

SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 22nd March, 2016 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

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A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 2 FEBRUARY 2016</p> <p>To confirm as a correct record, the minutes of the meeting held on 2 February 2016.</p>	1 - 4
7			<p>HOUSING RELATED MATTERS</p> <p>To receive a report from the Director of Environment and Housing presenting an update on a series of summaries of housing issues that were presented to the Board in September and December 2015.</p>	5 - 26
8			<p>HOUSING AND PLANNING BILL 2015</p> <p>To receive a report from the Director of Environment and Housing setting out the key proposals within the Housing and Planning Bill 2015.</p>	27 - 36

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>NEIGHBOURHOOD POLICING IN LEEDS, INCLUDING THE PROVISION OF POLICE COMMUNITY SUPPORT OFFICERS</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting an overview of Neighbourhood Policing in Leeds, with particular reference to the provision of Police Community Support Officers.</p>	37 - 56
10			<p>WORK SCHEDULE</p> <p>To consider the Scrutiny Board's work schedule for this municipal year.</p>	57 - 76
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday, 26th April 2016 at 1.30 pm (pre-meeting for all Board Members at 1.00 pm).</p> <p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ol 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. 	

SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

TUESDAY, 2ND FEBRUARY, 2016

PRESENT: Councillor J Procter in the Chair

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

68 Late Items

In relation to agenda item 8, the Board received an updated version of performance information that had been omitted from appendix 1.

69 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

70 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor A Khan. Notification had been received that Councillor R Grahame was substituting for Councillor A Khan.

71 Minutes - 12 January 2016

RESOLVED – That the minutes of the meeting held on 12 January 2016 be approved as a correct record.

72 Matters arising from the minutes

Minute no. 63 – Effective lettings and tenancy management

The Board acknowledged the need to consider issues in relation to public health.

73 Flooding - the role and impact on service areas within Environment and Housing

The Head of Scrutiny and Member Development submitted a report which presented a briefing on flooding and the role and impact on service areas within Environment and Housing.

The following information was appended to the report:

- Report to Executive Board dated 20 January 2016 – Storm Eva Recovery Plan.

Draft minutes to be approved at the meeting
to be held on Tuesday, 22nd March, 2016

The following were in attendance:

- Councillor Debra Coupar, Executive Member (Communities)
- Neil Evans, Director of Environment and Housing
- Helen Freeman, Chief Officer (Environmental Action)

The key areas of discussion were:

- Tributes were paid to the resilience of local residents and businesses affected by the flooding as well the vital response provided by frontline staff and volunteers.
- Clarification was sought regarding the lead department for flooding as Members acknowledged that this matter cuts across a number of directorates. The Board was advised that James Rogers, Assistant Chief Executive (Citizens and Communities) had been given the responsibility to lead a new Council Flood Emergency Management Team in direct response to the flooding at Christmas 2015.
- Clarification was sought about who to contact in case of flooding and reference was made to the Council's Flood Risk Management Team within Highways and Transportation service area to seek advice in the first instance. In the event of flooding, the public can contact the Council for advice on **0113 222 4407** (Monday to Friday, 9am to 5pm). However, in an emergency or outside of these hours, the contact number is: **0113 376 0499**.
- The Board identified a need to ensure a coordinated approach between the Environment and Housing and City Development directorates in relation to gully cleansing. Members noted that new software is expected to be operational from Summer 2016 to help address this matter.
- Members learned that the Council had 5 gully vehicles and 5 gully crews on each shift (20 posts), with existing vacancies currently in the process of being filled.
- The Board recognised the potential for future joint scrutiny working on this matter with the Citizens and Communities and City Development Scrutiny Boards.

RESOLVED – That the contents of the report and appendices be noted.

74 Provision of Police Community Support Officers in Leeds

The Head of Scrutiny and Member Development submitted a report setting out the Board's intention to consider its observations and recommendations in a statement to the Executive Board following its recent review of the provision of PCSOs in Leeds.

The following were in attendance:

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

Draft minutes to be approved at the meeting
to be held on Tuesday, 22nd March, 2016

- Chief Superintendent Paul Money, Leeds District Commander, West Yorkshire Police.

The key areas of discussion were:

- Confirmation that the Executive Board will now be considering options in relation to the deployment of Council funded PCSOs at its March meeting.
- Confirmation that, although the policing budget for provision of PCSOs in Leeds had not yet been confirmed, an increase in the provision of fully funded PCSOs in Leeds was anticipated. Linked to this, the Board was advised that the current proposal was to provide at least one fully funded PCSO in every Ward.
- Clarification was sought regarding the types of activity linked to a demand led approach, which included, calls for service, crime levels and anti-social behaviour.
- Confirmation was sought regarding proposals for a new shift pattern arrangement for PCSOs.

RESOLVED – That the Board awaits confirmation of the policing budget for the provision of PCSOs in Leeds prior to formulating its observations and recommendations in a statement to the Executive Board.

75 Performance update

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

The following information was appended to the report:

- Environment and Housing Performance Information, September 2015 (Housing)
- Environment and Housing Performance Information, December 2015 (Community Safety, Waste and Environment).

The following were in attendance:

- Councillor Debra Coupar, Executive Member (Communities)
- Councillor Richard Lewis, Executive Member (Regeneration, Transport and Planning)
- Neil Evans, Director of Environment and Housing
- Debra Scott, Head of Resources and Strategy, Environment and Housing.

The key areas of discussion were:

- The impact of the bedroom tax on rent arrears. The Board was advised that limited financial support was available through the discretionary housing fund.

- Issues associated with increased demand for council housing and lack of supply.
- The need to develop incentives aimed at encouraging tenants to switch from payment by cash to direct debit. The Board was advised about support provided by Leeds Credit Union to help tenants with online banking and managing budget priorities.
- Clarification sought regarding landfill figures for September 2015.

RESOLVED –

- (a) That the performance information contained in the report and appendices be noted.
- (b) That the Board be provided with clarification regarding landfill figures for September 2015.

76 Work Schedule

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

The following updates were noted:

- The Board requested further information about temporary housing, particularly the type of housing and where tenants were being housed.
- The Board sought clarification regarding potential implications of the West Yorkshire Combined Authority role and Devolution Agenda on local housing-decision making.
- The Board briefly discussed arrangements for a Special Meeting to consider the provision of PCSOs in Leeds.

RESOLVED –

- (a) That the work schedule be approved.
- (b) That the Board arranges a Special Meeting to consider the provision of PCSOs in Leeds.

77 Date and Time of Next Meeting

Tuesday, 22 March 2016 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 3.20pm)



Report author: Jill Wildman
Tel: 07891 273062

Report of Director of Environment and Housing

Report to Environment & Housing Scrutiny Board

Date: 22 March 2016

Subject: Housing Theme – Update

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

This report provides an update on a series of summaries of housing issues that were presented to the Board in September and December 2015.

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

The report also includes an update on the implications of the West Yorkshire Combined Authority role and Devolution Agenda on local housing decision making. A separate paper on the Housing and Planning Bill is on the agenda for this meeting.

Recommendations

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

1. Purpose of this report

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

2. Main Issues

Summaries are shown in Appendix One.

3. Corporate Considerations

Consultation and Engagement

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

Equality and Diversity / Cohesion and Integration

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

Council policies and City Priorities

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

Resources and value for money

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

Legal Implications, Access to Information and Call In

This report does not contain any exempt or confidential information.

Risk Management

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

4. Conclusions

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

5. Recommendations

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

6. Background documents¹

None

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

Appendix One

Council House Growth Programme Update

Below is an update on the Council House Growth Programme following the report provided to Scrutiny in December 2015. The Programme is funded through the Housing Revenue Account (HRA) and has attracted grant contributions from the Homes and Communities Agency and the Department of Health.

The programme to date includes sites in a variety of locations, listed below and will deliver approximately 1000 units. The programme is a combination of new build contracts procured by the council, the acquisition of new properties from private sector developers and the purchase of long term empty homes.

Site	no	type	Status
<u>New build</u>			
Beeston Hill and Holbeck and Little London PFI	388	2,3 & 4bhf	278 units handed over by Dec 15, and further 110 units due by March 17.
East Park Road, East End Park	32	1 & 2bf	On site - due to complete April 16
Wharfedale View, Yeadon	45	Extra Care apts	On site - due to complete in Q3 2016/17
Swarcliffe Drive, Swarcliffe	18	1 & 2bf	On site – due to complete in Q2 2016/17
Broadlea, Bramley	24	2&3 bh	Kier appointed as preferred partner to develop detailed designs. Scheduled to complete during 2017/18.
The Garnets, Beeston	25	2&3 bh	
Whinmoor Pub site, Swarcliffe	22	2&3 bh	
Beech Walk / Mount, Gipton	27	2b bungalows / 2 & 3bh	Programmed for 2016/17 contract award. Scheduled to complete Q3/4 2017/18.
Mistress Lane, Armley	28	2bf / 2 & 3bh	Site considered to be financially unviable. Further sites being considered.
Westerton Walk, Tingley	45	Extra Care apts	Awaiting outcome of bid for Care and Specialist Supported Housing Fund. Scheduled to complete Q4 2017/18.
Barncroft, Seacroft	16	Tbc	Site investigations and capacity study underway. Scheduled to complete by Q4 2017/18.
Nevilles, Cross Green	18-20	Tbc	Capacity study underway.

<u>Private Sector Acquisitions</u>			
Thorn Walk, Gipton	23	2 & 3bh	Handed over during 2015
Cardigan Green, Bramley	8	2bh	Due for completion during Q3 2016/17
<u>Empty Homes Programme</u>			
Empty properties plus conversion of 2 former community centres (Bramley & Seacroft)	47		Completed
Properties to be identified	100		Acquisitions continue to be identified - , 29 properties are currently being considered, 5 are offer pending 14 have had offers accepted and are in the conveyancing process to date.

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

Right To Buy (RTB) Replacement Programme

At the end of Quarter 3 2015/16, there is a confirmed RTB programme of £14.6m, with the programme increasing by a further £10m by the end of 2018/19 based on income from projected RTB sales.

To date there is £10.7m earmarked for Council and Registered Provider schemes. This leaves almost £4m to be allocated against new schemes.

There have been some changes to the programme of Registered Provider schemes earmarked for RTB funding following a review of financial viability linked to the 1% rent reduction and, more recently, the Local Housing Allowance cap on supported housing. Subsequently £2.8m of RTB funding is no longer being committed against identified schemes. The current RP programme breaks down as follows:

- A firm RTB funded Registered Provider grant programme of £947k delivering 36 units, with total scheme costs of £3.6m;
- An indicative programme to deliver 37 units with a potential contribution of £1.141m RTB funding, with total scheme costs of £3.8m;
- A number of longer terms schemes are also in the pipeline which would deliver 59 units and spend £1.812m, with total scheme costs of £6m.

Empty Homes Strategy

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

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

Since March 2010 the number of empty homes in the city has reduced from 16,700 to 11,535 in January 2016. The number of long term empty properties for which the Council has powers to tackle, that is to say excluding second homes and homes belonging to residents in care homes, has reduced from 6,721 in March 2010 to 3942 at January 2016. This represents a reduction of 590 in the year to date. Figures fluctuate throughout the year, particularly around December due to issues with properties that are in fact occupied by students being recorded on Council Tax as being empty; measures are now in place to rectify this anomaly. It is now anticipated that the figure at the end of the March 2016 will be in the region of 3800.

Long term empty homes in the private sector now represent 1.1% of the housing stock.

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

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

- Supporting Canopy, GIPSIL and LATCH, third sector partners, to buy 48 empty homes through the HCA empty homes programme.
- We are now delivering the 2015/18 £9m scheme to convert one unused community centre into council homes and to purchase 100 former council houses which were bought under the Right to Buy legislation and are empty and blighting neighbourhoods.
 - To date, 11 properties have been acquired and a further 13 are in conveyancing process and are expected to be acquired shortly. All will be upgraded to ensure they meet the Councils' lettable standard and will then be let to tenants on the Leeds Homes Register.
 - The estimated average cost for the properties that have been acquired (including all refurbishment, valuation and legal costs) is £84,000 per property which is well within budget.
- We have also introduced a small interest free empty homes loan in partnership with the Leeds City Credit Union to help owners undertake minor works to bring properties back into occupation.

We will continue with all the actions above and will:

- To look at how to use right to buy receipts to support partners to tackle empty homes and support regeneration across the city.
- Improving the working partnership between the Council Tax Unit, the Empty Homes Team within E&H and Leeds Empties.
- Explore the potential for a joint venture to buy up long term empties.

Standards within the Private Rented Sector

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

The PRS is made up of different markets, each of which has varying needs. The largest growth in the PRS has however been in the low rental markets which are dominated by LS7, 8, 9, 10, 11 and 12 postcodes and provide some of the poorest quality housing in the city. This is the market area that remains the biggest challenge to the Council.

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

- Inspecting individual properties on a referral / complaints basis and assessing their fitness under the Housing Health and Safety Rating System (HHSRS). This can lead to wider inspection of landlord portfolios. Normally properties will be inspected and a programme of improvements agreed with the landlord.
- Mandatory licensing of HMOs of three storeys or more and containing five or more units of accommodation. There are around 2,700 in the city and they must have a license which sets the standards of accommodation to be provided. These are mainly in the student market.
- Inspection of all properties in the Temporary Accommodation contract.
- Inspection of all properties let under the Private Letting and Bond scheme.
- Contract management of the Leeds Landlords Accreditation scheme (LLAS) which has a membership of 220 landlords covering 15,000 bed spaces.
- Supports the Leeds Neighbourhood Approach which is a multi-agency targeted area based initiative.
- Liaise with Adults and Childrens Safeguarding units where necessary.
- Liaise with the Police and Home Office as necessary.

Since 1st April 2015 to 31st December 2015 (Qtr 3) the service received 1,935 requests for help, undertook 1,509 property inspections, helped 3,500 people with conditions in their property, served 373 legal formal enforcement Notices and removed 833 hazards from properties.

In addition to the above, the service has now begun implementation of the new regulatory responsibility relating to property letting and managing agents through the Property Redress Scheme. This, so far, has resulted in:

- 200 investigations into agent activity across the city
- Served 93 legal notices against agents found to be contravening requirements
- Issued penalty notices amounting to £47.5K and are in the process of recovering this money
- Appointed a new member of staff to specifically work on this area of work.

We will continue with the actions above and:

- Respond to the government's consultation paper on tackling rogue landlords and improving the PRS.
- Respond to governments' consultation paper on proposals to extend the scope of Mandatory HMO Licensing
- Look at ways that the service can do more to tackle landlords that persistently provide substandard accommodation.

In addition, for the last December update to this Scrutiny Panel we gave details of the government proposals published in the Housing and Planning Bill 2015. This paper set out its proposals to boost home ownership, boost the supply of housing and improve standards in the private rented sector. The Bill is still being debated within the House of Commons which is the first stage of its legislative process. The contents of this Bill are therefore still potentially open to change as the Bill moves through the legislative process.

We therefore continue to monitor progress of the Bill and engage with Government on proposals. We are actively reviewing working practice in order to be in a position to provide a thorough response to consultations and be in a position to implement the new procedures once they are formally enacted.

Update - Tenant Scrutiny Inquiry – Environment of Estates

Introduction

At its meeting on 1st July 2015, the Tenant Scrutiny Board considered its work programme for the 2015/16 municipal year. It was agreed that the Boards first piece of work should be environmental standards.

Scope of the Inquiry

Tenant Scrutiny Board selected environmental standards as an area for investigation because:

- It was thought that performance in this area would benefit from improvement and;
- It was felt that environmental standards are fundamental to tenants' experience of the Housing Management service and;
- It would address issues arising from the STAR survey

The 2014 STAR survey highlighted the rising importance of neighbourhoods and the environment as an issue for tenants, the top 5 city wide priorities are:

- Car parking
- Dog fouling
- Rubbish or litter
- Overgrown trees/shrubs/grass
- Drug use or dealing

During the course of their investigation, Tenant Scrutiny Board have examined a wide range of information and undertaken extensive consultation including:

- Attending joint estate inspections with Housing Officers
- A survey of all Elected Members
- A meeting with Councillors from Armley, Bramley, City and Holbeck and Moortown.
- Commissioned a survey of tenants and tenant and resident groups
- Met with senior managers from Housing, Waste, Parks and Localities
- Consulted with Housing Officers, Team Leaders and Housing Managers
- Met with Cllr. Coupar, Executive Member for Environment & Housing

It is felt this approach adds validity to the inquiry as the findings and resulting recommendations will be based on a wide range of consultation with key stakeholders.

Progress of Inquiry

During the course on their inquiry, Tenant Scrutiny Board have indicated that partnership working – all Council teams that contribute to the estates being kept clean and tidy, (Housing, Localities , Parks and Waste) coming together at Team leader level is key to better estate environment. It is crucial that these teams forge closer working relationships in order to develop and implement shared local estate improvement plans and jointly problem solve local estate management issues and adopt a “one Council approach”. Common themes arising from consultation with stakeholders include the need for:

- A routine estate inspection programme, which is widely promoted and greater lead in time for all stakeholders
- Items identified on estate walkabouts are monitored through to completion
- Ensure information collected is correct and used to improve service outcomes for customers
- All parties attending estate inspections to be kept advised of outcomes and progress
- Consider bespoke waste arrangements for estates of none traditional layout
- Harmonisation of estate inspection process
- Ensure all green assets are mapped for maintenance

Housing Leeds is reviewing its estate inspection procedure, Tenant Scrutiny Board members have welcomed the opportunity to contribute toward the harmonisation review from a tenant perspective.

The Localities Team is also currently reviewing its processes to include the introduction of target completion dates for actions raised, which will improve the availability of information for Housing Officers, which can then be input into the estate management system “Caseworks” and shared with key stakeholders including; residents and Ward Members.

At an informal meeting in March, the Tenant Scrutiny Board discussed its recommendations which will be passed to the Director of Environment and Housing for consideration and formally agreed in April with a view to their report, and a response, going to the June meeting of the Housing Advisory Board.

Community Lettings Policies

Following feedback from Housing Advisory Board, Scrutiny Board and tenants groups, Housing Leeds has extended the scope of the local lettings policy review to include the wider lettings framework. This has 3 main elements:

- **Introduction of a tenant transfer policy** to give greater preference to and reward existing council tenants who have successfully held a secure tenancy as part of our commitment to the social contract and enabling the council to make better use of its housing stock;
- **Review of the main lettings policy** to mainstream some elements previously covered by local lettings policies – specifically: local connection, good tenancy record, home visits, pre tenancy training and good neighbour criteria;
- **New approach to community lettings policies** to replace local lettings policies, with a greater emphasis on tenancy management issues in the wider community.

The January meeting of Scrutiny Board received a presentation focussing on the rationale for reviewing existing lettings policies and procedures; Housing and Planning Bill changes; and the key elements to effective lettings and tenancy management.

In February 2016 Executive Board approved a consultation programme for a new lettings framework for Leeds. This will commence with two member sessions on 14 and 24 March, to brief elected members on the proposed changes. Public consultation will commence immediately after this with individual tenants and residents and representative groups. The consultation will run from March to June. Scrutiny Board will have a chance to discuss the final proposals before the outcome of the consultation and final proposals are presented to Executive Board in September 2016.

In addition, a further report will be taken to Executive Board in September 2016, giving more detail about the changes set out in the Housing and Planning Bill, and the potential impact this may have on Housing Leeds.

Enforcement of Tenancy Agreements

Over the last 18 months the service has been working to harmonise policies and procedures relating to tenancy management and the majority have now been completed so that there is a consistent approach being undertaken to tenancy management and tenancy enforcement across the city.

The following policies and procedures have now been harmonised:

Harmonised procedures	
Abandoned properties and non-occupation	Pets Policy
Annual Home Visits	Permission to make alterations
Assignment and succession procedures	Running a business from a council home
Cats Protection Neutering Vouchers	Satellite dishes
Decoration vouchers	Sign up procedures
Demoted tenancy procedures	Subletting procedures including the tenancy fraud referral form and latest fraud performance figures
Garage tenancies	Tenancy agreement
Hoarding	Tenants Contents insurance - Application form and policy leaflet, claim form and guidance for staff
Introductory tenancies and proportionality assessment	Taking in a lodger
Invasive weeds	Tenancy Agreement
Joint tenancies	Tenancy Policy
Lettings procedures	Tree referrals
Messy Gardens	Unauthorised occupiers
Mobility Scooters	Viewing form
Mutual exchange	
New Home Visits	

The service is now focusing on reviewing existing policies and procedures and developing new policies where they have previously not been in place, as outlined below:

Next phase	
Annual Home Visit – review for 2016/17	Permissions CCTV
ASB procedures	Pest Control; rats, mice, moles, squirrels, bees, wasps and pigeons
Bonfires/Garden fires	Pre tenancy termination visit procedure and notice pack
Demoted tenancies	Property conditions
Document filing & house file maintenance	Recharges
Domestic Violence procedures	Tenant transfer policy for internal moves
Firearms	3 rd party tenancy termination
Generic enforcement procedures	Torts
Hate crime reporting procedure	Trustees for 16/17 year olds
Leaseholders	
Parking/caravans	

A new Housing Leeds Tenants Handbook has now been developed and will be formally launched in the new financial year. The new handbook was developed with tenants groups, and will be given to all new tenants as they sign up for a property. The handbook

has put a significant emphasis on outlining tenants' rights and responsibilities in managing their tenancies, and providing clear information that is useful to tenants moving into their new home.

A proposed programme of pre-tenancy training is being developed to help support and prepare targeted applicants for living in rented accommodation before they are offered a property. The programme will 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 pre tenancy training offer will be inclusive, with the aim of supporting prospective tenants to hold a successful tenancy rather than to exclude people from being rehoused.

Initially, pre-tenancy training will be piloted with tenants in the Clydes and Wortleys blocks as part of a wider improvement programme. The pilot programme will help shape the offer with a view to it being rolled out to other priority areas and vulnerable groups, including young people looking for their first property, high rise properties where there is specific need to highlight issues around living in a block, and lettings to applicants who have a failed tenancy, for example, having left a previous council property with rent arrears or with another tenancy breach.

This will provide the opportunity to evaluate the programme further before deciding whether to implement pre tenancy training across all lettings.

Update on Leeds Housing SLA Forums

Leeds Housing Forum

The Forum met on 12 January 2016. The theme was on Independent Living and presentations were given to forum members on the Housing Related Support Review, the Children and Young People's Plan, Leeds City Council's Homelessness Strategy and Leeds City Council's approaches to Housing for Disabled Children.

The last meeting of the forum was held on 8 March 2016. The theme was Housing Growth, and there was discussion around the Housing and Planning Bill, Renew's State of the Nation Report and Energy Efficiency Initiatives. The next meeting will be held in June/July 2016 and will look at an update on the Housing Related Support Review, engagement with city centre businesses regarding homelessness, and a discussion around the council housing waiting list and an analysis of those in need.

Homelessness Forum

- Leeds Homelessness Forum takes a multi-agency approach to ensure a strategic approach to the tackling and prevention of homelessness. The Forum meets quarterly and is chaired by an external partner.
- The last meeting of the Homelessness Forum was held in December 2015 and the main focus was on the production and ongoing consultation of the Homelessness Strategy. Forum members had previously participated in workshop discussions to inform the development of the new Homelessness Strategy which is currently being reviewed and updated.

Housing Management Forum

The inaugural forum was held on the **29th September 2015** where the format and the terms of reference were agreed. Currently Renew is gathering feedback from stakeholders to confirm the agenda before agreeing a new date for the forum. The next forum will be held at the end of April and the theme of the meeting will be on Intensive Tenancy Management and tackling anti-social behaviour.

Private Rented Sector Forum

- The forum is made up of representatives of private landlords, landlord associations, managing agents, third sector agencies, Unipol, Renew, Universities, Leeds Tenants Federation, Student Welfare Officers, Housing Associations, Police / Safer Leeds and Council Members and Officers. The forum is chaired by Cllr Hamilton.
- The aim of the forum is to bring together key stakeholders to understand issues of concern and to influence strategies and policies.
- The last meeting was on 14 January 2016 and the next meeting will take place in April.
- Current issues that the forum is covering are the future policy direction for the private rented sector, implications of the Housing and Planning Bill and the renewal of the Empty Property Strategy.

Temporary Accommodation

Leeds City Council, in common with other housing authorities, has a duty to secure suitable temporary accommodation for homeless households to whom it owes a housing duty. The duty is owed if the household is assessed to be eligible for assistance, unintentionally homeless and in priority need. An interim duty is also owed, pending a full assessment, if the household is believed to be homeless and in priority need. The temporary accommodation duty may also be owed to an intentionally homeless household who is in priority need – perhaps because of dependent children.

The temporary accommodation remains in place until the household is made an offer of suitable longer-term accommodation – ordinarily an offer of a social housing tenancy. The Council has to assess what constitutes ‘suitable’ temporary accommodation and does so by adhering to the legal framework and having regard for the homeless code of guidance. The legal position is that an authority should ordinarily secure temporary accommodation within its district and that it should advise the relevant authority if it needs to make a placement within that authority area. Relevant case law is that suitable temporary accommodation is primarily a matter of offering sufficient living space and being accessible with location being a secondary factor. The use of bed and breakfast accommodation for homeless families is enshrined in law as being unsuitable and should only be used in exceptional circumstances and then for no longer than 6 weeks.

Temporary accommodation placements, as at 29 February, for homeless households owed some form of temporary accommodation duty was as follows:

Service	Mar -15	Apr -15	May -15	June -15	July -15	Aug -15	Sept -15	Oct -15	Nov -15	Dec -15	Jan -16	Feb -16
LEAP	41	39	38	36	33	24	18	4	2	2	0	0
Holdforth Court	30	28	31	28	30	28	31	27	28	26	24	11
Oakdale	7	5	7	6	7	7	8	7	5	9	9	7
Re-Connect	30	34	35	31	34	35	36	23	16	12	14	14
RD Willis	3	3	7	6	11	8	4	2	1	3	4	3
Seacole	5	7	5	6	8	6	8	6	7	6	7	8
Stonham	23	24	25	24	23	24	24	23	21	17	17	19
Total	139	140	148	137	146	132	129	92	79	75	75	62

LEAP was a Leeds Federated Housing Association managed service offering self-contained units to homeless families and single people. The contractual capacity was 65 properties (reduced to 50) and Leeds Fed HA gave notice to end the contract due to high number of vacancies.

Holdforth Court is a homeless hostel, managed by St. Anne’s, for single males with 36 units. Holdforth Court is able to take referrals from sources other than the Council and had 15 people in the hostel on 29 February. The service is within the scope of the current review of housing related support services.

Oakdale House is a homeless hostel, managed by Leeds Housing Concern, for single females with 10 units. Leeds Housing Concern is able to take referrals from sources other than the Council if they have more than 3 vacancies. There were 8 placements on 29 February. The service is within the scope of the current review of housing related support services.

Re-Connect, managed by Connect Housing, provides 36 self-contained properties to homeless families. The high number of vacancies means that 13 units have been used to offer permanent tenancies to Syrian and Afghan refugees as part of the agreed dispersal programme. The service is within the scope of the current review of housing related support services.

RD Willis is a private landlord offering self-contained temporary accommodation to homeless families and single people. The service can be accessed on a 24 hour basis. The contract covers placements by Housing Leeds, Children's Services and Adult Social Care. The current contractual capacity (27) is being reviewed and will be reduced at the end of March 2016 due to high number of vacancies. The service is within the scope of the current review of housing related support services.

Seacole is a homeless hostel, managed by Leeds Housing Concern, for single young people. The service is used by both Housing Leeds and Children's Services.

Stonham, managed by Stonham Housing Association, is a service for women fleeing domestic violence offering 25 units in a core refuge service and dispersed units. The service is able to take referrals from a range of services (including the police) and from people living outside the service. There were a total of 23 households placed on 29 February.

The additional placements in Holdforth Court (4), Oakdale House (1) and Stonham (4) mean that there were 71 households placed on 29 February.

A total of 62 placements, owed a housing duty, on 29 February means that a 58% reduction in placements has been made since May 2015 when placements stood at 148. Leeds had 450 households, owed a housing duty, placed in temporary accommodation on 30 September 2008. The comparison with the Core Cities is as follows (the first column is the actual number placed and the second column the number placed were the other authority to have the same population as Leeds):

	Actual Number	If population equal to Leeds
Leeds	62	62
Birmingham	991	768
Bristol	524	914
Manchester	507	782
Sheffield	98	137
Nottingham	104	266
Newcastle	39	107
Liverpool	45	71

The reduction in temporary accommodation placements can be attributed to a combined focus on maximising homeless prevention and an increasing focus by officers from Leeds Housing Options on move-on work to support that delivered by the supported housing service. The Council would be incurring significant additional cost if had temporary accommodation numbers of some of the other Core Cities.

Homeless families are either placed in the RD Willis or Re-Connect units. All three occupied units are in Leeds 11. RD Willis also has units in LS8/9/10. The breakdown of the 23 (14 occupied by homeless families/9 vacant) Re-Connect units is as follows:

	LS6	LS7	LS8	LS9	LS12	LS14	LS28
Number of units	1	3	4	5	4	4	2

A number of local authorities routinely make 'out of area' temporary accommodation placements with some London boroughs making placements in Birmingham, Stoke and Hull. Harrogate DC sometimes makes temporary accommodation placements in Leeds. Leeds never makes 'out of area' placements. In addition to trying to have a geographical spread of temporary accommodation placements, homeless households are offered the option of retaining a priority award for council re-housing whilst they take a private rented tenancy and this enables them to stay in their chosen area until they are re-housed.

Leeds does not place families in bed and breakfast accommodation. In comparison 80 of the 991 placements made by Birmingham were to bed and breakfast accommodation.

Responsive Repairs and Maintenance

Within Leeds there are a number of building contractors delivering both revenue and capital work across the City. The main two contractors in Leeds are Mears and Leeds Building Services who deliver the responsive repairs contracts, which includes voids works and some elements of capital improvements to assist the delivery of our investment strategy.

Mears cover the West and South areas of the city with Leeds Building Services covering the East. The table below shows the number of properties in each geographic area.

Area	Contractor	No. Properties	% of Total
East	Leeds Building Services	17,476	31.94%
South	Mears	16,424	30.02%
West	Mears	20,815	38.04%
Grand Total		54,715	100%

Data taken from HMIS dwellings sheet week 44 Jan 16, excludes BITMO

Mears

RR1 – Repair First Time

This is where a repair is started and finished on the same day.

CONTRACTOR	TARGET	NOV	DEC	JAN
MEARS SOUTH	90.00%	93.50%	92.97%	93.52%
MEARS WEST	90.00%	92.74%	91.95%	92.46%

Mears now consistently achieve or better the target on this indicator. This follows an extensive joint review of this KPI and the delivery of process enhancements.

RR2 – Repairs Completed Within Target

For emergency repairs the target is 24hrs. For priority repairs the target is 3 days. For general repairs the target is 28 days and for planned work the target is 60 days.

CONTRACTOR	TARGET	NOV	DEC	JAN
MEARS SOUTH	99.00%	99.16%	98.38%	97.54%
MEARS WEST	99.00%	98.99%	98.16%	98.34%

Though the target is not consistency achieved Mears performance is still considered strong and consistent, generally performing with 1% or less of achieving target.

RR3 – Appointments Made and Kept

Has the contractor attended on the date and time that has been agreed with the customer when the repair has been ordered?

CONTRACTOR	TARGET	NOV	DEC	JAN
MEARS SOUTH	99.00%	96.90%	95.28%	97.76%
MEARS WEST	99.00%	97.22%	96.78%	97.29%

Analytical investigation is ongoing by both Leeds and Mears to identify areas that can improve the score on this KPI.

EP1 – Time Taken by Contractors to Complete Void Repairs

Has the contractor complete the voids works within 15 days.

CONTRACTOR	TARGET	NOV	DEC	JAN
MEARS SOUTH	15.00	10.53	9.53	11.65
MEARS WEST	15.00	12.91	13.07	14.96

Mears performance on EP1 is very strong and frequently betters the 15 day target. There was a spike in January on the West contract due to a high influx of voids. However, Mears planned accordingly and still achieved target.

Council Officers continue to work in partnership with Mears to maintain and enhance strong relationships and performance. In April 2016 the 3rd Leeds: Mears Service Development Conference will be delivered. This event invites front line staff from across the partnership to work together in identifying service improvements.

A full review of all performance indicators has been completed which places greater focus on customer satisfaction and is due to be introduced 1st April 2016.

Leeds Building Services

RR1 – Repair First Time

This is where a repair is started and finished on the same day.

CONTRACTOR	TARGET	NOV	DEC	JAN
Leeds Building Services	90.00%	96.82%	95.52%	96.18%

Leeds Building Services have exceeded the target of 90%. This is due to ongoing regular analysis and monitoring of the KPI and the immediate implementation of service improvements.

RR2 – Repairs Completed Within Target

For emergency repairs the target is 24hrs. For priority repairs the target is 3 days. For general repairs the target is 28 days and for planned work the target is 60 days

CONTRACTOR	TARGET	NOV	DEC	JAN
Leeds Building Services	99.00%	84.21%	83.87%	81.96%

Leeds Building Services has experienced a resource issue with particular trades, notable Plumbers and Bricklayers. Leeds Building Services have recently conducted interviews for additional plumbers and bricklayers and these new starters should be in position by the start of April 2016.

RR3 – Appointments Made and Kept

Has the contractor attended on the date and time that has been agreed with the customer when the repair has been ordered?

CONTRACTOR	TARGET	NOV	DEC	JAN
Leeds Building Services	99.00%	92.21%	95.43%	92.00%

Repeated poor performance has been caused by an IT interface between operatives PDA's and Orchard. The problem has been rectified but some files have been corrupted which has caused a problem with reported data.

EP1 – Time Taken by Contractors to Complete Void Repairs

Has the contractor completed the voids works within 15 days.

CONTRACTOR	TARGET	NOV	DEC	JAN
Leeds Building Services	15.00	17.43	18.17	20.00

A detailed review of the repairs service at Leeds Building Services has been completed. The review involved detailed analysis of the current process as well as identifying best practice from visits made to other providers – St Ledger, Berneslai, City Response, Kirklees and St Ledger. The following key areas for improvement were identified:

1. Align Technology and resource to best practice
2. Improve processes
3. Review Supervisor and Technical Inspector role
4. Introduce a range of management information for service, team and individuals

These actions are being fed into the existing Leeds Building Services integration project and will ensure the service improvements are delivered.

A review of the voids process is now underway. The first stage of this will be to map the existing process and identify areas of concern. Leeds Building Services will also adopt best practice from Mears so city-wide the service is delivered in a consistent manner.

Implications of the West Yorkshire Combined Authority role and Devolution Agenda on local housing decision making:

With regard to local decision making on housing matters, the journey towards devolution of policy making and full budgetary control to Leeds and the City Region remains in its early stages, with some funds devolved to the West Yorkshire Combined Authority (WYCA) which can support housing growth, but limited scope for genuine local control over matters that are currently within the ambit of national policy.

Combined authorities are created in areas where they are considered likely to improve performance in those matters they have pooled responsibilities for. They are created voluntarily and receive certain delegated functions from central government in order to deliver policy more effectively over a wider area. The West Yorkshire Combined Authority (WYCA) was formally established in April 2014 as a strategic local authority with powers over transport, economic development and regeneration across Leeds, Bradford, Wakefield, Calderdale and Kirklees (with York and the Chair of the Leeds City Region Local Enterprise Partnership as associate members).

The national programme of bidding for Growth Deals in 2013/14 was considered by government as one of the essential first steps towards devolution of powers and resources. Working with the LEP, WYCA put together a Strategic Economic Plan (SEP) that secured the country's largest Growth Deal in July 2014, a £1bn programme to be delivered through four strategic investment 'pillars' - supporting growing businesses, developing a skilled and flexible workforce, building a resource smart city region and delivering the infrastructure for growth. Within this final pillar the SEP recognises the need to create more, better quality housing by kick-starting strategic developments across the city region.

Funding for delivery of housing through the Growth Deal is being made available to Leeds and the other West Yorkshire Local Authorities by WYCA on the basis of 'recoverable investments' – loan funding that will in due course require repayment upon completion. Leeds City Council has to date secured £5.7m of such funds over 2015/16 and 2016/17 at 0% interest to facilitate development of brownfield housing in the East and South of the city through site preparation works. These investments will therefore provide for de-risking and site acceleration through a preferable rate.

The Council and WYCA are taking a joined up approach to investments with the Homes and Communities Agency (HCA) to ensure maximum benefit and optimum coverage of available public sector support to housing growth, including for large sites of strategic significance. The HCA has a range of investment programmes available, though it too has moved away from granting funds towards recoverable investment streams focused on providing development finance. WYCA and the HCA have established joint working arrangements to co-ordinate investment discussions, into which the Council feeds, for example through its programme to accelerate stalled private sector sites through brokering support and finance.

Beyond these new growth funds and the alignment of public programmes for housing growth, there has been no devolution to date in respect of control over local housing policy or delivery of new budgets with the exception of collaboration with the LEP for the successful bid to increase HRA headroom which required a statement of LEP support.

Proposals for more and fuller devolution of a range of powers and responsibilities remains a matter of negotiation between Leeds, other Local Authorities and central government. As the format for devolution and the scope of any deal becomes clear, further updates can be provided on any implications for housing delivery, policy and funding.

Report of Director of Environment and Housing

Report to Environment and Scrutiny Board

Date: 22nd March 2016

Subject: Housing and Planning Bill 2015

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

Summary of main issues

The government published the Housing and Planning Bill on 13th October 2015. The Bill sets out the government’s proposals to increase home ownership and boost levels of house building. The Bill is still in its legislative stage and is, therefore, subject to change as it completes its passage through both the House of Commons and the House of Lords. Indeed since its publication the government has published 65 pages of new amendments.

The Bill proposes fundamental changes to the nature and provision of social and affordable housing by legislating to make council tenants “pay to stay”, ending tenancies for life in council housing, forcing the sale of “high value” council houses, extending Right to Buy to the Housing Association sector and in certain circumstances replacing s.106 units delivered through planning policy with starter homes for sale.

The Bill also introduces changes to the regulation of the Private Rented Sector (PRS), which follow on from the government’s wish to tackle “rogue landlords” and whilst welcome in principle raise considerable questions about implementation in practice.

There are also a range of proposals that relate to Planning in England.

In considering the Bill, it should be seen within the context of the July 2015 budget and the autumn statement 2015. These national statements introduced changes to Housing Benefit for young people under 21, reductions in social housing rents and a doubling of the housing budget nationally with an emphasis on delivering home ownership.

Recommendations

Scrutiny Board is asked to note the contents of this report and to recommend that the practical suggestions about implementation contained in this report are fed back to government.

Purpose of this report

- 1.1 This report will set out the key proposals within the Housing and Planning Bill 2015, as they affect starter homes, social housing, affordable housing and the PRS and discuss the potential implications of the Bill.
- 1.2 This report will also make some suggestions about practical implementation of the Bill which can be reflected back to government.

2 Background information

- 2.1 The Housing and Planning Bill was issued following a press release from the Prime Minister which re-emphasised the government's ambition to one million new homes built by 2020.
- 2.2 The Bill has been presented as a historic step to change generation rent into generation buy and is clearly one of the most significant pieces of housing legislation of the last decade.
- 2.3 The Bill has 8 parts. Part 1 deals with starter homes, self-build and custom house building. Part 2 deals with "rogue landlords and letting agents" in England. Part 3 deals with recovering abandoned properties in England. Part 4 deals with social housing in England. Part 5 deals with housing, estate agents and rent charges. Part 6 deals with planning in England. Part 7 deals with compulsory purchase and Part 8 gives some general provisions.
- 2.4 The Bill firmly promotes the tenure of choice as home ownership. This philosophy was laid out in both the July 2015 budget and the subsequent autumn statement.
- 2.5 As the Bill progresses through it will change as both the government and opposition parties propose amendments and deletions in both Houses.

3 Main issues

- 3.1 **Starter Homes** – The government has previously announced that it intends to build 200,000 starter homes exclusively for first time buyers. The Bill defines the first time buyer as being under 40, offers a 20% discount from the market price subject to a cap of £250,000 outside of London. The Bill requires English planning authorities to carry out their relevant planning functions with a view to promoting the supply of starter homes. The Secretary of State may, by regulations yet to be published, require a planning authority to only grant a planning permission for a residential development "of a specified development" if starter homes are provided.
- 3.2 The current proposals do not link starter homes to any mortgage help for instance such as Help to Buy. In addition the average deposit required is still 20%. These may be critical for those on low to middle incomes who may wish to purchase their first home under the starter home initiative. In April 2015 the average house price in Leeds was £181,812 with the starter homes 20% discount this reduces to £145,450. It is estimated that the household income needed to support this price would be £50,155. This is £11,000 more than is needed to afford the average entry level price in Leeds. In view of this it is unclear at this point how the initiative

will provide greater access to the market for first time buyers in areas such as Leeds.

- 3.3 The Bill also proposes a threat to the current s.106 planning policy arrangements. By giving the Secretary of State the power to require starter homes to be part of certain developments as a prerequisite of planning permission, it may replace affordable housing on those developments. It is being suggested that this power will be exercised on developments linked to major infrastructure projects. In Leeds such a proposal would impact on affordable housing delivered in the South Bank, as HS2 is part of the proposal, and in the East Leeds Orbital housing developments.
- 3.4 If the Bill is to deliver the shift into home ownership then it needs to recognise regional variations. At present the provisions for starter homes are only for inside and outside of London. This does not represent the different markets outside of London nor the differences in incomes across the country. It may also be sensible to link the starter homes initiative to mortgage support initiatives to increase the affordability of the product.
- 3.5 Whilst an increase in home ownership may be desirable and attractive for many, there are others who cannot realistically access it. The Council would wish for a housing strategy which addressed the full range of need including the demand for affordable housing. Compelling Local Authorities into a “one size fits all” solution will not necessarily meet the housing need within any given region.
- 3.6 **Sale of High Value Vacant Local Authority Homes** – The Bill enables the Secretary of state to require local housing authorities to make a payment to the government calculated by reference to the market value of the “high value” vacant housing owned by the authority. The Bill places a duty on a local housing authority to consider selling such “high value” housing and to enable the government to enter into an agreement to reduce the amount of payment, so long as the money raised from sales is spent on housing or the facilitation of new housing.
- 3.7 The Bill will allow the government to set out a definition of “high value” homes and allow the government to estimate the amount of money it would expect each individual authority to receive, in each financial year, from sales of “high value” homes. Local Authorities will then be required to pay this amount each year to the Treasury.
- 3.8 The intention is that this will encourage more efficient use by Local Authorities of their housing stock through the sale of their “high value” housing so that value locked up in their “high value” properties can be released to support an increase in home ownership and new supply by subsidising the Housing Associations under the new right to buy proposals.
- 3.9 How far this impacts on Leeds depends on the definition of the market value for “high value” determined by the Secretary of State for each property type.
- 3.10 **High Income Social Tenants: Mandatory Rents** – The Bill gives the Secretary of State the power to set the levels of rent that a registered provider of social

housing must charge high income social tenants. In determining the level of rent to charge the Bill states that it may be

- Equal to the market rent
- A proportion of the market rent or
- Determined by other factors

- 3.11 The Bill sets an income threshold for high income social tenants at £30,000 outside of London and £40,000 in London but gives the Secretary of State the power to vary thresholds in the future.
- 3.12 The intent is to take household income into account and the definition of household will be set by regulations. Local housing authorities will be given the power to require tenants to declare their household income. The Bill will then enable that income to be verified with HMRC.
- 3.13 Local Housing authorities will then be required to collect the additional rent and pay it back to the Treasury. The costs associated with the payment will be offset but as yet not the costs associated with collection.
- 3.14 The Minister for Housing has indicated that the figure of £30k is likely to be the point at which additional contributions to rent are required, with a taper increasing the contribution as income rises. There are no details of how the market rent will be assessed. Leeds has a wide range of rental markets, which no single figure can adequately reflect. The indication is that the £30,000 limit applies to the main tenant and partner or joint tenants. Research undertaken in Leeds found that if the £30,000 limit is applied to all adult earners in the household (i.e. main tenant and partner, but not non-dependent children), then it could mean that all households with two full time earners on the Minimum/Living Wage could earn over the £30,000 limit and be subject to the requirement on households with two earners earning over £30,000 to pay a market rent, potentially affecting both their ability to pay their rent and meet other essential items of expenditure without incurring debt.
- 3.15 Affected tenants who currently pay the average social rent are not currently entitled to Housing Benefit. However, should their rent be increased to a market rent then it is very likely that they will all become entitled to an amount of housing Benefit, thereby increasing the Welfare bill to the taxpayer.
- 3.16 The proposal will add considerable administrative costs and potentially increase rent arrears. The local housing authority will be required to collect household income something that is not routinely done at present and then verify this data with HMRC. The local housing authority will also have the responsibility for collecting the higher rent. There is the potential for the Treasury to ask for the full amount due regardless whether it has been collected which will have an impact on the levels of rent arrears held in the HRA.
- 3.17 **Lifetime Tenancies** – The government has introduced an amendment to the published Bill which will end lifetime tenancies in council, housing for new tenants.

The amendment to the Bill means the new secure tenancy, granted after the Bill comes into force, will be for a period of between two and five years. Whilst the new law does not affect existing tenants should next of kin succeed to the property, then the new rules will apply to them. Under current law, the Localism Act, local housing authorities have the power to make their own decisions about the length of tenancies. Interestingly, this amendment will not apply to Housing Association tenancies.

- 3.18 At the end of the new fixed term tenancy, local housing authorities will have to review the tenant's circumstances and decide whether to grant a new tenancy or to move the tenant to more appropriate social housing or terminate the tenancy. If the tenancy is terminated the local housing authority is expected to provide housing advice to identify suitable alternative accommodation.
- 3.19 The government argues that these provisions will make best use of social housing stock by targeting at those most in need. One implication is that tenants are less likely to invest their own money in improvements to décor or fixtures within the property if they feel their tenancy will be terminated in three years' time. This could mean more cost to the Council's repairs and maintenance budgets.
- 3.20 **PRS Proposals** – The Bill contains a number of proposals to increase the regulatory responsibility of Local Authorities.
- 3.21 It is proposed to introduce Banning Orders to prevent a person from letting housing in England, engaging in letting agency work and engaging in property management. The Secretary of State will issue regulations setting out the offences that will lead to a Banning Order. The Order will be for a minimum of six months and no upper limit is set in the Bill.
- 3.22 The government proposes to establish a national database of rogue landlords and letting agents. Local Authorities will be responsible for its maintenance and editing. All landlords or letting agents subject to a Banning Order will be placed on the database and Local Authorities can add other landlords and letting agents to the database.
- 3.23 The Bill will extend Rent Repayment Orders to a Local Housing Authority so that where a landlord commits certain offences rent paid by the tenant or Housing Benefit or Universal Credit paid to the tenant can be claimed back by the Local Housing Authority.
- 3.24 The fit and proper person test for people who apply for HMO and other rented property licenses has been amended to ensure that the applicant has the right to remain in the United Kingdom and is not a bankrupt.
- 3.25 Finally the Local Authority is being given greater flexibility to issue fines as an alternative to prosecution for certain offences under the Housing Act 2004.
- 3.26 Broadly speaking these changes are to be welcomed and are in line with the Executive Board's views for the future regulation of the sector. However, there is still much detail missing. For example who will manage the properties of anyone receiving a Banning Order? It will be difficult to maintain a national register of

rogue landlords as landlords portfolios often cross Local Authority boundaries. It is anticipated that the production of regulations to support the Bill will add the necessary clarity.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The government has consulted on some of the proposals within the Bill. For example consultation papers were issued on Starter Homes and the PRS proposals. The Council did respond on the specific questions. It is difficult to tell whether or not the final Bill will reflect any comments made by the Council and it is the regulations that will offer the clarity.

4.1.2 Further work has been commissioned on the High Income Social Tenants or the so called “Pay to Stay” proposals to estimate the impact on the Council’s existing tenants.

4.1.3 Once the Bill and the regulations are finalised, there will need to be considerable consultation and communications with affected tenants.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Certain of the proposals in the Bill could affect cohesion and integration. Selling off more council houses under the sale of high value property proposals will further reduce the levels of council housing and add pressure to the waiting list.

4.2.2 Proposals to end lifetime tenancies will lead to a higher turnover and make the formation of communities and cohesion within communities more complex.

4.3 Council policies and City Priorities

4.3.1 The Best Council Plan sets out what the Council will do to help improve the lives of local people. The Housing and Planning Bill will provide challenges to some of the Council’s priorities such as supporting communities and tackling poverty and promoting sustainable and inclusive economic growth.

4.4 Resources and value for money

4.4.1 The Bill will add to resource issues. The proposals for the sale of high income properties and high income social tenants will reduce income to the Council’s Housing Revenue Account (HRA). They will, along with the ending of lifetime tenancies also add to an extra administration burden.

4.4.2 The impact of the changes to high income social tenants will also add to the cost of collecting rent and potentially increase the arrears within the HRA.

4.4.3 Taken together with the decrease in rents set out in the budget the cumulative impact will be to further reduce both the revenue and capital available to invest in the existing service.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications in this report and the report is eligible to call in.

4.6 Risk Management

4.6.1 A risk management plan will need to be developed as part of the implementation plan once the Bill becomes law.

5 Conclusions

5.1 The Housing and Planning Bill is part of the government promotion of a home owning society. There is a concern that this focus will make affordable Housing more and more difficult to provide. The existing stock will reduce further by the introduction of the extension of Right to Buy to Housing Association tenants and the sale of high value council houses.

5.2 The agreement between the government and the National Housing Federation, the trade body representing Housing Associations, about the extension of Right to Buy has protected Housing Associations at the expense of Local Authorities. One consequence of the agreement is the introduction into the Bill the provisions for the sale of high value council houses to offset the grant cost incurred by the government.

5.3 A number of local and national Housing Associations are actively considering moving away from affordable housing as core business towards shared ownership. The introduction of the rental policy will also prevent the Council from further new build council housing after the current programme completes.

5.4 The Bill's removal of lifetime tenancies for new tenants is also highly significant. This could see the sector transform, over a period of time, to one that shifts from managing settled communities to providing temporary housing.

5.5 Many of the provisions will add additional costs to Local Authorities, which will have to be absorbed at a time when budgets are under continued pressure.

5.6 Key provisions such as those relating to starter homes may well not work without recognition of the variations in housing markets and regional earnings.

5.7 Although the principle of some of the PRS proposals within the Bill are welcomed and are in line with Council's current approach the practical implementation may well be very complex and incur additional costs.

6 Recommendations

6.1 Scrutiny Board is asked to note the contents of this report and to recommend that the practical suggestions about implementation contained in this report are fed back to government

7 Background documents¹

7.1 None.

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

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Report author: Angela Brogden
Tel: 247 4553

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Environment and Housing)

Date: 22nd March 2016

Subject: Neighbourhood Policing in Leeds, including the provision of Police Community Support Officers.

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. During the Scrutiny Board’s meeting on 13th October 2015, Members discussed a number of community themed matters including the provision of Police Community Support Officers (PCSOs) in Leeds. In conclusion, the Board agreed to undertake further Scrutiny of this matter and held a number of working group meetings with the Director of Environment Housing; Chief Officer for Community Safety; and the Leeds District Chief Superintendent to discuss the direction of travel for the funding and allocation of PCSOs funded by the Council within the context of the changing and evolving policing structures in Leeds District and across West Yorkshire Police.

2. At its meeting on 2nd February 2016, the Scrutiny Board acknowledged the intention of the Executive Board to consider proposed options for the provision of Council funded PCSOs at its meeting on 9th March 2016. However, at this stage the Leeds District Chief Superintendent explained that the 2016/17 policing budget for Leeds had not been finalised by the Police and Crime Commissioner and this was considered a fundamental factor as part of the Scrutiny Board’s deliberations.

3. As such, the Scrutiny Board agreed to await the outcome of the Executive Board’s deliberations, including confirmation of the 2016/17 policing budget for Leeds, with a view to using today’s meeting to consider the role and deployment of neighbourhood policing in general across the city.

4. A copy of the Executive Board report on PCSOs, dated 9th March 2016, is attached for Members' information (see appendix 1) and the minutes of this meeting are also attached to this agenda as part of the work schedule item.
5. Also attached as appendix 2 is a report from the Director of Environment and Housing which provides an overview of Police staffing and rotas at a partnership working area level following the introduction of a new operating model on 15th February 2016.

Recommendation

6. Members are asked to consider the attached reports and identify any specific areas for further information and/or investigation.

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.

Report of Director of Environment and Housing

Report to Executive Board

Date: 9th March 2016

Subject: Police Community Safety Officers (PCSOs)

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The fundamental role profile of a Police Community Safety Officers (PCSO) is to provide a high visibility patrol on a local basis. PCSO's engage with local communities and other public service colleagues to problem solve and tackle local priority crime issues, such as anti-social behaviour and protecting the most vulnerable. This involves working with a range of local services, for example: Children's and Adult Services; Schools; Environmental Services; and Housing Leeds.
2. Since 2008, the Council has entered in to a Service Level Agreement (SLA) with West Yorkshire Police (WYP) for the provision of 5 Police Community Support Officers (PCSOs) per Ward (165 in total). To support this, the Council makes a 21% contribution to the cost of these PCSO, with the remaining 79% coming from the Office of the West Yorkshire Police and Crime Commissioner (OPCC). The current funding arrangements were agreed in 2014/15 for a 2 year period, and will end on 31st March 2016.
3. The PCC has now set out his position for the funding of PCSOs going forward. He has set a new baseline of fully funded PCSO for each district. This will see the numbers he fully funds rise to 160 from the 42 currently in the budget allocation. He is, however, requiring that any additional PCSOs, which are joint funded, are supported on a 50/50 basis. The outcome of this enhanced contribution to 50% has a significant impact on the number of PCSOs which can now be afforded for the same level of funding. The 50/50 split will mean that numbers supported by Leeds City Council will now equate to 67.

4. The net result of the two decisions is that there will be an increase of 20 PCSOs in Leeds in the next financial year paid for by the PCC and the Council, compared to the current number in post. The shift to a mainly Police funded force, which will be deployed using the Police demand model, will lead to a significant change in the distribution of resources across the city with increased numbers in high demand areas. The report proposes that the PCSOs funded by the City Council are distributed equally, which combined with the commitment of the Police to allocate a minimum of one per ward, will ensure there is a baseline of three PCSO's in each ward.

5. Recommendations

- The Executive Board are asked to approve future distribution of Leeds City Council funded PCSOs on the basis of equal distribution of two PCSOs per ward.

1 Purpose of this report

- 1.1 The report informs the Executive Board of the outcome of discussions with the PCC about PCSO numbers, funding and allocation in Leeds.

2 Background information

- 2.1 Leeds City Council (LCC) has supported the role of PCSOs since their introduction in 2001. LCC has been a key partner which has provided additional funding for PCSOs and the City has always maintained the highest number of local authority funded PCSOs funded across the five Districts within West Yorkshire.
- 2.2 Since 2008, the agreement there has been an agreement between the LCC and WYP to jointly fund 165 PCSO posts. For the last 7 years Leeds has seen the local authority PCSOs divided equally between the 33 wards, on a basis that each ward has a minimum of 5.

Main issues

Current Budget Allocation and Numbers of PCSOs

- 2.3 At the outset of the agreement, there were 294 PCSOs deployed in Leeds funded as follows: 165 part funded by the Council, distributed five per ward; 23 part funded by other Partners and 106 fully funded by the PCC. The budget allocation from LCC being just over £1m.
- 2.4 At present the current actual numbers of PCSOs from all three sources is 229 against an established budget allocation position of 230.

Current Structure and Deployment of PCSOs

- 2.5 WYP Funded PCSOs - The allocation of the fully police funded PCSOs across West Yorkshire, and the allocation into each of the 5 Districts is achieved by using an Aid plus (Area based needs assessment) model, which seeks to understand the nature of neighbourhood demand and allocate resources accordingly.

LCC Part funded PCSOs - LCC funded PCSO's are currently allocated on an equitable basis, 5 per Ward. This results in a total cohort of 165 (5x33). The total Council budget for PCSOs is £1.060m per annum based on a contribution of 21% per PCSO.

Table 1 Current Budget Allocation

Community Committee	Current WYP	Current Council	Total Current
Inner North West	6	15	21
Outer North West	1	20	21
Inner West	5	15	20
Outer West	1	15	16
City	12	0	12
Inner South	6	15	21
Outer South	3	20	23
Inner East	3	15	18
Outer East	0	20	20
Inner North East	4	15	19
Outer North East	1	15	16
Total	42	165	207

- 2.6 The PCC has made a decision that any future funding formula with partners who are seeking to part fund PCSOs must be made on a 50/50 contribution. This has a significant impact on the amount of PCSOs which the current budget allocation can afford and takes the local authority cohort from 165 to 67.
- 2.7 The PCC continues to be committed to supporting a neighbourhood policing model for West Yorkshire and is proposing an investment of 440 fully funded Police PCSOs, across 5 Districts. 160 of these have been allocated to Leeds based on the Aid plus model – this compares to the 42 fully funded Police PCSOs budgeted for at present. He has also committed to match funding any partners (50/50) who wish to invest in additional PCSOs on top of the base number that will remain across West Yorkshire. Whilst no figure has been placed on the numbers that could be partner funded, it is safe to assume that the budget to match fund will in practice be limited.
- 2.8 Agreements regarding the 23 PCSOs currently funded by other partners are already under renegotiation and there is potential for some withdrawal. There is, however, an opportunity for new partners, such as Parish and Town Councils who have previously not been involved, to take up the advantage of the joint funding offer. The final picture in regard to partner funding will become clearer in the coming weeks.
- 2.9 The police are committed to starting from a baseline of at least one police funded PCSO being allocated to each ward. In considering how best to deploy 67 posts which will be part funded by LCC, the Police favour some distribution of PCSOs on a ward basis, starting with a minimum of 1 PCSO per ward. Therefore, 33 PCSO's could be distributed by ward and potentially the remaining 34 distributed via the Police demand model, with the advantage of concentrating resources in higher

crime areas. Given, however, the significant shifts in resources that will already occur due to the vast majority of PCSOs now being deployed by the Police, it is not felt necessary to take this step. An equal distribution of the PCSOs funded by the Council will enable a core of 3 PCSOs per ward, which will assist with the policing of the larger outer wards and provide greater continuity.

- 2.10 The impact of the new model, based on LCC funded PCSO's equitably distributed across the 33 wards, is outlined in the table below by community committee area.

Equitable split of LA funded PCSOs

Community Committee	PCSO Fully Funded by Police Allocation	PCSO Part Funded by LA Allocation	Total New	<i>Difference between Police and Council from Existing to New</i>
Inner North West	16	6	22	+1
Outer North West	7	8	15	-6
Inner West	17	6	23	+3
Outer West	12	6	18	+2
City	21	0	21	+9
Inner South	18	7	25	+4
Outer South	12	8	20	-3
Inner East	23	6	29	+11
Outer East	12	8	20	0
Inner North East	14	6	20	+1
Outer North East	8	6	14	-2
Total	160	67	227	20

- 2.11 The information is presented at a community committee level, as it is on this basis which the Police make their own allocation of funded PCSOs, albeit their commitment to dedicating a minimum of one PCSO per ward.

- 2.12 In return for a larger financial contribution towards PCSO's costs, the PCC has committed to offering the local authority a greater influence over the use of PCSO resources to support the delivery of Leeds City Council priorities.

3 Corporate Considerations

3.1 Consultation and Engagement

- 3.1.1 In October 2015, the Environment and Housing Scrutiny Board discussed a number of community themed matters including the provision of Police Community Support Officers (PCSOs) in Leeds. In conclusion, the Scrutiny Board agreed to undertake further Scrutiny of this matter and held a number of working group meetings with the Director of Environment Housing, Chief Officer for

Community Safety and the Leeds District Chief Superintendent to discuss the direction of travel for the funding and allocation of PCSOs funded by the Council within the context of the changing and evolving policing structures in Leeds District and across West Yorkshire Police. During this time, the 2016/17 policing budget for Leeds had not been finalised by the Police and Crime Commissioner and this was considered a fundamental factor as part of the Scrutiny Board's deliberations. As such, the Scrutiny Board now intends to await the outcome of the Executive Board's deliberations at today's meeting, including confirmation of the 2016/17 policing budget for Leeds, with a view to considering the role and deployment of policing in general across the city.

- 3.1.2 Discussions have also taken place with the OPCC to confirm budget allocations post March 2016. The OPCC have advised that they will imminently confirm budget allocations for PCSOs in 2016/17.

3.2 Equality and Diversity / Cohesion and Integration

- 3.2.1 An equality, diversity, cohesion and integration screening has been completed.

3.3 Council policies and City Priorities

- 3.3.1 The proposal is in line with the Best Council Plan priority in supporting communities and tackling poverty.

3.4 Resources and value for money

- 3.4.1 As outlined in this report, in 2016/17 the PCC is increasing the number of fully funded PCSOs from the current budget allocation number of 42 but where posts are jointly funded then the contribution will be on a 50/50 basis. Currently Leeds makes a 20% contribution with its £1,060k budget, and whilst this budget in 2016/17 remains at the same level of provision as 2015/16, the revised arrangements mean that the Council will be contributing to 67 PCSOs rather than the 165 that it is contributing to in 2015/16.

3.5 Legal Implications, Access to Information and Call In

- 3.5.1 The report does not contain any sensitive or confidential information. The report is a key decision and is subject to call in

3.6 Risk Management

- 3.6.1 There are significant risks associated with budget reductions beyond the current financial year. Work is taking place with partners to better understand what the implications and risks associated with budget reductions on the partnerships endeavours to deliver against its shared priorities

4 Conclusions

- 4.1 The report covers the proposed allocation and distribution of local authority funded PCSO posts and commitment to neighbourhood policing.

5 Recommendations

The Executive Board are asked to approve the future distribution of LCC funded PCSO posts, from 2016/17, on the basis of equal distribute of two PCSOs per ward.

6 Background documents¹

6.1 None

1

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Report of Director of Environment and Housing

Report to Environment & Housing Scrutiny Board

Date: 22nd March 2016

Subject: Neighbourhood Policing in Leeds ~ New Operating Model

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

Summary of main issues

This report provides Scrutiny Board Members with an overview of Police staffing and rotas at a partnership working area level following the introduction of a new operating model.

Recommendations

Scrutiny Board are asked to note the content of this report and following discussions identify any specific areas for further information and/ or investigation.

1. Purpose of this report

This report provides with an overview of Police staffing and rotas at a partnership working area level following the introduction of a new operating model.

2. Main Issues

Summaries are outlined in the report.

3. Corporate Considerations

Consultation and Engagement

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

Equality and Diversity / Cohesion and Integration

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

Council policies and City Priorities

Community safety policy and activities contribute to the overarching outcome that Safer Leeds Partnership seeks to achieve: *People in Leeds are safe and feel safe, in their homes, in the streets and the places they go.*

Resources and value for money

Individual evaluations are undertaken in line with Policing policy and practice.

Legal Implications, Access to Information and Call

This report does not contain any exempt or confidential information

Risk Management

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

4. Conclusions

The report covers the Police staffing allocation for partnership working areas and reaffirms the forces continued committed to neighbourhood policing in Leeds

5. Recommendations

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

6. Background documents¹

Members are asked to refer to the PCSO report to the Executive Board on the 8th March 2016.

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.

1.0 Context

- 1.1 On the 15th February 2016, Leeds Policing moved to a new operating model timed to coincide with a modification of shift pattern across the force. The model has been introduced to enable the force effectively manage within the resources available and where possible protect front line Police.
- 1.2 The number of officers working on the 24/7 call handling/patrol function were uplifted. This left a smaller neighbourhood footprint but to make sure this could still perform and concentrate on the core functions of neighbourhood based partnership problem solving, these officers were removed from all call handling duties and other abstractions.
- 1.3 The Ward officers (PCs) are supervised by a number of Partnership Working Areas (PWAs) Sergeants, who again have been protected from front line operational duties to concentrate on the management of these Officers and to maintain the link with the Council's Community Committees. The Inspectors who have historically completed this role have been moved back onto the 24/7 patrol teams to drive performance, but have retained a thematic responsibility for their neighbourhood areas and continue to link in with the Sergeants within the respective PWAs.
- 1.4 The new operating model gives Leeds District the opportunity to work more closely with partners through the dedicated Sergeants, Ward Officers (PCs) and PCSOs. They are to be given the time to be able to build on the existing ongoing problem solving plans and with the assistance of the Inspector driven teams there are more assigned officers to implement the plans than previously. With the closer working links that are being formed with the 24/7 policing teams this has far more opportunities to take forward Neighbourhood Policing.

2.0 Partnership Working Area Staffing

- 2.1 In the new operating model for Leeds, the Police have identified staff at a Sergeant and PC level and allocated staff to PWAs for problem solving activity. These Officers will be further assisted at a PWA and ward Level by the PCSOs. The table below shows the numbers of these officers for each PWA area.

PWA	No. of Sgts	No. of PCs	No. of PCSOs
Inner East	2	15	29
Inner North East	2	9	20
Outer East	1	7	20
Outer North East	1	4	13
Inner West	2.5	11	22
Inner North West	2	10	22
Outer West	1	6	18
Outer North West	1	4	16
City	2	10	22
Inner South	2	11	25
Outer South	1	8	20

- 2.2 All these staff work on the new West Yorkshire Police Force Standard Duty Rota. Where there are 2 Sgts they have been placed on the rota so that there is coverage

on each of the days and the PCs have been spaced across the rota to make sure that there is coverage in each area on each day.

2.3 The two rotas below show the overall shift patterns worked by all the PWA staff. Due to different issues around the day and night time economy in the City, Officers here work a slightly different pattern.

2.3.1 FSDR PWA Sgts, Ward Officers and PCSOs

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day 1	0700-1700	0700-1700	1100-2100	1100-2100	1400-0000	1400-0000	Rest Day
Week 1	10	10	10	10	10	10	
Day 8	Rest Day	Rest Day	Rest Day	0700-1700	0700-1700	1100-2100	1100-2100
Week 2				10	10	10	10
Day 15	1600-0000	1600-0000	Rest Day	Rest Day	Rest Day	Rest Day	0700-1700
Week 3	8	8					10
Day 22	0700-1700	1100-2100	1100-2100	1600-0000	1400-0000	Rest Day	Rest Day
Week 4	10	10	10	8	10		
Day 29	Rest Day	Rest Day	0700-1700	0700-1700	1100-2100	1100-2100	1600-0000
Week 5			10	10	10	10	8
Day 36	1600-0000	Rest Day	Rest Day	Rest Day	Rest Day	0700-1700	0700-1700
Week 6	8					10	10
Day 43	1100-2100	1100-2100	1600-0000	1600-0000	Rest Day	Rest Day	Rest Day
Week 7	10	10	8	8			
Day 50	Rest Day	0700-1700	0700-1700	1100-2100	1100-2100	1400-0000	1600-0000
Week 8		10	10	10	10	10	8
Day 57	Rest Day	Rest Day	Rest Day	Rest Day	0700-1700	0700-1700	1100-2100
Week 9					10	10	10
Day 64	1100-2100	1600-0000	1600-0000	Rest Day	Rest Day	Rest Day	Rest Day
Week 10	10	8	8				

2.3.2 City PWA Sgts, Ward Officer and PCSOs

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day 1	0700-1700	0700-1700	1100-2100	1100-2100	1600-0200	1600-0200	Rest Day
Week 1	10	10	10	10	10	10	
Day 8	Rest Day	Rest Day	Rest Day	0700-1700	0700-1700	1100-2100	1100-2100
Week 2				10	10	10	10
Day 15	1600-0000	1600-0000	Rest Day	Rest Day	Rest Day	Rest Day	0700-1700
Week 3	8	8					10
Day 22	0700-1700	1100-2100	1100-2100	1600-0000	1600-0200	Rest Day	Rest Day
Week 4	10	10	10	8	10		
Day 29	Rest Day	Rest Day	0700-1700	0700-1700	1100-2100	1100-2100	1600-0000
Week 5			10	10	10	10	8
Day 36	1600-0000	Rest Day	Rest Day	Rest Day	Rest Day	0700-1700	0700-1700
Week 6	8					10	10
Day 43	1100-2100	1100-2100	1600-0000	1600-0000	Rest Day	Rest Day	Rest Day
Week 7	10	10	8	8			
Day 50	Rest Day	0700-1700	0700-1700	1100-2100	1100-2100	1600-0200	1600-0000

Week 8		10	10	10	10	10	8
Day 57					0700-1700	0700-1700	1100-2100
Week 9	Rest Day	Rest Day	Rest Day	Rest Day			
Day 64	1100-2100	1600-0000	1600-0000	Rest Day	Rest Day	Rest Day	Rest Day
Week 10	10	8	8				

3.0 PCSOs ~ staffing at a PWA level

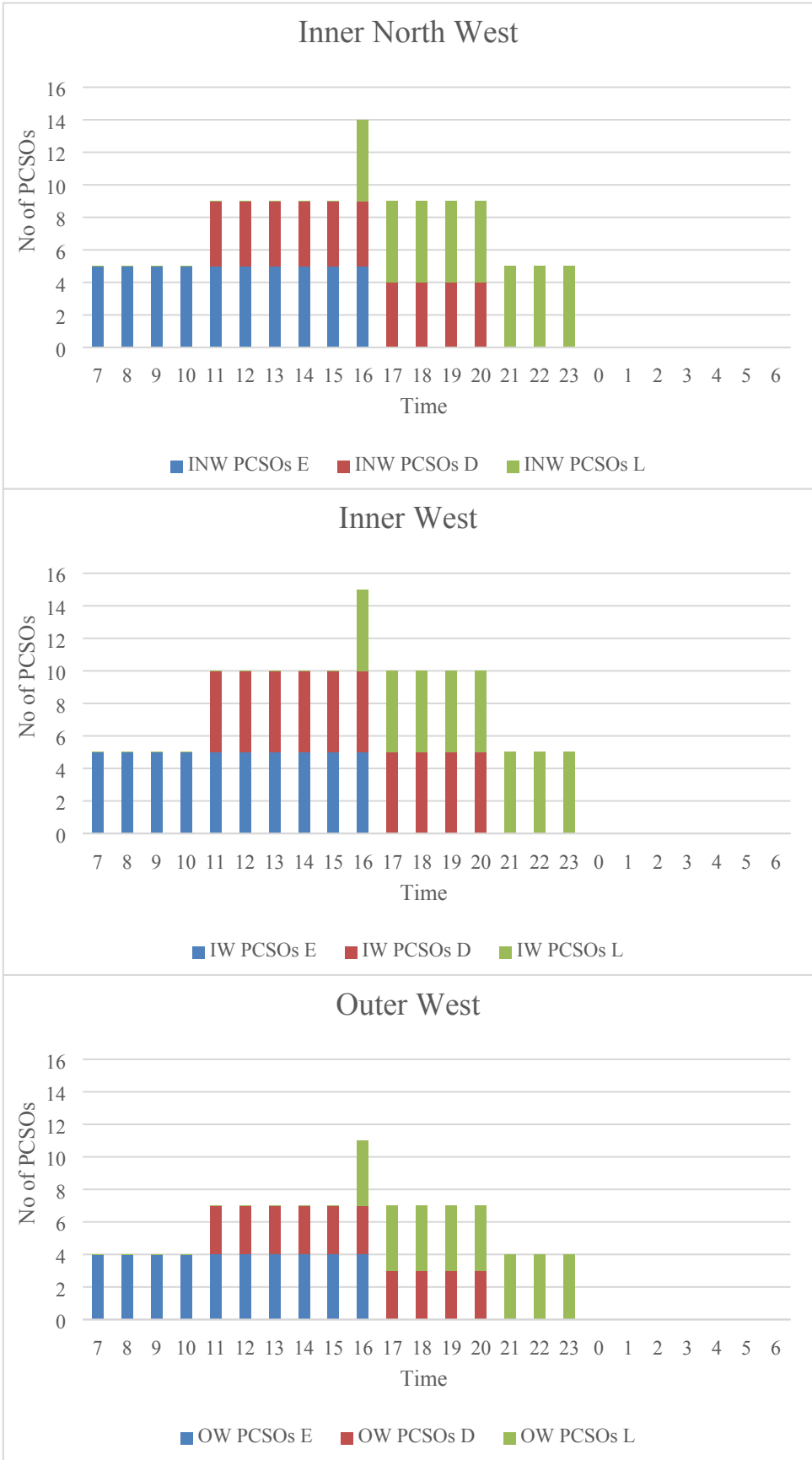
3.1 There will be 227 PCSOs funded by the Police and Council which breaks down as 160 Police Funded, 67 Council funded. The below table shows the proposal of how these PCSOs will be split across the District.

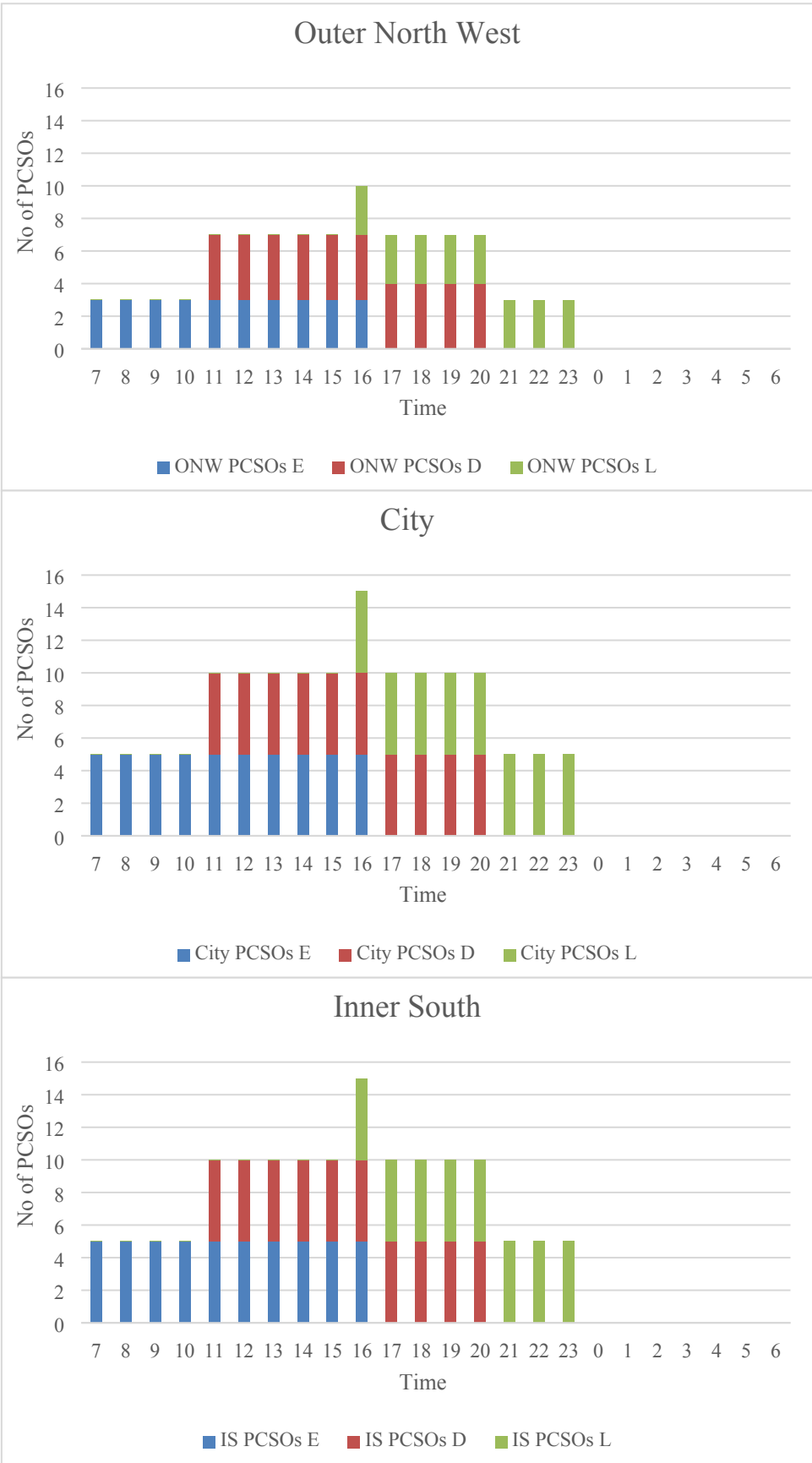
PWA Area	Police Funded PCSO Numbers	Council Funded 2 per ward	Total
Inner East	23	6	29
Inner North East	14	6	20
Outer East	12	8	20
Outer North East	7	6	13
Inner West	17	6	23
Inner North West	16	6	22
Outer West	12	6	18
Outer North West	7	8	15
City	22	0	22
Inner South	18	7	25
Outer South	12	8	20

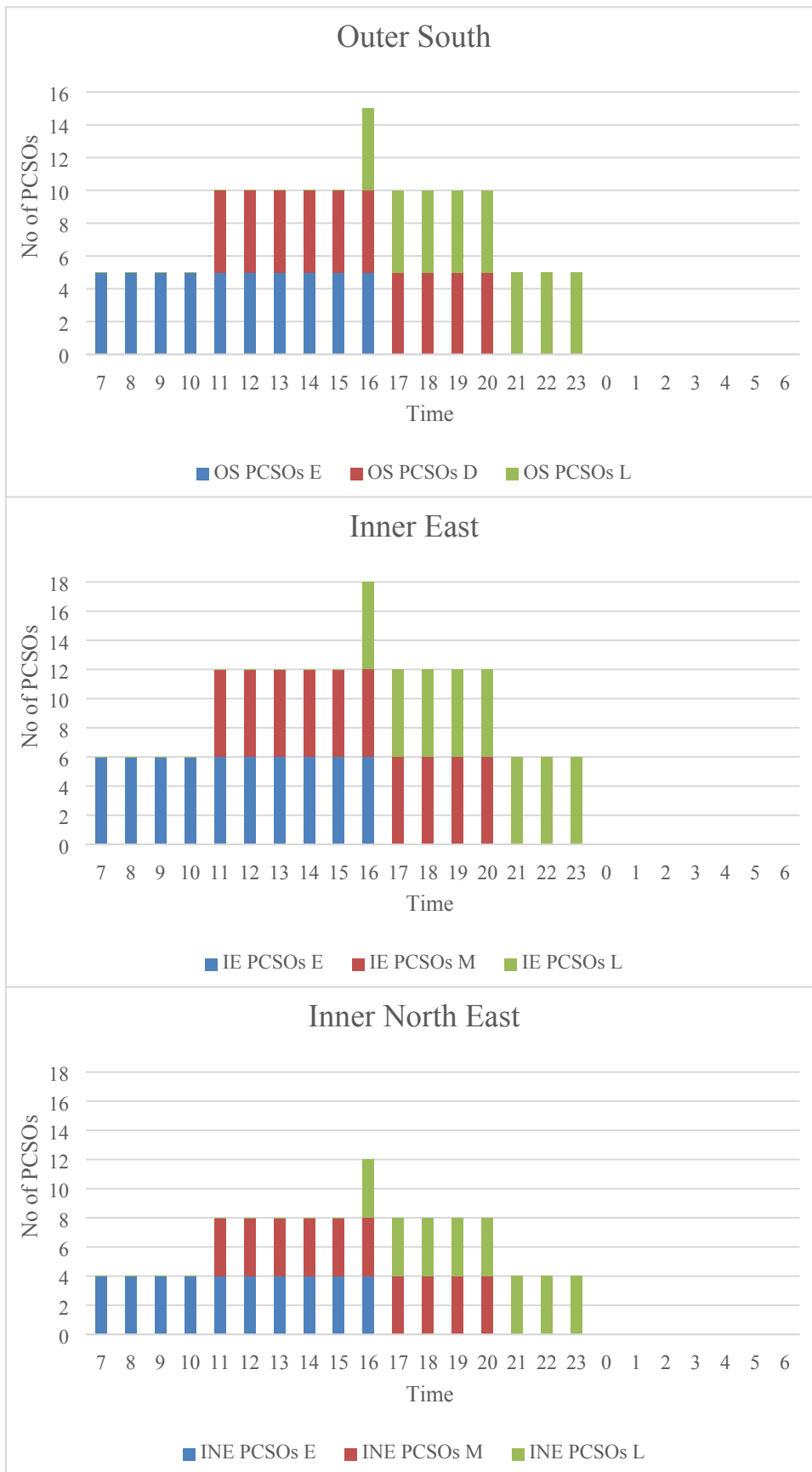
3.2 At this time the externally funded PCSOs are not included on the chart as West Yorkshire Police are still finalising contract discussions for the next financial year so a complete picture is not yet known.

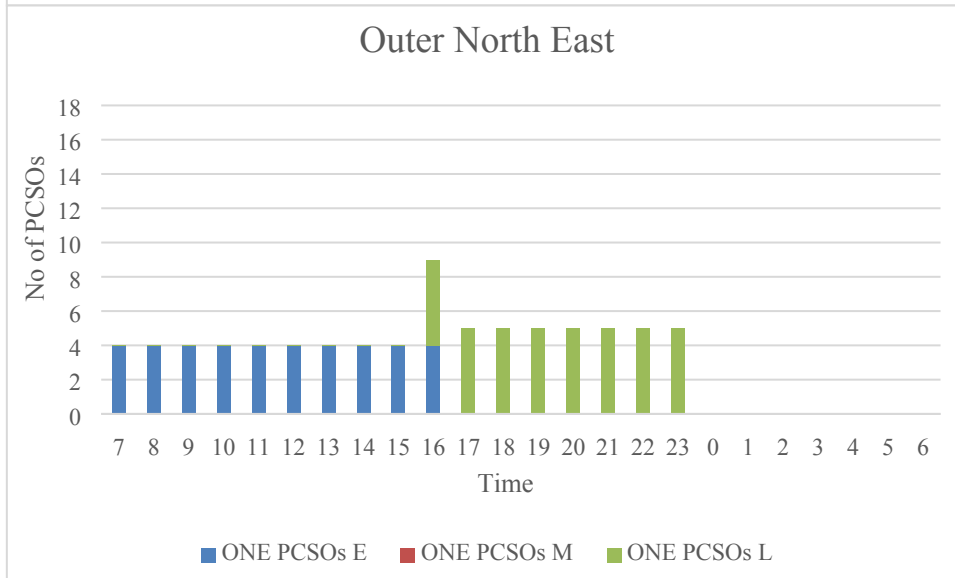
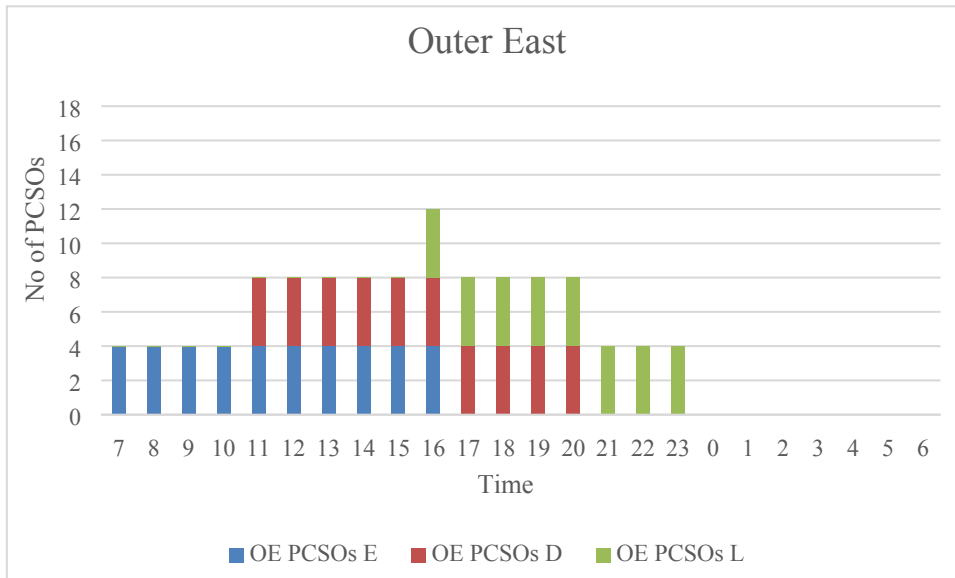
3.3 The PCSOs across Leeds are now also working the new Rota (as outlined above) and in line with variation as described for the city centre. The graphs in Appendix 1 show the coverage of PCSOs across each PWA area on any given day.

Daily Coverage of PCSOs by Partnership Working Area

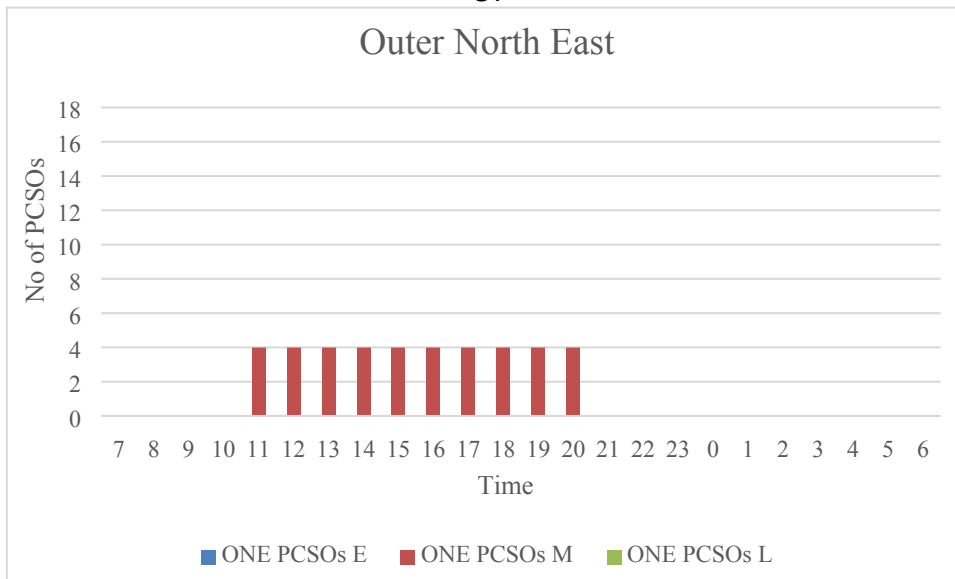








Or



The Wetherby PCSOs have not been placed onto all 5 teams on the FSDR rota; they only currently occupy 3 of the 5. The main reason for this is to make sure that even with leave there is still a multiple of staff to cover the areas from a visibility and safety aspect. As a result, the 2 graphs show the cover in Wetherby; these will alternate between the 2, so that for 2 days coverage will be as per graph 1 and then the next 2 days per graph 2. The 2 days after that you get the coverage on graph 1 and so on alternating between the 2.

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Report author: Angela Brogden
Tel: 247 4553

Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Environment and Housing)

Date: 22nd March 2016

Subject: Work Schedule

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

Summary of main issues

1. The Board's work schedule is attached as appendix 1 for Members' consideration.
2. Also attached at appendix 2 and 3 are the minutes of the Executive Board meeting held on 9th March 2016 and the minutes of the Tenant Scrutiny Board meeting held on 3rd February 2016.

Recommendation

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

Background documents¹

4. None used

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

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Scrutiny Board (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		<p>Leeds Lettings Policy proposals SB 17/11/15 @ 1.30 pm</p> <p>Provision of PCSOs in Leeds WG 24/11/15 @ 3 pm</p>
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:</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. • Responsive repairs and maintenance. <p>SB 8/12/15 @ 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 12/01/16 @ 1.30 pm</p>	<p>To consider the following matter:</p> <ul style="list-style-type: none"> • The role of the Environment and Housing directorate in relation to flooding and the impact on services following the recent floods in Leeds. <p>SB 02/02/16 @ 1.30 pm</p>
General Briefings			
Budget and Policy Framework/Pre-decision Scrutiny	<p>Provision of PCSOs in Leeds WG 9/12/15 @ 10 am</p>	<p>Initial budget proposals 2016-2017 SB 12/01/16 @ 1.30 pm</p> <p>Leeds Lettings Policy proposals - update SB 12/01/16 @ 1.30 pm</p> <p>Provision of PCSOs in Leeds WG 21/01/16 @ 11.30 am</p>	<p>Provision of PCSOs in Leeds SB 02/02/16 @ 1.30 pm</p>
Recommendation Tracking	<p>Peckfield Landfill Site – continued SB 8/12/15 @ 1.30 pm</p>		
Performance Monitoring			<p>General performance update SB 02/02/16 @ 1.30 pm</p>

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:</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. • Responsive repairs and maintenance. <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 26/04/16 @ 1.30 pm</p>	
General Briefings	<p>Housing & Planning Bill 2015 SB 22/03/16 @ 1.30 pm</p> <p>Neighbourhood Policing in Leeds, including PCSOs SB 22/03/16 @ 1.30 pm</p>	
Budget and Policy Framework/Pre-decision Scrutiny		
Recommendation Tracking	<p>Peckfield Landfill Site SB 26/04/16 @ 1.30 pm</p>	
Performance monitoring		

EXECUTIVE BOARD

WEDNESDAY, 9TH MARCH, 2016

PRESENT: Councillor J Blake in the Chair

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

APOLOGIES: Councillor R Lewis

144 Declaration of Disclosable Pecuniary Interests

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

145 Minutes

RESOLVED – That the minutes of the meeting held on 10th February 2016 be approved as a correct record.

RESOURCES AND STRATEGY

146 European Structural and Investment Funds Programme 2014-2020 Update

The Director of City Development submitted a report providing an update on the European Structural Investment Fund (ESIF) programme for the Leeds City Region and which provided information on progress made by the Council in developing projects. The report also sought approval to enter into a contract for two early projects currently being considered by the ESIF managing authority, namely the 'Ad:Venture Enterprise Growth Programme' and the 'Digital Enterprise Project', and sought the relevant 'authorisation to spend'.

Responding to an enquiry, assurances were provided that Opposition Groups would be kept informed of any future outline applications for ESIF which were intended to be submitted.

In addition, it was requested that further information be provided to Executive Members detailing the extent to which other organisations and partners across the city had accessed such funding streams.

RESOLVED -

- (a) That the summary of the European Structural and Investment Funds (ESIF) programme and the progress made to date in developing projects within the Council, be noted.
- (b) That Council expenditure for Ad:Venture Enterprise Growth Programme of £345,000 and for the Digital Enterprise Project of £70,000, a total of £415,000, be authorised.

- (c) That the Director of City Development be authorised to enter into contract with the relevant ESIF Managing Authority for the Ad:Venture Enterprise Growth Programme and the Digital Enterprise Project.
- (d) That it be noted that future outline applications for ESIF projects will be submitted by the relevant Director under their delegated authority and in consultation with the Executive Member, and that Executive Board approval will be sought prior to entering into any contracts for successful ESIF applications.

HEALTH, WELLBEING AND ADULTS

147 Leeds City Council Health Breakthrough Project “Early Intervention to Reduce Health Inequalities”

The Director of Public Health submitted a report outlining the need for an Integrated Healthy Living Service (IHLS) and Locality Community Health Development and Improvement (LCHD/I) services in Leeds. In addition, the report described how related services currently worked and how the commissioning of future services were planned as part of the Health Breakthrough project and as a contribution towards the Best Council Plan. Finally, the report sought the Board’s approval to procure an IHLS and LCHD/I services for Leeds.

Members welcomed the consideration of this matter at Executive Board.

Responding to a specific enquiry, the Board was assured of relevant local Ward Members’ involvement in the consultation exercises associated with any future procurement processes. In addition, it was requested that the relevant Community Committees also be involved in such consultation, as appropriate.

In conclusion, it was requested that regular updates be provided on the progress being made in the delivery of such services.

RESOLVED –

- (a) That the progress being made by the Health Breakthrough project be noted.
- (b) That the Director of Public Health be authorised to procure an Integrated Healthy Living Service for Leeds and Locality Community Health Development/Improvement Services, with contracts to be awarded in April 2017 and September 2016 respectively.

CHILDREN AND FAMILIES

148 The Annual Standards Report 2014-2015

The Director of Children’s Services submitted a report which summarised the achievement of learners at all Key Stages throughout 2014/15. In presenting the achievements and challenges over the course of that academic year, it provided recommendations for the future and outlined the actions being taken

by the Council to support, monitor, challenge and intervene in this area, as necessary.

Responding to a Member's specific enquiry, the Board was provided with information on the attainment levels in Leeds at Key Stage 2 and Key Stage 4 respectively, when compared with other Core Cities.

RESOLVED –

- (a) That the data in the submitted report illustrating the outcomes of Leeds children and young people in 2014 and 2015 be noted.
- (b) That the actions recommended for each priority in order to enable the effective delivery of the Best City for Learning strategy, be supported.
- (c) That in noting the comments made during the meeting, consideration be given to the Board making recommendations, as deemed appropriate, on the future provision of ongoing support, challenge and intervention in Leeds in order to ensure that progress continues to be made.
- (d) That the vision, as presented within the submitted report, as to where the Council wants to be by 2020 in order to further improve learning across Leeds, be approved.
- (e) That it be noted that the Head of Learning Improvement is responsible for the implementation of such matters.

149 The Best City for Learning Strategy

The Director of Children's Services and the Director of City Development submitted a joint report presenting the Best City for Learning Strategy, which looked to outline a 4 year plan to improve learning across Leeds from 2016 - 2020.

Whilst acknowledging the strategic nature of the documents which had been submitted to the Board, Members received details of the range of actions being taken by the Council in collaboration with schools, partners and other local authorities to build upon the progress that was currently being made and also to meet those key priorities, as set out within the strategy. Also, in highlighting the key importance of effective relationships between schools and the Council, Members received information on the actions being taken to continue to develop such relationships.

Furthermore, it was requested that a briefing note be submitted to Executive Board Members which provided details and specific examples of the 'traded' supportive services provided by the Council to schools and the extent to which such services were currently being utilised. In addition, it was requested that the Board be provided with updates in respect of any changes to school funding arrangements, as and when appropriate.

In conclusion, the Board paid tribute to and thanked Paul Brennan, Deputy Director for Learning, Children's Services, for his services to the Council, as this would be the final Board meeting in which he would be in attendance prior to his retirement.

RESOLVED -

- (a) That each of the seven priorities, as detailed within the Strategy, be noted.
- (b) That the implications listed under each priority, together with the vision for success in learning across Leeds, be noted.
- (c) That the actions recommended for each priority in order to enable the effective delivery of the strategy be supported.
- (d) That in noting the comments made during the meeting, consideration be given to the Board making recommendations, as deemed appropriate, on the future provision of ongoing support, challenge and intervention in Leeds in order to ensure that progress continues to be made.
- (e) That it be noted that the Head of Learning Improvement is responsible for the implementation of the strategy.

150 Outcome of statutory notice on proposals to expand primary provision in Pudsey/Swinnow

Further to Minute No. 115, 16th December 2015, the Director of Children's Services submitted a report detailing proposals submitted to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report described the outcome of a statutory notice regarding proposals to expand primary school provision at Greenside Primary School and which sought a final decision on such proposals.

RESOLVED –

- (a) That the expansion of Greenside Primary School from a capacity of 315 pupils to 420 pupils, increasing the admission number from 45 to 60 with effect from September 2017, be approved.
- (b) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

151 Outcome of statutory notice on proposals to expand primary provision and establish SEN provision at Carr Manor Community School

Further to Minute No. 95, 18th November 2015, the Director of Children's Services submitted a report detailing proposals brought forward to meet the Local Authority's duty to ensure sufficiency of both school and Special Educational Needs (SEN) places. Specifically, this report detailed the outcome of a Statutory Notice regarding proposals to increase primary places and establish SEN provision at Carr Manor Community School, and

recommended that Executive Board approved the withdrawal of the proposals at this stage.

RESOLVED –

- (a) That the recommendation to withdraw the proposal to expand Carr Manor Community School and to establish SEN provision at this stage be approved.
- (b) That it be noted that further consultation may be required in order to ensure that the authority meets its duty to provide primary and SEN places in the Meanwood area and that a further report may be submitted to Executive Board.
- (c) That it be noted that the Head of Learning Systems and the Head of Complex Needs are the responsible officers for such matters.

152 Outcome of consultation to increase Primary School Places and establish Special Educational Needs provision at Bramley Primary School

The Director of Children's Services submitted a report detailing proposals brought forward to meet the local authority's duty to ensure sufficiency of both mainstream primary provision and primary aged Special Educational Needs (SEN) places. Specifically, the report described the outcome of the consultation that had taken place regarding proposals to expand primary school provision and establish SEN provision at Bramley Primary School and which sought permission to publish a statutory notice in respect of such proposals.

RESOLVED –

- (a) That approval be given to the publication of a Statutory Notice to expand primary provision at Bramley Primary School from a capacity of 280 pupils to 420 pupils, with an increase in the admission number from 40 to 60, with effect from September 2017, and also to establishing provision for pupils with Complex Communication Difficulties including children who may have a diagnosis of ASC (Autistic Spectrum Condition) for approximately 6 pupils, with effect from September 2017.
- (b) That it be noted that the responsible officers for the implementation of such matters are the Capacity Planning and Sufficiency Lead and the Head of Complex Needs.

153 Outcome of Consultation on a Proposal to cease to provide complex social, emotional and mental health provision under the West Oaks SEN Specialist School and College (Oakwood Lane site) and Providing for these needs under the Wellspring Academy Trust

Further to Minute No. 93, 18th November 2015, the Director of Children's Services submitted a report detailing the outcome of a consultation exercise regarding a proposal to cease to provide complex SEMH (Social, Emotional and Mental Health) provision under the West Oaks SEN (Special Educational

Needs) Specialist School and College (Oakwood Lane site) and providing for those needs under The Wellspring Academy Trust. Furthermore, the report sought permission to publish a statutory notice in respect of such proposals.

RESOLVED –

- (a) That the publication of a Statutory Notice to cease to provide behaviour, emotional and social difficulty (BESD) provision under the governance of the West Oaks SEN Specialist School and College (Oakwood Lane site) from 31 August 2016, be approved. (This is conditional on the conversion of the existing BESD Specialist Inclusive Learning Centre (SILC) into a 4 – 19 SEMH sponsored academy. The provision at the Oakwood Lane site would become part of the new academy from 1 September 2016. If the academy conversion is not in place, then the provision would continue at Oakwood Lane under the governance of West Oaks SEN Specialist School and College).
- (b) That it be noted that the officer responsible for the implementation of such matters is the Head of Learning Systems.

COMMUNITIES

154 Establishing a Council Lettings Agency and the future policy direction for the regulation of the Private Rented Sector

Further to Minute No. 44, 23rd September 2015, the Director of Environment and Housing submitted a report setting out proposals to establish a Council Lettings Agency and also detailing proposals regarding the regulation of the Private Rented Sector (PRS).

In considering the submitted report, Members welcomed the proposals detailed within it.

In conclusion, the Board paid tribute to and thanked John Statham, Head of Housing Partnerships, Environment and Housing, for his services to the Council, as this would be the final Board meeting in which he would be in attendance prior to his retirement.

RESOLVED -

- (a) That the proposal, in principle, to establish a Council Lettings scheme managed by Housing Leeds be approved.
- (b) That the proposal to establish a Leeds Rental Standard, supported by self-regulation, be approved.
- (c) That the proposal to establish a Rogue Landlord Unit be approved.
- (d) That the proposal to commit the Leeds Neighbourhood Approach (LNA) to a longer term multi-agency programme of work within Holbeck be approved.

- (e) That the Director of Environment and Housing be requested to bring forward proposals for a Selective Licensing Scheme.
- (f) That the proposals, as set out within the submitted report, to implement a range of charging proposals, be approved.
- (g) That the implementation of all of the resolutions, as detailed above, be delegated to the Director of Environment and Housing.

155 Leeds Social Value Charter

The Assistant Chief Executive (Citizens and Communities) submitted a report which sought endorsement of the Leeds Social Value Charter and requested that Council directorates seek to enhance existing activities in order to promote social responsibility, build social capital, deliver social value and maximise the social return on the Council's investment in all aspects of policy and practice.

Members highlighted the importance of ensuring that appropriate structures were in place within the Council and across the city to enable the third, private and public sectors to work alongside each other and local communities, for the overall benefit of Leeds. In response, emphasis was placed upon how the Council's role in this area had developed, with the aim that it would continue to do so in order to maximise the impact of social value in Leeds.

In conclusion, it was requested that Executive Members and also relevant local Ward Members receive updates on the development of new initiatives in this area.

RESOLVED -

- (a) That the contents of the submitted report be noted.
- (b) That the Leeds Social Value Charter be endorsed, that the establishment of the cross-sector implementation group be supported and that the Council's directorates be encouraged to explore opportunities to deliver on the social value ambitions.
- (c) That the Assistant Chief Executive (Citizens and Communities) be requested to maintain an overview of Charter developments and implement its principles within the Council and across the city.

ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY

156 Police Community Safety Officers (PCSOs)

The Director of Environment and Housing submitted a report providing Executive Board with details of the outcome of discussions which had been undertaken with the Police and Crime Commissioner (PCC) about Police Community Safety Officers (PCSO) numbers, funding and allocation in Leeds. In addition, the Board was invited to determine the future distribution of Leeds City Council funded PCSO posts from 2016/17.

In considering the submitted report, the crucial role played by PCSOs in communities across Leeds was highlighted. In acknowledging that although the submitted proposals would mean that there would be changes to the way in which PCSOs were allocated, it was highlighted that there would be an increase of 20 PCSOs in Leeds funded by the PCC and the Council, compared to the current number in post.

In response, concern was raised, with specific reference made to the fact that under such proposals, the current minimum allocation of 5 PCSOs per Ward would be reduced to 3.

With regard to the proposals on the revised allocation arrangements, it was requested that regular updates be provided on such matters, as and when appropriate.

RESOLVED – That the future distribution of Leeds City Council funded PCSO posts from 2016/17 be approved on the basis of equal distribution of two PCSOs per ward.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions referred to within this minute, whilst under the same provisions, Councillor Golton required it to be recorded that he voted against the decisions referred to within this minute)

ECONOMY AND CULTURE

157 Storm Eva - Recovery Plan Update

Further to Minute No. 120, 20th January 2016, the Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the impact of Storm Eva in Leeds, specifically with regard to the recovery response and developments regarding flood alleviation proposals for the city.

Members received an update on several issues including:

- the current position regarding the establishment of flood defence measures, with specific reference to the scoping exercise which continued to be undertaken, whilst it was also noted that currently there was no funding arrangements in place for the associated feasibility study;
- the actions being taken by the Council to pursue the issue of insurance provision for affected properties and businesses;
- the recent announcement regarding the closure of the Thyssenkrupp Woodhead factory was highlighted.

In noting that as regular dialogue with Government continued and the fact that the Secretary of State for Environment, Food and Rural Affairs had confirmed that Leeds would receive the flood defences it required, it was agreed that a letter, jointly signed by those Group Leaders on Executive Board, be submitted to Government which outlines the Council's commitment to pursue

the funding required for Leeds to establish appropriate flood alleviation measures in the short term and appropriate flood defences in the longer term.

With regard to the establishment of appropriate flood defences, emphasis was placed upon the importance of ensuring that such measures covered the entirety of the affected areas.

Responding to an enquiry, Members received clarification on the statistics regarding the number of flats which had been flooded as a consequence of Storm Eva.

RESOLVED –

- (a) That the updates, as detailed within the submitted report be noted, including the update on the progress made against the resolutions from the 20th January 2016 Executive Board meeting (as detailed at annex 1), together with the ongoing progress made on the citywide Strategic Recovery Plan (as detailed at annex 2).
- (b) That a further update be provided to Members of the Executive Board in June 2016.

EMPLOYMENT, ENTERPRISE AND OPPORTUNITY

158 Equality Framework

Further to Minute No. 69, 21st October 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report setting out the outcome of the Council's reaccreditation against the Equality Framework for Local Government at the level of 'excellent'.

RESOLVED –

- (a) That the reaccreditation of the Council as an 'Excellent' local authority in the Equality Framework for Local Government, be noted.
- (b) That the development of an Equality Framework Improvement Plan be noted, with the delivery of the plan being overseen by the Assistant Chief Executive (Citizens and Communities) with support from the Equality and Diversity Board and the Member Champions Equality Group.

REGENERATION, TRANSPORT AND PLANNING

159 Leeds District Heating Network Local Development Order (LDO 3)

Further to Minute No. 141, 10th February 2016, the Director of City Development submitted a report which set out for the purposes of adoption and subsequent submission to the Secretary of State for Communities and Local Government a proposed Local Development Order (LDO) in respect of the Leeds District Heating Network.

RESOLVED –

- (a) That the adoption of the Leeds District Heating Network Local Development Order (LDO3), as set out in Appendix 1 to the submitted report, be approved.
- (b) That approval be given for the Chief Planning Officer to submit a copy of the Leeds District Heating Network Local Development Order (LDO3), together with the statement of reasons, to the Secretary of State for Communities and Local Government.

160 Holbeck Urban Village, South Bank Supplementary Planning Document

Further to Minute No. 81, 18th November 2015, the Director of City Development submitted a report which sought approval to undertake consultation upon a draft Supplementary Planning Document (SPD) to replace and update the Holbeck Urban Village Revised Planning Framework (2006). This was in the light of major inward investment proposals, substantial changes to the national and local Planning Policy context since 2006, the emergence of the vision for the South Bank, the opening of Leeds Station Southern Entrance, the post global recession market place, the completion of a number of successful developments in the area and the worsening condition of the Grade I listed and 'at risk' Temple Works.

RESOLVED –

- (a) That the Chief Planning Officer be authorised to undertake a 6 week public consultation exercise in order to seek views on the draft Supplementary Planning Document to inform development proposals in the Holbeck Urban Village.
- (b) That once the consultation is complete and comments addressed, the Chief Planning Officer be requested to report back to the Executive Board in the summer of 2016 in order to enable the Board to consider the formal adoption of the SPD.

DATE OF PUBLICATION: FRIDAY, 11TH MARCH 2016

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 18TH MARCH 2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 21st March 2016)

Draft minutes to be approved at the meeting
to be held on Wednesday, 20th April, 2016

TENANT SCRUTINY BOARD

WEDNESDAY, 3RD FEBRUARY, 2016

PRESENT: John Gittos in the Chair

Sallie Bannatyne, Christine Gregory,
Michael Healey, Maddy Hunter,
Peter Middleton, Roderic Morgan
and Jackie Worthington

50 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

51 Late Items

There were no late items.

52 Apologies for Absence

An apology for absence was submitted by Olga Gailite.

53 Minutes - 6 January 2016

RESOLVED – That the minutes of the meeting held on 6 January 2016 be approved as a correct record.

54 Chair's Update

The Head of Scrutiny and Member Development submitted a report which provided the Chair of Tenant Scrutiny Board with an opportunity to update Board Members on some of the areas of work and activity since the January meeting.

The Chair advised that he had attended Scrutiny Board (Environment & Housing) on 2 February 2016, at which PCSOs, flooding, homelessness and other matters were discussed.

RESOLVED – That the above update be received and noted.

55 Discussion with Councillor Debra Coupar, Executive Board Member (Communities)

The Board welcomed to the meeting, Councillor Debra Coupar, Executive Board Member (Communities) to discuss the work and ambitions of the Tenant Scrutiny Board and possible future areas for Scrutiny.

The Chair invited questions and the key areas of discussion were:

- Flooding
- PCSOs, funding and deployment
- Letting and Management Policy
- Universal Credit roll out in Leeds
- The role of the Credit Union in helping those affected by Universal Credit

RESOLVED –

- (a) That Councillor Coupar be thanked for attending the Board
- (b) That arrangements be made for Tenant Scrutiny Board to be consulted during the development of a Lettings and Management Policy.

56 Scrutiny Inquiry - Environment of Estates

The Head of Scrutiny and Member Development submitted a report which presented information as part of the Board's Inquiry on the Environment of Estates. This included a written report detailing the outcome of the questionnaire sent to all tenants and resident groups, the 11 Housing Advisory panels and 37 Service Improvement Volunteers.

This was the Board's last evidence gathering session for the Inquiry therefore the Board concluded the session with a discussion with those officers who attended the Board in September 2015 at the beginning of the Inquiry.

The following were in attendance to respond to Board member questions;

- Jill Wildman, Interim Chief Officer (Housing Management)
- Jason Singh, Locality Manager
- Simon Frosdick, Business Development Manager, Parks and Countryside.

In summary the key areas of discussion were;

- The methodology used by the Board in gathering its evidence for this Inquiry.
- Progress made on developing a 'one council' partnership approach to estate management.
- Progress on the estate walkabout harmonisation project and the submission already made by the Board to that work.
- The harmonisation of 'systems' across the different services.
- The concept of a special annual walkabout which would involve all agencies.
- Clarification on the 'mapping' process.
- The responsibility of tenants in relation to gardens.
- The potential to roll out community 'tool banks' and associated funding sources.

- Weed management.
- The management of waste.
- The one piece of rubbish campaign. <http://www.1pieceofrubbish.com/>
- The concept of involving private home owners in the activities on estates.
- Garages

Concluding the discussion, the Chair thanked attending officers for their input to the Inquiry and the support provided. The Board would now draft its final Inquiry report with the intention that this is discussed at the March meeting.

RESOLVED –

- (a) That officers be thanked for their attendance and support during this Inquiry
- (b) That the findings of the questionnaire be noted
- (c) That the Chair in conjunction with the Head of Scrutiny and Member Development draft a final report.

57 Recommendation Tracking - ATV Inquiry

The Head of Scrutiny and Member Development submitted a recommendation tracking report in relation to the Boards Annual tenancy Visit Inquiry.

The following were in attendance to answer any questions;

- Sharon Guy, Housing Manager (Customer Relations, Tenant Scrutiny, Tenant Involvement and Equality
- Lee Ward, Neighbourhood Services Officer.

The Board reviewed the status of each recommendation and concluded that recommendations two three, five, six, seven and eight be regarded as achieved and required no further monitoring. Recommendations one, nine and 10 be classified as 'Not fully implemented' (progress made acceptable. Continue monitoring). It was noted that Housing Leeds had not agreed to the Board's recommendation 4. It was agreed therefore that no further monitoring would take place.

The Board also agreed that it would submit a further recommendation to Housing Leeds requesting that tenants be made aware of home insurance options, during contact time, for example home visits. (within the constraints of not selling a particular product)

RESOLVED –

- (a) To agree the status of the Board's recommendations
- (b) To submit a further recommendation to Housing Leeds in relation to home insurance.

58 Date and Time of Next Meeting

Wednesday, 2 March 2016 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 3.30pm)