



SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 17th November, 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:
Guy Close
Scrutiny Support Unit
Tel: 39 50878

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 13 OCTOBER 2015</p> <p>To confirm as a correct record, the minutes of the meeting held on 13 October 2015.</p>	1 - 6
7			<p>PECKFIELD LANDFILL SITE</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting update information following the earlier Scrutiny inquiry into Peckfield landfill site.</p>	7 - 28
8			<p>EFFECTIVE HOUSING MANAGEMENT AND LETTINGS POLICIES</p> <p>To receive a report from the Chief Officer Housing Management inviting comments from the Scrutiny Board on new approaches to housing management and the key principles for local lettings policies.</p>	29 - 48

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>WASTE STRATEGY RELATED MATTERS</p> <p>To receive a report from the Director of Environment and Housing presenting a series of summaries linked to waste strategy matters identified by the Scrutiny Board.</p>	49 - 58
10			<p>PERFORMANCE UPDATE</p> <p>To receive a report from the Director of Environment and Housing presenting performance information relevant to the Board's remit.</p>	59 - 78
11			<p>WORK SCHEDULE</p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	79 - 102
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday, 8 December 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>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

This page is intentionally left blank

SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

TUESDAY, 13TH OCTOBER, 2015

PRESENT: Councillor J Procter in the Chair

Councillors J Bentley, A Gabriel,
P Grahame, M Iqbal, A Khan, M Lyons,
J Pryor, K Ritchie and G Wilkinson

30 Late Items

The Board received the following supplementary information that was subsequently made available on the Council's website:

- A breakdown of Council funded Police Community Support Officers (PCSOs) per Ward. (Minute no. 36 refers)

The Board also received the following exempt supplementary information:

- Police Community Support Officers in Leeds – background relating to current city-wide allocation. (Minute no. 36 refers)

31 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the press and public be excluded from the meeting during part of agenda item 8, 'Police Community Support Officers (PCSOs) in Leeds – background relating to current city-wide allocation', which has been designated as containing exempt information, as defined in Access to Information Procedure Rule 10.4 (7) 'information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime'. (Minute No. 36 refers)

32 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

33 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor D Collins.

34 Minutes - 15 September 2015

RESOLVED – That the minutes of the meeting held on 15 September 2015 be approved as a correct record.

35 Tackling Domestic Violence and Abuse - Tracking of Scrutiny recommendations

The Head of Scrutiny and Member Development submitted a report which outlined the progress made from the Scrutiny Inquiry aimed at tackling domestic violence and abuse.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Supt Sam Millar, Chief Officer (Community Safety)
- Gail Faulkner, Head of Social Work, Children's Social Work Services
- Louise Hackett, Domestic Violence Breakthrough Programme Lead, Safer Leeds.

The key areas of discussion were:

- An update on support for male and same sex victims of domestic violence.
- Ongoing initiatives to address adolescent to parent abuse, with particular reference to the PACT programme which had now received additional Family Valued funding to help increase capacity.
- The newly established Front Door Safeguarding Hub which aimed to provide an immediate pro-active response to all high risk cases.
- Advocacy and support to those victims which required school places for their children.
- The new perpetrator programme funded by the Police and Crime Commissioner which was expected to be available in Leeds from December 2015.

The status of recommendations were agreed as follows:

- Recommendation 1 – It was agreed by the Scrutiny Board in February 2015 that this recommendation had been agreed
- Recommendation 2 – Achieved
- Recommendation 3 – Achieved
- Recommendation 4 – Achieved
- Recommendation 5 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 6 – Achieved
- Recommendation 7 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 8 – Achieved
- Recommendation 9 – Achieved
- Recommendation 10 – It was agreed by the Scrutiny Board in February 2015 that this recommendation had been agreed
- Recommendation 11 – It was agreed by the Scrutiny Board in February 2015 that this recommendation had been agreed
- Recommendation 12 – Achieved

- Recommendation 13 – Achieved
- Recommendation 14 – Achieved
- Recommendation 15 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 16 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 17 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 18 – Achieved
- Recommendation 19 – Achieved
- Recommendation 20 – Achieved
- Recommendation 21 – It was agreed by the Scrutiny Board in February 2015 that this recommendation had been agreed
- Recommendation 22 – Achieved
- Recommendation 23 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 24 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 25 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 26 – Achieved
- Recommendation 27 – Achieved
- Recommendation 28 – Achieved
- Recommendation 29 – Achieved.

RESOLVED –

- (a) That the above status of recommendations be approved.
- (b) That a further tracking report be brought back to the Board before the end of the municipal year.

36 Community Safety Related Matters

The Director of Environment and Housing submitted a report which presented a series of summaries of community safety related issues identified by the Scrutiny Board.

The following were in attendance:

- Neil Evans, Director of Environment and Housing
- Supt Sam Millar, Chief Officer (Community Safety)

The key areas of discussion were:

New Psychoactive Substances (NPS)

- The role of West Yorkshire Trading Standards in tackling NPS.
- The need to review best practice of other local authorities in tackling this issue.

- Making best use of existing legislation to adopt a proactive response to tackling NPS. The Board requested to be kept informed of progress linked to the new Psychoactive Substances Bill, due to be law in early 2016, and the implications surrounding the new legislative powers.
- An update on the police response to NPS at local festivals.

Human Trafficking

- An update on human trafficking in Leeds. The Board noted that West Yorkshire Police had undertaken a major investigation over the last 18 months involving an organised operation.
- Initiatives in place to address the interconnected safeguarding issues.
- The important role of the UK Border Agency in terms of working more closely with partners in tackling human trafficking.

Prostitution

- A continuing decline of visible prostitution in terms of street sex work.
- The need for greater intelligence regarding the extent of indoor sex work and impacts on individuals, families, businesses and communities.
- An update on progress made in tackling prostitution in Holbeck and the effectiveness of a managed area approach.
- The need for more practical support to address issues in the Holbeck area. In particular, the need to invest more street cleansing resources and improve pathways to housing support for individuals wanting to exit prostitution. It was requested that the directorate formulates proposals aimed at addressing the additional support needs of the Holbeck area and reports this back to the Scrutiny Board by the next Community Safety themed meeting.
- Concern about the responsiveness of the 101 non-emergency service.
- Acknowledgement of the positive work undertaken by the Third Sector in engaging with sex workers, particularly in terms of improving relationships with the Police and increasing confidence to report a wide range of safeguarding concerns.

Leedswatch

- Confirmation that concerns had been expressed by Community Committees about the costs levied by BT for cameras in their areas. The Board was advised that the service was aiming to move towards a more cost effective solution in 2018 when the current contract came to an end.
- The Board requested to receive a scoping report outlining potential future options for delivery of this service. Linked to this, the Board also requested comparator information in terms of CCTV systems operated by other local authorities.

Police Community Support Officers (PCSOs)

- The current allocation and deployment of Council funded PCSOs across Leeds.
- That the original cohort of 294 budgeted PCSOs at the beginning of 2014/15 had continued to reduce as vacancies were not being filled (the current number of PCSOs across Leeds is now 230). However, it was noted that vacancies involving Council funded PCSOs were prioritised to be filled.
- That the negotiations regarding the number and deployment of PCSOs within Leeds from April 2016 were not finalised. However, the West Yorkshire Police and Crime Commissioner (PCC) had indicated that he will continue to support joint funded PCSOs but will require a higher contribution from local authorities or other sponsoring partners.
- Confirmation that initial discussions had taken place with the PCC regarding a proposal to increase the current contribution for Council funded PCSOs from 21% to 50%.
- The potential budget implications in maintaining the current level of Council funded PCSOs.
- The Board agreed to set up a working group in order to undertake further Scrutiny into this matter.

Following consideration of the supplementary document 'Police Community Support Officers in Leeds – background relating to current city-wide allocation', designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (7), which was considered in private during the meeting, it was

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That a working group meeting of the Scrutiny Board be set up as soon as possible to undertake further Scrutiny into the provision of PCSOs in Leeds.

(Councillor A Khan left the meeting at 3.00pm and Councillor P Grahame at 4.15pm, during the consideration of this item.)

37 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 Board received a brief verbal update on migration following a discussion at the most recent meeting of Scrutiny Board (Citizens and Communities). It was highlighted that the minutes to the meeting would be shared with Board Members.

In relation to the Board's request to set up a working group meeting regarding the provision of PCSOs, the Chair advised that arrangements for this meeting would be made as soon as possible and communicated to Board Members in due course.

RESOLVED – That the work schedule, as amended, be approved.

(Councillor M Lyons left the meeting at 4.45pm during the consideration of this item.)

38 Date and Time of Next Meeting

Tuesday, 17 November 2015 at 1.30 p.m. (pre-meeting for all Board Members at 1.00 p.m.)

(The meeting concluded at 4.47pm)

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Environment and Housing)

Date: 17 November 2015

Subject: Peckfield Landfill Site

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. Last year, the former Safer and Stronger Communities Scrutiny Board responded to a public request for Scrutiny in relation to the Peckfield landfill site near Micklefield. The Board agreed to undertake an inquiry to consider the ongoing issues linked to the operation of this site and the role of the Council and the Environment Agency in this regard.

2. In conclusion of this inquiry, the Board published its final report in April 2015 setting out its findings and recommendations. This report is attached as appendix 1.

3. It now falls within the remit of the Environment and Housing Scrutiny Board to monitor the implementation of the recommendations arising from this inquiry. Whilst the formal tracking of the inquiry recommendations, in accordance with the usual Scrutiny recommendation tracking system, has been scheduled for December, the Board specifically requested a general update on the Peckfield site at today's meeting and to also consider more broadly the respective roles of the Council and the Environment Agency in relation to the general management of landfill sites.

4. Representatives from City Development and Environment and Housing will be attending today's meeting to contribute to the Board's discussion on this matter. The City Development directorate has also provided background information to help inform the Board's discussion (see appendix 2).

5. Unfortunately a representative from the Environment Agency is unable to attend today's meeting, but will be attending in December when the Board continues its

discussions on this matter. However, the Environment Agency has provided a brief written update for the Board's consideration at today's meeting (see appendix 3).

Recommendation

6. Members are asked to:
 - (a) Acknowledge the attached report of the former Safer and Stronger Communities Scrutiny Board following its inquiry into Peckfield landfill site;
 - (b) Consider and provide any comment on the attached information;
 - (c) Identify any issues arising from today's discussion that the Board wishes to discuss further at its December meeting.

Background documents¹

7. None used

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

**Scrutiny Inquiry Final report
Peckfield Landfill Site
20th April 2015**



Contents

	Page
1. Desired Outcomes and Recommendation Summary	3
2. Introduction and Scope	5
3. Conclusions and Recommendations	7
4. Evidence	11



Desired Outcomes and Recommendations

Desired Outcome – A well-managed site

Recommendation 1 – That the operator gives a commitment to proactively manage the site to minimise odours and litter escape and that the operator agrees an operating protocol with the liaison committee. As a minimum we would expect the operator to include;

- Notification of pending weather conditions and actions proposed to manage adverse weather
- Odour control standards
- A schedule of meetings of the liaison committee
- Regular reviews of the effectiveness of current equipment used, e.g. litter nets
- Regular joint reviews with the Environment Agency and the liaison committee of the actions taken to mitigate litter and odour issues on site

Desired Outcome – Strong written agreements relating to site management

Recommendation 2 – That Planning officers revisit the 'Memorandum on the operation of Liaison Committees for mineral working, waste management and energy sites' to see if it can be strengthened to ensure greater commitment from operators.

That the liaison Committee be consulted on any proposed changes, prior to it being adopted by the Council's Plans Panel

Desired Outcome – Strong pro-active communication/community engagement from Caird Peckfield

Recommendation 3 – That the operator does not rely on the Environment Agency for its community engagement activities and that proactive and timely communications is the norm in its relationship with the residents of Micklefield.

The operator is expected to produce a community consultation strategy to be agreed with the Peckfield Landfill Community Liaison Committee.

Desired Outcome – Readily accessible Caird Peckfield representatives

Recommendation 4 – That an 'Out of Hours Protocol' be drawn up by the operator to be agreed with the Peckfield Landfill Community Liaison Committee. The approved Protocol should be clearly communicated to the residents of Micklefield.

Desired Outcome – Readily accessible Environment Agency representative

Recommendation 5 – That the Environment Agency publishes the name and contact details of their officer responsible for regulation of the Peckfield Landfill site.



Desired Outcomes and Recommendations

Desired Outcome – Clear Restoration and Aftercare Scheme

Recommendation 6 – That Planning officers ensure an acceptable Aftercare Scheme is in place for the landfill site.

That Planning Officers ensure that the landfill site is restored in a timely manner.

That residents be advised of the approved Aftercare Scheme.

Desired Outcome – Collaborative working between LCC Planning and the Environment Agency

Recommendation 7 – That Planning officers and Environment Agency officers build on their good relationship and consider how collaborative working can be extended to ensure better outcomes in relation to the Peckfield Landfill site and future landfill sites. This to include an agreed protocol on formal consultation in respect of planning applications and environmental permits for waste disposal

Desired Outcome – Assurances of health and water quality

Recommendation 8 – That the Environment Agency commission ground water testing in the site area and the testing of the Pit Lane Pond.

Desired Outcome – Assurances over the health consequences of Landfill Sites

Recommendation 9 – That a health study led by Public Health is outlined, scoped and costed by all relevant parties. This to include data collection from all GPs in the area used by local residents.



Introduction and Scope

Introduction

1 At its meeting on 15th September 2014, the Safer and Stronger Communities Scrutiny Board considered a request for Scrutiny from a member of the public in relation to the Peckfield landfill site near Micklefield. The Scrutiny Board was requested to consider the ongoing issues linked to the operation of this site and the role of the Council and the Environment Agency in this regard.

Scope of the Inquiry

2.1 The purpose of the inquiry was to make an assessment of and, where appropriate, make recommendations on the following areas:

- Information surrounding the relevant legislation and general responsibilities of the Council, the Environment Agency and landfill operators in managing landfill sites.
- The specific characteristics of the Peckfield landfill site i.e. land ownership; site operator; proximity to housing; composition of landfill gases; planning permissions and specific challenges linked to the management of the site.
- Restoration/aftercare processes for landfill sites, with particular reference to how Peckfield landfill site will be operated and regulated during the post operational aftercare period.

- General requirements and expectations placed upon landfill operators in communicating with local residents (i.e. through Liaison Committees) and exploring opportunities for more proactive communication measures linked to the Peckfield landfill site.

2.2 In carrying out this Inquiry a site visit was made to the Peckfield landfill site. In addition a residents meeting was held at Micklefield Youth and Adult Centre. This meeting was attended by representatives of the operator, members of the liaison committee (Parish Councillors) and local residents. Representatives from Public Health England, the Environment Agency and Leeds City Council also attended.

2.3 We would like to thank all those who have participated in this Inquiry. Particularly we would like to thank the Environment Agency who have clearly have gone the extra mile in trying to broker a meaningful relationship between the residents of Micklefield and Caird Peckfield (“the operator”).

Desired Outcomes, Added Value and Anticipated Service Impact

2.4 Dealing effectively with the city’s waste is one of the key objectives set out within the Best Council Plan 2013-17. Linked to this, the key



Introduction and Scope

priorities are ensuring a safe, efficient and reliable waste collection services; providing a long-term solution for disposing of our waste; and increasing recycling and reducing the use of landfill.

- 2.5 It is important to consider how the Scrutiny Board will deem if this particular inquiry has been successful in making a difference to local people.
- 2.6 The following desired outcomes have been identified in relation to this inquiry:
- To build on the existing partnership approach leading to more proactive measures being adopted by the Peckfield landfill operator.
 - To strengthen the commitment of the Peckfield landfill operator to proactively communicate with local residents.
 - To address any identified areas warranting improved enhancements to existing procedures/processes



Conclusions and Recommendations

Introduction

3.1 From the onset it is important for us to stress, (*and this is acknowledged by local residents*), that issues associated with odours and litter will never be totally eradicated, whilst a landfill site of this type is in such close proximity to housing. Our purpose from the start therefore has been to ensure that the operator acknowledges the location of the site in relation to residents and the need for enhanced and increased mitigating measures to ensure that all is being done to lessen those issues and the associated distress they cause to those living in the village. It is within this context that we have formulated our recommendations.

3.2 The Peckfield site is clearly a problematic and complex site. We were advised by the Environment Agency that similar landfill sites would be visited by them around four times a year. 33 separate visits were undertaken by the Environment Agency to Peckfields last year. We were advised that a full time resource has now been allocated to the site to tackle various issues. It would appear that the operator more often than not reacts to Breach Notices issued by the Environment Agency in order to operate the site correctly, rather than run the site from the off in accordance with their permit rules. This almost gives a feeling of the Environment Agency acting as the operator's site manager. We would like to see a commitment from the operator to proactively manage the site so Breach Notices aren't required and that odours and littering is kept to the lowest levels possible.

Recommendation 1 – That the operator gives a commitment to proactively manage the site to minimise odours and litter escape and that the operator agrees an operating protocol with the liaison committee. As a minimum we would expect the operator to include;

- Notification of pending weather conditions and actions proposed to manage adverse weather
- Odour control standards
- A schedule of meetings of the liaison committee
- Regular reviews of the effectiveness of current equipment used, e.g. litter nets
- Regular joint reviews with the Environment Agency and the liaison committee of the actions taken to mitigate litter and odour issues on site

Communications

3.3 It is absolutely clear that the single biggest frustration of local residents is the lack of proactive communication between the operator and residents. This has resulted in the Environment Agency taking on many of the liaison activities which would normally be expected to be undertaken by the operator.

3.4 Whilst a liaison committee exists in line with the 'memorandum on the



Conclusions and Recommendations

operation of liaison committees for mineral working, waste management and energy sites', its effectiveness is questioned, suffering from a lack of administrative support and perceived commitment from the operator. This liaison committee is part of the operator's planning conditions. We recommend therefore that planning officers revisit the memorandum to see if it can be strengthened to ensure greater commitment from operators.

Recommendation 2 – That Planning officers revisit the 'Memorandum on the operation of Liaison Committees for mineral working, waste management and energy sites' to see if it can be strengthened to ensure greater commitment from operators.

That the liaison Committee be consulted on any proposed changes, prior to it being adopted by the Council's Plans Panel

3.5 Notwithstanding the existence of the liaison committee it is apparent that communications between the operator and residents are poor. Whilst the operator has shown signs of improvement, residents describe a lack of proactivity from the operator and a distinct lack of community engagement. In many cases this void has been filled by the Environment Agency. Whilst welcomed by residents it is not the role of the Environment Agency to be the operator's community engagement arm. We would encourage the contractors "to do the thinking" and when, for example, high winds are

expected or higher levels of odour predicted then *they* contact the residents along with remedial action plans.

Recommendation 3 – That the operator does not rely on the Environment Agency for its community engagement activities and that proactive and timely communications is the norm in its relationship with the residents of Micklefield.

The operator is expected to produce a community consultation strategy to be agreed with the Peckfield Landfill Community Liaison Committee.

3.6 Numerous incidents described to us by residents, for example, the noise of a pump being left on overnight, has highlighted how difficult it is for residents to contact the operator out of hours. Some improvements have been made but rely on one person being available. This is unrealistic. We recommend that the contractor establishes an out of hours scheme as soon as possible.

Recommendation 4 –
Recommendation 4 – That an 'Out of Hours Protocol' be drawn up by the operator to be agreed with the Peckfield Landfill Community Liaison Committee. The approved Protocol should be clearly communicated to the residents of Micklefield.

3.7 We would also recommend that the Environment Agency publish the name and contact details of their



Conclusions and Recommendations

officer responsible for the site. In addition we would recommend that a response protocol is agreed between the Environment Agency, Ward Members and the liaison committee to ensure consistency of service.

Recommendation 5 – That the Environment Agency publishes the name and contact details of their officer responsible for regulation of the Peckfield Landfill site.

Restoration and Aftercare Scheme

3.8 Residents are understandably anxious that adequate Restoration and Aftercare Schemes are in place. This is a planning matter and we would recommend that planning satisfy themselves that appropriate actions are in place and set a timescale for these to be submitted by the contractor and approved

Recommendation 6 – That Planning officers ensure an acceptable Aftercare Scheme is in place for the landfill site.

That Planning Officers ensure that the landfill site is restored in a timely manner.

That residents be advised of the approved Aftercare Scheme.

Interdepartmental Working

3.9 We are pleased with the level of cooperation between Leeds City Council and the Environment Agency, however going forward we are of the view that there is greater opportunity for Planning and the Environment Agency to work closer at the planning stage of a landfill application. This will allow both bodies to discuss their respective permit and planning requirements and identify possible concerns at an earlier stage.

Recommendation 7 – That Planning officers and Environment Agency officers build on their good relationship and consider how collaborative working can be extended to ensure better outcomes in relation to the Peckfield Landfill site and future landfill sites. This to include an agreed protocol on formal consultation in respect of planning applications and environmental permits for waste disposal

Health Issues

3.10 We sought the advice of Public Health England with regards to any associated health issues arising from either a well-managed or poorly managed land fill site. We were advised that from the data collected, research could not find any identifiable issues. However it was acknowledged that stresses caused by odour and litter did give rise to wellbeing and mental wellness issues. Further



Conclusions and Recommendations

research in this area would be welcomed

3.11 Residents and the liaison committee also requested that the promised ground water testing in the site area be undertaken.

Recommendation 8 – That the Environment Agency commission ground water testing in the site area and the testing of the Pit Lane Pond.

Recommendation 9 – That a health study led by Public Health is outlined, scoped and costed by all relevant parties. This to include data collection from all GPs in the area used by local residents.

Monitoring arrangements

Standard arrangements for monitoring the outcome of the Board's recommendations will apply.

The decision-makers to whom the recommendations are addressed will be asked to submit a formal response to the recommendations, including an action plan and timetable, normally within two months.

Following this the Scrutiny Board will determine any further detailed monitoring, over and above the standard quarterly monitoring of all scrutiny recommendations.

Reports and Publications Submitted

- Environment Agency – Summary of work at Peckfield Landfill Site
- Community Newsletter, 'Keeping you informed'
- Memorandum on the operation of liaison committees for mineral working, waste management and energy sites

Witnesses Heard

- Carolyn Walker, Micklefield resident, originator of request
- Christine Boothroyd, Micklefield Resident
- Parish Councillor Christine Passingham
- Parish Councillor Michael Czwarno
- Lawrence Backhouse, Local resident
- Parish Councillor Dorothy Backhouse,
- Councillor Mark Dobson, Executive Member for Cleaner, Stronger and Safer Communities
- Susan Upton, Chief Officer, Waste Management
- Andrew Lingham, Head of Strategy & Infrastructure, Waste management
- Stephen Holmes, Business Manager, Environment and Housing
- Catherine Saxon, Area Environment Manager, Environment Agency
- Robin Bispham, Regulatory Officer, Environment Agency
- Max Rathmell, Minerals, waste & Contaminated Land Manager
- Louise White, Senior Minerals Planner
- Alex Hornshaw, Director, Caird Peckfield
- Steve Sharp, Site Manager, Caird Peckfield
- Anna Frearson, Consultant in Public Health
- Mike Gent, Public Health England

Dates of Scrutiny

- **15th September 2014 – Scrutiny Board**
- **16th September 2014 – Working Group**
- **17th November 2014 – Working Group**
- **26th January 2015 – Working Group – Peckfield Landfill Site visit**
- **30th March 2015 – Working Group, Residents meeting, Micklefield**
- **20th April 2015 – Scrutiny Board meeting**

**Scrutiny Board (Safer and Stronger Communities)
Peckfield Landfill Site
April 2015...
Report author: Peter Marrington**



www.scrutiny.unit@leeds.gov.uk

This page is intentionally left blank

The Minerals, Waste and Renewable Energy Planning Team falls under the remit of City Development and comprises four officers:

- Clive Saul – Manager (Acting)
- Jade Corcoran – Senior Planner
- Ann Stewart – Senior Planner
- Emma Hargreaves – Enforcement (& monitoring) Officer

The team is responsible for determining planning applications, enforcement, pre-application enquiries and monitoring including:

- Mineral extraction (quarries & opencast)
 - *Dimension / block stone – limestone / sandstone*
 - *Aggregates – sand & gravel / limestone / sandstone*
 - *Opencast coal*
 - *Clay & brickworks*
- Waste management and processing
 - *Materials recycling facilities*
 - *Landfill*
 - *Transfer & skip waste depots*
 - *Vehicle depollution & breaking*
- Energy from waste
 - *Anaerobic digestion*
 - *Energy recovery facilities (incineration)*
 - *Biofuel plants*
 - *Composting*
 - *Gasification / autoclave plants*
- Land restoration / engineering works
 - *Golf course remodelling*
 - *Land raising*
 - *Remediation*
 - *Soil treatment facilities*
- Renewable / low carbon energy
 - *Wind turbines*
 - *Biomass systems*
 - *Solar farms / standalone PV arrays*
 - *Hydroelectric*
 - *Landfill gas*

- Infrastructure
 - *District Heating Network*
 - *Concrete / road stone production sites*
 - *Aggregate processing facilities*
 - *Wharves & railheads for minerals & waste*
 - *Gas pipelines*
 - *Utilities – (Yorkshire Water / National Grid)*
 - *Consultees for Nationally Significant Infrastructure Projects (NSIPs)*

- Hazardous Substances
 - *Consents*
 - *Revocations*

- Related matters
 - *Marine aggregate study*
 - *Regional waste group*
 - *Policy development & monitoring*
 - *Monitoring, inspection & enforcement of active / unauthorised sites*

Planning and other regulatory regimes are separate but complementary. The planning system controls the development and use of land in the public interest. For example, when a site is operated under an Environmental Permit, then the Environment Agency will regulate the site in terms of pollution control (in particular noise, dust, odour etc.), whilst the waste planning authority will monitor compliance with conditions attached to the site's planning permission(s), for example operating hours, restoration works etc. Most landfills and waste sites will require an Environmental Permit in order to operate.

In addition to determining planning applications and dealing with matters as other development management area teams would, the team endeavours to monitor all active minerals and waste sites regularly. However, taking into account the limited resources of the team in Leeds and the considerable number of waste sites (100+), they are visited with varying frequencies. We aim to prioritise visits to sites that are active and have the potential for problems should they not be operated to a sufficient standard. The team has had considerable success in recent years through implementing a schedule of proactive visits sites and meeting with operators regularly to identify potential issues at an early stage and resolve them before problems arise. A large part of this success has been due to the specialist enforcement officer role embedded within the team who has extensive experience and knowledge of many sites and their operators.

Regulations were introduced in 2006 to allow mineral & waste planning authorities to undertake formal inspections of mining and landfill sites each year and levy a charge on operators for doing so. A comprehensive report is produced by the officer following the site visit and supplied to the operator. This normally provides a description of the current situation at the site, details of the site history, identification of any breaches and highlights any actions required to be carried out.

The team has also instigated closer working practices with the Environment Agency over the last couple of years, convening regular meetings to discuss waste management operations within the district. This helps minimise duplication and ensuring that, wherever possible, a coherent, joined up approach is applied towards the regulation of waste sites.

This page is intentionally left blank

Scrutiny Committee Update

Update on our work at Peckfield Landfill Site

November 2015

Our aim is to protect and improve the environment so everyone can enjoy the benefits of a clean, safe and healthy place to live, work and play. We issue environmental permits that set standards for those operating waste management facilities including landfills like the site at Peckfield. The operator, Caird Peckfield Ltd (CPL) must comply with this in order to minimise their impact on the environment and the local community.

HMRC Operation

We are unable to provide any details regarding the operation that we took part in on 23 September 2015. This was led by HMRC and we will not be able to answer any questions about the operation during scrutiny meetings. Any queries about it should be directed to HMRC.

Disposal Activities and Engineering Works

Since the beginning of May all disposal activities have moved into Cell 11a, this move has resulted in the majority of the activities on site now being within the low section of the quarry, therefore minimising the visual impact from tipping activities.

CPL confirmed at a meeting with us on 15 October 2015 that following the HMRC operation waste inputs into the site did decrease initially but they are now seeing waste inputs increase steadily as the number of operators using the site continues to increase to previous numbers. They also confirmed that construction of Cell 11b has been suspended due to the window to complete the work prior to winter being too short, therefore these works will recommence in early spring 2016. CPL have told us that this delay will not reduce waste volumes entering the site as there is sufficient void remaining within Cell 11a.

Restoration and Capping Works

The placement of restoration soils on the capped areas Cell 6, 7 & 8 was completed in July. In order to meet with planning requirements the final layer of topsoil was mixed with crushed sandstone to give a calcareous soil which is required for the proposed grassland.

In June an action plan was agreed with CPL for the permanent capping of Cell 9a, 9b and 10a. The plan specified timescales to complete a number of works thus ensuring the capping works are not unreasonably delayed. The placement of a regulatory layer has now been completed on the area of Cell 9a, 9b & 10a, and the area re-profiled; this area is looking a lot better. The visual aspect of the site on nearby properties continues to improve with much of the work on the eastern side of the site now being restored to some degree.

Contractual agreements to complete the lining works for capping have had to be reassessed by CPL recently and a different contractor is being sought. This has impacted upon the programme of works in line with the action plan for capping cells 9a, 9b and 10a and so alternative dates will be agreed to ensure this work moves forward.

Landfill Gas and Leachate Management

Major improvements works on the landfill gas infrastructure has taken place on site. The replacement of the main gas line has now been completed on the eastern end of the site. An additional 15 gas wells on the top section of Cell 10b were also installed in May and extraction on each of these wells has commenced.

CPL completed a surface emission survey two weeks ago; once the emissions survey report is compiled it will be submitted to us for review. Despite the delay in the construction of cell 11b we continue to discuss with CPL the installation of additional gas extraction pipe work within cell 11b so that remaining leachate chambers can be connected into the system. This will have the added benefit of reducing surface emission from the current operational area.

Odour, Litter and Noise

The numbers of odour reports we receive from the community continue to reduce. The damaged litter fence that borders the Eastern neb has now been removed and a new litter fence has been installed along the top section of Cell10a.

With the replacement of the refurbished silencer on Gas Engine 677 in May 2015, a further noise assessment was carried out on site on the 16 and 17 June 2015. The findings of the report indicate that the installation of the three new silencer systems on Engines 677, 680 and 901 has achieved the benefits of reducing low frequency noise from the installation. We now consider that the site has taken all appropriate measures to reduce noise emissions.

What would happen if the operator ceased to exist?

Peckfield Landfill permit is held by a registered company Caird Peckfield Limited; they also own the land on which the landfill is situated. If CPL ceased to exist the landfill site would effectively be abandoned. We have had no indication from the company that this will happen and we have in fact been assured by them that it is business as usual.

However, if this was to happen in the future the environmental permit would also cease to exist and there would be no legal requirement on anyone to manage the site in accordance with the former permit conditions. Most of the duties and powers of the Environment Agency under the Environment Permitting Regulations would also fall with the permit.

At this point the site would need to be assessed under the contaminated land regime. Under Part IIA of the Environmental Protection Act 1990, the Local Authority would have a lead role in investigating the risk of pollution and harm being caused by an abandoned site. We would support partners as necessary, within the limits of our resources. In practical terms we would alert and liaise with Local Authorities as soon as it became evident abandonment was a real risk. What would happen from here would depend on the outcome of the initial Part IIA investigation/assessment.



Report author: Liz Cook

Tel: 0113 247 5808

Report of Chief Officer, Housing Management

Report to Environment & Housing Scrutiny Board

Date: 17th November 2015

Subject: Effective Housing Management & Lettings Policies

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 checked="" type="checkbox"/> Yes	<input 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

Housing Leeds' ambition is to create great places people want to live in and where tenants take pride in their homes and communities. Council homes are let under the council's lettings policy, supported by local lettings policies which operate in specific areas and property types.

The council has a moral and legal duty to meet the requirements of those in housing need. It also has an obligation to ensure that existing tenant's lives are not disrupted by anti-social behaviour and a broader ambition to build sustainable communities. Balancing individual housing and support needs with community impacts is not straight forward as some of those in greatest need may also impact on the lives of neighbours and the functioning of the community. The development of Local Lettings Policies was an attempt to minimise the impacts of lifestyle clashes, and as they developed in a demand led manner it has led to inconsistent approaches across the City. An example, exacerbated by changes in housing demand, there are now nine age bands being used, as reductions in age criteria have been implemented to enable lettings.

The proposals set out in this report aim to build on the positive outcomes achieved through local lettings policies and build a coherent and easily understood approach for the City as a whole.

This paper aims to establish the key principles for consultation on which we will base the Local Lettings Policy's to create balanced communities and meet housing needs and a clear, transparent and understood approach on which to move forward. In putting forward the policies, however, it is recognised that there are no perfect answers from changes to the lettings policy. The Council will have to continue to meet the needs of those who present challenges to others through their lifestyle. Progress is therefore also required through the development of strong housing management and appropriate housing support.

In March 2014 Housing & Regeneration Scrutiny Board tasked Housing Leeds with improving consistency in the operation of local lettings policies across the city and developing alternatives to age related restrictions.

Executive Board agreed in June 2014 to prioritise council tenants with an excellent tenancy record to access new build homes delivered through the Council's Housing Growth Programme; establishing a principle for the new approach to developing 'community lettings policies'.

Reviewing the systems for letting council homes has identified the need for new approaches for housing management, tenancy policy proposals and development of new community based approaches to lettings.

Recommendations

Environment & Housing Scrutiny Board provide advice on the proposed approach to housing management and tenancy policy. The Board is also asked to comment on the key principles for developing community lettings policies which builds on the success of the new lettings criteria used for new build homes delivered through the Council's Housing Growth Programme.

The feedback will inform the report to Executive Board in December 2015.

1 Purpose of this report

- 1.1 The purpose of this report is to consult Environment & Housing Scrutiny Board on new approaches to housing management and the key principles for local lettings policies.

2 Background information

- 2.1 Allocation of council homes is governed by the Lettings Policy to ensure that available homes are let in accordance with the law and in an equitable, transparent and accountable way. The Lettings Policy contributes to the Council being able to fulfil its legal duties relating to meeting housing need, but needs to ensure the outcomes contribute to the delivery of sustainable communities and making Leeds the best city to live. Effective management of council housing in the City needs to balance meeting individual needs with the needs of the communities to ensure sustainable communities.
- 2.2 The **Housing Management** structure has been developed to ensure clear accountability and responsibility for Area Housing Management through local leadership and dedicated Housing Managers. A holistic customer approach to service delivery has been developed with Housing Officers accountable for the relationship with the tenant, and delivering services including assessment of prospective tenants, appropriate lettings and the delivery of comprehensive housing management services. Amendments to operational lettings and tenancy management practice, the proposed new initiatives including pre-tenancy training, development and delivery of new housing pathways and case conferencing for people who require support and a review of the local lettings policies all contribute to the aim of creating sustainable communities.
- 2.3 The **overall framework for letting council homes** is set out in the main lettings policy, supported by local lettings policies which reflect local issues and needs. The lettings policy is integral to the council's overall approach to delivering a customer-focussed, people-centred proactive housing management service.
- 2.4 The lettings framework is based on the council's legal duties set out under the Housing Act 1996 of meeting housing needs as well as meeting the aspirations of tenants and residents. In order to balance the needs of households in housing need with those local communities, the council lets 75% of properties based on housing need and 25% to households who have been on the waiting list the longest with a connection to the area.
- 2.5 Currently there are 24,118 (30/09/15) households on the housing register, approximately 24% (5,700) of customers have identified housing needs (Band A & B) and 76% are registered on waiting time, these households have no identified housing need, but have expressed a preference to be rehoused by the council. Of the 24,118 households on the housing register 5,972 (25%) are council tenants who have expressed a preference to move. Over 11,000 households (45%) on the housing register have not bid for a home in the last 12 months. In 2014/15 75% were let to people in housing need and 25% to people with no identified needs on the basis of waiting time.
- 2.6 Demand for council housing outstrips supply. The average waiting time for households who were rehoused in 2014/15 was 48 weeks across all areas of the city, property types and sizes. Approximately 4,500 -5,000 homes are allocated per year.
- 2.7 The proportion of lettings made to existing council tenants has decreased from 25% in 2013/14 to 19% in 2014/15. The number of mutual exchanges where social housing tenants can swap homes decreased to 390, a decrease of 195 from 2013/14. In order to achieve a holistic and

comprehensive offer to tenants, the principles of rewarding tenants and residents who abide by their tenancy agreement will be applied to future reviews of the council's tenancy agreement and overarching lettings policy.

- 2.8 Consideration needs to be given to the development of a separate transfer list as permitted under the Localism Act 2012 which rewards excellent tenancy records and a recognition in the lettings policy of the contribution made by tenants and residents for example through employment or volunteering.
- 2.9 Local lettings policies apply to approximately 1 in 5 properties across the city. The majority are based on age, but others relate to employment status, behaviour and local connection.
- 2.10 In March 2014 Housing & Regeneration Scrutiny Board made the following recommendations for the council in reviewing the current local lettings policies:
- Rationalisation of age restrictions to improve consistency across the city
 - Introducing pre-tenancy training for prospective tenants
 - Developing the use of evidence based LLPs to address behaviour issues such as antisocial behaviour
 - Reviewing the use of Introductory Tenancy extensions and Secure Tenancy demotions.
- 2.11 In reviewing housing management practices and the lettings policies we have the opportunity to develop a new approach to support the best council objectives and priorities and contribute to the breakthrough projects.

3 Main issues

- 3.1 Housing Management Practice A holistic approach to housing management and lettings is necessary to ensure effective housing solutions for people in sustainable communities. The Housing Management Service has developed a range of operational practices to improve the quality of housing management including, quality assessment of applicants including consideration of conduct in previous tenancies, accompanied viewings, a fundamental review of the sign up process, introduction of new tenancy visits, a review of the use and consistent approach of Introductory tenancies and annual home visits to ensure proactive and preventative approaches are employed with the aim of early intervention and improved sustainability of tenancies and communities.
- 3.2 Lettings and Tenancy Management Practice. It is critical that we strengthen the way in which we carry out lettings and tenancy management to ensure that tenants are housed successfully into communities, and ensure this practice is robust across all housing stock.

The council's lettings framework takes behaviour into account in a number of ways including:

- making checks on previous conduct when an applicant joins the housing waiting list
- removing people from the waiting list in serious cases of antisocial behaviour, or reducing their preference on the waiting list
- bypassing the top ranked customer for offers of accommodation on the basis of their previous behaviour, for example, a tenant would not be rehoused in the area where they had perpetrated antisocial behaviour
- making 'sensitive lets' of properties where the previous tenant was evicted for antisocial behaviour, to ensure the letting is made to a customer without a history of causing antisocial behaviour.

The appropriate response will depend on the individual circumstances taking into account whether the behaviour is still on-going and the impact rehousing will have on the locality. Applicants are offered introductory (probationary) tenancy unless they were already a secure tenant, in which case they would be offered another secure tenancy.

The council has powers to demote secure tenancies and extend the introductory tenancy period if the tenant breaches the tenancy agreement. In some cases where a household is facing eviction other interventions may be considered, for example, a Family Intervention Tenancy which requires them to agree to an intensive support package aimed at improving their behaviour. The application and consistent approach of these processes and procedures are being reviewed to ensure high challenge and support is delivered consistently

- 3.3 Good tenancy record Application of a process for assessing good tenancy records has been trialled within the Local Lettings Policy (LLP) for new build homes. The LLPs give preference for lettings to tenants who have demonstrated they have conducted their tenancy well in terms of having a clear rent account, no record of antisocial behaviour and maintaining their property inside and out to a high standard. Under the new build LLP, the council made a commitment to visit all potential tenants at home before an offer is made.

There are resource implications involved in undertaking the home visits and potential for increased relet times, however, this is balanced against ensuring new tenants have conducted their previous tenancy well. This approach gives a clear message that the council will reward applicants and existing tenants who conduct their tenancy well and promotes a preventative approach and saves resources by reducing void costs on released properties.

The aim is to expand this practice to all lettings and incorporate an assessment of current tenants' tenancy record and recommendation for transfer within the Annual Home Visit process.

- 3.4 Transfer Policy. In order to recognise and reward our existing tenants it is proposed that a specific transfer system be introduced into the lettings framework. Offering additional priority to existing tenants will not reduce the number of homes available to people in housing need; however it will increase costs as essentially for every transfer of an existing tenant you will have two empty homes (voids) . In developing an effective priority for existing customer you can incentivise and reward tenants with good tenancy records and you can create a housing ladder within the council housing stock. This approach needs to recognise that some council homes are more sought after and in higher demand. In addition it can ensure that new / existing tenants are not trapped in homes that don't meet their needs or expectations and enable a better use of stock to tackle issues of under-occupation / overcrowding.

- 3.5 It is recognised that not all applicants will have previous tenancies and that some households will have had failed tenancies, however the Council retains a duty to secure housing, in these cases it is proposed to deliver Pre-tenancy training.

Pre-tenancy training is widely provided by social housing services to help support and prepare applicants for living in rented accommodation before they are offered a property. This was initially intended in preparing young people to live independently for the first time covering such things as budgeting skills and what is meant by being a good neighbour. The outcomes have been successful in terms of sustaining tenancies and the model has been expanded to include other applicants who require support and guidance for running a home and conducting a good tenancy.

The programme would include sessions on how to maintain a tenancy successfully, why tenancies fail, rent payment and budgeting, community responsibilities, how to find a home and employment.

Giving preference to people who have completed Pre-tenancy training gives prospective tenants the opportunity to demonstrate their commitment to taking on the responsibility of becoming a council tenant.

The options for implementation of are:

- Implement good tenancy record or Pre tenancy training for all lettings
- Implement for lettings to people in high rise/other specified property types
- Implement on a phased approach running a pilot for specific blocks with a view to rolling out city-wide in the longer term.

3.6 Case Conferencing Over the last 12 months a partnership approach between Housing and Children's Services has had successes in accommodating young people leaving care, either with a stay put or a planned move approach. Historically, applicants have been placed in independent living in LCC and other properties which often resulted in tenancy failure and disruption within communities. The case conferencing approach introduced an approach of looking at the young person and their individual needs and putting the appropriate support in place at the earliest stage. This has proved very effective, although it is resource intensive. There is also an opportunity to look at the provision of trainer homes. The proposal is to expand the case conferencing approach for rehousing applicants and/or supporting tenancies.

Options for implementation of are:

- To expand the case conferencing approach for rehousing and/or supporting care leavers 16 – 25years old, to reflect recent changes within the Care Act.
- To expand the case conferencing approach for all applicants identified as requiring support and for vulnerable tenants where tenancies are found to be at risk.

3.7 Housing Pathways The success of the approach for the Housing and Children's Operational meeting has been used as a catalyst for the development of a housing pathways model which places individuals and their needs at the heart of the process and provides intervention and the provision of support, at the earliest possible stage. The Housing pathways model is a cross service development and initiatives to progress this further are included in service plans 2015/16 for Housing Leeds, C&YP services and Community Safety. Initial work has commenced with Adult Social Care to develop Housing Pathways for Vulnerable People to ensure housing, support and care lead support independent living.

3.8 Sheltered housing is designed to meet the needs of older people through the provision of sheltered housing support. The council currently operates a policy of letting sheltered homes to people aged 60 years and over, although housing associations let to people age 55 years and over. The provision of sheltered housing needs to be considered within the context of the whole housing market, availability of alternative housing offers and the aging population. Demand patterns for sheltered housing are very dependent on other housing available in local communities. The council manages some sheltered properties which have seen a fall in demand, mainly in upper floor flats which do not have lift access. A small number of flats in the east and south of the city have been reclassified as general needs accommodation and successfully let to people age 55 years old and over.

The option is to retain a clear age policy or move to a needs based approach to the allocation of sheltered housing where health and support needs in addition to the age profile are assessed to ensure effective housing and support services are delivered to older people. This approach could enable a tailored service design and direct the investment decisions to ensure the accommodation and the service are designed to meet tenant's needs and ensure the environment is adapted for

limiting illness and mobility. In developing options an overall consideration of housing for older people in general needs to be developed alongside a need based approach to sheltered housing.

3.9 Age designations. There are 56,832 LCC properties across the city, 19,508 of these are flats and bedsits. 7,469 of the flats and bedsits currently have an age related LLP which represents 38% of this stock type. There are 148 LLPs in Leeds (this excludes the new build) covering 10,049 properties the majority of which are age related with 9 different age band criteria across the city. 7,032 properties in high rise blocks are let under an LLP.

In the main, age-related LLPs operate in low and high rise flats which were historically introduced to overcome potential lifestyle clashes in property types with poor sound insulation and in response to tenant preferences.

Appendix 1 gives the ward profiles showing the total number of LCC stock in the area, the number of flats and bedsits and the number of those which have LLPs based on age. This provides a clear position where current age related policies are concentrated and where they prevent access to housing. 13 wards have above the city average of age related LLPs. However, the disparities are striking when we compare further, for example, of the 843 flats in Bramley and Stanningley 617 which is 73%, have an age related LLP whereas in Hyde Park there are no age restrictions on any of the 1,126 flats. The table highlights the inconsistencies across the city and shows the limitations of access to housing for younger people in some of the wards.

The majority of these LLPs have been in place for many years and whilst they have been periodically reviewed, there has been little or in some cases, no change. There are a number of issues in operating LLPs within communities:

- There is potential for legal challenge due to changes in equalities legislation
- They make the judgement that tenancy behaviour is linked to age
- They restrict housing opportunities to younger people in some communities and result in concentrations in other areas

The development of the nine different age bands has occurred in an iterative way to tackle issues of low demand for certain property types and this has often led to 5 year age reductions. It is essential to simplify to a clear and consistent approach of bands which are understood and can be implemented; the proposal is for a maximum of three age / lifestyle related bands.

The recent introduction of LLPs for the new build properties to date has not included any age related criteria. The LLPs give preference for lettings to tenants who have demonstrated they have conducted their tenancy well in terms of having a clear rent account, no record of antisocial behaviour and maintaining their property inside and out to a high standard.

It is accepted that it may be appropriate in some circumstances for some homes to be designated for particular needs and / or age ranges, where the management of the block is tailored to meet the particular needs e.g. flats adjoining sheltered schemes which could be promoted as older persons housing with links to the sheltered scheme.

The vision for Housing Leeds is to review all of the current age related LLPs in their current form and place a greater focus will be put on strengthening processes linked to lettings and tenancy management to achieve harmonious communities. The review process will support the retention successful designations to ensure the stability of existing communities.

The High Rise Project will explore options further for the designation of particular blocks and make recommendations on a block by block basis.

A process and programme of reviews will be published, this will include full local tenant and ward member consultation on each existing LLP.

3.10 Local connection based on residence, family associations and employment is used as a deciding factor. The ward profiles give data showing the lack of affordable properties in the area which supports the restriction of lettings beyond local connection.

The housing waiting list is open to all, regardless of residence and local connection. However, only customers who can establish a local connection to the city of Leeds can be awarded Band A or Band B priority on the waiting list. 75% council properties are advertised giving preference based on housing need band. A customer without a local connection to Leeds would only be offered housing if no other customers are eligible.

The remaining 25% properties are advertised based on waiting time on the housing waiting list, and customers must be able to establish a connection to the ward. The priority band of the customer is not taken into account when making allocations through the quota.

The waiting time quota was introduced in 2011 to address concerns that the lettings policy was unfair to customers who had been on the housing register for a long time who felt they had little hope of being rehoused ahead of customers in housing need. The waiting time quota aims to improve community cohesion by increasing opportunities for customers with a local connection and with a long standing housing application to be rehoused. The quota system offers another route into housing and will assist people before their housing situation becomes so urgent that they warrant a priority award. Under the policy a customer in high housing need would not receive preference to move to or remain in an area they had a connection to, without the use of a local connection LLP.

As well as the 25% quota of all lettings in every ward being allocated to households who demonstrate a local connection, additional criteria operate for lettings of houses in some outer areas of the city – Wetherby, Garforth, Kippax and Rothwell, where there is high demand and little affordable housing. However, they do not apply in other areas of high demand. The proposal is to develop formulae based on demand and turnover which would be applied across the City.

3.11 High Rise housing is a substantial part of Council Housing in Leeds, with over 7500 households in 116 blocks across the city. Housing Leeds faces a number of challenges linked to high rise flats, including high investment need, energy efficiency, community safety, under-occupation, communal and grounds maintenance, day to day management issues and refuse and recycling.

The Housing Management Service has commenced a complete review of the management of high rise flats in the City to address these challenges and ensure they are positive places to live. Tenant satisfaction rates in High rise flats varies significantly and management and lettings practices have led to a lack of consistency in approach including our approach to children at height.

High Rise blocks could be designated effectively for the following purposes:

- Sheltered Housing – there are a number of MSFs which house a high proportion of older tenants, and due to lack of sheltered housing supply within the local area and the layout, they lend themselves to conversion to sheltered housing.
- Child Friendly Blocks – where there is limited supply of housing in the local area, a block is identified as of a safe design and there is a high number of children already living in the block, it is proposed that the block may be designated as being child friendly and that enhancements are installed, e.g. additional window security, communal playground etc. A key principle for re-housing and existing families with children in high rise is to ensure they have the priority and opportunity to move.

- Blocks for Young People – with enhanced security, tenancy management and housing support offered to support young people to manage tenancies well and access training and employment, following some of the principles of the MSF DHP Project.
- Blocks which encourage employment – with consideration to having a different rent and management model.
- The use of flexible tenancies will be considered to deliver change and support sustainability of high rise communities to be approved with the individual block strategies. The profile and mix of people within blocks is essential to create mixed sustainable communities, this could include relocation for tenants where the type accommodation is inappropriate.

The main lettings policy gives preference for lettings of houses to people with primary care of dependent children ahead of households with part time access to children who are regularly housed in low and high rise flats. The high rise profiles have revealed that the number of children living in high rise flats is significant but varies depending on the blocks. Details of household composition are being recorded through the Annual Home Visits to improve our understanding.

The high rise project aims to deliver an overall vision and remit for each high rise block which will determine who lives in the blocks and the nature of the investment required. It is proposed that a clear policy is developed for housing children at height, basing restrictions on rehousing households within flats on the following criteria:

- The construction type of the block meaning children should not be rehoused into a high rise block with open balconies or walkways, where there is a risk of falls
- Known issues with sound-proofing within blocks
- The number of children currently living in the block
- Availability of houses to let nearby.

It is proposed that there will be 2 main policies in place:

- Blocks which are identified as unsuitable for the rehousing of children under a specific age.
- Blocks which are identified as child friendly blocks - there is the opportunity for active development and investment by making external improvements to the blocks and surrounding areas, the provision of play areas for example.

3.12 New Build Homes delivered through the Council House Growth Programme including the homes delivered through the Little London, Beeston Hill and Holbeck Regeneration Programme have been subject to the development of LLP's. The LLPs balance priorities of meeting housing need and offering incentives to existing tenants who have conducted their tenancy well. None of the LLPs to date have included age as a criterion. The aim is to create stable and harmonious communities and evaluation to date demonstrates that the policy has been effective in identifying tenants who have conducted their tenancy well and that in the main they continue to do so in their new homes.

The proposal is to continue with community lettings policies for all new builds schemes and review annually following the first letting.

3.13 Other Criteria The council currently operates a 'Good Neighbour criteria' in four areas of the city where Housing and Community Safety have agreed the need to conduct checks on previous criminal and antisocial behaviour. The criteria seeks to address cases of family members being rehoused on the same estate where families have historical problems, for example, grown up

children being released from short term prison sentences being offered rehousing on the estate. Initial feedback suggests a number of positive outcomes including a reduction in reports of nuisance, but there is concern is that there may be displacement to other areas and further monitoring is required to confirm whether this is the case. Further monitoring of the impact of conducting checks on increased void times is also needed. It is proposed to review in light of the application of the new approach tenancy management annually.

Employment / Training At present 12 flats managed by the BITMO have a lettings policy giving preference to people in employment. This has been successful in assisting tenants in employment secure affordable housing. Employment preference received a very positive response in the consultation for the Beeston Hill and Holbeck properties, as did being in training for a keyworker profession. Providing affordable homes for low income households is a key element in supporting the council's objective of promoting sustainable and inclusive economic growth as well as reaching out to people priced out of the housing market. It is proposed that employment and training as a consideration is retained in developing approaches where an employment preference for lettings could benefit local employers, tenants and residents, including high rise flats located close to major employment centres. The use of employment as a preference group could help reduce the impact of changes to housing benefit rules which affect under occupying council tenants of working age.

The review gives an opportunity to develop other community lettings policies including:

- A protocol with Adult Social Care to let a small number of properties as joint tenancies to tenants nominated by ASC where onsite support is available.
- Giving preference to members of the Armed Forces. This preference has received a positive response in consultation for the new build properties and supports Housing Leeds' commitment to the Leeds Armed Forces Community Covenant

3.14 Key principles / recommendations for consultation.

- Incorporate an assessment of current tenant's tenancy record and recommendation for transfer within the Annual Home Visit process.
- Implement a transfer policy to ensure existing tenants are rewarded and that tenants are able to move to more suitable homes that meet their needs and aspirations
- Implement good tenancy record and pre tenancy training systems
- Expand the case conferencing approach for rehousing for all vulnerable applicants
- Sheltered Housing - move to a needs based approach to the allocation of sheltered housing where health and support needs in addition to the age profile are assessed to ensure effective housing and support services are delivered to older people.
- Review all of the current age related LLPs in their current form and move to simplified system with a maximum of 3 bands and place a greater focus on strengthening processes linked to lettings and tenancy management to achieve harmonious communities. The review will be linked to the High Rise Project and designation of nature of the blocks and target audiences.
- Develop a formula to apply a City wide approach to local connection requirements and establish criteria to assess areas where there is limited supply and affordability issues in outer areas on the basis of supply and affordability.

- A clear policy is developed for housing children at height, linking restrictions to construction type of the block, the number of children living in the block and availability of houses to let nearby.
- Continue with local lettings policies for all new builds schemes and review annually following the first letting.
- The use of employment as a preference group could help reduce the impact of changes to housing benefit rules which affect under occupying council tenants of working age.

3.15 Next Steps

Approve principles of standard and overall approach, full implementation plan at Executive Board in December 2015.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The council will consult on proposals with tenants and residents, customers on the housing waiting list, partners including Registered Providers, Supported Housing providers and local Ward members.
- 4.1.2 A detailed consultation programme will be drawn up in conjunction with the Tenant and Community Involvement Service and VITAL (Voice of Involved Tenants in Leeds). Key milestones will include formal consultation with Housing Advisory Board and the High Rise Group.
- 4.1.3 The consultation process will include a specific consultation process with Children's Services to assess the impact of children at height and the need to balance housing need and rehousing options optimal housing environments.
- 4.1.4 The consultation process will include a specific consultation process with Adult Social Care to ensure synergy between access to older people's housing, sheltered housing and extra care and ensure that this is linked to support & health needs
- 4.1.5 In order to ensure ongoing tenant involvement, the current officer led project group will invite a tenant representative from the High Rise Group to join the project team.
- 4.1.6 The council will seek feedback on the development of community lettings policies with external organisations including Age Concern and the Youth Council.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The council will conduct a full equality and diversity impact assessment as part of the review of LLPs to identify potential positive and negative impacts, and will develop an action plan to address any negative impacts identified.

4.3 Council policies and City Priorities

- 4.3.1 The development of community lettings policies supports the council's ambition of being the best city in the UK, which is fair, open and welcoming to all. The links to the best council outcomes of:

- Improving the quality of life for residents, particularly those who are vulnerable or in poverty. LLPs are generally perceived by existing tenants as positive in establishing stable communities, but also restrict the choice of rehousing for other customer groups.
- Achieving the savings and efficiencies required to continue to deliver frontline services by rewarding tenants who abide by their tenancy agreement.

4.4 Resources and value for money

The development of community lettings policies will improve lettings outcomes and reward tenants who abide by their tenancy agreement and care for their property. This will provide value for money by improving tenancy sustainment, reducing void times and costs and improving outcomes for tenants and residents. This is balanced against the reallocation of resources to proactive tenancy sustainment through home visits and pre-tenancy training.

4.5 Legal Implications, Access to Information and Call In

Under the Equality Act 2010 age discrimination is unlawful unless it can be shown to be a proportionate means of achieving a legitimate aim. A legal challenge could be made to an age related lettings policies on the basis of discrimination. If the policy is found to be unlawful discrimination, the claimant could be entitled to damages.

4.6 Risk Management

Currently the main risk is for a challenge under the Equality Act relating to the use of age LLPs. The move away from age related preferences reduces the likelihood of a successful legal challenge on the ground of unlawful discrimination based on age. Other risks of continuing to operate LLPs in their current format include reduced demand for properties and the potential for under occupation in 2 and 3 bedroom high rise properties resulting from changes to Housing Benefit paid to under occupying tenants of working age.

There are also some risks associated with some of the proposals and options. Whilst there is evidence to suggest an appetite for change, there is a risk attached to the speed of implementation to removing age related LLPs. This is particularly relevant to popular and well established high rise blocks where the resident profile and demand still meet the current age related LLP. It is likely there will be resistance to change so a phased approach over 3 years with an annual review of the LLP is recommended for such blocks.

The proposals for reducing the number of LLPs and strengthening the way in which we carry out lettings and tenancy management will require changes to the way we work and a redirection of resources. The service needs to have the capacity to deliver such things as additional home visits and new initiatives such as Pre-tenancy training, without this impacting on core business and performance.

However, the development of LLPs under the new proposals will improve lettings outcomes and reward tenants who abide by their tenancy agreement and care for their property. This will provide value for money by improving tenancy sustainment, reducing void times and costs and improving outcomes for tenants and residents. This is balanced against the reallocation of resources to proactive tenancy sustainment through home visits and pre-tenancy training. There may be additional cost implications to the development of new initiatives such as Pre-tenancy training but

our approach will be ‘an invest to save’ model bringing longer term financial benefits in preventing tenancy failures.

5 Conclusions

The council has developed Community Lettings Policies based on a ‘menu’ of options to deliver sustainable, transparent and fair lettings criteria with the overall aim of moving towards an evidence-based approach to lettings. Examples include preference to tenants who can demonstrate they have kept to their tenancy agreement, people in employment/ training, and people who have completed pre-tenancy training and demonstrated a commitment to the rights and responsibilities of the council’s tenancy agreement.

6 Recommendations

- 6.1 Environment & Housing Scrutiny Board provide feedback on the new approach to developing community lettings policies which builds on the success of new lettings criteria used for new build homes delivered through the Council’s Housing Growth Programme.

Appendices

- Appendix 1 List of local lettings policies

This page is intentionally left blank

Area	Housing office	Address	LLP	type	No. props
Belle Isle	BITMO	Aberfield Drive various flats	35+	age	10
Belle Isle	BITMO	Aberfield Drive various flats	40+ / access only children 10+	age	12
Belle Isle	BITMO	Winrose Drive various flats	keyworkers/employment/local connection	Keyworker	12
Belle Isle	BITMO	Winrose Drive, Winrose Grove, Belle Isle Circus various flats	55+	age	40
Belle Isle	BITMO	Windmill Close	Good neighbour	Good neighbour	16
East	Burmantofts	Lupton Avenue various flats	35+	age	12
East	Burmantofts	St Stephens Road, Rigton Close, Rigton Drive, Nippet Lane various flats	40+/no resident children	age	84
East	Burmantofts	Naseby Grange	55+	age	98
East	Burmantofts	Brignall Croft, Gargrave Court, Scargill Grange	25+/no resident children	age	290
East	Burmantofts	Shakespeare Court, Shakespeare Grange, Shakespeare Towers	35+/no resident children	age	291
East	Chapelton	Button Hill various flats	50+	age	7
East	Chapelton	Town Street Walk various flats	50+	age	10
East	Chapelton	Newton Lodge Close various flats	40+	age	16
East	Chapelton	Potternewton Court	55+/no resident children	age	56
East	Chapelton	Potternewton Heights	45+/no resident children	age	83
East	Gipton	St Albans Approach various flats	50+	age	6
East	Gipton	Buller Grove various flats	50+/no resident children	age	8
East	Gipton	Kimberley Road various flats	55+/no resident children	age	12
East	Gipton	Easterley Mount (12), Easterley Square(2)	50+	age	14
East	Gipton	Pembroke Grange and Pembroke Towers	55+/no resident children	age	84
East	Gipton	Oakland Drive	Local Conn	Local Conn	10
East	Gipton	Denbigh Croft, Denbigh Heights	55+/no resident children	age	90
East	Gipton	Brecon Rise and Brecon Court	55+/no resident children	age	92
East	Gipton	Gipton Gate East, Gipton Gate West	35+/no resident children	age	119

East	Gipton	Briarsdale Heights, Briarsdale Court, Briarsdale Croft	35+/no resident children	age	137
East	Gipton	Highways various flats	35+/children 10+	age	12
East	Gipton	Highways various flats	55+/no resident children	age	118
East	Gipton	Coldcotes Walk various flats	50+	age	8
East	Halton Moor / O'thorpe	Lakeland Court	45+/no resident children	age	58
East	Harewood	Bondgate 2 flats	35+/no resident children	age	2
East	Meanwood	Scott Hall Drive various flats	25+/no resident children	age	22
East	Meanwood	Stonegate Farm Close various flats	40+/no resident children	age	20
East	Moortown	Elmhurst Close various flats	40+/no resident children	age	15
East	Moortown	Saxon Green various flats	40+/no resident children	age	19
East	Moortown	Stonegates various flats	35+/no resident children	age	3
East	Moortown	Stonegates Road various flats	35+/no resident children	age	4
East	Moortown	Leaffield Close various flats	40+/no resident children	age	5
East	Moortown	Queenshill Approach various flats	40+	age	6
East	Moortown	Fieldhouse Close various flats	40+	age	7
East	Moortown	Queenshill Drive various flats	40+	age	8
East	Moortown	Stonegate Road various flats	40+	age	11
East	Moortown	Leaffield Towers	40+	age	59
East	Moortown	West Park Chase various flats	35+/no resident children	age	4
East	Moortown	Brackenwood Drive various flats	40+/no resident children	age	6
East	Moortown	Chandos Gardens various flats	35+/no resident children	age	12
East	Moortown	Brackenwood Green various flats(odds only)	40+/no resident children	age	12
East	Moortown	Lidgett Towers	30+/no resident children	age	54
East	Moortown	Norfolk House various flats	10+	age	2

East	Moortown	Leatham House various flats	10+	age	2
East	Moortown	Gray House	10+	age	2
East	Moortown	Leaconfield House Wetherby	10+	age	3
East	Moortown	Fairview House Wetherby	10+	age	3
East	Moortown	Birkmyre House	10+	age	3
East	Moortown	Rhodes House Wetherby	10+	age	3
East	Moortown	Hodgson House	10+	age	3
East	Richmond Hill	Saxton Gardens	45+	age	230
East	Seacroft North	Bailey Towers	40+/no resident children	age	60
East	Seacroft North	Brookland Towers	40+	age	60
East	Seacroft North	Seacroft Gate Blocks 1 & 2	40+/no resident children	age	118
East	Seacroft North	Barncroft Court, Grange, Heights, Towers	50+/no resident children	age	178
East	Seacroft South	Hollin Park Mount various flats	40+	age	4
East	Seacroft South	Hollin Park Avenue various flats	40+	age	4
East	Seacroft South	Inglewood Place	25+	age	18
East	Seacroft South	Dib Lane	40+	age	20
East	Seacroft South	Fearnville Close and Fearnville Drive	40+/no resident children	age	21
East	Seacroft South	Inglewood Drive	25+	age	44
East	Seacroft South	Parkway Court	35+/no resident children	age	87
East	Seacroft South	Parkway Grange	35+/no resident children	age	87
East	Seacroft South	Parkway Towers	25+/no resident children	age	98
East	Wetherby	all family houses 2B+	local conn	Local Conn	517
South	Garforth & Kippax	Family type housing	Local Conn	Local Conn	1038
South	Inner team	Cardinal Road, Cardinal Square, Cardinal Walk, Redhall Close, Redhall Crescent, Waincliffe Place	25+	age	83
South	Inner team	Meynell Heights	45+	age	94
South	Inner team	Crescent Towers	45+	age	96
South	Inner team	Beeston Hill and Holbeck new builds	excellent tenancy record 75% / other pref criteria 25%		76
South	Kippax	Various bedsits: Victoria Street, Allerton Bywater and Mount Pleasant Gardens	55+	age	38
South	Morley	Cottingley Heights	25+/no resident children	age	143

South	Morley	Cottingley Towers	25+/no resident children	age	144
South	Morley	Bank Street various flats	45+/no resident children	age	12
South	Morley	Bank Avenue various flats	45+/no resident children	age	45
South	Morley	Glen Grove: various flats	45+	age	8
South	Morley	Beacon Avenue: various flats	45+	age	8
South	Morley	Glen Mount: various flats	45+	age	11
South	Morley	Elmfield House various flats	45+/no resident children	age	12
South	Morley	Elmfield Court various flats	45+/no resident children	age	40
South	Morley	Birch Court various flats	45+/no resident children	age	44
South	Morley	Glen Road: Various flats	45+	age	51
South	Morley	Lewisham Court various flats	45+/no resident children	age	54
South	Rothwell	Lay Garth Place	55+	age	4
South	Rothwell	Carlton Lane	55+	age	4
South	Rothwell	Lay Garth Green	55+	age	12
South	Rothwell	Lay Garth Gardens	55+	age	19
South	Rothwell	Blackburn Court (various 1 bed flats and bedsits)	55+	age	24
South	Rothwell	Family type housing	Local Conn	Local Conn	751
South	Swarcliffe	Sherburn Court	55+	age	82
South	Swarcliffe	Primrose Road	55+	age	6
South	Swarcliffe	Field End	55+	age	10
South	Swarcliffe	Brooksbank Drive	55+	age	20
West	Armley	Town St various flats	30+	age	4
West	Armley	Fearnley Close various flats	40+	age	4
West	Armley	Second Ave various flats	30+	age	5
West	Armley	Tong Road various flats	30+	age	6
West	Armley	First Avenue various flats	30+	age	7
West	Armley	Parliament Place various flats	35+	age	10
West	Armley	Cheltenham St various flats	40+	age	27
West	Armley	Westerly Croft various flats	30+	age	45
West	Armley	Westerly Rise various flats	30+	age	45
West	Armley	Burnsall Gardens various flats	30+	age	46
West	Armley	Burnsall Grange	30+	age	95
West	Armley	Burnsall Croft	40+	age	97
West	Armley	Wortley Heights	35+	age	99
West	Armley	Poplar Court, Poplar Mount	21+	age	182
West	Armley	Wortley Heights, Wortley Towers, Clyde Court, Clyde Grange	Good neighbour	Good neighbour	396
West	Bramley	Flats in Bellmounts(15), Landseers (94), Newlay Lane(3), Rossefield (flats and bedsits)(111), Wellington Grove(16), Ashlea(7), Coal Hills(23), Intake Lane(10), Snowdens (81), Westovers(12), St Catherines(18), Upper Town Street(4)	35+	age	393
West	Bramley	Flats in Baths (12), Fairfield Close(27)	25+	age	39

West	Bramley	Flats in Fernbanks (39), Ganners (109), Langleys (27), Summerfields (71)	30+	age	246
West	Horsforth	Various - Holtdale Avenue, Close, Croft, Drive, Fold, Gardens, Garth, Green, Grove, Lawn, Place, Road, View and Way	Good neighbour	Good neighbour	272
West	Horsforth	Broadwalks (42), Springwell Close (10), Wilkinson Way (19)	40+	age	71
West	Horsforth	Windmill Lane (6)	40+	age	6
West	Kirkstall	Lea Farm Drive, Lea Farm Place, Lea Farm Grove: various flats	Good neighbour	Good neighbour	52
West	Kirkstall	Moor Grange Court	50+	age	58
West	Kirkstall	Iveson Grove various flats	45+	age	31
West	Pudsey	Andrew House (6), Blackett Street (3), Burton Street (12), Durham Court (6), East Court (6), Hainsworth Court (5), Hollin Park Road (8), Oakwell Court (6), Walton Croft (6): various flats	40+	age	52
West	Pudsey	Minster flats, Ripon House (9), Beverley Court (8), Durham Court (6), Lincoln Court (9), York House (9)	55+	age	41
West	Pudsey	New Street Grove (16)15, The Gardens (8)	50+	age	23
West	Pudsey	Acres Hall Avenue (27), Carlisle Road (3), Clifton Court (10), Fartown (8), Harley Rise (16), Highfield Green (16), Highfield Road (4), Lane End(4), Littlemoor Crescent (10), Rutland Court (18), Standale Crescent (8), Swinnow Gardens (4), Swinnow Green (7), Swinnow Road (11), Thorpe Road (16), Victoria Crescent(8), Washington Place (8) Westdale Drive (20), Westdale Grove (17), Westdale Road (12)	30+	age	226
West	Pudsey	Waterloo Road, Marsh View	55+, local connection to Pudsey, preference to Pudsey social housing tenants downsizing	age	8
West	Pudsey	Various: Crimbles Place (16) Claremont Grove (60)	50+	age	76
West	Pudsey	2-48 Chaucer Avenue (23), 1-39 Meadowhurst Gardens (31), 1-20 Mount Tabor Street (20), 21-27 Radcliffe Lane (4), 1-8 St Lawrence Close (8), 1-20 Tofts House Close (18), 31-53 Windmill Hill (12),	50+	age	116

West	Pudsey	Various: Rycroft Court (46), Rycroft Place (46), Rycroft Towers (46)	30+	age	137
West	Wortley	'Amber Cottage' Amberley Road	55+ and LC to Wortley	age	1
West	Wortley	Kitson Close	40+	age	2
West	Wortley	Toft Street	40+	age	2
West	Wortley	Privilege St	40+	age	4
West	Wortley	Privilege St	40+	age	5
West	Wortley	Thornhill Road	40+	age	6
West	Wortley	Hawkhurst Road	40+	age	6
West	Wortley	Amberley Gardens	40+	age	7
West	Wortley	Kitson Gardens	40+	age	8
West	Wortley	Thornhill Place	40+	age	11
West	Wortley	Evelyn Place, Silver Royd Hill, Marsden Street	55+, LC to Wortley, pref to Wortley social housing tenants downsizing	age	16
West	Wortley	Fawcett Gardens	30+	age	23
West	Wortley	Whincover Grange	50+	age	48
West	Wortley	Gamble Hill Croft	30+	age	93
West	Wortley	Addingham Gardens (12), Blackpool Place (4), Branch Road (3), Cow Close Road (7), Lower Wortley Road (5), Whingate Green (12), Gainsborough Place (8), Newton Square (10), Low Moor Side Court (16), Silver Royd Hill (11), Low Moor Side Close (3)	35+	age	91
West	Wortley	Farrow Green (20), Gamble Hill Close (5), Gamble Hill Drive (19), Fawcett Close (12), Silver Royd Close (7), Whincover Close (12), Whincover Bank (3), Whincover Grove (12), Whincover Hill (7)	40+	age	97
West	Wortley	Whincover gardens (40+)	40+	age	3
West	Wortley	Gamble Hill Grange	30+	age	98
West	Wortley	The Heights East and West	30+	age	119
	TOTAL				10125



Report author: Andrew Lingham
Tel: 274810

Report of Director of Environment and Housing

Report to Environment & Housing Scrutiny Board

Date: 17th November 2015

Subject: Waste Strategy Theme

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

Summary of main issues

This report provides Scrutiny Board Members with an overview of key issues and challenges in the following areas:

- The City's Waste Strategy;
- Recycling (including addressing low participation rates in existing AWC areas and viable options for non-AWC areas across the city);
- Managing waste in high rise properties.

Recommendations

Environment and Housing Scrutiny Board is requested to note the content of this report and, further to discussion, to identify any specific areas for further scrutiny.

1. Purpose of this report

- 1.1. The report provides a brief overview of the Council's Waste Strategy, focusing on a number of specific areas identified for further discussion following work on a Scrutiny Inquiry into the Waste Strategy conducted in late 2014 and early 2015. The report invites comments from Members on areas for further scrutiny by the Board.

2. Main Issues

- 2.1. The appendices to this report provide summaries of the key issues and challenges in the following main areas:
 - The City's Waste Strategy;
 - Recycling (including participation (including addressing low participation rates in existing AWC areas and viable options for non-AWC areas across the city);
 - Managing waste in high rise properties.

3. Corporate Considerations

3.1. Consultation and Engagement

- 3.1.1. The Waste Strategy and waste collection policies referred to in this report have been consulted on previously and have previously been approved by Executive Board.

3.2. Equality and Diversity / Cohesion and Integration

- 3.2.1. An equality impact assessment is not required at this stage as this report is primarily for information.

3.3. Council policies and Best Council Plan

- 3.3.1. The waste and recycling strategy supports the Best Council Plan 2015–20 in terms of contributing to:
 - Dealing effectively with the City's waste, by proposing a long term solution to disposing of waste and encouraging recycling;
 - Becoming a more efficient and enterprising council, through a reduction in landfill costs.

3.4. Resources and value for money

- 3.4.1. The proposed medium-term strategy clearly takes account of the current financial pressures, and focuses on maximising the value from existing capacity and infrastructure.
- 3.4.2. It should be noted that the Waste Strategy overall, primarily through the PFI contract with Veolia, will deliver savings of around £4m per annum from next year

compared to previously budgeted levels, and around £6.8m in total compared to the projected costs of a continued reliance on landfill.

- 3.4.3. It is proposed that investment be made in a programme of communications, engagement and enforcement as detailed above, which will be more than offset by waste disposal cost savings resulting from an increase in the recycling rate.

3.5. Legal Implications, Access to Information and Call In

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

3.6. Risk Management

- 3.6.1. Failure to achieve EU and national recycling targets could potentially have implications for the Council should Central Government decide to impose some form of sanction.

4. Conclusions

- 4.1. The report highlights main issues and challenges in a number of key areas identified by Scrutiny Board. The report sets out the proposed medium-term strategy for recycling, including the approach to be taken to increasing recycling participation city-wide and to identifying the most appropriate collection solutions for non-AWC areas. Members are requested to comment on the information provided and to identify any specific areas for further scrutiny.

5. Recommendations

- 5.1. Environment and Housing Scrutiny Board is requested to note the content of this report and, further to discussion, to identify any specific areas for further scrutiny.

6. Background documents ¹

- 6.1. None

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.

The City's Waste Strategy

The Council's Waste Strategy, consistent with EU and national policy and strategy, is based around the principle of seeking to move the management of waste up the hierarchy of the following (in descending order of environmental benefit):

- Reduce;
- Re-use;
- Recycle;
- Energy recovery;
- Disposal.

The formal strategy document has not been fully reviewed for some years, although it has developed during this time through a range of key Executive Board reports. The strategy sets out a range of objectives and measures aimed at progressively moving the management of waste up the hierarchy above, and work continues at each of these tiers. However, the most notable developments relate to the recycling strategy and the residual waste treatment solution for the City.

Recycling Strategy

Recycling in Leeds has been a major success over recent years, with the household waste recycling rate climbing from 22.3% in 2006/7 to almost 43% in 2014/15. This has seen Leeds become the highest recycling Core City.

In December 2011, the Executive Board approved household waste recycling targets of 55% by 2016, and a longer-term target to exceed 60%. This strategy was based on an envisaged investment in the city-wide roll-out of new kerbside services and the capture of new recycling streams, in particular food waste and glass.

However, the ability to deliver on the expansion of recycling services has been inhibited by the current financial pressures and central government funding cuts, with other services across the Council currently needing to be prioritised.

To introduce an additional food waste collection route similar to that currently provided to around 12,500 properties in the Rothwell area of the City would cost an estimated £165k per annum, even taking account of avoided disposal costs.

As regards glass collections, the inclusion of glass within the green bins has been discounted as a method of collection due to changes in legislation, specifically in terms of its impact on the quality of the other dry recyclable materials. A four weekly separate kerbside glass collection route covering around 24,000 properties would cost an estimated £140k per annum.

To roll both of these services out to suitable properties city-wide would cost an estimated additional £5m per annum.

The performance of the Council's recycling services generally continues to improve, with green bin recycling (following the introduction of alternate weekly collections) and recycling at the household waste recycling sites still increasing.

However, these performance increases are being countered primarily due to the Council's waste disposal contractors being able to recover less and less material from black bin waste for recycling due to market requirements for increasingly high quality recyclables. These current arrangements will be superseded by the transition to the new PFI contract with Veolia, which will arrest this decline and safeguard recycling from black bin waste at an appropriate level. However, the Council's recycling strategy needs to focus more on the higher quality materials captured through separation at source by householders.

The net effect of these factors has been a slowing down in the historical increases in the recycling rate, to the point where a small decrease is now being observed.

Whilst it remains the Council's intention to resume the expansion of recycling collection services across the City once resources become available, immediate plans are to focus on maximising existing recycling capacity and infrastructure, and the Council intends to support this with an effective programme of communications, community engagement, policy enforcement and service improvement. These proposals are covered more fully in the section on recycling participation below.

Veolia Recycling and Energy Recovery Facility (RERF)

The Veolia RERF is now in the commissioning phase, with the Council starting to deliver waste to the facility in late October 2015. The waste deliveries will increase during November, beyond which time it is expected that 100% of black bin waste city-wide will be processed at the RERF. Full service commencement is anticipated to be in March 2016 following full sign-off of the plant by the Independent Certifier.

The facility and PFI contract will bring an environmental step change in the management of black bin waste, enabling the Council to move almost wholly away from its historical reliance on landfill. The RERF will capture through pre-treatment a minimum of 10% of the materials processed, and will generate around 11MW electricity, equivalent to the power consumption of around 20,000 homes. The process will provide an estimated carbon saving of around 62,000 tonnes per annum, equating to the removal of approximately 29,000 cars off the road. The Council is also working to develop a district heating network linked to the RERF, which will further improve its environmental performance and provide the opportunity to provide reduced cost, sustainable heating to social housing.

The PFI contract with Veolia will deliver savings of around £4m per annum from next year compared to previously budgeted levels, and around £6.8m in total per annum compared to the projected costs of a continued reliance on landfill.

Key Challenges

- Develop and implement a strategy to ensure continued recycling increases in spite of current financial constraints (see following section)
- Continue to assess recycling collection options in order to identify more affordable solutions for expanding recycling services such as food waste and glass collections;
- Work in partnership with Veolia to ensure that full service commencement is achieved for the RERF;
- Develop and launch an educational programme through the RERF Visitor Centre.

Recycling (including addressing low participation rates in existing AWC areas and viable options for non-AWC areas across the city);

The proposed strategy for achieving the revised 50% target referred to in the previous section is based on maximising existing recycling capacity and infrastructure, and the Council intends to support this with an effective programme of communications, community engagement, policy enforcement and service improvement. There are significant differences in tonnages collected for recycling across different areas of the City, and analysis shows that as much as an additional 7% on the recycling rate could theoretically be achieved from the green bins alone if all residents were participating at the level of those on the highest performing collection routes across the City. However, this target can only be achieved through the engagement of residents with the recycling agenda and through a significant behavioural change in this area.

Communication, Engagement and Enforcement

It is anticipated that the programme of communication, education and enforcement will include the following:

- Distribution of recycling stickers on green bins: refuse collection crews are currently working through a programme of placing clear pictorial stickers on recycling bins to explain 'yes please' and 'no thanks' to what goes in the green bin;
- 'Invest to Save' marketing campaign: a targeted campaign run in themed phases during 2016 aimed at raising awareness of what materials can be recycled and why it is important, encouraging people to change their behaviours/ routines at home and on promoting the wider recycling opportunities available at recycling sites across the City;
- Digital media: this will focus on enabling citizens to engage with the service in the ways they want to, via digital channels such as the 'Leeds Bins App' (to be piloted in late 2015), the website, direct messaging and social media, thus also reducing our reliance on costly mass mail-outs where this is not required;
- Maximising the impact of Council officers: building on initial work with Housing and Localities, staff who have regular contact with residents have been trained in promoting recycling participation messages as part of their daily role on the Leeds' streets and within their communities. Work will continue to maximise the impact of this staffing resource;
- Social contract: developing relationships with community, tenant and third sector groups and Community Committees with the intention of securing support with recycling messages through their established networks, and to explore the potential for establishing 'contracts' with targeted groups. The Service will also continue to increase waste re-use through its range of partnerships with the third sector;
- Incentive schemes: whilst the evidence is not conclusive in terms of the benefits of incentive schemes employed by other councils, it is still felt that there could be merit in this approach. A potential pilot scheme aimed at specific targeted areas or groups of properties is therefore being considered based on, for example,

offering reward points, short-term competitions alongside the 'invest to save' marketing campaign or a monthly prize draw. Citizens would be required to opt in by making a recycling pledge, and the incentive can be either be a community or individual reward. The outcome is to instil competitive recycling social norm behaviour in citizens and establish green bin routines;

- Education programmes: reinforcing positive recycling behaviours in both our current and future citizens is a key to ensuring a continual rise in environmental performance. The Recycling and Energy Recovery Facility (RERF) Visitor Centre will open in March 2016 and will have a modern education space in which school groups and the general public can be welcomed. This facility was made a requirement of the PFI contract with the intention of it providing an environment in which people can hear key messages about the Council's wider waste and recycling strategy, as well as just relating to the RERF itself. The popular schools recycling champions programme was launched over the summer and is being offered to all schools in Leeds. This work ensures that learning in the classroom is transferred to the home. A learning package outlining the benefits of recycling has been developed with the Council's training partner QA, and will be rolled out to Council staff and made available for the public.
- Retailer partnerships: the Service will explore closer working with the commercial sector and major retailers to help increase the impact of waste minimisations and recycling messages through our initial work on projects like 'Love Food, Hate Waste' and via businesses associated with Academy schools;
- Enforcement of waste collection policies: In January 2014, Executive Board formally adopted a range of waste collection policies aimed at clearly communicating the role and responsibilities of the Council and residents in managing household waste and increasing recycling. Since this time, the Service has been focused primarily on the implementation of alternate weekly collections (AWC), and in particular the policy of not collecting side waste (i.e. additional bags of non-recyclable waste not contained within the wheeled bin) in AWC areas. However, the wider policies also cover the issues of contaminated recycling bins and the number of bins to which residents are entitled, and the Service plans to enforce these policies more robustly through a combination of working with the Contact Centre, communications, potential removal of excess or contaminated bins and ultimately more formal enforcement action.

Collection Service Design in Non-AWC Areas

The new alternate weekly collection (AWC) service, which is now provided to over 75% of properties in Leeds, has been very successful, resulting in an increase in recycling at the kerbside.

However, the remaining 25% of properties not deemed suitable for AWC generally either have physical constraints due to property types, are within areas of high transient population, or have other social or cultural factors affecting recycling participation. This results in low recycling rates, high green bin contamination levels and regular side waste.

It is within these areas that different, tailored collection arrangements need to be considered. This may involve alternative or communal collection arrangements for

particular clusters of properties or high-rise flats where the current system is not working effectively.

Alternatively, there are areas where recycling participation is persistently so poor, due to the nature of the community, that the existing service is proving fruitless. The Ash Road pilot in Headingley, where the green bins were actually withdrawn and an 'opt-in' service offered, has been successful, and there are other areas of the City where this model will be appropriate. As well as addressing the issue of non-participation in recycling or wholesale contamination of green bins, this strategy has also addressed the broader 'street-scene' issues associated with the number of bins left out on these streets.

Key Challenges

- To deliver the above strategy for communications, engagement and enforcement set out above, using an evidence-based approach to target activities;
- To develop a costed and prioritised plan, in consultation with Members, to deliver alternative collection solutions in priority areas.

Managing waste in high-rise properties

High-rise properties form a substantial element of council housing in Leeds, with over 7,500 households in 121 blocks across the City. Housing Leeds are currently undertaking a programme of work to address the challenges linked to high-rise flats, which includes refuse collection and recycling related issues.

One of the main issues for the Refuse Collection service at high-rise properties is access. Problems are regularly encountered due to resident parking restricting collection vehicle access to empty bins. Alternatively, there may be issues with accessing bin stores due to locks or access codes having been changed.

There are also issues in terms of resident participation in the correct usage of the waste disposal and recycling facilities provided. This can result in waste accumulating on landings in high-rise properties and creating environmental issues and fire risks.

In order to address these issues, the Waste Management and Environmental Action Services are working with Housing Leeds on a specific High-Rise Project being led by Housing Leeds. A trial is being carried out in relation to the 16 Lincoln Green high-rise blocks to cover the following:

- Working with Parking Enforcement and the police to increase enforcement of the parking restrictions already in place, and looking at additional restrictions where deemed necessary;
- Reviewing current recycling facilities at properties to assess usage and contamination levels in order to identify whether current provision is adequate or beneficial;
- Improving information provided to tenants to clarify how waste disposal and recycling facilities should be used, including a review of signage, enhanced information in tenant sign-up packs, targeted door-knocking, etc.;
- Improving communications and co-ordination of activities between key service areas such as Housing Leeds, Waste Management, Environmental Action, CEL, etc. in relation to waste related issues in high-rise properties;
- Reviewing how we manage and remove bulky waste arising from tenants in high-rise properties.

Key Challenges

Based on the outcome of this trial, the main challenge for Environment and Housing will be to extend these measures to further Council high-rise properties on a targeted basis.

This page is intentionally left blank



Report author: Debra Scott

Tel: 57578

Report of Director of Environment and Housing

Report to Environment and Housing Scrutiny Board

Date: 17 November 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.

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.

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.

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 Community Safety, Waste and Environmental 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 target for 2015/16 remains that the Council will return 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 September 2015, the number of long term empty properties returned to use this financial year stood at 1,218, representing 38% of the target of 3200. 241 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 September 2015 the figure was 3,566, representing a net reduction of 966 (241% of target of 400) on the March 15 figure and a reduction of 2,200 (110% 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. The trend for this year mirrors that of last year's position which was over 100% of targeted net reduction at Q1 and over 200% at Q2. Previous years have shown an increase in the number of long term empty properties recorded between November and December. This is likely caused in the main by new students coming into properties in the summer, but not at the time completing the paperwork re the Council

Tax returns; thereby 6 months later it appears to Council Tax as those these properties may have been empty for the last 6 months.

- 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 a figure of 11.6% was published in June 2015 for Leeds based on 2013 data which reflects a static position compared with the previous year.

The 11.6 % fuel poverty figure is based upon the low income / high cost definition of fuel poverty which was adopted by the Government two years ago. It should be noted that this definition is based on average running cost and income thresholds, therefore it is designed not to fluctuate as wildly as the previous definition of fuel poverty in which households spending more than 10% of their income on heating fuel and electricity were defined as being in fuel poverty.

Nationally, 10.4% of households in England were in fuel poverty in 2013. However, we would expect Leeds to have a higher than average fuel poverty figure than the English average, because we have a relatively high proportion of low income households as well as a relatively large number of older, solid walled (high heating cost) properties within the City.

The tax credit changes are likely to push more households into the low income category and for fuel poverty in Leeds to rise as a result. However, as the statistics are modelled two years in arrears, we wouldn’t expect to see this until two years after the change.

- Homeless Preventions

Homeless Preventions occur when people are assisted through advice or a more intensive intervention to stay in their existing home or make a planned move to sustainable accommodation.

There were 591 homeless preventions in September 2015 which represent a 78.7% prevention rate out of the 751 cases closed by Leeds Housing Options. The cumulative position so far for 2015/16 (end of quarter 2) stands at 3,488 preventions. This compares to the Q2 2014/15 position of 2,425. The average prevention rate over the first two quarters of this year is 76%.

Of the 160 non-prevention cases in September, outcomes were as follows:

- 47 statutory homeless cases (full housing duty accepted and Band A award);
- 104 homeless but not priority need (no statutory housing duty and Band B award);
- 5 intentionally homeless cases (no full statutory duty and Band B award unless non qualifying for council housing on grounds of behaviour); and
- 4 not eligible cases (no housing duty and non-qualifying for council housing as no recourse to public funds).

- Homeless Acceptances

There were 47 Homeless Acceptance in September 2015. The cumulative position so far for 2015/16 (end of quarter 2) stands at 304 acceptances. This compares to the Q2 2014/15 position of 214.

There has not been a successful legal challenge against a LHO homelessness decision made in the last three years. Leeds Housing Options continues to work with housing applicants who are found intentionally homeless/not in priority need/ineligible; although the housing options found are not recorded in the prevention figures.

- Temporary Accommodation

As of 13th October 2015, 102 households were placed in temporary accommodation. 4 of these were PSL (Private Sector Lease) self-contained accommodation. The services used are those that the local authority would describe as emergency accommodation used to fulfil a housing duty to a homeless household. The exception to this is the Stonham Women's Refuge (25 out of the total) which takes referrals from a variety of sources including those outside of the city.

The number of people in temporary accommodation continues to decrease: there were 147 placements at the end of July 2015 as opposed to the current number of 102 – this represents a 30% reduction. The most significant change is the phasing out of 50 LEAP (Leeds Emergency Accommodation Provision) units without an accompanying increase in placements in other services. The key to reducing temporary accommodation placements is a focus on homeless prevention and timely move-on from temporary into more settled accommodation.

The comparative figure for Birmingham council is 872 households in temporary accommodation.

- % Capital Programme Spend

Housing Leeds actual spend and commitments at period 6 is £38.4m, equating to 49.5% of the revised available resources. The 2015/16 programme has been adjusted down from £90.9m to a more deliverable level on what can realistically be achieved within the year, circa £77.5m.

- Rent Collection

Rent and Arrears collection stands at 96.70% as at September 2015. This compares to a stronger position of 97.70% in September 2014. However, there has been an overall increase over this quarter. It represents a shortfall of £2.63m against potential rental income.

Arrears currently stand at £6.41M which is £.17M higher than the May figure and £1.55m higher than for September 2014 (£4.86m).

Rent Collection and Arrears performance has improved during Q2, but the pace needs to improve at a faster rate for the city to achieve the 98% Collection year-end target. Income Recovery Action Plans have been instigated; these focus on training, support and robust management.

- Annual Home Visits

As of September 2015, 63.08% visits have been completed. This compares to a September 2014 position of 43.45%. Housing Leeds is on target to carry out most Annual Home Visits by the end of December 2015, allowing sufficient time in quarter 4 to make contact with tenants where we have not been able to make contact to arrange the visit.

- Repairs Completed Within Target

Citywide performance for Repairs completed within target stands at 89.16% for September 2015 which is below target for this indicator but is an increase on the

previous month (86.77% in August). There have been some performance issues in the East of the city over recent weeks which has had a negative effect on the overall citywide position. Analytical work has now identified the main issues causing poor performance, which includes a significant backlog of bricklaying jobs for which recruitment is now taking place, and actions are being put in place to remedy any further issues.

- Re-let Days

Citywide re-let days stand at 31.38 (September 2015). There has been a month on month improvement over this quarter and this figure represents an almost 4.5 day improvement on the May 2015 position previously reported to the Board. The corresponding figure for September 2014 stood at 29.30.

- Lettable Void Properties

The number of lettable void properties at the end of September 2015 stands at 576, showing an increase from the May position of 532 previously reported to the Board. Voids account for 1.01% of stock and the % rent loss from voids is 0.94%.

The increase is due to the number of PFI / New build properties that will be discounted once relet. In total there were 195 PFI / new build properties; if these were removed it would leave 381 voids in total and the % of stock would be under 0.7%.

- Adaptations

The performance measure relating to major adaptations (costing more than £1k to install) starts at the point when an application for a Disabled Facilities Grant (DFG) is made to the date of works completion. Housing Leeds' responsibility, once a social care assessment of need has been carried out, is to draw up an adaptations scheme and to deliver it – either internally or through an approved external contractor. Housing Leeds has 70 calendar days to draw up and deliver an 'urgent' adaptation scheme and 182 calendar days to do the same for a 'non-urgent' case. The target timescale relates to the urgency of need rather than the type of works required. This means that the building of an extension for one applicant must be done within the same 70 day time period as the installation of a ramp or wet floor shower for another if both customers are assessed as having an urgent need. 83% of schemes, for both council and private housing, have been designed and delivered with target timescales in the time period April to September 2015.

Housing Leeds is committed to looking at ways to improve performance, notwithstanding the challenges associated with large schemes, such as looking at adaptation work to existing homes and re-housing to alternative adapted housing concurrently and the performance of contractors.

Performance for Housing Leeds (Health & Housing assessment and P&C delivery) is currently running at 79% for public and 93% for private (September figures).

- Unauthorised Encampments

In 2014/15 there were 40 total encampments (26 LCC land / 14 private land). Since May 2015 there have been 40 total encampments (32 LCC land / 8 private land). There has been a group of Travellers in Leeds since June 2015 who originate from London and Ireland that have stayed in the Leeds boundary and therefore have increased the statistics. In addition last years' encampment figures were the lowest since 2003/04 which is the furthest back that records are available.

A reduction in encampments (during the winter months) is anticipated for the remainder of 2015/16.

- Under Occupation

A count of all under occupation cases stands at 5,047 at September 2015 with 54% of cases in arrears. The number of tenancies affected by under-occupation has reduced from May 2015 (5,174) and from the 2014/15 Q4 position of 5,255.

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 September 2015 there were 5,227 recorded offences, up 30.2% (1,211 more offences) when compared to the previous year. In the last quarter (Jul-Sept), there were 1,164 recorded burglary dwelling offences in Leeds (74 more offences than the previous quarter and 152 more offences than for the same quarter in 2014).

In mid-2014, following a reinterpretation of the Home Office Counting Rules (HOCR) around Burglary Dwelling, several changes were made to West Yorkshire Police recording practices. These changes resulted in the number of Burglary Dwelling offences recorded increasing, and a number of subsequent audits identified and recorded additional historic offences. This had the greatest effect in Leeds, as the changes in recording practices mainly affected 'Homes in Multi-Occupancy'. This change is still having an impact on overall performance.

Plans are in place for the 'Darker Nights' and daily performance counts for October are very positive.

The monthly total for September 2015 of 367 offences is a reduction of 86 offences on the previous month and compares with the September 2014 total of 366.

- Anti-Social Behaviour

In the 12 months to the end of September 2015, there were 19,665 recorded nuisance and damage incidents (WYP), down 20.3% (5,022 fewer incidents) when compared to the previous year. In the last quarter (Jul-Sept) there were 5,244 recorded incidents (122 more incidents compared to the last quarter – an increase of 2.4%).

There were 1,607 incidents recorded for the month of September 2015 which represents a 14.7% decrease from the previous month (276 fewer incidents).

- Domestic Violence

In the 12 months to the end of September 2015, the twelve month rolling repeat victimisation rate was 36% (5,528 repeat victims). This is up by 588 incidents from the previous 12 month period – at the end of September 2014 the repeat rate stood at 35%.

The figure for the last quarter (Jul-Sept) stands at 1,526 which is 134 more incidents than the previous quarter - an increase of 9.6%. The total repeat incidents for

September 2015 stood at 496; this is an decrease of 25 from the previous month and compares to the September 2014 total of 415.

At September 2015, the twelve month rolling repeat suspect rate was 19.9% (3,063 repeat suspects) this is up by 823 incidents from the previous 12 month period – at the end of September 2014 the repeat suspect rate stood at 16.2%.

The figure for the last quarter (Jul-Sept) stood at 915 repeat suspects which is 94 more than for the previous quarter – an increase of 11.4%. The monthly total for September 2015 is 293; a small decrease of 6 from the previous month. This compares to the September 2014 total of 198 repeat suspects.

- Missed Bins

Overall missed bins (per 100,000) stands at 70.65 at Period 7 which is an improved position compared with the same period in 2014 (81.98). The percentage of bins collected without issue stands at 99.93%.

- Recycling

The Year to Date figure for July 2015 is 1.34% lower than for the same period last year. There are a number of variations which are contributing to this reduction.

On a positive note, and as a result of the successful implementation of AWC (Alternate Weekly Collection) phases 3 and 4, the volume of dry recyclables (Green bin material) has increased by around 15% which on its own would have increased the overall recycling rate by 1.4%. However, the volume of garden waste – which is very weather dependent – has declined significantly this year compared to last year (>9%) and this has taken 1.3% off the overall recycling rate.

Finally, some of the kerbside residual waste is also sorted for recycling by one of our contractors (AWM – Associated Waste Management); however the volumes being recycled are lower with more of the waste being sent for energy recovery. This has reduced the recycling rate by around 1.3%

The current projection for recycling for 2015/16 is approx. 42% which is slightly lower than the 2014/15 figure (42.8%) mainly as a result of the reasons outlined above.

- Landfill

July 2015 figures show 29,155t has been sent to landfill this year to date - this is better than targeted and is a reduction on the figure for the same period last year (49,656t). Members should note that as mentioned above, one of our contractors is now sending waste elsewhere for Refuse Derived Fuel rather than to landfill. Kerbside collected black bin waste stands at 56,528t as of July 2015. This is a decrease on the 58,497t July 2014 position.

- Street Cleanliness

The result from this summer's survey is that 90.6% of sites surveyed has acceptable litter levels; this is a slight reduction on the summer 14/15 survey (91.3%). Survey scores have been fairly consistent over the last 3 years, hovering a few % either side of the 90% mark. Details of the wards surveyed this summer are included in Appendix 2.

- Grounds Maintenance
Between 1st March and 1st October 2014 there were 830 enquires from members of the public, with 192 for the same period this year – a reduction of 76.9%. These issues include a broad range of quality concerns raised by local residents. Some of the improvement will be related to better weather, and some as a direct result of the work that has been undertaken to support contractor staff and skills retention via a winter mulching programme and efforts taken by contractor management to address staff behaviour and undertake additional training.

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.




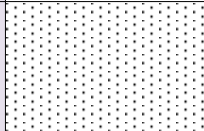






7 Background documents¹










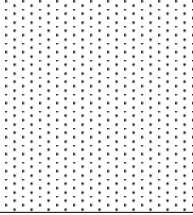





7.1 Best Council Plan 2015 - 20

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

This page is intentionally left blank

APPENDIX 1 - Environment and Housing Performance Information September 2015 (Housing)

1	A	B	C	D	E	F	G	I
2	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 4 2014/15 (Q4) Result (*cumulative)	May 2015 Result (Unless noted otherwise) (*cumulative)	September 2015 Result (Unless noted otherwise) (*cumulative)
3	Best Council Plan 2015-20	Promoting sustainable and inclusive economic growth	Facilitating key infrastructure projects to deliver economic and housing growth	PI: Reduce the number of empty homes	3200 total long term (6m+) private sector empty properties returned to use	3,380* 	341* 	1,218* 
4				Supporting communities and tackling poverty	Helping people out of financial hardship	PI: Reduce the number of households in fuel poverty	DECC 2012 data - 11.6%	
6				PI: Increase number of homeless preventions	>4,862 (2014-15 YE)	4,862* 	1,000* 	3,488* 
7				Homeless Prevention Rate (% of cases presenting at Leeds Housing Options)		-	75%	78.7%
8				PI: Reduce number of homeless acceptances	<397 (2014-15 YE)	397* 	109* 	304* 
9				Tracker: % of Capital Programme spend	To spend 100% of annual profile by end of year	99%	9%	49.5%

A Area	B Objective	C Priorities	D Our Measures (PI = Performance Indicator)	E Target/ Milestone	F Quarter 4 2014/15 (Q4) Result (*cumulative)	G May 2015 Result (Unless noted otherwise) (*cumulative)	I September 2015 Result (Unless noted otherwise) (*cumulative)
2 10 11 12 13 14 15 16	Other housing measures		PI: % of rent collected	98%	97.45% 	96.07% 	96.70% 
			Tracker: Current tenants arrears (£'s)		5.72m	6.24m	6.41m
			PI: % of annual home visits completed - YTD	100%	84.01% 	18.71% 	63.08% 
			PI: % of repairs completed within target	99%	90.22% 	86.29% 	89.16% 
			PI: % overall satisfaction with services provided	77% (Tenant Satisfaction Survey 2012-13)		77% (Tenant Satisfaction Survey 2014-15)	77% (Tenant Satisfaction Survey 2014-15)
			PI: gross average relet days	<30 days	32.10 	35.85 	31.38 
			PI: number of lettable voids	<544	544 	532 	576 

APPENDIX

2	A Area	B Objective	C Priorities	D Our Measures (PI = Performance Indicator)	E Target/ Milestone	F Quarter 4 2014/15 (Q4) Result (*cumulative)	G May 2015 Result (Unless noted otherwise) (*cumulative)	I September 2015 Result (Unless noted otherwise) (*cumulative)
17				PI: % 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)	Housing: Public - 79.63% Private - 93.67%
18				Tracker: number of households in PSL self-contained temporary accommodation		2	6	4 (snapshot at 13th October)
19				Tracker: number of new unauthorised encampments		0	2	11
20				Tracker: Count of all under-occupation cases		5,255	5,174	5,047

This page is intentionally left blank

APPENDIX 2 - Environment and Housing Performance Information September 2015 (Community Safety, Waste & Environment)

Performance area	Performance Reports / 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 September 2015 there were 5,227 recorded offences, up 30.2% (1,211 more offences) when compared to the previous year.</p> <p>In the last quarter (Jul-Sept), there were 1,164 recorded burglary dwelling offences in Leeds (74 more offences than the previous quarter and 152 more offences than for the same quarter in 2014).</p> <p>The monthly total for September 2015 of 367 offences is a reduction of 86 offences on the previous month and compares with the September 2014 total of 366.</p> <p>Key Issues:</p> <ul style="list-style-type: none"> • In areas of clustered offences, methods of entry have been unsophisticated (forced doors or insecure / “sneak ins”), and appear opportunistic with easily removable goods stolen. • Snapped lock offences appear more clustered in outer areas, although Bramley and Inner East PWA see some clusters of this type of offence. • Forced entry is also a commonly recorded MO pattern, appearing more common in the East of the district. • Although levels of offending increased in March, they have decreased again during September (although with significant daily fluctuations in offences recorded).
Anti-Social Behaviour	Partnership quarterly report card and monthly service level data		<p>In the 12 months to the end of September 2015, there were 19,665 recorded nuisance and damage incidents (WYP), down 20.3% (5,022 fewer incidents) when compared to the previous year.</p> <p>In the last quarter (Jul-Sept) there were 5, 244 recorded incidents (122 more incidents compared to the last quarter – an increase of 2.4%).</p>

			<p>There were 1,607 incidents recorded for the month of September 2015 which represents a 14.7% decrease from the previous month (276 fewer incidents).</p> <p>Key Issues:</p> <ul style="list-style-type: none"> • The highest proportions of violent offences (non-domestic) remain assaults with injury, with a slight increase in the last month compared to August. • Overall, violent offences (non-domestic) have seen increases from the previous month (except threats to kill and “other” offences).
Domestic Violence	Partnership quarterly report card and some police data	BCP Objective 1 – Supporting communities and tackling poverty – Reducing the prevalence and impact of domestic violence and abuse.	<p>In the 12 months to the end of September 2015, the twelve month rolling repeat victimisation rate was 36% (5,528 repeat victims). This is up by 588 incidents from the previous 12 month period – at the end of September 2014 the repeat rate stood at 35%.</p> <p>The figure for the last quarter (Jul-Sept) stands at 1,526 which is 134 more incidents than the previous quarter - an increase of 9.6%. The total repeat incidents for September 2015 stood at 496; this is an decrease of 25 from the previous month and compares to the September 2014 total of 415.</p> <p>Key Issues:</p> <ul style="list-style-type: none"> • The monthly victim repeat rate is 36.7%, approximately the same as the 12 month level of 36.0%. • The most common domestic incidents with repeat victims have been violence (31%) and verbal disputes (34%). • Children are recorded as being present in 32% of incidents; 10% have “alcohol involved” flags recorded, higher than for non-repeat victim domestic incidents (7%). • 49% of incidents with repeat victims in September are also flagged as having repeat suspects. <p>At September 2015, the twelve month rolling repeat suspect rate was 19.9% (3,063 repeat suspects) this is up by 823 incidents from the previous 12 month period – at the end of September 2014 the repeat suspect rate stood at 16.2%.</p> <p>The figure for the last quarter (Jul-Sept) stood at 915 repeat suspects which is 94 more than for the previous quarter – an increase of 11.4%. The monthly total for September 2015 is 293; a small decrease of 6 from the previous month. This compares to the September 2014 total of 198 repeat suspects.</p>

			<p>Key Issues:</p> <ul style="list-style-type: none"> • The monthly suspect repeat rate is 21.7%, slightly above the 12 month level of 19.9%. • The most common domestic incidents with repeat victims have been violence (47%). • Children are recorded as being present in 31% of incidents; 16% have “alcohol involved” flags recorded, higher than for non-repeat victim domestic incidents (6%). • 82% of incidents with repeat suspects are also flagged as having repeat victims. 																																																								
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 7 (Week Commencing 14 September 2015):</p> <table border="1"> <thead> <tr> <th></th> <th colspan="7">2015/16</th> </tr> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> </tr> </thead> <tbody> <tr> <td>Residual Black</td> <td>59.68</td> <td>55.47</td> <td>140.38</td> <td>109.62</td> <td>108.79</td> <td>84.20</td> <td>75.77</td> </tr> <tr> <td>SORT - Green</td> <td>68.60</td> <td>75.96</td> <td>69.72</td> <td>73.22</td> <td>69.58</td> <td>61.88</td> <td>55.86</td> </tr> <tr> <td>Garden - Brown</td> <td>82.41</td> <td>85.06</td> <td>105.66</td> <td>99.06</td> <td>95.75</td> <td>82.31</td> <td>85.38</td> </tr> <tr> <td>Overall</td> <td>67.18</td> <td>67.86</td> <td>107.46</td> <td>94.23</td> <td>91.86</td> <td>75.75</td> <td>70.65</td> </tr> <tr> <td>Previous Year</td> <td>85.99</td> <td>85.89</td> <td>91.34</td> <td>72.81</td> <td>115.36</td> <td>88.75</td> <td>81.98</td> </tr> </tbody> </table>		2015/16								1	2	3	4	5	6	7	Residual Black	59.68	55.47	140.38	109.62	108.79	84.20	75.77	SORT - Green	68.60	75.96	69.72	73.22	69.58	61.88	55.86	Garden - Brown	82.41	85.06	105.66	99.06	95.75	82.31	85.38	Overall	67.18	67.86	107.46	94.23	91.86	75.75	70.65	Previous Year	85.99	85.89	91.34	72.81	115.36	88.75	81.98
	2015/16																																																										
	1	2	3	4	5	6	7																																																				
Residual Black	59.68	55.47	140.38	109.62	108.79	84.20	75.77																																																				
SORT - Green	68.60	75.96	69.72	73.22	69.58	61.88	55.86																																																				
Garden - Brown	82.41	85.06	105.66	99.06	95.75	82.31	85.38																																																				
Overall	67.18	67.86	107.46	94.23	91.86	75.75	70.65																																																				
Previous Year	85.99	85.89	91.34	72.81	115.36	88.75	81.98																																																				

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="840 167 2072 375"> <thead> <tr> <th></th> <th>April</th> <th>May</th> <th>June</th> <th>July</th> </tr> </thead> <tbody> <tr> <td>Monthly Target</td> <td>46.17%</td> <td>49.65%</td> <td>50.47%</td> <td>49.54%</td> </tr> <tr> <td>Monthly Achieved</td> <td>44.34%</td> <td>45.76%</td> <td>47.24%</td> <td>44.66%</td> </tr> <tr> <td>YTD Target</td> <td>46.17%</td> <td>47.98%</td> <td>48.83%</td> <td>49.02%</td> </tr> <tr> <td>YTD Achieved</td> <td>44.34%</td> <td>45.04%</td> <td>45.80%</td> <td>45.52%</td> </tr> </tbody> </table> <p>The Year to Date figure for July 2015 is 1.34% lower than for the same period last year. There are a number of variations which are contributing to this reduction, including a reduction in garden waste and a higher volume of kerbside residual waste being sent for energy recovery.</p> <p>The current projection for recycling for 2015/16 is approx. 42% which is slightly lower than the 2014/15 figure (42.8%) mainly as a result of the reasons outlined above.</p>		April	May	June	July	Monthly Target	46.17%	49.65%	50.47%	49.54%	Monthly Achieved	44.34%	45.76%	47.24%	44.66%	YTD Target	46.17%	47.98%	48.83%	49.02%	YTD Achieved	44.34%	45.04%	45.80%	45.52%
	April	May	June	July																								
Monthly Target	46.17%	49.65%	50.47%	49.54%																								
Monthly Achieved	44.34%	45.76%	47.24%	44.66%																								
YTD Target	46.17%	47.98%	48.83%	49.02%																								
YTD Achieved	44.34%	45.04%	45.80%	45.52%																								
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="840 758 2072 965"> <thead> <tr> <th></th> <th>April</th> <th>May</th> <th>June</th> <th>July</th> </tr> </thead> <tbody> <tr> <td>Monthly Target</td> <td>11,447t</td> <td>11,644t</td> <td>11,382t</td> <td>11,712t</td> </tr> <tr> <td>Monthly Achieved</td> <td>8,829t</td> <td>6,921t</td> <td>6,835t</td> <td>6,570t</td> </tr> <tr> <td>YTD Target</td> <td>11,447t</td> <td>23,092t</td> <td>34,474t</td> <td>46,186t</td> </tr> <tr> <td>YTD Achieved</td> <td>8,829t</td> <td>15,750t</td> <td>22,585t</td> <td>29,155t</td> </tr> </tbody> </table> <p>YTD figures (July 2015) show 29,155t has been sent to landfill - this is better than targeted and is a reduction on the figure for the same period last year (49,656t). One of our contractors is now sending waste elsewhere for Refuse Derived Fuel rather than to landfill. Kerbside collected black bin waste stands at 56,528t as of July 2015. This is a decrease on the 58,497t July 2014 position.</p>		April	May	June	July	Monthly Target	11,447t	11,644t	11,382t	11,712t	Monthly Achieved	8,829t	6,921t	6,835t	6,570t	YTD Target	11,447t	23,092t	34,474t	46,186t	YTD Achieved	8,829t	15,750t	22,585t	29,155t
	April	May	June	July																								
Monthly Target	11,447t	11,644t	11,382t	11,712t																								
Monthly Achieved	8,829t	6,921t	6,835t	6,570t																								
YTD Target	11,447t	23,092t	34,474t	46,186t																								
YTD Achieved	8,829t	15,750t	22,585t	29,155t																								
Street Cleanliness	Bi-annual		<p>The result from this summer’s survey is that 90.6% of sites surveyed have acceptable litter levels; this is a slight reduction on the summer 14/15 survey.</p>																									

% of sites that have acceptable litter levels	
Summer 15/16	Winter 14/15
90.6%	86.4%
Summer 14/15	Winter 13/14
91.3%	94%

Survey scores have been fairly consistent over the last 3 years, hovering a few % either side of the 90% mark. The 5 wards surveyed this summer were: Burmantofts & Richmond Hill, Kirkstall, Rothwell, Ardsley & RH and Adel & Wharfedale. The IMD (index of multiple deprivation) seeding group is used to make sure we get a balanced survey with each of the 5 wards selected being taken from a different group. That way we always have a good mixture of affluent and deprived areas.

Resident enquiries:

Dates	Contacts from residents regarding quality concerns
1 st March – 1 st October 2014	830
1 st March – 1 st October 2015	192
Reduction	76.9%

Between 1st March and 1st October 2014 there were 830 enquires from members of the public, with 192 for the same period this year. These issues include a broad range of quality concerns raised by local residents. Some improvement will be related to better weather, and some as a direct result of the work that has been undertaken to support contractor staff and skills retention via a winter mulching programme and efforts taken by contractor management to address staff behaviour and undertake additional training (for example all team leaders are on a level 2 supervision skills programme). Attention is also given to quality issues as part of the Council's contract monitoring and management activities.

Exclusions from performance monitoring this quarter:

Leeds Quality Park Standard – An update was provided to the Board in the last performance report and there is no further update to report.
--

Ash Tree Dieback – the spread of the disease is continuing to be monitored.



Report author: Angela Brogden
Tel: 247 4553

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Environment and Housing)

Date: 17 November 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 21 October 2015 for Members information.

Recommendation

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

Background documents¹

4. None used

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

This page is intentionally left blank

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	
General Briefings	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	
Budget and Policy Framework/Pre-decision Scrutiny			
Recommendation Tracking			
Performance Monitoring		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"> • The HRA growth programme with a focus on HRA council house programme and use of Right To Buy 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. <p>SB 15/09/15 @ 1.30 pm</p>	<p>To consider the following matters:</p> <ul style="list-style-type: none"> • The role of Police Community Support Officers within the context of new integrated partnership working models, particularly within localities, 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. • The role and funding of LeedsWatch <p>SB 13/10/15 @ 1.30 pm</p>	<p>To consider the following matters:</p> <ul style="list-style-type: none"> • Recycling – addressing low participation rates in existing AWC areas and viable options for non-AWC areas across the city. • The city's Waste Strategy. • Managing waste in high rise properties. <p>SB 17/11/15 @ 1.30 pm</p>
General Briefings		
Budget and Policy Framework/Pre-decision Scrutiny		Leeds Lettings Policy proposals SB 17/11/15 @ 1.30 pm
Recommendation Tracking	Tackling Domestic Violence SB 13/10/15 @ 1.30 pm	Peckfield Landfill Site SB 17/11/15 @ 1.30 pm
Performance Monitoring		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"> • The HRA growth programme with a focus on HRA council house programme and use of Right To Buy 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. • Potential implications of the West Yorkshire Combined Authority role and Devolution Agenda on local housing decision-making. <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"> • The role of Police Community Support Officers within the context of new integrated partnership working models, particularly within localities, 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. <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"> • Recycling – addressing low participation rates in existing AWC areas and exploring viable options for non-AWC areas across the city. • The city's Waste Strategy. • Managing waste in high rise properties. <p>SB 02/02/16 @ 1.30 pm</p>
General Briefings			
Budget and Policy Framework/Pre-decision Scrutiny	Provision of Police Community Support Officers in Leeds – <i>date tbc</i>	Initial budget proposals 2016-2017 SB 12/01/16 @ 1.30 pm	
Recommendation Tracking	Peckfield Landfill Site – continued SB 8/12/15 @ 1.30 pm		
Performance Monitoring			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"> • The HRA growth programme with a focus on HRA council house programme and use of Right To Buy 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 • Potential implications of the West Yorkshire Combined Authority role and Devolution Agenda on local housing decision-making. <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"> • Recycling – addressing low participation rates in existing AWC areas and exploring viable options for non-AWC areas across the city. • The city's Waste Strategy. • Managing waste in high rise properties. <p>SB 12/04/16 @ 1.30 pm</p>	
General Briefings		General performance update SB 12/04/16 @ 1.30 pm
Budget and Policy Framework/Pre-decision Scrutiny		
Recommendation Tracking		
Performance monitoring		

EXECUTIVE BOARD

WEDNESDAY, 21ST OCTOBER, 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

56 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.

57 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 3 to the report entitled, 'The Regeneration of the New Briggate Area', referred to in Minute No. 71 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 organisation and of the Council. It is considered that the public interest in maintaining the content of the appendix as exempt from publication outweighs the public interest in disclosing the information, due to the impact that disclosing the information would have on the Council and third parties.
- (b) Appendix 2 to the report entitled, 'East Leeds Extension Update and Next Steps', referred to in Minute No. 74 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 person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th November, 2015

considered that since this information was obtained through initial one to one discussions for the acquisition of the property/land, then it is not in the public interest to disclose this information at this point in time.

Also, it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

58 Late Items

There were no late items as such, however, prior to the meeting Board Members were provided with the following for their consideration:

- Correspondence which clarified that in relation to agenda item 16 (The Regeneration of the New Briggate Area), those references in paragraph 5.1, Recommendation 4(a) and Recommendation 6.1(a) should read *26-32 Merrion Street*, rather than *26-32 Merrion Way* (Minute No. 71 refers);
- An updated version of the covering report and appendix 3 to agenda item 18 (The Community Infrastructure Levy: Spending of the Neighbourhood Fund and Other Spending Matters) (Minute No. 73 refers);
- An updated version of appendix B to agenda item 20 (Learning Places Programme: Capital Programme Update) (Minute No. 75 refers).

59 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'The Regeneration of the New Briggate Area', Councillors J Procter and Yeadon drew the Board's attention to their respective positions on the Leeds Grand Theatre and Opera House Board of Management (Minute No. 71 refers).

60 Minutes

RESOLVED – That the minutes of the previous meeting held on 23rd September 2015 be approved as a correct record.

COMMUNITIES

61 Long Term Strategic Partnership with Leeds City Credit Union

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the Council's continued joint work with Leeds City Credit Union (LCCU) to tackle poverty in Leeds. In addition, the report also presented the long-term strategy for ongoing partnership working and

specifically, set out the options available in respect of the Council's continuing financial support and future investment in such matters.

Members welcomed the contents of the submitted report, placed on record their thanks for the valuable and innovative work being undertaken in this area and highlighted how such work provided a key example of civic enterprise.

RESOLVED -

- (a) That the significant progress made and the projects developed through the partnership between the Council and Leeds City Credit Union, which has helped in the delivery of the Council's strategic objectives on financial inclusion and poverty alleviation be noted and welcomed, and that the ongoing strategic approach towards the partnership work also be welcomed;
- (b) That authority be given to the Council entering into an agreement with the Credit Union in connection with the continuing support from the Council to the Credit Union, with the approval of the terms of such an agreement being delegated to the Assistant Chief Executive (Citizens and Communities);
- (c) That approval be given to the re-scheduling of the loan to the Credit Union, as set out in paragraph 3.38 of the submitted report, with the detailed arrangements being subject to determination by the Assistant Chief Executive (Citizens and Communities).

62 Re-location of Red Hall Horticultural Nursery to Whinmoor Grange

Further to Minute No. 76, 4th September 2013, the Director of Environment and Housing submitted a report regarding the latest designs and costs relating to the relocation of the Parks and Countryside horticultural nursery from Red Hall to Whinmoor Grange along with the relocation of other operational services currently based at Red Hall. In addition, the report sought approval of an injection into the capital scheme and subsequent expenditure of £6.5m for the construction and relocation works from Red Hall to Whinmoor Grange.

The Board paid tribute to the valuable work undertaken by the horticultural nursery service. Furthermore, Members emphasised the ongoing partnership work taking place between the service and community organisations across the city and highlighted the need for such partnership working to continue and develop further with the help of the proposed new facility.

A Member raised the issue of the proposed entry point to the facility and highlighted the need to ensure that it remained in keeping with the wider area.

RESOLVED –

- (a) That an injection of £6.5m into Capital Scheme No. 32415/000/000 be approved;

- (b) That expenditure of up to £6.5m to design and build a replacement horticultural nursery for Leeds City Council Parks and Countryside at Whinmoor Grange and for the relocation of other services from the existing Red Hall depot, be approved, subject to planning approval and Local Growth Fund loan agreement;
- (c) That in accordance with Contracts Procedure Rule 3.1.8, approval be given to the selection of a single stage develop and construct procurement approach via an open non-EU procurement, in order to obtain a specialist contractor to undertake the proposed construction of a horticultural nursery glasshouse at Whinmoor Grange, with the evaluation criteria of 70% of marks for the lowest compliant cost and 30% of marks for quality criteria;
- (d) That the current designs, as detailed at appendix 1 to the submitted report, and the costs for Whinmoor Grange nursery, be approved, subject to the necessary planning approval;
- (e) That it be noted that the Chief Officer (Parks and Countryside) will be responsible for the implementation of such matters, and to ensure that the Parks and Countryside service vacate the Red Hall site by the end of 2016.

63 Commissioning a new model for the delivery of Supporting People Services

The Director of Environment and Housing submitted a report providing a performance summary of the Housing Related Support commissioned programme during 2014/15 and updating the Board on the review and progress made towards developing a new model for the city which included the intended outcomes and benefits. In addition, the report sought the Board's input and guidance on the model and forward work programme.

Members welcomed the proposed key principles and features of the new model, with reference being made to the person centred approach and the potential establishment of a triage system.

RESOLVED –

- (a) That the progress of the review, as detailed within the submitted report, be noted;
- (b) That approval be given to proceed with the recommendations within the submitted report for the re-procurement / re-contracting of housing related support services in the context of the proposed key principles and features of a new model to a maximum budget of £10.4 million;
- (c) That it be noted that the Director of Environment and Housing will use his delegated authority in order to take commissioning and decommissioning decisions which will be a direct consequence of this key decision. (For example, approval of the detailed specifications for the procurement and subsequent contract awards, which will be at

most significant operational decisions. This is subject to the decisions being in line with the key principles and features as described within the submitted Executive Board report).

ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY

64 Improving Air Quality within the City

Further to Minute No. 139, 17th December 2014, the Director of Environment and Housing and the Director of Public Health submitted a joint report providing an update on the progress which had been made since the submission of the previous report. In addition, the report also provided details of health implications arising from air quality levels, on the West Yorkshire Low Emission Strategy Paper, Leeds' action plan and also on a number of current and related funding opportunities.

Responding to Members' enquiries, officers provided an update on the range of actions currently being taken to improve air quality in Leeds. In addition, it was highlighted that further monitoring of air quality levels was to be undertaken which would enable more quantifiable actions to be identified, and it was noted that such information would be presented to the Board for consideration.

Furthermore, Members highlighted the pivotal role to be played by the public in improving air quality levels in Leeds, and emphasised the vital importance of raising the public awareness and understanding of such matters.

RESOLVED –

- (a) That the raising of the public's awareness and understanding of such matters be identified as a key priority in the approach towards improving air quality levels in Leeds;
- (b) That the progress which the Council has made to date and its plan for the expansion of its own alternative fuel vehicles and associated infrastructure, be noted;
- (c) That the West Yorkshire Low Emissions Strategy (WYLES) and Leeds' Air Quality Action Plan, be endorsed;
- (d) That the PM2.5 targets for 2020 and 2030, as referred to within paragraph 3.6 of the submitted report be adopted;
- (e) That the allocation of parking spaces for electric vehicles in Council car parks, to be implemented by the end of the financial year as part of the 'Cutting Carbon and Improving Air Quality' breakthrough project, be supported;
- (f) That the enforcement of the planning conditions on new developments to increase charging infrastructure across the city be supported, which is an on-going action that falls under the Chief Planning Officer's responsibility to monitor all new developments;

- (g) That the establishment of walking and cycling friendly infrastructure be supported, with the use of appropriate planning conditions to ensure that new developments support alternative modes of transport;
- (h) That support be given to further work being undertaken to determine the scope and number of potential Clean Air Zones required within the city in order to ensure that compliance with EU directives is met as a minimum, and which will look to improve public health outcomes for the citizens of Leeds;
- (i) That it be noted that the Director of Environment and Housing will oversee the delivery of the study and will submit a progress report to Executive Board as part of the breakthrough project's annual report.

(Under the provisions of Council Procedure Rule 16.5, Councillor S Golton required it to be recorded that he abstained from voting on the matters referred to within this minute)

ECONOMY AND CULTURE

65 Strong Economy, Compassionate City

The Chief Executive submitted a report which presented the Council's vision for a strong economy and compassionate city and highlighted the actions being taken to sustain and accelerate the economic progress that the city has achieved, whilst also ensuring that all people and communities in Leeds contributed towards and benefitted from such economic success.

Responding to Members' enquiries, it was noted that the update report, scheduled to be submitted to the Board in Spring 2016 would provide further information on the actions being taken in the areas of social enterprise and also inward investment.

Members highlighted the linkages between the Council's breakthrough projects and the vision to have a strong economy and be a compassionate city. Also, the Board considered the role played by the Government in the development of the city's economy. Furthermore, emphasis was placed upon the important contribution made by Leeds' cultural offer towards the Council's overarching vision.

RESOLVED –

That the following be approved:-

Tackling Low Pay

- i) **Living wage city** – Leeds City Council will work with partners to develop a Living Wage City campaign to encourage employers to pay the Living Wage as accredited by the National Living Wage Foundation. The aim should be to significantly increase the number of Living Wage businesses in Leeds over the next year.

- ii) **Supporting people to get better jobs** – Leeds City Council will work with the Leeds City Region Enterprise Partnership, the Chamber of Commerce and education and training providers in order to develop proposals to create a careers advice and in-work progression service, and support for employers, aimed at helping people move out of low paid work into better jobs.

Regenerating places

- iii) **A new approach to regeneration** – the Council will identify a rolling programme of prioritised schemes in deprived areas, with an emphasis upon bringing together the approach to supporting people and communities with interventions to deliver positive physical development and change, with a particular focus on early intervention to tackle the causes of poverty. A report recommending the details of the approach be submitted to Executive Board by early 2016.

A life ready for learning – putting children at the heart of the growth strategy

- iv) **Strengthening business engagement in schools** – The Council will work with business leaders, head teachers, universities and colleges and leading experts and enterprises in the third sector to look at how to build on existing work to strengthen business engagement in Leeds schools, with the aim of ensuring that all secondary schools, particularly those with a high proportion of pupils from deprived areas, have strong partnerships with business.
- v) **Enhancing careers advice and guidance for young people** – The Council will work with business leaders, head teachers, universities and colleges, leading experts in the third sector, and the national Careers and Enterprise Company to look at how to strengthen independent careers advice in schools, with the aim of ensuring that all secondary schools are offering good quality careers advice.

Supporting business to invest in growth and communities

- vi) **Key Account Management** – the Key Account Management approach to working with businesses should be extended across the Council and a wider range of businesses in order to strengthen the approach to promoting business growth and community investment, with the aim of ensuring regular contact with 150 businesses that are significant strategically.
- vii) **Promoting community investment** – the Council works with other organisations and business leaders in order to develop an initiative to encourage more businesses in Leeds to commit to investing in their workforce and their local communities, with the aim being for 50 businesses to strengthen their community investment work.

Creating quality places and spaces

- viii) **Creating quality places and spaces** – we will continue to seek to improve the quality of design of new development, including through refreshing the ‘Neighbourhoods for Living’ design guidance document.
- ix) **Securing good jobs and skills outcomes from major development and infrastructure projects** – we will set out how we will build on the achievements and learning over recent years to set out how we can strengthen our approach to using major developments and infrastructure projects to support training and jobs for local people. A report setting out the details of this approach be submitted to Executive Board by early 2016.

Backing innovators and entrepreneurs

- x) **Keeping graduates in Leeds** – we will develop an initiative to improve levels of graduate retention in Leeds, including interventions to help tackle skills shortages and fill vacancies at graduate level in the digital sector, and a Leeds graduate careers fair and clearing system to connect students to future job opportunities in Leeds. A report setting out the details of this approach be submitted to Executive Board by early 2016.
- xi) **Backing innovators** – we will develop an initiative to support the future growth of innovative businesses that have been incubated by Universities and other bodies, and are now looking to grow and move on to new business space and employ more people. A paper setting out the details of this approach should be submitted to Executive Board by early 2016.
- xii) **Backing entrepreneurs** – we will develop a new enterprise programme using European Funds to provide support for people starting new businesses. We will also provide support for small business accelerators in the city, including the proposed digital business accelerator.

Next Steps

- xiii) That it be noted that the Chief Executive, supported by the Chief Officer Economy and Regeneration, is responsible for the implementation of such matters, and will update Executive Board on progress in spring 2016.

66 Medium Term Financial Strategy 2016/17 - 2019/20

The Deputy Chief Executive submitted a report setting out the principles and assumptions underlying the proposed financial strategy for the Council covering the years 2016/17 to 2019/20.

Members were provided with the timescales and framework for the preparation of the 2016/17 Initial Budget Proposals which were scheduled to be presented to the Board in December 2015 and which would inform the Council’s future priorities and strategies. It was also noted that announcements regarding the Government’s Spending Review and details of

the Local Government Settlement would not be released until November and December 2015 respectively.

Furthermore, the Board was provided with an update on the current position regarding the Public Health grant and the implications arising from the in-year reduction which was announced in June 2015. Also, cross-party support was sought in relation to raising the Council's concerns on the current in-year grant reduction, and also in respect of the Council's future allocation of Public Health grant.

RESOLVED – That the Medium Term Financial Strategy for 2016/17 – 2019/20 be approved, and that agreement be given for the assumptions and principles, as outlined within the submitted report, being used as a basis for the detailed preparation of the Initial Budget Proposals for 2016/17 and which will inform the Council's future priorities and strategies.

RESOURCES AND STRATEGY

67 Financial Health Monitoring 2015/16 - Month 5

The Deputy Chief Executive submitted a report setting out the Council's projected financial position for 2015/16 together with other key financial indicators, after 5 months of the financial year.

Responding to a Member's enquiry, it was undertaken that the Member in question would be provided with an update on the financial position regarding the healthy schools initiative and also the Early Years service. Furthermore, officers undertook to provide an update to the same Member on the projected shortfall in advertising income.

RESOLVED - That the projected financial position of the Council for 2015/16, as detailed within the submitted report, be noted.

68 Gambling Act 2005 Statement of Licensing Policy

Further to Minute No. 29, 15th July 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report on the Statement of Licensing Policy in respect of the Gambling Act 2005. The report included the comments of the Scrutiny Board (Citizens and Communities) and recommended that the matter be referred to full Council for formal approval, in accordance with the Council's Budget and Policy Framework Procedure Rules.

In considering the report, emphasis was placed upon the importance of the national lobby regarding the impact of gambling and also on the introduction of Local Area Profiles and the proposed involvement of Community Committees in the development of such profiles.

RESOLVED – That the contents of the submitted report be noted, which includes the comments of the Scrutiny Board (Citizens and Communities), and that the matter be referred to full Council for the purposes of formal approval.

(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)

EMPLOYMENT, ENTERPRISE AND OPPORTUNITY

69 Equality Update: Improvement Priorities 2016-2010, and the Equality Framework Re-accreditation

The Assistant Chief Executive (Citizens and Communities) submitted a report setting out the approach taken to develop the Equality Improvement Priorities 2016-20 and how these priorities supported the ambitions of the city. In addition, the report also outlined the plans for the Council's reassessment against the Equality Framework for Local Government, in which the local authority currently held an 'excellent' accreditation.

Members welcomed the contents of the submitted report, and it was emphasised that equality improvement was a key priority for the Council. In addition, it was acknowledged that a proactive approach needed to continue in order to ensure that the Council was an attractive employer to all communities.

Responding to a Member's specific enquiry, an update was provided on the actions being taken to promote the Council as an employer at graduate level.

RESOLVED -

- (a) That the contents of the submitted report, be noted;
- (b) That the contents of the Equality Framework narrative be noted, and that an update on the outcomes and actions arising be provided to Executive Board in Spring 2016;
- (c) That the Equality Improvement Priorities 2016-20 be endorsed, and that it be noted that annual reports will be provided on progress against these.

REGENERATION, TRANSPORT AND PLANNING

70 An Approach to Street Design and the Public Realm in Leeds City Centre

The Director of City Development submitted a report outlining an approach towards street design and the public realm. The report identified some key principles to ensure schemes were designed and implemented within agreed corporate parameters and objectives, and included artist impressions of how the city centre may look if such an approach was adopted. Additionally, the submitted report included a prioritised programme for public realm improvements in the city centre.

Members discussed the potential approach towards the promotion of more pedestrian accessible spaces in the city centre and the impact of such an

approach. In addition, the Board considered the benefits of simplistic and consistent designs and also the sources of funding which could be used for such initiatives.

In conclusion, emphasis was placed upon the need for the associated consultation exercise which was proposed to be as comprehensive and inclusive as possible.

RESOLVED –

- (a) That the principle of the Council developing a strategic plan for public realm improvements in the City Centre, based upon the principles as outlined in paragraph 3.7 of the submitted report, be endorsed;
- (b) That approval be given to the Council consulting and engaging with stakeholders on potential schemes to be brought forward, based upon the design ideas and opportunities document, as detailed at Appendix 1 to the submitted report;
- (c) That subject to the outcome of the consultation, officers be requested to submit a report to a future Executive Board outlining a proposal plan of public realm improvements, costings and funding, and that it be noted that the Head of Strategic Projects, City Development, will be responsible for the submission of this report.

71 The Regeneration of the New Briggate Area

The Director of City Development submitted a report regarding the issues and opportunities related to the regeneration of the New Briggate area. The report identified how the area could be re-energised through partnership working between the Council and other stakeholders.

It was noted that prior to the meeting, correspondence had been circulated to Board Members clarifying that those references in paragraph 5.1, Recommendation 4(a) and Recommendation 6.1(a) should read *26-32 Merrion Street*, rather than *26-32 Merrion Way*.

Following consideration of Appendix 3 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 approval be given to 26-32 Merrion Street being declared surplus and marketed, with the property being added to the capital receipt programme. In addition, it also be agreed that the approval for the terms of any such disposal be delegated to the Director of City Development;
- (b) That in principle support be given to the invitation of proposals for the potential development of the pay and display car park and the re-ordering of the public open space at Belgrave Gardens, for further

consideration by the Council, in order to provide an additional capital receipt;

- (c) That officers be requested to undertake an initial 'expressions of interest' marketing exercise for the lease of 34-40 New Briggate (i.e. the vacant shops under The Grand and Howard Assembly Rooms) with a reverse premium payment available (as detailed within the exempt Appendix 3 to the submitted report);
- (d) That officers be requested to develop an initial feasibility scheme for improvements to the public realm of New Briggate and the immediate surrounding area;
- (e) That officers be requested to continue partnership working and improvements to the public realm in order to stimulate the regeneration of this area, and to develop options above and beyond the 'match funding' of any contribution by the Council; and
- (f) That officers be requested to report back to Executive Board on progress in due course;
- (g) That it be noted that the Head of Land and Property will be responsible for the implementation of matters relating to resolutions a), b) and c) above and that the Head of Strategic Projects, City Development, will be responsible for the implementation of matters regarding resolutions d), e) and f) above.

72 Our Transport Vision for a 21st Century Leeds

The Director of City Development submitted a report setting out a transport vision for Leeds as a prosperous, liveable, healthy and sustainable 21st century city. In addition, the report recognised the challenges and complexities of changing the way we travel into and around the city in order to create a more people friendly and productive urban core, identifying the key policy principles that the Council would need to adopt in order to deliver a transport system fit for a Leeds as a 21st century city.

Members discussed the range of initiatives which were currently being used to address the volume of car journeys within the city centre, and also considered the issue of car parking provision and the role which such provision could play in the overall transport vision.

When considering the suite of reports which had been submitted to the Board regarding pedestrian movement, transport and the public realm, it was suggested that when such matters were presented to the Board in the future, consideration be given to them being presented as one package.

RESOLVED –

- (a) That the transport vision, as outlined in paragraph 3.11 of the submitted report be approved, and that the key policy principles, as

presented within the paragraphs (a) – (i) of the same report, be adopted;

- (b) That officers be requested to use the vision and principles to work with the West Yorkshire Combined Authority in order to help shape the Single Transport Plan, and that as part of this, develop a compelling ambition for investment in an integrated mass transit network with supporting strategic park and ride infrastructure, and HS2 connectivity package;
- (c) That officers be requested to submit a report to Executive Board in 2016 which reviews the long term options for the Leeds Inner Ring Road;
- (d) That in accordance with the Leeds Core Strategy Local Development Framework, officers be requested to submit a Car Parking Supplementary Planning Document to Executive Board for the purposes of adoption during 2016;
- (e) That in partnership with the Communications Team and the West Yorkshire Combined Authority, officers be requested to develop a holistic transport communications strategy, compatible with social media that engages key stakeholders, government, and the general public in a city wide conversation;
- (f) That the Director of City Development be instructed to co-ordinate the work, as detailed within the resolutions above, with an update being submitted to Executive Board in 2016.

73 The Leeds Community Infrastructure Levy - Spending of the Neighbourhood Fund and Other Spending Matters

Further to Minute No. 156, 11th February 2015, the Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report detailing the process undertaken to generate spending guidance for Community Committees in making decisions on the Community Infrastructure Levy (CIL) Neighbourhood Fund, with a number of potential options being presented for consideration. Additionally, the report also proposed some minor changes to the Regulation 123 List and the withdrawal of the Council's policy allowing discretionary charitable relief for investment activities to address and clarify some implementation issues following 6 months of charging.

Prior to the meeting, Board Members had been provided with an updated version of the covering report and appendix 3, for their consideration, which superseded the versions contained within the original agenda papers.

Responding to an enquiry, the Board was provided with details of how receipts from CIL could potentially be brought forward and incorporated into the Council's budget process.

Having discussed the issue of the CIL neighbourhood fund being allocated to the local Community Committee in those areas where there was no town or parish council, it was highlighted that such matters were already being discussed with Community Committee Chairs, and it was noted that Executive Board would be kept fully informed as discussions in this area continued.

RESOLVED –

- (a) That approval be given to the CIL neighbourhood fund spending guidance for use by Community Committees, as set out in Appendix 1 to the submitted report;
- (b) That the proposed minor changes to the Regulation 123 List, as set out in Appendix 2 to the submitted report be agreed, that it be noted that such changes will be subject to local consultation and that the Chief Planning Officer be authorised to consider any representations made and to make any further amendments considered necessary as a result of the consultation, prior to the implementation of the revised list;
- (c) That approval be given to the removal of the Council's policy allowing discretionary charitable relief for investment activities, to take effect from 1 December 2015;
- (d) That the amendment to the Community Committee Executive Delegation Scheme, as set out within Appendix 3 to the submitted report, as revised and circulated to Board Members prior to the meeting, be approved, noting that the delegation is shared with the Assistant Chief Executive (Citizens and Communities);
- (e) That it be noted that the Chief Planning Officer will be responsible for the implementation of such matters.

74 East Leeds Extension update and next steps

The Director of City Development submitted a report regarding the progress made in planning for the delivery of major housing growth and infrastructure investment in the East Leeds Extension. The report also sought specific approval on a number of matters which would enable the investment to progress.

Members noted how the East Leeds Orbital Road was a key piece of infrastructure which was integral to the East Leeds Extension development, and as such, raised concerns regarding the lead role that the Council was being required to take in order to ensure that the Orbital Road was delivered.

Following consideration of Appendix 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 the submitted report, together with the positive progress made by the Council in its enabling activities to bring forward the major strategic growth area of the East Leeds Extension and the major infrastructure project for the East Leeds Orbital Road, be noted;
- (b) That in principle approval be given to the Council continuing to develop a funding case for the costs of the East Leeds Orbital Road through the West Yorkshire Plus Transport Fund, prudential borrowing and developer contributions, with the Council also continuing to explore alternative means of financing;
- (c) That the commitment to the East Leeds Orbital Road Roof Tax be reaffirmed as the principle mechanism through which developer contributions will be secured from the East Leeds Extension towards the delivery costs of the East Leeds Orbital Road, as set out in paragraphs 3.1.6 – 3.1.8 of the submitted report;
- (d) That the programme for the planning, procurement and construction of the East Leeds Orbital Road, as set out in paragraphs 3.1.10 – 3.1.13 of the submitted report be noted, and that approval be given for the Chief Officer (Highways and Transportation) to submit a detailed planning application for the project, in consultation with the Executive Member for Regeneration, Transport and Planning;
- (e) That the progress made in assembling land to facilitate the route of the East Leeds Orbital Road at the Northern Quadrant be noted, and that the recommendations, as detailed within the exempt Appendix 2 to the submitted report, be approved;
- (f) That it be noted that the Council will make land available on the Red Hall site for the initial A58 junction infrastructure which will enable access to the Northern Quadrant site, as set out in paragraphs 3.3.12 – 3.3.14 of the submitted report, subject to the discharge of relevant statutory processes by the Head of Land and Property and the delegated approval of the Director of City Development;
- (g) That approval be given for the Chief Planning Officer to prepare and publish a Draft Planning Brief for Red Hall, with the detailed timetable to be agreed with the Executive Member for Regeneration, Transport and Planning;
- (h) That approval be given to the approach towards marketing and disposal of the Red Hall site, as set out in paragraphs 3.4.18 – 3.4.22 of the submitted report, with the details to be confirmed by the Director of City Development in consultation with the Executive Member for Regeneration, Transport and Planning;
- (i) That approval be given for the Chief Planning Officer to prepare and publish a Draft Development Framework for the Southern and Middle

Quadrants, with the detailed timetable to be agreed with the Executive Member for Regeneration, Transport and Planning;

- (j) That a co-ordinated programme of public and stakeholder engagement for the East Leeds Extension from November 2015 be approved, which will include public consultation on the East Leeds Orbital Road, Red Hall and the Southern & Middle Quadrants, with the details being confirmed by the Head of Regeneration in consultation with the Executive Member for Regeneration, Transport and Planning and also Ward Members.

CHILDREN AND FAMILIES

75 Learning Places Programme - Capital Programme Update

Further to Minute No. 187, 22nd April 2015, the Director of Children's Services, the Deputy Chief Executive and the Director of City Development submitted a joint report presenting an update on the three year strategy for providing sufficient school places in the city, and also on the progress made in respect of the projects currently forming part of the Learning Places Programme. In addition, the report sought the Board's approval for further authority to spend on the programme, and provided an update on the applications submitted and approved for access to the programme risk fund.

Prior to the meeting, Board Members had been provided with an updated version of appendix B to the submitted report, for their consideration, which superseded the version contained within the original agenda papers.

Responding to a Member's enquiry, the Board received an update on the outcomes of the research undertaken by Leeds Beckett University regarding the relationship between the size of a school and the educational outcomes, and it was undertaken that full details would be provided to the Member in question.

The Board also received an update on the continued work of the cross-party steering group, with emphasis being placed upon the Council's commitment to continue such work on a cross-party basis.

In discussing the approach being taken by the Council in respect of the Learning Places Programme, it was highlighted that although all available options would be considered as part of the strategy to ensure there were sufficient good quality learning places in Leeds, the key priority was to ensure that the specific needs of the local community were met.

RESOLVED –

- (a) That additional authority to spend on the Learning Places programme for the Roundhay scheme, with a value of £13m, be approved, which resets the overall approval of the schemes currently in the programme to £56.355m;

- (b) That approval be given for the balance of the programme risk fund to be reset to £5.635m, in order to facilitate effective risk management at programme level;
- (c) That approval be given for any savings made on applications to the programme risk fund being returned to the risk fund in order to support the continued management of programme risks;
- (d) That the scale of identified need at primary level, and the indicative financial implications of £146m, be noted;
- (e) That the projected funding deficit which currently stands at £69.5m and is based on Education Funding Agency (EFA) rates, be noted, and that it also be noted that this figure is likely to increase due to a number of factors, as set out in paragraph 4.4.5 of the submitted report;
- (f) That it be noted that the Head of Learning Systems continues to have client responsibility for the programme, and that the Chief Officer, Projects, Programmes and Procurement Unit continues to be responsible for the delivery of the projects in the Learning Places programme.

DATE OF PUBLICATION: FRIDAY, 23RD OCTOBER 2015

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 30TH OCTOBER 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 2nd November 2015)

This page is intentionally left blank