



SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 15th February, 2016 at 10.00 am

(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)

MEMBERSHIP

Councillors

B Anderson (Chair)	Adel and Wharfedale;
A Blackburn	Farnley and Wortley;
N Buckley	Alwoodley;
C Campbell	Otley and Yeadon;
R Grahame	Burmantofts and Richmond Hill;
M Harland	Kippax and Methley;
G Hyde	Killingbeck and Seacroft;
J Illingworth	Kirkstall;
K Maqsood	Gipton and Harehills;
M Robinson	Harewood;
K Wakefield	Kippax and Methley;
N Walshaw	Headingley;

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

Agenda compiled by:
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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 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 - 18 JANUARY 2016</p> <p>To confirm as a correct record, the minutes of the meeting held on 18 January 2016.</p>	1 - 4
7			<p>INQUIRY INTO UNIVERSAL CREDIT - DRAFT SCRUTINY REPORT</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting the Scrutiny Board's draft report following its inquiry into Universal Credit.</p> <p>(draft report to follow)</p>	5 - 6
8			<p>SCRUTINY INQUIRY INTO COMMUNITY COMMITTEES - SESSION 2</p> <p>To consider a report from the Assistant Chief Executive (Citizens and Communities) presenting information in line with session two of the Board's Inquiry into the development of Community Committees.</p>	7 - 28

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9			<p>SYRIAN REFUGEE RELOCATION PROGRAMME UPDATE</p> <p>To receive a report from the Assistant Chief Executive (Citizens and Communities) on the Syrian Refugee Relocation Programme and how this has been implemented in Leeds.</p>	29 - 38
10			<p>PERFORMANCE UPDATE</p> <p>To receive a report from the Assistant Chief Executive (Citizens and Communities) presenting performance information relevant to the Board's remit.</p>	39 - 64
11			<p>WORK SCHEDULE</p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	65 - 76
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 14 March 2016 at 10.00 am (pre-meeting for all Board Members at 9.30 am).</p>	

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			<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 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. 	

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SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

MONDAY, 18TH JANUARY, 2016

PRESENT: Councillor B Anderson in the Chair

Councillors C Anderson, A Blackburn,
N Buckley, R Grahame, M Harland,
G Hyde, J Illingworth, K Maqsood,
K Wakefield and N Walshaw

47 Late Items

There were no late items.

48 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

49 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors C Campbell and M Robinson. Notification was received that Councillor C Anderson was substituting for Councillor M Robinson.

50 Minutes - 9 November 2015

RESOLVED – That the minutes of the meeting held on 9 November 2015 be approved as a correct record.

51 Leeds City Credit Union (LCCU)

As requested by the Scrutiny Board in November 2015, the report of the Assistant Chief Executive (Citizens and Communities) provided further information as to how the council can further support Leeds City Credit Union (LCCU) to significantly increase membership and lending capacity.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- Dave Roberts, Financial Inclusion Manager
- Chris Smyth, Chief Executive of Leeds City Credit Union
- Janet Burr, Deputy Chief Executive of Leeds City Credit Union
- Paul Higgins, Finance Manager, Leeds City Credit Union

In summary, the key areas of discussion were as follows:

Draft minutes to be approved at the meeting
to be held on Monday, 15th February, 2016

- Members noted the credit union's ambition to build its loan book to £20m by 2020 (currently £8m, up from £7m in 2013).
- Significant investment in systems and technology was considered a priority in order to attract new customers and particularly young people.
- Reference was made to the £38m investment by the Department for Work and Pensions (DWP) in their Credit Union Expansion Project which aims to develop better back office systems. However, the Chief Executive of the LCCU explained that the buy-in costs were currently unaffordable and therefore the LCCU was exploring local alternatives to improve their systems.
- Members suggested that the LCCU also explore investment opportunities through EU funding projects.
- The Board raised the issue of providing ATM services as well as over the counter services and discussed the potential use of ATM commercial companies as a more cost effective alternative to purchasing ATMs.
- Particular emphasis was made around promoting the Credit Union as a good value for money alternative to banks and also many of the high cost lenders.
- Members particularly welcomed the expansion of the Credit Union School Savings Clubs within primary schools across Leeds. Linked to this, the Board recognised the role that Elected Members can play in their capacity as School Governors in promoting this initiative too.
- Reference was made to the role of the joint Development Working Group in considering how the credit union could develop actions appropriate to the needs of each of the council Directorates. However, Members acknowledged the need for more regular attendance from across all Directorates to better promote this work as well as generating greater awareness amongst frontline staff. The Board agreed to highlight this particular issue with directors and monitor progress in this regard.

In conclusion, the Chair thanked everyone for their contribution and requested that a further progress report be brought back to Scrutiny in the new municipal year.

RESOLVED -

- (a) That the Board notes the report of the Assistant Chief Executive (Citizens and Communities)
- (b) That a further progress report be brought back to Scrutiny in the new municipal year.

52 Inquiry into Community Committees - Session 1

The report of the Head of Scrutiny and Member Development reminded the Board of the agreed terms of reference relating to this inquiry and set out the purpose of this first inquiry session, which was to address the following areas:

- Clarity surrounding the role and capacity levels of Community Committees and their respective Area Support Team (these are now referred to as Communities Teams)

Draft minutes to be approved at the meeting
to be held on Monday, 15th February, 2016

- The role of Community Committee Champions
- Performance management frameworks linked to Community Committees
- Examples of good practice across the Community Committees and mechanisms for sharing such practice.

A report from the Assistant Chief Executive (Citizens and Communities) was also appended to provide information pertaining to this first session.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Shaid Mahmood, Chief Officer for Communities
- Rory Barke, Area Leader (Corporate)
- Baksho Uppal, Area Leader
- Mick Ward, Interim Chief Officer, Commissioning, Adult Social Care
- Helen Freeman, Chief Officer Environmental Action
- Paul Maney, Head of Strategy, City Development
- Lucy Jackson, Consultant in Public Health
- Martyn Stenton, Area Head of Targeted Services

The key issues raised were as follows:

- Emphasising the importance of establishing good working relationships between Elected Members and their respective Communities Teams and Area Leaders.
- The need to strengthen links between Community Committee Champions and their relevant Executive Members to provide further clarity of roles.
- The role of the Communities Teams in publicising the work of Community Committees and a recognised need to publicise meeting venues effectively and follow up public requests to be kept up-to-date with information via email.
- The role of directorates in supporting Community Committee Champions as well as a recognised need for Champions to provide an appropriate level of challenge to their relevant service areas.
- Understanding the appropriateness and timeliness of bringing information to Community Committees.
- Exploring further opportunities for devolving services to Community Committees and strengthening links with other community partners (it was noted that these issues would be explored in greater detail at future inquiry sessions)

RESOLVED – That the Board notes the report of the Assistant Chief Executive (Citizens and Communities).

53 2016/17 Initial Budget Proposals

The Head of Scrutiny and Member Development submitted a report which introduced the initial budget proposals for 2016/17.

Draft minutes to be approved at the meeting
to be held on Monday, 15th February, 2016

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Councillor James Lewis, Executive Member for Resources and Strategy
- Councillor Mohammed Rafique, Executive Member for Employment, Enterprise and Opportunity.

The key areas of discussion were as follows:

- The Assistant Chief Executive (Citizens and Communities) clarified that a further £135k of savings was now required from the Citizens and Communities Directorate for 2016/17 following the local government finance settlement announcement in December. It was noted that this saving would be achieved as part of the review of staffing costs.
- Members noted that the method of applying the proposed 10% reduction in the Well Being and Youth Activities funding was yet to be determined.
- Clarification was sought regarding the numbers of individuals paying Council Tax by direct debit as it was recognised that greater take up could help generate further efficiencies.
- The Board recognised that forthcoming welfare benefit changes, particularly in relation to the future roll out of Universal Credit, will result in future budgetary pressures and agreed to undertake further scrutiny of the implications surrounding these changes.

RESOLVED –

- (a) That the Board notes the Executive Board's initial budget proposals for 2016/17.
- (b) That further scrutiny is undertaken in relation to the budgetary implications of forthcoming welfare benefit changes.

54 Work Schedule

The report of the Head of Scrutiny and Member Development invited Members to consider the Board's work schedule for the municipal year. The Chair reminded the Board of forthcoming working group meetings in relation to Migration and the Board's Inquiry into Universal Credit.

RESOLVED – That the work schedule be noted.

55 Date and Time of Next Meeting

Monday, 15th February 2016 at 10.00 am (pre-meeting for all Board Members at 9.30 am).

(The meeting concluded at 12.00 pm)

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Citizens and Communities)

Date: 15th February 2016

Subject: Inquiry into Universal Credit – draft scrutiny report

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 year, the Scrutiny Board decided to undertake an inquiry into the roll out of Universal Credit in Leeds and the terms of reference for this inquiry were agreed by the Board in September 2015.

2. This inquiry has now concluded and the Board is in a position to report on its findings and recommendations resulting from the evidence gathered. The Board's draft report will follow and be made available in readiness for today's meeting when Board Members will be asked to formally consider and agree its report.

3. Scrutiny Board Procedure Rule 13.2 states that "where a Scrutiny Board is considering making specific recommendations it shall invite advice from the appropriate Director(s) prior to finalising its recommendations. The Director shall consult with the appropriate Executive Member before providing any such advice. The detail of that advice shall be reported to the Scrutiny Board and considered before the report is finalised". Any advice received will be reported at the Board's meeting for consideration, before the Board finalises its report.

4. Once the Board publishes its final report, the appropriate Director(s) will be asked to formally respond to the Scrutiny Board's recommendations within three months.

Recommendations

5. Members are asked to consider and agree the Board's report following its inquiry into Universal Credit.

Background documents¹

6. 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.



Report authors: Rory Barke, Martin Dean, Baksho Uppal, Andy Birkbeck
Tel: 07891 271854

Report of: Assistant Chief Executive (Citizens and Communities)

Report to: Citizens & Communities Scrutiny Board

Date: 15th February 2016

Subject: The Development of Community Committees – Session 2 Report - Partnerships

Are specific electoral Wards affected?	<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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. This report provides information on the range of community committee partnerships both strategic, thematic and local with regard to each of the three Community Team areas of the city: the south east (SE), the east north east (ENE) and the west north west (WNW).
2. The report outlines the extent of partnership working and demonstrates how community committees are at the very heart, if not leading, on the local partnership arrangements that seek to address shared local priorities and engage with local people.

Recommendations:

3. That the information supplied in this report is noted and discussed.

1. Purpose of this report

- 1.1 The purpose of this report is to provide members of the Scrutiny Board with information relevant to their inquiry into the development of community committees with particular reference to the evidence called for by the terms of reference; specifically:
- To consider evidence in relation to the extent to which Community Committees are engaging with other established community forums/partnerships (i.e. Cluster Partnerships; Parish and Town Councils; CCGs).
- 1.2 The evidence provided in this report and its appendices can form the basis for the Scrutiny Board to work with the Citizens & Communities Directorate in evaluating the community committee model and its development to date.

2. Background information

- 2.1 The move towards a more collaborative and inclusive approach to working locally began following a review of the council's area working arrangements. A number of recommendations were agreed by Executive Board in December 2012 and officers, working closely with area committee chairs, undertook further work to develop a set of principles to underpin a new approach to area working arrangements.
- 2.2 In December 2013, Executive Board endorsed the proposition to be more responsive to local communities and there followed a period of consultation on improving locality working arrangements. Outcomes of the consultation were as follows:
- A change in name from area committees to community committees to reflect the new approach to locality working;
 - An agreed set of design principles for community committees to create a framework that is consistent across the city but still responsive to local needs;
 - An agreed brand and identity for community committees to assist in communication and marketing activity, raising the profile of community committees and their work;
 - The need for greater delegation to community committees;
 - More locally focussed meetings with more freedom and flexibility in terms of the way they operate; and
 - More meaningful community engagement.
- 2.3 On the 9th June 2014 the Annual Council meeting approved the constitutional amendments relating to community committees and the very first meetings took place that July.
- 2.4 The Community Committees largely adopted the partnership arrangements inherited from the former Area Committees and have adapted and /or added to these arrangements in the light of changing circumstances and priorities.

3. Partnership arrangements

- 3.1 The Community Committee partnership arrangements are largely supported by the area based Communities Teams and this report reflects the information provided by each of these teams. The partnerships are either strategic in nature or very task and action focussed and some relate just to the locality whilst others have a route through to the city-wide strategic partnerships such as Leeds Health and Wellbeing Board.
- 3.2 The effectiveness of the partnerships is evident through the good levels of engagement, the shared agendas, shared resources and agreed outcomes. Detailed examples of the effectiveness of the community committee partnership arrangements are given in the Leeds Community Committees Annual Report 2014 to 2015 supplied to the Scrutiny Board at its first session on this topic on the 18th January 2016.
- 3.3 The partnerships that community committees are involved in, described below, largely fall into two categories. They are either:
- **Strategic partnerships** that cover the wider geography of the ENE, the WNW or SE of the city such as the Area Leadership Teams and thematic partnerships on issues such as community safety or health and wellbeing. Membership of these strategic partnerships is made up of local decision makers from services, partner agencies and the voluntary sector. Members of the community committees attend either in their role as Chair or champion portfolio holders.
 - **Action/delivery focussed partnerships** such as local neighbourhood business forums, neighbourhood partnerships and ‘tasking’ groups. Membership consists of multi-agency frontline delivery officers often with a ward member chairing or leading. Much of the facilitation and servicing of such partnerships is undertaken by the community teams.
- 3.4 It is also a moot point as to whether a particular arrangement that involves partners is a ‘partnership’ or simply a joined up way of ‘getting the job done’– the distinctions never having been articulated.
- 3.5 Appended to this report are documents for each area that provide an accessible overview of all the various partnership arrangements operating in conjunction with the community committees. In the sections below each area describes in some detail the nature of their respective partnership arrangements.

4. South East Partnerships:

4.1 Community Safety

Engaging with councillors on issues of concern in the area and working with Police, Council and other local services to develop responses, or make a contribution to the actions which are taking place. Examples include:-

- Child sexual exploitation, bringing responsible services to the community committee. Providing assurance that this important issue is being dealt with by the Council. Influencing services to engage with relevant third sector partners.

- Engaging with Councillors and local people on action planning on domestic violence. Involving police and community safety colleagues.
- Organising local multi-agency operations which tackle identified problems in neighbourhoods
- Engaging locally with Councillors and residents on the issue of street sex work, and supporting the development of the Managed Area as a city-wide response to a local issue.
- Tasking meetings take place across the area

4.2 Health and Wellbeing

Working with Public Health and the Clinical Commissioning Group (CCG) on the planning and commissioning of social prescribing. Discussed in the area wide Health and Wellbeing Core Group (with CCG and Public health colleagues). It sponsored a area wide discussion at the Heath Forum where local councillors and stakeholders were able to influence this approach, for example opening the service to self-referral and supporting the need for local grants to support additional local community provision.

We have engaged with health and wellbeing colleagues providing a local (Outer South) perspective on priorities to be adopted in the Health and Wellbeing Strategy and on the proposed 'Best start Zone', working to improve outcomes for infants in Inner south. These specific examples have influenced decisions on local interventions by the CCG and public health.

4.3 Older People

Each community committee has sub groups which engage with older people, and seek to involve community committees and local stakeholders in the agendas of social isolation and positive local activity. This has led to Councillors supporting programmes of work with wellbeing funding investment and supporting applications to city wide programmes such as 'Time to Shine'.

4.4 Children and Young People.

Community Committees have a close relationship with the Youth Service, working with councillors to shape mainstream provision and the delivery of the Youth Activity Fund (YAF). All Committees have directly engaged with young people to seek their views on local provision and their neighbourhoods. This has influenced the delivery of the YAF. We have a relationship through children's services, and our Champions with the clusters in the area.□

4.5 Housing.

Community committees engage with housing colleagues and colleagues in housing associations relevant to their areas. There has been productive work to align the funding decisions of the community committees with those of the Housing Advisory Panels. This has meant a number of joint schemes have been supported, for example on local environmental projects. Strong links with housing partners (Housing Leeds and RSLs) involved in tenant and resident involvement has assisted

with engaging residents at community committees and developing local projects to address needs.

4.6 Employment and Skills

An Employment skills and welfare partnership is convened in the Inner South area tackling a wide range of local issues relating to accessing local employment, skills and training and attainment. Work has included a local roadshow of advice sessions on welfare benefit changes, and work to encourage local people to access local jobs including the new Asda supermarket in Middleton and Aldi supermarket in Beeston. Outer East committee has a close focus on the skills and employment opportunities which will be generated by the Thopre Park development, including work with local schools, and the Outer South Committee has had a focus on issues related to disabled employment.

4.7 Neighbourhood Improvement Boards (NIBs)

The NIBs have provided the vehicle to work on key issues at ward level, or below, engaging with local residents. We have developed the local use of the Open Space methodology to properly hear the voice of residents and the problems or issues which concern them. This allows working groups to quickly engage on the issues of concern. Examples include:-

Hearing about some serious crime and disorder worries in some local neighbourhoods and feeding those concerns directly to tasking for action;

Responding to concerns about speeding and giving Highways colleagues the opportunity to discuss potential solutions directly with residents.

We also engage directly with residents through Community Forums in the Outer East area

5. East North East Partnerships:

5.1 ENE Employment & Skills Board

An ENE Employment and Skills Board is well established. This includes the Employment and Skills champions for Inner East, Outer North East and is chaired by the champion for Inner North East. Regular reports are submitted to the Community Committees and the champions take an active role in ensuring that local issues are considered by the Board. Draft priorities have been set for the 2016/17 municipal year to be approved by the Board in February. These reflect discussions at Community Committee workshops and local partnership discussions.

5.2 Housing Advisory Panels (HAP)

Since the transition from the ALMO structure to an in-house service, we have an improved relationship with Housing Leeds and in particular the HAP panels. Links are primarily between Tenant & Community Support Officers and Area Officers on finance matters. An Area Officer has been to Inner East HAP to present on work of Community Committees to foster relationships and aid mutual understanding. Also

plans to do this in INE and ONE. Community Committee Members are appointed annually to sit on the HAP as non-voting members.

5.3 Moor Allerton Partnership

Meets every six weeks. Essentially an information sharing forum. Attempts have been made to focus the work of partnership by the Communities Team but the dynamism of the group is limited due to issues of attendance and the cross boundary nature of the area (Moor Allerton straddles both Alwoodley and Moortown Wards). Community Committee Members from both the ONE and INE Community Committees attend these meetings. The minutes are currently reported to the ONE CC as part of the Community Committee update report, it is planned that INE does the same in future.

5.4 Neighbourhood Improvements Partnerships – Harehills, Burmantofts & Richmond Hill, Gipton, Seacroft & Chapeltown

The neighbourhood improvement partnerships (NIPs) are a new approach in ENE, effectively replacing and broadening the previous Local Management Team approach. NIPS, whilst still in their infancy, are currently being embedded in all the ENE's priority neighbourhoods. The driver behind these partnerships are the need to identify local interventions and create collaborative action plans with tangible outcomes. Allied to this is a East Leeds Neighbourhood Board is to be established that will seek to address more strategic and cross cutting issues for the whole of the ENE area. This NIB approach is already working in West and South. We will be leaning on both of those models for guidance. The Communities Team currently reports on the work of the NIPs via both the IE and INE Community Committee update reports.

5.5 Clusters – Alwoodley/Next, Inner East, Seacroft Manston, EPOSS, CHESS, Networks

In some instances members of the Communities Team do attend JCC meetings (EPOSS, CHESS, NETWORKS) and as a result the relationship between the Communities Team and the Cluster is enhanced. Members of the Community Committee are also annually appointed to sit on the Clusters. There are also examples of a strong working relationships being forged outside of the formalised partnership structure (i.e. Inner East and the co-production of the summer holiday programme with the Communities Team) but this is an area with scope for improvement. There is currently no formal reporting mechanism between the Clusters and the Community Committees (ONE are looking to remedy this). Perhaps under the new proposed Cluster model of engagement with young people this could be a lever for change.

5.6 Outer North East Parish and Town Council Forum

Meets quarterly in a venue in an ONE Ward. Chaired by local Ward councillors on a rotating basis. The Outer North East Community Committee has continued to develop productive working relationships through the Outer North East Parish and Town Council Forum which provides a mechanism for regular engagement and opportunities for discussion and collaborative working on issues of common interest

to the parishes. The forum was highlighted as a model of good practice by the Safer and Stronger Scrutiny Board's review into the council's relationships with parish and town councils in 2013. Partnership working between the Community Committee and parish and town councils presents a real opportunity, particularly in the context of the localism act. Relationships have been developed through neighbourhood planning and all key parties come together regularly through the Forum. In particular, the forum enables parish and town councils to work closely with the Locality Team to improve the flexibility and effectiveness of the local delivery of environmental services. Other issues of interest that have been focused on include; community safety, CIL and highways improvements.

5.7 Community Leadership Teams (CLT) – Burmantofts & Richmond Hill & Seacroft

Meets every two months. Made up of local residents and chaired by local councillors who also sit on the IE Community Committee. The CLT is an opportunity for resident engagement and information sharing. This meeting is facilitated and supported by the Communities Team. The work of the CLT is being realigned to dovetail with the work of the emerging neighbourhood improvement partnerships.

5.8 Health & Wellbeing Partnerships (eg Harehills, Chapeltown)

A number of local partnerships are in place and are delivering effectively against the health improvement agenda. These partnerships feed into the ENE Health & Wellbeing Executive with good involvement from each of the three Health and Wellbeing Community Champions (appointed by the Community Committees). Community Champion involvement ensures they have a good understanding of public health and CCG priorities, challenges and actions. Recently, health colleagues (including those in public health and the CCG) helped in delivering Community Committee workshops in both IE and INE on social isolation. As a result social prescribing models are being developed.

5.9 ENE Locality Community Safety Partnership

The East North East Community Safety partnership is chaired by the local Chief Inspector with support from the community safety co-ordinator. The purpose of the partnership is to reduce crime and disorder and improve quality of lives by translating strategic objectives and Safer Leeds priorities into operational activity in local neighbourhoods. The partnership works alongside the Area Leadership Team on cross cutting issues in a bid to avoid duplication of effort. Recently, the partnership has developed a focus on domestic violence which has in turn informed the work of the Community Committees in ENE. A working group has been set-up to look at this issue in more detail.

5.10 Tasking meetings – B&RH, Chapel Allerton, Gipton, Harehills, Seacroft, Wetherby & Harewood, Roundhay & Moortown, Alwoodley

These meetings take place on a regular cycle, every 4 weeks in some cases. 6-8 weeks in others. The Communities Team has a co-chairing role in this partnership which also involves colleagues in the Police, LASBAT, Locality Team, Targeted Services, Housing Leeds and Youth Services.

5.11 Tenant & Resident Associations

Engagement with tenants and residents associations is done on an ad-hoc basis and usually in a capacity to support elected Members with a specific issue.

6. West North West Partnerships:

6.1 Community Safety

Engaged recently with Councillors on a range of community safety issues, including raising awareness of human trafficking and community cohesion activity, bringing responsible services to the locality community safety partnership and community committees where appropriate.

Engaging with councillors and local people on action planning on domestic violence, cohesion and development of cumulative impact policy to tackle alcohol concerns.

6.2 Health and Wellbeing and ASC

Working with Public Health and the CCG on the planning and commissioning of PEP work and establishment of wellbeing centres, both of which are targeted to areas of high need with significant health inequalities.

Community committee champions have engaged with Health and Wellbeing and ASC colleagues to develop approaches to tackle social isolation. Workshops have been held engaging local residents and an example of a key action being progressed following Outer North West community committee session is the development of a mobile app to be trialled in a ward in ONW.

6.3 Children and Young People.

Community Committees have a close relationship with the Youth Service, working with Councillors to shape mainstream provision and the delivery of the Youth Activity fund. All Committees have directly engaged with young people to seek their views on local provision and their neighbourhoods. This has influenced the delivery of the YAF.

Two children and young people sessions run this month in INW (60) and ONW (90) engaged over 150 young people to inform and influence priorities for commissioning.

6.4 Housing

Community Committees engage with Housing colleagues, and colleagues in Housing associations relevant to their areas.

There has been productive work to align the funding decisions of the Community Committees with those of the Housing Advisory Panels. This has meant a number of joint schemes have been supported, for example on local environmental projects.

Strong links with housing partners involved in tenant and resident involvement has assisted with engaging residents at Community Committee and developing local projects to address needs.

6.5 Neighbourhood Improvement Boards

The NIBs have provided the vehicle to work on key issues at ward level, or below, engaging with local residents.

The communities' team working with ward members have established a number of local neighbourhood improvement partnerships in areas of high deprivation. These include active engagement and in some cases are led by local residents or third sector organisations to discuss local challenges and develop local actions including influencing service provision such as a mobile pop up hub where no community facilities are present.

The West Neighbourhood Improvement Board has a clear focus on employment and financial inclusion. A range of activities have run over the past year including; 'Get into retail' workshops linked to the new Kirkstall Bridge development, job search advice for new Eastern European migrants and supporting job shops and IT access within community centres.

6.6 Outer North West Parish and Town Council forums

The Outer North West Community Committee continues to host a Parish and Town Council Forum three times a year, which enables the committee to engage with the six local Parish and Town Councils in outer North West Leeds. A number of joint priorities between the community committee and the local councils are being progressed, including highway issues and links to Leeds Bradford airport, both of which were discussed at the last forum meeting in October 2015.

6.7 Employment and Skills

The WNW Employment Skills and Welfare board is a strategic partnership. Partners contribute to an action plan which tracks the contributions and progress made over the year. The partnership decides on the priorities they want to focus on resolving. One of the main contributions this year was supporting Leeds City College to find suitable premises for adult community learning to enable provision to continue following the closure of provision at Strawberry Lane Community Centre. Current priorities focus on new business development and securing employment opportunities for local people, along with attainment levels and destinations for school leavers.

7. Third Sector goes Local (TSL)

- 7.1 The locality teams have worked in partnership with Voluntary Action Leeds over the last 18 months to deliver a number of events in each of the three areas under the 'Third Sector Goes Local' brand. The aim of these events is for the community teams to support TSL in its ambition to reach and engage the very local charities and voluntary groups, who may they not otherwise be aware of or get to offer support. To date the events have been based around local priorities and issues of local concern. They also provide an opportunity for local groups and charities to showcase their work in two-minute presentations as well networking opportunities. A team of officers from across the community teams are due to review the successes and challenges of these events in March 2016.

8. Corporate Considerations

8.1 Consultation and Engagement

The improvement agenda for community committees is a dynamic process and continues to be part of an on-going process of consultation and engagement with our partners, elected members, the community chairs forum and the executive member for communities. Local residents have the opportunity to engage in the development of community committees through the local engagement arrangements and in the process of approving any formal improvement programme by community committees.

8.2 Equality and Diversity / Cohesion and Integration

The community committees have a significant role to play in promoting community cohesion and equality. With all community committee developments due consideration must be given to the potential positive or negative impact on equality and community cohesion.

8.3 Council policies and Best Council Plan

The developing role of community committees fits with the Best Council objective of 'supporting communities and tackling poverty' and is directly aligned to the ambition for Leeds to be 'the best city for communities'.

8.4 Resources and value for money

In considering the development of community committees due consideration will always need to be taken to ensure the development ambitions can be matched with appropriate levels of resources. There are no resources issues to consider directly as a consequence of this report.

8.5 Legal Implications, Access to Information and Call In

There are no legal implications arising from this report.

8.6 Risk Management

There are no significant risk management issues arising from this report.

9. Recommendations

9.1 That the information supplied in this report is noted and discussed.

10. Background documents¹

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.

South East Locality Working Arrangements Overview

<p>Area Leadership Team Chair: Martin Farrington</p>
<p>Priorities:</p> <ul style="list-style-type: none"> • Community Cohesion & Resilience • Social Prescribing • Delivery of Community Hubs
<p>Dates: 14th October 2015</p>

<p>South East Neighbourhood Improvement Boards</p>
<p>Provides strategic lead for neighbourhood improvement activity in the following wards:</p> <ul style="list-style-type: none"> • INNER SOUTH: Beeston & Holbeck, City & Hunslet, Middleton Park
<p>Contact: Tajinder Virdee</p>

<p>SE Locality Partnerships</p>
<ul style="list-style-type: none"> • SE Core Health and Wellbeing – contact Rachel Brighton • Locality Community Safety Partnership – contact Zahid Butt • SE Employment, Skills and Welfare Priority Neighbourhood Board – contact Jane Hopkins / Martin Hackett

South East Community Committees, Sub Groups & Forums

Community Committee: (Wards)	Inner South (Beeston & Holbeck, City & Hunslet, Middleton Park)	Outer South (Ardsley and Robin Hood, Morley North, Morley South, Rothwell)	Outer East (Cross Gates and Whinmoor, Garforth and Swillington, Kippax and Methley, Temple Newsam)
Chair:	Cllr Angela Gabriel	Cllr Karen Bruce	Cllr Andrea McKenna
Town/Parish Councils:	None	<ul style="list-style-type: none"> • Morley TC, • Drighlington PC, • Gildersome PC 	Swillington PC, Kippax PC, Allerton Bywater PC, Aberford & District PC, Great & Little Preston PC, Ledsham PC, Ledston PC, Micklefield PC
Community Committee Dates & Workshop Themes	<ul style="list-style-type: none"> • 10th June 2015 – Environment & Community Safety • 9th September 2015 – Children’s Services • 9th December 2015 – Employment, Skills & Welfare • 9th March 2016 – Adult Social Care and Health and Wellbeing 	<ul style="list-style-type: none"> • 29th June 2015 – Environment & Community Safety • 28th September 2015 – Children’s Services and City Conversations • 30th November 2015 – Adult Social Care and Health and Wellbeing • 14th March 2016 – Employment, Skills & Welfare 	<ul style="list-style-type: none"> • 16th June 2015 – Environment • 8th September 2015 – Children & Young People • 1st December 2015 – Adult Social Care and Health and Wellbeing • 15th March 2016 – Community Safety
Priority Themes (plus Member Champions):	<ul style="list-style-type: none"> • Children’s Services – Cllr A Gabriel • Environment & Community Safety – Cllr A Ogilvie • Employment, Skills & Welfare – Cllr K Groves • Health, Wellbeing & ASC – Cllr P Truswell (Health & Wellbeing) & Cllr P Davey (ASC) 	<ul style="list-style-type: none"> • Children’s Services – Cllr B Gettings • Environment & Community Safety – Cllr K Bruce • Employment, Skills & Welfare – Cllr N Dawson • Health, Wellbeing & ASC – Cllr L Mulherin (Health & Wellbeing) & Cllr K Resnshaw (ASC) 	<ul style="list-style-type: none"> • Children’s Services – Cllr H Hayden • Environment & Community Safety – Cllr M Harland • Employment, Skills and Welfare – Cllr P Grahame • Health & Wellbeing & ASC – Cllr A McKenna
Community Committee Schedule (Dates for Full Council Reports):	Friday 30 th October 2015	Friday 11 th March 2016	Friday 26 th June 2015
Sub Groups:	<ul style="list-style-type: none"> • Children & Young People, Environment, Beeston & Holbeck • Neighbourhood Improvement Board, City & Hunslet • Neighbourhood Improvement Board, Belle Isle & Middleton • Neighbourhood Improvement Board, Older Person’s Working Group 	<ul style="list-style-type: none"> • Community Centres • Children & Families • Older Person’s Working Group • Environment 	<ul style="list-style-type: none"> • Garforth & Swillington Forum, • Kippax & Methley Forum, • Halton Forum, • Swarcliffe Forum, • Whinmoor Forum, • Cross Gates, • Halton Moor Forum
Wellbeing Fund Total Pot for Community Committee:	£184,050	£149,190	£147,500
Youth Activities Total Allocation 2015/16	£49,730	£60,230	£57,970

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South East Partnership Working

- Sub Groups**
- Inner South Environmental Sub Group
 - Outer South Environmental Sub Group
 - Outer East Environmental Sub Group.
 - Inner South Children and families Sub Group
 - Outer South Children and families Sub Group
 - Outer East Children and Young People sub group
 - Inner South Older Peoples Sub group
 - Outer South Older Peoples Sub group
 - Outer East Older Peoples Sub group
 - Outer South Community Centre Sub Group

- Traders Groups**
- Dewsbury Rd Town Team
 - Middleton Traders
 - Garforth Traders

- Other SE Partnerships**
- Inner South Employment & Skills Board
 - Housing Advisory Panels
 - Dewsbury Rd T&DC Project Team
 - Holbeck Landlords Forum
 - South East Leeds Debt Forum
 - Various Resident Groups

- Neighbourhood Improvement Board (NIBS)**
- Beeston and Holbeck NIB
 - City and Hunslet NIB
 - Belle Isle and Middleton NIB

- Clusters**
- JESS
 - Beeston Cottingley Middleton (BCM)
 - Morley and Ardsley
 - Rothwell
 - Seacroft and Manston
 - Garforth
 - Brigshaw
 - Temple Newsam Learning partnership

- Neighbourhood Planning**
- Holbeck
 - Beeston
 - Rothwell
 - Oulton & Woodlesford
 - Carlton
 - Kippax
 - Garforth

- Citizens@ Forums**
- Cross Gates Forum
Whinmoor Forum
Swarcliffe Forum
Halton forum
Halton Moor Forum
Garforth & Swillington Forum
Kippax and Methley Forum

Community Committees

Inner South
(Beeston and Holbeck, City and Hunslet, Middleton Park)

Outer South
(Ardsley and Robin Hood, Morley North, Morley South, Rothwell)

Outer East
(Cross Gates and Whinmoor, Garforth and Swillington, Kippax and Methley, Temple Newsam)

All supported by Community Champions

South East Area Leadership Team

Priorities:

1. Community Cohesion and resilience
2. Social Prescribing
3. Delivery of Community Hubs

Health & Wellbeing

Integrated Commissioning Executive Board (ICE)

- Working Groups**
- South East Core Group
 - South and East Health and wellbeing forum
 - Connect for Health (Social Prescribing)
 - Middleton and Belle isle Health & Wellbeing sub group
 - Cottingley HWN sg
 - JESS Best Start Zone steering group
 - Domestic Violence

- Parish and town Councils**
- Morley Town Council
 - Drighlington Parish Council
 - Gildersome Parish Council
 - Allerton Bywater Parish Council
 - Great and little Preston Parish Council
 - Swillington Parish Council
 - Kippax Parish Council
 - Ledsham Parish Council

Community Safety

Safer Leeds Executive Board (CDRP)

South East Locality Community Safety Partnership

- CSE Partnership Action Group
- ASB Panel
- Hate Crime Marac
- Domestic Violence MARAC
- Integrated Offender Management Conference

- Prevent (Silver)

- Tasking Meetings**
1. City and Hunslet
 2. Beeston and Holbeck
 3. Middleton Park
 4. Morley
 5. Ardsley, Robin Hood and Rothwell
 6. Temple Newsome and Cross Gates
 7. Garforth and Kippax

- Prostitution**
- Members group on issues relating to prostitution
 - Prostitution Strategy Group
 - Care planning

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East North East Locality Working Arrangements Overview

Area Leadership Team

Priorities: *(Under review)*

- Anti- poverty work
- Health inequalities
- Employment & skills

Dates:

18th June 2015 / 18th Sept 2015/ 25th Nov 2015/

Inner East Neighbourhood Improvement Board

(Under development December 2015)

Provides strategic lead for neighbourhood improvement activity in the following six areas:

- South Seacroft
- Gipton
- Harehills & Burmantofts
- Lincoln Green
- Richmond Hill

ENE Locality Partnerships

- East North East Health & Wellbeing Executive
- East North East Locality Community Safety Partnership (LCSP)
- ENE CSE Practitioners Forum
- Integrated Offender Management Conference
- ENE Employment & Skills Board

East North East Community Committees, Sub Groups & Forums			
Community Committee: (Wards)	Outer North East (Wetherby, Harewood, Alwoodley)	Inner North East (Chapel Allerton, Moortown, Roundhay)	Inner East (Burmantofts & Richmond Hill, Seacroft, Gipton & Harehills)
Chair:	CLlr Gerald Wilkinson	CLlr Eileen Taylor	CLlr Asghar Khan
Town/Parish Councils:	<ul style="list-style-type: none"> • Barwick & Scholes • Boston Spa • Bramham • Collingham • East Keswick • Harewood • Moor Allerton • Scarcroft • Shadwell • Thorner • Wetherby TC 	None	None
Community Committee Dates & Themes	<ul style="list-style-type: none"> • Monday 15th June 2015-TBC • Monday 7th September 2015- Community Safety • Monday 14th December 2015- Community Hubs • Monday 25th January 2016-Childrens Services • Monday 7th March- TBC 	<ul style="list-style-type: none"> • Monday 29th Jun- Place/ Environment • Monday 21st Sep- Domestic Violence • Monday 7th Dec 2015- Community Hubs/ language barriers • Monday 14th Mar 2016- Young People & Street Play/ Physical Activity. 	<ul style="list-style-type: none"> • Thursday 18th –Jun 2015- Place/ Environment • Thursday 17th Sep 2015- Domestic Violence • Thursday 10th Dec 2015- Community Hubs role out/ language barriers • Thursday 24th Mar 2016- Young people & Street Play/ Physical activity.
Priority Themes (plus Member Champions):	<ul style="list-style-type: none"> • Environment & Community Safety- Cllr Wilkinson • Children’s Services- Cllr Lamb • Employment, skills & Welfare- Cllr Robinson • Health, Wellbeing & Adult Social care- Cllr Buckley 	<ul style="list-style-type: none"> • Environment- Cllr B Urry • Community Safety- Cllr M Rafique • Children’s Services -Cllr Charlwood • Employment, Skills and Welfare -Cllr G Hussain • Health and Wellbeing- Cllr E Taylor • Adult Social Care - Cllr C MacNiven 	<ul style="list-style-type: none"> • Environment -Cllr G Hyde • Community Safety- Cllr B Selby • Children’s Services - Cllr M Ingham • Employment, Skills and Welfare -Cllr R Grahame • Health and Wellbeing- Cllr R Harington • Adult Social Care -Cllr A Khan
Community Committee Schedule (Dates for Full Council Reports):	<ul style="list-style-type: none"> • Next municipal year 	<ul style="list-style-type: none"> • Friday 11th March 2016 	<ul style="list-style-type: none"> • Next municipal year
Sub Groups:	<ul style="list-style-type: none"> • Environment • Children & Young people 	<ul style="list-style-type: none"> • Environment • Wellbeing Working group • Community Safety 	<ul style="list-style-type: none"> • Children & Young people • Community safety • Environmental Sub Group • Health & Wellbeing • Planning
Wellbeing Fund Total Pot for Community Committee:	£88,350	£128,070	£214,550
Youth Activity Fund Total pot:	£41,000	£51,670	£68,320
Neighbourhood Improvement Partnerships and other activity steering groups (for details of where they are in place & other additional information required, contact officer responsible):	<ul style="list-style-type: none"> • Moor Allerton Partnership (MAP) 	<ul style="list-style-type: none"> • Neighbourhood Improvement Partnership being developed for Chapeltown • Meanwood 7 Estates group steers action in Meanwood • Brackenwood Employment Partnership 	<p>Neighbourhood Improvement Partnerships being developed for:</p> <ul style="list-style-type: none"> • South Seacroft • Gipton • Harehills & Burmantofts • Lincoln Green • Richmond Hill

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East North East Partnership Working

- Sub Groups**
- Inner East Environmental Sub Group
 - Inner North East Environmental Sub Group
 - Outer North East Environmental Sub Group.
 - Inner East Children & Young Peoples Sub Group
 - Inner East Planning Sub Group
 - INE Wellbeing Advisory Group
 - Inner East Wellbeing Advisory Group

- Forums**
- East Leeds Debt Forum
 - Harehills Trader Forum

- Other ENE Partnerships**
- ENE Employment & Skills Board
 - Various Resident Groups
 - Housing Advisory Panel
 - Meanwood Inter-agency Group
 - Chapeltown Cultural Quarter
 - Seacroft Neighbourhood Planning Group
 - Housing Leeds – Best Practice
 - Woodleas Project Team
 - Chapeltown Housing Investment Strategy
 - Harehills Lane T&DC Project Team
 - Derelict & Nuisance Sites Working Group
 - Employment Support Work
 - CHES Best Start Meeting

Neighbourhood Improvement Board (NIBS)

Moor Allerton Partnership (MAP)

- Community Leadership Teams**
- Burmantofts & Richmond Hill CLT
 - Meanwood CLT
 - Gipton CLT
 - Seacroft CLT

- Clusters**
- Alwoodley/ NEXT Cluster
 - Inner East Cluster
 - Seacroft Manston Cluster
 - EPOSS Cluster
 - CHES (Chapelton)
 - NETWORKS (Meanwood)

- Local Management Groups**
- Burmantofts & Richmond Hill Local Management Team
 - Gipton Local Management Team
 - Seacroft Local Management Team
 - Harehills Local Management Team
 - Meanwood Seven Estates

Community Committees

Inner East
(Gipton & Harehills, Killingbeck & Seacroft, Burmantofts & Richmond Hill)

Inner North East
(Chapel Allerton, Moortown & Roundhay)

Outer North East
(Alwoodley, Harewood & Wetherby)

East North East Area Leadership Team

Priorities:

1. Anti-Poverty Work
2. Health Inequalities
3. Employment & Skills

Health & Wellbeing

Integrated Commissioning Executive Board (ICE)

- Working Groups**
- East North East Executive
 - Child Poverty (not active at moment)
 - BT &RH Health & Wellbeing Partnership
 - BT &RH Alcohol Group
 - Seacroft Health and Wellbeing Partnership
 - Gipton Health and Wellbeing Partnership
 - CHES Best Start Zone delivery group
 - Drugs & Alcohol
 - Domestic Violence
 - Affordable Warmth
 - Financial Inclusion
 - Chapelton & Harehills Best Start Zone
 - Health & Wellbeing Group: ENE Locality

- Priority Area Groups**
- Burmantofts & Richmond Hill
 - Gipton
 - Seacroft
 - Moor Allerton
 - Chapelton
 - Harehills

Community Safety

Safer Leeds Executive Board (CDRP)

East North East Locality Community Safety Partnership (LSCP)

- CSE Practitioners Forum
- ASB Panel
- Hate Crime Marac
- Domestic Violence MARAC
- Integrated Offender Management Conference

Serious Acquisitive Crime Sub Group

- Tasking Meetings**
1. Burmantofts & Richmond Hill
 2. Chapel Allerton
 3. Gipton
 4. Harehills
 5. Seacroft
 6. Wetherby & Harewood
 7. Roundhay & Moortown
 8. Alwoodley

- Chapelton/ Harehills Gang Prevention
- Chapelton/ Harehills Stat ASB
- Meanwood/Moortown Stat ASB

- Operation Bobby
- Operation Altoglen

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West North West Locality Working Arrangements Overview

Area Leadership Team
Priorities:
<ul style="list-style-type: none"> • Community engagement and community capacity • Employment and mental health • Domestic violence and abuse • Social isolation
Dates:
10 Feb 2015 / 30 April 2015 / 23 June 2015 / 4 Aug 2015
20 Oct 2015 / 8 Dec 2015

West Neighbourhood Improvement Board
Provides strategic lead for neighbourhood improvement activity in the following seven areas:
<ul style="list-style-type: none"> • Hawksworth Wood • Wythers • New Wortley • Fairfields • Broadleas • Heights • Bawns

WNW Locality Partnerships
<ul style="list-style-type: none"> • WNW Core Health and Wellbeing • Locality Community Safety Partnership • WNW Employment, Skills and Welfare Priority Neighbourhood Board

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West North West Community Committees, Sub Groups & Forums				
Community Committee: (Wards)	Outer North West (Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon)	Outer West (Calverley & Farsley, Farnley & Wortley and Pudsey)	Inner North West (Headingley, Hyde Park & Woodhouse, Weetwood)	Inner West (Armley, Bramley & Stanningley, Kirkstall)
Chair:	Cllr P Wadsworth	Cllr Mick Coulson	Cllr J Pryor	Cllr K Richie
Community Committee Dates	<ul style="list-style-type: none"> • Monday, 15 June 2015 • Monday, 7 September 2015 • Monday, 30 November 2015 • Monday, 25 January 2016 • Monday, 21 March 2016 	<ul style="list-style-type: none"> • 01 July 2015 • 07 October 2015 • 09 December 2015 • 02 March 2016 	<ul style="list-style-type: none"> • Thursday, 18 June 2015 • Thursday, 10 September 2015 • Thursday, 17 December 2015 • Thursday, 3 March 2016 	<ul style="list-style-type: none"> • Wednesday 24th June 2015 • Wednesday 9th September 2015 • Wednesday 9th December 2015 • Wednesday 9th March 2015
Town/Parish Councils:	<ul style="list-style-type: none"> • Arthington PC • Bramhope & Carlton PC • Horsforth TC • Otley TC • Pool in Wharfedale PC • Rawdon PC 			
Priority Themes (plus Member Champions):	<ul style="list-style-type: none"> • Children – Cllr P Latty • Employment & Skills – Cllr R Downes • Community Safety & Environment – Cllr Anderson • Health & Wellbeing – Cllr G Latty • Transport – Cllr Cleasby 	<ul style="list-style-type: none"> • Children – Cllr D Blackburn • Health & Well Being – Cllr Jarosz • Employment & Skills – Cllr Wood • Welfare – Cllr Wilford • Community. Safety & Environment – Cllr Coulson 	<ul style="list-style-type: none"> • Children – tbc • Health & Wellbeing – tbc • Employment & Skills – tbc • Community Safety & Environment – tbc 	<ul style="list-style-type: none"> • Children – tbc • Health & Wellbeing – tbc • Employment & Skills – tbc • Community Safety & Environment – tbc
Sub Groups:	<ul style="list-style-type: none"> • Children’s Services & Family Health • Community Safety sub group • Employment Learning and the Local Economy • Adult Social Care, Health & Well-being sub group • Environment Sub group • Policy sub group • Transport sub group 	<ul style="list-style-type: none"> • Environment • Employment, Skills & local economy • General Purposes. 	<ul style="list-style-type: none"> • Environment • Children & Young People • Planning • General Purposes 	<ul style="list-style-type: none"> • Environment • Children & Young People • General Purposes
Forums	<ul style="list-style-type: none"> • Guiseley & Rawdon Forum • Yeadon Forum • Town & Parish Council forum • Holt Park Forum 			<ul style="list-style-type: none"> • Kirkstall Forum • Armley Forum • Bramley Forum
Wellbeing Fund Total Pot for Community Committee:	£127,450	£126,290	£158,690	£122,430
Neighbourhood Improvement Plans (details of where they are in place & other additional information required, contact person)		<ul style="list-style-type: none"> • Heights & Bawns NIP 	Neighbourhood improvement Plans on a Page being developed for: <ul style="list-style-type: none"> • Little London • Hyde Park & Woodhouse 	Neighbourhood improvement Plans on a Page in place for: <ul style="list-style-type: none"> • Hawksworth Wood • Wythers • New Wortley • Fairfields • Broadleas

WNW Partnerships

Community Committees

Inner North West

Outer West

Outer North West

Inner West

INW sub groups:

- Environment
- Children and Young People
- Planning

OW Sub Groups:

- Environment
- Business, Employment and Skills
- General Purposes

ONW Sub Groups:

- Environment & Community Safety
- Children's Services and Family Health
- Adult Social Care, Health and Wellbeing
- Employment, Learning and the Local Economy
- Highways and Transportation
- Policy

IW sub groups:

- Environment
- Children and Young People
- General Purposes

- 8 Citizens@ community forums and ad hoc forums
- ONW Parish and Town Council Forum

Communities Board

WNW Area Leadership Team

Priorities:

- Domestic violence and abuse
- Employment and mental health
- Social isolation
- Community engagement and capacity

Neighbourhood Improvement

West Neighbourhood Improvement Board priority neighbourhoods:

- New Wortley
- Wythers
- Fairfields
- Broadleas
- Heights
- Bawns
- Hawksworth Wood

West local neighbourhood improvement partnerships:

- Our Place Bramley
- Our Place New Wortley
- Hawksworth NIP
- Wythers NIP
- Heights and Bawns NIP

INW priority neighbourhoods:

- Hyde Park
- Little London

Private Sector led groups:

- Pudsey Business Support Group
- Farsley Forum

Neighbourhood Planning:

- | | |
|---------------|--------------------|
| • Rawdon | • Otley |
| • Aireborough | • Headingley |
| • Pool | • Hyde Park |
| • Adel | • Little Woodhouse |
| • Horsforth | • Kirkstall |

Safer and Stronger Leeds Partnership

DV Strategy Group

Community Champion Group

Officers Delivery Group

Sex Workers Case

Strategic Burglary

Leeds Safeguarding Board/ CSE Sub Group

WNW CSE Practitioners Forum

WNW Hate Crime MARAC

WNW Offender Management

WNW Universities and Colleges Crime Reduction partnership

WNW Community Safety Partnership

WNW wards Tasking and issue based groups

Leeds Health and Wellbeing Board

Integrated Commissioning Exec (ICE)

Transformation Portfolio Board

Leeds Health Protection Board

Asset Management Board

Derelict and Nuisance Sites Enforcement Working Group.

Town and District Centre /Townscape Heritage Initiative Programme Board

Neighbourhood Planning Steering Group

Housing and Regeneration Board

City wide HL and AST meeting

WNW HL and AST meeting

Housing Leeds Area Panels

Children's Trust Board

Families First Board

Clusters:

- ACES
- Bramley
- INW Hub
- Open XS Cluster
- ESNW
- Farnley Cluster
- Pudsey Cluster
- Aireborough Extended Services
- Otley, Pool and Bramhope Cluster
- Horsforth Cluster

WNW Core Health and Wellbeing Partnership

WNW Employment, Skills and Welfare Priority Neighbourhood Partnership

WNW Thematic Partnerships

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Report of Assistant Chief Executive Citizens and Communities

Report to Scrutiny Board (Citizens and Communities)

Date: 15 February 2016

Subject: Syrian Refugee Relocation Programme Update

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?	x Yes <input type="checkbox"/> 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

1.0 Summary

- 1.1 In October 2015 the report to Scrutiny Board on migration included information about the positive response Leeds gave in relation to the Government call for support for Syrian refugees.
- 1.2 This report provides Scrutiny Board with an overview of the current Syrian Refugee Relocation programme and how this has been implemented in Leeds.
- 1.3 It explains the process which was followed; some of the challenges faced and provides assurance that services are accessible and effectively responding to the needs of the Syrian refugees on this programme.
- 1.4 Finally it highlights any ongoing concerns/challenges which are being addressed.

2.0 Recommendation

- 2.1 Members of Scrutiny Board are asked to note the contents of this report, recognising the considerable work taking place within each service to address the needs of the Syrian refugees.

3.0 Purpose of this report

- 3.1 To provide information on the current position of the Syrian Refugee Relocation programme, and how services are addressing the issues arising.
- 3.2 This report does not cover migration more widely, as this was covered in the October Scrutiny report and the follow up Scrutiny discussion which took place in January.

4.0 Background

- 4.1 Our vision is for Leeds to be a compassionate, caring city that helps all its residents benefit from the effects of the city's economic growth. To support this vision we are actively engaging with the current refugee crisis. We have a long history in Leeds of being a welcoming city and we aim to continue this. In doing so we will be realistic about what is possible, recognising where there are issues and concerns and address these appropriately.
- 4.2 Leeds engaged with the Afghan and Syrian relocation programmes in 2014/15 and 32 Afghans and 25 Syrians are now settled in Leeds under this scheme. The learning from these programmes has been useful in understanding the needs of the current programme, and have formed a strong starting point for work to progress.
- 4.3 At the 23 September 2015 Executive Board Report on migration it was agreed to authorise the Assistant Chief Executive (Citizens and Communities) to liaise with Home Office colleagues to support the relocation of up to 200 Syrian refugees into Leeds over the next two years.
- 4.4 Since the agreement by Executive Board the Assistant Chief Executive (Citizens and Communities) and Head of Migration Yorkshire have spoken to the Home Office and agreed to support the relocation of up to 200 Syrian refugees, and relocating 25 of the 200 before the end of 2015. There was considerable discussion and negotiations before a funding arrangement, which we believe adequately covers all of the costs involved, was agreed.
- 4.5 An officer Refugee Task Force was established, chaired by James Rogers to provide strategic leadership to address the challenges and to oversee the programme of action. The group included members from the main council services affected, DWP, NHS England, West Yorkshire Police, and members of the Migration Partnership.

5.0 Main Issues

- 5.1 Since the agreement was made 7 families (25 people) have arrived in Leeds. They arrived on 8 December 2015 and considerable work took place by all services to ensure that they would be fully supported, including over the Christmas close down period. The following highlights the work which has taken place:
- 5.2 **Migration Yorkshire** have coordinated the work across the region for phase 1 and a formal model of working for the remainder of the Relocation

Programme has been agreed. This involves providing a central point for W Yorkshire local authorities from where advice, guidance and support can be found to enable local delivery of services to the Syrian refugees. In addition Migration Yorkshire will coordinate work with central government, and provide a single point of contact.

5.2.1 Migration Yorkshire is applying as a lead bidder to the European Structural Investment Fund, and if successful will work with a number of delivery partners across the region. The value of this 'vulnerable and marginalised new migrants' programme will be £2.82 m for projects lasting 2 years (includes both Big Lottery and ESIF funding). The delivery of the main programme is expected to begin in late 2016

5.3 Migrant third sector – there have been a number of welcome meetings which have been well attended and resulted in a focus on ways in which support could be provided, campaigning, volunteering and generally trying to understand the current situation. A number of the organisations have reported overwhelming levels of offers of support from members of the public and other organisations. Offers received include donations of clothing and food, accommodation, practical help and support for individuals and families. One specific area has been in relation to ensuring that donations go to the right place quickly and easily, and a wish to maintain momentum. A website <http://bit.ly/leedsrw> has been developed by third sector colleagues which brings together practical resources and sign-posting to organisations who are supporting refugees.

5.3.1 The council has provided a temporary depot at Richmond Hill for donations. This work is going well with Yorkshire Aid, Refugee Start, City of Sanctuary and LASSN taking leading roles. In addition PAFRAS are looking at using the centre for clothes and food. There is an electronic ordering system now in place to streamline the process of getting donations to organisations who will then distribute these appropriately

5.4 Housing – the 7 Syrian families to Leeds have been accommodated through a local housing association. There has been a considerable amount of work to ensure everything was ready, and occupational therapists have worked well with others to ensure appropriate adjustments are made/in place for their arrival.

5.4.1 There are currently 15 vacant properties in the homeless scheme and so properties can be immediately available. However, given the commitment to taking 200 Syrian refugees there will be a need for nearer 60 properties in total and this may mean there is a need to use council housing as the programme progresses.

5.5 Health - work has continued to streamline the health review processes for refugees, the review process (prior to arrival) has been coordinated by NHS England with clinical input from York Street Medical Practice. The refugees are registered with York Street Medical Practice on arrival and the team at the practice have reported that this registration process has worked well to date. Work is planned to raise awareness with main stream GP practices, for

when families move from the York Street practice, and link with practices to establish lessons learnt for any future arrivals.

- 5.6 Adult Social Care** - some of the Syrian refugees are particularly vulnerable due to their traumatic experiences, which are likely to impact on their mental health. There may also be support needs arising for Syrian refugees with physical disabilities. Appropriate support is being provided to meet these needs.
- 5.7 Community Safety** – there has been a small number of increased crime/hate crime/anti-social behaviour incidents eg graffiti on refugee’s property, and graffiti in Armley. Although they appear to be isolated incidents there is a need to be aware of the potential for further incidents.
- 5.7.1 One of the perpetrators in Paris allegedly had a Syrian passport and it has been suggested that may have entered the country as a refugee. There is a worry that this could fuel increased far-right activity. The Home Office is providing narrative around security checks of refugees and when available these key messages will be used appropriately in Leeds.
- 5.7.2 There is good understanding of the position in localities and work is taking place to ease tensions, but it is recognised that issues have been amplified by the national press. Good relationships have been established with the Yorkshire Evening Post and other local media which will continue.
- 5.8 Communications** - as stated above, conversations with the Yorkshire Evening Post and other local media have taken place and these will continue. This has resulted in very positive stories with Calendar and Look North. The Facebook page for YEP has been generally positive, although Look North and Calendar facebook pages are less so. There appears to be more empathy to the written article than the visual presentation.
- 5.8.1 Proactive key messages has been produced which challenges myths and provides a unified narrative (appendix 1)
- 5.9 Children** – a welcome is being planned, led by Hamara, where welcome packs will be distributed to the children. These will include a personalised card for each child produced in Arabic and English by primary schools. A welcoming leaflet for families has also been produced.
- 5.9.1 The North West cluster has produced a welcome to Leeds film for children coming into the city, and this will be ready shortly.
- 5.9.2 Children’s are very conscious of the emotional health needs of the children coming in and so there is a focus on mental health provision in schools where appropriate.
- 5.10 Employment and skills** – the strong partnership working including, between the social justice teams (Job Centre Plus) and Migration Yorkshire, have made sure that everything is working well with the new refugees, and everything was in place, including benefits, before Christmas, for most

families. There was a misunderstanding in relation to bank accounts for 1 family but this did not impact on them receiving services.

5.10.1 A continuing concern is the provision of ESOL and work continues to fully understand the provision, capacity and where it is being delivered. More funding is being made available centrally for ESOL and this could provide additional support for the needs in the city.

5.11 Support for Advice and Advocacy Services - Executive Board endorsed the use of up to £100k from the local welfare support scheme to support third sector organisations deal with current capacity challenges (funding available to support all refugees and asylum seekers, not confined to the Syrian Relocation programme). There have been 15 applications to this fund which are currently being processed. The intention is that successful bids will provide additionality, increase capacity and provide sustainability for the service.

6.0 Overview

6.1 The information above provides an overview of the work taking place to address the needs of the Syrian Refugees under the Relocation Programme. Whilst there are still challenges the building blocks in place provide a good platform from which continue.

6.2 There are ongoing challenges particularly around funding, ESOL provision, and the media, which are also part of the wider migration agenda and are being addressed in that context.

6.3 The government has achieved its target of bringing 1000 Syrian refugees into the country before Christmas, and is now taking an opportunity to look at lessons learned, before continuing the process. The main programme with therefore recommence in April.

6.4 Planning in Leeds will take account of lessons learnt to date and will look at planning and coordinating work around ensuring a further 175 people (around 50 families) are settled in Leeds.

6.5 There are still some key questions about how the funding and arrangements will be progressed eg around reporting requirements, position if refugees move, what level of need will attract additional funding etc. Migration Yorkshire are negotiating with Central Government to fully understand and clarify these.

7.0 Corporate Considerations

7.1 Consultation and Engagement – this report provides an overview of work that has taken place and so there is no relevant consultation and engagement to take place.

7.2 Equality and Diversity / Cohesion and Integration – all work in respect to meeting the needs of the Syrian refugees has taken equality and diversity into account.

- 7.3 Council policies and the Best Council Plan** – Leeds is a welcoming and compassionate city and the recommendations in this support those values.
- 7.4 Resources and value for money** – The costs of participating in the refugee relocation schemes are covered by specific grant from the Government.
- 7.5 Legal Implications, Access to Information and Call In** - There are no specific legal implications or access to information issues with this report. The report is subject to call-in.
- 7.6 Risk Management** – Specific service risks are identified and addressed as appropriate by the service.
- 8.0 Conclusion**
- 8.1 The Syrian Refugee Relocation Programme is being implemented in Leeds, with the support of Migration Yorkshire and the third sector. This is ensuring that the needs of the refugees are being appropriately met.
- 8.2 The work to ensure the first 25 Syrians are settled in Leeds will be continued and learning taken forward to ensure that further Syrian refugees will also be welcomed and settled.
- 9.0 Recommendation**
- 9.1 Members of Scrutiny Board are recommended to note the contents of this report
- 10.0 Background Documents¹**
- 10.1 There are no specific background documents linked to this report.

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.

<u>Overarching key messages</u>	<u>School Places - key messages</u>
<ul style="list-style-type: none"> • Leeds is a compassionate city and a City of Sanctuary. • These refugees have come from a situation of extreme danger and conflict, desperately in need of help, to seek safety and refuge. • We have come together as a city, to work together to offer them sanctuary, which we believe as a Compassionate City is the right thing to do. • Leeds City Council's executive board recommended that the city should propose to take 200 Syrian refugees over a two-year period. This number was recommended by a task group, which featuring partners from across the city, was established to co-ordinate and plan the city's response to the refugee crisis. • Conversations are still ongoing with the government to discuss terms and funding arrangements around this proposed agreed number for Leeds. • As such, we have no information at this stage on whether these will be families, what ages the children will be or whether they are unaccompanied children or whether they are adults; • 25 Syrian refugees have arrived in Leeds during October 2015. The package was agreed as part of the previous government Syrian relocation scheme that LCC was signed up to. • £100k has also been made available by LCC through a local welfare scheme to support third sector organisations supporting refugees in dealing with a range of challenges. • The direct impact on communities from the refugees arriving will be negligible or nil. 	<ul style="list-style-type: none"> • Due to the economic success of Leeds and the increased numbers of people and families moving to the city, as well as the increase in population across the country, Leeds has had ten years of rising birth rates. • This is the reason why there has been such an increased demand on school places, not the refugee situation. • In 2016 we expect that 10,350 children will start reception. Even if there were 50 refugee children starting primary school in that year - and we do not know the ages of the planned refugee children - this would be around just one per cent of the overall primary cohort for that year. • The city has offered to take 200 refugees and this was considered a manageable number in terms of their individual housing needs, schooling, health, etc. • However this is over a two-year period and there will be considerable issues to take account of in terms of the specific needs of the family and affected individuals, suitability of accommodation, availability of housing, health needs, before any decisions can be taken on school places for the children.

Public Health - key messages

- NHS England is working closely with Clinical Commissioning Group colleagues to ensure that health services are prepared for the arrivals.
- Work has been undertaken by York Street Medical Practice – a specialist asylum seeker practice within Leeds to review the available health records for the new arrivals and identify any health needs that would require secondary or specialist care in order to ensure services were accessible locally.
- York Street Medical Practice is also providing primary care registration for individuals on arrival and a health check coordinated with the case worker for Migration Yorkshire.

Housing - key messages

- Families classed as refugees are entitled to stay in the UK for an initial five-year-period. During this time they are entitled to access the same services as all British citizens. This includes the opportunity to apply for and live in council housing.
- Syrian refugees arriving in Leeds will be housed appropriately on their arrival - It is estimated that only a very small number of families arriving (between 5 & 10) out of the 200 will be housed in council housing.
- Funding for the Syrian refugees is provided by the Home Office for housing, support, health and education.
- A number of offers have also been made by residents, community groups and organisations offering somewhere for the refugees to stay These offers are being worked through by the council and partners to assess their suitability.
- Appropriate accommodation will be sourced across the whole housing market, including offers of support from housing associations and third sector organisations.

Key Stats:

- There are 24,118 (30/09/15) households on the housing register – **this is not a waiting list**
- 24% (5,700) of customers have identified housing needs (Band A & B).
- 76% have no identified housing need.
- Of the 24,118 households on the housing register 5,972 (25%) are council tenants who have expressed a preference to move.
- Over 11,000 households (45%) on the housing register have not bid for a home in the last 12 months.
- The average waiting time for households who were rehoused in 2014/15 was 48 weeks across all areas of the city, property types and sizes. Approximately 4,500 – 5,000 homes are allocated per year & 1,000 households are nominated to Housing Association partners - therefore there are 5k – 6k social housing allocations per year.

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Report authors: Bev Benjamin
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Report of Assistant Chief Executive (Citizens and Communities)

Report to Citizens and Communities Scrutiny Board

Date: 15th February 2016

Subject: Quarterly Performance Report (Q3)

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

The report provides an update on performance against elements of the Best Council Plan 2015-20 that are under the Board's remit alongside information on performance of other key areas within the Citizens and Communities directorate. It allows the Assistant Chief Executive (Citizens and Communities) an opportunity to highlight good performance as well as identify any emerging areas of concern or risk across the directorate.

Recommendations

Members are invited to consider the quarterly report of the Assistant Chief Executive (Citizens and Communities) providing an update on performance against elements of the Best Council Plan 2015-20 that are under the Board's remit alongside information on performance of other key areas within the Citizens and Communities directorate.

Purpose of this report

The purpose of the report is to provide the Board with an update from the Assistant Chief Executive (Citizens and Communities), highlighting areas of good performance as well as challenges, and emerging areas of concern or risks relating to elements of the Best Council Plan 2015-20 that are under the Board's remit alongside information on Performance of other key areas within the Citizens and Communities directorate.

1 Background information

- 1.1 Performance information relating to the Citizens and Communities directorate has been reported at the Citizens and Communities Scrutiny Board since July 2015. In addition to the performance information that Members have received previously this report also includes information relating to the Welfare Rights Service. Future reports will include footfall data for Libraries and Employment and Skills providing a fuller picture of the volume of customers who are accessing Council Services through our face-to-face channels.

2 Main issues

- 2.1 The following performance information is available for Members consideration:

Cross-Directorate Performance Information - Appendix 1 details the Best Council Plan performance indicators that are within the scope of the Citizens and Communities directorate.

Customer Services - Appendix 2 details the Customer Services performance data including call answer rates, customer satisfaction, web visits, number of face-to-face visits, emails etc.

Elections, Licensing & Registration - Appendix 3 details performance information relating to Elections and Registration and includes: local authority searches, availability of appointments to register a death, registration of deaths within 5 days and; the number of people on the electoral register. Performance data relating to Licensing has been excluded from this report (at the request of Scrutiny) as licensing data is currently presented at the Licensing Committee.

Welfare and Benefits - Appendix 4 details performance data which includes: claims affected by under-occupancy, impact of the benefit cap, discretionary housing payments, local welfare scheme statistics; local council tax support scheme statistics and; welfare rights statistics.

- 2.2 The main areas to highlight to the Board are:

- 2.2.1 **Customer Services** – Improvements seen towards the end of quarter 2 have continued throughout quarter 3:

Face-to-face continues to see pleasing satisfaction scores on a monthly basis (99% at quarter 3 against the target of 95%). Following consultation, plans are underway to introduce a new approach to recording customer satisfaction. Initial tests are due to take place in the Contact Centre in January 2016 with a view to implementing this across all access channels during quarter 2 (2016/17).

Customers continue to be seen within 15 minutes in most cases, currently 96% (YTD) of those visiting the face-to-face sites are seen in within this standard.

Customer wait time to speak to a member of staff in the Contact Centre has continued to fall as our recent recruits successfully complete the training programme and take up their positions in their new teams. The wait time has fallen by almost half from 6m57s in quarter 2 to 3m31s in quarter 3. This has also impacted the number of calls we answer, up from 82% in quarter 2 to 89% in quarter 3.

Email performance has also improved significantly as we are able to better utilise the skilled staff who handle both customer calls and emails. Although all our emails were being responded to, the response rate within the standard 2 day target has increased from 59% in quarter 2 to 96% in quarter 3.

The number of web chats answered each month has continued to rise; we answered almost 3,500 web chats in November 2015, an increase of 1,000 from October 2015. This is also reflective of our ability to better utilise appropriately skilled staff.

Web visits continue to maintain recent levels with the number of 'unique page views' consistently reaching an average in excess of 1.4m per month.

Our Out of Hours service answered the highest monthly volume of calls all year during December 2015 (6,798) whilst also maintaining an answer rate of 85%. Over the weekend of 26-28 December during the peak rainfall period and subsequent flooding across much of Leeds city centre, the team received a surge in calls and maintained a respectable service under demanding conditions over an extended bank holiday. On 28 December 411 calls were answered, almost three times the number usually answered on a Monday.

Areas to focus on for quarter 4 include:

- Continuing with our rolling recruitment programme to mitigate ongoing staff losses through promotion within Customer Access as well as to other Council services.
- Obtaining footfall data for Libraries and Employment & Skills to provide a fuller picture of the volume of customers accessing Council services through our face-to-face channels.

2.2.2 Elections, Licensing and Registration - performance continues to improve across the following areas:

- Local Land Changes – continue to exceed their 2015/16 targets (relating to the completion of searches within 3 working days) both reporting a year to date outturn of 99%
- Availability of appointments to register deaths within 2 working days of customer contact – the service is currently performing at 98% (against a target of 95%)

Areas to focus on for quarter 4 include:

- Registration of deaths within 5 days of death - The General Register has set a target of 90% for registering deaths within 5 days although it is recognised that this is not easily achievable due to uncontrollable external factors before the customer reaches us, for example the length of time taken to certify the death and issue hospital paperwork. Also, customer choice determines the date/time/location of the registration which may also mean that some appointments slip beyond the 5 days – even though we advise the customer

about the time requirement. We also do what we can to encourage a prompt registration by providing sufficient appointment availability (our other KPI target) to enable customers to register a death within 2 working days of making contact with us (which is another General Register Office KPI target). Our Q3 result for this indicator is 80%. In comparison, Yorkshire/Humberside are performing at 86% and national performance is 78%.

- **Electorate** - The 1 December 2015 electorate for Leeds City Council is 529,245. This is a decrease of 4,470 electors compared to the 1 December 2014 register and a decrease of 30,833 compared to the 29 April 2015 register (the General Election register). The publication of this register marks the end of the transitional period into the Individual Electoral Registration System. The end of the transitional period required the Electoral Registration Officer (ERO) to remove all electors who had not registered under IER (12,905). There has been a significant reduction in electorate in the student wards, as was the case when the 1 December 2014 register was published. This is because the ERO is no longer able to add students to the register using the data provided by University Accommodation Offices. Instead, each person listed must be sent an Invitation to Register (ITR). These ITRs were sent out just before the publication of the 1 December register due to delays in receiving the data. These are now with students and reminder forms will be sent to those who do not respond in January and February. Leeds City Council is also working with Leeds Student Unions on a student voter registration campaign. At present time the Electoral Registration Officer has 17,000 potential electors who are being contacted in order to ensure they are included on the Register. Together with the students mentioned in 3 above, this is a potential 31,088 electors the ERO is currently aware of, and in contact with to encourage them to register.

2.2.3 **Welfare & Benefits** continue to work with partners to develop initiatives to tackle financial hardship and respond to welfare reforms.

The Living Wage - The proportion of people earning below the Living Wage of £7.85 in Leeds during 2014/15 was an estimated 17.1% (64,522 FTE workers). This is down from 19% (69,427 FTE workers) who earned less than the Living Wage of £7.65 during 2013/14. Although the change is very small, the overall annual picture indicates that there has been a reduction in the number of people earning below the Living Wage in Leeds. In November 2015, the Living Wage Foundation announced that from April 2016 the Living Wage figure for outside London will increase by 40p to £8.25 and this figure will be used to estimate the number of people in Leeds earning below the Living Wage in 2015/16. Since 2011, the Living Wage figure only increased by up to 25p year on year. The 40p increase could prove difficult for employers to offer the Living Wage.

- **Foodbanks** - Leeds Food Aid Network exists to help bring different people, initiatives and institutions together who are involved in tackling food poverty in the city of Leeds. As well as the Local Welfare Support Scheme there are 8 foodbanks and 4 organisations doing food parcels as an added service in Leeds. To add to this there are 11 drop ins / soup kitchens, 4 Street Outreaches, 2 specialised services providing food for Asylum seekers / Refugees, a number of informal parish pantries and certain forms of Social Enterprise run on a community cafe model e.g. The Real Junk Food Project. FareShare Yorkshire - part of Leeds FAN - prioritises getting food distributed to where it is needed using the skills, abilities and resources originally set up by the national organisation FareShare UK. FareShare takes surplus food from the food industry and distributes it fairly to different food aid providers. Leeds City Council has provided a year's worth of funding to enable FareShare Yorkshire to set up fresh operations in Leeds for its first year. School breakfast clubs – A new initiative to provide free food to schools was launched by charity FareShare and Leeds City Council - set up in January 2015 at 23 schools to provide breakfasts to children who may otherwise have gone without (in some cases food had previously been provided by teachers). As of October 2015, free food is being provided for clubs at 92 schools in 11 clusters in Leeds, involving around 6,000 children, with 7 more clusters having expressed an interest. From January 2015 – October 2015 over 140 deliveries have been made to clusters, 12,135 boxes of cereal have been received by schools equating to 182,025 portions in Leeds. This partnership is very much supported by Kellogg's who provide much of the breakfast cereal.
- **Single Persons Discount** - Of the 316,000 registered Council Tax charge-payers, there are approximately 140,000 Single Person Discounts in Leeds at any one time. In May 2015, the Council Tax Service commissioned an exercise to check entitlements to Single Person Discount. The exercise, based on past experience, was to identify over £500,000 of additional Council Tax revenue for the Council in respect of incorrectly awarded Single Person Discount. This exercise has concluded with £851k of additional Council Tax Revenue being realised.
- **Welfare Rights** - Although performance at quarter 3 is lower than the previous 2 quarters this is often the case in the run up to Christmas. However, this was still a 1.74% increase compared to the same period last year. High turnover of staff in the last year has also had an impact on performance, it is anticipated that the team will fully staffed by April 2016. The team are now preparing for the impact of Universal Credit.

3 Corporate Considerations

3.1 Consultation and Engagement

- 3.1.1 This is a performance report for the Board's information and as such there is no need for wider consultation. If the Board determines that any performance area requires further investigation, then it may be decided that the views of interested parties should be sought or that existing information reflecting the views of customers and others stakeholders should be provided to the Board.

3.2 Equality and Diversity / Cohesion and Integration

- 3.2.1 This is not a decision-making report and as such there is no need for an EIA screening document to be completed.

The business of the Citizens and Communities Scrutiny Board is to consider the extent to which the corresponding directorate is delivering council priorities and also to review and challenge performance in particular as outlined in the Best Council Plan 2015-20.

3.3 Council policies and City Priorities

3.3.1 The performance information received by the Board allows it to assess and challenge performance in relation to the delivery of specific priorities within the Best Council Business Plan 2015-20.

3.4 Resources and value for money

3.4.1 The Board has specifically asked that the performance information provided is based on information that is already available, and has determined that it will only require more detailed reports where it wants to examine performance areas in more depth, thereby ensuring that reporting arrangements remain efficient and effective.

3.5 Legal Implications, Access to Information and Call In

3.5.1 The report is provided within the context of the formal role of Scrutiny Boards within the Council's constitution. There is no decision being made and there is therefore no call-in requirement.

3.6 Risk Management

3.6.1 The provision of performance information to the Board is designed to enable the Board to fulfil its role effectively and as such will minimise the risks of non-delivery of Best Council Business Plan Priorities. Care is being taken to make use of existing data rather than create an additional reporting burden.

4 Recommendations

Members are invited to consider the quarterly report of the Assistant Chief Executive (Citizens and Communities) providing an update on performance against elements of the Best Council Plan 2015-20 that are under the Board's remit alongside information on performance of other key areas within the Citizens and Communities directorate.

5 Background documents¹

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.

Appendix 1: Cross-Directorate Performance Information (Best Council Plan Performance Indicators - Citizens and Communities)

Performance Indicator	2014/15	Target	July 2015	Oct 2015	Nov	Dec
Increase number of people supported into jobs - cumulative	796 (Q4) 4,630 (2014/15)	4,500 – annual 375 - monthly	1,264 (Q1)	975 (Q2) 2,239 YTD	N/A	1,364(Q3) 3,603 YTD
Increased provision of free welfare and debt advice through the Advice Leeds Consortium	N/A - New measure	30,575 (unique clients)	6284 (Q1)	4,636 (Jul- Aug) 10,920 YTD	6,608 (Q2) 12,892 YTD	7,429 (Q3) 20,321 YTD
Reduce number of complaints received about council services	4,433 (2014/15)	N/A	1,149 (Apr-June)	1461 (Jul – Oct)	342	301 (3,253 YTD)
Increase number of compliments received about Council services	1,155 (2014/15)	N/A - Targets not set	422 (Apr-June 2015/16)	303 (Jul – Sep 2015/16)	-	483 Oct/Nov /Dec
Increase percentage of customer contact received via self-service digital channels	17.05% (2014/15)	N/A - Baseline year	52.05% (Quarter 1)	48.69% Q2 36.5% YTD	-	52.26% Q3 52.13% YTD
Reduce number of people working in Leeds who are earning below the living wage (annual reporting – Nov)	*264, (17.1%)	N/A - Targets not set	N/A	N/A	64,522 (17.1%)	N/A

² *Background information on the Baseline Figure and methodology.

Estimates for people earning below the Living Wage in 2014/15 have been calculated using the 2014 Living Wage figure of £7.85 which was in place during the survey period of the latest ASHE 2015 data. Similarly, estimates for people earning below the Living Wage in 2013/14 have been calculated using the 2013 Living Wage figure of £7.65 which was in place during the survey period of the ASHE 2014 data. These estimates have been made using the ASHE survey sample of job counts. The ONS state that these are intended to provide a broad idea of the numbers of employee jobs but they should not be considered accurate estimates and caution should be applied when using these numbers. Therefore the same caution should be applied when referencing the estimates for Leeds. The Council's original baseline estimate submitted in July 2015 was calculated using the 2014 ASHE data set and the Living Wage for 2014 of £7.85. This meant the estimate was made on a Living Wage figure not in place at the time the ASHE survey was carried out and provided an estimate of 20.8% (76,015 workers). Now that LCC have been able to review ASHE data from 2014 and 2015, a decision has been made to adapt the methodology and use the Living Wage figure which corresponds with the ASHE Survey in that year. Therefore the original baseline figure has been amended from 20.8% (76,015 workers) to 17.1% (64,522 workers).

Appendix 2: Customer Services

Theme	Title	Target	Q2	Q3	YTD	Comments and action
Customer	Customer satisfaction score - overall	95%	98%	99%	99%	Face to Face only. A new methodology for measuring and recording customer satisfaction is currently being developed to ensure that a consistent approach is used across all our access channels
Value for money	email	N/A	33,000	26,000	88,000	Around 10,000 emails per month. (2014-15 monthly avg - 10,500). We are looking for ways to better manage email contact including faster turnaround time
	face to face visits (enquiries) to one stops and hubs	N/A	146,000	135,000	423,000	Around 47,000 visits per month. (2014-15 monthly avg - 44,000)
	phone calls answered (CSO & IVR)	N/A	301,000	289,000	916,000	Around 71, 000 calls answered by CSO per month with a further 31,000 calls answered each month by IVR. (2014-15 monthly avg - 74,000 calls & 28,000 IVR)
	touch screen and public access PCs	N/A	2,900	3,000	8,600	Currently base lining as insufficient data from previous year to show trend
	web visits	N/A	4.17m	4.19m	12.8m	The number of 'unique page views' continues to rise, the monthly average YTD was 1.42m (2014-15 monthly avg - 1.26m)
Process	Call answer rate	90%	82%	89%	84%	There has been an improvement in both these measures during Q3 as recently recruited staff have begun to backfill vacancies within the Contact Centre. As they become more

Call wait (average time to answer)	3m 00s	6m 27s	3m31s	5m14s	confident in handling calls and developing their skills and knowledge we should see a continued improvement. We anticipate that the successful rolling recruitment programme will continue to ensure we maintain appropriate staffing levels in the future.
Complaint response time (% complaints responded in 10 days)	95%	90%	83 %*	88%*	Customer Access only - 10 working days is our aspirational target; for the council as a whole the corporate response target is 15 working days. * as of 11 January this does not include December 15
Email response time (% emails responded in 2 days)	70%	59%	96%	64%	emails are handled by the same staff who take calls in the Contact Centre and the ability to respond to emails within two working days is affected by the same issues which affect call responsiveness. As a result, we have seen an improvement in performance in quarter 3
Visit wait time (% customers waiting less than 15 mins)	90%	95%	95%	96%	Based on data from face to face sites which operate a queue management system

Appendix 3: Elections, Licensing and Registration

Performance Indicator	2014/15	Target	Q1	Q2	Oct	Nov	Dec	Q3
Local Land Charges - % of STANDARD local authority searches completed within 3 working days –	100%	90%	100%	97%	100%	100%	100%	99% (YTD)
Local Land Charges - % of ALL local authority searches completed within 3 working days –	100%	85%	100%	97%	100%	100%	100%	99% (YTD)
Availability of appointments to register a death within 2 working days of customer contact	97%	95%	96%	98%	98%	99%	98%	98%
Registration of deaths within 5 days of death	84%	90%	81%	84%	81%	79%	79%	80%
Electorate (registrations)	533,715(1 /12/14)	N/A - Targets not set	560,063	557,215	N/A	N/A	529,245	N/A

Appendix 4: Welfare and Benefits

Welfare Rights

Month	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Surgeries	346	385	431	463	379	414	473	435	345
Visits	231	270	253	251	172	175	298	251	188
Telephone	1881	1977	2125	2253	1794	2144	2117	2013	1410
Emails	208	266	238	286	211	215	277	165	189
Total	2666	2898	3047	3253	2556	2948	3165	2864	2132
Year accumulative	2666	5564	8611	11864	14420	17368	20533	23397	25529
Benefit Gains	£1,551,520	£1,370,961	£1,739,314.00	£1,861,064.00	£1,500,873.00	£1,747,835.00	£1,875,556.00	£2,084,980.00	£1,378,820.00
Year Accumulative	£1,551,520	£3,082,988.00	£4,822,302.00	£6,732,880.00	£8,291,289.00	£10,219,977.00	£12,070,348.00	£14,098,603.00	£15,477,423.00

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Discretionary Housing Payments by Ward (year to 31/12/2015)*

(please note: the DHP figures below differ slightly from the DHP figures shown in the 'welfare reform statistics' due to timings in capturing ward data breakdown)

Ward Name	Number of Awards	Value of DHP Awards
Adel and Wharfedale	18	£6,913.79
Alwoodley	100	£33,069.38
Ardsley and Robin Hood	55	£23,736.30
Armley	271	£89,720.91
Beeston and Holbeck	144	£46,785.62
Bramley and Stanningley	181	£72,748.60
Burmantofts and Richmond Hill	347	£121,150.94
Calverley and Farsley	45	£15,003.17
Chapel Allerton	175	£56,983.13

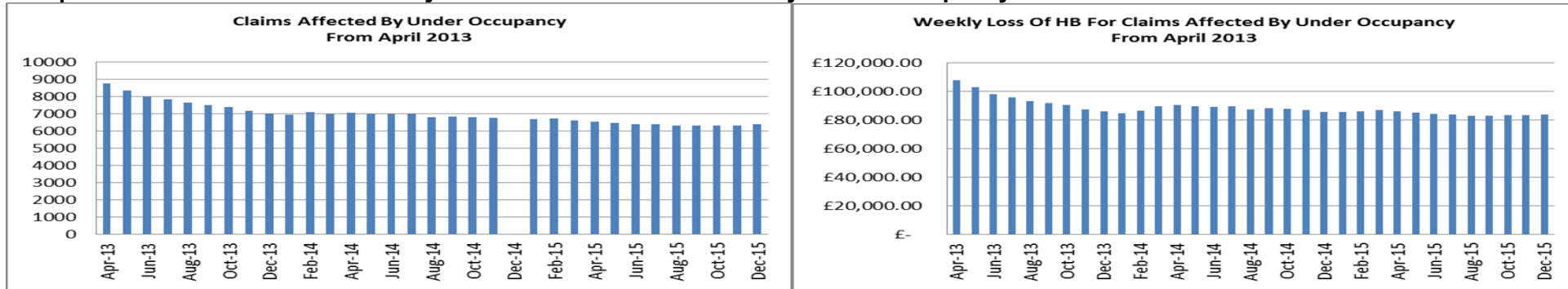
City and Hunslet	186	£81,804.72
Cross Gates and Whinmoor	136	£53,490.02
Farnley and Wortley	148	£51,517.52
Garforth and Swillington	32	£13,007.12
Gipton and Harehills	301	£113,384.07
Guiseley and Rawdon	29	£10,109.02
Harewood	14	£4,919.14
Headingley	51	£13,850.19
Horsforth	51	£18,780.82
Hyde Park and Woodhouse	221	£65,709.73
Killingbeck and Seacroft	274	£91,557.65
Kippax and Methley	45	£18,276.84
Kirkstall	156	£60,743.45
Middleton Park	217	£75,071.38
Moortown	83	£27,451.45
Morley South	96	£40,548.97
Otley and Yeadon	74	£21,124.77
Pudsey	99	£36,884.59
Rothwell	95	£41,055.84
Roundhay	78	£27,596.86
Temple Newsam	110	£34,986.73
Weetwood	79	£27,008.27
Wetherby	32	£13,396.38
Grand Total	3997	£1,424,967.60

UNDER OCCUPANCY DETAILS

Details Of Claims Affected By Under Occupancy

NUMBER OF CLAIMS AFFECTED BY UNDER OCCUPATION												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
BITMO	143	146	138	141	145	144	142	142	140			
HSG LEEDS	5092	5040	4974	4987	4935	4915	4911	4918	4984			
TOTAL HSG LEEDS & BITMO	5235	5186	5112	5128	5080	5059	5053	5060	5124	0	0	0
HA/RSL	1309	1288	1292	1274	1249	1255	1279	1273	1272			
CITY TOTAL	6544	6474	6404	6402	6329	6314	6332	6333	6396	0	0	0
WEEKLY LOSS IN HB FOR CLAIMS AFFECTED BY UNDER OCCUPATION - BY HSG LEEDS BITMO & RSL												
	April	May	June	July	August	September	October	November	December	January	February	March
BITMO	£ 1,831.25	£ 1,862.39	£ 1,779.07	£ 1,754.39	£ 1,803.87	£ 1,805.14	£ 1,752.08	£ 1,746.85	£ 1,731.02			
HSG LEEDS	£ 63,707.91	£ 63,253.40	£ 62,094.21	£ 62,020.42	£ 61,396.81	£ 61,495.52	£ 61,380.32	£ 61,358.63	£ 62,033.60			
TOTAL	£ 65,539.16	£ 65,115.79	£ 63,873.28	£ 63,774.81	£ 63,200.68	£ 63,300.66	£ 63,132.40	£ 63,105.48	£ 63,764.62	£ -	£ -	£ -
HA/RSL	£ 20,438.06	£ 20,249.45	£ 20,341.01	£ 20,059.38	£ 19,649.59	£ 19,848.91	£ 20,316.02	£ 20,175.71	£ 20,245.00			
CITY TOTAL	£ 85,977.22	£ 85,365.24	£ 84,214.29	£ 83,834.19	£ 82,850.27	£ 83,149.57	£ 83,448.42	£ 83,281.19	£ 84,009.62	£ -	£ -	£ -

Comparison Of The Number & Weekly HB Loss Of Claims Affected By Under Occupancy



Details Of Children Affected By Under Occupancy:

NUMBER OF CLAIMS WITH CHILDREN AFFECTED BY UNDER OCCUPATION												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
HSG LEEDS & BITMO	1073	1042	1027	1019	1005	1019	1035	1031	1029			
HA/RSL	434	425	436	432	413	417	431	433	424			
CITY TOTAL	1507	1467	1463	1451	1418	1436	1466	1464	1453	0	0	0
TOTAL NUMBER OF CHILDREN AFFECTED BY UNDER OCCUPATION												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
HSG LEEDS & BITMO	1653	1599	1578	1564	1544	1589	1619	1607	1615			
HA/RSL	770	753	768	750	718	732	749	756	727			
CITY TOTAL	2423	2352	2346	2314	2262	2321	2368	2363	2342	0	0	0

Details Of Arrears In Respect Of Housing Leeds / BITMO Claims Affected By Under Occupancy

VALUE OF UNDER OCCUPIED CLAIMS WITH RENT ARREARS - BY ALMO												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
BITMO	£ 19,733.62	£ 21,902.29	£ 21,649.01	£ 24,242.24	£ 25,953.20	£ 25,534.62	£ 24,955.79	£ 21,780.71	£ 20,341.70			
HSG LEEDS	£ 813,293.76	£ 824,453.35	£ 818,054.49	£ 850,377.22	£ 874,037.09	£ 836,860.53	£ 838,277.93	£ 780,931.52	£ 806,652.46			
TOTAL	£ 833,027.38	£ 846,355.64	£ 839,703.50	£ 874,619.46	£ 899,990.29	£ 862,395.15	£ 863,233.72	£ 802,712.23	£ 826,994.16	£ -	£ -	£ -

NUMBER OF UNDER OCCUPIED CLAIMS WITH RENT ARREARS BY ALMO												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
BITMO	80	84	84	85	90	87	83	78	82			
HSG LEEDS	2755	2790	2700	2771	2741	2638	2660	2586	2682			
TOTAL	2835	2874	2784	2856	2831	2725	2743	2664	2764	0	0	0

Details Of The Number Of Claims And Weekly Benefit Lost Due To Under Occupancy By Ward

	Dec-15								
	HSG LEEDS & BITMO NUMBER	HSG LEEDS & BITMO £	HA / RSL NUMBER	HA / RSL £		HSG LEEDS & BITMO NUMBER	HSG LEEDS & BITMO £	HA / RSL NUMBER	HA / RSL £
Adel and Wharfedale	34	£ 477.97	16	£ 198.51	Horsforth	85	£ 1,166.37	5	£ 77.39
Alwoodley	117	£ 1,342.89	28	£ 484.70	Hyde Park and Woodhouse	226	£ 2,688.36	101	£ 1,712.98
Ardsley and Robin Hood	74	£ 1,004.10	33	£ 470.62	Killingbeck and Seacroft	466	£ 6,015.80	64	£ 940.92
Armley	308	£ 3,553.04	79	£ 1,307.08	Kippax and Methley	70	£ 1,008.01	11	£ 169.24
Beeston and Holbeck	225	£ 2,629.61	28	£ 411.13	Kirkstall	251	£ 3,269.66	17	£ 252.76
Bramley and Stanningley	254	£ 3,322.62	28	£ 424.35	Middleton Park	356	£ 4,421.13	79	£ 1,199.95
Burmantofts and Richmond Hill	449	£ 5,202.54	99	£ 1,508.06	Moortown	41	£ 501.31	54	£ 868.85
Calverley and Farsley	49	£ 647.39	6	£ 117.16	Morley North	68	£ 825.73	19	£ 307.59
Chapel Allerton	220	£ 2,752.60	120	£ 2,057.60	Morley South	116	£ 1,303.40	17	£ 247.17
City and Hunslet	162	£ 1,999.15	101	£ 1,689.26	Otley and Yeadon	78	£ 897.17	9	£ 141.32
Cross Gates and Whinmoor	131	£ 1,723.17	26	£ 402.08	Pudsey	118	£ 1,607.77	26	£ 420.17
Farnley and Wortley	250	£ 3,010.68	14	£ 212.75	Rothwell	140	£ 1,813.97	38	£ 559.45
Garforth and Swillington	52	£ 696.30	3	£ 63.83	Roundhay	57	£ 722.03	34	£ 587.05
Gipton and Harehills	292	£ 3,565.07	126	£ 1,915.55	Temple Newsam	192	£ 2,540.71	33	£ 532.38
Guiseley and Rawdon	38	£ 500.99	6	£ 83.64	Weetwood	127	£ 1,485.27	14	£ 249.73
Harewood	20	£ 316.80	1	£ 13.97	Wetherby	45	£ 586.89	11	£ 196.38
Headingley	13	£ 166.12	26	£ 421.38					

Benefit Cap

Details Of The Number Of Cases and The Financial Affect Of The Benefit Cap

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Number Of Claims Affected By The Benefit Cap												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Claims Affected By Benefit Cap At Date Of Extract	286	283	279	309	317	277	273	251	242			
Number Of Claims Affected By Benefit Cap : By Tenure Type												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Cten	83	82	86	96	97	88	77	74	75			
Lha	175	174	168	185	188	169	164	149	144			
Rsl	28	27	25	27	31	19	31	27	22			
Hostel	0	0	0	1	1	1	1	1	1			
Number Of Benefit Cap Claims With Minimum HB Award (£0.50 / Week)												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Claims With Minimum HB Award At Time Of Extract	29	28	28	28	31	29	24	21	23			
Total Weekly Reduction For Claims Affected By The Benefit Cap												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Claims Affected By Benefit Cap At Date Of Extract	£ 14,553.52	£ 14,625.55	£ 13,865.50	£ 15,102.97	£ 15,390.07	£ 13,195.56	£ 12,773.68	£ 11,458.19	£ 11,286.83			

Total Weekly Reduction In HB Of Claims Affected By Benefit Cap : By Tenure Type												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Cten	£ 3,362.12	£ 3,526.01	£ 3,664.89	£ 3,881.35	£ 3,799.80	£ 3,530.44	£ 3,011.17	£ 2,878.33	£ 2,885.43			
Lha	£ 9,776.46	£ 9,796.53	£ 8,953.49	£ 9,790.87	£ 10,142.94	£ 8,828.29	£ 8,362.04	£ 7,331.13	£ 7,309.05			
Rsl	£ 1,414.94	£ 1,303.01	£ 1,247.12	£ 1,299.72	£ 1,316.30	£ 705.80	£ 1,269.44	£ 1,117.70	£ 961.32			
Hostel				£ 131.03	£ 131.03	£ 131.03	£ 131.03	£ 131.03	£ 131.03			
Average Weekly Reduction In HB For Claims Affected By Benefit Cap : By Tenure Type												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Cten	£ 40.51	£ 43.00	£ 42.62	£ 40.43	£ 39.17	£ 40.12	£ 39.11	£ 38.90	£ 38.47			
Lha	£ 55.87	£ 56.30	£ 53.29	£ 52.92	£ 53.95	£ 52.24	£ 50.99	£ 49.20	£ 50.76			
Rsl	£ 50.53	£ 48.26	£ 49.88	£ 48.14	£ 42.46	£ 37.15	£ 40.95	£ 41.40	£ 43.70			
Hostel				£ 131.03	£ 131.03	£ 131.03	£ 131.03	£ 131.03	£ 131.03			
Number Of Benefit Cap Claims With Children												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Benefit Cap Claims With Children At Date Of Extract	286	283	279	309	317	277	273	251	242			
Number Of Children On Benefit Cap Cases												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Children On Benefit Cap Claims	1356	1339	1316	1448	1493	1303	1289	1188	1147			

Weekly HB Reduction : Number Of Claims By Month												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
£0.01 to £25.00	121	114	119	135	143	129	128	120	114			
£25.01 to £50.00	47	46	45	51	46	39	38	36	34			
£50.01 to £75.00	45	50	45	43	44	33	36	33	33			
£75.01 to £100.00	31	35	31	38	40	37	34	28	27			
£100.01 to £125.00	15	14	16	16	16	16	17	17	15			
£125.01 to £150.00	9	9	9	13	14	12	11	8	10			
£150.01 to £175.00	7	5	5	4	7	6	4	4	4			
£175.01 to £200.00	11	10	9	9	7	5	5	5	5			

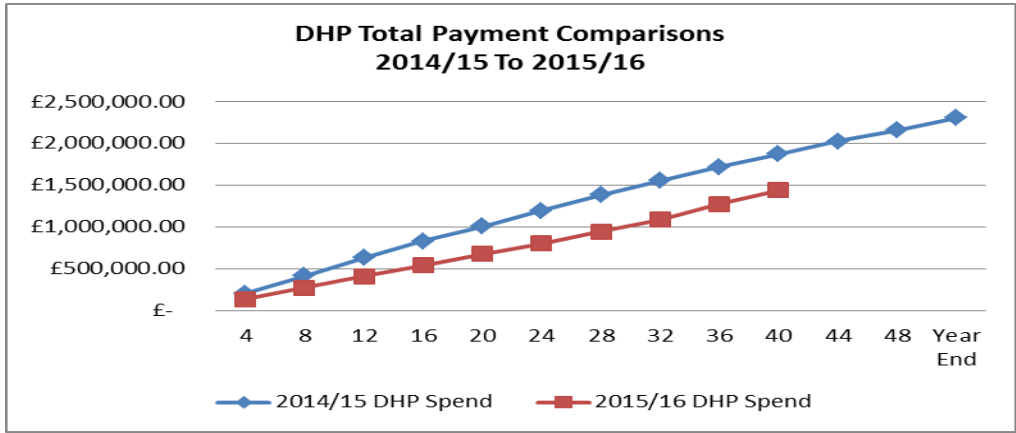
Weekly HB Reduction : Total Value												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
£0.01 to £25.00	£ 1,040.96	£ 1,065.46	£ 1,108.08	£ 1,299.12	£ 1,367.40	£ 1,224.62	£ 1,253.88	£ 1,093.62	£ 1,067.31			
£25.01 to £50.00	£ 1,829.09	£ 1,754.82	£ 1,667.47	£ 1,920.05	£ 1,683.87	£ 1,437.98	£ 1,418.82	£ 1,343.72	£ 1,266.00			
£50.01 to £75.00	£ 2,825.67	£ 3,161.30	£ 2,870.46	£ 2,694.66	£ 2,759.94	£ 2,072.10	£ 2,237.59	£ 2,092.21	£ 2,064.49			
£75.01 to £100.00	£ 2,709.53	£ 3,100.35	£ 2,695.00	£ 3,217.41	£ 3,350.57	£ 3,049.36	£ 2,833.19	£ 2,354.60	£ 2,255.38			
£100.01 to £125.00	£ 1,701.38	£ 1,613.52	£ 1,804.41	£ 1,833.78	£ 1,820.25	£ 1,838.39	£ 1,941.69	£ 1,918.91	£ 1,726.62			
£125.01 to £150.00	£ 1,236.15	£ 1,235.78	£ 1,243.57	£ 1,802.11	£ 1,925.44	£ 1,650.50	£ 1,506.91	£ 1,078.14	£ 1,330.04			
£150.01 to £175.00	£ 1,103.47	£ 782.70	£ 794.89	£ 643.06	£ 1,140.65	£ 965.54	£ 624.53	£ 624.53	£ 624.53			
£175.01 to £200.00	£ 2,107.27	£ 1,911.62	£ 1,681.62	£ 1,692.78	£ 1,341.95	£ 957.07	£ 957.07	£ 952.46	£ 952.46			

Ben Cap Claims With DHP												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Claims Affected By The Benefit Cap That Are In Receipt Of Discretionary Housing Payments	60	63	58	53	55	55	58	54	43			

Number Of Claims Affected By Benefit Cap : By Ward												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
Adel and Wharfedale	0	0	1	1	1	1	1	0	0			
Alwoodley	3	4	3	3	3	3	3	3	3			
Ardsley and Robin Hood	2	2	2	3	5	5	5	5	5			
Armley	17	19	20	26	27	23	21	23	21			
Beeston and Holbeck	16	15	12	14	15	13	13	12	12			
Bramley and Stanningley	13	14	15	15	15	16	17	16	15			
Burmantofts and Richmond Hill	36	36	35	37	40	40	37	30	30			
Calverley and Farsley	1	1	1	1	1	1	1	1	1			
Chapel Allerton	10	10	9	9	9	9	9	9	7			
City and Hunslet	30	29	26	24	24	18	24	22	23			
Cross Gates and Whinmoor	5	5	6	10	8	8	8	8	8			
Farnley and Wortley	9	9	8	8	10	9	9	11	11			
Garforth and Swillington	1	1	1	1	1	1	1	1	1			
Gipton and Harehills	42	44	39	39	39	29	29	27	25			
Guiseley and Rawdon	2	2	2	2	2	2	2	2	2			
Harewood	0	0	0	0	0	0	0	0	0			
Headingley	2	1	1	3	3	3	3	3	3			
Horsforth	1	1	1	1	1	1	1	0	0			
Hyde Park and Woodhouse	8	9	11	12	12	7	12	11	9			
Killingbeck and Seacroft	15	13	15	15	15	13	11	10	11			
Kippax and Methley	0	0	0	0	0	0	0	0	0			
Kirkstall	5	5	5	6	8	6	5	4	5			
Middleton Park	27	24	25	32	33	26	23	19	19			
Moortown	1	1	2	2	2	1	1	1	1			
Morley North	3	3	3	3	2	2	2	1	0			
Morley South	4	3	3	3	4	4	4	4	4			
Otley and Yeadon	4	3	3	3	2	2	2	1	1			
Pudsey	1	1	2	3	2	2	3	3	2			
Rothwell	4	4	3	5	5	6	5	4	4			
Roundhay	7	8	10	11	11	10	8	6	6			
Temple Newsam	14	13	13	13	13	12	10	11	10			
Weetwood	3	3	2	3	3	3	3	3	3			
Wetherby	0	0	0	1	1	1	0	0	0			

Discretionary Housing Payments as at 31/12/2015

	Dec-15						
Priority Group	Total requests	Awards	% of awards	No award	% where no award	Ave Weekly award	Total cost of awards made
Sig adapted	107	70	65%	37	35%	£ 16.45	£ 44,558.00
Child access	308	246	80%	62	20%	£ 13.10	£ 129,505.00
Approach PC age	9	8	89%	0	0%	£ 14.57	£ 3,067.00
Housing & birth	95	91	96%	4	4%	£ 28.22	£ 33,147.00
Exceptional circs	2072	1255	61%	817	39%	£ 16.57	£ 402,235.00
Foster Carers	10	10	100%	0	0%	£ 15.41	£ 4,686.00
Number of UO cases	2601	1680	65%	920	35%		£ 617,198.00
LHA cases affected by welfare changes	106	64	60%	42	40%	£ 31.18	£ 40,194.00
Bond Payments	247	25	10%	222	90%		£ 9,864.00
Benefit Cap cases	91	73	80%	18	20%	£ 56.20	£ 98,068.00
Cases not in above categories	1025	478	47%	547	53%	£ 31.15	£ 244,111.00
Total of DHP claims	4,070	2,320	57%	1,749	43%		£ 1,009,435.00
2014/15 Renewals		1137					£ 759,821.00
Total committed spend to date							£ 1,769,256.00
Payments To Date (Week 40)							£ 1,439,316.81
DHP Government contribution							£ 1,531,192.00
December 2015 - Universal Credit DHP monitoring							
(Note that values have been included in the table above)							
	Total requests	Awards	% of awards	No award	% where no award	Ave Weekly award	Total cost of awards made
DHP requests where customer is in receipt of UC	2	1	50%	1	50%	£ 9.90	£ 277.20



Local Welfare Scheme statistics as at 31/12/2015

Local Welfare Scheme statistics 2015-2016

Call Stats					
Date	Offered	Abandoned	To CSO's	Eligible Applications	Awards
Apr-15	1612	328	1284	367	304
May-15	1539	303	1236	316	251
Jun-15	1724	330	1394	337	255
Jul-15	1764	353	1411	390	326
Aug-15	1739	316	1423	362	280
Sep-15	1866	364	1502	401	299
Oct-15	1710	372	1338	394	314
Nov-15	1619	370	1249	346	285
Dec-15	1430	279	1151	341	249
Jan-16					
Feb-16					
Mar-16					
Total	15,003	3,015	11,988	3,254	2,563

Volumes per total no. of claims		
Award	Value	Number
Store Cards	£23,926.29	682
ASDA baskets	£4,308.14	76
Fuel (cash)	£24,142.00	1102
White goods	£210,847.40	932
Brown goods	£38,556.00	268
Re-use goods	£58,508.50	440
Flooring	£123,164.50	318
Travel	£29.60	10
Removal	£12,415.00	31
Fareshare Referrals	N/A	852
Total	£495,897.43	4,711

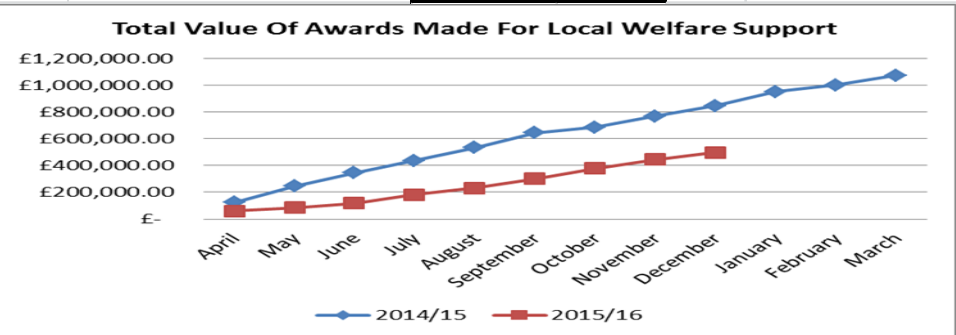
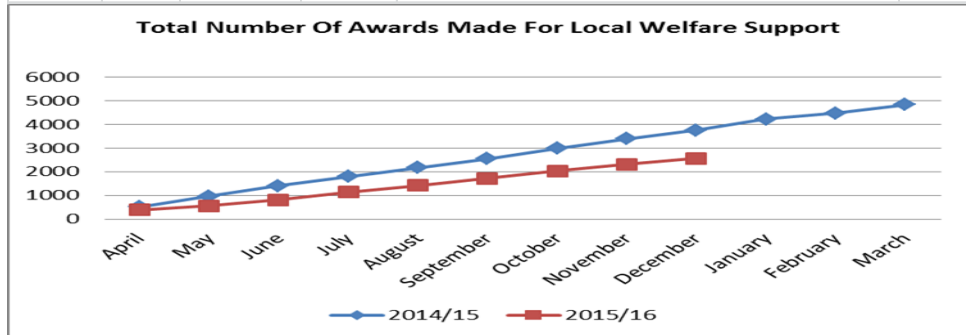
Breakdown of decisions		
Outcome	Totals	%
awarded	2563	79%
not awarded	691	21%
Total	3254	

Reasons for no award	
Reason	Totals
Single – not met emergency criteria	193
Family – not met emergency criteria	118
No response to our phone call	226
Cancelled/ Withdrawn	115
previous claims	16
HRT/ GPOW (See description below)	23
Total	691

NEW GOODS	TOTAL
G/COOKER	188
E/COOKER	271
F/FREEZER	234
U/FRIDGE	90
WASHER	142
DRYER	4
M/WAVE	3
BED	189
COT	19
SOFA	25
ARMCHAIR	7
CURTAINS	22

REFURBISHED GOODS	TOTAL
E/COOKER	150
F/FREEZER	159
U/FRIDGE	42
WASHER	52
DRYER	0
SINGLE BED	16
DOUBLE BED	3
SOFA	16
ARM CHAIR	2
3/SUITE	0

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Local Council Tax Support

NUMBER OF CLAIMS AFFECTED BY LOCALISED COUNCIL TAX SUPPORT												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
ALL CLAIMS	27051	26779	26372	25715	25594	25445	25063	24681	24401			
Weekly Value Of Loss Of Benefit For Claims Affected By LCTS												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
ALL CLAIMS	£ 90,453.17	£ 89,551.55	£ 87,794.75	£ 85,238.01	£ 85,144.50	£ 84,191.53	£ 82,521.73	£ 80,924.47	£ 79,934.32			

Local Council Tax Support: Breakdown by ward of numbers with additional 25% to pay

Ward	Dec-15		
	Number Of Claims	Ward	Number Of Claims
Adel and Wharfedale	278	Horsforth	230
Alwoodley	517	Hyde Park and Woodhouse	1169
Ardley and Robin Hood	361	Killingbeck and Seacroft	1297
Armley	1488	Kippax and Methley	304
Beeston and Holbeck	1404	Kirkstall	890
Bramley and Stanningley	888	Middleton Park	1324
Burmantofts and Richmond Hill	2218	Moortown	398
Calverley and Farsley	326	Morley North	387
Chapel Allerton	1216	Morley South	502
City and Hunslet	1524	Otley and Yeadon	369
Cross Gates and Whinmoor	570	Pudsey	525
Farnley and Wortley	842	Rothwell	352
Garforth and Swillington	210	Roundhay	471
Gipton and Harehills	2425	Temple Newsam	662
Guiseley and Rawdon	239	Weetwood	494
Harewood	89	Wetherby	147
Headingley	285		

Local Council Tax Support: Breakdown By Group Type

Dec-15		
COUNCIL TAX GROUP	NUMBER OF CLAIMS	COMMENTS
Elderly	26712	National Prescribed Scheme ; No Change to Entitlement
War Pensioners	33	Protected: no change to entitlement
Severe Disability	4318	Protected: no change to entitlement
Enhanced Disability	8541	Protected: no change to entitlement
Carer	2199	Protected: no change to entitlement
Lone Parent Child Under 5	6192	Protected: no change to entitlement
Engaging Jobseeker	129	No Protection : Entitlement Reduced By 25%
Other	24401	No Protection : Entitlement Reduced By 25%
Total	72525	
Non-Engaging Jobseeker	38	Not Receiving CTS Due to Non Engagement

Affect Of Council Tax Support On Council Tax Collection Rate

Council Tax Liability Of Claims Previously In Receipt Of 100% Council Tax Benefit												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
	£ 4,187,762.00	£ 4,148,764.00	£ 4,072,366.00	£ 4,003,472.00	£ 3,966,462.00	£ 4,021,131.00	£ 3,939,816.00	£ 3,940,633.00	£ 3,873,061.00			
Council Tax Liability Of Claims Previously In Receipt Of Partial Council Tax Benefit												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
	£ 3,500,275.00	£ 3,480,590.00	£ 3,511,497.00	£ 3,482,770.00	£ 3,477,075.00	£ 3,540,998.00	£ 3,573,197.00	£ 3,567,789.00	£ 3,578,914.00			
Council Tax Liability Of All CTS Claims Affected By The 25% Reduction In Benefit												
2015/16	April	May	June	July	August	September	October	November	December	January	February	March
	£ 7,688,037.00	£ 7,629,354.00	£ 7,583,863.00	£ 7,486,242.00	£ 7,443,537.00	£ 7,562,129.00	£ 7,513,013.00	£ 7,508,422.00	£ 7,451,975.00			
Comparison Of Overall Council Tax Collection Rate (Both CTS and Non CTS Cases)												
	April	May	June	July	August	September	October	November	December	January	February	March
VARIANCE 2014/15 to 2015/16	0.10%	0.00%	0.10%	0.20%	0.10%	0.0%	-0.1%	-0.1%	-0.2%			
Council Tax Collection Rate For CTS and Non CTS Claims												
Collection Rate	April	May	June	July	August	September	October	November	December	January	February	March
Overall	10.2%	19.3%	28.4%	37.3%	46.0%	54.8%	63.8%	72.70%	81.40%			
CTS Claims (Prev On 100% Benefit)	8.5%	14.3%	20.0%	26.0%	31.5%	36.9%	42.8%	47.1%	52.1%			
All CTS Claims	8.9%	15.1%	21.5%	27.8%	33.8%	39.8%	46.1%	51.6%	57.8%			

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Report author: Angela Brogden
Tel: 247 4553

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Citizens and Communities)

Date: 15th February 2016

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. This 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 20th January 2016, for the Board's information.

Recommendation

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

Background documents¹

4. 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 (Citizens and Communities) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	June	July	August
Development of Community Hubs			Scoping terms of reference
Development of Community Committees			Scoping terms of reference
Universal Credit Preparations		Initial briefing and determining areas for further scrutiny SB 27/07/15 @ 10 am	Scoping terms of reference
Briefings	Scrutiny Board Terms of Reference and Sources of Work SB 17/06/15 @ 1.30 pm		
Budget & Policy Framework/pre-decision Scrutiny			
Recommendation Tracking			
Performance Monitoring		Quarterly Performance report SB 27/07/15 @ 10 am	

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Scrutiny Board (Citizens and Communities) Work Schedule for 2015/2016 Municipal Year

Areas of review	Schedule of meetings/visits during 2015/16		
	September	October	November
Development of Community Hubs	Agreeing terms of reference SB 14/09/15 @ 10 am		Session 1 of the inquiry SB 9/11/15 @ 10 am Session 2 - site visits to Community Hubs (24/11, 30/11, 1/12)
Development of Community Committees	Agreeing terms of reference SB 14/09/15 @ 10 am		
Universal Credit	Agreeing terms of reference SB 14/09/15 @ 10 am	Session 1 of the Inquiry WG 20/10/15 @ 10 am Session 2 of the Inquiry WG 26/10/15 @ 10 am	
Briefings	Delivering the centres of excellence model within the Corporate Contact Centre – update SB 14/09/15 @ 10 am Summer Budget Welfare Reforms SB 14/09/15 @ 10 am	Poverty Truth Challenge – update SB 12/10/15 @ 10 am Migration and Refugee Update – Leeds' Position SB 12/10/15 @ 10 am	Leeds City Credit Union – Partnership Work and Strategic Plan Update SB 9/11/15 @ 10 am
Budget & Policy Framework/pre-decision Scrutiny	Revised Gambling Act Licensing Policy SB 14/09/15 @ 10 am Equality Improvement Priorities 2016-2020 SB 14/09/15 @ 10 am		
Recommendation Tracking			
Performance Monitoring			Quarterly Performance report SB 9/11/15 @ 10 am

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Citizens and Communities) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	December	January	February
Development of Community Hubs		Session 3 of the Inquiry WG – 14/01/16 @ 10 am	Session 4 of the Inquiry WG - tbc
Development of Community Committees		Session 1 of the Inquiry SB 18/01/16 @ 10 am	Session 2 of the Inquiry SB 15/02/16 @ 10 am
Universal Credit	Sessions 3 and 4 of the Inquiry WG 07/12/15 @ 10 am	Session 5 of the Inquiry WG – 27/01/16 @ 10 am	Agree final report SB 15/02/16 @ 10 am
Migration		Overview of key issues in Leeds WG – 19/01/16	
Briefings		Leeds City Credit Union – exploring opportunities to modernise services SB 18/01/15 @ 10 am	Syrian Refugees – update SB 15/02/16 @ 10 am
Budget & Policy Framework/pre-decision Scrutiny		Initial budget proposals 2016-2017 SB 18/01/16 @ 10 am	
Recommendation Tracking			
Performance Monitoring			Quarterly Performance report SB 15/02/16 @ 10 am

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Citizens and Communities) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	March	April	May
Development of Community Hubs	Session 5 of the Inquiry WG - tbc	Agree final report SB 12/04/16 @ 10 am	
Development of Community Committees	Sessions 3 & 4 of the Inquiry WG - tbc	Agree final report SB 12/04/16 @ 10 am	
Migration	Migration – observations and recommendations from Scrutiny SB 14/03/16 @ 10 am		
Briefings	Delivering the centres of excellence model within the Corporate Contact Centre – update SB 14/03/16 @ 10 am	Role and work of the Communities Board SB 12/04/16 @ 10 am	
Budget & Policy Framework/pre-decision Scrutiny			
Recommendation Tracking			
Performance Monitoring		Quarterly Performance report SB 12/04/16 @ 10 am	

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Unscheduled
Approaches in tackling begging

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

EXECUTIVE BOARD

WEDNESDAY, 20TH JANUARY, 2016

PRESENT: Councillor J Blake in the Chair

Councillors A Carter, D Coupar, M Dobson,
S Golton, R Lewis, J Lewis, L Mulherin,
M Rafique and L Yeadon

116 Late Items

There were no formal late items of business submitted, however, at the meeting, Board Members were presented with supplementary information providing illustrative examples of how the floods had impacted upon local businesses, together with a draft Strategic Recovery Plan for Members' consideration. (Minute No. 120 refers).

117 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting.

118 Minutes

RESOLVED – That the minutes of the meeting held on the 16th December 2015 be approved as a correct record.

RESOURCES AND STRATEGY

119 Electoral Review of Leeds City Council - Council Size and Electoral Forecast Information for submission to the Local Government Boundary Commission for England

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided the Board with an update on the Local Government Boundary Commission for England's (LGBCE) Electoral Review of the Council's size and also of the number of Wards and Ward boundaries that the City Council has. In addition, the report presented the Council Size evidence and the Electorate Forecast information, as appended to the submitted report, for the purposes of approval by Executive Board prior to submission to the LGBCE.

Members welcomed the significant work which had been undertaken in the compilation of the comprehensive documentation. In considering this matter, the Board highlighted the crucial role played by Councillors, especially in the local Wards that they represent, and emphasised how this role would become even more integral, given the current projections of population growth across the city. A point which Members emphasised needed to be strongly conveyed to the Commission.

Alongside the submission, it was agreed by the Board that the Chief Executive write to LGBCE in order to reiterate from a Council officer perspective the critical role played by Ward Members in a city with the geographic scale and diversity of Leeds.

Draft minutes to be approved at the meeting
to be held on Wednesday, 10th February, 2016

In conclusion, the Board received an overview of the LGBCE's timeframe regarding the undertaking of the review through to the implementation of any decisions made.

RESOLVED –

- (a) That the Council Size evidence and Electorate Forecast information, as detailed in the addendum to the submitted report, be approved;
- (b) That the Chief Executive write to the LGBCE highlighting from a Council officer perspective the critical role played by Ward Members in a city with the geographic scale and diversity of Leeds.

ECONOMY AND CULTURE

120 Storm Eva - Recovery Plan

The Assistant Chief Executive (Citizens and Communities) submitted a report regarding the extent of the impact of Storm Eva in Leeds, and provided details of both the emergency response undertaken at the time and also the short-term recovery work that has followed. In addition, the report sought approval of the strategic recovery approach proposed, with specific reference to financial support, advice and guidance, community engagement, infrastructure repair and flood alleviation proposals. Finally, the report outlined the proposed approach to be taken towards a 'lessons learned' exercise regarding the effectiveness of the Council's arrangements designed to respond to, and recover from incidents of this nature.

At the meeting, Executive Board received further information which provided specific examples of how the flooding impacted upon local businesses, together with a draft Strategic Recovery Plan for Members' consideration. In addition, during the consideration of this item, a range of images illustrating the impact of the flooding across the city were shown.

In considering the submitted report, the following key points were raised:-

- The Board as a whole paid tribute to the resilience of the local residents and those in the business community who had been badly affected by the flooding. In addition, on behalf of the Council, Members placed on record their thanks to all of those communities, Council officers, volunteers, emergency services, partner organisations and armed forces who had given up their time and who made valuable contributions towards the multi-agency recovery work which had taken place to date, and which continued to take place;
- Given the co-ordinating role which continued to be played by the Council in response to the flooding, Members emphasised how these recent events had illustrated the crucial role played by Local Government in the city;
- It was noted that building upon the flood defence schemes as originally proposed, any future feasibility study would look to update and adapt such schemes in order to address the issues which came to light as a result of the recent flooding;

- It was also highlighted that the scope of any future defence strategies would need to be widened in order to consider all water courses affecting the city, and which would require a co-ordinated approach with neighbouring authorities;
- In addition to the comments made around the impact upon the city centre and those areas in close proximity to it, emphasis was also placed upon the impact that the flooding had had upon the more outlying communities;
- Emphasis was placed upon the associated work that the Council could consider in order to mitigate risk of future flooding, such as the establishment of wetlands and reviewing the flooding risk of any sites proposed for development;
- Members highlighted the need to ensure the involvement of any affected communities in the development of associated recovery and regeneration programmes, whilst also providing support to enable communities to develop their own capacity in such areas, in order to harness the community spirit which had been present throughout the response;
- Responding to an enquiry regarding the issues which had been experienced in respect of insurance, the Board received an update on the work which was being undertaken by the Council, in liaison with the Association of British Insurers on such matters;
- The Board also received an update regarding the ongoing actions being taken by the Council as part of an overarching recovery plan, noted the latest statistics in terms of affected properties and businesses, and received the current position regarding the delivery of associated grant schemes.

The Chair advised that the White Paper Motion regarding the issue of flooding, as agreed by Council on the 13th January 2016 had been submitted to Government. In addition, the Board noted that a meeting with the Secretary of State for Environment, Food and Rural Affairs attended by the Leader, the Chief Executive and Leeds MPs had been held earlier in the day. It was highlighted that the Secretary of State had confirmed that the establishment of appropriate flood defence mechanisms in Leeds was a Government priority, together with an acknowledgement that the current city centre flood defences were not adequate. However, it was noted that no commitment was made by the Secretary of State regarding additional funding to provide flood alleviation measures in Leeds. It was noted that representations had been made at the meeting that the establishment of adequate flood defences, which included the initial development of an associated feasibility study, was urgently required. Members were also informed that a further meeting would be scheduled with the Secretary of State in order to progress such matters, and it was highlighted that all-party representation at that meeting would be sought, together with support from the local business community.

RESOLVED –

- (a) That on behalf of the Executive Board, all staff, partners, local Ward Members, community representatives, volunteers and all those

affected by the floods be thanked for their efforts in supporting the recovery operation;

- (b) That the implementation of a Council Flood Emergency Management Team, which is led by the Assistant Chief Executive (Citizens and Communities) and which met for the first time on the 4th January 2016, be noted;
- (c) That it be noted that the Local Authority is working with other Councils and partners, especially Calderdale Council, West Yorkshire Police, West Yorkshire Fire and Rescue, the Environment Agency and other key partners on the recovery work at both a local and West Yorkshire level;
- (d) That the financial support and advice arrangements which have been put in place to support affected householders and businesses, be endorsed;
- (e) That the funding provided by Government to support the schemes detailed at paragraph 3.1.2 of the submitted report be noted, and that the Deputy Chief Executive be requested to keep a record of all relevant expenditure associated with responding to Storm Eva;
- (f) That the Director of City Development be required to work with the Environment Agency in order to submit a report to Executive Board as soon as possible on the city's flood alleviation developments, including plans for seeking Government support for progressing phases 2 and 3 of the Leeds Flood Alleviation Scheme;
- (g) That the Chief Executive be requested to write to the relevant Secretary of State requesting the urgent approval of £3m to allow for preparatory and design work to commence on Phase 2 of the Leeds (River Aire) Flood Alleviation Scheme, and which seeks a firm commitment from Government to support both phases 2 and 3;
- (h) That the Director of City Development be required to work with the Environment Agency in order to identify measures that could be undertaken to increase flood resilience for all communities affected Storm Eva;
- (i) That the Director of City Development be required to complete a full assessment of all impacts of Storm Eva on city infrastructure, and to develop proposals for the necessary repair and rebuild work that maybe necessary, including work required on Linton Bridge;

- (j) That the Director of City Development be requested to consider the development of a regeneration based approach towards helping Kirkstall recover from Storm Eva;
- (k) That the Director of City Development be required to make arrangements to undertake a statutory Section 19 investigation into the causes and impacts of the Storm Eva flooding event;
- (l) That the Assistant Chief Executive (Citizens and Communities) be required to oversee the development and delivery of a Storm Eva Strategic Recovery Plan, and also be requested to report back to Members on this plan, together with a further update on recovery efforts, in March 2016;
- (m) That the Assistant Chief Executive (Citizens and Communities) be required to undertake a lessons learned exercise and provide a formal report on this to the Council's Corporate Governance and Audit Committee;
- (n) That the Assistant Chief Executive (Citizens and Communities) be required to ensure that the experiences of, and impacts in Leeds are fed into the national review of flooding.

(Councillor R Lewis left the meeting at 4.05 p.m., during the consideration of this item)

DATE FOR PUBLICATION: FRIDAY, 22ND JANUARY 2016

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00P.M., FRIDAY 29TH JANUARY 2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 1st February 2016)

Draft minutes to be approved at the meeting
to be held on Wednesday, 10th February, 2016

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