

SCRUTINY BOARD (HOUSING AND REGENERATION)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 11th November, 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 - 28 OCTOBER 2014</p> <p>To confirm the minutes of the meeting held on 28 October 2014 as a correct record</p> <p>(Minutes to follow)</p>	
7			<p>REQUEST FOR SCRUTINY</p> <p>To consider further information to enable the Board to decide how to respond to a request for scrutiny relating to housing growth</p>	1 - 8
8			<p>EAST LEEDS ORBITAL ROAD</p> <p>To consider a progress report in relation to the East Leeds Orbital Road</p>	9 - 26
9			<p>HOUSING LEEDS RENT COLLECTION - TECHNICAL AND SMALL ARREARS</p> <p>To consider a further report on technical arrears and low level rent arrears</p>	27 - 32

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>WORK SCHEDULE</p> <p>To agree the Board's work schedule for the remainder of the municipal year</p>	33 - 42
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 9 December 2014 at 1.30pm (pre-meeting for all Board members at 1.00pm)</p> <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. 	

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 11 November 2014

Subject: Request for Scrutiny

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 its meeting in September, the Board considered a request for scrutiny from Mr George Hall relating 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.

2. The Aireborough Neighbourhood Forum (ANF), Wharfedale & Airedale Review Development (WARD) and Boston Spa Parish Council/Boston Spa Neighbourhood Plan Group all wrote in support of Mr Hall's request. Their comments are also attached at Appendix 1. A representative of ANF, Ms Jennifer Kirby, attended the Board with Mr Hall.

3. Having heard from the speakers in support of the request and questioned officers from City Development, the Board decided that they wished to receive further information before deciding how to respond to the request for scrutiny.

4. Members agreed to invite Peter Boden of Edge Analytics to attend the Board and give his views on the latest population figures and their implications in terms of projections for housing growth. The Board had appreciated his input to a previous scrutiny inquiry.

5. Peter Boden has agreed to attend today's Board meeting. Mr Hall and Ms Kirby have also been invited to attend again, as well as officers from City Development, in order that Members can clarify any further points with all parties before coming to a conclusion on how to respond to the original request for scrutiny.

6. Also at the September Board meeting, Members considered a recommendation tracking report in relation to previous scrutiny inquiries. Members decided to defer consideration of the response to recommendation 9(i) of the inquiry on Affordable Housing by Private Developers, and to revisit this at the same time as considering how to respond to Mr Hall's request. The recommendation tracking response is attached at Appendix 2.
7. 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.
8. 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

9. The Scrutiny Board is asked to:
 - (i) Consider the request for Scrutiny.
 - (ii) Determine if it wishes to undertake further scrutiny of these matters.
 - (iii) Agree the status of recommendation 9(i) of the inquiry on Affordable Housing by Private Developers.

Background papers¹

10. 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

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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 style="text-align: center;">1 (Stop monitoring)</p>	

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Report author: Oliver Priestley
Tel: 24 75387

Report of Director of City Development

Report to Housing & Regeneration Scrutiny Board

Date: 11th November 2014

Subject: East Leeds Orbital Road

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Crossgates & Whinmoor		
Harewood		
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. At its meeting of 25th February 2014, Scrutiny Board received a report on the East Leeds Orbital Road (ELOR) and following discussion requested a further update to include the following :
 - a. The current detailed ELOR timetable/programme being progressed;
 - b. Any potential time saving that can be foreseen in current programme;
 - c. Evidence of the formal decision taken and recorded in relation to the extension of the original contract with Highways & Transportations strategic partner consultant Mouchel.
2. This report presents the requested information.

Recommendations

3. Scrutiny Board is asked to note the report and consider the responses to its previous queries.

1 Purpose of this report

- 1.1 This report provides an update in response to queries raised by Scrutiny Board on the East Leeds Orbital Road at its meeting on 25th February 2014.

2 Background information

- 2.1 Previous reports to meetings of the 7th of January and 25th February 2014 of the Board set out the background and current position in respect of the East Leeds Extension and the work to bring forward the East Leeds Orbital Road (ELOR).
- 2.2 The East Leeds Extension is a major allocation of housing land where significant new road infrastructure in the form of ELOR is required to support development coming forward.
- 2.3 From the meeting of the 25th of February 2014 Members requested;
- a. The current detailed ELOR timetable/programme being progressed;
 - b. Any potential time saving that can be foreseen in current programme;
 - c. Evidence of the formal decision taken and recorded in relation to the extension of the original contract with Highways & Transportations strategic partner consultant Mouchel.
- 2.4 These queries are addressed through the report and Appendix A & B.

3 Main issues

- 3.1 The East Leeds Orbital Road (ELOR) is a major piece of investment in infrastructure for the city region. It will be a critical enabling scheme supporting the release of housing land in the East Leeds Extension (ELE) and for the improvement of both local and strategic travel and transport in the wider East Leeds area.
- 3.2 Land in the ELE is currently in a range of ownerships and it is likely that proposals for housing development will come forward at different times across the area. In bringing forward a scheme for the delivery of ELOR there will be complex issues relating to these land ownerships, the phasing and viability of housing developments and the expectations of land owners.
- 3.3 ELOR is presently ranked as a regional priority for strategic transport investment by the newly formed West Yorkshire Combined Authority. Consequently the West Yorkshire Plus Transport Fund (WYTF) has made a share of monies available to the Council to progress the submission of a strategic business case for the continued development of the proposed ELOR project.

- 3.4 The West Yorkshire Combined Authority has established a formal process for managing the Transport Fund programme to progress stepped financing of individual projects. Submission of the business case is a programme requirement of what is termed “Gateway One Review”, the first step in committing to the scheme.
- 3.5 Subsequent release of future monies from the Transport Fund is determined by a Joint Member Portfolio Board of the six participating authorities. The process of recommendation to the Board to draw down resource is based on peer reviewed evidence that a project has successfully demonstrated the requirements of a given gateway stage.
- 3.6 The East Leeds Orbital Road requires considerable funding to meet its currently estimated cost. A portion of this may be latterly recoverable through contributions from developers of housing in the East Leeds Extension, or paid for and directly delivered in advance as is anticipated where it will pass through Thorpe Park, however timely delivery of the project as a whole requires significant and immediate up-front funding. In the absence of any private sector capital advance, the scheme is at present being actively progressed as a WYTF project by the Combined Authority and the Council.
- 3.7 The Council made an initial financial commitment of £150,000 in January 2013, to fund a pre-design preliminary feasibility study into the strategic scope of ELOR. The Council’s long term strategic partner for Highways & Transportation, Mouchel, was commissioned to undertake the study, which was completed in September and reported to Executive Board in October 2013.
- 3.8 The original £150,000 was subsequently back-funded into the Council through the successful application to the Combined Authority for a total of £1.3m to be drawn down in stages, initially for project development to progress ELOR to Gateway One submission.
- 3.9 Ongoing progress toward Gateway One is currently on programme for a January 2015 review submission.
- 3.10 The present programme for the ELOR is attached to this report. The ongoing programme assumes that the Council, together with the Combined Authority, will continue to lead development of the road scheme.
- 3.11 The stage currently being progressed, in line with the Combined Authority’s Gateway One development approval, forms the strategic business case and the expected justification for advancement of the East Leeds Orbital Road. The outcome of findings demonstrated in the business case will determine if further funding to the Council from the Transport Fund for continued development of the project will be approved and forthcoming.

- 3.12 Should the Gateway One Review be successful and the Council and Combined Authority continue to lead on progressing ELOR the current programme (see attached Appendix A) would result in the road opening in November 2020:
- Gateway One (Development Approval) submission – January 2015
 - Gateway Two (Procurement Approval) submission – June 2017
 - Gateway Three (Implementation Approval) submission – November 2017
- 3.13 The stages required in advance of a successful Gateway Two Review include securing detailed planning approval, any subsequent Public Inquiry and any required Compulsory Purchase Order procedures. These three significant statutory processes distinctly reduce the opportunity of any significant time savings during the period from January 2015 until June 2017.
- 3.14 The land required for the delivery of the road cannot be confirmed until its alignment is fixed. Discussions have been held with all landowners in the East Leeds Extension about the intention to progress the ELOR project; there is an appreciation from owners of the allocated housing land in the area and a broad understanding of the need for ELOR to support its release and development.
- 3.15 There is understandable concern amongst these owners that the implications of the road project and housing plans need to be fully understood before their position in committing or selling land for the road can be confirmed. Much of the land is either owned or under option to major development interests, where the concerns relate predominately to the appropriate apportionment and equalisation of costs and values in bringing the road forward and how the ELOR alignment – and its land-take – will impact on the scope and viability of development.
- 3.16 Some of the land owners are however owner-occupiers and whilst sharing an interest to ultimately secure the same fair land value in the development of both the road infrastructure and the housing, achieving certainty about the future of their homes will also be a central concern.
- 3.17 The potential requirement for compulsory purchase in facilitating the ELOR project has been noted by Executive Board, though there is no current resolution to use such powers. This will need to be revisited once the ELOR alignment is further designed in outline and consulted upon and will be subject to the ability of all parties to agree a mechanism through which infrastructure costs and uplifts in land value can be appropriately distributed amongst all land owners in the East Leeds Extension, to the extent that the necessary land can be acquired or dedicated by negotiation. This fair apportionment of value will also need to include those landowners that may own land on which only the road and no (or limited) housing can be delivered.
- 3.18 These land discussions will need to be resolved prior to Gateway 2 approval and it is therefore prudent to allow for potential compulsory procedures in the programme as the slowest route through which land could be secured.

- 3.19 Any possible opportunity to bring forward the current programmed opening date of 2020 could therefore be most readily achieved after Public Inquiry in 2017. There would be potential time efficiencies through the construction procurement strategy, which would be considered in detail as part of the Gateway Two process.
- 3.20 The current programme affords three years for construction of the road and junctions. In contrast to the statutory processes highlighted above, early informal discussions with Contractors indicate it is likely that some potential efficiency during this as yet indicative construction phase may be forthcoming.
- 3.21 Informal dialogue with contractors has suggested that albeit constructed as one expansive contract, component parts of the proposed road should be considered as discrete individual links and junctions. The links are comparatively self-contained and should ground and access conditions permit, prompt construction progress could potentially be maximised by the distinct nature of each individual section of ELOR. Though this approach would need to be balanced in detail with any possible methodology cost based increase, it would offer some potential time benefits.
- 3.22 In addition the possibility exists to construct junctions concurrent with progressing individual links. It is feasible that, given the overall length of ELOR, two junctions could be progressed simultaneously, potentially shortening the current programmed construction phase offering a significant time saving on the planned opening date of late 2020.
- 3.23 To optimise the effectiveness of the East Leeds Orbital Road and improve the wider free flowing capacity of the A6120 ring road also requires significant improvements to existing junctions at A61/A6120, King La/A6120 and King Lane/Stonegate Rd roundabout.
- 3.24 Likewise the junction of A6120 Ring Road and Roundhay Park Lane requires similar improvement.
- 3.25 Should phasing of funds be available from the Combined Authority works in relation to these junctions in advance and in accommodation of the wider East Leeds Orbital Route these junction improvements can be progressed prior to the construction of ELOR, potentially as early as 2015/16.
- 3.26 The Council entered into its second successive strategic partnership contract with Mouchel in September 2008. The contract has now been extended until September 2015. A copy of the Delegated Decision Notice and accompanying report are attached as Appendix B.
- 3.27 With regard to the East Leeds Orbital Road Mouchel are specifically and only commissioned to undertake work in forming the strategic business case and submission of Gateway One documents.

- 3.28 On a successful outcome of Gateway One review by the Combined Authority in early 2015, consideration will then be given to the continued employment of Mouchel in relation to ELOR and in view of the partnership contract expiration date of September 2015. The Combined Authority as director and administrator of the Transport Fund could potentially offer an alternative technical supplier to deliver on the next stage of ELOR. In essence a consultant could be appointed directly by the Combined Authority under their own framework and direction, in conjunction with the Council.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The East Leeds Regeneration Board continues to hold discussions relating to the matters addressed in this report. The Board has Member representatives from each of the East Leeds wards, each of the Council's political groups, the MPs for Leeds East and Elmet & Rothwell, as well as representatives from the HCA and the Combined Authority.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no specific EDCI implications arising from this report, as it responds to queries raised by Board Members.

4.3 Council Policies and City Priorities

- 4.3.1 The ELE and ELOR are included within the allocations and policies of the Unitary Development Plan. The ELE will be retained as a housing allocation in the Local Development Framework.
- 4.3.2 The delivery of this housing and the related infrastructure relate very strongly to the Vision for Leeds to 2030, which states that the city will be prosperous and sustainable, with a strong local economy driving sustainable economic growth and sufficient housing to meet the needs of the community.
- 4.3.3 The Leeds City Council Business Plan to 2015 includes the aspiration to provide clear, accountable civic leadership that unites public, private and third sector partners to deliver better outcomes for people in Leeds. This report sets out further details on how the Council can play this role in relation to delivery of the ELE.
- 4.3.4 The Business Plan also has specific priorities for City Development to create the environment for partnership working, to identify strategies to support the delivery of new housing and to create a safe and efficient transport network, all of which would be progressed through the ELE/ELOR. The approaches set out in this report will also assist in delivering the Council's Child Friendly City aspirations by enabling a co-ordinated approach to the provision of new homes, open spaces, schools, transport and traffic to ensure the needs of children and young people are considered in the very early stages of planning.

4.4 Resources and Value for Money

- 4.4.1 There are no specific resource implications related to this report, which presents information for discussion by the Scrutiny Board.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no specific legal implications related to this report, which presents information for discussion by the Scrutiny Board.

4.6 Risk Management

- 4.6.1 There are no specific risks related to this report.

5 Conclusions

- 5.1 The report presents a response to three specific queries raised by Scrutiny Board members at the meeting of 25th February 2014.
- 5.2 The potential to speed up the programme for delivery of ELOR has been considered in the context of the current finance available from the Combined Authority to undertake the work, and the requirement to obtain future resources in line with the formal Gateway Review process of the Transport Fund.
- 5.3 Successful progression through the Combined Authority Gateway One review will provide an opportunity to the Combined Authority and Council to appraise any potential advantages of an alternative method of procuring technical services to progress through subsequent Gateway stages.
- 5.4 Should the Combined Authority and Council continue to lead on development of ELOR the likelihood of securing time savings on the programme between Gateway One and June 2017 is highly unlikely. This programmed period containing the statutory processes and Gateway Two submission required offers little in the way of realistically accelerating progress during this phase.
- 5.5 Dependent upon in-depth investigation and emerging procurement strategy during the detailed process of Gateway Two submission it is conceivable that some savings could be made on the current indicative construction programme.
- 5.6 However currently the present programme remains on track for construction of ELOR to commence after completion of statutory process and by 2018.

Recommendations

- 5.1 Scrutiny Board is asked to note the report and consider the responses to its previous queries.

6 Background documents¹

6.1 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.

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DELEGATED DECISION NOTIFICATION

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR ⁱ :	Director of City Development.		
SUBJECT ⁱⁱ :	Extension of Contract – Highways and Transportation Partnership		
DECISION DETAILS ⁱⁱⁱ :	The Chief Officer (Highways and Transportation) approved the extension of the Highways and Transportation Partnership contract to 30 September 2015.		
TYPE OF DECISION:	<input type="checkbox"/> Council function (not subject to call-in) <input type="checkbox"/> Executive decision (Key) Is the decision eligible for call-in? ^{iv} <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Executive decision (Significant Operational ^{vi} – not subject to call-in)		
NOTICE ^{vii} / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions: 28 February 2014 If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:- If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-		
AFFECTED WARDS:			
DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member	Date consulted: 27 February 2014	Interest disclosed? ^{viii} <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input checked="" type="checkbox"/> No

	Others ^{ix} (please specify:) Emergency Services & Metro	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input checked="" type="checkbox"/> No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)		
CAPITAL INJECTION APPROVAL	(Name:) (Title:)	Capital Scheme Number: XXXXXX / XXX / XXX Date:	
CONTACT PERSON:	Wynne Floyd	Telephone number ^x : 2475231	
DECISION MAKER / AUTHORISED SIGNATORY ^{xi} :	 (Name: Gary Bartlett)	Date: 14/03/2014	

ⁱ The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

ⁱⁱ A brief title should be inserted here. If the decision is Key and has appeared on the List of Forthcoming Key Decisions, the title of the decision should be the same as that used in the List.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a Key decision but for an exception set out in Article 13.2.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

^{vii} All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{viii} No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^{ix} This may include other elected Members, officers, stakeholders and the local community.

^x Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.

^{xi} The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.

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Report to the Chief Officer (Highways and Transportation)

Date: 14 March 2014

Subject: Extension of Contract – Highways and Transportation Partnership

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

Summary of main issues

- 1 This report seeks the Chief Officer's approval to extend the Highways and Transportation Partnership contract to 30th September 2015 in accordance with Contract Procedure Rule 21.1 and utilising Item 3 of the Conditions of Contract.

Recommendations

- 2 The Chief Officer (Highways and Transportation) is requested to approve the extension of the Highways and Transportation Partnership contract to 30 September 2015.

Purpose of this report

- 1.1 The purpose of this report is to inform the Chief Officer (Highways and Transportation) of the requirement to extend the Highways and Transportation Partnership and seek an Administrative Decision as defined by the Constitution of the Council to extend the Partnership with the existing service provider (Mouchel Ltd) who have confirmed their agreement to extend.

2 Background information

- 2.1 Mouchel were awarded a three year contract on 1st August 2008 to provide consultancy services to assist the Council to deliver their workload. There is provision within the contract, subject to Mouchel's agreement, to extend the contract up to a maximum contract period of 10 years.

3 Main issues

- 3.1 The Partnership has successfully delivered several schemes since its award in 2008. Mouchel currently have approximately 70% of their staff working on the Partnership co-located in Leeds City Council offices. The remaining 30% generally provide specialist services from Mouchel regional offices.
- 3.2 The prevalence of Mouchel staff presently working on key projects is a principal reason why the partnership needs to be extended to ensure the Council delivers its current workload.
- 3.3 The extension period will allow the current arrangement to continue until a review by the West Yorkshire Councils with the West Yorkshire Combined Authority on how best to procure Professional Technical Services to serve all the West Yorkshire districts and deliver the West Yorkshire Transport Fund. All West Yorkshire Councils have been requested to review their current arrangements with an aspiration that all existing arrangements are aligned by 30th September 2015.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Mouchel are agreeable to the Partnership being extended in accordance with its terms and conditions.
- 4.1.2 Consultation has taken place with the Finance Team who confirmed that funding will be authorised from the capital or revenue budget of each respective scheme as and when required.
- 4.1.3 The Procurement Section has also looked into the appropriateness or otherwise of the proposed extension and concluded that it is justifiable.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Due consideration to equality has already taken place as part of the Corporate Procurement Process before the Partnership was originally awarded. It is currently not applicable to carry out an EDCl screening or impact assessment at this time.

4.3 Council policies and City Priorities

- 4.3.1 The Partnership is used to procure consultancy services to assist the Department in the delivery of projects. Each project instruction is issued subject to the necessary approvals in accordance with the Council's rules.
- 4.3.2 The proposed extension of the Partnership will maintain an efficient method of procuring consultancy services.

4.4 Resources and value for money

- 4.4.1 Mouchel's were 24% cheaper than the nearest lowest tender when the contract was awarded in September 2008. During the last 6 years they have reduced their rates by a further 7.4% which represents good value for money.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no specific legal implications arising from this report. All activities relating to the proposed extension have been executed strictly in accordance with the Council's Contract Procedure Rules. In accordance with the CPR's for the extension of contracts that may be used for expenditure of more than £250,000 the decision is subject to Call In.

4.6 Risk Management

- 4.6.1 The expiry of the Partnership without an alternative source of consultancy provision being in place would cause significant delays in the Departments programme of delivering works.

5 Conclusions

- 5.1 The extension of the Highways and Transportation Partnership contract will maintain continuity of projects and using Mouchel staff who are already familiar with Council processes and procedures ensures disruptions to services will be minimised. It is considered an efficient use of Council resources and is judged to be value for money with the Remuneration Multipliers being maintained at their current rate.

6 Recommendations

- 6.1 The Chief Officer (Highways and Transportation) is requested to approve the extension of the Highways and Transportation Partnership to 30 September 2015

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.

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Report author: Simon Swift & Anna Tansley
Tel: 37882284

Report of Director of Environment and Housing

Report to Housing and Regeneration Scrutiny Board

Date: 11th November 2014

Subject: Housing Leeds Rent Collection – Technical and Small Arrears

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	<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

- 1.1. A report was presented to Scrutiny Board on 23 September 2014 to outline the work being taken to improve rent collection and reduce arrears. The report provided a particular focus on how technical and small arrears are managed.
- 1.2. At the Scrutiny Board meeting further detailed information on technical and small arrears was requested. The Board requested clarification on two main areas; firstly, how many tenants are in “Technical Arrears” and to consider what could be done to address this. Secondly the Board requested detailed analysis of very low level debts, to consider the cost of collecting such debt and to the impact of writing off of small debts.
- 1.3. Confirmation of the correct figures for the table at paragraph 6.1 of the September report was also requested. The correct figures are 1661 tenants with arrears under £10; this reduces the number of tenants with arrears of £100 or less to 7,121.
- 1.4. At the end of Quarter two; 5.7% of overall arrears due were as a result of small arrears and 0.0002% is due to technical arrears.

2. Recommendations

Scrutiny Board is requested to:

- 2.1. Note the content of this report and support the work being undertaken to improve rent collection and reduce technical and small arrears.

2.2. Purpose of this report

- 2.3. The purpose of this report is to provide Scrutiny Board with more detail on technical arrears, and examine how to minimise the impact of technical arrears and address concerns about potential negative impacts on tenants accessing credit.
- 2.4. The report details how performance can be reported to minimise the impact of technical arrears and to show the most accurate position.
- 2.5. The report provides Scrutiny Board with detail on accounts with low levels debts. Analysis has been undertaken on a number of accounts with a balance below £50, to determine what the debt consists of and establish if it is long term static debt or due to tenants payment cycles and imbalances between rent due and the amount actually paid.

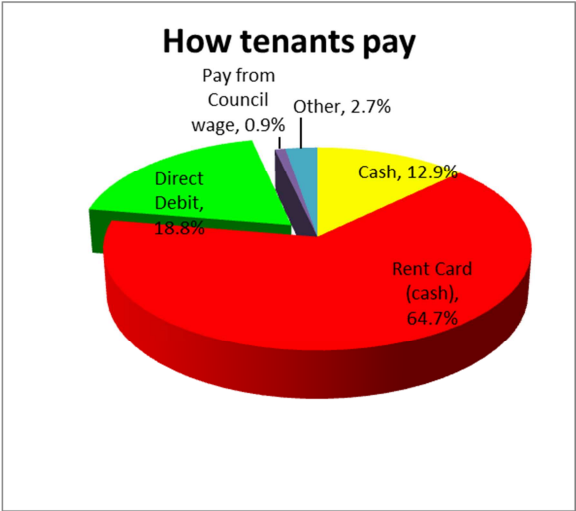
3. Background information

- 3.1. Rent is due weekly, in advance, in line with the tenancy agreement. Rental payment options are more flexible. Where tenants are in receipt of full housing benefit, the rental payment is made weekly in advance. Where tenants pay via direct debit or payment card, then payment cycles vary to coincide with when tenants get paid and so can result in small arrears on the rent account at certain points in the payment cycle.
- 3.2. Where there are small arrears on rent accounts with a regular monthly direct debit payment, which are due to solely due to the payment method, these arrears are referred to as technical arrears. If a tenant pays monthly in arrears they will usually owe 4 weeks rent when they pay; no rent arrears action is taken.
- 3.3. Small arrears are arrears defined as £100 or less.

4. Main Issues

Technical Arrears

- 4.1. There are multiple payment methods are offered, including direct debit, standing order, on line, over the telephone or by paying in cash/debit card at a Post Office or pay point outlet.



The above table shows how tenants with an amount of rent to pay choose to pay their rent

Many tenants still prefer to pay by cash methods. 77.6% of tenants (approximately 43,000) pay regularly by cash (12.9%) or a rent card (64.7%) and 18.8% pay by direct debit.

- 4.2. Tenants can pay their rent by direct debit either weekly on a Friday or monthly. There are 5 direct debit payment dates available during the month. The following table shows how many tenants paid by monthly direct debit on the various dates available, at the end of the last financial year, this has now increased 10,367.

Dates of month	Number of tenants paying	Payment Period
1 st	4,619	Monthly in arrears
8 th	162	Current month
17 th	2,834	Current month
22 nd	161	Current month
30 th	405	Current month
Total	8181	

The most popular date to pay is the 1st of the month which coincides with a high number of tenants who get paid at the end of the month. Historically this monthly payment was in arrears and it is this group of tenants (4619) whose accounts can display technical arrears. The other payment dates collect varying amounts of rent in advance.

- 4.3. In converting the weekly charge into a monthly direct debit payment, there are small technical arrears which do accrue during the year, which don't result in a balanced account until year end. No arrears action would be taken against such accounts.
- 4.4. In order to minimise the impact of technical arrears Housing Leeds runs month end reports for rent arrears to gain an accurate picture of performance.

The Orchard Housing Management system is now able to administer direct debit payments in advance, historically the system was unable to collect payment in advance; therefore until January 2013 any tenant opting to pay by monthly direct debit would automatically pay in arrears. Since January 2013 direct debits have been set up in advance. These tenants will not have technical arrears and over time the impact of technical arrears will reduce overall.

There are now approximately 800 tenants paying one month in advance by direct debit on the 1st of the month. 3562 tenants who pay by direct debit on the 8th, 17th, 22nd and the 30th all pay varying amounts of rent in advance. 3819 tenants continue to pay direct debits in arrears and this is the current number of tenants who will have technical arrears.

- 4.5. In reality it is not always possible for tenants to pay rent in advance; particularly those on low incomes and who claim partial housing benefit (approx. 26%). However, through regular contact with tenants, we will encourage and support tenants to claim welfare benefits and access money advise.
- 4.6. Charging rent monthly would not solve the issue of technical arrears as it is primarily due to tenants paying monthly in arrears and not in advance.

Impact of Technical Arrears on ability to access credit

- 4.7. The quarterly rent statements show tenants who pay monthly have a regular payment cycle. There is no evidence to suggest that tenants paying monthly are unable to access affordable credit as a result of them paying monthly. Housing Leeds work in partnership with Leeds Credit Union and actively refer tenants to them to access affordable credit.

Small Arrears

The table below shows Debt below £100 at week 13 - 12% of tenants have small arrears.

Band of Arrears	Less than £10*	£10 - £50	£50 - £100	Total
No. of tenants in band	1,661	2,722	2,738	7,121
Amount of debt per banding	£6,349.51	£76,572.78	£199,655.53	£282,577.82

* From 1p - £10

- 4.8. Narrative will be included in all future performance reports to give a clear explanation of the number of tenants in arrears.

4.9 A detailed analysis of 100 accounts with a balance of less than £50 has been undertaken to better understand other issues which are contributing to small arrears on rent accounts. The analysis looked to establish whether this debt is long standing and/or disputed arrears. Recovery action was reviewed to see what action had been taken to recover the debt, and to consider whether it was appropriate for the level of arrears owed. The analysis found that there was little static debt; most tenants were paying an amount regularly but not paying the balance in full, and the levels of debt fluctuated depending on the amount paid. The majority of the accounts analysed had a low weekly charge and falling arrears. Some tenants appear to pay when the debt reaches a certain amount. Some tenants have a cycle of paying fortnightly one week in credit one in arrears – and since this is a consistent payment no action is taken on these accounts. However this means that there is always an amount of low level debt in the system.

- 4.10 Best Practice has been investigated and the consensus is current debt can and should be recovered.

4.11 Welfare Change

4.12 The impact of Welfare Change and 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 is £682,000, which is 15% of the overall arrears. Last year discretionary housing payment (DHP) was paid to many council tenants who were affected by Under Occupation and this has mitigated some of the impact.

4.13 This year the DHP budget has been reviewed and DHP will not be available to the same numbers of tenants, 1200 customers affected by under occupation were getting DHP under the “exceptional circumstances” category. This will be paid up until the end of October 2014 and these customers will

then need to pay themselves (approx. £11 per week). An additional £343,000 will need to be collected in rent between October 2014 and March 2015.

- 4.14 Tenants affected are being contacted to set up payment plans and provide support.
- 4.15 Universal Credit is expected to be introduced in Leeds during the summer of 2015. There are approximately 36,500 tenants currently receiving a full or part housing benefit which equates to £130.5M per annum currently being paid direct. Tenants will have to apply on line and the default payment of the housing rent element will be direct to the tenant. Housing Management will continue to work with tenants to provide support and assistance to minimise the impact on individuals and their families.

5. Corporate Considerations

Consultation and Engagement

- 5.1. The rent arrears procedures, service standards and information materials were developed in consultation with customer focus groups and partner agencies in the 3rd Sector.
- 5.2. As part of the process review further consultation 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.

6. Equality and Diversity / Cohesion and Integration

- 6.1. An equality impact assessment is not required at this stage as this report is primarily an information report.
- 6.2. As part of the review process Equality Impact Assessments will be carried out on the revised procedures.

7. Council policies and City Priorities

- 7.1. 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.
- 7.2. The detail set out in this report supports 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.
- 7.3. 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.

8. Resources and value for money

- 8.1. By providing customer focused person centred housing management services individual plans will be developed with tenants to respond to individual circumstances.

9. Legal Implications, Access to Information and Call In

- 9.1. This report does not contain any exempt or confidential information.

10. Risk Management

If tenants do not or are unable to pay their rent this poses a risk to the Housing Revenue Account Business Plan assumptions in that it will reduce the income stream and directly impact on finance available to manage the service and deliver the repairs and capital programme.

11. Conclusions

The largest proportion of technical arrears occur as a result of the tenants paying monthly by direct debit in arrears. The impact of technical arrears is being minimised and performance is now reported on weeks which take account of direct debit payments. At week 26 the true technical arrears only represent 0.0002% (£1184) of the total arrears. Small arrears make up 5.7% of the total debt due to tenants not clearing their account after making a payment. There are not many cases of long standing low static arrears but the accounts fluctuate in and out of this level of debt.

It is not considered appropriate to write off current small debt this is ongoing and is collectable.

12. Recommendations

12.1 Scrutiny Board is requested to note the contents of this report.

13. Background documents

None



Report author: Kate Arscott
Tel: 247 4189

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Housing and Regeneration)

Date: 11 November 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 October meeting. It will be subject to change throughout the municipal year.

2. The minutes of the Tenant Scrutiny Board meeting held on 16 October 2014 are attached at appendix 2 for the Board's information.

Recommendation

3. 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.

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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 35

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		Further report on technical arrears and low-level arrears SB 11/11/14
Housing delivery by the Private Sector			
East Leeds Extension			East Leeds Extension/East Leeds Orbital Road Progress Update SB 11/11/14
Requests for scrutiny	Housing Growth Private Rented Sector Housing SB 23/9/14		Housing Growth – further evidence to support consideration of request SB 11/11/14
Pre-decision Scrutiny		Housing Lettings Policy SB 28/10/14	<ul style="list-style-type: none"> • Housing Strategy • Leeds Housing Standard explanatory memorandum WG 25/11/14
Budget & Policy Framework Plans			
Recommendation Tracking	Affordable housing by private developers Housing Growth Private Rented Sector SB 23/9/14		Affordable housing by private developers – recommendation 9(i) SB 11/11/14 (Linked to request for scrutiny)
Performance Monitoring	Housing Management Review Financial Health Monitoring Housing on Brownfield Land Progress Tracking SB 23/9/14	Housing repairs performance monitoring process SB 28/10/14	

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		
Housing delivery by the Private Sector	To consider the impact of revised census population growth forecasts SB 9/12/14	To engage with volume house builders SB 20/1/15	
Private Rented Sector			Scope to be determined SB 24/2/15
Requests for scrutiny			
Pre-decision Scrutiny			
Budget & Policy Framework Plans		Executive Board's initial budget proposals SB 20/1/15	
Recommendation Tracking		Affordable Housing by Private Developers – rec 3(ii) SB 20/1/15	
Performance Monitoring	<ul style="list-style-type: none"> • Quarter 2 performance report • Delivery of Housing on Brownfield Land quarterly progress report • Quarterly Financial Position Statement SB 9/12/14 		Annual Tenancy Visits Outcomes and Tenant Scrutiny Board inquiry report SB 24/2/15

Key: SB – Scrutiny Board (Housing and Regeneration) Meeting

WG – Working Group Meeting

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	Private Rented Sector – recommendation 2(ii) SB 24/3/15	
Performance Monitoring	Quarter 3 performance report Delivery of Housing on Brownfield Land quarterly progress report Quarterly Financial Position Statement SB 24/3/15	

Unscheduled

- 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)

TENANT SCRUTINY BOARD

THURSDAY, 16TH OCTOBER, 2014

PRESENT: Barry Stanley in the Chair

Adam Abeid, Jim Fergusson, John Gittos,
Michael Healey, Roderic Morgan,
Keith Newsome, Phillip Rone,
Damien Walsh and Jackie Worthington

22 Appointment of Chair

Members were informed that Steve Ilee had resigned as Chair and Member of Tenant Scrutiny Board. The Board wished to place on record its thanks to Steve for his hard work and positive contribution to tenant scrutiny.

The Board was advised that a report was being submitted to the November meeting outlining arrangements to elect a Chair for the remainder of the municipal year.

RESOLVED – That Vice Chair, Barry Stanley, be appointed Chair of the Tenant Scrutiny Board for the duration of this meeting.

23 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

24 Late Items

The Chair agreed to accept the following late information:

- Agenda item 7, Performance Template (Minute No. 29 refers)

The above document was subsequently made available on the Council's website.

25 Apologies for Absence

An apology for absence was submitted by Carol Bennett.

26 Minutes - 24 September 2014

RESOLVED – That subject to an amendment under minute no. 21, to read that the date of the next meeting was Thursday, 16 October 2014, not 2011, the minutes of the meeting held on 24 September 2014, be approved as a correct record.

27 Scrutiny Inquiry - Annual Tenancy Visits

The Head of Scrutiny and Member Development submitted a report which presented information as part of the Board's Inquiry into Annual Tenancy Visits (ATVs).

Appended to the report was a written response to questions asked by Members at the September meeting plus various charts in relation to the information gathered.

The following officers were in attendance:

- Amanda Britton, Service Manager (Tenant and Community Involvement)
- Sharon Guy, Housing Manager (Scrutiny and Customer Relations)
- Lee Ward, Neighbourhood Services Officer (Tenant Scrutiny).

The key areas of discussion were:

- Clarification whether Housing Managers had been contacted by officers about potential visits by Board Members to discuss ATVs. It was advised that Housing Managers had been informed about the visits.
- Confirmation that Housing Advisory Board (HAB) received a report in 2013 to agree the principles of the ATV verification form. The Board was advised that there was no requirement for any minor operational revisions to be reported back to HAB for approval.
- A request that the Board agrees an internal protocol for information gathering and the project management of inquiries.
- A suggestion that the Board arranged an informal meeting to discuss any issues associated with the visits and to report back its findings.

RESOLVED –

- (a) That the issues raised be incorporated in the draft report of the Scrutiny Board's Inquiry.
- (b) That the Board agrees an internal protocol for information gathering and project management of inquiries to be considered as a separate agenda item at the November meeting.
- (c) That the Board arranges an informal meeting to discuss any issues associated with the visits and report back its findings.

28 Tenant Inspectors and Tenant Involvement update

The Head of Scrutiny and Member Development submitted a report presenting an update in relation to tenant inspectors and tenant involvement.

The following were in attendance for this item:

- Amanda Britton, Service Manager (Tenant and Community Involvement)
- Sharon Guy, Housing Manager (Scrutiny and Customer Relations)
- Lee Ward, Neighbourhood Services Officer (Tenant Scrutiny).

The main areas of discussion were:

- An update on progress in relation to redevelopment of the tenant and community involvement service, including key housing management contacts and details about the service structure.
- The future role of tenant inspectors, particularly in light of the ALMOs returning to LCC and the redevelopment of tenant and community involvement teams.
- Identifying training needs for tenant inspectors and the potential development of a 'buddying' system.
- The need to ensure consistency of approach across the city.
- The importance of consulting with staff regarding any proposed changes.

RESOLVED – That the contents of the report be noted.

29 Performance Template

The Head of Scrutiny and Member Development submitted a report which presented a draft template of performance information for consideration by the Board.

The main areas of discussion were:

- The Board welcomed the submission of the performance template.
- Clarification why no target had been included in relation to percentage of decent council homes, rent loss from voids and complaints satisfaction.
- Clarification why no data for August had been included in relation to complaints satisfaction.
- Clarification why no target had been included for independent living satisfaction and an explanation regarding the source of the data.
- A request for further information in relation to the percentage of complaints responded to within 10 working days and whether the data related to acknowledgement of the complaint or resolution.
- A request for further information in relation to Annual Tenancy Visits to support the Board's ongoing inquiry work.

RESOLVED –

- (a) That the performance template be approved.

- (b) That the information contained in the performance template be reported back to the Board on a quarterly basis.
- (c) That the above requests for information and clarification be provided to the Board.

30 Date and Time of Next Meeting

Thursday, 13 November 2014 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 3.05pm.)