worked up.
Micklefield Home & Lodge, Rawdon	Guisely and Rawdon	N/A	01/04/2014	Informal Tender	N/A	16	Residential	Planning Statement with UDF Level 1	Capital Receipt	COMPLETED	COMPLETED	Awaiting Vacant Possession	Being considered at Property Panel 09/09/14.
Silver Royd Avenue, Wortley	Farnley & Wortley	N/A	TBC	Expressions of Interest to be sought to gauge interest and determine disposal route	0.3	10	Residential	Informal Planning Guidance	Capital Receipt	13/04/2014	TBC	On hold due to ward members comments	Position under review following ward member discussions.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Park Lees site, St Anthony's Road, Beeston	Beeston and Holbeck	4002	01/03/2014	Informal Tender	0.55	14	Residential	Outline Planning Permission	Capital Receipt	COMPLETED	COMPLETED	On hold due to ward members comments	Awaiting outcome of discussions with major nearby employer.
Cartmell Drive North, Halton Moor	Temple Newsam	2144	01/12/2014	Informal Tender	1.45	36	Residential	Planning Statement	Brownfield Land Programme	COMPLETED	COMPLETED	On hold due to ward members comments	Development may be limited to a specific section of the market. Scope for development subject discussions with ward members. Sites intended to be marketed later in 2014.
Brooklands Avenue, Seacroft	Killingbeck & Seacroft	2150A	01/06/2013	Informal Tender	3.25	98	Residential	Planning Statement	Brownfield Land Programme	COMPLETED	COMPLETED	On hold due to ward members comments	Site marketed for older peoples housing in June 2013. Offers received, but disposal on hold pending completion of Neighbourhood Framework. LCC has successfully secured funding as part of the Affordable Homes Programme 2015-18 to deliver 20 units.
Seacroft Crescent (North) incl Fairview, Seacroft	Killingbeck & Seacroft	3153	01/01/2017	Informal Tender	0.17	5	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	To be considered as part of Neighbourhood Plan and/or Neighbourhood Framework for Seacroft.
Seacroft Crescent (South), Seacroft	Killingbeck & Seacroft	3153	01/01/2017	Informal Tender	0.32	10	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	To be considered as part of Neighbourhood Plan and/or Neighbourhood Framework for Seacroft.
Kendal Drive, Halton Moor	Temple Newsam	2142	01/12/2014	Informal Tender	0.43	13	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	Development may be limited to a specific section of the market. Scope for development subject discussions with ward members.
Brooklands Drive, Seacroft	Killingbeck & Seacroft	2150	01/01/2016	Informal Tender	0.45	14	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	A Neighbourhood Plan is being prepared for Seacroft. There is one dwelling in private ownership which must be reacquired although house is not occupied.
Beckhill Grove/ Former Hill Top Public House, Meanwood	Chapel Allerton	263	01/04/2015	Informal Tender	0.46	14	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	Neighbourhood Framework is to be presented to Executive Board in Sept. '14 seeking approval to adopt the Framework.
Barncroft Close, Seacroft	Killingbeck & Seacroft	2146	01/01/2016	Informal Tender	0.66	20	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	To be considered as part of Neighbourhood Plan and/or Neighbourhood Framework for Seacroft.
South Parkway, Seacroft	Killingbeck & Seacroft	2150C	01/01/2017	Informal Tender	1	30	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	To be considered as part of Neighbourhood Plan and/or Neighbourhood Framework for Seacroft.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Wykebeck Mount Site B, (Former School Site) Osmondthorpe	Temple Newsam	2141	01/01/2021	Informal Tender	2.93	88	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	Development may be limited to a specific section of the market. Scope for development subject to discussions with ward members. Site has potential as location for Basic Needs primary school provision.
Brooklands View, Seacroft	Killingbeck & Seacroft	4090	01/01/2018	School	3.16	95	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	To be considered as part of Neighbourhood Plan and/or Neighbourhood Framework for Seacroft. Part of site identified for expansion of David Young Academy.
Kentmere Approach, Seacroft	Killingbeck & Seacroft	2147D	01/01/2016	Informal Tender	3.84	20	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	To be considered as part of Neighbourhood Plan and/or Neighbourhood Framework for Seacroft.
Former Asket Hill Primary School, Kentmere Approach, Seacroft	Killingbeck & Seacroft	2147	01/01/2018	Informal Tender	5.28	30	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	Cleared school site including open space and protected playing pitches. To be considered as part of Neighbourhood Plan and/or Neighbourhood Framework for Seacroft.
Rathmell Road, Halton Moor	Temple Newsam	2143	01/12/2014	Informal Tender	2.28	68	Residential	Planning Statement	Brownfield Land Programme	30/08/2014	30/08/2014	Future Disposal	Development may be limited to a specific section of the market. Scope for development subject to discussions with ward members. Site intended to be marketed later in 2014.
Middleton Park Avenue, Middleton	Middleton Park	2100	01/01/2018	Informal Tender	5.85	100	Residential	Utilities Plans and Extended Informal Planning Guidance	Brownfield Land Programme	30/08/2014	TBC	Future Disposal	Development may be limited to a specific section of the market. Scope for development subject to discussions with ward members. LCC has successfully secured funding through the Affordable Homes Programme 2015-18 to deliver 34 houses.
Acre Mount, Middleton	Middleton Park	3161	TBC	Informal Tender	2.02	61	Residential	Renewal of Outline Planning Permission	Brownfield Land Programme	COMPLETED	COMPLETED	Future Disposal	Partially cleared site. 2 plots of land and 1 house remain in private ownership. Neighbourhood framework prepared for Middleton and Belle Isle which sets out development opportunities for the site. Site being explored for school use. LCC has successfully secured funding through the Affordable Homes Programme 2015-18 to deliver 24 houses.
Commercial Street, Rothwell	Rothwell	N/A	TBC	N/A	0.02	1	Residential	N/A	Capital Receipt	TBC	TBC	Future Disposal	Likely to be undevelopable. Considering garden land disposal.
Rathmell Road South, Halton Moor	Temple Newsam	N/A	TBC	TBC	0.03	1	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Luttrell Crescent with Lutteral Place	Weetwood	N/A	01/10/2014	Informal Tender	0.04	2	Residential	Planning Statement	Capital Receipt	TBC	TBC	Future Disposal	TBC

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Ullswater Crescent, Halton Moor	Temple Newsam	N/A	TBC	TBC	0.04	1	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Wykebeck Avenue, Osmondthorpe	Temple Newsam	N/A	TBC	TBC	0.07	2	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Wade Street/ Land Street, Farsley	Calverley & Farsley	N/A	TBC	Expressions of Interest sought.	0.09	3	Residential		Capital Receipt	TBC	TBC	Future Disposal	Challenging topography. Expressions of interest sought to gauge interest and determine disposal route.
Land next to Back Lane at junction with Stanningley Road	Bramley & Stanningley	N/A	TBC	Informal Tender	0.1	3	Residential	Planning Statement	Capital Receipt	TBC	TBC	Future Disposal	Site identified for future market disposal.
Cartmell Drive/ Halton Moor Road	Temple Newsam	N/A	TBC	TBC	0.12	3	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Halton Moor Road North, Halton Moor	Temple Newsam	N/A	TBC	TBC	0.13	3	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Ullswater Crescent/ Kendal Drive	Temple Newsam	N/A	TBC	TBC	0.14	4	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Wykebeck Mount/ Wykebeck Avenue, Osmondthorpe	Temple Newsam	N/A	TBC	TBC	0.2	6	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Dufton Approach, Seacroft	Killingbeck & Seacroft	N/A	TBC	TBC	0.22	6	Residential	Utilities Plans, Coal Authority Search, Yorkshire Water Search and Extended Informal Planning Guidance	Affordable Housing	TBC	TBC	Future Disposal	To be considered as part of Neighbourhood plan and/or Neighbourhood Framework for Seacroft.
Bath Road (Site D)	City and Hunslet	2015	TBC	Informal Tender	0.44	13	Mixed Use	Planning Statement	Capital Receipt	TBC	TBC	Future Disposal	Local Growth Fund bid submitted to support remediation of site. Site could help/ enable future refurbishment/ development of Temple Works.
Westminster Crescent, Halton Moor	Temple Newsam	Unlisted	TBC	TBC	0.5	15	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Bath Road/Derwant Place (Site B)	City and Hunslet	2016	TBC	Informal Tender	0.52	40	Residential	Planning Statement	Capital Receipt	TBC	TBC	Future Disposal	Local Growth Fund bid submitted to support remediation of site. Site could help/ enable future refurbishment/ development of Temple Works.
Halton Moor Road South, Halton Moor	Temple Newsam	Unlisted	TBC	TBC	1.16	34	Residential	TBC	TBC	TBC	TBC	Future Disposal	Cleared housing site to be discussed with ward members.
Mistress Lane, Armley	Armley	1338	TBC	TBC	1.23	77	Residential	Approved Planning Brief & Outline Planning Permission	Brownfield Land Programme	TBC	TBC	Future Disposal	LCC has successfully secured funding through the Affordable Homes Programme 2015-18 to deliver 77 units.
Wykebeck Mount Site A, Osmondthorpe	Temple Newsam	2141	TBC	Informal Tender	1.57	47	Residential	Planning Statement	Brownfield Land Programme	TBC	TBC	Future Disposal	Development may be limited to a specific section of the market. Scope for development subject discussions with ward members.

Site name	Ward	SHLAA Reference	Target date to commence disposal	Method of Disposal	Size (Ha)	Approximate No of Units	Use	Planning Approach	Programme	Stage 1 / technical	Plan preparation	Status	August 2014 Comments
Cartmell Drive South, Halton Moor	Temple Newsam	2144	TBC	Informal Tender	5.56	50	Residential	Planning Statement	Brownfield Land Programme	TBC	TBC	Future Disposal	Development may be limited to a specific section of the market. Scope for development subject discussions with ward members. Site has assumed valuable greenspace use as part of the Wyke Beck Valley
Peel Street Centre, Jubilee Terrace, Morley	Morley South	Existing Building	TBC	Informal Tender	Existing Building	1	Residential	Planning Statement	Capital Receipt	TBC	TBC	Future Disposal	Subject to third party agreement. Access to site challenging.
Matthew Murray High School	Beeston and Holbeck	2079	TBC	Informal Tender	TBC	TBC	Strategic development	Planning Brief	Capital Receipt	TBC	TBC	Future Disposal	Strategic development site.
Primrose High School	Gipton & Harehills	N/A	TBC	School	2.56	N/A	School	N/A	Capital Receipt	TBC	TBC	Future Disposal	Freeschool interest - funding decision June 2014
Horsforth ATC	Horsforth	N/A	TBC	N/A	TBC	N/A	School	N/A	Capital Receipt	TBC	TBC	Future Disposal	Potential for school expansion
Dalesman Public House, Kirkstall	Kirkstall	N/A	01/01/2015	Informal Tender	0.22	18	Residential	Planning Statement	Capital Receipt	TBC	TBC	Future Disposal	The leaseholder has decided to continue trading as a public house.
Old Farm Cross, West Park	Kirkstall	unlisted	TBC	Informal Tender	0.81	2	Residential	Informal Planning Guidance	Self- Build	TBC	TBC	Future Disposal	Site to be removed as no longer considered to be a suitable residential site.
Cliff Cottage, Western Flatts Park, Wortley	Farnley & Wortley	Existing Building	TBC	Informal tender	Existing Building	1	Residential	Informal Planning Guidance	Brownfield Land Programme	N/A	N/A	Subject to 3rd Party progress	Currently in discussions with adjoining owners regarding a sale.
Merlyn Rees Site, Middleton Road, Belle Isle	Middleton Park	252	01/01/2015	Informal Tender	1.08ha (excludes N6 playing pitch area)	35	Residential	Planning Statement	Capital Receipt	TBC	TBC	Subject to 3rd Party progress	Subject to outcome of discussions around the Youth Hub sale of remaining land to be progressed.

This page is intentionally left blank



Report author: Richard Ellis
Tel: 2474291

Report of Directors of Environment and Housing and City Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 23rd September 2014

Subject: Financial Position Statement 2014/15 – City Development and Environment and Housing Directorates

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

1. At the request of the Scrutiny Board, the purpose of this report is to provide Members with a financial position statement of the City Development and Environment and Housing Directorate's in relation to this Board's responsibilities at period 4 of the financial year 2014/15.
2. The attached information has been provided by the relevant Head of Finance for the Board's consideration in relation to:-
 - Housing Revenue Account (section 3)
 - Housing Regeneration (section 4)
 - Housing General Fund (section 5)
 - Capital programme (section 6)

3. Housing Revenue Account

3.1. At the end of Period 4 the HRA is projecting a surplus of **£(1.2)m**. Key variances from budget are detailed below.

3.2. Key Variances - Income

- Income from dwelling rents is projected to be £(1.0)m more than budget. This is due to voids levels being less than budgeted, voids are currently 0.7% but

budgeted at 1.25%. RTB sales are budgeted at 450 for the year (compared to 462 sales in 2013/14) and no change to this is currently forecast.

- £(0.5)m of unbudgeted income has been received in connection with contract-related performance payments and profit sharing. This is offset by a projected reduction of £0.2m in salaries which can be capitalised in accordance with council's principles.

3.3. Key Variances – Expenditure

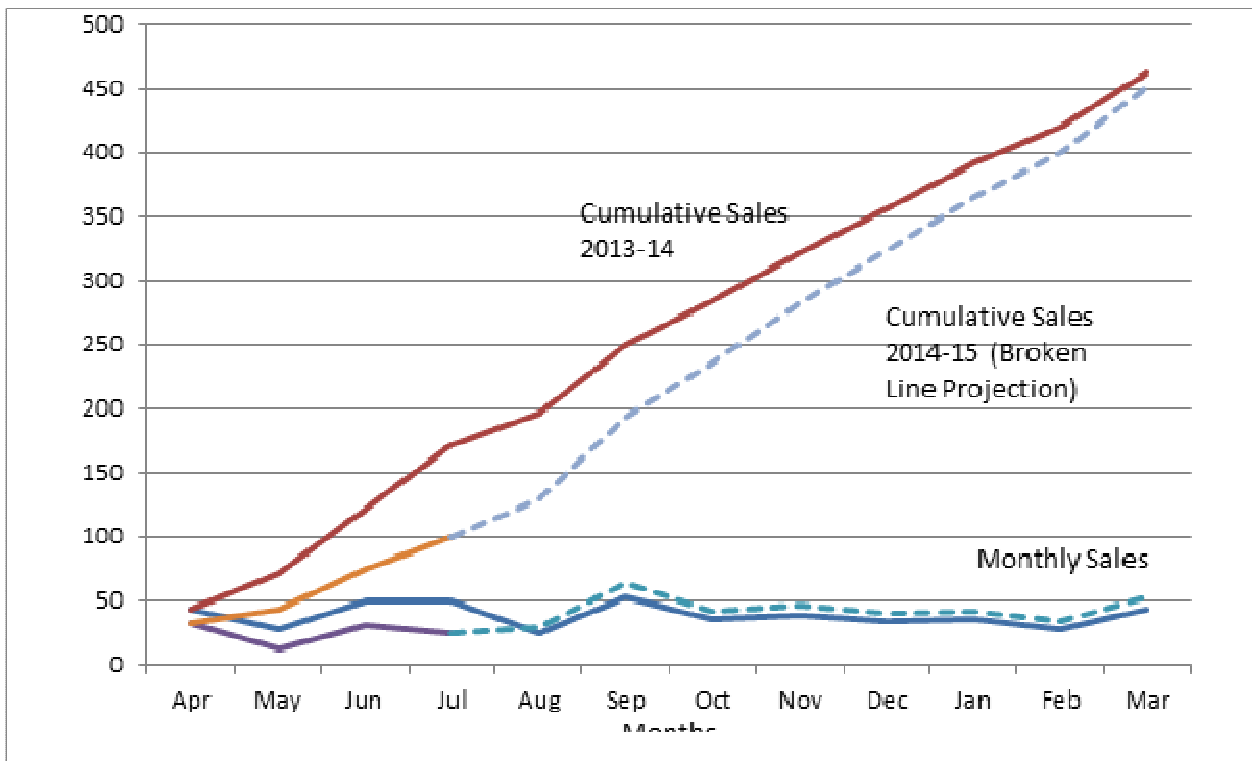
- Savings of £(0.35)m are expected from Council Tax in relation to void properties. This is due to reducing void levels and is consistent with trends in 2013/14. Savings of £(0.5)m are expected against the contribution to the Bad Debt Provision, again, this is in line with 2013/14.
- There is a projected saving of £(0.3)m against Capital Charges, this is due to the interest rates on debt being lower than budgeted.
- Net savings on repairs to dwellings are currently projected to be £(0.2)m which is after redirecting £0.4m to fund the painting programme. Savings on repairs have arisen primarily due to lower than anticipated void levels. Any further savings arising will be redirected to meet housing priorities.
- These positive variations are offset by an additional cost of £0.5m from internal services. This is as a result of £0.4m of unbudgeted costs for Contract Cleaning and £0.1m in connection with forestry works.
- There is a requirement to increase the contribution to the Disrepair Provision by £0.8m more than the budget. This is due to claims firms targeting the City which has led to a 284% increase in cases from 2012/13 levels. In order to deal with this two additional surveyors and two legal officers have been engaged and processes put in place to manage the service to improve efficiency and create clearer accountabilities and responsibilities within the teams. The Disrepair service is being proactively managed with regular meetings with internal and external teams including surveyors, legal, asbestos and contractors responsible for completing the works monitoring progress, identifying blockages in the system and amending processes. In addition to this the team is engaging with both the Repairs Teams and Housing Management to introduce measures to stem the growth in caseload.
- A payment of £90k will be made to Leeds Credit Union this year, this is consistent with the funding provided by ALMOs in previous years.

3.4. Right to Buy (RTB) Sales

- To the end of July there were 100 completed sales. It is anticipated that the total year sales of 450 units will generate sales receipts of £21.54m. In accordance with the Government's formula, LCC can retain the sum of £16.4m.
- Of this, £7.0m is likely to be passported to Registered Social Landlords (RSLs) as a grant. This is to fund 30% of the cost of building new housing

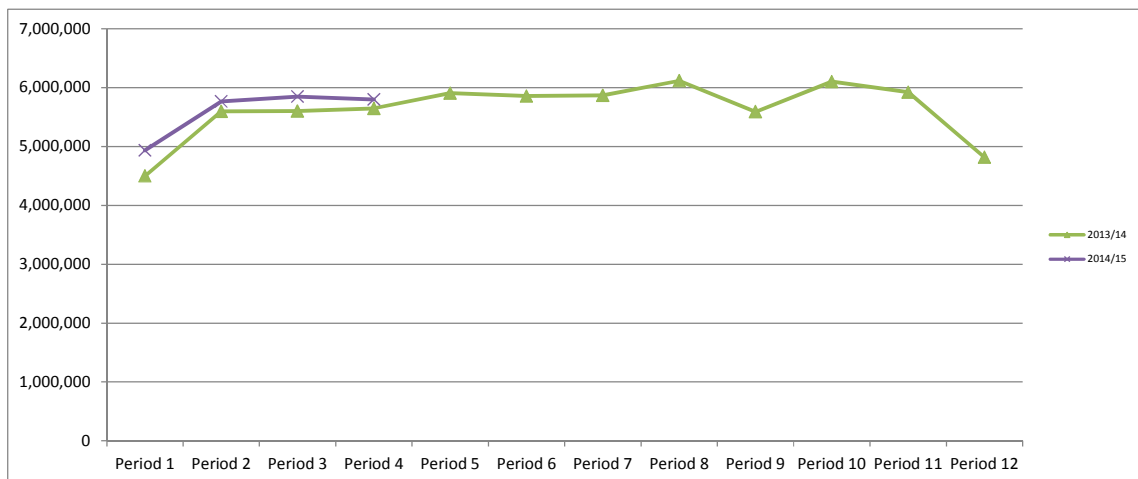
stock, and must be match-funded by a 70% contribution from the RSL. A further £6.6m can be retained for 'allowable debt' which can be used either to repay debt or to fund other capital expenditure; proposals are currently being developed. The sum of £0.6m will be retained to fund administration costs and the remaining sum of £2.2m will be retained corporately to fund the General Fund's Capital Programme.

Council House Sales to July 2014 and Projected Sales to Year End



3.5. Arrears

Comparison of Current Tenant Arrears 2013/14 and 2014/15



- Overall, arrears for current tenants are £5.8m compared to £4.8m at the end of 2013/14, an increase of £1.0m. Of this £0.9m is due to timing differences between rent being charged on a weekly basis and payments being received from tenants who pay monthly by standing order or direct debit. Collection rates to the end of June were 97.7% for dwelling rents, compared to the target of 98.06%.
- There are currently circa 5,500 tenants classified as under-occupied. At the end of 2013/14 approximately 41% of under-occupiers were in arrears, this rose to 47% as at the end of June. However, the value of dwelling rent arrears for under-occupiers has remained static at £0.7m.

4. Housing Regeneration

- 4.1. Regeneration Services is now included as part of the Asset Management and Regeneration Services budget in City Development. The Service is currently in the process of implementing a restructure which brings staff across both the former services into a single structure.
- 4.2. At Period 4 it is projected that Regeneration Services will have an overspend of £115k against the net managed budget of £609k. Staffing is expected to overspend by £21k although this is offset by savings in staffing in Asset Management and the staffing budgets may need realigning once the restructure has been completed.
- 4.3. Income is forecast to be £94k below budget. This is mainly as a result of Heritage Lottery funding being less than that assumed in the 2014/15 budget.

5. Housing General Fund

- 5.1. The latest projection for Statutory Housing is that it will achieve an underspend of £140k during 2014/15.
- 5.2. The 2014/15 budget for Supporting People contained an efficiency target of £742k as well as a £542k reduction for the TEAs and Resettlement Service. At period 4 it is projected that the overall efficiency target will be achieved and with a further efficiency of £140k delivered. This is primarily due to the confirmation of full year funding from the Office of the Police and Crime Commissioner that can be applied to a number of alcohol related contracts.
- 5.3. There are a number of other challenging targets within the budget, including a £220k staffing efficiency target, a likely £30k pressure on bond retrieval income and an income pressure on the Cross Green Facelift scheme. Staffing underspends have been projected for Leeds Housing Options, Leeds Neighbourhood Approach and Independent Living which will contribute towards the staffing efficiency target.

6. Capital Programme

6.1. Housing Leeds & BITMO

- Housing Leeds actual spend to period 4 is £8.6m together with £4m of commitments equating to 19% of revised available resources at period 4. The projection to outturn at period 4 is £65m.
- Housing Leeds are accelerating £6m of schemes due to be delivered in 2015/16 which will negate some of the slippage already accounted for in 2014/15.
- Planned works in 2014/15 are estimated at £51.1m with spend and commitments to period 4 of £7m equating to 14% of the programme.
- Responsive works in 2014/15 are estimated at £13.9m with spend and commitments to date of £5.6m equating to 40% of the programme. As at period 4 the responsive programme is on its way to delivering within available resources.
- Adaptations as part of the responsive programme have spend and commitments of £1.2m against an annual budget of £5.0m.
- Actual BITMO programme spend at period 4 is £471k which equates to 16% of revised available resources of £2.9m. At period 4 BITMO are projecting to spend on budget.

6.2. Housing Leeds - Council House Growth Programme

- At period 4 the spend on the Council Housing Growth and newbuild programme is £1.1m. The current cash flow projection at period 4 is £13.8m which will be revised downwards to reflect a realistic spend profile of what's deliverable in 2014/15 and future years. The likely projection for the year at period 4 is estimated at £6m.
- On the 22nd July, Leeds City Council was successful in securing £8.6m grant funding to support a programme of 408 affordable homes. This will deliver 308 new build properties and an empty homes programme which will return 100 properties back into use.
- Since the setting of the Feb 2014 capital programme the Housing Growth programme has had additional resources injected bringing the total available to £72.6m this will now increase to £81m.
- The Newbuild workstream of the programme is now committed to delivering 408 units utilising £54.2m of available funding, with the Recycling Empties programme bringing 122 properties back into use utilising £11.3m. There are no commitments as yet on the one for one right to buy stream of the programme where currently there is £7m available for other Social Landlords.

6.3. Housing General Fund

- At period 4 Housing Services General Fund spend is £2.27m against a revised annual programme of £12.2m.

- At period 4 the DFG Adaptations scheme has spend to date of £2.17m equating to 32% of available resources £6.86m. Within the Adaptations budget there is a provision to fund Leeds Care and Repair's Home Improvement Agency and Handypersons. At period 4 the projected outturn is expected to be on budget.
- The equity loan scheme to vulnerable households has paid out 2 loans of £17.5k in 2014/15 to period 4. Revised current budget to reflect an adjusted projection so slipped £200k to future years.
- New phases 2 and 3 of group repair in Cross Green were approved at September Executive Board and will spend £4m across the next two years.
- A sum of £140k is available as part of the fuel poverty scheme and this will top up ECO (Energy Companies Obligation) contributions helping vulnerable households to receive measures which will alleviate fuel poverty.
- The Green Deal Demonstrator project is now complete. In March 2014 we received a grant on behalf of LCR of £4.943m from DECC (Department for Energy and Climate Change) from the Green Deal Communities Fund. LCC will utilise £2.6m of this within Leeds and the first payments will be made in period 5.
- The scheme for the expansion of the new site at Cottingley Springs was presented to March Executive Board. It was resolved that subject to the outcome of the local inquiry to be held by the secretary of state a further report will be submitted to EB. Current estimates for the twelve new pitches are £1.7m. This will be funded from £1.074m of secured government grant and an estimated 700k of commuted S106 funds yet to be approved. The inquiry was completed on 7th August.

6.4. Regeneration Services

- At period 4 Regeneration Services actual spend is £129k against available resources of £2.7m.
- The Town & District Regeneration 2 programme has funding in place of £700k and the 3 schemes are progressing.
- Investment in Armley and Chapeltown Townscape Heritage Initiative programme continues to underpin private investment in sensitive building repair and restoration and at period 4 spend to date on the two schemes is £1.8m in total £128k in 2014/15.
- The Townscape Heritage Initiative (THI) scheme in Lower Kirkgate was approved at July EB with authority to spend of £2.4m. It will support bringing vacant properties into use and increasing the viability of existing businesses within the historic Lower Kirkgate area. A Council contribution of £668k is also included in the programme alongside the £1.5m of lottery grant and £250k of English Heritage grant.
- A provision of £173k for the Combined Heating and Power plant at Yarn Street remains and this should be settled in 2014/15.

7. The Head of Finance from each of the Directorates have been invited to today's meeting to present the attached information and address any further questions from the Board.

8. Recommendation

8.1. Members are asked to note the projected financial position of the Directorates City Development and Environment and Housing in relation to the areas listed in paragraph 2 above at period 4 of the financial year 2014/15.

9. Background documents¹

9.1.5. No documents referred to.

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.

This page is intentionally left blank

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 23 September 2014

Subject: Recommendation Tracking

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

1. Each Scrutiny Board receives regular reports on any recommendations from previous inquiries which have not yet been completed.
2. This allows the board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The board will then be able to take further action as appropriate.
3. A standard set of criteria has been produced, to enable the board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions should help to decide whether a recommendation has been completed, and if not whether further action is required.
4. Attached as Appendix 2 is a progress report on the one remaining outstanding recommendation from the board's inquiry report on housing growth.
5. Attached as Appendix 3 is a progress report on the 4 outstanding recommendations from the board's inquiry report on the private rented sector.
6. Attached as Appendix 4 is a progress report on the 8 outstanding recommendations from the board's inquiry report on affordable housing by private developers.
7. For each recommendation, a progress update is provided in the table accompanying the report. To assist board members, the Principal Scrutiny Adviser has proposed a draft status for each recommendation. The board is asked to

confirm whether these assessments are appropriate, and to change them where they are not.

8. In deciding whether to undertake any further work, members will need to consider the balance of the board's work programme.

Next Steps

9. Further recommendation tracking reports will be scheduled as required, enabling the board to judge progress against outstanding recommendations.

Recommendations

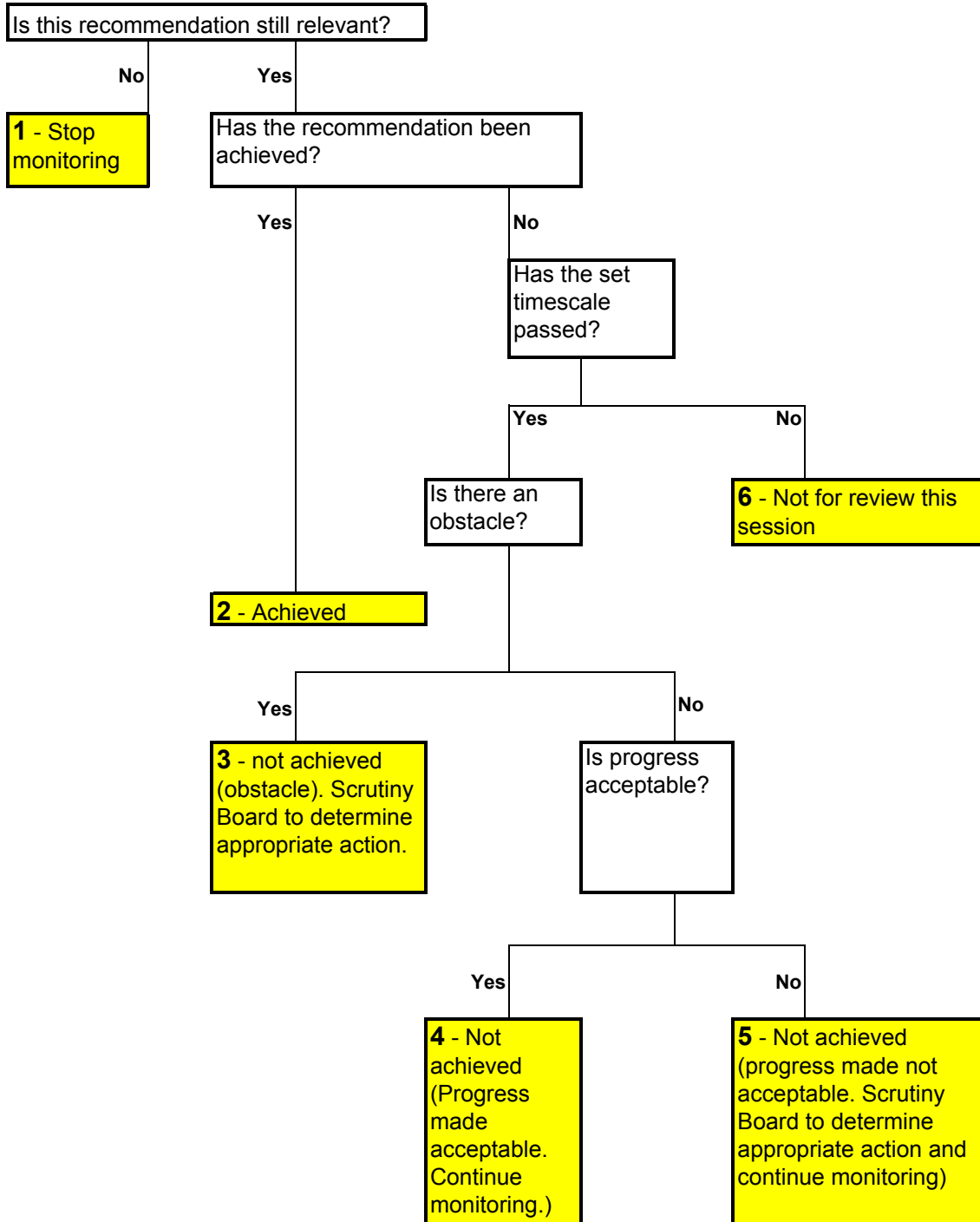
10. Members are asked to:
 - Agree those recommendations which no longer require monitoring;
 - Identify any recommendations where progress is unsatisfactory and determine the action the board wishes to take as a result.

Background documents¹

None used

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.

Recommendation tracking flowchart and classifications:
Questions to be Considered by Scrutiny Boards



This page is intentionally left blank

Housing Growth

Report published October 2011

Last update January 2014

	Recommendation	Stage	Complete
5	<p>That the Director of City Development considers whether, through the SHLAA partnership or other mechanism, developers can be encouraged through incentives to deliver on sites where planning approvals have been granted and there are no technical reasons for these not to be progressed.</p>		
	<p><u>September 2014 update</u> Significant challenge was given to housebuilders through the 2014 SHLAA Partnership Update on output from sites and viability of brownfield sites through some sample sites where viability evidence was produced through the District Valuer - no agreement was reached through this process. The viability evidence has been used in appeals to justify the Council's 5 year housing land supply position.</p> <p>Work continues with developers on individual sites looking at and testing viability evidence and seeking to bring sites forward in an improving market. Work is now on site at Wharfedale Hospital, Otley and Fountains Street, Morley. Other viability cases have been looked at and approvals given at St Michaels College, Little Woodhouse; Pollard Lane, Bramley to complete a half- finished and stalled brownfield site; East Park Road, Burmantofts for a 100% affordable housing scheme for family housing for the City Council; and Whitebridge Primary School, Halton. Brownfield schemes currently being considered by Panels where viability is an issue are a McCarthy and Stone sheltered housing scheme at Roundhay (on an existing office site) and the Former Upper Wortley Primary School in Leeds 12 (involving a listed building).</p> <p>The CIL rate is to be set soon having been through Examination and is based on viability evidence – its introduction in April 2015 together with the inclusion of affordable housing rates within the adopted Core Strategy should result in greater certainty for developers and reduce negotiations about viability in most cases.</p> <p><i><u>Formal Response from Executive Board November 2011</u></i> Agreed</p> <p><i><u>Position March 2012</u></i> The Council has introduced an interim affordable housing policy, reflecting scheme viability in the current housing market. The policy is time limited as an incentive to early delivery. Consistent with national guidance the Council is willing to reconsider S106 obligations more generally where viability can be demonstrated to be holding back development.</p>	<p>2 (achieved)</p>	

	<p><u>Position October 2012</u> <i>City Development will continue to work with developers on individual housing sites to resolve detailed planning issues to help bring them forward for development.</i></p> <p><i>The Scrutiny Board decided to continue monitoring the recommendation and asked the Principal Scrutiny Adviser to write to the Director of City Development seeking information on the take up of government incentives to progress brownfield sites in the city for redevelopment.</i></p> <p><u>Position January 2014</u> <i>City Development continue to work with developers and land owners to improve the prospects of delivery through the timing on implementation of permissions, flexibility in the timing or amount of Section 106 agreements, considering viability cases and working to see if viable and deliverable schemes can be progressed. Recent examples include Taylor Wimpey city centre site at Globe Road/ Whitehall Road considered positively through Plans Panel; planning permission at Wharfedale Hospital site in Otley (reduced Section 106 ask supported by viability case to enable refurbishment and redevelopment of important heritage site which has been unused for some years); negotiations with Jones Homes over Section 106 at Fountain Street, Morley to bring forward an acceptable scheme on a brownfield site in the Conservation Area; and working with CLG on stalled site at Woodside Quarry by the appointment of a mediator to work with both parties to see if a viable and deliverable solution can be brokered.</i></p>		
--	---	--	--

Inquiry into Private Rented Sector Housing

Report published April 2012

Last update October 2013

	Recommendation	Stage	Complete
1 (i)	<p>That the Executive Board supports the principle of adopting a more proactive and targeted integrated management approach in addressing those areas of the city that have greater housing and environmental needs.</p>		
	<p><u>September 2014 update</u></p> <p>The Leeds Neighbourhood Approach (LNA) has been successful in meeting its targets for the first year and securing continuing funding. Further initiatives have been developed to tackle “Rogue Landlords”.</p> <p>Subject to performance of the initiative as a whole, there is an in principle agreement to fund the approach for a further 3 years as of April 2014/5. The service is just completing its first area in the Nowell’s, is working in Armley and currently preparing the third area in the Recreation’s Leeds 11. The approach has targeted 254 properties, totalling 356 units of accommodation so far, returned a total of 51 long term empty homes and has resulted 325 hazards being removed. Working with partners such as the Police, West Yorkshire Fire Service (WYFS), Leeds Credit Union, Jobs and Skills, and Care and Repair a total of 519 referrals have been made to assist occupiers with issues which affect their well-being.</p> <p>A joint bid with WYFS for £125k from CLG’s Rogue Landlords fund was successful. The funding runs from January 2014 to March 2015. The project is to target accommodation above shops in 3 areas of the city, namely Harehills Lane, Armley Town Street and Dewsbury Road. These were identified as high risk areas by WYFS and having poor accommodation. The bid was for 200 properties to be inspected by March 2015. So far 104 flats have been inspected out of the 200 to be targeted. 67 referrals to partners have so far been made with 67 hazards being removed.</p> <p>So far the enforcement action has resulted in £9650 in charges against landlords who have failed to come forward and work with the Council and partners on the approach.</p> <p><i>Formal response July 2012</i> <i>The principle of a more proactive targeted approach to address private sector housing has been agreed in principle as a way forward. Under the current restructure of Statutory Housing this approach is being considered as part of the proposals. Adoption of the proposals will depend upon additional resources being found. Negotiations with Corporate Finance are occurring around this issue.</i></p> <p><i>The Scrutiny Board on 30th October 2012 received a report on the locality approach to the private sector housing and regulation and empty homes and welcomed the progress in implementing recommendation 1 of this inquiry.</i></p> <p><u>October 2013 update</u> <i>In Sept 2012 the Executive Board agreed in principle to fund the new Leeds Neighbourhood Approach and empty property initiatives for 3 years commencing in April 2013 up to £1m per annum.</i></p>	<p>2 (achieved)</p>	

Inquiry into Private Rented Sector Housing

Report published April 2012

Last update October 2013

	Recommendation	Stage	Complete
1 (ii)	<p>That the Executive Board requests the Director of Environment and Neighbourhoods to work closely with the Housing Regulation Team and Locality Managers to begin developing this approach based upon the existing locality working model and neighbourhood planning principles of working collaboratively with other key council services, partners and landlords to maximise and target resources effectively.</p>		
	<p><u>September 2014 update</u> See 1 I above</p> <p><i><u>Formal response July 2012</u></i> Discussions are occurring between Housing Partnerships and the Locality Managers regarding how to integrate services around this approach to service delivery. The key will be the identification of additional resources to deliver any such working model. Identification of additional resources is currently being considered with the Director of Finance.</p> <p><i><u>October 2013 update</u></i> The Leeds Neighbourhood Approach has now been developed and implemented. The initial area being the Nowells in East Leeds. The Approach involves the targeting of a neighbourhood to improve their overall condition and sustainability. The Service is working with partners such as the Fire Service, Police, Jobs and Skills, Health, the third sector and the landlords associations to improve the area. All properties have been targeted, with offers of help and assistance. Where owners do not come forward to work with partners then full enforcement action is taken involving all agencies as appropriate. Current work is on-going to identify the second area for this approach to improving neighbourhoods.</p>	<p>2 (achieved)</p>	

Inquiry into Private Rented Sector Housing

Report published April 2012

Last update October 2013

	Recommendation	Stage	Complete
1 (iii)	<p>That the Executive Board requests the Director of Environment and Neighbourhoods to identify potential ‘hot spot’ areas of the city in which to undertake a pilot of this approach.</p>		
	<p><u>September 2014 update</u> Following on from the work in The Nowells, work is now well under way in the second target area, The Edinburgh’s in Armley. The next area to be targeted will be in Holbeck. Subject to funding being agreed for 2015/6 further areas will be identified for the approach. For the “flats above shops” initiative the three target areas chosen are three of the busiest arterial roads into the city, namely Harehills Lane, Dewsbury Road and Armley Town Street.</p> <p><i><u>Formal response July 2012</u></i> There are potentially a number of hot spots around the city which could benefit from this approach. These will be identified as part of the ongoing discussions with the Locality Managers. Currently under consideration are Beeston Hill and Holbeck, Headingley and Richmond Hill</p> <p><i><u>October 2013 update</u></i> The initial area identified was the Nowells in East Leeds. Officers are currently considering the 2 proposed area based on stock condition, empty homes, crime, ASB, fire incidents etc. These potential areas include Armley, the Bellbrokes, Woodviews and Holbeck.</p>	<p>2 (achieved)</p>	

Inquiry into Private Rented Sector Housing

Report published April 2012

Last update October 2013

	Recommendation	Stage	Complete
2 (ii)	<p>That as part of the drive to recruit and retain landlords to the Leeds Landlord Accreditation Scheme, the Director of Environment and Neighbourhoods works closely with the Housing Regulation Team, Locality Managers and the Chair of the Residential Landlords Association to explore the development of local landlord forums, particularly within identified ‘hot spot’ areas of the city, to share ideas on how to address their needs.</p>		
	<p><u>September 2014 update</u> Following constructive discussions with RLAAS Ltd who operate LCC’s accreditation scheme it has been agreed that they will take a lead on creating and running local forums, It is proposed to undertake a pilot forum linked to the LNA work. It is proposed to work up the details to implement a pilot forum linked to the next target area in Holbeck.. This will also involve discussions with local managing agents to determine how they can be involved in this process.</p> <p><i>Formal response July 2012</i> <i>Work on models of engagement are currently being developed for working more closely with landlords on an area basis. These will be developed based on previous schemes in Beeston Hill and Holbeck and for selective licensing in Cross Green. It is proposed to develop these forums when an area is targeted as part of the proposed new way of working, once resources are identified.</i></p> <p><u>October 2013 update</u> <i>Officers are working with a National Landlords Association in the Nowells to develop free help and advice. They are looking to have a forum for local landlords and are offering free associate membership of the association to any landlord.</i></p>	<p>2 (achieved) Or 4 Not achieved (Progress made acceptable. Continue monitoring.)</p>	

Inquiry into Private Rented Sector Housing

Report published April 2012

Last update October 2013

	Recommendation	Stage	Complete
3 (i)	<p>That the Housing and Regeneration Partnership Board continues to drive forward the aims of the Empty Properties Project and explores how the council and its partners can work together in delivering the desired outcomes set out within the Empty Properties Action Plan.</p>		
	<p><u>September 2014 update</u> Work continues to develop actions to bring empty properties back into use. We are continuing to work in partnership with Leeds Empties and now have a formal data sharing agreement with them covering postcodes within the outer areas of the city. Whilst the National Empty Property Loan has been discontinued, the Leeds City Council Empty Homes loan is still available and work is well advanced towards offering a new interest free loan product to help owners of empty homes. The HCA homes funding to buy 20 long term empty properties to refurbish for Council stock and to convert under used community centres to new housing is on track for completion in March 2015. The successful HCA 2015/8 bid includes a further 100 empty homes to be brought back into use. We continue to work with third sector organisations to help them deliver their empty homes programmes and they are all currently on track to do so.</p> <p><i>Formal response July 2012</i> The Empty Property Project is now well established and new ways of bringing back empty properties are being developed, including use of new homes bonus/commuted sums to support the third sector, developing partnerships with all interested partners in the field –third sector, RSL & private sector</p> <p><i>2012 -15 Empty Homes Strategy has now been completed and is awaiting sign off for publication. To be published in June.</i> Call to Action Day 16th May 2012 – supported the Social Enterprise Brokers day on empty homes. To work on development of ideas and partnerships following on from the day</p> <p><u>October 2013 update</u> Work has continued to develop actions to bring properties back into use. Leeds is a pilot authority for the National Empty Property Loan. In Sept the Director of Environment and Housing agreed Leeds City Council's own Empty Homes Loan</p> <p><i>Following the call to action day in May 2012, Leeds Empties has now been developed. They have created and implemented the Empty Homes Doctor Service and the Leeds Empties website. They are working to develop offers to empty home owners and increasing the capacity of the third sector.</i></p> <p><i>HCA Empty Homes funding – LCC was successful in obtaining a £440k bid to help address empty commercial and right to buy properties. This is a £2.2m overall programme of initiatives to be delivered by March 2015</i></p> <p><i>By supporting partners in the third sector the city has been successful in obtaining a total of £1.3m from the HCA to address empty homes. This will be delivered by LATCH, Canopy and GIPSIL.</i></p>	<p>2 (achieved)</p>	

Inquiry into Private Rented Sector Housing

Report published April 2012

Last update October 2013

	Recommendation	Stage	Complete
4	<p>That the Director of Environment and Neighbourhoods leads on undertaking an analysis of current housing market trends within the Leeds 6 postcode areas and for this to then be used to predict empty property trends within these areas over the next 2-3 years.</p> <p>That the findings from this work is brought back to Scrutiny by January 2013 for consideration.</p>		
	<p><u>September 2014 update</u> Void rates continue to be monitored but remain at a low level compared to the city wide average. Following the workshops to consider the issues in Leeds 6 and students in general a number of proposals were considered in relation to new developments. These formed part of the proposals for the core planning strategy which was put to the Planning Inspector.</p> <p><i>Formal response July 2012</i> The "student" area has now been mapped and the level of empty properties can be tracked as of May 2012. Initial investigations revealed there to be currently 333 properties within this area empty. This equates to 1.34% of the total private sector housing stock within the area (city average =2.4%).</p> <p><i>Renew have recently undertaken research into the current and likely trends for the Leeds 6 area for Unipol. Once completed this research will be shared with LCC to help inform future housing needs and issues for the Leeds 6 area. Unipol are just agreeing their final report and will share it with the Council in the near future.</i></p> <p><u>October 2013 update</u> In August 2013 the void level was 0.34% which is significantly below city average</p> <p><i>The Council has held a number of workshops with stakeholders in LS6 to consider the existing planning policies and core strategy. A report went to Executive Board in relation to purpose built developments to ensure they demonstrate a need for such accommodation in the city</i></p> <p><i>Further work will now consider the impact on existing student areas.</i></p>	2 (achieved)	

Affordable Housing by Private Developers

Report published May 2012

Last update November 2013

	Recommendation	Stage	Complete
1	<p>That as the Executive Board sets the policy in relation to the number of affordable homes required by the housing area we believe any variations from that policy should be referred back to the Executive Board for approval. However, this should only take place after the relevant Plans Panels has reviewed the financial viability assessment submitted by developers. The Executive Board is asked to approve this approach.</p>		
	<p><u>September 2014 update</u></p> <p>Monitoring of the effectiveness of affordable housing policy is best aligned with the Authority Monitoring Report (AMR), which used to be called the Annual Monitoring Report, and which monitors the number of affordable housing completions on an annual basis and provides a wider housing context of the housing market. The last report was for 2013 (monitors previous 12 months, 1st April '11 to 31st March'12) , which was approved by Development Plans Panel on 24 February 2014. The 2014 AMR is anticipated in Dec'14 and will go to Development Plans Panel also.</p> <p><i>Formal Response (received November 2012)</i> <i>To help keep Executive Board informed of the effectiveness of affordable housing policy annual reports will be provided to Executive Board. Executive Board's overview will be welcome on the effectiveness of the policy.</i></p> <p><i>Decisions on the appropriateness of individual S.106 Agreements are taken by the Plans Panel as they are integral to the process of determining planning applications and as to whether or not planning permission should be granted in the light of all material circumstances. S.106 Agreements cannot therefore be separated from the planning consent as suggested. In addition, affordable housing is usually only one of a number of obligations and these need to be judged in the round, rather than in isolation as the recommendation suggests.</i></p> <p><i>Plans Panels are constituted for the purpose of taking decisions on planning applications, including S.106 Agreements. Therefore Executive Board is requested to support the proposal for annual review but recognise the role of Plans Panel in determining individual planning applications and associated s.106 Agreements.</i></p> <p><u>November 2013 update</u> <i>Monitoring of the effectiveness of affordable housing policy is best aligned with the Authority Monitoring Report (AMR) which monitors the number of affordable housing completions on an annual basis in March and provides a wider housing context of the housing market.</i></p>	2 (achieved)	

Affordable Housing by Private Developers

Report published May 2012

Last update November 2013

	Recommendation	Stage	Complete
2	<p>That the Executive Board withdraws the 2011 interim housing policy as a matter of urgency and reinstate the 2008 affordable housing targets in relation to green field sites.</p>		
	<p><u>September 2014 update</u></p> <p>The interim affordable housing targets will be superseded by the modifications set out in the Core Strategy once adopted, based on up to date viability evidence. Moving forward the Core Strategy will implement affordable housing targets. Future updates of affordable housing targets will require selective review of the Core Strategy based on new evidence of need and viability.</p> <p><i>Formal Response (received November 2012)</i> <i>The Directorate recognises the concern raised by Scrutiny about the delivery of affordable housing on greenfield sites and in the case of the applications which were the subject of Public Inquiries, that developers are required to prove why they cannot meet agreed obligations. However, rather than reinstate the original policy targets now it is suggested that we assess the effectiveness of the interim policy. The reasons for this are set out below:</i></p> <p><i>The National Planning Policy Framework (NPPF) establishes the approach for local authorities to assess the viability of policies for schemes that provide affordable housing. Para 173 states, "...to ensure viability, the costs of any requirements likely to be applied to development, such as requirements for affordable housing, standards, infrastructure contributions or other requirements should, when taking account of the normal cost of development and mitigation, provide competitive returns to a willing landowner and willing developer to enable the development to be deliverable."</i></p> <p><i>In relation to the housebuilder evidence quoted in the Scrutiny report, whilst it is accepted in theory that landowners would be the prime beneficiary of reductions in affordable housing requirements, land will only come forward for development if a landowner gets a reasonable price for his land. Therefore, in practice, a reduction in the affordable housing requirement is likely to stimulate the availability of land for the delivery of new homes.</i></p> <p><i>The evidence which led to the introduction of the interim policy – the Economic Viability Assessment (EVA) by DTZ 2010 was prepared using a methodology which is consistent with NPPF guidance. Economic conditions do not appear to have improved. The EVA was based on hypothetical sites with no abnormal development costs; effectively, the EVA assumed that all sites were green field.</i></p>	<p style="text-align: center;">1 (Stop monitoring)</p>	

All the evidence, including any changes in market conditions, and monitoring of actual numbers will be reported to the Executive Board when it reconsiders the interim policy.

As lead-in times for housing development are long, sufficient time needs to be taken for the new policy to be monitored. Dwelling completions are only likely to be affected by the interim policy over the next 12-18 months, so it would be more useful for any evaluation to look at permissions as well as completions.

In terms of schemes permitted, indications are that the policy so far has had marginal success in stimulating housing development overall and increasing numbers of affordable dwellings secured. An exercise has been carried out to compare the total amount of housing permitted and the total number of affordable dwellings agreed in the two financial years of 2010/11, which came before adoption of the interim policy, and 2011/12, which came largely after the adoption. The exercise excluded housing proposals that would not generate affordable housing, such as small schemes of less than 15 units, student schemes and 100% affordable housing schemes.

<i>Dwellings permitted</i>		
<i>Year</i>	<i>Total Housing</i>	<i>Affordable Housing</i>
2010/11	419	118
2011/12	761	148

We will also examine the impact of the economic situation since the EVA 2010 was undertaken on housing policies.

Executive Board concluded in January 2012 that a report on the effectiveness of the interim policy should be taken back to Executive Board in the summer of 2012. However, as indicated above it will be some time before a meaningful number of schemes based on the new targets have received planning permission with a reasonable lead in time for development. A monitoring report will therefore be prepared for Executive Board in due course.

In addition it should be recognised that the work being undertaken by GVA on viability in association with the CIL proposals will need to factor in affordable housing requirements. This will provide the most up to date information on viability that we have and any change in the position on affordable housing should await this study and emerging views on CIL charging rates.

November 2013 update

Response as November 2012. Affordable housing targets are based on viability evidence in the Economic Viability Assessment (EVA) (June 2010), and Community Infrastructure Levy -CIL (EVA) (Jan 2013).

An exercise has been carried out to compare the total amount of housing permitted and the total number of affordable dwellings agreed in the three financial years of 2010/11, which came before adoption of the interim policy, and 2011 till 2013 which came largely after the adoption. In terms of schemes permitted, indications are that the policy so far has had some success in stimulating housing development overall and increasing numbers of affordable dwellings permitted. The exercise excluded housing proposals that would not generate affordable housing, such as small schemes of less than 15 units, student schemes and 100% affordable housing schemes.

<i>Dwellings permitted</i>				
<i>Year</i>	<i>Total Housing</i>	<i>Affordable Housing</i>		
2010/11	419	118		
2011/12	761	148		
2012/13	1589	276		
<p><i>The Core Strategy has recently (Oct 13) been the subject of Examination and it is necessary to await the Planning Inspector's recommendations on whether a Supplementary Planning Document (SPD) can be legitimately used to set out Leeds' affordable housing targets.</i></p>				

Affordable Housing by Private Developers

Report published May 2012

Last update November 2013

	Recommendation	Stage	Complete
3 (ii)	<p>That the Executive Board request the Directors of City Development and Environment and Neighbourhoods as appropriate to include in that review whether there are any benefits to Leeds adding affordable rents in the tenure split of intermediate and social housing, to determine whether there would be any benefit from the variation of transfer values in the calculations for the provision of affordable homes.</p>		
	<p><u>September 2014 update</u> The modifications in the Core Strategy accommodate affordable rent in line with the National Planning Policy Framework NPPF (March 2012). The Core Strategy is set out to allow affordability of affordable housing to be designed to meet identified need of households to ensure that 40% of affordable housing is for households on lower quartile earnings and 60% of affordable housing is for households on lower decile earnings. Transfer values will need to be recalculated to accord with these benchmarks.</p> <p><i><u>Formal Response (received November 2012)</u></i> Affordable rent is a delivery model that is already possible using current affordable housing policy and practice. The City Council would need to be satisfied that rents charged (up-to-80% of local market rents) would be genuinely affordable to households in need. The review will examine how best to use “affordable rent” as a form of affordable housing and set out the circumstances where it would be best employed.</p> <p><i>The methodology for establishing “transfer values” used in Leeds was established around 10 years ago through consultation with Registered Providers and housebuilders. Although annual updates have taken place there has not been a full review. As Scrutiny Board has recommended, a review would be worthwhile now. It would need to consider best practice in other local authorities, local evidence of housing need and earnings and the HCA’s rent/affordability models and policies. It would also consider the relationship between rents and transfer rates. This would need to evaluate whether any gains in the number of affordable dwellings delivered are not outweighed by reductions in their affordability to households in need. Consultation with registered providers and housebuilders would take place through preparation of the Supplementary Planning Document on affordable housing.</i></p> <p><i><u>November 2013 update</u></i> Affordable Rent (defined as up to 80% market rent) is commonly used by Registered Providers (housing associations) and properties let at affordable rent are viewed by the Homes and Communities Agency as social housing. Planning policy currently differentiates between social and affordable rent and the latter is seen as an intermediate product with the policy. The benchmark prices or transfer values set within the policy enable RPs to acquire properties and service the borrowing associated with the acquisition, for affordable rents this is set at the higher intermediate product rate. As the Nov 12 update suggests, this could be usefully reviewed as part of the Supplementary Planning Document.</p>	<p>2 (achieved) Or 4 Not achieved (Progress made acceptable. Continue monitoring.)</p>	

Affordable Housing by Private Developers

Report published May 2012

Last update November 2013

	Recommendation	Stage	Complete
6	<p>That the Director of Environment and Neighbourhoods and the Director of City Development, as appropriate, work with the Homes and Community Agency to assist local authorities to meet their housing targets and work with financial institutions to purchase suitable repossessed properties at discounted prices as a way of meeting the housing needs of people in this city particularly those in the most deprived areas.</p>		
	<p><u>September 2014 update</u> The Council secured £440k of funding from the HCA to support £1.8m of HRA funding to purchase 20 long term empty properties and return them as council housing and to convert two Community Centres into council housing. To date 8 purchases have been completed and 9 further properties have offers accepted and are with Legal Services for conveyancing. Planning permission has been granted to return Wyther Park Community Centre and Alston Lane Community Centre into two three bed council homes and four three bed council homes respectively.</p> <p>The Council has been successful in securing £2m of HCA grant under the Affordable Housing Programme for 2015/18 to supplement £7m of HRA funding to purchase a further 100 long term empty properties and to convert a further Community Centre into council housing.</p> <p>As part of the council housing growth programme a work stream for acquisitions is being developed alongside the new build work stream. Initially this is being focussed on sites in development but could be developed to look at repossessed properties.</p> <p><i><u>Formal Response (received November 2012)</u></i> Agreed, this could be a useful tool where repossessed properties are of an appropriate type to meet housing need and the purchase price is affordable to the local authority. However the authority will also need to take into account the management costs of dispersed properties and repair and maintenance costs for non standard property types. The financial implications of ensuring individual properties meet public sector decency energy efficiency standards will need to be borne in mind.</p> <p><i><u>November 2013 update</u></i> Through the Empty Homes Programme, the council is utilising HCA grant funding to acquire and refurbish properties to bring them into use as council houses. Some of these could be repossessed properties and this can be considered more generally in the context of the Council Housing Growth Programme where properties meet strategic requirements in terms of demand and stock management.</p>	<p>2 (achieved)</p>	

Affordable Housing by Private Developers

Report published May 2012

Last update November 2013

	Recommendation	Stage	Complete
9 (i)	<p>That the Director of City Development and Director of Environment and Neighbourhoods press for a reduction in the Council’s housing target as a consequence of the revised population projection by the Office for National Statistics and report back to the appropriate Scrutiny Board on the outcome.</p>		
	<p><u>September 2014 response</u></p> <p>In May 2014 the latest population projections were released and these pointed to projected lower and slower growth in Leeds. This is partly because the latest projections assume recessionary trends will continue and do not take into account local evidence. The Inspector has considered calls from a number of parties to re-open the Core Strategy Examination to discuss the May projections. The Inspector has declined to do so and states that he will deal with the population projections in his Report. The Council will need to examine the implications of the latest population projections and any subsequent household projections alongside other drivers such as the need for affordable housing and job growth. Within this context it is particularly important that the Inspector maintains his proposed modification to the Core Strategy, which sets the housing target at a rate of at least 3,660 homes per annum for the early years of the plan in recognition of a number of delivery factors.</p> <p><u>Formal Response (received November 2012)</u></p> <p><i>In tandem with Scrutiny Board’s concern about the realism of population forecasts, Leeds has already set a reduced housing requirement which was lower than the 2008 ONS Population Forecasts. This was based on the Strategic Housing Market Assessment (SHMA) which identified a number of weaknesses in the ONS methodology. The recent ONS forecasts addressed these weaknesses. Leeds’ population forecasts which underpin its housing requirement are still lower than the recent ONS forecasts. ONS figures released in March 2012 using the revised methods suggest a 2026 population for Leeds of 885,000 people and we will have the benefit of census data later this year. It would perhaps be most useful therefore to consider this recommendation at this time.</i></p> <p><u>November 2013 update</u></p> <p><i>ONS recently published 2011 based Interim Household Projections which provide lower growth forecasts than the previous 2008 based Projections. Council officers presented this new evidence (as well as the 2013 update of the Regional Econometric Model forecasts for employment growth in Leeds) at the Core Strategy Examination in October 2013. The new evidence shows a range of trajectories of need for housing in Leeds. It illustrates that the Core Strategy housing requirement of 74,000 (gross) new dwellings 2012 – 2028 sits at the upper end of the range of trajectories. The Planning Inspector also heard evidence from resident groups that the housing needs are exaggerated and the Core Strategy requirement should be reduced to around 50,000 dwellings. He also heard evidence from house builders that the Core Strategy requirement failed to account for undersupply pre-2012 and should be increased to 90,000+. The Inspector’s conclusions and recommendations are awaited.</i></p>	<p>1 (Stop monitoring)</p>	

Affordable Housing by Private Developers

Report published May 2012

Last update February 2014

	Recommendation	Stage	Complete
3 (i)	<p>That the Executive Board request the Directors of City Development and Environment and Neighbourhoods as appropriate to undertake further work and review the opportunities and potential for a visionary new housing management role for the Council or external provider to remove the barriers around investment in residential properties and affordable homes in the city.</p>		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 88</p>	<p><u>September 2014 update</u> The potential for the Council to undertake housing management services on behalf of property companies / investors will need to be considered in the light of individual propositions presented by them and a view taken on the ability to guarantee the rental stream and the risks associated with it. The identification of a managing agent in itself has not been identified as a barrier to delivery as such whether the council, a registered provider or a commercial lettings agency, however each would take a view on the risk associated with guaranteeing the revenue stream associated with individual proposals.</p> <p><i>Formal Response (received November 2012)</i> The potential for institutional investment to support housing growth in Leeds through the expansion of the private rented sector needs further exploration and the proposed review is supported.</p> <p><i>There are several elements which need to be considered as part of the approach – the numbers of units required to make the investment attractive to the institutions, the type of delivery vehicle adopted and timescale, property types, tenure and location, demand and revenue risk in addition to the housing management arrangements. Management of an expanded private rented sector will need to reflect the requirements of this new housing product and meet the needs of the investors in terms of the revenue stream.</i></p> <p><u>November 2013 update</u> Work to explore how investment, particularly institutional investment, into housing can be increased has been undertaken and includes the development of a project which could potentially access the HCA's Build to Rent funding (in conjunction with Leeds City Region) in addition to approaches from individual investment companies. The viability of such models is being carefully considered and factors such as market rent levels across the city's housing markets often play a key part in the extent to which the financing of such models works. In terms of the council providing housing management services for such schemes, each proposition can be looked at individually and a view taken on the extent to which the council might wish to undertake the revenue risk (i.e. the management of lettings, void periods and turnover) evaluated. Partnerships with other organisations such as housing associations may provide an alternative to the operation of potential schemes.</p> <p><u>February 2014 update</u> Following the Board's decision in November 2013 that the progress made was not acceptable, a detailed report was presented to the Board in February 2014 covering work relating to recommendations 3(i), 4 and 5. The Board welcomed this report and the evidence of progress being made, but resolved to continue monitoring progress.</p>	<p style="text-align: center;">2 (achieved) Or 4 Not achieved (Progress made acceptable. Continue monitoring.)</p>	

Affordable Housing by Private Developers

Report published May 2012

Last update February 2014

	Recommendation	Stage	Complete
4	<p>That the Directors of City Development and Environment and Neighbourhoods, as appropriate, work closely with all relevant financial institutions to identify and report back to the appropriate Scrutiny Board on ways to deliver the affordable homes needed in the city.</p>		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 89</p>	<p><u>September 2014 update</u></p> <p>Over the last year, there have been discussions with a number of developers backed by institutional funds and with funders themselves to discuss models for Leeds in the context of investor requirements and prevailing rent levels. There are several strands of activity which are being pursued which include: a joint project with Bradford to attract funding from the Local Growth Fund for a joint PRS pilot utilising land belonging to each authority and preparation of an exercise using a sample council owned site(s) to allow for a like for like comparison of models within a selected housing market area. From this the extent to which schemes will need specific resources to deliver affordable housing can be quantified.</p> <p><u>Formal Response (received November 2012)</u> <i>Agreed, the potential role for institutional investors is being explored both locally and at City Region level.</i></p> <p><u>November 2013 update</u> <i>A number of approaches have been made by institutional investors with propositions for the delivery of market and affordable housing. As indicated previously these are being examined in detail and the extent to which rent levels in the different housing markets across the city could support the cost of long term leases which are required by the institutions is being explored.</i></p> <p><u>February 2014 update</u> <i>Following the Board's decision in November 2013 that the progress made was not acceptable, a detailed report was presented to the Board in February 2014 covering work relating to recommendations 3(i), 4 and 5. The Board welcomed this report and the evidence of progress being made, but resolved to continue monitoring progress.</i></p>	<p style="text-align: center;">2 (achieved) Or 4 Not achieved (Progress made acceptable. Continue monitoring.)</p>	

Affordable Housing by Private Developers

Report published May 2012

Last update February 2014

	Recommendation	Stage	Complete
5	<p>That the Directors of City Development and Environment and Neighbourhoods, as appropriate, work closely with all our partners including financial institutions to develop an investor model for large scale institutional investment in the rented sector and report on progress to the relevant Scrutiny Board by the Autumn of 2012.</p>		
	<p><u>September 2014 update</u></p> <p>The Council continues to work with funders and investors to understand how and where large scale investment would work in Leeds - there are also a number of commercial schemes now coming forward (not requiring public sector intervention) which suggests that there is confidence in the delivery of Private Rented Sector housing and that schemes are viable without support. The exercise referred to above will continue to move this forward, particularly in the context of a changing market.</p> <p><i><u>Formal Response (received November 2012)</u></i> <i>Agreed, the potential role for institutional investors is being considered both locally and at City Region level. This is a complex exercise which needs to consider the numbers of units required to make the investment attractive to the institutions, the delivery vehicle and timescale, property type, tenure and location, demand and revenue risk as noted above. Also, in order for the institutions to be able to spread their expose to risk beyond a single housing market area, the potential for developing the model in conjunction with other authorities within the city region may need to be considered.</i></p> <p><i><u>November 2013 update</u></i> <i>This work is on-going although no one model or investor has yet emerged as a viable or value for money proposition to deliver large scale investment through the institutions. The HCA's 'Build to Rent' programme which offers loan finance to support the delivery of market rented housing, may offer an opportunity although this is an early stage and it is understood that take up has been low in the region and in the north of England generally.</i></p> <p><i><u>February 2014 update</u></i> <i>Following the Board's decision in November 2013 that the progress made was not acceptable, a detailed report was presented to the Board in February 2014 covering work relating to recommendations 3(i), 4 and 5. The Board welcomed this report and the evidence of progress being made, but resolved to continue monitoring progress.</i></p>	<p>2 (achieved) Or 4 Not achieved (Progress made acceptable. Continue monitoring.)</p>	



Report author: Kate Arscott
Tel: 247 4189

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 23 September 2014

Subject: Work Schedule

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

1. The Board's work schedule is attached as appendix 1. The work schedule reflects discussions at the Board's meeting on 24 June. It will be subject to change throughout the municipal year.
2. Also attached at appendix 2 are the minutes of the Executive Board meeting held on 16 July 2014, for the Board's information.
3. The minutes of the Tenant Scrutiny Board meeting held on 23 July 2014 are attached at Appendix 3 for the Board's information. The Board's attention is particularly drawn to the Tenant Scrutiny Board's decision to undertake work in relation to Annual Tenancy Visits.

Recommendation

4. Members are asked to consider the work schedule and make amendments as appropriate.

Background documents¹

None used

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.

This page is intentionally left blank

DRAFT Scrutiny Board (Housing and Regeneration) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	June	July	August
Provision of cookers for tenants in need		Visit to furniture re-use organisations 29/7/14	
Requests for scrutiny			
Pre-decision Scrutiny			Leeds Housing Standard WG 28/8/14
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Quarter 4 performance report SB 24/6/14		

Page 93

DRAFT Scrutiny Board (Housing and Regeneration) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	September	October	November
Provision of cookers for tenants in need		To consider a report back on proposals discussed with furniture re-use organisations in March and July SB 28/10/14	
Rent Arrears	To consider a detailed report on the management of rent arrears (Requested March 2014) SB 23/9/14		
Housing delivery by the Private Sector		To consider the impact of revised census population growth forecasts SB 28/10/14 To engage with volume house builders SB 28/10/14	
East Leeds Extension			East Leeds Extension/East Leeds Orbital Road Progress Update SB 11/11/14
Requests for scrutiny			
Pre-decision Scrutiny		Housing Lettings Policy SB 28/10/14	
Budget & Policy Framework Plans			
Recommendation Tracking	Affordable housing by private developers Housing Growth Private Rented Sector SB 23/9/14		
Performance Monitoring	Housing Management Review Financial Health Monitoring Housing on Brownfield Land Progress Tracking SB 23/9/14		Annual Tenancy Visits Outcomes SB 11/11/14

Page 94

DRAFT Scrutiny Board (Housing and Regeneration) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	December	January	February
Council house building programme	To consider a report on the buyback of Right to Buy properties SB 9/12/14		
Private Rented Sector		Scope to be determined SB 20/1/15	
Requests for scrutiny			
Pre-decision Scrutiny			
Budget & Policy Framework Plans		Executive Board's initial budget proposals SB 20/1/15	
Recommendation Tracking			
Performance Monitoring	Quarter 2 performance report SB 9/12/14		

DRAFT Scrutiny Board (Housing and Regeneration) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14	
	March	April
Requests for scrutiny		
Pre-decision Scrutiny		
Budget & Policy Framework Plans		
Recommendation Tracking		
Performance Monitoring	Quarter 3 performance report SB 24/3/15	

Unscheduled

- Housing Strategy – to contribute to the development of the new Strategy – timing to be confirmed
- Repairs contract renewal – timing to be confirmed
- Community Infrastructure Levy – apportionment of spending and spending priorities (representative from Housing & Regeneration SB to join Sustainable Economy and Culture Scrutiny Board)

EXECUTIVE BOARD

WEDNESDAY, 16TH JULY, 2014

PRESENT: Councillor K Wakefield in the Chair

Councillors J Blake, M Dobson, S Golton,
P Gruen, R Lewis, L Mulherin, A Ogilvie
and L Yeadon

SUBSTITUTE MEMBER: Councillor J Procter

26 **Substitute Member**

Under the terms of Executive and Decision Making Procedure Rule 3.1.6, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

27 **Late Items**

There were no late items as such, however, prior to the meeting the following had been circulated to Board members for their consideration:

- An updated version of the covering report relating to agenda item 23 entitled, 'Citizens@Leeds: Update on Tackling Financial Hardship Proposition' (Minute No. 48 refers);
- An Equality, Diversity, Cohesion and Integration Screening form associated with agenda item 13 entitled, 'Community Centre Review and Pricing Arrangements' (Minute No. 38 refers);
- Larger scale plans appended to agenda item 12 entitled, 'Proposal for Civic Hall Accommodation Review' (Minute No. 37 refers).

28 **Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'Grand Theatre', Councillor Yeadon drew the Board's attention to her position as Chair of the Leeds Grand Theatre and Opera House Board of Management.

With regard to the same item, Councillor J Procter drew the Board's attention to his position as a member of the Leeds Grand Theatre and Opera House Board of Management and also a Board member of Northern Ballet, which was a principle user of the Grand Theatre. In addition, Councillor Wakefield drew the Board's attention to his position as a Board member of Opera North, which was also a principle user of the Grand Theatre (Minute No. 44 refers).

Further declarations were made at later points in the meeting. (Minute Nos. 43 and 44 refer).

- 29 Minutes**
RESOLVED – That the minutes of the previous meeting held on 25th June 2014 be approved as a correct record.

- 30 Matters Arising from the Minutes**
Minute No. 7, 25th June 2014 – ‘Transfer of the Former Fir Tree Primary School, Linfield Drive, Leeds 17 to the Khalsa Education Trust’

Responding to an enquiry regarding the progress of a further report being submitted to the Board in respect of the former Fir Tree Primary School, it was noted that meetings on such matters were currently being scheduled, and that the report would be submitted to the Board at the earliest opportunity when all relevant discussions had taken place.

TRANSPORT AND THE ECONOMY

- 31 Response to Deputation - Morley Heritage Centre**
The Director of City Development submitted a report responding to the deputation presented to full Council on 26th March 2014 regarding a permanent location for Morley Heritage Centre.

RESOLVED –

- (a) That the deputation request to Council be noted;
- (b) That it be noted that the Council does not have at this time vacant and suitable accommodation in Morley Town Centre, but that it is possible that the asset review of Morley may identify suitable space;
- (c) That the request made by the deputation be referred to the Outer South Community Committee, in order to consider whether there is local support to fund this initiative should Leeds City Council, or other accommodation be identified;
- (d) That the actions required to implement the decision be noted together with the fact that the Chief Asset Management and Regeneration Officer will be responsible for the implementation of such matters.

- 32 Review of the Leeds Visitor Centre**
The Director of City Development submitted a report which provided a summary of the research and analysis undertaken to review the future options for the Leeds Visitor Centre service. The report identified a proposal which would achieve both the approved budget saving and would also increase the effectiveness and efficiency of the service. In addition, the report sought approval to vacate the current premises and pursue the option to relocate the Leeds Visitor Centre to the Art Gallery Shop and Café located on The Headrow, Leeds.

Four potential options were outlined within the submitted report. One was to cease the current service, whilst the other three remaining options considered different locations from which it could operate.

The Board considered a number of issues including: the current location of the centre and whether it was best placed to maximise the service it provided, the rapid shifts in technology and the evolving way in which people now obtained information, the increased commercial offer which was now being provided from within the Leeds City train station and the discussions which had been held with Network Rail in respect of such matters and whether further negotiations should be held with the organisation.

In conclusion, the Board highlighted the excellent service that was provided by the staff working at the Visitors Centre.

RESOLVED –

- (a) That approval be given to vacate the existing Leeds Visitor Centre premises at the city station on account of the expiry of the current lease;
- (b) That the proposal to integrate the Leeds Visitor Centre with the Art Gallery Shop and Café located on The Headrow, Leeds, be agreed;
- (c) That as a consequence of the resolutions above, the Council bring the service back in house as part of the move and as part of the proposed integration of the service, outlined within the submitted report;
- (d) That it be noted that the Director of City Development has delegated authority to finalise contractual terms associated with the expiry of the current lease and to establish appropriate interim arrangements for the transfer of the service to the new premises;
- (e) That it be noted that the Head of Strategic Planning, City Development, will be responsible for the implementation of the agreed resolutions, as detailed above.

33 Leeds Bradford Cycle Superhighway (including 20 mph zones) Design and Cost Report

The Director of City Development submitted a report which sought approval to implement the Leeds Bradford Cycle Superhighway Scheme, as detailed within Appendix A to the submitted report, at a total estimated cost of £21,239,000. The report highlighted that such costs would be funded from the West Yorkshire Combined Authority 'City Connect' Programme budget of £29,261,000 which included a Department for Transport grant of £18,052,000 and £10,894,000 from the West Yorkshire Local Transport Plan fund.

The Board received an update on the extensive consultation exercise which was ongoing with local residents and local businesses with respect to the project. It was highlighted that the Council was aware of concerns which had been raised in respect of the proposals and the Board was assured that every effort was being made to mitigate those concerns.

RESOLVED –

- (a) That the scheme, as described within the submitted report, be approved;
- (b) That £21,239,000 be injected into the City Development Capital Programme;
- (c) That approval be given for the invitation of tenders and subject to the tender sums being within the tendered budget, that approval and authorisation also be given to the award of the Contract to undertake the construction of the scheme;
- (d) That authority be given to incur expenditure of £21,239,000, comprising works costs of £19,349,000 and design/ supervision costs of £1,890,000 funded by West Yorkshire Combined Authority 'City Connect' programme budget;
- (e) That it be noted that the Chief Officer Highways and Transportation intends to enter into an agreement with City of Bradford Metropolitan District Council to undertake works on their highway.

CHILDREN AND FAMILIES

34 Outcome of consultation to increase primary school places in Leeds

The Director of Children's Services submitted a report which sought permission to publish statutory notices for proposals brought forward to meet the local authority's duty to ensure sufficiency of school and early years places.

RESOLVED –

- (a) That approval be given to publish the necessary statutory notices to:
 - (i) Expand Castleton Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2016;
 - (ii) Expand Hollybush Primary School from a capacity of 420 pupils to 630 pupils with an increase in the admission number from 60 to 90 with effect from September 2016, and also change the lower age limit from 3 to 2 with effect from January 2015;
- (b) That it be noted that the Capacity Planning and Sufficiency Lead is responsible for the implementation of such matters.

35 Proposed changes to the Children's Services transport policy - discretionary post 16 SEN transport

Further to Minute No. 113, 6th November 2013, the Director of Children's Services submitted a report providing an update on the review of Children's Services Transport Policy and discretionary provision for those with Special Educational Needs aged between 16-25. The report also sought permission to

begin a new public consultation exercise between October and December 2014 and also sought approval for the introduction of an Interim Children's Services Transport Policy.

It was brought to the Board's attention that this proposed decision would defer savings from within the Children's Services budget for at least this current financial year and that any further decision in respect of the policy would be subject to the outcome of the consultation exercise.

RESOLVED –

(a) That the following be approved for post-16 SEN students currently in receipt of discretionary funding:-

(i) That in partnership, and with the assistance of Scrutiny, a further consultation exercise be undertaken to consider future discretionary provisions for 16-25 year olds; to run between October and December 2014 with, in due course, a follow up report providing specific recommendations being submitted to the Board for consideration;

(ii) The introduction of the Interim Children's Services Transport Policy, as appended to the submitted report, to be effective between 01 September 2014 and 31 August 2015.

(b) That it be noted that the officer responsible for implementation of such matters is the Strategic Investment Contracting and Procurement Lead.

NEIGHBOURHOODS, PLANNING AND PERSONNEL

36 Leeds Parking Supplementary Planning Document: Production and Consultation

Further to Minute No. 75, 5th September 2012, the Director of City Development submitted a report providing details of the content and scope of the draft Leeds Parking Supplementary Planning Document (SPD) and which sought approval for the undertaking of formal public consultation on the content of the SPD, following the template as set out in the Council document "SPD Production Procedural Requirements".

The Board noted the comments made in respect of the submitted report and highlighted that any matters raised as part of the consultation process would be duly considered and be used to inform the further development of the Leeds Parking SPD prior to adoption.

RESOLVED –

(a) That the contents of the draft Leeds Parking SPD, as appended to the submitted report, be noted;

(b) That the progression of the SPD for the purposes of statutory public consultation prior to adoption as a council policy, be approved;

- (c) That the following be noted:-
- (i) the stages required to implement the decision as outlined in Appendix 2 to the submitted report;
 - (ii) the proposed timescales for implementation as outlined in Appendix 2 to the submitted report; and
 - (iii) that the Head of Transport Planning will be responsible for the implementation of such matters.

37 Proposal for Civic Hall Accommodation Review

The Deputy Chief Executive submitted a report which presented the context and outlined the options available with respect to improving the provision of the Council's main public meeting space within Civic Hall. The report highlighted the inadequacies of the current provisions for large public meetings in the Civic Hall and as such, the report sought authority to spend £550,000 for the redevelopment of the new Committee Room from the Civic Hall Backlog Maintenance/ Adaptations scheme in the Capital Programme, which would enable these works to be carried out as part of the larger programme to redevelop the 1st Floor West Wing of Civic Hall.

Larger scale versions of the plans appended to the submitted report had been circulated to Board members prior to the meeting for their consideration.

Responding to concerns raised by a Member, it was highlighted that the proposals looked to address the inadequacies of the current public meeting facilities within Civic Hall, address the concerns from members of the public which had been raised and would form part of the broader Changing the Workplace initiative.

RESOLVED – That authority to spend £550,000 for the redevelopment of the new Committee Room from the Civic Hall Backlog Maintenance/ Adaptations scheme in the Capital Programme be approved, which will enable these works to be carried out as part of the larger programme of Changing the Workplace works to redevelop the 1st Floor West Wing of Civic Hall.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he voted against the decisions referred to within this minute)

38 Community Centre Review and Pricing Arrangements

The Assistant Chief Executive (Citizens and Communities) submitted a report outlining proposals regarding the next phase of the review into the Council's provision of community centres. In addition, the report sought approval to bring forward proposals on the future extent of the portfolio and the outcomes which it would deliver in order to support the 'Best City' and 'Best Council' aims. Finally, the report also invited the Board to endorse revised pricing arrangements for lettings in the Community Centres which aimed to support

their sustainability, subject to consultation being undertaken with Community Committees.

A completed Equality, Diversity, Cohesion and Integration proforma in respect of the submitted report had been circulated to Board members prior to the meeting for their consideration.

Responding to an enquiry, the Board was provided with further information regarding the three price points which had been proposed, together with the proposal that 'free lets' would be determined by the Community Committee based upon local priorities.

A Member made reference to the differing approaches which were required in terms of the running and maintenance of the range of community centres in different locations, and it was suggested that further consideration be given to such matters in the future.

RESOLVED –

- (a) That the Assistant Chief Executive (Citizens and Communities) conducts a full review of the Council's portfolio of community centres in respect of the benefits and costs to the local community, with specific proposals being brought forward for the purposes of consultation;
- (b) That the revised pricing policy, as set out in the submitted report be endorsed, subject to the Assistant Chief Executive (Citizens and Communities) consulting with Community Committees prior to proposed implementation of the changes with effect from 1st September 2014.

CLEANER, STRONGER AND SAFER COMMUNITIES

39 Green Deal Communities Grant Update

The Director of Environment and Housing submitted a report regarding the injection of £4,943,000 of the Green Deal Communities funding into the capital programme as per the Council's agreement with the Department for Energy and Climate Change and providing an update on the £2,660,000 of works to be undertaken through the grant in Leeds (noting that the remaining £2,283,000 was to be spent within our neighbouring City Region Authorities).

In addition, the report also provided an update on the latest developments of the Green Deal ECO (Energy Companies Obligation) scheme, including the Green Deal Home Improvement Fund and how this could enhance the improvements offered under Wrap Up Leeds ECO/Green Deal Communities Fund.

RESOLVED –

- (a) That it be noted that the Energy and Climate Change Manager is responsible for progressing the Green Deal Communities work which is due to be completed in June 2015.

- (b) That approval be given for the Board to continue to promote Wrap Up Leeds ECO, particularly within the Green Deal Communities areas and in respect of the additional support available for measures such as solid wall insulation.

DIGITAL AND CREATIVE TECHNOLOGIES, CULTURE AND SKILLS

40 Response to Deputation - Leeds City of Dance

The Director of City Development submitted a report responding to the deputation presented to full Council on 26th March 2014 entitled, "Leeds – City of Dance" and in respect of the ambition to make Leeds the top UK city for dance.

RESOLVED –

- (a) That it be recommended that the Leeds City of Dance brand and message features prominently in future city marketing campaigns undertaken by and on behalf of the city;
- (b) That it be recommended that the City Council incorporate the message that Leeds is a 'City of Dance' in its own key messages and communications channels, as follows:
 - (i) explore the cost and feasibility of external way-finding to dance facilities in the city;
 - (ii) adding endorsements of the 'City of Dance' to the Council's website and other relevant promotional material;
 - (iii) being alert to, and taking any opportunity that presents itself to further the profile of Leeds as the 'City of Dance';
 - (iv) work with external partners to use the 'City of Dance' message and brand to promote the city;
 - (v) request the Chief Officer for Culture and Sport to explore with the Arts Council additional ways of promoting the vision of Leeds 'City of Dance'.
- (c) That it be noted that the Principal Officer Culture and Sport will be responsible for the implementation of the related proposals by the end of December 2014.

41 Programme for the Commemoration of the First World War

The Director of City Development submitted a report outlining the programme which had been developed by the Council, but in many cases in collaboration with partners across the city, for the commemoration of the First World War.

RESOLVED –

- (a) That the Council's programme for the commemoration of the First World War, as it stands so far and as detailed in the submitted report and Appendix 1, be approved;
- (b) That the partnership working, as outlined within the submitted report, be endorsed;
- (c) That approval be given for the programme to be developed over the four years of the Centenary;
- (d) That it be noted that the Project Officer Culture and Sport will be responsible for the implementation of such matters, as outlined within paragraphs 3.5 and 3.6 of the submitted report.

42 Leeds Town Hall - Capital Development

The Director of City Development submitted a report which sought approval to undertake a feasibility study in order to address the key challenges and opportunities facing the Leeds Town Hall, with the intention that the feasibility study would help to inform a proposed application to the Heritage Lottery Fund (HLF) for grant support to assist in the proposed improvement of the Grade 1 Listed Building.

Members highlighted the value of the Town Hall both as a building and as a venue, and noted that the proposed development works would address the essential maintenance issues, improve existing facilities and increase public access. It was emphasised however, that should the proposed works be undertaken, then the benefit from and usage of the Town hall would need to be maximised.

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That the Director of City Development be authorised to undertake a feasibility study to address the key challenges and opportunities facing the Leeds Town Hall, with a view to submitting an application to the Heritage Lottery Fund and other funding sources as appropriate to support the proposed improvement works;
- (c) That the actions required to implement the proposals be noted, together with the fact that the Chief Officer Culture and Sport will be responsible for the implementation of such matters.

43 Grants to Cultural Organisations

The Director of City Development submitted a report providing background information on the 'arts@leeds' and 'Leeds Inspired' grant scheme, in order to determine appropriate levels of support in future years. In addition, the report sought approval for the continuation of the 'Leeds Inspired' grant scheme and the proposed amendments to the 'arts@leeds' grant scheme. Finally, the report sought agreement to a budget for the next 3 years and also to bring in

line several funded cultural activities into the 'arts@leeds' portfolio, with the aim of ensuring transparency, monitoring and value for money.

Responding to an enquiry, the Board received clarification on the rationale behind, and the potential implications arising from the proposal to introduce a maximum grant application level. Members also received an update on the ongoing contact that the Council was having with those bodies which organised the larger events across the city in respect of the proposals.

RESOLVED –

- (a) That the continuation of a 3-year grant funding programme to cultural organisations, be approved;
- (b) That in principle approval be given to the total funding allocation to this scheme as detailed within paragraph 2.11 of the submitted report;
- (c) That simplification of the Council's arts funding by incorporating the historical support for Leeds West Indian Carnival, Leeds Reggae Festival, the Irish Festival and Yorkshire Sculpture Triangle into the scheme, be approved;
- (d) That the proposed timescales be agreed, with grant application deadlines in October and decisions in January, in order to enable arts organisations to forward plan, and that a revision to the application and monitoring form also be agreed;
- (e) That an increase in the minimum level of grant from £1,000 to £2,000 be approved, and that a maximum application of £750,000 be enforced.

(At the commencement of this item, Councillors J Procter, Wakefield, Ogilvie, Yeadon and P Gruen drew the Board's attention to their respective positions on the Boards of organisations which could potentially be in receipt of grants or be involved in the grants application process, to which the submitted report referred)

44 Grand Theatre

Further to Minute No. 24, 25th June 2014, the Director of City Development and the Deputy Chief Executive submitted a joint report which provided an overview of the various options available to deliver a sustainable future for the Grand Theatre. In addition, the report sought approval to examine the current options in greater detail, with a proposal that a further report be submitted to Executive Board later in the year.

A number of concerns were raised by a Member in respect of the contents of the submitted report. In response, the Board noted that the purpose of the report had been to present the range of options available with regard to the future operation of the company, as noted at the 25th June 2014 Board meeting. In addition, responding to a further enquiry, the Board received details on the current position regarding the profit or loss made by the three

individual venues managed by the Leeds Grand Theatre and Opera House Trust Ltd.

Members welcomed that Scrutiny Board (Sustainable Economy and Culture) was scheduled to undertake a piece of work on this matter, and it was also requested that any further work undertaken on this issue was done so on a cross-party basis.

RESOLVED –

- (a) That the current financial performance of Leeds Grand Theatre and Opera House Trust Ltd and the potential options for future governance arrangements, be noted;
- (b) That approval be given for the Chief Officer Culture and Sport to commence further detailed work on the proposals, including the consultation outlined in the submitted report with the various stakeholders and also reflecting the comments made during the consideration of this matter, with a view to submitting further recommendations to Executive Board later in the year.

(During the consideration of this item, Councillor Mulherin drew the Board's attention to the fact that she had been a member of the Leeds Grand Theatre and Opera House Board of Management until she stepped down from the position at the conclusion of 2013/14 municipal year)

ADULT SOCIAL CARE

45 Care Act (2014)

The Director of Adult Social Services submitted a report providing a summary of the key elements of the Care Act 2014. The report also considered the implications of the new burdens and statutory responsibilities for the Council and its partners in respect of care and support.

Responding to a Member's enquiry, the Board was provided with further information on the 'Surrey model', as referenced within the submitted report and the current projections regarding the financial implications for Leeds arising from the Care Act reforms. Furthermore, it was agreed that Board Members receive briefings, as appropriate, on the wider financial implications arising from the introduction of the Care Act, with a view to cross-party working being developed on such matters in the future. In addition, it was noted that the relevant Scrutiny Board would be involved in this area of work and that a Members' seminar had been scheduled on such matters.

RESOLVED –

- (a) That the provisions of the Care Act (2014) and the potential impacts for Leeds, be noted.
- (b) That the progress made to date in preparing for the reforms be noted.

- (c) That the initial Equality Screening and the requirement for an Equality Impact Assessment, be noted.
- (d) That the Scrutiny Board (Health and Wellbeing and Adult Social Care) be requested to oversee the consultation and engagement requirements, including the Equality Impact Assessment.
- (e) That a further progress report be submitted to the Board in March 2015.
- (f) That it be noted that the Chief Officer, Social Care Reforms is responsible for the implementation of such matters.

46 Capital Scheme for Adult Social Care Information Management & Technology to support the implementation of the Care Act 2014

The Director of Adult Social Services submitted a report regarding the implications of the Care Act 2014 to Leeds City Council and the associated development and change required to information management and technology systems to support a successful implementation. The report noted that the changes to the information management and technology systems would require an investment of £1,652,000 and Executive Board was requested to approve the release of £608,000 to supplement the identified funding of £1,044,000.

Responding to an enquiry, the Board received further detail on the proposals and clarification on the need for the investment into the information management and technology systems, which was due to the new requirements arising from the introduction of the 2014 Care Act.

RESOLVED –

- (a) That the significant change which the Care Act means for the Council and the resultant need to invest in information management and technology systems in order to enable the Council to fulfil its statutory duties and continue to provide quality care and support services to the citizens of Leeds, be noted.
- (b) That the amount of change currently being undertaken within Leeds, both within the Council and with Health and external partners be noted, together with the fact that the Care Act may have an impact on the scope and delivery timescales of the related change programmes.
- (c) That the release of £608,000 additional funding in order to supplement the identified funding of £1,044,000 to implement the information management and technology change necessary to enable the successful implementation of the Care Act within Leeds City Council, be approved.
- (d) That it be noted that the officer responsible for progressing the implementation of this programme of work is the Chief Officer, Resources and Strategy within Adult Social Care.

- (e) That following the Board's approval of the funding, it be noted that the delivery of this programme of work will commence in July 2014 for a period of 2 years.
- (f) That it be noted that the current funding estimates are based upon recently published consultation guidance which will be subject to change until October 2014. However, it also be noted that the Council needs to invest in the design and development of the information management and technology solutions now, if the Council is to meet the first phase of the Care Act implementation deadline of 1st April 2015.

FINANCE AND INEQUALITY

47 Citizens@Leeds: Update on the Accessible and Integrated Services Proposition

Further to Minute No. 118, 6th November 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the work undertaken to date in delivering the initiatives detailed in the previous report around Accessible and Integrated Services for the citizens of Leeds. In addition, the report also outlined the activity which had been identified to take place in 2014/15 to further deliver the Council's aspirations for this proposition.

Members welcomed the update, providing details of how the progress made had positively impacted upon the provision of accessible and integrated services in their respective communities.

RESOLVED –

- (a) That the progress made to-date in delivering the initiatives identified in the November 2013 Executive Board report for the Accessible and Integrated Services proposition be noted.
- (b) That the activity planned for 2014/15 to embed this proposition more fully across the city be agreed.
- (c) That a further update report be submitted to the Board in six months (January 2015) from the Assistant Chief Executive (Citizens and Communities) on the progress achieved.

48 Citizens @ Leeds : Update on Tackling Financial Hardship Proposition

Further to Minute No. 118, 6th November 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the developing approach being taken to tackle poverty and deprivation and detailed information on the pilots underway to help tackle financial hardship amongst specific groups. In addition, the report sought approval for an Annual Advice Plan that would incorporate the work of the Advice Leeds Consortium, set out the aims for the current year and put in place arrangements to support the delivery of advice in future years. Additionally, following the previous

approval of an action plan to tackle high costs lending, the report also provided an update on progress against the plan and presented information on the launch of a high profile campaign aimed at generating city-wide support for taking a stand against high costs lenders.

An updated version of the cover report had been circulated to Board Members prior to the meeting for their information.

The Board noted the case studies detailed within the submitted report linked to the 'multi-storey flats initiative' and highlighted the benefit of such initiatives, not only working with individuals to identify the right package of support, but also, where appropriate, to help improve their employment prospects.

Members noted the recent proposals made by the Financial Conduct Authority (FCA) to cap payday loan rates and highlighted the significant work which the Council continued to undertake in this field. In response, the Board noted that a briefing outlining the FCAs proposals would be prepared for Members and furthermore, it was requested that a report on such matters be submitted to the next meeting of the Board for consideration.

RESOLVED –

- (a) That the information on the first year impacts of the welfare reforms that came into effect from April 2013 be noted;
- (b) That the launch of the pilots to tackle financial hardship among specific groups be noted and that a further update be submitted to the Board once the pilots have concluded;
- (c) That the Annual Advice Plan be approved;
- (d) That the progress being made in relation to high cost lending in the city be noted;
- (e) That the policy statement on tackling high cost lending in the city, as set out in paragraph 3.27 of the submitted report, be approved; and
- (f) That a report be submitted to the next meeting of the Board regarding the proposals recently announced by the FCA regarding a cap on payday loan rates.

49 Illegal Money Lending Team - Progress Report

Further to Minute No. 10, 19th June 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing information on the activities of the Illegal Money Lending Team within Leeds, together with an updated action plan.

The Chair thanked the Scrutiny Board (Safer and Stronger Communities) for the inquiry it had undertaken into this subject and the resultant recommendations it had produced.

RESOLVED –

- (a) That the contents of the submitted report be noted and that approval be given for the Board to continue to receive annual reports on the activities of the Illegal Money Lending Team within the Leeds city area;
- (b) That the authority delegated to Birmingham City Council to undertake investigations and institute proceedings against illegal money lenders operating within the Leeds district be extended from March 2015 to 31 March 2019.

50 Localised Council Tax Support Scheme

Further to Minute No. 140, 18th December 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing information on the likely costs and implications of maintaining the current Council Tax Support Scheme for 2015/16. The report also provided information on alternative schemes that would support people moving into work and incentivise households to engage with the Council to help improve work prospects. In addition, the report sought agreement to develop and consult upon a potential new Council Tax Support Scheme which would be based around high levels of support and high levels of challenge, with a focus on supporting people into work, given the issues created by the current scheme.

It was highlighted that the proposals detailed within the submitted report included maintaining the existing protection for the most vulnerable, but also to look to provide greater incentives and support for households on improving their employment prospects.

RESOLVED –

- (a) That the issues created by the current approach to our Council Tax Support scheme and the need therefore to consider alternative approaches, be noted;
- (b) That approval be given for officers to undertake further work on options 2 and 3, as outlined within the submitted report, and to develop and consult upon a potential new Council Tax Support scheme, which is based around high levels of support and high levels of challenge, with a focus on supporting people into work;
- (c) That confirmation be given that funding for the 2015/16 Council Tax Support Scheme will be retained at the budgeted level for 2014/15;
- (d) That the detail of developing a potential new scheme for the purposes of consultation be delegated to the Assistant Chief Executive (Citizens and Communities), with the decision to consult upon a new scheme being made following discussions with the relevant Executive Members and which would be eligible for call-in. It also be noted that any consultation would need to take place within the timescales set out within paragraph 2.3 of the submitted report.

- (e) That a report be submitted to the Board in December 2014 outlining the outcome of the consultation exercise and making a recommendation based upon that consultation for the adoption of a new Council Tax Support scheme for 2015/16.

51 Financial Health Monitoring 2014/15 - First Quarter Report

The Deputy Chief Executive submitted a report presenting the Council's projected financial health position for 2014/15 after three months of the financial year. As Budget Monitoring was a continuous process throughout the year, the submitted report reviewed the position of the budget after the first quarter and commented upon the key issues impacting on the overall achievement of the budget for the current year.

It was noted that the £3.3million overspend currently projected did not take account of the financial implications arising from the decision to undertake a further period of consultation to consider future discretionary provisions for 16-25 year olds or any potential costs associated with a Supreme Court legal judgement brought against Cheshire West and Chester Council.

The Board also noted that the next financial health report would provide further detail on the overspend projections and also on proposals regarding ways in which such potential overspend could be addressed.

RESOLVED – That the projected financial position of the authority after the first quarter of 2014/15, be noted.

52 Treasury Management Outturn Report 2013/14

The Deputy Chief Executive submitted a report providing a final update on the Treasury Management Strategy and operations for the period 2013/14.

RESOLVED – That the Treasury Management outturn position for 2013/14 be noted, together with the fact that treasury activity has remained within the treasury management strategy and policy framework.

53 Capital Programme Quarter 1 Update 2014-17

The Deputy Chief Executive submitted a report providing an update on the capital programme position as at June 2014. The report included an update of capital resources, progress on spend and a summary of the economic impact of the capital programme.

It was noted that the next Capital Programme update report intended to provide an update on the outcomes of the review taking place which looked to reprioritise existing resources in order to ensure that the programme continued to contribute towards the delivery of the Best Council Business Plan.

RESOLVED – That the latest position on the General Fund and Housing Revenue Account (HRA) capital programmes be noted.

HEALTH AND WELLBEING

54 Local Government Declaration on Tobacco Control

The Director of Public Health submitted a report regarding the current situation in respect of smoking in Leeds. In addition, the report also provided a brief on the Local Government Declaration on Tobacco Control and sought the Board's endorsement of the Declaration.

RESOLVED –

- (a) That the Local Government Declaration on Tobacco Control be endorsed.

- (b) That it be noted that the Director of Public Health is responsible for the implementation of the Local Government Declaration on Tobacco Control.

DATE OF PUBLICATION: FRIDAY, 18TH JULY 2014

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** FRIDAY, 25TH JULY 2014 AT 5.00 P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 28th July 2014)

This page is intentionally left blank

TENANT SCRUTINY BOARD

WEDNESDAY, 23RD JULY, 2014

PRESENT: Barry Stanley in the Chair

Carol Bennett, Jim Fergusson,
Maddy Hunter, Roderic Morgan,
Keith Newsome, Damien Walsh and
Jackie Worthington

1 Appointment of Chair

RESOLVED – That in the absence of Steve Ilee, who had submitted his apologies for absence to the meeting, Barry Stanley, be appointed Chair of the Tenant Scrutiny Board for the duration of this meeting.

2 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

3 Late Items

There were no late items.

4 Apologies for Absence

Apologies for absence were submitted by Adam Abeid, Michael Healey, Steve Ilee, Phil Rone and Kevin Sharp.

The Board was advised that Allan Gibson had resigned as a Member of Tenant Scrutiny Board due to work commitments. In addition, Maddy Hunter, had resigned as a Member of Tenant Scrutiny Board due to a conflict of interest arising from her membership of Tenant Scrutiny Board and Housing Advisory Board. Maddy advised that she would remain a Member of Housing Advisory Board and attend future Tenant Scrutiny Board meetings as an observer. The Board thanked Alan Gibson and Maddy Hunter for their positive contribution to the work of tenant scrutiny. Peter Marrington, Head of Scrutiny and Member Development also agreed to a request that the advice in relation to conflict of interest be forwarded to Board Members for their information.

5 Minutes - 5 June 2014

RESOLVED – That the minutes of the meeting held on 5 June 2014 be confirmed as a correct record.

6 Matters arising from the minutes

Min No. 18 – Sources of Work for the Scrutiny Board

The Board requested further information and statistics regarding under occupancy. The Head of Scrutiny and Member Development undertook to contact the relevant officer to provide an update on this.

The Head of Scrutiny and Member Development also undertook to provide the Board with further information regarding the approval of adaptations.

7 Minutes of Scrutiny Board (Housing and Regeneration) - 24 June 2014

RESOLVED –

- (a) That the minutes of Scrutiny Board (Housing and Regeneration) held on 24 June 2014 be noted
- (b) That relevant reports be forwarded to Tenant Scrutiny Board for its information.

8 Tenant Engagement Update

The Head of Scrutiny and Member Development submitted a report which presented information requested by the Tenant Scrutiny Board at its informal meeting held on 26 June 2014.

The following information was appended to the report:

- Housing Advisory Board report of 3 June 2014 and accompanying appendices
- Tenant and Community Involvement update.

The following were in attendance for this item:

- Peter Marrington, Head of Scrutiny and Member Development
- Amanda Britton, Service Manager, Environment and Housing.

The key areas of discussion were:

- The development of the Leeds Tenant Engagement Framework and the consequential development of staffing structures to support the Framework.
- The development of tenant engagement groups within the framework.
- Clarification regarding tenant inspections, particularly the role of tenant inspectors and the need to ensure consistency of approach across Leeds.
- That tenant groups be regularly updated on progress, particularly on timescales.
- Acknowledgement regarding the review of Leeds Tenant Federation and its future role.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That a report back be provided to the October Board meeting with further information about tenant inspections and the role of tenant inspectors.

9 Performance report - Quarter 4 and other requested information

The Head of Scrutiny and Member Development submitted a report which presented information requested by the Tenant Scrutiny Board at its informal meeting held on 26 June 2014.

The following information was appended to the report:

- Quarter 4 performance relevant to the Board within the Best Council Plan
- Housing Performance Information Quarter 4, 2013/14
- Overview of Arena Partnerships Tracker
- STAR survey 2014/15 – Method & Approach – Report of Housing Advisory Board on 20 March 2014.

The following were in attendance for this item:

- Peter Marrington, Head of Scrutiny and Member Development

The main areas of discussion were:

- Review of tenancy visits, how to make best use of collating information and whether the information collated could be used to help inform other council services.
- The provision of ward based data and other relevant information. The Head of Scrutiny and Member Development, undertook to liaise with Information colleagues, regarding the availability of the Neighbourhood Index, a useful tool that provided information about wards and communities.
- Clarification sought regarding the Council's use of the Arena Partnership / TP Tracker database, particularly what checks and balances existed to ensure that the data could not be tweaked or manipulated, whether the current username/password system offered sufficient security and whether any of the data could be sold on. The Head of Scrutiny and Member Development undertook to request a written response on this and that any outstanding issues be brought back to the September Board meeting for further discussion.

RESOLVED –

- (a) That the contents of the report and appendices be noted

- (b) That in relation to tenancy visits, the Head of Scrutiny and Member Development be requested to draw up draft terms of reference, in conjunction with Board Members, in anticipation that Scrutiny on this matter commences at the September Board meeting.
- (c) That the Head of Scrutiny and Member Development, liaises with colleagues regarding the availability of the Neighbourhood Index, to provide the Board with relevant information about wards and communities.
- (d) That the Head of Scrutiny and Member Development requests a written response regarding the Council's use of the Arena Partnership / TP Tracker database, and that any outstanding issues be brought back to the September Board meeting for further discussion.

10 Work Schedule

The Head of Scrutiny and Member Development submitted a report which invited the Board to consider its work schedule for the forthcoming municipal year.

RESOLVED –

- (a) That the contents of the report be noted
- (b) That the work schedule be updated to reflect the discussions at today's Board meeting.

11 Any other business

Board Members raised concern regarding non-attendees that had not submitted apologies for absence to the meeting. There was also a brief discussion in relation to the future recruitment of Board Members.

RESOLVED –

- (a) That the Head of Scrutiny and Member Development to discuss with the Chair whether it was appropriate to canvass the views of Board Members about non-attendance.
- (b) That the Head of Scrutiny and Member Development to discuss with the Chair the future recruitment of Board Members in line with current best practice.

12 Date and Time of Next Meeting

Wednesday, 24 September 2014 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 3.00pm.)