



---

## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

---

Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 21st July, 2015 at 1.30 pm

*(A pre-meeting will take place for ALL Members of the Board at 1.00 p.m.)*

---

### MEMBERSHIP

#### Councillors

J Bentley Weetwood;  
D Collins Horsforth;  
A Gabriel Beeston and Holbeck;  
P Grahame Cross Gates and Whinmoor;  
M Iqbal City and Hunslet;  
A Khan Burmantofts and Richmond Hill;  
M Lyons Temple Newsam;  
J Procter (Chair) Wetherby;  
J Pryor Headingley;  
K Ritchie Bramley and Stanningley;  
G Wilkinson Wetherby;

---

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

---

**Agenda compiled by:**  
**Kirsty Ware**  
**Scrutiny Support Unit**  
**Tel: 22 43094**

**Principal Scrutiny Adviser:**  
**Angela Brogden**  
**Tel: 24 74553**

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, 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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED –</b> 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><b>No exempt items have been identified.</b></p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></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><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 30 JUNE 2015</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 30 June 2015.</p>	1 - 6
7			<p><b>DIRECTOR OF ENVIRONMENT AND HOUSING OFFICER DELEGATIONS</b></p> <p>To consider a report of the Head of Scrutiny and Member Development presenting further details of the areas of responsibility delegated to the Director of Environment and Housing.</p>	7 - 22
8			<p><b>PERFORMANCE UPDATE</b></p> <p>To consider a report of the Director of Environment and Housing presenting performance information relevant to the Board's remit.</p>	23 - 42

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>REFRESHED SAFER LEEDS STRATEGY 2015-2016</b></p> <p>To consider a report of the Director of Environment and Housing presenting the draft Safer Leeds Strategy for the Board's consideration and comment.</p>	43 - 52
10			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	53 - 70
11			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Tuesday, 15 September 2015 at 1.30pm (pre-meeting for all Board Members at 1.00pm)</p> <p><b>THIRD PARTY RECORDING</b></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"> <li>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.</li> <li>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.</li> </ul>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No

This page is intentionally left blank

## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

TUESDAY, 30TH JUNE, 2015

**PRESENT:** Councillor J Procter in the Chair

Councillors J Bentley, D Collins, A Gabriel,  
P Grahame, A Hussain, M Lyons, J Pryor,  
K Ritchie, B Urry and G Wilkinson

### 1 Chair's Opening Remarks

The Chair welcomed everyone to the Scrutiny Board's first meeting of the 2015/16 municipal year.

Members of the Board asked that their best wishes be sent to Angela Brogden, Principal Scrutiny Advisor, following her recent family bereavement.

### 2 Late Items

There were no late items.

### 3 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 4 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors M Iqbal and A Khan, with Councillors B Urry and A Hussain in attendance as substitutes.

### 5 Minutes - 24 March 2015

**RESOLVED** – That the minutes of the former Scrutiny Board (Housing and Regeneration) meeting held on 24 March 2015 be approved as a correct record.

### 6 Scrutiny Board Terms of Reference

The report of the Head of Scrutiny and Member Development presented the terms of reference for the Environment and Housing Scrutiny Board for Members' information.

Changes to Scrutiny Board terms of reference had been agreed by Full Council on 21 May 2015. It was noted that the changes resulted in the terms of references for all Scrutiny Boards being aligned to the Executive function of Directors.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 21st July, 2015

The Chair, in preparation for the first meeting of the Scrutiny Board had sought clarification from officers on the implications, if any, that the revised terms of reference had on this Board's ability to look at certain housing matters, particularly those pertaining to housing growth, investment and mix.

The City Solicitor and Director of Environment and Housing were in attendance to provide advice in relation to the Board's terms of reference.

The basis of the advice provided by the City Solicitor was the interpretation of the Officer delegation scheme (Executive functions) for the Director of Environment and Housing and the Director of City Development, given that Full Council had agreed that Scrutiny Boards would be aligned to the Executive functions of Directors.

In brief it was the City Solicitors advice, that the delegation scheme, in relation to the Director of Environment and Housing's housing functions should be interpreted to relate to the authorities housing management function, making best use of the Council's housing stock, facilitating new housing supply, in relation to HRA investment, and some role in delivering affordable housing. It also related to the condition and occupation of housing and the landlord functions carried out by Housing Leeds.

By contrast, the City Solicitor advised that the delegated functions of the Director and City Development and therefore functions which fell within the remit of the Scrutiny Board (City Development) should be interpreted as those covering, through the core strategy, housing growth, housing numbers and housing mix. This view was supported by the Director of Environment and Housing.

It was agreed by the Scrutiny Board that all matters should be available for Scrutiny by elected members, however, the Officer delegation scheme (Executive functions) as written in the Constitution were insufficiently clear as to which members should undertake the relevant scrutiny.

The City Solicitor advised that a review of the wording of the existing delegation scheme would be undertaken by the Head of Governance Services. Pending this review the Board asked that a list of the Director of Environment and Housing areas of responsibility be brought back to the Board's July meeting in order for members of this Board to be clear as to its remit.

#### **RESOLVED –**

- (a) That the report be noted
- (b) That the Board receive in July a list of the Director of Environment and Housing areas of responsibility.

## **7 Crime and Disorder Scrutiny**



The report of the Head of Scrutiny and Member Development informed the Board of its role as the Council's Crime and Disorder Committee and included the Protocol between Scrutiny and the Community Safety Partnership in Leeds.

The report also made reference to the 'Principles for Engagement' document developed by the West Yorkshire Police and Crime Panel in liaison with the five local Crime and Disorder Scrutiny Committees. This was also attached for Members' information.

Whilst acknowledging the limited powers of Scrutiny in relation to the Police and Crime Commissioner, it was agreed that an invitation to attend Scrutiny would be made to Mark Burns-Williamson.

#### **RESOLVED –**

- (a) That the report be noted
- (b) That an invitation be sent to the Police and Crime Commissioner to attend this Scrutiny Board.

### **8 Co-opted Members**

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

The Board was informed that they could appoint the following:

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

**RESOLVED –** The Board agreed to consider the appointment of co-opted members on an ad-hoc basis for any inquiries where it was deemed appropriate.

### **9 Sources of work for the Scrutiny Board**

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

The following were in attendance for this item and invited to share their views around potential areas of work for the Scrutiny Board this year:

- Councillor Debra Coupar, Executive Member for Communities
- Councillor Mark Dobson, Executive member for Environmental Protection and Community Safety
- Neil Evans, Director of Environment and Housing.

It was confirmed that a joint working group with Scrutiny Board (City Development) would be established to complete the work around housing mix, initially started by Scrutiny Board (Housing and Regeneration).

Members of the Scrutiny Board also shared their views on potential areas of work for the Scrutiny Board this year.

The following areas of interest was listed within the following ‘themes’

### **Housing Investment**

- Empty Homes Strategy
- Standards within the private rented sector
- Use of right to buy receipts
- HRA growth, what, where, mix.

### **Housing /Environmental Management**

- Recycling – addressing low participation rates in existing AWC areas and exploring viable options for non-AWC areas across the city
- Local Lettings Policy
- Estate Environment, including Car Parking, graffiti, streetscene
- Enforcement of tenancy agreements
- Multi storey management
- Briefings on housing management forums
- Revisiting the city’s wider Waste Strategy.

### **Community Safety**

- The role of Police Community Support Officers within the context of new integrated partnership working models, particularly within localities (i.e. Community Hubs and Partnership Working Areas) and future budget pressures
- Improving understanding of the significance of safeguarding issues linked to human trafficking, to help develop an effective multi-agency response
- Tackling prostitution in Leeds from a multi-sector perspective
- Understanding the scope of the city’s powers in response to tackling legal highs
- Emergency accommodation for those fleeing violence.

It was noted that Scrutiny Board Adult Social Services, Public Health, NHS would be undertaking scrutiny around air quality, therefore it was asked that a member of this Board be invited to join that Board.

### **RESOLVED –**

- (a) That the report and discussion be noted.

- (b) That the areas of work listed above are taken forward by the Scrutiny Board during this municipal year.
- (c) That arrangements be made to set up the joint working group with Scrutiny Board (City Development) to complete the work on housing mix.

## **10 Work Schedule**

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year.

The Chair suggested that the long list of topic areas identified by the Board would be better managed in grouped into themes, with a Board meeting being dedicated, where possible, to a particular theme.

The Principal Scrutiny Adviser was requested to work with the Chair to incorporate the areas of work agreed by the Scrutiny Board into its work schedule for the forthcoming year.

In addition, the Chair explained that tracking reports linked to previous inquiries undertaken by the Board will also be incorporated into the work schedule.

### **RESOLVED –**

- (a) That the report be noted.
- (b) That the Principal Scrutiny Adviser works with the Chair to incorporate the areas of work agreed by the Scrutiny Board into its work schedule for the forthcoming year.

## **11 Date and Time of Next Meeting**

Tuesday, 21st July at 1.30pm (Pre-meeting for all Board Members at 1.00 p.m.)

(The meeting concluded at 3.00pm)

This page is intentionally left blank

## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Environment and Housing)

**Date: 21<sup>st</sup> July 2015**

### **Subject: Director of Environment and Housing Officer Delegations**

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 City Solicitor attended the Scrutiny Board's meeting in June to discuss the Board's terms of reference in accordance with the Officer Delegation Scheme (Executive functions). Whilst acknowledging that this Scrutiny Board is aligned to the Executive functions of the Director of Environment and Housing, Members agreed that the delegation scheme, as written in the Constitution, was insufficiently clear.
2. The City Solicitor advised that a review of the wording of the existing delegation scheme would be undertaken by the Head of Governance Services. Pending this review, the Board requested that a 'plain English' list of the Director of Environment and Housing areas of responsibility be brought back to the Board's July meeting in order for members of this Board to be clear as to its remit. A list of the areas of responsibility, including relevant senior officer contact details, is attached as Appendix 1. A separate list of relevant housing related functions is also attached as Appendix 2.

### **Recommendation**

3. Members are asked to note the attached list of the Director of Environment and Housing areas of responsibility.

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

4. None used

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

This page is intentionally left blank

# ENVIRONMENT AND HOUSING CONTACTS

Appendix 1

## CONTENTS

<u>Area</u>	<u>Page</u>
Director of Environment & Housing	2
Community Safety	3
Housing Leeds	
➤ Housing Management	4
➤ Property & Contracts	5
Environmental Action	6
Parks & Countryside	7
Waste Management	8

~

Private Sector Housing & Housing Growth	9
Energy Efficiency & Fuel Poverty	9
Housing PFI Contracts - Little London, Beeston Hill and Holbeck (LLBH&H)	9
Belle Isle Tenant Management Organisation (BITMO)	10
Housing Contacts	11

**ENVIRONMENT AND HOUSING**  
**CONTACTS**

**DIRECTOR OF ENVIRONMENT & HOUSING**  
**NEIL EVANS**

**Tel:** 0113 24 74721  
**Mobile:** 07891 273155

Support: Caroline Gray 0113 24 76095  
2<sup>nd</sup> Floor Thoresby House



# **ENVIRONMENT AND HOUSING** **CONTACTS**

## **Headline areas of responsibility**

### **COMMUNITY SAFETY**

#### **Chief Officer Community Safety – Supt Sam Millar**

**Tel: 39 50800**

Support team 59218 / 59233

- Leads on delivery of the city community safety priorities
- Accountable officer in relation to delivery of statutory community safety legislation
- Lead officer on behalf of the council and West Yorkshire Police on the development of partnerships to address crime and safety priorities

#### **Head of Community Safety Partnerships – Liz Jarmin Tel: 39 51769 (07891 278078)**

- Manage and support Safer Leeds priorities
- Manage CCTV function

#### **Head of Anti-Social Behaviour – Harvinder Saimbhi Tel: 39 50008 (07891 272111)**

- Manage the anti-social behaviour unit to increase public confidence and satisfaction
- Residents can report Out of Hours Noise to the Noise Service on 0113 3950143, between the hours of between 6 pm and 8 am, all weekends and all Banks Holidays.

Team Leader -East – Neil Bowden - Tel 24 76495

Team Leader -South – Gillian Carr – Tel 37 81431

Team Leader -West– Angela Mawdsley – 24 77996

#### **Head of Safety and Safeguarding – Munaf Patel Tel; 39 51770 (07891 271167)**

- Safeguarding of vulnerable Adults and Children
- Management of Domestic Violence team
- Mänge Multi Agency Risk Assessment Processes (MARAC)

# **ENVIRONMENT AND HOUSING**

## **CONTACTS**

### **HOUSING LEEDS**

**Chief Officer Housing Management – Liz Cook**

**Tel: 2475808 (07891 279454)**

Brenda Carter: 24 74660

#### **Head of Housing Management WNW – Gurmeet Viridi 07712 216869, based at Westfield House**

- Local Housing Managers WNW
- Covering Community Committees; West Inner, North West Inner, North West Outer, West Outer.

#### **Head of Housing Management SSE Jill Wildman Tel: 07891 273062, based at Navigation House**

- Local Housing Managers SSE
- Covering Community Committees; South Inner, East Outer, South Outer.

#### **Head of Housing Management ENE– David Longthorpe Tel: 0113 37 83509 (07891 273064), based at Gipton Housing Office**

- Local Housing Managers ENE
- Covering Community Committees; West Inner, North West Inner, North West Outer, West Outer.

#### **Head of Neighbourhood Services – Mandy Sawyer Tel: 07891 276430, based at Navigation House**

- City-wide Housing Management Policy, tenant involvement & older persons housing.
- Amanda Britton (Tenant Involvement), Juliet Duke (Older Persons), Simon Swift (Income Management), Lynne Hamshaw (Lettings & Tenancy)

#### **Head of Housing Support – Rob McCartney Tel: 22 43480 (07854 037373), based at Great George Street**

- Housing Advice / Housing Options
- Gypsy & Travellers
- Traveller encampments - Carol Gentles - 07891 276041 or 0113 2475493
- Adaptations

# **ENVIRONMENT AND HOUSING** **CONTACTS**

## **Housing Leeds cont.**

### **Chief Officer Property & Contracts - Simon Costigan**

**Tel:3781334 (07891 271603)**

Vicki Jagger – 37 81337

### **Head of Maintenance Operations – Tony Butler Tel: 0113 37 81092 (07891 273047)**

- Contracts and Repairs
- Responsive/Planned Service Manager: Rob Goor 37 81051 (07891 273049)

### **Head of Strategy & Investment – Mark Grandfield Tel: 0113 37 81335 (07891 271133)**

- Capital Programme Manager: Neil Diamond 37 81362 (07891 271604)

### **Programme Manager Contracts& Investment – Tom Finch Tel: 37 81126 (07891 277113)**

- Management of external contractors, principally Mears

# **ENVIRONMENT AND HOUSING**

## **CONTACTS**

### **ENVIRONMENTAL ACTION**

**Chief Officer Environmental Action – Helen Freeman**

**Tel: 07891 271073**

Chanell Bryan 74041 / Sharon Simpson 50636

#### **LOCALITY MANAGERS –**

**Kris Nenadic (SouthSouthEast) Tel: 22 57453**

**John Woolmer (East North East) Tel: 33 67676 / 275641**

**Jason Singh (WestNorthWest) Tel 82137 / 82150 (Admin team – Alison Gililand & Sam Woodhead))**

- The departments key link to Community Committees
- Deliver locality based Environmental action services (street cleansing and enforcement)
- Manage SLAs with Community Committees
- Lead the Council's Environmental Health and public protection duties (health and safety, food safety and food hygiene, pest control, noise and environmental protection)
- Graffiti – Covered by West team (WestNWcllrPriority)
- Bulky Waste & Needle removal & Toilets – Covered by South team (SSE Action Team)
- Fly Tipping, Litter Picking
- Dog Wardens (Paul Spandler 24 75666)
- VOID gardens and other garden referrals (Disabled, Elderly)
- Ginnels – Covered by East team

#### **Andrew Mason - Environmental Health Manager – Tel: 3951501 (07891 276767)**

- Environmental Health and Blue Badge Parking (Rachel McCormack 39 51605)
- Responsible for Business Support staff who the three Locality Teams within Environmental Action
- Pest Control
- Asbestos
- Delivery of Car Parking and parking enforcement across city (Mark Jefford 39 52200)

# **ENVIRONMENT AND HOUSING**

## **CONTACTS**

### **PARKS & COUNTRYSIDE**

**Chief Officer Parks & Countryside Sean Flesher**  
**Tel: 3957451 (07891 270751)**

**Natural Environment Manager Glen Gorner Tel: 23 75201 (07891 270782)**

- Forestry
- public rights of way
- natural habitats

**Development Manager Mike Kinnaird Tel: 39 57459 (07891 270757)**

- Administration, organisational development, business development
- management of grounds maintenance contract,
- outreach Rangers service,
- Grass Cutting – Simon Frosdick (57445)

**Parks Operations Manager Kris Nenadic Tel: 39 57453**

- All parks area operations east and west, estates function – Roundhay Park, Temple Newsham, Golden Acre, Middleton Park, Lotherton Hall,
- Playgrounds and Fabrications,
- Parks development

**Trading and Operational Support Manager Jo Clough Tel: 39 57400**

- Bereavement services,
- horticultural landscapes,
- transport and engineering,
- commercial - golf

# **ENVIRONMENT AND HOUSING**

## **CONTACTS**

### **WASTE MANAGEMENT**

**Chief Officer Management Services – Susan Upton**

**Tel: 22 43231/24 74041/ 07891 277601**

Chanell Bryan 74041 / Sharon Simpson 50636

**Head of Strategy and Infrastructure – Andrew Lingham Tel: 24 75946 (07891 274810)**

- Procurement and management of waste contracts including the PFI residual Waste Treatment Facility
- Household Waste Sorting Sites
- Development of recycling community infrastructure

**Environmental Operations Manager – Tom Smith Tel: 24778497 (07891 272747)**

- Refuse and Recycling Collections Services (Ben Grabham)
- Refuse problems: [membersrefusequeries@leeds.gov.uk](mailto:membersrefusequeries@leeds.gov.uk) (Vikki Lunn)

# **ENVIRONMENT AND HOUSING** **CONTACTS**

## **PRIVATE SECTOR HOUSING AND COUNCIL HOUSING GROWTH**

**HEAD OF HOUSING PARTNERSHIPS – John Statham Tel: 22 43233**

- Private Sector Housing (including Enforcement & Licencing )
- Empty Property Strategy
- Housing Associations
- BITMO
- Council House Growth

## **ENERGY EFFICIENCY & FUEL POVERTY**

**HEAD OF SUSTAINABLE ENERGY & CLIMATE CHANGE**  
**Tom Knowland Tel: 39 50643 / 07891 275756**

- Energy Efficiency & Fuel Poverty
- Climate Change
- Renewable Energy
- Sustainable Development
- George Munson – Senior Programme Leader (0113 39 51767 / 07891 270294)

## ➤ **HOUSING PFI CONTRACTS - Little London, Beeston Hill and Holbeck (LLBH&H)**

• **PROGRAMME MANAGER – Nahim Mehmood-Khan Tel 37 81346**

- Little London
- Beeston Hill
- Holbeck
- Housing PFI contracts, Little London, Beeston Hill and Holbeck (LLBH&H)

# **ENVIRONMENT AND HOUSING** **CONTACTS**

## **BELLE ISLE TENANT MANAGEMENT ORGANISATION**

**Chief Officer - Chris Simpson Tel: 37 82170**

Karen Hoole: 37 82182

**Contract and Investment Manager – Derek Bargh Tel: 0113 21 41794**

**Head of Finance and Accounts – Sue Fallowfield Tel 0113 37 82189**

Belle Isle Tenant Management Organisation (BITMO) is a locally based organisation, run by tenants of Belle Isle estate.

BITMO is responsible for managing Leeds City Council's housing and estate management services in the Belle Isle neighbourhoods of Leeds. It is the largest estate based TMO in the country.



# **ENVIRONMENT AND HOUSING** **CONTACTS**

## **HOUSING CONTACTS**

### **REPAIRS, EMERGENCIES AND OUT OF HOURS CONTACT**

0800 188 4000 freephone from a landline  
0113 376 0410 alternative if using a mobile

This includes

- Dangerous electrical faults
- Major plumbing fault
- Securing property after burglary
- Gas central heating faults
- Blocked drains (where there is a risk to health and safety)

Belle Isle Tenant Management Organization      0113 376 0499

Deaf Customers - email address: [lccoutofhours@leeds.gov.uk](mailto:lccoutofhours@leeds.gov.uk)

<http://www.leeds.gov.uk/pages/Emergency-out-of-hours-contact-numbers.aspx>  
it has various emergency out of hours contact numbers.

### **DEALING WITH PROBLEMS IN PRIVATE RENTED ACCOMMODATION.**

If you have concerns about the condition of your rented house or your landlord, you can contact our private rented sector housing team. If you need help or advice about housing conditions/standards, please contact 0113 2477594.

### **HOUSING OFFICES AND ONE STOP CENTRES**

<http://www.leeds.gov.uk/residents/Pages/Housing-contacts.aspx>

The Council's call centre can be contacted on 0113 222 4444.

A list of useful numbers can also be found on the leeds.gov.uk 'contact us' page.

<http://www.leeds.gov.uk/pages/contactus.aspx>

This page is intentionally left blank

The Director of Environment and Housing Officer Delegation Scheme (Executive Functions) -  
in relation to Housing Functions

Landlord Functions (funded by the Housing Revenue Account)

Council Housing Management, including but not limited to:-

1. Tenant involvement
2. Lettings & rent collection
3. Repairs & maintenance
4. Housing Revenue Account investment (to maintain existing and provide new council housing)
5. Housing PFI projects

Housing Functions (funded by the General Fund)

Condition and Occupation of Housing, including but not limited to:-

1. Private and voluntary sector rental housing (including enforcement and licensing)
2. Empty property strategy
3. Partnerships with Housing Associations and other key stakeholders

Other Housing Services, including but not limited to:-

1. Housing advice
2. Homelessness
3. Gypsies & travellers
4. Emergency & temporary accommodation
6. Energy efficiency & fuel poverty
5. Adaptations

This page is intentionally left blank

**Report of Director of Environment and Housing**

**Report to Environment and Housing Scrutiny Board**

**Date: 21 July 2015**

**Subject: Performance 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 report provides a summary of performance against the strategic priorities for the council and city and other performance areas relevant to the Environment and Housing Scrutiny Board.

**Recommendations**

2. Members are recommended to
  - Note the most recent performance information in Appendices 1 and 2 and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
  - Provide feedback on the format of this and future performance reports.

## **1 Purpose of this report**

- 1.1 This report presents a summary of the most recent performance data, and provides an update on progress in delivering the relevant priorities in the Best Council Plan 2015 – 20, and invites Members to consider how it would like performance information to be presented to inform its deliberations in the future.

## **2 Background information**

- 2.1 Members will note that the Best Council Plan (BCP) sets out the Council's key objectives and priorities. This report provides an overview of the relevant Environment and Housing performance relating to this plan, enabling the Scrutiny Board to consider and challenge the council's performance.
- 2.2 This report includes two Appendices showing a summary of the most recent performance information relevant to the new Environment and Housing Scrutiny Board. These appendices reflect previous performance reports which have been presented to the former Housing and Regeneration and the Safer and Stronger Scrutiny Boards. It is understood that the new Environment and Housing Scrutiny Board has considered how it might wish to conduct its business and has a preference for a themed approach. Members are therefore invited to consider how future performance reports can support Board discussions.

## **3 Main issues**

- 3.1 Appendix 1 shows the most recent 2015/16 performance data relating to Housing priorities. Members will see that some of the indicators are designed to track trends rather than report against specific targets, and for these reasons the trend indicators have not been rated. Appendix 2 relates to Environment & Housing priorities previously within the remit of the Safer and Stronger Scrutiny Board. The main performance issues arising from these progress reports are given below:

### **3.2 *Appendix 1***

- 3.2.1 Members' attention are drawn to the following performance areas:

- Empty Properties

The targets for 2015/16 remain at The Council returning 3200 long term empty properties into use during the year, with 1000 of these to be returned by Private Sector Housing involvement. At the end of May 2015, the number of long term empty properties returned to use this financial year stood at 341, representing 10.66% of the target of 3200. 55 of these were returned by Private Sector Housing.

A further "stretch" target is to achieve by the end of March 2017, a net reduction of 2,000 (equivalent to 400 per annum) in the total number of private sector properties that have been empty for longer than 6 months in comparison to the figure of 5776 recorded at the end of March 2012. In March 2015 this figure stood at 4532

At the end of May 2015 the figure was 4088, representing a net reduction of 444 (111% of target of 400) on the March 15 figure and a reduction of 1688 (84.4% of target of 2000) on the March 12 figure.

This figure has a tendency to fluctuate throughout the year and can go up or down.

- Fuel Poverty  
Previously reported to scrutiny was the measure “Joint delivery of 5,000 energy efficiency measures in Leeds’ properties per year”. The Best Council Plan 2015-20 introduces the new indicator “Reduce the number of households in fuel poverty”. The DECC produces annual statistics at Local Authority level and they have recently published the figure of 11.6% for Leeds based on 2013 data which reflects a static position compared with the previous year.
- Homeless Preventions  
Homeless preventions stand at 931 at the end of May 2015 (cumulative figure) and this is an improvement on the corresponding figure last year of 809. The numbers of people in temporary accommodation are also at the lowest level since the late 1980’s due largely to our effective homeless prevention strategies.
- % Capital Programme Spend  
Housing Leeds actual spend at outturn 2014/15 is £57.1m equating to 99% of the revised available resources at period 11. Housing Leeds delivered to within (£300k) of the revised position at period 11. However, total slippage over the year equated to (£21.5m) which has now been added to the 2015/16 programme giving a revised estimate of £90m. The 2015/16 programme will be adjusted down to a deliverable level on what can realistically be achieved within the year, circa £70-£75m. Housing Leeds actual and committed spend to period 2 is £6.7m representing 9% of revised available resources. The projection to outturn at period 2 is now £75m.
- Rent Collection  
Rent collection performance at May 2015 is 96.07%. Rent collection has dropped since the end of the previous financial year, and is below that collected in the previous year. There is a seemingly natural dip in collection rates at the front end of the financial year, and week 8 (end of May) is usually the lowest point in that dip. Each month after the collection rate usually does increase.  
  
Last year was a strong start, possibly due to the welfare reform activities that focused on contacting tenants, but finished lower than the previous years (13/14) outturn. That year had started poorly, dipping down to 94.6% at week 8. A poor start to collection in a year is not an indication of continued performance as 13/14 went on to finish the year with a high collection rate of 98.06%, whilst last year finished at 97.45%.  
  
It has been noted that performance in Quarter 4 2014-15 had not been as high as expected and a number of actions have been introduced to address this, including a review of collection procedures, skills mapping and intensive training on arrears recovery and performance management, improved management information to inform individual and team actions and to monitor activity levels.
- Arrears  
Arrears currently stand at £6.24M which is £1.47M higher than the same period last year. Arrears will move conversely to rent collection – rising in the main as a result of lower collection rates. However we need to monitor arrears balances as collection rates do improve to ensure that individual arrears balances are not remaining high.

- Annual Home Visits  
Annual Home Visits currently stand at 18.71%. The Q1 position for 2014/15 was 21.8%. The target of 100% of visits completed is an annual one, and we do look to reach milestones at quarterly points.  
Over the course of the last year's visits, 84% of all homes were visited by Housing Officers with the aim of getting to know our tenants and offer a personalised housing management service to meet tenants' needs and expectations based. The approach aims to develop a positive relationship with tenants to enable Housing Officers, to assess additional support needs and challenge behaviours when required. The Annual Home Visits purpose is developing to enable a proactive and preventative approach to meeting households needs for example identifying under-occupation, overcrowding, a change in housing or support needs and a proactive approach to property condition, repairs, gardens, etc. which will reduce the cases of disrepair and ensure gardens are well maintained.

- Repairs Completed Within Target  
The target for this year, which was set with the contracts, is 99%.  
86.29% of repairs were completed within the relevant target timescales as at May 2015, a slight decrease from the April figure of 87.74%, but an increase from last May which was 84.63%. As the target for 15/16 is 99% of jobs to be completed in target we can see that there is a considerable gap between performance and target.

Recent reviews of operator time recording have identified a number of issues relating to the reporting of attendance and completion in both Property Maintenance and Construction Services. Measures have been introduced to Construction Services to address these matters.

Once Property Maintenance integrates with Construction Services in July 2015 they will also be part of the monthly performance meetings. Greater analytical and performance support will be provided and therefore performance should start to improve from August/ September.

- Tenant Satisfaction  
The 2014 STAR survey has now taken place and overall satisfaction with services provided remains at 77% which is a positive position considering the considerable amount of change that has taken place within the service.
- Re-let Days  
As of May 2015, gross average re-let days across the city stands at 35.85 – an increase from the 2014/15 Q4 position of 32.10. There have been some performance concerns in the East area with the asbestos process which has caused delays. There have also been some resource issues within the west area. Actions have been put in place to address these issues and minimise the impact on performance.
- Lettable Void Properties  
The number of lettable void properties at May 2015 stands at 532, a reduction from the April figure of 548. The difference in void numbers between this year and last is predominantly seen in the South area, a result of additional new build and refurbished properties coming on stream, but much work is being done here and properties are being let at a faster rate as can be seen from the overall decreasing trend.



- Adaptations  
The performance measure for major adaptations is % completed within target timescale: date of application to date of practical completion involving assessment of a disabled person's needs, drawing up an adaptations scheme and delivering the works – either in-house or through an approved contractor.  
Adaptations work has until recently been split between council and non-council tenures. Performance for non-council applications in 2014/15 was 94% completed within target timescales and 83% completed in target timescales for council housing. The comparable figures for Q1 2015/16 are 89% for non-council housing and 80.8% for council housing. It is useful to highlight that comparable performance in 2010/11 was 58% for non-council housing. The targets are significantly more demanding than in 2010/11: Housing Leeds has 70 days to complete high priority cases, following an OT assessment, and in 2010/11 had 114 days to complete urgent cases.

Adaptations services are currently being re-organised with Housing Management and Support being responsible for the cross-tenure housing need assessment work and Property and Contracts being responsible for cross-tenure delivery work – whether that be on an in-house basis or through the use of an approved external contractor.

- Under Occupation  
The number of tenancies affected by under-occupation has reduced to 5,174 (May 2015) from the 2014/15 Q4 position of 5,255. Whilst the number of overall cases is decreasing (so fewer people are under occupying), those that are falling into arrears is increasing.

### 3.3 **Appendix 2**

3.3.1 Members' attention are drawn to the following performance areas (please note further detail is provided in Appendix 2):

- Burglary  
In the 12 months to the end of March 2015 there were 4,792 recorded offences, up 6.5% (293 more offences) when compared to the previous year. However, in the last 3 months of 2014/15 (Jan-Feb), there were 1,350 recorded burglary dwelling offences in Leeds (273 fewer offences than the previous 3 months).
- Anti-Social Behaviour  
In the 12 months to the end of March 2015, there were 5,193 new enquiries allocated to LASBT, a 9.3% (+44) increase on the previous 12 month period. The greatest volume of enquiries is noise nuisance accounting for over 59% of all ASB reports.
- Domestic Violence  
In the 12 months to the end of March 2015, the twelve month rolling repeat victimisation rate was 35.6% (14,398 incidents and 5,128 repeat victims) – up 2.4% from the position at March 2014 (33.2%).  
The twelve month rolling repeat suspect rate was 17.1% (2,468 repeat suspects) – this is up 0.9% from the previous 12 month period (16.2% at the end of March 2014).
- Missed Bins  
Overall missed bins (per 100,000) stands at 67.86 at May 2015 which is an improved position compared with May 2014 (85.89). The percentage of bins collected without issue stands at 99.93%. The service has achieved significant year on year

improvements and is also maintaining a level of consistency in performance which is commendable, especially considering the significant amount of service change taking place.

- Recycling

The 2014/15 end of year figure stood at 42.8% (compared with 43.7% last year). It is the fall in recycling at Associated Waste Management that has mainly led to the reduction as total kerbside recycling is actually up by more than 5% year on year in volume terms and now contributes 20.8% (19.8% in 13/14) of the overall 42.8%. The April figure is showing an improved position at 44.3% although this is below the target of 46.2%.

- Landfill

April 2015 figures show 8,829t has been sent to landfill - this is better than targeted and is a reduction on the figure for the same period last year (11,923t). Members should note that the target was set on the assumption that one of our contractors was sending waste to landfill when it is in fact being sent elsewhere for Refuse Derived Fuel.

- Street Cleanliness

Performance is slightly below target over the year, although the Winter 2014/15 survey outcomes reflect a 7.6% reduction in performance for acceptable levels of litter compared to the previous year. However, the service experienced a significant and protracted structural change during the calendar year 2014 and has also been carrying a significant number of vacancies in operational posts which has affected the capacity of the service.

- Leeds Quality Park Standard

All 136 green spaces were assessed against this standard from 2011-2014. 50 parks achieved the standard which is 37% against a target of 35.8%. All 62 community parks were assessed against this standard in 2014. 32 parks achieved the standard which is 52% against a target of 60%.

## **4.1 Consultation and Engagement**

- 4.1.1. This is an information report and as such does not need to be consulted on with the public. However all performance information is published on the council's website and is available to the public.

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

- 4.2.1 This is an information report and not a decision so it is not necessary to conduct an equality impact assessment. However, some of the data provided will link to wider issues of equality and diversity and cohesion and integration, and there may be occasions when Scrutiny Board members will want to look more closely at these issues, and may request further information to inform their investigations.

## **4.3 Council Priorities**

- 4.3.1 This report provides an update on progress in delivering the council priorities in line with the council's performance management framework.

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

4.4.1 There are no specific resource implications from this report, although some performance indicators relate to financial and other value for money aspects.

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

4.5.1 All performance information is publicly available and is published on the council website. This report is an information update providing Scrutiny with a summary of performance for the strategic priorities within its remit and as such is not subject to call in.

#### **4.6 Risk Management**

4.6.1 There is a comprehensive risk management process in the Council to monitor and manage key risks. This links closely with performance management.

### **5 Conclusions**

5.1 This report provides a summary of performance against the strategic priorities for the council and city related to the Environment and Housing Scrutiny Board.

### **6 Recommendations**

6.1 Members are recommended to:

- Note the most recent performance information in Appendices 1 and 2 and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
- Provide feedback on the format of this and future performance reports.

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








7.1 Best Council Plan 2015 - 20

---





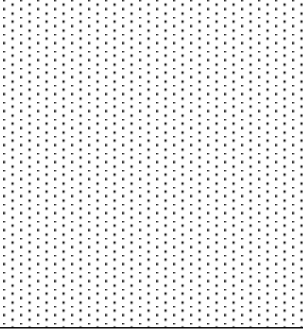




<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

This page is intentionally left blank

APPENDIX

A	B	C	D	E	F	G	
<b>APPENDIX 1 - Environment and Housing Performance Information (Housing) May 2015</b>							
	<b>Area</b>	<b>Objective</b>	<b>Priorities</b>	<b>Our Measures</b> (PI = Performance Indicator)	<b>Target/ Milestone</b>	<b>Quarter 4 2014/15 (Q4) Result</b> (*cumulative)	<b>May 2015 Result</b> (Unless noted otherwise) (*cumulative)
<b>Best Council Plan 2015-20</b>	<b>Promoting sustainable and inclusive economic growth</b>	<b>Facilitating key infrastructure projects to deliver economic and housing growth</b>	<b>PI:</b> Reduce the number of empty homes	3200 total long term (6m+) private sector empty properties returned to use	3,380* 	341* 	
	<b>Supporting communities and tackling poverty</b>	<b>Helping people out of financial hardship</b>		<b>PI:</b> Reduce the number of households in fuel poverty	<b>Tracker:</b> Net Reduction Figure (Target of 400 reduction on March 2015 figure of 4,532 = 4,132 in March 2016)	4,532	4,088
				DECC 2012 data - 11.6%		11.6% (Annual DECC figure - 2013 data)	
			<b>PI:</b> Increase number of homeless preventions	>4,862 (2014-15 YE)	4,862* 	931* 	
			<b>PI:</b> Reduce number of homeless acceptances	<397 (2014-15 YE)	397* 	Not available	
			<b>Tracker:</b> % of Capital Programme spend	To spend 100% of annual profile by end of year	99%	9%	
			<b>PI:</b> % of rent collected	98%	97.45% 	96.07% 	

APPENDIX

	A	B	C	D	E	F	G
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 4 2014/15 (Q4) Result (*cumulative)	May 2015 Result (Unless noted otherwise) (*cumulative)
2							
10	Other housing measures			Tracker: Current tenants arrears (£'s)		5.72m	6.24m
11				PI: % of annual home visits completed - YTD	Milestone Targets - Q1 - 25% Q2 - 50% Q3 - 75% Q4 - 100%	84.01% 	18.71% 
12				PI: % of repairs completed within target	99%	90.22% 	86.29% 
13				PI: % overall satisfaction with services provided	77% (Tenant Satisfaction Survey 2012-13)		77% (Tenant Satisfaction Survey 2014-15)
14				PI: gross average relet days	<30 days	32.10 	35.85 
15				PI: number of lettable voids	<544	544 	532 

APPENDIX

	A	B	C	D	E	F	G
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 4 2014/15 (Q4) Result (*cumulative)	May 2015 Result (Unless noted otherwise) (*cumulative)
2							
16				<b>PI:</b> % adaptations completed within target timescales from date of application to completion of work (Social Care / H&H / P&C)		Council Housing - 83% Non-Council Housing - 94%	Council Housing - 80.8% Non-Council Housing - 89% (Q1 2015/16)
17				<b>Tracker:</b> number of households in PSL self-contained temporary accommodation		2	6
18				<b>Tracker:</b> number of new unauthorised encampments		0	2
19				<b>Tracker:</b> Count of all under-occupation cases		5,255	5,174
20							
21							

This page is intentionally left blank



DIRECTOR OF ENVIRONMENT AND HOUSING: LATEST AVAILABLE DATA HIGHLIGHT REPORT (MAY 2015)

SECTION A: SAFER COMMUNITIES

Page 35

Performance area	Performance Reports/Data (available to Members on request – n.b. some of this may include confidential protected data)	BCP Priority?	Summary comments drawing out performance issues for noting/discussion
Crime - Burglary	Partnership quarterly report card and burglary ward performance overview		<p>In the 12 months to the end of March 2015 there were 4,792 recorded offences, up 6.5% (293 more offences) when compared to the previous year. However, in the last 3 months of 2014/15 (Jan-Feb), there were 1,350 recorded burglary dwelling offences in Leeds (273 fewer offences than the previous 3 months).</p> <p>Forced entries accounted for 41% of all Burglary Dwellings. Insecure entries accounted for 32% of all Burglary Dwellings.</p> <p>The following are some of the examples of work being carried out:</p> <ul style="list-style-type: none"> <li>• In North East, operational activity focussed on community engagement, crime prevention messages, environmental visual audits and intelligence gathering. In addition, an operation running for 3 separate days (during Jan, Feb &amp; March) focussed on preventing the criminal /burglar using the road by co-ordinated road blocks using ANPR, external police resources, fuel dippers, immigration, warrants officers and waste carrier licenses and taxi licensing, with positive outcomes.</li> <li>• An agreed process for WYP link officers to provide LASBT with information on charged burglars and drug offences living in Housing Leeds properties has been implemented. This now allows LASBT officers to take appropriate tenancy action in a timely manner.</li> <li>• PCSOs have been briefed on the referral process for Care and Repair to support vulnerable people. Increases in referrals have been seen as a result.</li> <li>• West North West recognised a trend in crime for a particular type of keysafe to be targeted by burglars. Working with Housing to identify where these ‘weaker’ keysafes were fitted, funding was secured to have them all quickly replaced with an enhanced model. This will safeguard the occupants of these premises who are often elderly / vulnerable.</li> <li>• South has focused on preventative action in relation to burglary and acquisitive crime – this has included door knocking and engagement to distribute and install timer switches, shed alarms and provide crime reduction advice, during the darker evenings. Equipment was purchased by housing and distributed by</li> </ul>

			<p>the neighbourhood policing team. South distributed over 200 timer switches and shed alarms over a longer period of time – focusing on the top 10 streets in each ward.</p> <ul style="list-style-type: none"> <li>Local Police Officers, PCSO's and Crime Prevention Officers targeted Crime Prevention on 800 addresses. Each address had a full assessment and different tactics discussed with the occupants. Over 600 Crime prevention articles were funded by the Housing Advisory Panel, including fake TV's, shed alarms and driveway sensors. Housing Officers attended with Police and conducted Annual Tenancy Visits.</li> </ul>
Anti-Social Behaviour	Partnership quarterly report card and monthly service level data		<p>In the 12 months to the end of March 2015, there were 5,193 new enquiries allocated to LASBT, a 9.3% (+44) increase on the previous 12 month period. 1,165 new enquiries were received in quarter 4 (Jan-Mar); approximately 1.5% increase on the same period for 2013/14.</p> <p>The greatest volume of enquiries is noise nuisance accounting for over 59% of all ASB reports. The volume of noise reports has been consistently high since the integration of the daytime service and out of hours (OOH) noise nuisance into LASBT. OOH noise nuisance received 7,200 calls in the last 12 months.</p> <p>LASBT opened 352 new cases during quarter 4, a decrease (-58) on the same period 2013/14 (410). LASBT opened 1,527 new cases in the 12 months to the end of March 2015, a decrease of 175 in the previous corresponding 12 month period to March 2014.</p> <p>Overall satisfaction for service received continues to be high and for 2014/15 was 95.4%.</p> <p>Four years on since its inception in April 2011, LASBT continues to adapt to the new and complex challenges following the introduction of the final part (ASB Injunctions) of the Anti-Social Behaviour, Crime and Policing Act 2014 in March 2015. The act places a greater expectation on the need to respond to ASB quickly and serve the needs of victims in a much more expedient way that takes full account of all vulnerability and support needs.</p> <p>Changes to West Yorkshire Police processes have improved the triaging and allocation of reported issues within WYP. There is now a ring back process for all ASB reports, ensuring victims have appropriate information to report further non-criminal incidents to LASBT.</p> <p>Policy and procedures are being revised to include the use of a clear exit strategy for cases where there is no scope for action and participants have been offered mediation.</p>
Domestic Violence	Partnership quarterly report card and some police data	BCP Objective 1 – Supporting communities and tackling poverty – Reducing the	<p>In the 12 months to the end of March 2015, the twelve month rolling repeat victimisation rate was 35.6% (14,398 incidents and 5,128 repeat victims). This is up 2.4% from the previous 12 month period to March 2014. Actual reported incidents have increased in the last 12 months to the end of December 2014, by 539 more offences. At March 2015, the twelve month rolling repeat suspect rate was 17.1% (2,468 repeat suspects) – up 0.9% from the previous 12 month period.</p>

		prevalence and impact of domestic violence and abuse.	<p>Arguments, abuse and physical violence are the most commonly reported domestic abuse related incidents to the Police.</p> <p>Please see the following key examples of work carried out in this area:</p> <ul style="list-style-type: none"> <li>• 10 Domestic Homicide Reviews (DHR) currently live. The first DHR Overview report has been approved by the Home Office Quality Assurance Panel. A Communications Strategy is in place in advance of publication. Lessons learned are being rolled out.</li> <li>• The Front Door Safeguarding Hub has been piloting cases ready for going live in May. Excellent representation from services has been secured. The focus will be on daily information sharing; action planning and delivery in cases of high risk, medium risk and standard risk cases with crime.</li> <li>• 9 Cluster areas have attained the DV Quality Mark with a further 4 being targeted in the next quarter.</li> <li>• A DV&amp;A conference was held in March, launching work with the private sector, showcasing commissioned services and advertising a newly established DV website. Representatives from the private sector committed to working with the council to develop a DV Quality Mark for businesses.</li> <li>• A review of commissioned DV services is underway and a multi-agency team has been established to oversee progress. The review will address issues raised in Scrutiny, DHRs, NICE Guidance, OFSTED and HMIC inspection. New contracts are due to start in Nov 16.</li> <li>• The Caring Dads 17 week programme was delivered in three pilot areas. A further 3 groups have begun.</li> <li>• New branding for DV work, including campaigning materials, is being developed and will be launched in May.</li> <li>• DV training for Foster Carers has been developed and evaluated extremely well. There is a huge demand for more.</li> </ul>
Drugs and Alcohol	Adult Successful Completions and Representations (Provider) Report – monthly.	BCP Objective 1 – Supporting communities and tackling poverty – Encouraging healthy lifestyles and reducing health inequalities	As of March 2015 commissioned services have delivered 431 successful completions. This is just above the number achieved in 2013/14 which was 426.

**SECTION B: STRONGER COMMUNITIES**

Performance area	Performance Reports/Data (available to Members on request – n.b. some of this may include confidential protected data)		Summary comments drawing out performance issues for noting/discussion																																																															
Missed bins per 100,000	Monthly trend report	BCP Objective 5 – Dealing effectively with the city’s waste – Ensuring waste is collected on the scheduled day (Reduce the number of missed collections).	<p>Latest Available Data – Lunar 2 (Week Commencing 27 April 2015)</p> <table border="1" data-bbox="775 600 1823 1010"> <thead> <tr> <th></th> <th colspan="6">2014/15</th> <th colspan="2">2015/16</th> </tr> <tr> <th></th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>12</th> <th>13</th> <th>1</th> <th>2</th> </tr> </thead> <tbody> <tr> <td>Residual Black</td> <td>72.21</td> <td>55.47</td> <td>88.53</td> <td>83.47</td> <td>81.79</td> <td>67.47</td> <td>59.68</td> <td>55.47</td> </tr> <tr> <td>SORT - Green</td> <td>51.93</td> <td>66.32</td> <td>55.61</td> <td>80.00</td> <td>71.23</td> <td>64.74</td> <td>68.60</td> <td>75.96</td> </tr> <tr> <td>Garden - Brown</td> <td>63.25</td> <td>54.75</td> <td>4.25*</td> <td>0.00*</td> <td>0.25*</td> <td>58.31</td> <td>82.41</td> <td>85.06</td> </tr> <tr> <td>Overall</td> <td>64.32</td> <td>58.54</td> <td>61.20</td> <td>65.05</td> <td>77.83</td> <td>64.70</td> <td>67.18</td> <td>67.86</td> </tr> <tr> <td>Previous Year</td> <td>62.27</td> <td>88.47</td> <td>143.30</td> <td>116.54</td> <td>97.55</td> <td>76.42</td> <td>85.99</td> <td>85.89</td> </tr> </tbody> </table> <p>*Brown bin collections stop in November for three months. Lunar months 10, 11 and 12 (December, January and February) therefore do not have any brown bin collections but people are still able to report these (either incorrectly or for the previous month). This explains why there are figures in two of these months, however, the figures aren't included in the equations for calculating overall missed bin figures.</p>		2014/15						2015/16			8	9	10	11	12	13	1	2	Residual Black	72.21	55.47	88.53	83.47	81.79	67.47	59.68	55.47	SORT - Green	51.93	66.32	55.61	80.00	71.23	64.74	68.60	75.96	Garden - Brown	63.25	54.75	4.25*	0.00*	0.25*	58.31	82.41	85.06	Overall	64.32	58.54	61.20	65.05	77.83	64.70	67.18	67.86	Previous Year	62.27	88.47	143.30	116.54	97.55	76.42	85.99	85.89
	2014/15						2015/16																																																											
	8	9	10	11	12	13	1	2																																																										
Residual Black	72.21	55.47	88.53	83.47	81.79	67.47	59.68	55.47																																																										
SORT - Green	51.93	66.32	55.61	80.00	71.23	64.74	68.60	75.96																																																										
Garden - Brown	63.25	54.75	4.25*	0.00*	0.25*	58.31	82.41	85.06																																																										
Overall	64.32	58.54	61.20	65.05	77.83	64.70	67.18	67.86																																																										
Previous Year	62.27	88.47	143.30	116.54	97.55	76.42	85.99	85.89																																																										

Recycling	Monthly trend report	BCP Objective 5 – Dealing effectively with the city’s waste – maximising recycling, reuse and recovery opportunities.	<p>Latest Available Data:</p> <table border="1" data-bbox="770 169 2112 379"> <thead> <tr> <th></th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> </tr> </thead> <tbody> <tr> <td>Monthly Target</td> <td>38.8%</td> <td>40.1%</td> <td>46.4%</td> <td>46.2%</td> </tr> <tr> <td>Monthly Achieved</td> <td>32.8%</td> <td>36.6%</td> <td>40.9%</td> <td>44.3%</td> </tr> <tr> <td>YTD Target</td> <td>46.8%</td> <td>46.3%</td> <td>46.3%</td> <td>46.2%</td> </tr> <tr> <td>YTD Achieved</td> <td>43.5%</td> <td>43.0%</td> <td>42.8%</td> <td>44.3%</td> </tr> </tbody> </table> <p>The Year to Date figure for April 2015 is 0.7% lower than for the same period last year (45%) and Kerbside recycling volumes as of April 2015 are up 4.5%.</p>		Jan	Feb	Mar	Apr	Monthly Target	38.8%	40.1%	46.4%	46.2%	Monthly Achieved	32.8%	36.6%	40.9%	44.3%	YTD Target	46.8%	46.3%	46.3%	46.2%	YTD Achieved	43.5%	43.0%	42.8%	44.3%
	Jan	Feb	Mar	Apr																								
Monthly Target	38.8%	40.1%	46.4%	46.2%																								
Monthly Achieved	32.8%	36.6%	40.9%	44.3%																								
YTD Target	46.8%	46.3%	46.3%	46.2%																								
YTD Achieved	43.5%	43.0%	42.8%	44.3%																								
Tonnage to Landfill (domestic waste only)	Monthly trend report	BCP Objective 5 – Dealing effectively with the city’s waste – Minimising the amount of waste that ends up in landfill.	<p>Latest Available Data:</p> <table border="1" data-bbox="770 587 2069 794"> <thead> <tr> <th></th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> </tr> </thead> <tbody> <tr> <td>Monthly Target</td> <td>11,363t</td> <td>9,935t</td> <td>10,854t</td> <td>11,447t</td> </tr> <tr> <td>Monthly Achieved</td> <td>12,950t</td> <td>10,251t</td> <td>11,589t</td> <td>8,829t</td> </tr> <tr> <td>YTD Target</td> <td>111,721t</td> <td>121,656t</td> <td>132,510t</td> <td>11,447t</td> </tr> <tr> <td>YTD Achieved</td> <td>120,415t</td> <td>130,665t</td> <td>142,254t</td> <td>8,829t</td> </tr> </tbody> </table> <p>YTD figures (April 2016) show 8,829t has been sent to landfill - this is better than targeted and is a reduction on the figure for the same period last year (11,923t). The April 2015 target was set assuming that one of our contractors was sending waste to landfill when in fact it is being sent elsewhere for RDF (Refuse Derived Fuel). Kerbside collected black bin waste stands at 14,321t as of April 2015. This is a slight increase on the 14,121t April 2014 position.</p>		Jan	Feb	Mar	Apr	Monthly Target	11,363t	9,935t	10,854t	11,447t	Monthly Achieved	12,950t	10,251t	11,589t	8,829t	YTD Target	111,721t	121,656t	132,510t	11,447t	YTD Achieved	120,415t	130,665t	142,254t	8,829t
	Jan	Feb	Mar	Apr																								
Monthly Target	11,363t	9,935t	10,854t	11,447t																								
Monthly Achieved	12,950t	10,251t	11,589t	8,829t																								
YTD Target	111,721t	121,656t	132,510t	11,447t																								
YTD Achieved	120,415t	130,665t	142,254t	8,829t																								



**SECTION C: POTENTIAL EMERGING RISKS/ISSUES**

Risk/Issue	Reports/Data (available to Members on request – n.b. some of this may include confidential protected data)	Summary comments
Risks associated with Implementation of Alternate Weekly Collection	(no report available – based on officer’s verbal update)	The final fourth phase has now been implemented. Work ongoing around re-routing initiatives.

NB. Exclusions from performance monitoring this quarter:

- Grounds Maintenance – Performance reports are being prepared and we anticipate having these available for the next meeting.
- Ash Tree Dieback – the spread of the disease is continuing to be monitored.

This page is intentionally left blank



**Report of the Director of Environment and Housing**

**Report to the Environment and Housing Scrutiny Board**

**Date: 21 July 2015**

**Subject: Refreshed Safer Leeds Strategy 2015-2016**

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. As the city's Community Safety Partnership, Safer Leeds has a statutory requirement to prepare and implement a local Crime and Disorder Reduction Strategy. Following the introduction of Police and Crime Commissioners in November 2012, such local Crime and Disorder Reduction Strategies are expected to have regard to the objectives set out in the Police and Crime Plan for the wider police area.
  
2. The West Yorkshire Police and Crime Commissioner (PCC) published the 1<sup>st</sup> West Yorkshire Police and Crime Plan 2013-2018 in March 2013. A refresh of the Plan took place in 2014/5, and an updated version was published on 7<sup>th</sup> May 2014. A copy of the refreshed Plan can be found at:  
  
[http://www.westyorkshire-pcc.gov.uk/media/55491/pcc\\_final\\_2014\\_new\\_070514.pdf](http://www.westyorkshire-pcc.gov.uk/media/55491/pcc_final_2014_new_070514.pdf)
  
3. Safer Leeds undertakes an annual refresh of their strategy based on the findings of the city's annual Joint Strategic Assessment (JSA). A workshop to discuss and prioritise the findings of the JSA took place at the January meeting of Safer Leeds Executive, where the following shared themes were agreed:
  - Promoting community tolerance and respect
  - Keeping people safe from harm
  - Protecting property and the right of citizens
  
4. The Scrutiny Board is invited to consider the draft Safer Leeds Strategy 2015/16 prior to it being finalised by the Safer Leeds Executive on 30<sup>th</sup> July 2015.

5. Representatives of the Safer Leeds Executive have been invited to today's meeting to discuss existing and new community safety priorities and how we can work collectively in delivering these.

## **Recommendations**

5. Members of the Environments and Housing Scrutiny Board are asked to consider and provide comment on the newly refreshed draft Safer Leeds Strategy 2015/16.

### **1 Purpose of this report**

- 1.1 To provide members of the newly established Environments and Housing Scrutiny Board with an overview of the recently refreshed Safer Leeds Strategy 2015/16.
- 1.2 Invite comments from Board members on the three shared themes contained in the strategy prior to it being finalised by the Safer Leeds Executive. These are:
  - Promoting community tolerance and respect
  - Keeping people safe from harm
  - Protecting property and the right of citizens

A copy of the refreshed strategy is attached at appendix 1.

- 1.3 Representatives of the Safer Leeds Executive have been invited to today's meeting to discuss existing and new community safety priorities set out within the attached documents and how we can work collectively in delivering these.

### **2 Background information**

- 2.1 The Police Reform and Social Responsibility Act 2011 replaced Police Authorities with Police and Crime Commissioners (PCCs), and introduced Police and Crime Panels (PCPs) to scrutinise the decisions and actions of the PCCs and assist them in carrying out their functions. Mark Burns-Williamson was elected as the first West Yorkshire PCC in November 2012 and will hold office to May 2016.
- 2.2 One of the key responsibilities of a PCC is to produce a five year Police and Crime Plan in liaison with their Chief Constable, based upon identified local priorities. There is also a statutory requirement for Community Safety Partnerships to prepare and implement a local Crime and Disorder Reduction Strategy. In doing so, these local strategies are expected to have regard to the objectives set out in the Commissioners' Police and Crime Plan.

### **3 Main issues**

- 3.1 In March 2013, the West Yorkshire Police and Crime Commissioner published the 1<sup>st</sup> West Yorkshire Police and Crime Plan 2013-2018, a refreshed version of the plan was published in May 2014.
- 3.2 In May 2013, the Safer and Stronger Communities Scrutiny Board considered the Safer Leeds Strategy for 2013/14. This strategy has now been refreshed and consideration and comment on the updated strategy is sought from the newly established Environment and Housing Scrutiny Board. The Scrutiny Board's

comments on the draft Strategy will be reported to the Safer Leeds Executive during its meeting on 30<sup>th</sup> July 2015.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Representatives of the Safer Leeds Executive have been invited to today's meeting to discuss existing and new community safety priorities set out within the attached documents and how we can work collectively in delivering these.

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

4.2.1 The draft Safer Leeds Strategy 2015/16 reflects the Safer Leeds Partnership's commitment to serve all members of its communities effectively and acknowledges that all of its actions and plans should give due regard to implications for different groups and sections of the community.

### **4.3 Council Policies and the Best Council Plan**

4.3.1 The draft Safer Leeds Strategy 2015/16 sets out the city's approach to reduce crime and disorder and deliver the city's ambition to be "the best city in the UK with the best community safety partnership and services." Linked to this, particular consideration is also given to the relevant best council objectives.

4.3.2 The Safer Leeds Executive also has a statutory requirement to produce an annual Joint Strategic Assessment (JSA) to assess the scale and nature of crime and disorder in the city and to identify medium to long term issues affecting community safety. Such intelligence has therefore been used to inform the delivery plans that underpin the overarching Safer Leeds Strategy.

### **4.4 Resources and Value for Money**

4.4.1 Funding and resource issues linked to the delivery of the Police and Crime Plan and the Safer Leeds Strategy are set out within the respective documents.

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

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

### **4.6 Risk Management**

4.6.1 This section is not relevant to this report.

## **5 Conclusions**

5.1. A refresh of the West Yorkshire Police and Crime Plan 2013-2018 was published in May 2014. The Safer Leeds Strategy has recently been updated, setting out local priorities under three shared themes for the year ahead.

5.2 The Scrutiny Board is invited to consider the draft Safer Leeds Strategy 2015/16 and provide comments. Any comments will be reported to the Safer Leeds Executive when it considered the final version of the strategy at its meeting on 30<sup>th</sup> July 2015.

## **6 Recommendations**

6.1 Members of the Environment and Housing Scrutiny Board are asked to consider and provide comment on the newly refreshed draft Safer Leeds Strategy 2015/16.

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

7.1 None

---

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

---

# Safer Leeds

*Working in partnership to  
keep communities safe*

---

## Plan (2015/16)



## Contents

---

Foreword .....	2
Introduction.....	3
Critical Issues .....	3
Shared Priorities .....	4
Approaches.....	4
Plan on Page (2015/16) .....	5

## Foreword

---

Welcome to the Safer Leeds Plan, our statement of intent for 2015/16.

The impact of crime and disorder remains a significant issue for those who live, work and visit this vibrant city and as such we want to be very clear about what we are trying to achieve.

The **Outcome** we are seeking to achieve:

**People in Leeds are safe and feel safe in their homes, in the streets, and the places they go**

Our **Shared Priorities** will be:

**Promoting community tolerance and respect**

**Keeping people safe from harm**

**Protecting property and the rights of citizens**

---

In the last 12 months much has been realised and YES, we have achieved many things that we set out to do. I want to thank all staff and volunteers, for their dedication in serving the people and communities of Leeds. The passion you have shown, day in day out, has resulted in some fantastic community safety outcomes.

However, we know as a partnership we cannot stand still; we need to continue to evolve and make further improvements. Yes, we face a range of challenges, but we are determined to tackle these ~ we should never be complacent, any victim is one too many and I strongly believe that we are better when we work together.

Everyone has the right to live in a safe and tolerant society and everyone has a responsibility to behave in a way that respects this right.

Our challenge to all who read this plan is to consider your contribution and put into action changes that will have a positive impact on the lives of individuals, families and communities.

Kind regards

**Mark Dobson**  
Lead member for  
community safety

**Sam Millar**  
Superintendent  
(Safer Leeds)

## Introduction

Safer Leeds is the city's statutory Community Safety Partnership, responsible for tackling crime, disorder and substance misuse. Leeds is proud of its strong record of partnership working, which was embedded as part of the Crime and Disorder Act (1998) and subsequent legal enhancements.

### Our Ambition

- ❖ To be the best city in the UK with the best community safety partnership and services.

### Our Outcome

- ❖ People in Leeds are safe and feel safe in their homes, in the streets, and the places they go.

### Governance & Accountability

The following are committed to working collectively through Safer Leeds Executive:

#### Responsible Authorities

- ➔ Leeds City Council; West Yorkshire Police; Leeds Clinical Commissioning Groups; West Yorkshire Community Rehabilitation Company; West Yorkshire Fire & Rescue Service; National Probation Trust

#### Co-operating Bodies

- ➔ Leeds Children's Trust Board; Leeds Safeguarding Children Board; Leeds Safeguarding Adults Board; HM Prison Service; Office of the Police & Crime Commissioner; Third Sector Partnerships

The Safer Leeds Executive has statutory requirements to:

- ➔ Produce an annual Joint Strategic Assessment
- ➔ Prepare and implement a Plan
- ➔ Establish information sharing arrangements
- ➔ Be responsible for establishing Domestic Homicide Reviews

The partnership aims to serve all members of its communities, giving due regard to implications for different groups to ensure people are not excluded or disadvantaged because of Age, Disability, Gender, Race, Religion and Belief, or Sexual Orientation.

## Critical Issues

The Joint Strategic Assessment (JSA) seeks to:

- Identify medium to long-term issues affecting community safety
- Highlight existing or emerging risk, threats and harms
- Assist in defining priorities

This year's JSA (Feb 2015) identified a number of reoccurring themes, risks, threats, and harms; which are summarised below:

- Criminal and anti-social behaviours interlinked
- Dangerous or prolific offenders linked to various crimes and safeguarding issues
- Intolerance and aggression leading to abuse or violence, including individuals, families and communities deliberately targeted through harassment, ASB and crime
- Different patterns of offending and issues affecting different communities
- Opportunistic stealing and disposal of stolen goods
- Risks of vulnerable, especially younger, individuals being coerced or forced into criminal activity
- Substance misuse (drugs and alcohol) as drivers and contributors to other crime/ ASB
- Intrinsic health and social needs, especially mental health and financial pressures, linked to criminal behaviours (offender and victim vulnerabilities)
- Changing offending patterns and behaviours, especially around cyber-enabled crime
- Lack of intelligence concerning high profile crimes or social risks (Extremism; CSE; Trafficking; Stolen Goods Markets; new and emerging Drug Markets)

Dealing with these themes will not only address concerns around crime and disorder, but also improve levels of satisfaction and confidence.

## Shared Priorities

Safer Leeds has agreed the following shared priorities for 2015/16:

Promoting community tolerance and respect

Keeping people safe from harm

Protecting property and the rights of citizens

Knowing what success looks like is critical. Leadership and accountability at every level of delivery will be worked through and must be clear and visible. Due to the cross cutting nature of the work, it has been agreed:

- ➔ *Safer Leeds Executive will take primacy for Domestic Violence & Abuse*
- ➔ *Leeds Children Safeguarding Board primacy for Child Sexual Exploitation*

There is a commitment from both Boards to place greater emphasis on delivery of partnership services to meet the needs and demands of communities, regardless of responsibility for the resource.

### Funding

The Office of Police & Crime Commissioner (OPCC) has agreed to protect and extend the current funding arrangements, to March 2016 and we will assist the OPCC in delivering the Police and Crime Plan.

### Tasking and Co-ordination

We will deliver results through city wide, area and locality based plans.

These will be managed, monitored and revised on a regular basis to:

- ➔ Enhance information exchange and improve shared understanding.
- ➔ Utilise intelligence to facilitate problem solving.
- ➔ Support partnership response and activity.
- ➔ Strengthen community engagement and involvement.
- ➔ Improve access to services and reporting procedures.

## Approaches

We will utilise a number of approaches to support delivery against this plan at a strategic, operational and tactical level. Pivotal to this change will be adoption and application of the following:

### Joint Delivery

- Joint Delivery is based on an agreed set of principles, standards, policies and constraints used to guide the design, development, deployment, and operational activity of partnership service providers.
- Joint Delivery is more than co-location as it brings together and maximises all available 'resources' across organisations to provide a consistent and efficient service experience to a specific service users.
- It ensures commissioned services are 'joined up' allowing more efficient working, cost effectiveness, and accountability.

### Restorative Practice

- Restorative practice is about developing better relationships between individuals, families and communities.
- Restorative Practice provides a focus on developing positive relationships and people taking responsibility for their behaviours.
- People are happier, more co-operative and productive, and therefore more likely to make positive changes, when those in authority (service providers) do things with them, rather than to them or for them.

### Integrated Offender Management (IOM)

- IOM is a cross-agency response to crime and reoffending threats by managing the most persistent and problematic offenders.
- Partners jointly discuss and agree offender groups to be targeted ("catch & convict"), how available resources will be utilised to manage offenders, reduce the risk of further crime and reoffending ("prevent & deter"), and support lifestyle changes ("rehabilitate & resettle").

### Outcome Based Accountability (OBA)

- OBA is a way of thinking and taking action to improve outcomes for populations, organisations, communities, and clients.
- OBA uses common language and methods that everyone can understand to get partners moving from 'talk to action' quickly.
- OBA starts with the desired outcome and works backwards. It uses performance trends to get partners to agree improvements and define actions that will 'turn the curve' and result in the desired outcome.



## Plan on Page (2015/16)

Safer Leeds will continue to improve current core services to achieve our outcome. To achieve our ambition, we will look to be transformational by **'shifting our thinking'** (focus on outcomes), by **'making a stand'** (focus on performance) and **'making a leap'** (focus on innovation).

Focus	Indicators	Innovation Programmes
<b>Shared Priority ~ Promoting community tolerance and respect</b>		
<ul style="list-style-type: none"> <li>❖ Prevent nuisance and anti-social behaviours</li> <li>❖ Reduce the aggravating effects of alcohol and drugs on crime and ASB</li> <li>❖ Reduce the occurrence and impact of Hate Crime</li> </ul>	<ul style="list-style-type: none"> <li>➔ Reduction in the number of recorded nuisance and damage related incidents</li> <li>➔ Reduction in violence (non-domestic)</li> <li>➔ Reduction in alcohol related assault admissions to A&amp;E</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working in partnership to promote the benefits of "good citizenship" and positive relationships through local programmes</li> <li>▪ Guide and support community groups to take appropriate local action to deal with neighbourhood disputes / issues</li> </ul>
<b>Shared Priority ~ Keeping people safe from harm</b>		
<ul style="list-style-type: none"> <li>❖ Prevent domestic violence &amp; abuse for those at risk</li> <li>❖ Protect children and adults from sexual exploitation</li> <li>❖ Provide appropriate support for victims and offenders with mental health needs</li> </ul>	<ul style="list-style-type: none"> <li>➔ Reduction in DV&amp;A incidents with repeat victims</li> <li>➔ Reduction in DV&amp;A incidents with repeat offenders</li> <li>➔ Reduction in number of repeat Missing Persons</li> <li>➔ Reduction in number of individuals held in custody under section 136 of the Mental Health Act</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement partnership referral pathways and approaches to support risk victims of DV&amp;A</li> <li>▪ Integrate sexual exploitation awareness and referral processes with other community engagement and campaign work</li> <li>▪ Raise awareness/ capacity to protect vulnerable people through multi-agency activity</li> <li>▪ Embed mental health street triage programmes across the city</li> </ul>
<b>Shared Priority ~ Protecting property and the rights of citizens</b>		
<ul style="list-style-type: none"> <li>❖ Break cycles of offending</li> <li>❖ Early identification and interventions for those at risk of becoming involved in criminality</li> <li>❖ Prevent victimisation from acquisitive crime</li> </ul>	<ul style="list-style-type: none"> <li>➔ Reduction in acquisitive crime (with a focus on burglary)</li> <li>➔ Reduction in first time entrants into the youth justice system</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community based prevention and restorative practice embedded at a locality level</li> <li>▪ Implement crime prevention code of best practice for landlords and agents</li> <li>▪ Raise awareness of associated risks of cyber enabled crime</li> </ul>

# Safer Leeds

*Working in partnership to  
keep communities safe*

---

3<sup>rd</sup> Floor  
2 Great George Street  
LS2 8BA

---

---

[www.leeds.gov.uk/saferleeds](http://www.leeds.gov.uk/saferleeds)

---

[community.safety@leeds.gov.uk](mailto:community.safety@leeds.gov.uk)

---



Report author: Angela Brogden  
Tel: 247 4553

**Report of Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Environment and Housing)**

**Date: 21<sup>st</sup> July 2015**

**Subject: Work Schedule**

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

**Summary of main issues**

1. The Board's work schedule is attached as appendix 1. The work schedule reflects discussions at the Board's meeting on 30 June. It will be subject to change throughout the municipal year.
2. Also attached at appendix 2 are the minutes of the Executive Board meeting held on 24<sup>th</sup> June 2015, for the Board's information.
3. The Tenant Scrutiny Board also met on 1<sup>st</sup> July 2015 to consider potential areas of work to undertake this year. These are reflected within the meeting minutes which are attached at Appendix 3 for this Board's consideration. The Tenant Scrutiny Board is expected to meet again during August to finalise its work programme.

**Recommendation**

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

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

5. None used

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

This page is intentionally left blank

## Scrutiny Board (Environment and Housing) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	June	July	August
<b>Housing Investment</b>			
<b>Housing/Environmental Management</b>			
<b>Community Safety</b>		Refreshed Safer Leeds Strategy 2015-2016 SB 21/07/15 @ 1.30 pm	
<b>General Briefings</b>	Scrutiny Board Terms of Reference and Sources of Work SB 30/06/15 @ 1.30 pm  Crime and Disorder Scrutiny in Leeds SB 30/06/15 @ 1.30 pm	Director of Environment and Housing Officer Delegations SB 21/07/15 @ 1.30 pm	
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>		Performance report SB 21/07/15 @ 1.30 pm	

## Scrutiny Board (Environment and Housing) Work Schedule for 2015/2016 Municipal Year

Areas of review	Schedule of meetings/visits during 2015/16		
	September	October	November
<b>Housing Investment</b>	Housing Investment (items tbc) SB 15/09/15 @ 1.30 pm		
<b>Housing/Environmental Management</b>			Housing/Environmental Management (items tbc) SB 17/11/15 @ 1.30 pm
<b>Community Safety</b>		Meeting the West Yorkshire Police and Crime Commissioner SB 13/10/15 @ 1.30 pm  Review of the West Yorkshire Police and Crime Plan 2013 – 2018 SB 13/10/15 @ 1.30 pm	
<b>General Briefings</b>			
<b>Recommendation Tracking</b>		Tackling Domestic Violence SB 13/10/15 @ 1.30 pm	Peckfield Landfill Site SB 17/11/15 @ 1.30 pm
<b>Performance Monitoring</b>		Safer Leeds Performance SB 13/10/15 @ 1.30 pm	

## Scrutiny Board (Environment and Housing) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	December	January	February
<b>Housing Investment</b>	Housing Investment (items tbc) SB 8/12/15 @ 1.30 pm		
<b>Housing/Environmental Management</b>			Housing/Environmental Management (items tbc) SB 02/02/16 @ 1.30 pm
<b>Community Safety</b>		Community Safety (items tbc) SB 12/01/16 @ 1.30 pm	
<b>General Briefings</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>			

Page 57

## Scrutiny Board (Environment and Housing) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	March	April	May
<b>Housing Investment</b>	Housing Investment (items tbc) SB 22/03/16 @ 1.30 pm		
<b>Housing/Environmental Management</b>		Housing/Environmental Management (items tbc) SB 12/04/16 @ 1.30 pm	
<b>Community Safety</b>			
<b>General Briefings</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>			



## EXECUTIVE BOARD

WEDNESDAY, 24TH JUNE, 2015

**PRESENT:** Councillor J Blake in the Chair

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

**SUBSTITUTE MEMBER:** Councillor J Procter

**APOLOGIES:** Councillor A Carter

**1 Chair's Opening Remarks**

The Chair welcomed all in attendance to the first Executive Board meeting of the 2015/16 municipal year.

**2 Substitute Member**

Under the terms of Executive and Decision Making Procedure Rule 3.1.6, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

**3 Exempt Information - Possible Exclusion of the Press and Public**

There were no matters which the Board designated as being exempt from publication under the provisions of the Council's Access to Information Procedure Rules.

**4 Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'Financial Performance – Outturn Financial Year Ended 31<sup>st</sup> March 2015', Councillor Yeadon drew the Board's attention to her position as Chair of the Leeds Grand Theatre and Opera House Board of Management, whilst Councillor J Procter drew the Board's attention to his position as a member of the Leeds Grand Theatre and Opera House Board of Management. (Minute No. 11 refers).

**5 Minutes**

**RESOLVED** – That the minutes of the meeting held on 22<sup>nd</sup> April 2015 be approved as a correct record.

### **COMMUNITIES**

**6 Citizens@Leeds - Supporting Communities and Tackling Poverty**

Further to Minute No. 48, 16<sup>th</sup> July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report providing details of the progress which had been made to date in supporting communities and tackling poverty, which was presented within the overall context of poverty in the city. In addition, the report also provided details of the actions to be taken

Draft minutes to be approved at the meeting  
to be held on Wednesday, 15th July, 2015

to help deliver those outcomes which were aimed to be achieved over the next 5 years.

Members welcomed the initiatives detailed within the submitted report and discussed the supporting statistics presented within it. Emphasis was placed upon the importance of using the outcomes achieved by the initiatives as a measure of their success.

In highlighting the positive work which had been undertaken, together with the results achieved to date in supporting communities and tackling poverty, Members emphasised the importance of involving local businesses in such matters. In addition, the Board discussed the ongoing work of local Ward Members, Area Support Teams and Community Committees in this field and the potential for the further development of their respective roles in the future.

**RESOLVED –**

- (a) That the key progress made to support communities and tackle poverty be noted;
- (b) That the proposed next steps to be taken over the course of the next year by the Assistant Chief Executive (Citizens and Communities), as detailed within section 4 of the appendix to the submitted report, be endorsed.

**CHILDREN AND FAMILIES**

**7 The Children and Young People's Plan 2015-2019 and Ofsted Post Inspection Action Plan**

Further to Minute Nos. 120, 19<sup>th</sup> November 2014 and 189, 22<sup>nd</sup> April 2015 respectively, the Director of Children's Services submitted a report outlining the background to the preparation of the Council's draft Children and Young People's Plan (CYPP) 2015-2019 and which sought approval to submit the document for final approval to the Council meeting of 8<sup>th</sup> July 2015. In addition, the report also followed up the next steps to the recent Children's Services Ofsted inspection, specifically regarding the production and with the Board's agreement, submission of a post Ofsted inspection action plan to the Secretary of State and Her Majesty's Chief Inspector (HMCI), as required.

Regarding the draft CYPP, Members welcomed the focus being placed upon the importance of social, emotional and mental health and wellbeing outcomes and the need to ensure that young people in the city gained a 'best start' in life.

In response to a specific enquiry regarding the Ofsted Post Inspection Action Plan, the Board received details of the collaborative approach being taken with agencies in the field of child protection, with specific reference being made to the agencies' attendance at initial child protection meetings.

Members highlighted the integral role played by the Child and Adolescent Mental Health Service (CAMHS) and the Targeted Mental Health in Schools

(TAMHS) service and discussed the pressures and challenges which were currently being faced in such areas. Furthermore, it was requested that the Board continued to be updated on such matters as and when appropriate.

**RESOLVED –**

- (a) That approval be given for the draft CYPP 2015-19, as appended, to be submitted for final approval to the meeting of Council on 8<sup>th</sup> July 2015;
- (b) That approval be given for the draft Ofsted Post Inspection Action Plan, as appended, to be submitted to the Secretary of State and the HMCI;
- (c) That it be noted that the officer responsible for such matters is the Chief Officer, Partnership, Development and Business Support.

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to in resolution (a) above, were not eligible for Call In as the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules)

**8 Raising Educational Standards in Leeds - Learning Improvement**

The Director of Children's Services submitted a report summarising the achievement of learners in Leeds at all key stages in 2014, including Early Years Foundation Stage. In addition, the report also outlined the action which continued to be taken by the Council in order to fulfil its responsibilities to support, monitor, challenge and intervene as necessary.

The Board welcomed the improving situation in respect of learners' achievement in Leeds during the 2013-2014 academic year, as presented within the submitted report.

With regard to the provision of school places, the progress which was being made in this area was noted, however, emphasis was placed upon the need to ensure that such progress continued. In addition, responding to a specific enquiry, the Board received an update on the actions being taken to ensure that improved attainment at early years levels continued.

**RESOLVED –**

- (a) That the documented information as submitted, together with the information presented verbally to Executive Board at the meeting, be noted;
- (b) That the progress which has been made be endorsed and that the areas which need further improvement be supported;
- (c) That the future provision of monitoring, support, challenge and intervention in all Leeds schools be supported, in order to ensure that progress continues;

- (d) That the sector lead partnership working which looks to secure accelerated progress, be endorsed;
- (e) That the further development of programmes to build sustainable links between schools and local businesses to better prepare young people for the world of work and to meet the entry level skills needs of business be supported, in order to support sustainable economic growth;
- (f) That it be noted that the officer overseeing the resolutions above is the Head of Learning Improvement.

**9 Annual Reports of the Fostering and Adoption Service & annual updates of the respective Statements of Purpose**

The Director of Children's Services submitted a report which presented the respective annual reports of the Fostering and Adoption services for consideration, as required by the National Minimum Standards 2011. In addition, the report also sought approval of the revised Statements of Purpose for the Council's Fostering and Adoption Services.

Members welcomed the submitted report and noted that in moving forward, one priority area was to be the recruitment of foster carers for teenagers.

**RESOLVED** – That the respective Statements of Purpose for both the Fostering and Adoption services for Leeds City Council be approved, and that support continue to be provided for the work of the fostering and adoption services in ensuring the best possible support.

**10 Outcome of consultation on proposals to increase secondary school places at Roundhay School**

Further to Minute No. 137, 17<sup>th</sup> December 2014, the Director of Children's Services submitted a report providing details of the proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. The report described the outcome of the consultation exercise undertaken and sought permission to publish a statutory notice in respect of Roundhay School.

The Board noted a correction which was reported to the meeting, in that paragraph 4.4.1 of the submitted report should refer to the project being at the 'Feasibility Stage' rather than 'RIBA Stage D', as referenced within the published report.

Responding to a specific enquiry, the Board received clarification both on the proposals detailed within the submitted report and also on how the proposals would affect the admission of pupils, at both primary and secondary levels.

Members noted the Council's aspiration for all children and young people to have access to good or outstanding education in every community throughout Leeds. In addition, the Board received further information on the range of issues which could potentially affect the cost of, or extent to which a school

could be expanded or developed in order to ensure a sufficiency of school places in the locality.

In conclusion, it was highlighted that the provision of sufficient school places across the city continued to be a key priority for the Council.

**RESOLVED –**

- (a) That approval be given for the publication of a Statutory Notice to expand Roundhay School from a capacity of 1,250 pupils to 1,500 pupils in years 7 – 11 with an increase in the cohort sizes from 250 to 300, with effect from September 2017;
- (b) That it be noted that legally the change would be to increase the year 7 admissions number in 2017 and 2018 to 300, then reduce it to 240 in 2019, as the primary children are already on the roll of the school and the admission number is the number of additional children from other primary schools that would be admitted;
- (c) That it be noted that the responsible officer for the implementation of such matters is the Capacity Planning and Sufficiency Lead by September 2017.

**RESOURCES AND STRATEGY**

**11 Financial Performance - Outturn Financial year ended 31st March 2015**

The Deputy Chief Executive submitted a report providing the Council's financial outturn position for 2014/2015 for both revenue and capital, whilst also including details regarding Housing Revenue Account and spending on schools. In addition, the report also highlighted the position regarding other key financial health indicators including Council Tax and National Non-Domestic Rates (NNDR) collection statistics, sundry income, reserves and the prompt payment of creditors.

The Chief Executive and the Chair paid tribute to all Council employees for the integral role that they had played, under challenging circumstances, in achieving the final 2014/15 budget position. In addition, they also thanked the Council's partners together with those within the business community for their continued support and positive working relationships.

**RESOLVED –**

- (a) That the outturn position be noted, that the creation of earmarked reserves as detailed in paragraphs 3.9 and 5.1 of the submitted report be agreed, and that approval be given for their release to be delegated to the Deputy Chief Executive;
- (b) That the write-off of the outstanding balance owed by the Leeds Grand Theatre and Opera House Company in respect of the City Varieties Refurbishment Scheme, as detailed at paragraphs 6.2.3 and 6.2.4 of the submitted report, be approved;

- (c) That it be noted that the Chief Officer (Financial Services) will be the responsible officer for the implementation of such matters following the conclusion of the "Call In" period.

**12 Financial Health Monitoring 2015/16 - Month 2 (May 2015)**

The Deputy Chief Executive submitted a report which presented the Council's projected financial health position for 2015/2016 after two months of the financial year. In addition, the report also highlighted key issues impacting upon the overall achievement of the budget for the current year.

Responding to a specific enquiry, the Board received further information on particular aspects of the currently projected overspend within Children's Services.

Also, the Board considered the possibility of a reduction in the Council's Public Health 2015/16 budget, and the potential impact that such a reduction could have upon service provision.

**RESOLVED** – That the projected financial position of the authority for 2015/2016 be noted.

**DATE OF PUBLICATION:** Friday, 26<sup>th</sup> June 2015

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00 p.m., Friday, 3<sup>rd</sup> July 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 6<sup>th</sup> July 2015)

## TENANT SCRUTINY BOARD

WEDNESDAY, 1ST JULY, 2015

**PRESENT:** John Gittos in the Chair

Sallie Bannatyne, Jim Fergusson, Olga Gailite, Christine Gregory, Michael Healey, Maddy Hunter, Roderic Morgan, Andy Williams and Jackie Worthington

### 1 Election of Chair

**RESOLVED** – That John Gittos be appointed Chair of Tenant Scrutiny Board for the 2015/16 municipal year.

### 2 Chair's Opening Remarks

The Chair welcomed all in attendance to the first meeting of the 2015/16 municipal year, particularly newly appointed Board Members, Sallie Bannatyne, Olga Gailite, Christine Gregory and Andy Williams.

The Board discussed the possible introduction of a standing item on future agendas entitled 'Chair's update'. The purpose of this item was to keep the Board up to date about key activities that had taken place since the last meeting and which didn't feature elsewhere on the agenda.

The Board also briefly discussed the possibility of scheduling a pre meeting for all future Board meetings to commence 30 minutes prior to the main meeting.

#### **RESOLVED –**

- (a) That a standing item entitled 'Chair's update' be introduced as a standing item on all future agendas.
- (b) That a pre meeting be scheduled for all future Board meetings to commence 30 minutes prior to the main meeting.

### 3 Late items

There were no late items.

### 4 Apologies for Absence

An apology for absence was submitted by Peter Middleton.

The Board was informed that Barry Stanley had resigned as a Member of Tenant Scrutiny Board. The Board asked to place on record its thanks to Barry for his hard work, support and positive contribution to the work of tenant scrutiny.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 2nd September, 2015

## **5 Minutes - 18 February and 19 March 2015**

**RESOLVED** – That the minutes of the meetings held on 18 February and 19 March 2015 be approved as a correct record.

## **6 Matters arising from the minutes**

The Board was advised that Councillor Peter Gruen was no longer the Executive Member responsible for housing. This was now the responsibility of Councillor Debra Coupar, Executive Member (Communities). It was suggested that Councillor Debra Coupar be invited to attend a future Board meeting to discuss the work of tenant scrutiny.

It was also suggested that Councillor John Procter, Chair of Scrutiny Board (Environment and Housing), be invited to attend a future Board meeting.

**RESOLVED** – That Councillor Debra Coupar, Executive Member (Communities) and Councillor John Procter, Chair of Scrutiny Board (Environment and Housing) be invited to attend a future Board meeting to discuss the work of tenant scrutiny.

## **7 Terms of Reference and Procedure Rules**

The Head of Scrutiny and Member Development submitted a report which presented the terms of reference and procedure rules for Tenant Scrutiny Board.

**RESOLVED** – That the terms of reference and procedure rules for Tenant Scrutiny Board, be noted.

## **8 Tenant Scrutiny Board recommendations - Review of Annual Tenancy Visits**

The Head of Scrutiny and Member Development submitted a report which provided an update regarding the Board's inquiry into Annual Tenancy Visits (ATVs).

Appended to the report was a copy of the report to Housing Advisory Board on recent changes made to ATV policy and procedure following the Board's inquiry.

The following were in attendance for this item:

- Liz Cook, Chief Officer (Housing Management)
- Sharon Guy, Housing Manager (Customer Relations, Tenant Scrutiny, Tenant Involvement & Equality).



The Board was thanked for undertaking the inquiry, particularly its positive contribution to service improvement and delivering better outcomes for tenants. Board Members were advised that 8 out of the 10 recommendations had been agreed with the department and would be implemented. It was advised that progress made against the recommendations would be tracked by the Board.

The key areas of discussion were:

- Greater emphasis on tenant satisfaction – a training programme had been developed focussed on the purpose and benefits of the AHV.
- The role of Sheltered Support officers.
- An update on the mobile working pilot. It was suggested that a detailed update be provided to a future meeting.

#### **RESOLVED –**

- (a) That the Board notes the response from Housing Leeds to the recommendations made by the Tenant Scrutiny Board following its inquiry into ATVs
- (b) That the Board receives a detailed update on the mobile working pilot.

(Maddy Hunter joined the meeting at 1.50pm during the consideration of this item.)

#### **9 Work Programme - Discussion with Chief Officer (Housing Management)**

The Head of Scrutiny and Member Development submitted a report which introduced, Liz Cook, Chief Officer (Housing Management) to share her views on potential areas of work for Tenant Scrutiny Board for the 2015/16 municipal year.

The following information was appended to the report:

- Performance information (May 2015/16)
- STAR Survey 2014/15 – Headline Findings.

The following were in attendance for this item:

- Liz Cook, Chief Officer (Housing Management)
- Sharon Guy, Housing Manager (Customer Relations, Tenant Scrutiny, Tenant Involvement & Equality)
- Frank Perrins, Research and Satisfaction and Business Partner.

Liz Cook, Chief Officer (Housing Management), identified the following key areas as potential areas for scrutiny:

- Development of an environmental standard and the quality of housing estates and reviewing whether schemes had been effectively delivered.

- Rent collection – potential further changes to the welfare programme including universal credit and the impact on council rent collection target (98%).
- Support measures in place for tenants in response to universal credit, under occupancy charge, removal of housing benefit for under 25 year olds and reduction in benefit cap.
- Prevention of homelessness.
- Empty homes and voids – it was noted that some work had already been undertaken by the former Scrutiny Board (Housing and Regeneration) regarding development of a community lettings policy.
- Housing repairs, particularly in terms of getting repairs right first time, reducing costs and improving tenant experience.
- Delivery of capital programme.

The following projects were also highlighted:

- Review of high rise properties, particularly, different management arrangements required for different blocs.
- Review of sheltered housing and greater consistency of approach needed across the city.

Board Members were invited to share their ideas on potential areas for scrutiny as follows:

- The impact of Housing Leeds restructure on tenant satisfaction, especially in terms of tenants not knowing who to contact.
- Review of contact centre arrangements.
- Prevention of homelessness.
- High rise properties, including whether they were safe for young children and improvements to communal areas.
- Cross tenure adaptations.
- Community lettings.
- The impact of changes to the welfare programme and associated support measures.

**RESOLVED** – That the above issues form the basis of a discussion around the Board's work programme.

## **10 Dates of Future Meetings**

It was suggested that an informal meeting be arranged to take place in August 2015 to consider the Board's work schedule for 2015/16.

**RESOLVED** –

- (a) That an informal meeting be arranged to take place in August 2015 to consider the Board's work schedule for 2015/16.
- (b) That the Board notes the following meeting dates for the 2015/16 municipal year:

- Wednesday, 2 September 2015
- Wednesday, 7 October 2015
- Wednesday, 4 November 2015
- Wednesday, 2 December 2015
- Wednesday, 6 January 2016
- Wednesday, 3 February 2016
- Wednesday, 2 March 2016
- Wednesday, 6 April 2016

(All meetings to take place at Leeds Civic Hall at 1.30pm)

(The meeting concluded at 3.05pm)

This page is intentionally left blank