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## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 15th September, 2015 at 1.30 pm

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

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### 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;

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

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**Agenda compiled by:**  
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# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><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 - 21 JULY 2015</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 21 July 2015.</p>	1 - 4
7			<p><b>HOUSING RELATED MATTERS</b></p> <p>To consider a report from the Director of Environment and Housing presenting a series of summaries of housing related issues identified by the Scrutiny Board.</p>	5 - 24
8			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	25 - 44
9			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Tuesday, 13 October 2015 at 1.30 pm (pre-meeting for all Board Members at 1.00 pm)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<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>	

## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

TUESDAY, 21ST JULY, 2015

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

Councillors J Bentley, D Collins, A Gabriel,  
P Grahame, A Khan, J Pryor, K Ritchie and  
G Wilkinson

### 12 Late Items

There were no late items.

### 13 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 14 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor M Iqbal.

### 15 Minutes - 30 June 2015

**RESOLVED** – That the minutes of the meeting held on 30 June 2015 be approved as a correct record.

### 16 Matters arising from the minutes

#### Minute No. 9 – Sources of work for the Scrutiny Board

It was suggested that the issue of temporary accommodation be considered as part of the various themes identified by the Board.

The Board was advised that the City Development Scrutiny Board was meeting on 22 July to agree the terms of reference for the Housing Mix inquiry. Once agreed, all Members of this Scrutiny Board will be invited to the inquiry working group sessions.

**RESOLVED** – That the issue of temporary accommodation be considered as part of the various themes identified by the Board.

### 17 Refreshed Safer Leeds Strategy 2015-2016

The Director of Environment and Housing submitted a report which presented the draft Safer Leeds Strategy for the Board's consideration and comment.

The following were in attendance for this item:

- Councillor Mark Dobson, Executive Member (Environmental Protection and Community Safety)
- Neil Evans, Director of Environment and Housing
- Supt Sam Millar, Chief Officer (Community Safety).

The key areas of discussion were:

- Confirmation that separate plans existed for individual service areas. It was requested that details of the plans be forwarded to the Board.
- A suggestion that future reporting included examples of community based initiatives aimed at delivering the priorities set out within the Strategy.
- Development of restorative practices and multi-agency approaches.
- Clarification sought regarding funding arrangements beyond March 2016, particularly in relation to PCSOs. The Board asked to be kept informed regarding spending priorities.
- Concern regarding inconsistent approaches to the role and responsibilities of PCSOs across the city.
- Integration of PCSOs to support a broader range of work, e.g. environmental action work.
- A request that the Board be provided with a breakdown of PCSOs across all Wards.

**RESOLVED –**

- (a) That the Board notes the newly refreshed draft Safer Leeds Strategy 2015/16
- (b) That the above requests for information be provided.

(Councillor A Khan left the meeting at 2.30pm, during the consideration of this item.)

**18 Director of Environment and Housing Officer Delegations**

The Head of Scrutiny and Member Development submitted a report which presented further details of the areas of responsibility delegated to the Director of Environment and Housing.

The following information was appended to the report:

- Areas of responsibility, including relevant senior officer contact details
- A list of relevant housing related functions.

**RESOLVED –** That the Board notes the areas of responsibility delegated to the Director of Environment and Housing.

**19 Performance Update**

The Director of Environment and Housing submitted a report which presented performance information relevant to the Board's remit.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 15th September, 2015

The following information was appended to the report:

- Details of the most recent 2015/16 performance data in relation to housing priorities
- Environment and Housing priorities previously within the remit of the Safer and Stronger Communities Scrutiny Board.

The following were in attendance for this item:

- Councillor Richard Lewis, Executive Member (Regeneration, Transport and Planning)
- Neil Evans, Director of Environment and Housing
- Richard Ellis, Head of Finance (Strategy and Resources).

The key areas of discussion were:

- A suggestion that future reporting included an update on development of new build properties.
- An update on empty properties, including details of a scheme to purchase former right-to-buy properties to use as Council homes (delivering approximately 120 homes).
- The demands on Council housing and signposting alternative housing solutions within the private sector.
- A request was made for future reports to put into context the overall homeless prevention rate as a percentage figure.
- A request was made for future performance reports to indicate burglary figures on a monthly basis and in comparison to the previous year.

## **RESOLVED –**

- (a) That the Board notes the most recent performance information contained in appendices 1 and 2.
- (b) That the Board continues to receive a general quarterly performance update, with more detailed information being provided at future themed meetings as requested.

## **20 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the 2015/16 municipal year.

The following updates and areas of work were noted:

- Future meetings were to be focussed around 3 key themes (Housing; Community Safety; and Environmental issues) to discuss those areas of interest identified by the Board at its June meeting.

- The West Yorkshire Police and Crime Commissioner were scheduled to attend the October Board meeting, which is themed around Community Safety.
- A request that the Board be kept informed regarding the work programme of Tenant Scrutiny Board.

**RESOLVED** – That the work schedule be approved.

**21 Date and Time of Next Meeting**

Tuesday, 15 September 2015 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 3.20pm)





Report author: Liz Cook  
Tel: 0113 2475080

## Report of Director of Environment and Housing

### Report to Environment & Housing Scrutiny Board

**Date: 15<sup>th</sup> September 2015**

**Subject: Housing Theme**

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 type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Summary of main issues

This report provides a series of summaries of housing issues that the Board have identified.

- The HRA growth programme with a focus on HRA council house programme & use of RTB receipts
- Progress with the Empty Homes Strategy
- Standards within the Private Rented Sector
- Estate Management arrangements
- Local Lettings Policy
- Enforcement of tenancy agreements
- Briefings on housing management forums
- Temporary accommodation

### Recommendations

Scrutiny Board is requested to note the content of this report and identify areas for further investigation.

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

The report covers areas of housing policy / activity highlighted by the Board and sets out the context, current position and the key challenges or next steps.

## **2. Main Issues**

Summaries are shown in Appendix One.

## **3. Corporate Considerations**

### **Consultation and Engagement**

Consultation and engagement is embedded within the individual policy / areas of activity.

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

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

### **Council policies and City Priorities**

Housing policy and activities contribute to making *Leeds the best city to Live*.

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

Individual evaluations are undertaken within the individual policy / areas of activity

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

This report does not contain any exempt or confidential information.

### **Risk Management**

Risk management is embedded within the individual policy / areas of activity.

## **4. Conclusions**

The report covers a range of policy areas demonstrating the breadth and complexity of activity.

## **5. Recommendations**

Scrutiny Board is requested to note the contents of this report, and highlight any areas for further investigation.

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

None

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<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.

## Council House Growth Programme

The Council House Growth Programme is part of the wider Housing Growth and Jobs Breakthrough Project. The Programme is funded through the Housing Revenue Account (HRA) and has attracted grant contributions from the Homes and Communities Agency and the Department of Health. The programme totals £134m and is anticipated will deliver c1000 properties. The report to March Executive Board “Supporting Housing Growth” includes an update on the programme and outlines the establishment of the dedicated team. <http://democracy.leeds.gov.uk/mgChooseDocPack.aspx?ID=6704> (item 14).

The programme to date includes sites in a variety of locations, listed below and will deliver over 900 units. The programme is a combination of new build contracts procured by the council, the acquisition of new properties from private sector developers and the purchase of long term empty homes. The July Executive Board report “Council Housing Growth Programme - Private Sector Acquisitions” sets out the approach. <http://democracy.leeds.gov.uk/mgChooseDocPack.aspx?ID=7243> (item 12).

Site	no	type	Status
<b><u>New build</u></b>			
BH & H and LL PFI	388	2,3 & 4bhf	On site and handing over
East Park Road, East End Park	32	1 & 2bf	On site
Extra Care at Yeadon	45	Extra Care apts	On site
Former Squinting Cat pub, Swarcliffe	18	1 & 2bf	Tender let
Broadlea, Bramley	24	2&3 bh	Expression of Interest to contractors
The Garnets, Beeston	25	2&3 bh	Expression of Interest to contractors
Whinmoor Pub site, Swarcliffe	22	2&3 bh	Expression of Interest to contractors
Beech Walk / Mount, Gipton	27	2b bungalows / 2 & 3bh	Feasibility
Mistress Lane, Armley	77	2bf / 2 & 3bh	Feasibility
Barncroft, Seacroft	16	Tbc	Feasibility
Rosemont, Bramhope	10	1 & 2bf	Feasibility
Brooklands, Seacroft	20	Tbc	Wider site out to procurement
Middleton site(s)	58	tbc	Wider site out to procurement
Westerton Walk, Tingley	45	Extra Care apts	Funding bid
<b><u>Private Sector Acquisitions</u></b>			
Thorn Walk, Gipton	23	2 & 3bh	Handed over
former Lord Cardigan Pub, Bramley	8	2bh	Heads of Terms agreed
<b><u>Empty Homes Programme</u></b>			
Empty properties plus conversion of 2 former community centres (Bramley & Seacroft)	20		Completed
Properties to be identified	100		Acquisitions to be identified

The mix of property types on each site and across the programme as a whole is informed by demand information drawn from the Leeds Homes Register. There is an ongoing process of identifying sites to commit the remainder of the programme.

### Right To Buy (RTB) Replacement Programme

RTB receipts for replacement rented housing are being used to both support some sites within the new build programme and in the form of grants to Registered Providers (wherein the RP provides the required match funding of 70% as set out in Department of Communities & Local Government {DCLG} regulations). Grant funding has been made available to RPs and currently 5 sites are in development and 1 scheme is in contract; the schemes which are agreed in principle will take up £950,000 grant equating to £8m scheme costs and deliver 55 units. There are 3 further schemes in progress with bids totalling £2.9m grant equating to £18.7m scheme costs and could deliver a further 94 units. A programme of properties for households with a disabled family member is also being developed with Adult Social Services and Children's Services. On current projected profiles the council has in the region of £21m of RTB grant funding with roughly £11m already committed. This means that the receipts are committed (and therefore not at risk of repayment) to quarter 4 of 2017-2018.

## Empty Homes Strategy

The reasons for homes being empty are diverse, often complex with no single answer to the problem. Empty homes are part of the normal turnover in the housing market. The vast majority return to occupation in a short space of time as part of the natural cycle of letting and purchasing. However, there are a significant number of long term empty homes that require the Council's intervention in order to return them to occupation.

Returning long term empty homes into occupation has been a priority for the Council and remains one in the 2015/16 Best Council Plan and is part of the Housing Growth targets, which include a net reduction in long term empty homes of 400 per annum to 2017.

Since March 2010 the number empty homes in the city has reduced from 16,700 in March 2010 to 12,389 in March 2015. Over the same period the number of long term empty homes reduced from 6,721 in March 2010 to 4,532 at March 2015 and to 3,762 at 31<sup>st</sup> July 2015. Long term empty homes in the private sector now represent 1.07% of the housing stock.

The Council has a range of activities targeted at returning empty properties into occupation. Such as:

- 100% Council Tax is charged on all homes from the moment they become empty rather than provide a six months exemption.
- 150% Council Tax is charged on all empty homes which have been unoccupied for more than 2 years.
- Prioritising all long term empty homes to determine the appropriate routes for action.
- The targeting of empty homes, as well as poor quality accommodation by intervening in small neighbourhood areas. This is known as the Leeds Neighbourhood Approach.
- Additional capital investment to facilitate stronger compulsory purchase activity.
- Implementation of LCC empty homes loan to help owners bring their homes back into use.
- Establishing a partnership with Leeds Empties, a social enterprise, to provide free independent help and advice to empty home owners via their Empty Homes Doctor service.
- £2.2m programme, in 2014/15, to convert two unused community centres into council homes and to purchase 20 former council houses which were bought under the Right to Buy legislation and have been empty and blighting neighbourhoods.
- Supporting Canopy, GIPSIL and LATCH, third sector partners, to buy 48 empty homes through the HCA empty homes programme.

We will continue with all the actions above and will

- Deliver the 2015/18 £9m scheme to convert one unused community centre into council homes and to purchase 100 former council houses which were bought under the Right to Buy legislation and are empty and blighting neighbourhoods.
- The introduction of a small interest free empty homes loan in partnership with the Leeds City Credit Union to help owners undertake minor works to bring properties back into occupation.
- To look at how to use right to buy receipts to support partners to tackle empty homes and support regeneration across the city.
- Improving the working partnership between the Council Tax Unit, the Empty Homes Team within E&H and Leeds Empties.
- Explore the potential for a joint venture to buy up long term empties.

## Standards within the Private Rented Sector

The private rented sector (PRS) has been the fastest growing housing sector over the last decade. The 2011 census placed the sector at 18% of the Leeds housing market which would equate to around 58,000 properties. This growth will have continued since the census and the sector now outstrips the council housing sector in size.

There are three main markets in Leeds:

1. The city centre market – largely modern purpose built blocks of flats with a strong customer voice and largely self-regulating.
2. The student market – traditionally Houses in multiple occupation (HMOs) regulated through legislation. More recently there has been a growth in purpose built student housing which has had an impact on the traditional HMO.
3. The low rental markets – these areas are dominated by LS7, 8, 9, 10, 11 and 12 provide some of the poorest quality of housing in the city. This is the area where there has been the largest growth in recent years and provided the biggest challenge to the Council.

The Council has mandatory and discretionary powers through the Housing Act 2004 by which to regulate the sector which can lead to prosecution. This responsibility is undertaken by the Housing Regulation Team which is based within Housing Services. The team undertakes the following work:

- Inspecting individual properties on a referral / complaints basis and assessing their fitness under the Housing Health and Safety Rating System (HHSRS). This can lead to wider inspection of landlord portfolios. Normally properties will be inspected and a programme of improvements agreed with the landlord.
- Mandatory licensing of HMOs of three storeys or more and containing five or more units of accommodation. There are around 2,700 in the city and they must have a license which sets the standards of accommodation to be provided. These are mainly in the student market.
- Inspection of all properties in the Temporary Accommodation contract.
- Inspection of all properties let under the Private Letting and Bond scheme.
- Contract management of the Leeds Landlords Accreditation scheme (LLAS) which has a membership of 330 landlords covering 15,000 bed spaces.
- Supports the Leeds Neighbourhood Approach which is a multi-agency targeted area based initiative.
- Liaise with Adults and Childrens Safeguarding units where necessary.
- Liaise with the Police and Home Office as necessary.

In 2014/15 the service received 2,582 requests for help during, undertook 1700 inspections, helped 4,000 people with conditions in their property and made 16 prosecutions.

We will continue with the actions above and

- Respond to the government's consultation paper on tackling rogue landlords and improving the PRS.
- Look at ways that the service can do more to tackle landlords that persistently provide substandard accommodation.
- Implement the Council's new regulatory responsibility for Redress Schemes.

## **Estate Management Arrangements**

The Housing Management Service includes 8 Area Housing Management structures and Neighbourhood Services to manage the 57,000 council homes in the City. The service is customer-facing delivered through the 26 Local Housing Offices and the One Stop Shops. The service model is generic and focusses on resources at Housing Officer and Housing Assistant to deliver smaller patch sizes to enable staff to deliver a holistic service. Housing Support Services and the Lettings Service will be delivered through the Area Housing Offices to ensure ownership and accountability of allocation and tenancy management.

Estate Services and Caretaking, is delivered by Environmental Services, and the Anti-Social Behaviour teams are managed by Community Safety and contract management of grounds maintenance are managed by Parks & Countryside within the Environment and Housing Directorate; effective partnership working has been embedded to ensure seamless and consistent services are delivered to tenants.

Neighbourhood Services lead and deliver key central functions to ensure consistency, provide the required quality assurance and as well as some significant front-line services, including:

- Income Management
- Lettings & Tenancy Service
- Tenant & Community Involvement
- Older Peoples Housing Services including the management of Sheltered Housing.

The Housing Management Operational Structure supports the Council's Area Management arrangements to ensure clarity of governance, decision-making and organisation, and will enable effective partnership and integration of housing management services with other Council services.

In designing the Housing Management Structure, Area Housing Management has been developed to ensure it is co-terminus with the Community Committee boundaries. A template has been developed to ensure clear accountability and responsibility for Area Housing Management through local leadership and dedicated Housing Managers. There is the ability to move resource to effectively respond to the local demand and the operation and patch sizes in addition to property numbers, property types, complexity of stock, and turn over, hotspots have all been considered in designing the structure. Regular evaluation will take place to assess resources and service demands to ensure a responsive customer focussed service is delivered. The generic structure will ensure that there is a holistic customer approach to service delivery with Housing Officers taking accountability for the relationship with the tenant, and delivering services including assessment of prospective tenants, appropriate lettings and the delivery of a comprehensive housing management service inclusive of tenancy management and management of the rent accounts. The Housing Officer will be supported by some specialist resources to respond to the needs of vulnerable tenants but will be the key conduit of services for that individual. Housing Officers will have a key role in connecting with communities and supporting engagement with partners and across the Council.



A key focus of the Housing Management Service is to ensure the service and the Council is extremely well connected into the tenants and residents of the City and aims to create a wide range of opportunities for tenants and residents to be involved and engaged in service delivery at a strategic and a local level. The service has developed the Scrutiny function, undertaken a review of the Leeds Tenants Federation to increase support to Tenants and Residents Associations, developed 11 Housing Advisory Panels, and created a specific group for High Rise and Older People. The comprehensive structure is enabling the growth and development of this area and a support network to develop new mechanisms of connecting with tenants and communities.

The Older People Housing Service located in Neighbourhood Services delivers Sheltered Housing Services to 130 sheltered housing schemes, with 4123 homes across the City. Bringing together the service has enabled us to renew the offer to Older People and ensure effective connections to the council objective of *delivery of better lives programme* plus ensuring we review investment in sheltered housing in this context to improve provision.

A primary factor in delivery of effective housing management is consistent and effective housing practice, policy and lettings. Neighbourhood Services will support and provide quality assurance to ensure the lettings process is effective and delivers the statutory duties of the Council; and provides a clear link to the Council House Growth Programme.

Neighbourhood Services will deliver the central income management service to ensure quality assurance, consistency and efficiency in income recovery and specifically the court processes and former tenant arrears. In addition the services will co-ordinate changes and specifically deliver coordination of housing management responses to welfare changes.

The vision of the Housing Management Services is to deliver a people orientated, customer focused service which delivers an effective and consistent service across the City. The Service will deliver a defined outcome based 'tenant offer' which will meet tenant's needs and aspirations.

## Community Lettings Policy review

The Community Lettings Policy review started as part of the Regeneration and Housing Scrutiny Board's work programme to review the effectiveness and delivery of Local Lettings Policies, the outcomes are currently being finalised, with a consultation process taking place in September and October 2015 and proposals will be presented to Executive Board in December 2015.

The emerging themes include:

- To take an iterative approach to age reduction and reduce or remove age restrictions to ensure balanced and mixed communities
- Replace age bandings with enhanced visits and pre-tenancy training
- Develop a new approach to marketing high rise properties to attract new tenants
- Consideration of how we manage children living height

Proposals for consultation are based on a wider review of intelligence of the area including:

- Ward profiling information
- Community Lettings Policy profiling data
- High rise block profiles
- Issues from STAR survey
- Local knowledge of lettings and tenancy teams

The review has highlighted the opportunity to review the **main lettings policy**:

- Extend the approach to the letting of homes delivered through PFI and Council House Growth Programme, where all customers have a home visit to check the conduct of their tenancy prior to being offered a home
- Introduce a separate tenant transfer policy which would allow the council to offer available homes to tenants ahead of other customers
- Develop the current annual home visit to serve as a pre-transfer check, meaning existing LCC tenants would be granted approval to transfer to another property if they had kept to their tenancy and maintained their home
- Non-LCC tenants would be required to attend pre tenancy training, with a pilot to commence for all young tenants.
- Develop a citywide approach to local connection where x % of all lettings in a ward area would be for tenants and residents who could establish a connection based on residence, employment or family association.

## Estate Management arrangements - Enforcement of tenancy agreements

Below is a summary of key policies used to manage council house tenancies and enforce the tenancy agreement. The Local Housing Offices and Property and Contracts are generally the first point of contact and manage tenancy enforcement.

<b>Procedure</b>	<b>Action in case of breach</b>
Abandoned procedures where tenant is not living in the property	Serve Notice to Quit to end tenancy, issue Tort notice to remove and dispose of belongings
Access to the property for repairs and gas servicing	Legal action / obtain injunction to enter (P&C)
Introductory tenancies (IT's)	Extension of ITs up to 6 months Possession action for rent arrears, antisocial behaviour or any other breach of the tenancy agreement.
Making unauthorised alterations	Require to return to previous condition, recharges
Messy gardens	Take legal action for injunction / possession
Pets Policy - keeping pets without written permission	Take action for antisocial behaviour / nuisance or breach of the Tenancy Agreement Warning letters or mediation as appropriate. Support with rehoming the animal Support with a move to another property Issuing an injunction Take proceedings to extend an introductory tenancy or demote a secure one, or possession proceedings
Rent	Rent arrears procedures following protocol
Running a business from a council home without permission	Action for breach of the tenancy agreement in serious cases, eg. if the business is illegal, if it is causing severe nuisance, or if the tenant has not stopped the business after the Council have asked them to.
Secure tenancies	Demotion of Secure Tenancies - the council can apply for a demotion order to demote secure tenancies in cases of antisocial behaviour and nuisance.
Subletting	Legal action to recover the property Prevention of Social Housing Fraud Act – prosecution with potential criminal conviction and fine, and application for Unlawful Profit Order to recoup any profits made from illegal subletting.

<p>Reduced / loss of other tenancy rights, for example</p>	<p>Applying for rehousing – tenants who apply for rehousing may have their application cancelled if they are guilty of unacceptable behaviour, and the council will also take behaviour into account when making offers of accommodation. If a tenant applies to the authority as homeless, their behaviour may be considered to have made them deliberately homeless.</p> <p>Mutual exchange – permission to exchange homes can be refused where there is any legal action taken against the tenant for nuisance or antisocial behaviour</p> <p>Right to Buy – in cases of possession proceedings or demoted tenancies, the RTB is lost.</p>
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Locality Teams currently undertake a wide range of environmental enforcement activities across all tenures including Council housing. Environmental issues typically dealt with include waste issues, public health related matters, nuisance and obstruction of the highway.

<b>Procedure</b>	<b>Action in case of breach</b>
Waste in gardens	Removal required within given timescale. Non-compliance can result in fixed penalty notice (FPN), prosecution and works in default chargeable to the tenant.
Improper use of wheelie bins	Notice requires bins are presented correctly for collection, taken in after collection and waste put in correct bin. Fixed Penalty Notice and prosecution for non-compliance.
Obstruction of the highway	Notice can be served on tenants requiring the cutting back of vegetation that is overgrown and obstructing the safe use of footpaths and roads. Non-compliance can result in prosecution and works in default chargeable to the tenant.
Public Health	Various legal remedies for noxious accumulations, pest infestations and filthy & verminous premises. Non-compliance can result in prosecution and works in default chargeable to the tenant.
Nuisance	Community Protection Notices and Abatement Notices can be issued to tenants to prevent nuisance activities for example, smoke nuisance from bonfires, light nuisance, keeping of animals and any accumulations likely to cause nuisance.

The Leeds Anti-Social Behaviour Team (LASBT) is a multi-agency service responding to behaviour that cannot be reasonably resolved through tenancy management, or mediation. This includes; harm to individuals such as harassment, threats of violence, or racist abuse; harm directed at communities such as street drinking, or persistent domestic noise nuisance; Environmental harm such as damage to public property.

<b>Procedure</b>	<b>Action in case of breach</b>
Referral for dispute resolution / mediation	Refer to Victim Support or Yorkshire Mediation
Criminal proceedings	Noise Abatement Notice Issued Formal Housing Caution Served Seek Possession of Tenancy Injunction / Undertaking Closure Order

## Housing Forums

The Leeds Housing Forum has existed over a number of years. Its purpose is to act as a Strategic Housing Forum for Leeds. Its membership is wide and includes, Registered Providers, Developers, Third Sector Partners and key agencies such as the Homes and Communities Agency (HCA). It is responsible for driving the Leeds Housing Strategy and its contribution to the Vision for Leeds 2004-2020

Leeds Housing Forum is the key Strategic Housing Forum in the City. It meets quarterly and is currently chaired by the Executive Member for Regeneration, Transport and Planning. The Forum provides the platform for

- An effective “housing voice” within the city.
- Effective housing relationships within the city.
- An effective review of the Leeds Housing Strategy and its evidence base.
- To coordinate partners effective delivery of the outcomes of the Leeds Housing Strategy.
- To ensure that all partners have customer focussed services that respond to a range of priority areas around Welfare, Crime, jobs and skills and Regeneration.

A number of Sub Forums have been established to enable the Leeds Housing Forum to fully deliver its remit

1. Leeds Homelessness Forum
2. Leeds Private Rented Sector and Empty Property Housing Forum

Leeds Homelessness Forum takes a multi-agency approach to ensure a strategic approach to the tackling and prevention of homelessness. The Forum meets quarterly, is chaired by an external officer and has three key outputs:

1. Engage partners in the delivery of the Leeds Homelessness strategy.
2. Identify and explore emerging trends in the homelessness sector.
3. Monitoring and scrutinising performance on homelessness and prevention interventions.

Leeds Private Rented Sector and Empty Property Housing Forum takes a multi-agency approach to ensure that within the city the sector contributes to the aspirations of the Leeds Housing Strategy. It meets quarterly and has historically been chaired by the Executive Member for Housing. Its key outcomes are:

- To ensure that the key outcomes within the Leeds Housing Strategy for the sector are delivered.
- To coordinate and guide the activities of the sector.
- To ensure that the sector is supporting key outcomes around empty properties, Private Rented Sector standards, Welfare Reform, Burglary reduction.

The Leeds Housing strategy is currently under review and the outcome of this may lead to changes to the activities of the various forums. Work is underway to develop a Housing Management Forum which would provide a regular forum for housing providers in the city to discuss key elements of housing management, share good practice and agree collective action to secure better outcomes for tenants.

## Temporary Accommodation

The Council has a legal duty to secure suitable temporary accommodation for people who are owed some form of housing duty as a homeless household. This is because it has been established that the household is eligible for assistance, unintentionally homeless and in priority need (statutorily homeless) or that the Council believes the household to be eligible for assistance, homeless and in priority need and temporary accommodation is secured pending further inquiries. The Council may also secure suitable temporary accommodation if a household is assessed to be intentionally homeless but to have a priority need – generally have lost previous accommodation because of rent arrears/anti-social behaviour and have dependent children. The Council may have a temporary accommodation, under the Children Act 1989, to accommodate households who are not eligible for housing assistance (generally people from abroad who are subject to immigration control and/or have no recourse to public funds) and have children who would be at risk of harm if no accommodation is secured for them until other options can be considered.

The legal framework relating to suitable temporary accommodation states that temporary accommodation should ordinarily be secured within the district of the authority that owes the housing duty. A number of local authorities routinely place households in temporary accommodation located in another authority: ‘out of area’ placements. The placing authority must notify the other authority of its use of temporary accommodation in that authority’s area. Harrogate DC occasionally make temporary accommodation placements in the Leeds district. Leeds does not place homeless households, owed a housing authority by Leeds, outside the Leeds area. Nevertheless, there are limitations on the spread of temporary accommodation within the Leeds district:

The Council commissions a range of housing related support including floating visiting support and temporary accommodation. A list is shown below of the accommodation that is commissioned. This includes emergency direct access provision, temporary accommodation and supported accommodation.

<b>Provider</b>	<b>Service</b>	<b>Location</b>	<b>Service description</b>
Leeds Housing Concern	Seacole	LS8	The service is for homeless young people (16-25) in immediate housing need and provides emergency short term accommodation. The service provides 9 single rooms for emergency accommodation and also has 3 self- contained flats where young people can stay for up to 6 months.
Flagship	Consortia led by GIPSIL with Leeds Housing Concern and Foundation	Various city-wide	The FLAGSHIP service provides self-contained and shared accommodation for young people aged 16+ (including young parents and children) for up to 6 months. Young people are supported to access permanent accommodation whilst in a trainer flat and floating support is provided for up to 12 months to help young people to move-on and to assist them to settle in their new home and live independently.

GIPSIL	Care Leaver's Service	Various – mainly East Leeds	GIPSIL's Leaving Care service; provides trainer flats and floating support for young people leaving care.
RD Willis	Temporary Accommodation	Various	Supply and management of temporary furnished accommodation for singles and families. Currently 27 units available.
Leeds Housing Concern	Men's Sector	Various Hostel is in LS11	7 units of emergency access accommodation and support for single homeless men in a hostel building with 38 move on units in dispersed properties. The service will support people to identify and access suitable longer term accommodation.
Leeds Housing Concern	Women's sector	Various. Two hostel buildings are in LS7	18 units of emergency access accommodation and support for single homeless women via two hostel buildings with 47 dispersed properties. The service supports people to identify and access suitable longer term accommodation.
St Annes	Holdforth Court	LS9	Emergency accommodation for up to 36 men who are homeless providing support to meet housing needs for up to 3 months to find suitable accommodation and meet wider support needs.
St George's Crypt	Overnight Service	LS1	<p>St George's Crypt runs two services from their main offices on Great George Street. There are 12 bed spaces for homeless people of either gender. All services such as food, clothing, heat and hot water are supplied by the charity. All residents are in constant contact with housing and support services.</p> <p>The second is the HUB, this is a part of the no second night out and allows for anyone not able to gain immediate access to homeless provision to get a temporary bed until all documentation and benefits are sorted out.</p>



Riverside ECHG	Bracken Court	LS12	To provide short term resettlement accommodation to single homeless people, both male and female. The service is staffed 24 hours a day. The focus of the service is to support people to develop their independent living skills and to access suitable longer term accommodation as soon as possible.
Catholic Care	Foundry Mill	LS14	Supported accommodation for up to 2 years for 10 people who have mental health support needs, providing self-contained flats with daytime staff on site and out of hours on call support.
Community Links	The Maltings	LS11	Accommodation based support for up to 10 people with mental health problems; 4 within a hostel setting with shared facilities and 6 on in site self-contained bedsits, 6 in self-contained Units within the community in South Leeds. 24 hours (sleeping night staff) cover 7 days a week to the 10 units of accommodation. Visiting support to the 6 units in community who can also contact staff on site.
Community Links	Rose Villa	LS14	The purpose of the Rose Villa Service is to provide good quality accommodation and medium term housing related support for up to 5 clients with mental health problems. The main focus is to support clients and help them to develop and maintain independent living skills and to access suitable longer term accommodation within a 2 year time frame.
Foundation Housing	Adult Offender accommodation	Various	Accommodation based support for up to 40 people with an offending background in shared houses, self-contained and dispersed units for up to six months before securing suitable permanent move-on accommodation.

LATCH	LATCH	Various	The service provides accommodation and support for 45 homeless households. Support is provided for up to 1 year. A key aspect of the service will be engaging clients in the volunteering, training and employment available through LATCH. The service will work with clients accommodated to develop their skills and help them to access employment opportunities.
Leeds Housing Concern	Carr Beck and Carr Beck Group Homes	LS10	Hostel providing support for women who are alcohol dependent and continue to drink. Self-contained flats for 6 people with some shared facilities. Also visiting support to six self-contained furnished flats properties for women with alcohol problems.
Leeds Housing Concern	Sinclair	LS11	Supports 28 people with drug issues. Day time visiting support to shared properties in the community for up to two years.
St George's Crypt	Regent Terrace	LS6	Regent terrace is a 10 bedded home for men who are still addressing issues around alcohol. It is active in managing harm reduction, alcohol reduction intake and detoxification and rehabilitation. It is staffed 24 hours a day.
St George's Crypt	Faith Lodge	LS2	Faith Lodge is a 10 bedded home for men recovering from addiction. All residents are expected to develop a work, education and personal development plan.
Stonham (Home Group)	Refuge Service	Various	The service provides safe, secure accommodation and support to women and children at risk of, or fleeing domestic abuse. The service comprises of a main site housing 10 women/families and 16 dispersed properties within the City. Staff support is available 24 hours a day.
Stonham (Home Group)	Kirkstall Lodge	LS5	Accommodation based support for up to 9 people. Medium term accommodation and support for up to 2 years to men and women who are vulnerable ex-offenders. Daytime on site staff with out of hours cover.

Stonham (Home Group)	South Leeds Tenancy Sustainment	LS10 and LS11	Hemingway Garth for men who have offending background, self-contained bedrooms with shared kitchen and living facilities. Crossflats is for women with an offending background providing one self-contained flat and shared living in a 5 bedroom property. Support is provided for up to 2 years.
Touchstone	Move-on service	Various	26 furnished self-contained one bedroom properties across North and South Leeds for people aged 16+ who have mental health problems. Visiting support with the aim to secure permanent move-on accommodation within 6 to 9 months.

### Performance review and quality

A new performance management system for housing related support was introduced in April 2014. The system monitors the outcomes delivered by providers. The three main outcomes are that someone has achieved, maintained or progressed towards independent living. We monitor whether wider social and economic outcomes have been achieved, e.g. if someone has received debt advice or secured a job.

Providers are required to report any safeguarding incidents and these are recorded and followed up with support from safeguarding teams in Adults and Children's Services.

Robust contract management processes are in place and these include monthly contract management meetings. We also have quality assessment processes e.g. validation visits, where we look at client case files and speak to service users, staff and other stakeholders. In terms of the quality of services we look at aspects such as:- assessment and support planning; security and health and safety; safeguarding and protection; fair access, diversity and inclusion and client involvement and empowerment.

A review is being undertaken of housing related support services to determine what services should be commissioned in the future. This includes an analysis of current services and of need and demand. Consultation is taking place with stakeholders including Council Directorates, Members, other public sector partners, providers and service users.

The timetable for completion of the review and design of new services is the end of 2015. Once the model for new services is determined, procurement will take place and new services will be established by April 2017.

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Report author: Angela Brogden  
Tel: 247 4553

## Report of Head of Scrutiny and Member Development

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

**Date: 15 September 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. This will be subject to change throughout the municipal year.
2. Also attached at appendix 2 are the minutes of the Executive Board meeting held on 15 July 2015.

### Recommendation

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

### 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.

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

Schedule of meetings/visits during 2015/16			
June		July	August
		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>		General performance update SB 21/07/15 @ 1.30 pm	

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

Schedule of meetings/visits during 2015/16		
September	October	November
Housing Theme	Community Safety Theme	Environment Theme
<p>To consider the following matters:</p> <ul style="list-style-type: none"> <li>• The HRA growth programme with a focus on HRA council house programme and use of Right To Buy receipts.</li> <li>• Progress with the Empty Homes Strategy.</li> <li>• Standards within the Private Rented Sector.</li> <li>• Estate Management arrangements.</li> <li>• Local Lettings Policy.</li> <li>• Enforcement of tenancy agreements.</li> <li>• Briefings on housing management forums.</li> <li>• Temporary accommodation.</li> </ul> <p>SB 15/09/15 @ 1.30 pm</p>	<p>To consider the following matters:</p> <ul style="list-style-type: none"> <li>• The role of Police Community Support Officers within the context of new integrated partnership working models, particularly within localities, and future budget pressures.</li> <li>• Improving understanding of the significance of safeguarding issues linked to human trafficking, to help develop an effective multi-agency response.</li> <li>• Tackling prostitution in Leeds from a multi-sector perspective.</li> <li>• Understanding the scope of the city's powers in response to tackling legal highs.</li> </ul> <p>SB 13/10/15 @ 1.30 pm</p>	<p>To consider the following matters:</p> <ul style="list-style-type: none"> <li>• Recycling – addressing low participation rates in existing AWC areas and viable options for non-AWC areas across the city.</li> <li>• The city's Waste Strategy.</li> </ul> <p>SB 17/11/15 @ 1.30 pm</p>
<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>		General performance update SB 17/11/15 @ 1.30 pm



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

Schedule of meetings/visits during 2015/16		
December	January	February
Housing Theme	Community Safety Theme	Environment Theme
<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• The HRA growth programme with a focus on HRA council house programme and use of Right To Buy receipts.</li> <li>• Progress with the Empty Homes Strategy.</li> <li>• Standards within the Private Rented Sector.</li> <li>• Estate Management arrangements.</li> <li>• Local Lettings Policy.</li> <li>• Enforcement of tenancy agreements.</li> <li>• Briefings on housing management forums.</li> <li>• Temporary accommodation.</li> </ul> <p>SB 8/12/15 @ 1.30 pm</p>	<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• The role of Police Community Support Officers within the context of new integrated partnership working models, particularly within localities, and future budget pressures.</li> <li>• Improving understanding of the significance of safeguarding issues linked to human trafficking, to help develop an effective multi-agency response.</li> <li>• Tackling prostitution in Leeds from a multi-sector perspective.</li> <li>• Understanding the scope of the city's powers in response to tackling legal highs.</li> </ul> <p>SB 12/01/16 @ 1.30 pm</p>	<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Recycling – addressing low participation rates in existing AWC areas and exploring viable options for non-AWC areas across the city.</li> <li>• The city's Waste Strategy.</li> </ul> <p>SB 02/02/16 @ 1.30 pm</p>
<b>General Briefings</b>		
<b>Recommendation Tracking</b>		
<b>Performance Monitoring</b>		General performance update SB 02/02/16 @ 1.30 pm

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

Schedule of meetings/visits during 2015/16		
March	April	May (tbc)
Housing Theme	Environment Theme	
<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• The HRA growth programme with a focus on HRA council house programme and use of Right To Buy receipts.</li> <li>• Progress with the Empty Homes Strategy</li> <li>• Standards within the Private Rented Sector</li> <li>• Estate Management arrangements</li> <li>• Local Lettings Policy</li> <li>• Enforcement of tenancy agreements</li> <li>• Briefings on housing management forums</li> <li>• Temporary accommodation</li> </ul> <p>SB 22/03/16 @ 1.30 pm</p>	<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Recycling – addressing low participation rates in existing AWC areas and exploring viable options for non-AWC areas across the city.</li> <li>• The city's Waste Strategy.</li> </ul> <p>SB 12/04/16 @ 1.30 pm</p>	
<b>General Briefings</b>	General performance update SB 12/04/16 @ 1.30 pm	
<b>Recommendation Tracking</b>		
<b>Performance Monitoring</b>		

## EXECUTIVE BOARD

WEDNESDAY, 15TH JULY, 2015

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

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

**13 Exempt Information - Possible Exclusion of the Press and Public**  
**RESOLVED** – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt 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 public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report entitled, 'South Bank Regeneration', referred to in Minute No. 19 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of any particular person (including the authority holding that information). It is considered that the public interest in maintaining the content of this appendix as exempt from publication outweighs the public interest in disclosing the information, due to the impact that the disclosure of the information would have on the financial affairs of the Council and third parties.
- (b) Appendix 1 to the report entitled, 'Design and Cost Report for the Proposed Improvement and Refurbishment of Kirkgate Market', referred to in Minute No. 20 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of a particular company and of the Council. This information is not publicly available from the statutory registers of information kept in relation to certain companies and it relates to a tendered fee proposal submitted to the Council as part of a competitive tender process. In line with the Access to Information Procedure Rules, it is considered that the public interest in maintaining the content of this appendix as exempt from publication outweighs the public interest in disclosing the information, as disclosure would prejudice the financial / business affairs of an individual company.

- (c) Appendices 1 and 2 to the report entitled, 'West Yorkshire Playhouse', referred to in Minute No. 28 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendices relates to the financial or business affairs of a particular organisation and of the Council. It is considered that the public interest in maintaining the content of the appendices as being exempt from publication outweighs the public interest in disclosure, due to the impact that disclosing the information would have on the Council and third parties.
- (d) Appendix B to the report entitled, 'Repayment of the Council's Loan by the Yorkshire County Cricket Club', referred to in Minute No. 34 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of third parties and of the Council, and the release of such information would be likely to prejudice the interests of all parties concerned. Whilst there may be a public interest in disclosure, in all the circumstances of the matter, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time.

**14 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

**15 Minutes**

**RESOLVED** – That the minutes of the meeting held on 24<sup>th</sup> June 2015 be approved as a correct record.

**REGENERATION, TRANSPORT AND PLANNING**

**16 Leeds Bradford International Airport**

Further to Minute No. 84, 15<sup>th</sup> October 2014, the Director of City Development submitted a report providing an update on the continuing work relating to the Leeds and Bradford International Airport (LBIA) and its surroundings, with particular reference to the actions which had been taken following the resolutions of the Board in October 2014.

The Board highlighted the key significance of LBIA when considering the future development of the city region economy. Responding to a Member's enquiry, the Board was reassured that any associated consultation processes which were undertaken would be robust and incorporate all relevant parties. In addition, emphasis was placed upon the need to ensure that any further development of the airport was accompanied by appropriate infrastructure improvements.

**RESOLVED –**

- (a) That the recommendations in the Site Allocations Plan for land use in the area surrounding Leeds Bradford International Airport, be noted;
- (b) That continued support be given for the growth of the airport and the wider economy in order to meet aspirations of achieving 7.1m passengers by 2030;
- (c) That officers in Planning Policy, Economic Development and Highways & Transport continue to work with Leeds Bradford International Airport to progress the Airport Masterplan through to the consultation stage;
- (d) That officers in Planning Policy, Economic Development and Highways & Transport continue to work on the proposals for surface access, working closely with Leeds Bradford International Airport and the West Yorkshire Combined Authority specifically to take forward the airport link road.

**17 Elland Road Park and Ride Upgrade**

Further to Minute No. 122, 6<sup>th</sup> November 2013, the Director of City Development submitted a report outlining proposals to upgrade the existing overspill car park at the Elland Road Park and Ride site to the same quality as the rest of the car park and also to improve the passenger waiting facilities.

Members welcomed the report and highlighted the success of the Elland Road park and ride facility following its first year of operation.

In noting the report elsewhere on the agenda regarding proposals for a park and ride facility at Temple Green, the Board discussed the potential for park and ride provision in other areas of the city, and the range of factors which needed to be taken into consideration when determining optimum sites for such facilities.

**RESOLVED –**

- (a) That the content of the submitted report and the performance results of the first year's operation of the Elland Park and Ride scheme be noted;
- (b) That approval be given to implement phase 2 of the scheme, subject to planning approval, upgrading the overspill car park and passenger facilities at a cost of £1.8m (comprising £250k fees and £1.55m works);
- (c) That approval be given to the injection of £1.8m into the Capital Programme, being funded from a West Yorkshire Combined Authority (WYCA) Transport Policy Local Transport Plan (LTP) grant of £1,557.7k and a Section 106 receipt of £242.3k;
- (d) That authority be given to incur expenditure of £1.8m, funded from a WYCA LTP grant of £1,557.7k and a Section 106 receipt of £242.3k (subject to final confirmation of funding by the West Yorkshire Combined Authority's Transport Committee on 31st July 2015);

Draft minutes to be approved at the meeting  
to be held on Wednesday, 23rd September, 2015

- (e) That the following be noted:-
- The scheme proposal, as described in section 3 of the submitted report;
  - That construction of the scheme is programmed to start in November 2015 with a 6 month construction programme;
  - That the Chief Officer Highways & Transportation will be responsible for the implementation of such matters.

## **18 Temple Green Park and Ride**

The Director of City Development submitted a report which sought approval to implement the 1,000 space Temple Green Park & Ride site adjacent to the A63 Pontefract Lane in the City Region's Enterprise Zone.

Members welcomed the proposals detailed within the submitted report, and how they fitted into the city's existing transport network and parking facilities. The Board also welcomed how the proposals would provide sustainable transport links to the City Region's Enterprise Zone and the positive impact that this would have upon job creation and economic growth in the area.

In conclusion, it was requested that the Board continued to receive further updates on the progress of the Enterprise Zone, as and when appropriate.

### **RESOLVED –**

- (a) That the implementation of the Temple Green Park and Ride scheme at a total cost of £9.741m be approved, subject to Gateway 3 funding approval from West Yorkshire Combined Authority (comprising £2.620m for the land purchase approved at Executive Board in June 2014, and £7.121m for the design fees and construction costs);
- (b) That the additional injection of £6.611m into the Capital Programme be approved (£510k being already in the capital programme) for the design fees and construction costs of this scheme, which are to be fully funded from the West Yorkshire Plus Transport Fund;
- (c) That authority be given to incur expenditure of £7.121m (being £769k staff design fees, and £6.352m construction costs), subject to full funding approval from the West Yorkshire Plus Transport Fund;
- (d) That the following be noted:-
- The scheme proposal, as described in section 3 of the submitted report;
  - That construction of the scheme is programmed to start in March 2016 and be open in Autumn 2016;
  - That the Chief Officer Highways and Transportation will be responsible for implementation of such matters.

## **19 South Bank Regeneration**

Further to Minute No. 118, 19<sup>th</sup> November 2014, the Director of City Development submitted a report providing an update on the progress being

Draft minutes to be approved at the meeting  
to be held on Wednesday, 23<sup>rd</sup> September, 2015

made to regenerate the South Bank area of the city centre and to obtain approval to short term actions which would facilitate further growth and regeneration.

Members welcomed the contents of the submitted report and highlighted the significant potential and opportunities for the city and the wider area which lay in the regeneration of the South Bank.

Following consideration of Appendix 1 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

**RESOLVED –**

- (a) That the progress being made in regeneration initiatives across the South Bank be noted, and that the priorities, as set out in section 3 of the submitted report be agreed;
- (b) That the Board re-affirms that securing funding to support the restoration of Temple Works is a priority for the city given its at-risk status, and that it be requested that officers continue to work with third parties to facilitate its restoration.
- (c) That a report be submitted to Executive Board with proposals to invest in the public realm and spaces across the South Bank;
- (d) That a report be submitted to Executive Board by Autumn 2015 with proposals to facilitate regeneration along the Hunslet Riverside;
- (e) That the Chief Officer Economy and Regeneration be requested to explore the feasibility of the Council's City Centre Management function providing urban management support across the South Bank area;
- (f) That approval be given to the recommendations as set out in paragraphs 6.0, 6.1 and 6.2 of the submitted exempt appendix 1 concerning potential future land assembly proposals;
- (g) That it be noted that the Chief Officer Economy and Regeneration will be responsible for the implementation of such matters.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In if it is considered that any delay would seriously prejudice the Council's or the public's interests. As such, it was determined that the resolutions relating to this report were exempt from the Call In process as they were time-bound and would not be properly exercised if were called in)

**20 Design and Cost Report for the Proposed Improvement and Refurbishment of Kirkgate Market**

Further to Minute No. 77, 17<sup>th</sup> September 2014, the Director of City Development submitted a report which sought approval to inject additional funding into existing Capital Scheme No. 16811 and which also sought Authority to Spend on the proposed improvement and refurbishment works at Kirkgate Market.

In discussing the contents of the submitted report, the Board noted the complex nature of the works being undertaken and a Member highlighted the need to ensure that the project continued to be closely monitored, both from a financial and also a timescales perspective.

Following consideration of Appendix 1 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

**RESOLVED –**

- (a) That an injection of £1.35m into existing Capital Scheme No.16811 be authorised in order to meet additional construction costs associated with the proposed improvement and refurbishment works at Kirkgate Market;
- (b) That an injection of additional funding, as detailed in exempt Appendix 1 to the submitted report, into existing Capital Scheme No. 16811 be authorised in order to provide contingency provision to address residual risks associated with the proposed improvement and refurbishment works at Kirkgate Market which remain the Council's responsibility to address;
- (c) That approval be given to the 'Authority to Spend' the additional funding, as detailed within the submitted report on the proposed improvement and refurbishment works at Kirkgate Market;
- (d) That the actions required to implement the decisions, and the proposed timescales to progress the project, as detailed in paragraph 3.2.1 of the submitted report, be noted.
- (e) That it be noted that the Chief Economic Development Officer and the Head of Markets will be responsible for the implementation of such matters.

**21 Site Allocations Plan (SAP) and Aire Valley Leeds Area Action Plan (AVLAAP) - Publication Draft Plans**

Further to Minute No. 144, 11<sup>th</sup> February 2015, the Director of City Development submitted a report which sought approval of the Site Allocations Plan (SAP) and Aire Valley Leeds Area Action Plan (AVLAAP) Publication Draft Plans, for the purposes of public consultation to take place during Autumn 2015. In addition, the report noted that the matter was scheduled to



be referred to the relevant Scrutiny Board for consideration following the public consultation exercise.

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

- Responding to a specific enquiry regarding the clarity of a description for the location of a gypsy and traveller site in the Outer West area of the city, officers undertook to meet with the relevant Ward Member in order to discuss this particular issue;
- In response to a Member's enquiry, the Board was provided with details of the methods which would be used to undertake the associated consultation exercise and it was confirmed that such consultation would be 8 weeks in duration;
- Furthermore, the Board was also reassured that the consultation exercise would be robust, made as accessible as possible and would provide a genuine opportunity for all parties, including Ward Members, to contribute towards the process;
- A Member noted that new brownfield sites had emerged, and raised the question of whether such sites could be included in the plan at this stage as alternatives to proposed greenfield allocations. It was pointed out that the plan already allowed for new sites through a windfall allowance, but that should Members ultimately decide to make changes to the plan, it would be important to ensure that the plan remained consistent with the requirements of the Core Strategy;
- Officers also emphasised that Members were being requested to approve the publication plans for Site Allocations and Aire Valley, and that national guidance advised that the publication stage plan was a document that the Local Authority considered ready for examination;
- The Board discussed the Government's recent announcement regarding proposed changes to the process by which the development of brownfield sites was permitted and the potential impact that such changes may have upon Leeds;
- Alongside the Site Allocations Plan, it was suggested that consideration be given to the ways in which the Council could further encourage smaller developments which were located within local communities.

In noting that there were currently planning consents for 17,000 housing units across the city which remained undeveloped, Members highlighted the need for private developers to be required to not only declare those sites where they have obtained planning permission to build, but to also declare those sites where they do not have planning permission, but have an 'option agreement' in place. Further to this, it was proposed that such matters and concerns, together with details of the actions being taken by the Council to increase development completion levels, be raised on a cross party basis, with both the Secretary of State for Communities and Local Government and also the Treasury.

**RESOLVED –**

- (a) That approval be given to the publication of the draft Site Allocations Plan and Aire Valley Leeds Area Action Plan, together with the

Draft minutes to be approved at the meeting  
to be held on Wednesday, 23rd September, 2015

sustainability appraisal reports and other relevant supporting documents for the purposes of public participation and to formally invite representations;

- (b) That the necessary authority be delegated to the Chief Planning Officer, in consultation with the Executive Member, to make any factual and other minor changes to the Publication Plans and supporting material, prior to public consultation;
- (c) That it be noted that the Publication Draft Plans will be referred to Scrutiny Board (City Development) in line with the Budget and Policy Framework following public consultation;
- (d) That the matters and concerns detailed above be raised on a cross party basis, on behalf of the Board, with the Secretary of State for Communities and Local Government and also the Treasury.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton required it to be recorded that they both abstained from voting on resolutions (a)-(c) above)

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to within this minute 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, which includes the resolutions above)

## **22 Council Housing Growth Programme - Private Sector Acquisitions**

The Director of Environment and Housing submitted a report providing an update on the delivery of the Council Housing Growth Programme which included 'through acquisitions' from private owners or developers. In addition, the report also sought approval for a revision to the 'Right of First Refusal' Policy.

### **RESOLVED –**

- (a) That the progress which has been made in the delivery of the Council Housing Growth Programme be noted;
- (b) That the approach to acquisitions in support of the programme to be implemented by the Director of Environment and Housing, be approved;
- (c) That approval be given to the revision of the Right of First Refusal policy, as outlined within the submitted report, which is to be implemented by the Director of Environment and Housing.

## **COMMUNITIES**

### **23 Illegal Money Lending Team - progress report**

Further to Minute No. 49, 16<sup>th</sup> July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the activities of the Illegal Money Lending Team (IMLT) within Leeds, together with a refreshed action plan.

Responding to a question raised, the Board was advised that enquiries would be made with the Illegal Money Lending Team with the aim of obtaining more localised data for inclusion within future progress reports.

#### **RESOLVED –**

- (a) That the contents of the submitted report, together with the Illegal Money Lending Team Action Plan, as set out in appendix 1, be noted;
- (b) That the Assistant Chief Executive (Citizens and Communities) be requested to monitor IMLT's progress against the plan and prepare a further annual report in 12 months' time on the activities of the Illegal Money Lending Team within the Leeds city area.

### **24 Universal Credit (UC) Delivery Partnership**

The Assistant Chief Executive (Citizens and Communities) submitted a report which sought approval to enter into negotiations with the Department for Work and Pensions (DWP) and agree the details of a Delivery Partnership in order to support the roll out of Universal Credit to Leeds.

#### **RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That the Assistant Chief Executive (Citizens and Communities) be authorised to enter into discussions with the DWP in order to agree a Delivery Partnership for the provision of online support and personal budgeting support to customers moving onto Universal Credit as part of DWP's limited roll out of the scheme;
- (c) That the Scrutiny Board (Citizens and Communities) be asked to examine Universal Credit in more detail along with the Council's preparations for the scheme;
- (d) That the impact on the Council arising from the Universal Credit implementation be monitored, with a report being submitted to Executive Board on this subject in due course.

### **25 Citizens@Leeds: Delivering Community Hubs across the city - Progress Update**

Further to Minute No. 93, 15<sup>th</sup> October 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the progress being made in the development and delivery of the city-wide

network of Community Hubs. Particular reference was made within the report to the resolutions made by the Board in October 2014.

Responding to a Member's enquiry, the Board received an update on the actions which were being developed to help deliver the Community Hub approach across the whole city.

**RESOLVED –**

- (a) That the contents of the submitted report, together with the progress made to date in delivering the Community Hub approach across the city and the next steps to be taken by the Assistant Chief Executive (Citizens and Communities) as outlined in Section 5, be noted;
- (b) That the necessary authority be provided to the Assistant Chief Executive (Citizens and Communities) to develop a Business Case for Building / Infrastructure changes for Phase 2 Community Hubs, with the outcomes of such work being submitted to Executive Board in December 2015 for agreement;
- (c) That a further update report be submitted in December 2015, which will update Executive Board on the progress made in delivering the Community Hub model across the city.

**26 Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club**

The Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report which sought approval of a Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club by way of a 50 year lease at nil premium and a peppercorn rental.

**RESOLVED –**

- (a) That approval be given to the Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club on the basis of a 50 year full repairing and insuring lease, contracted within the terms of the Landlord & Tenant Act 1954 at nil premium and a peppercorn rental;
- (b) That approval be given to the provision of grants to support running cost deficits up to a maximum of: £25,435 in year 1; £14,355 in year 2; £2,980 in year 3, and; £1,490 in year 4, with the grants to be funded from the current Community Centre budget held in the Citizens and Communities directorate;
- (c) That it be noted that the Head of Asset Management will be responsible for the implementation of such matters. It also be noted that it is anticipated that negotiations will take around six months and any final delegated decisions will be taken by the Director of City Development.

## **ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY**

### **27 Compressed Natural Gas Filling Station**

The Director of Environment and Housing submitted a report providing an update on the progress made to date in developing a business model which facilitated the build of a Compressed Natural Gas (CNG) filling station in Leeds. In addition, the report sought approval to the request for a commitment from the Council to support the project, including a commitment for the additional funding required for the fleet conversion. Furthermore, the report sought the Board's support for the Council's involvement in OFGEM's Network Innovation Competition (NIC), which would look to fund elements of a CNG filling station project.

Members welcomed the submitted report, highlighting how the proposals would help in an environmentally sustainable way to further establish the Leeds Enterprise Zone and also develop the local economy.

#### **RESOLVED –**

- (a) That support be given for the Council's involvement in the NIC bid;
- (b) That approval be given to the injection of £1.58 million into the Capital Programme to be fully funded by unsupported borrowing (contingent on the success of the NIC bid), for use as set out in the submitted report;
- (c) That authority be given to provide the Director of Environment and Housing with the necessary delegated powers to enter into the contractual arrangements with Northern Gas Networks (NGN) for the delivery of a gas main connection;
- (d) That in principle support be given to the decision to enter into arrangements with a private sector partner to deliver a CNG station, which is anticipated to be a joint venture.

## **ECONOMY AND CULTURE**

### **28 West Yorkshire Playhouse**

The Director of City Development submitted a report regarding potential investment from the Council for the development and future sustainability of West Yorkshire Playhouse alongside an application to Arts Council England. In addition, the report also looked to establish the approach to any future developments in terms of a partnership with the Playhouse itself.

Members highlighted the significance and timing of the proposals detailed within the submitted report, specifically when considering the new Victoria Gate development which was adjacent to the playhouse site. The Board highlighted the need to ensure that there was effective connectivity between the playhouse and its surrounding area, such as the Victoria Gate development.

Following consideration of Appendices 1 and 2 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

**RESOLVED –**

- (a) That in principle agreement be given to a contribution up to a value of £4.9m in order to bridge the funding gap in the scheme (of which £586K is already in the Capital Programme), pending a successful application to Arts Council England;
- (b) That approval be given to the Council to work in partnership with the Playhouse and to act as lead for the management and procurement of the construction works;
- (c) That subject to a successful Stage 1 application, the Director of City Development be requested to submit a report to Executive Board on the detailed funding proposals for the scheme for injection into the Capital Programme;
- (d) That it be noted that the West Yorkshire Playhouse is committed to re-launching the building and organisation, with a brand that will more clearly associate it with the city, upon conclusion of the development;
- (e) That it be noted that the Chief Officer (Culture and Sport) will be responsible for the implementation of such matters.

**RESOURCES AND STRATEGY**

**29 Gambling Act 2005 - Statement of Licensing Policy**

The Assistant Chief Executive (Citizens and Communities) submitted a report advising that the triennial review of the Gambling Act 2005 Statement of Licensing Policy is underway with the required public consultation exercise having taken place. In addition, the report also requested that the matter be referred to Scrutiny Board (Citizens and Communities) in accordance with the Council's Budget and Policy Framework Procedure Rules.

**RESOLVED –**

- (a) That the contents of the submitted report be noted, which includes the outcomes from the statutory consultation exercise;
- (b) That the matter be referred to Scrutiny Board (Citizens and Communities) in line with the Council's Budgetary and Policy Framework Procedure Rules.

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to within this minute 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, which includes those resolutions above)

**30 Best Council Plan Annual Performance Report 2014/15 and Annual Corporate Risk Management Report (June 2015)**

Further to Minute No. 164, 18<sup>th</sup> March 2015, the Deputy Chief Executive submitted a report presenting the annual performance report which provided an update on the progress made in 2014-15 against the six objectives set out in the Best Council Plan. The report also presented the annual risk management report which detailed the Council's approach to risk management and how the authority managed its' most significant risks; which supported the ambitions of Leeds being the best Council and best city

Responding to a Member's enquiry, the Board noted that not all objectives from the Best Council Plan were featured within the submitted update report, however, assurances were provided that all objectives continued to be monitored and that a progress update on a specific objective could be provided to a Member.

**RESOLVED –**

- (a) That the contents of the submitted Best Council Plan annual performance report be noted, together with the progress which has been made against the Council's objectives in 2014-15;
- (b) That the annual summary corporate risk management report together with the assurances given on the management of the Council's most significant strategic risks, be noted;
- (c) That it be noted that a further report will be presented to Executive Board in September 2015, reviewing the Best Council Plan objectives in order to reflect the new national and local context, to incorporate content from related strategies and also to help inform the 2016/17 Council budget.

**31 Financial Health Monitoring 2015/16 – Quarter 1**

The Deputy Chief Executive submitted a report setting out the Council's projected financial health position for 2015/16 as at the end of the first quarter.

Members received an update on the current position regarding the potential reduction in Public Health grant funding and discussed the implications arising from this.

**RESOLVED –** That the contents of the submitted report and the currently projected financial position of the Authority for 2015/16, be noted.

**32 Treasury Management Outturn Report 2014/15**

The Deputy Chief Executive submitted a report which provided Executive Board with a final update on the Treasury Management Strategy and operations for the period 2014/2015.

Responding to an enquiry, the Board was provided with information on the Council's market loans which fell within the 'Lenders Option Borrowers Option' (LOBO) category. Members noted how they fitted within the Council's overall

borrowing portfolio and were assured that the level of risk associated with these products fell within acceptable levels.

**RESOLVED** – That the Treasury Management outturn position for 2014/2015 be noted, together with the fact that treasury activity has remained within the treasury management strategy and policy framework.

**33 Capital Programme Quarter 1 Update 2015-2019**

The Deputy Chief Executive submitted a report which provided an update on the Council's Capital Programme position as at the end of June 2015. The report also included an update on capital resources, progress on spend, together with a summary of the economic impact of the Capital Programme.

**RESOLVED** – That the latest position on the General Fund and Housing Revenue Account (HRA) Capital Programmes be noted.

**34 Repayment of the Council's Loan by Yorkshire County Cricket Club**

Further to Minute No. 184, 14<sup>th</sup> January 2009, the Deputy Chief Executive submitted a report regarding an offer from Yorkshire County Cricket Club to repay the outstanding loan that the Council provided in 2005 in order to enable them to purchase the Headingley cricket ground. The report explained the offer to the Council as being part of the Cricket Club's proposed wider financial restructuring, and set out the matters which the Council needed to consider in determining whether to accept the offer from the Club.

Following consideration of Appendix B to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

**RESOLVED** – That approval be given to accept a payment of £6,500,000 from Yorkshire County Cricket Club in full settlement of the Council's loan to the Club.

**DATE OF PUBLICATION:** FRIDAY, 17<sup>TH</sup> JULY 2015

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 24<sup>TH</sup> JULY 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 27<sup>th</sup> July 2015)