

SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 13th October, 2016 at 10.00 am**

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

MEMBERSHIP

Councillors

J Bentley	Weetwood;
A Blackburn	Farnley and Wortley;
K Bruce	Rothwell;
D Collins	Horsforth;
A Gabriel	Beeston and Holbeck;
A Garthwaite	Headingley;
P Grahame	Cross Gates and Whinmoor;
A Khan	Burmantofts and Richmond Hill;
M Lyons	Temple Newsam;
J Procter (Chair)	Wetherby;
K Ritchie	Bramley and Stanningley;
G Wilkinson	Wetherby;

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

**Agenda compiled by:
Guy Close
Scrutiny Support Unit
Tel: 39 50878**

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

A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 22 SEPTEMBER 2016</p> <p>To confirm as a correct record, the minutes of the meeting held on 22nd September 2016.</p>	1 - 6
7			<p>LETTINGS POLICY REVIEW CONSULTATION UPDATE</p> <p>To receive a report from the Director of Environment and Housing presenting a further update in relation to proposed changes to the current lettings framework and policy.</p>	7 - 18
8			<p>HOUSING RELATED MATTERS</p> <p>To receive a report from the Director of Environment and Housing covering particular areas of housing policy/activity as requested by the Scrutiny Board.</p>	19 - 30
9			<p>WORK SCHEDULE</p> <p>To consider the Board's forthcoming work schedule.</p>	31 - 72

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>Thursday, 24 November 2016 at 10 am (Pre-meeting for all Board Members at 9.30 am)</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> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

THURSDAY, 22ND SEPTEMBER, 2016

PRESENT: Councillor J Procter in the Chair

Councillors J Bentley, A Blackburn,
K Bruce, D Collins, A Gabriel,
A Garthwaite, R Grahame, A Khan,
M Lyons, K Ritchie and G Wilkinson

23 Late Items

The following late information was submitted to the Board:

- Agenda item 10 – Draft terms of reference for the Board’s Inquiry into Air Quality.

The above information was not available at the time of agenda despatch, but was subsequently made available on the Council’s website.

24 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

25 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor P Grahame. It was reported that Councillor P Grahame was unable to attend today’s Board meeting as she was attending a full Board meeting of West Yorkshire Joint Services and she was Deputy Chair.

Notification had been received that Councillor R Grahame was to substitute for Councillor P Grahame.

26 Minutes - 7th July 2016

RESOLVED – That the minutes of the meeting held on 7 July 2016 be approved as a correct record.

27 Matters arising from the minutes

Minute No. 17 – Lettings Policy Review – consultation update

The Board was advised that further information in relation to age related policies had been submitted and was to be forwarded to Board Members in readiness for its housing themed meeting in October.

Minute No. 19 – Safer Leeds Plan 2016/17

The Board requested that the update regarding the level of PCSOs deployed across all Wards be circulated to Board Members prior to its Community Safety themed meeting scheduled for November.

28 Peckfield Landfill Site - Recommendation tracking

The Head of Governance Services submitted a report which presented a progress update on the implementation of the recommendations arising from the previous Scrutiny Inquiry into Peckfield Landfill Site.

The following were in attendance:

- Councillor James Lewis, Ward Member for Kippax and Methley
- Louise White, Minerals & Waste Team Leader, City Development
- Julia Reynolds, Acting Team Leader, Contaminated Land, City Development
- Charlotte McKay, Team Leader Development Team, Legal Services
- Christine Boothroyd, Local resident and member of the Peckfield Landfill Community Liaison Committee.

The Board was provided with a comprehensive planning update on recent developments with the site, with particular references made to the pace of site restoration compared to infilling, which was considered slower than expected. Board Members were also advised that the operator had breached Condition 35 as waste disposal and restoration operations had not been confined to 3 successive cells at any one time. It was highlighted that Planning Officers had set out the required steps to be taken to complete the full restoration of one of the Cells (Cell 8) and the operator had committed to have this completed by 30th September 2016.

It was also highlighted that issues had been raised with the operator regarding existing operational phasing arrangements that were at risk of deviating from the planning permission. This therefore requires urgent attention from officers and the operator and may result in the operator submitting a Variation of Condition planning application to resolve this issue. Linked to this, Board Members were informed of the operator's intention to employ the services of a planning consultant to help provide a solution for all parties.

Other key areas of discussion were:

- An update on the role and make-up of the Peckfield Liaison Committee. The Board was advised that regular meetings had taken place to consider site progress and to raise concerns of local residents, which primarily relate to odour and litter problems.
- The Board discussed the robustness of the Environment Agency in monitoring the operating permit and requested details of existing permit breaches.

- In discussing general communication links with residents, there was particular concern raised about the limited capacity of the operator's Facebook site and out of hours protocol.
- The Board received a general overview of the factors to be considered as part of any contingency planning process in the event of the landfill being abandoned or orphaned. It was noted that whilst there had been no indication of this happening at Peckfield Landfill Site, discussions remain ongoing between Planning Officers and the Environment Agency regarding adequate aftercare provisions in such circumstances. However, the Board was concerned to learn that details surrounding associated financial provisions held by the Environment Agency were not known to the Council and therefore agreed to pursue this further with the Environment Agency.

RESOLVED –

- (a) That a letter be written to the Environment Agency outlining the Board's concerns and to seek clarification regarding existing operating permit breaches and contingency planning arrangements, including the need for greater transparency surrounding associated financial provisions.
- (b) That in relation to recommendation tracking, the Board determines that further information is required from the operator and the Environment Agency before agreeing the status of recommendations.

29 Odour monitoring and impacts relating to Veolia's Recycling and Energy Recovery Facility (RERF)

The Director of Environment and Housing submitted a report in relation to odour monitoring and impacts relating to Veolia's Recycling and Energy Recovery Facility.

The following information was appended to the report:

- Emissions Daily Averages Chart for June, July and August 2016.

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Member for Environment and Sustainability
- Neil Evans, Director of Environment and Housing
- Andrew Lingham, Head of Waste Strategy & Infrastructure
- Paul Fowler, General Manager, Veolia Leeds
- David Cowan, Head of Constructions, Veolia UK
- Raquel Carrasco, Organics and Technology Director, Veolia UK

The key areas of discussion were:

- Particular reference was made to the odours experienced by Scrutiny Board Members during its site visit in April 2016. In response, the Board noted the measures undertaken by Veolia, as referenced in the

report, to deal with odour since receiving complaints during its commissioning stage and also since the Board's visit in April. Such actions have resulted in no further complaints being received.

- The Board was advised that Veolia employed a Liaison Officer and had established a Community Liaison Group to address issues or concerns raised by residents. It was also advised that Veolia had a robust system for recording and responding to complaints.
- The Board still recognised the need for more effective engagement with the local community and Ward Members, including those in neighbouring areas too. The Executive Member for Environment and Sustainability gave a commitment to facilitate a meeting between Veolia and Elected Members to discuss possible improvements, including regular monitoring updates to be provided to Ward Members.
- Whilst acknowledging the steps being taken to gather on-site monitoring data, the Board reiterated the need for actions to be taken to review the cumulative impact of sites in the area.

RESOLVED –

- (a) That the Board notes the contents of the report and appendices
- (b) That the comments made by the Board are taken forward and the Board is kept informed of progress in this regard.

(Councillor G Wilkinson left the meeting at 12.00 pm during the consideration of this item)

(Councillor A Gabriel left the meeting at 12.10 pm during the consideration of this item)

(Councillor K Bruce left the meeting at 12.15 pm during the consideration of this item)

30 Environment related matters

The Director of Environment and Housing submitted a report which presented a series of summaries of environment related matters identified by the Board in June.

The following information was appended to the report:

- Addressing areas of underperformance in recycling (Appendix 1)
- Engaging communities in the recycling agenda (Appendix 2)
- Reviewing existing recycling services and recyclables collected (Appendix 3)
- Maintenance of gullies (Appendix 4).

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Member for Environment and Sustainability
- Neil Evans, Director of Environment and Housing

- Andrew Lingham, Head of Waste Strategy & Infrastructure.
- Paul Fowler, General Manager, Veolia Leeds
- David Cowan, Head of Constructions, Veolia UK
- Raquel Carrasco, Organics and Technology Director, Veolia UK

The key areas of discussion were:

Addressing areas of underperformance in recycling

- An update on technical issues at Veolia which had resulted in recycling targets not been met. The Board was advised that an improvement notice had been issued which required Veolia to identify reasons for underperformance and to submit an improvement plan detailing how they planned to resolve the issues.
- Clarification sought regarding Veolia's references to the commissioning phase. The Board was advised that this was in relation to testing to ensure maximum performance of equipment at the site and quality of recyclable materials extracted.

Engaging communities in the recycling agenda

- The issues experienced by householders regarding different types of plastics that could be recycled.
- A request for further information regarding the 'Green-Up' Tower Blocks Recycling Incentive Scheme Pilot. The Director of Environment and Housing undertook to provide the Board with an update on the pilot.

Reviewing existing recycling services and recyclables collected

- The need for a clear distinction regarding the different types of textiles that could be recycled. The Board discussed the need for greater education and public awareness of this issue.

Maintenance of gullies

- An update on a number of actions that had been identified in relation to gully cleansing since April 2016, which included:
 - An update on software that had been installed, which provided a full record of work undertaken across the city;
 - A proposal to develop a fast-fill water supply to reduce down-time.
 - An update on fleet replacement which it was anticipated would be in use from October 2016.

The Board also considered the important role of highway services in identifying blocked gullies.

RESOLVED –

- (a) That the update on environment related themes be noted.

Draft minutes to be approved at the meeting
to be held on Thursday, 13th October, 2016

(b) That the above updates and requests for information be provided.

(Councillor J Bentley left the meeting at 12.35 pm during the consideration of this item)

31 Scrutiny Inquiry into improving air quality - draft terms of reference

The Head of Governance Services submitted a report which presented draft terms of reference for the Board's forthcoming inquiry into improving air quality in Leeds.

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Member for Environment and Sustainability
- Neil Evans, Director of Environment and Housing
- Polly Cook, Executive Programme Manager, Strategy and Resources.

RESOLVED – That the Board approves the draft terms of reference, subject to the local universities being added under the list of witnesses, for the Board's forthcoming inquiry into improving air quality in Leeds.

32 Work Schedule

The Head of Governance Services submitted a report which invited Members to consider the Board's work schedule for the 2016/17 municipal year.

RESOLVED – That the Board's work schedule be approved.

33 Date and Time of Next Meeting

Thursday, 13 October 2016 at 10.00am (Pre-meeting for all Board Members at 9.30am).

(The meeting concluded at 1.05pm)

Report of Director of Environment and Housing
Report to Environment and Housing Scrutiny Board
Date: 13 October 2016
Subject: Lettings Policy Review Consultation Update

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

1. Summary of main issues

In February 2016, Executive Board agreed to commence consultation on the proposed changes to the current lettings framework with a view to approving a revised policy in December 2016.

The consultation commenced with two Elected Member sessions in March 2016. This has been followed by further consultation with Community Committees, local tenant and resident groups, statutory and voluntary sector partners and individual tenants and residents.

The consultation asked for feedback on the following proposals:

- The introduction of a tenant transfer policy;
- Review of the main lettings policy to mainstream some elements previously covered by local lettings policies;
- A new approach to community lettings policies to replace local lettings policies, with improved links to wider tenancy management issues.

The paper provides an update on progress with the consultation to date, and some feedback on the key themes to emerge.

2. Recommendations

Scrutiny Board is invited to note progress to date with the lettings policy review consultation.

1. Purpose of this report

- 1.1 To provide an update to Scrutiny Board on progress with the Lettings Policy Review consultation.

2. Background

- 2.1 The current lettings framework is based on the council's legal duties set out in the Housing Act 1996 of meeting housing needs as well as meeting the aspirations of tenants and residents. In order to balance the needs of households in housing need with those local communities, the council lets 75% of properties based on housing need and 25% to households who have been on the waiting list the longest with a local connection to the ward area.
- 2.2 Demand for council housing outstrips supply. The average citywide waiting time for households who were rehoused in 2015/16 was 57 weeks, across all property types and sizes.
- 2.3 Currently there are 23,922 (30/04/16) households on the housing register, approximately 25% (5,906) of customers have assessed housing needs (Band A & B) and 75% households have no identified housing need, but have expressed a preference to be rehoused by the council.
- 2.4 Around 1 in 6 of the council's 57,000 homes have a local lettings policy which gives preference to certain groups of applicants for some properties, e.g. local connection preference in some outer lying areas of the city or age restrictions intended to minimise lifestyle clashes in flats.
- 2.5 As part of the programme to harmonise former ALMO policies, Housing Leeds commenced a fundamental review of local lettings policies to ensure they are fit for purpose and consistently applied across the city. Following initial feedback from tenant and residents groups, officers, Housing Advisory Board and Scrutiny Board, the scope of the review was extended to include the main lettings policy.
- 2.6 In February 2016, Executive Board agreed to commence consultation on these proposed changes to the current lettings framework with a view to approving a revised policy in December 2016.

3. Overview of consultation

- 3.1 The consultation commenced with two Elected Member sessions in March 2016. This was followed by further consultation with Community Committees, local tenant and resident groups, statutory and voluntary sector partners and individual tenants and residents.
- 3.2 In addition to face to face consultation, we also published an online survey through the council's Talking Point portal, which was promoted through the

Leeds Homes flyer and website, Housing Leeds website, tenant newsletter and via social media.

- 3.3 The consultation focused on the overarching policy framework, and changes to individual blocks will be subject to further local consultation with tenants and residents prior to any changes being implemented.
- 3.4 The consultation asked for feedback on the following proposals:
- 3.5 **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.
- 3.6 **Review of the main lettings policy** to mainstream some elements previously covered by local lettings policies – specifically:
- Use of local connection preference in outer lying areas of the city with low turnover and high demand
 - Giving preference to tenants with a good tenancy record
 - Conducting home visits to prospective applicants prior to making an offer
 - Introducing pre tenancy training for 16 and 17 year olds, and applicants who are unable to demonstrate a good tenancy record
 - Using our good neighbour criteria in areas with significant issues of anti-social and criminal behaviour
- 3.7 **New approach to community lettings policies** to replace local lettings policies, with improved links to wider tenancy management issues.

4. Progress to date

- 4.1 The consultation has now closed. Housing Leeds has held two member sessions and met with a number of groups, including VITAL, Cross City Chairs Group, Leeds Tenants Federation, VOLT, High Rise Group, Equal Access Group, Community Committees, Housing Advisory Panels and a number of staff groups.
- 4.2 **Consultation survey**
- 4.2.1 The online survey was live between April and August 2016.
- 4.2.2 Respondents who did not have access to a computer were able to complete a paper survey in the Leeds Homes Flyer which could be returned by post, or complete paper copies in One Stop Centres and sheltered schemes. In addition to the survey questions, online survey respondents were asked to provide information about themselves, including gender, age band, current tenure, disability status and current postcode.
- 4.2.3 The survey generated 719 responses, comprising of 614 online responses and 105 paper responses. Of those who answered the question on tenure:

- 286 were existing Housing Leeds tenants;
- 39 were housing association tenants;
- 114 were in private rented accommodation;
- 38 were home owners;
- 43 were living with friends or relatives, or lodging;
- 30 had no fixed address (homeless, no fixed address or care of address).

4.3 Feedback from consultation to date

- 4.3.1 From the consultation, there are a number of key themes to emerge which are summarised below:

4.4 Introduction of a tenant transfer policy

- 4.4.1 There is overwhelming support for the introduction of a tenant transfer policy. It is generally felt that the policy would be a sensible addition that would allow us to reward and incentivise good tenant behaviour, and would add flexibility to the lettings process. There is a consensus that the policy should be kept as simple as possible and clearly explained to both existing and prospective tenants so the policy is clearly understood. Some thought needs to be given to how it would work for people wanting to downsize and how we could incentivise people in 2 or 3 bedroom houses to take 1 or 2 bed flats. More detail is needed on which properties would be selected for a tenant transfer and how this would be promoted and managed.
- 4.4.2 70% of respondents were in favour of this proposal. However, there were significant differences between respondents in different housing situations. Council tenants were overwhelmingly likely to be in favour the proposal, with 90% in agreement. Other groups were less enthusiastic; 51% of housing association tenants agreed with the proposal, along with 49% of those living with friends or relatives and 46% of respondents privately renting. Homeless respondents were the only group where more respondents were against the policy than in favour, with only 40% in agreement.
- 4.4.3 Younger respondents were generally less enthusiastic about the transfer proposal, and were more likely to be in a homeless housing situation or living with friends, family or as a lodger.
- 4.4.4 In terms of what proportion of properties should be selected for a tenant transfer quota, there has been less clarity in responses. Members in particular felt that if we did have a quota, it should remain flexible, possibly with an annual review to ensure it was working as intended.
- 4.4.5 In the survey, the highest number of respondents (34%) felt that 25% was the correct level for the quota. 25% selected 'other', and many of these wanted a higher percentage of properties to be included in the quota.

- 4.4.6 There are a number of decisions to be made before final options are presented to Executive Board:
- Whether or not to introduce a tenant transfer quota;
 - What proportion of lettings should be allocated through the quota;
 - Where will tenant quota come from, i.e. reduce 75/25 housing need or from Date of Registration Quota;
 - How to prioritise allocations within the quota; through housing need, waiting time on housing register or tenancy commencement date.

4.5 Home visits and Pre-tenancy training

- 4.5.1 Again there has been strong support for introducing pre-tenancy training and/or home visits to give prospective tenants a clear message around what is expected of them in managing their tenancy and to identify certain types of property that may not be suitable for individual applicants.
- 4.5.2 81% of survey respondents agreed that prospective tenants should receive a home visit prior to an offer of a home. Of those that disagreed, there were concerns that home visits were intrusive and that problems with repairs could predate the tenancy or be outside the control of the tenant.
- 4.5.3 33% of respondents were in favour of pre-tenancy training for prospective tenants. It was felt that the training needed to be clear and consistent, and emphasise tenant responsibilities, but also be clear what Housing Leeds will offer as a landlord.
- 4.5.4 Several issues have been raised around the need to ensure that we have a flexible approach to pre-tenancy training/home visits, and that existing support needs etc should be taken into consideration particularly when undertaking the visits.
- 4.5.5 It was also felt that the timing of training/visits needed to be carefully managed to ensure that it was undertaken as close to the commencement of a tenancy as possible and to minimise any negative impact on void times.

4.6 Local Connection Policy

- 4.6.1 The response has generally been positive towards having a local connection policy across the city, although feedback has suggested that there is a limited understanding about how the policy works, where it applies and how it is implemented (definition of 'local' etc). There have been a number of suggestions that clear guidance is needed, and further training for staff.
- 4.6.2 Around two thirds of respondents (64%) were in favour of giving preference to applicants with a local connection in areas of the city with a high demand and low turnover.
- 4.6.3 Some concerns have been expressed around people without a local connection being excluded from living in certain areas of the city and restricting aspiration,

for example, where customers with a longstanding application fail to meet the strict definition, for example, having friends or other support but not immediate family. This is particularly the case where customers may be estranged from their parents or family members and rely on friends to provide support, or where a customer lives very close to the ward boundary.

4.7 Community Lettings – proposals to replace existing age restrictions

- 4.7.1 There has been a general acceptance that the current policy of relying on age has not always worked, and leaves us open to challenge. Members and some of the strategic tenants groups in particular have been supportive of a move away from age related LLPs, emphasising that we should be more intelligent around lettings rather than using age as a management tool. Strong emphasis that this should be supported by robust management is needed to reassure tenants that removing age restrictions would not increase problems, particularly within high rise blocks.
- 4.7.2 The survey showed that there was support for alternatives to age LLPs, although there were concerns expressed about removing age LLPs and the impact on communities. Respondents could express support for more than one proposal.
- 58% wanted moves for under occupiers
 - 57% wanted tenancy checks/home visits
 - 44% wanted employment related LLPs
 - 33% wanted pre tenancy training
 - 13% didn't agree with any of the changes
 - 8% wanted alternative options
- 4.7.3 There is a high level of support across the board for giving preference to under occupiers to free up a house for another family and again for the introduction of home visits/ tenancy checks and pre-tenancy training.

5. Next Steps

- 5.1 Final proposals are being drawn up for consideration by Executive Board in December 2016. These proposals include the following:

5.2 Tenant Transfer Policy

- 5.2.1 The council is still awaiting government guidance on the implementation of the Housing and Planning Act which will introduce mandatory fixed term tenancies for existing secure tenants who transfer to another property.
- 5.2.2 We are awaiting final guidance on timescales and exemptions, but expect any exemptions to be limited to under occupiers and tenants having to move due to a major regeneration scheme, which could potentially mean tenants are reluctant to move if this means losing their security of tenure.

- 5.2.3 As the Housing and Planning Act may have significant implications on the viability of a tenant transfer process, we are awaiting further details on the guidance relating to the introduction of mandatory fixed term tenancies before finalising proposals on a Tenant Transfer Policy.

5.3 Home Visits / Pre-Tenancy Training

- 5.3.1 A programme for 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, 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.
- 5.3.2 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.
- 5.3.3 We have developed a pilot programme for pre-tenancy training which will be piloted with existing and prospective tenants in the Clydes and Wortleys blocks during the Autumn. The pilot will shape the offer with a view to it being rolled out to other high rise properties initially where there are specific issues that pre-tenancy training may help address.
- 5.3.4 This will provide the opportunity to evaluate the programme further before deciding whether to implement pre tenancy training across other lettings.
- 5.3.5 Housing Leeds proposes to extend the approach of the letting of homes delivered through the PFI and Council House Growth Programme, where all customers regardless of their current tenure type have a home visit to check the conduct of their tenancy prior to being offered a home.
- 5.3.6 The home visits have worked well in the new builds where we can schedule them ahead of handover date, but for relets there would be an impact on void times. To mitigate this Housing Leeds proposes to use the most recent Annual Home Visit (AHV) for tenants. At the end of the AHV tenants would be told that should they wish to move through the transfer quota they would be 'cleared for transfer'. This would reduce the impact on resources required to implement the home visit check during the void period.
- 5.3.7 For non-council tenants, home visits would be prioritised using a risk-based approach. This would either be for the individual applicant, if issues were apparent from their housing application or previous housing history, or on the property under offer, for example in certain blocks or estates where there are particular known issues.

5.3.8 There is a potential conflict between the council's duty to secure accommodation for homeless customers and to give preference for allocations to applicants in assessed housing need and the home visit process. For applicants in Band C, Housing Leeds would not proceed with an offer of accommodation unless the home visit and tenancy check is successful. If an applicant in Band A or B and B fails the tenancy checks, Housing Leeds would consider the individual issues and decide the appropriate course of action. This may include referring for support, or advising on a course of action to remedy the issue, such as clearing a messy garden, arranging repairs or attending pre tenancy training. However, in certain circumstances it may mean the customer would not be offered the particular property.

5.4 Age Related Local Lettings Policies (LLPs)

5.4.1 Proposals are being developed on the use of age related policies. There is clear evidence that age is not a determinant of behaviour, and that other letting requirements would provide a more accurate measurement of tenancy behaviour, such as good tenancy record. Also, in some areas age related local lettings policies limit housing options to younger applicants and leave the council open to legal challenge. However, there are some blocks where age related local lettings policies have successfully managed lifestyle clashes between different age groups, and over time some flat blocks have become established communities of older residents.

5.4.2 At the July meeting, Scrutiny Board asked for an updated legal opinion relating to the use of age related local lettings policies. Legal has confirmed the following:

- The Equality Act 2010 prohibits discrimination against persons with certain "protected characteristics", including age, sex and disability.
- The Act introduces the "public sector equality duty", which means that local authorities must have due regard to the need to eliminate discrimination against persons with certain protected characteristics.
- Such discrimination is unlawful unless it is justified as a proportionate means of achieving a legitimate aim. This is the objective justification provision.
- The common legitimate aim stated in LLPs is to avoid differences in lifestyles between older and younger residents and to reduce incidents of antisocial behaviour.
- The legitimate aim is evidenced when developing / reviewing LLPs, through use of a standard template to consider evidence in support of the LLP, e.g. reduction in ASB or lifestyle clashes.
- Should the Council be challenged by someone unable to obtain accommodation because of the existence of age related LLPs, the Council would need to justify that the legitimate aim of the LLP. We would also have to prove that an age related LLP is the least intrusive way of achieving the legitimate aim, which could also be dealt with under tenancy management and use of ASB remedies.

5.4.3 Taking into consideration the consultation outcomes and legal position, proposals are being developed to include the following:

- Some blocks to be categorised as retirement housing which would retain an age related focus, primarily aimed at the 55 plus age group, and would offer a range of suitable accommodation from retirement flats, a 'retirement plus' model to full sheltered accommodation, with enhanced security, communal and social activities and additional support when needed.
- Harmonisation of age related policies into 3 age bands, where there is a clearly evidenced need for an age related local lettings policy.
- Development of alternative local lettings policies for some blocks where the age related local lettings policies can't be evidenced, e.g. replacing with a requirement for a good tenancy record or pre-tenancy training, or giving priority to applicants that who are under-occupying.

5.4.4 All age related LLP properties will be looked at individually within the context of the Ward profiling information, to ensure that there is a balance of housing options available for different household types in the area. From this proposals will be drawn up to either retain the current age restriction or amend and replace with an alternative lettings criteria such as home visits, pre-tenancy training, employment, under occupation preferences and so on.

5.4.5 Any age related LLPs within Ward Based Community Lettings Plans will be reviewed as part of the Community Lettings Plan on an annual basis to ensure that local policies remain justifiable, proportionate and can be clearly evidenced.

5.5 Ward based Community Lettings Plans

5.5.1 In terms of reviewing individual local lettings policies, Housing Leeds is developing a framework for Ward based community lettings plans.

5.5.2 This will be an annual plan that captures information in terms of council stock, lettings data and housing need in an area and identifies particular pressures which inform the need for local or community lettings policies. Examples could include use of local connection preference in areas of the city with low turnover of family homes, anti-social behaviour and crime hotspots where the police and LASBT wish to support a Good Neighbour LLP, major employers in the area or good transport links which would support the use of employment preferences, large estates of family housing with high numbers of under occupying tenants which would support under occupation moves to a retirement block and so on.

5.5.3 The Ward CLPs will also identify areas of the city with high proportions of stock allocated to customers based on age, and blocks with high age bands where there is insufficient demand.

5.5.4 The framework would ensure a consistent overview across the city while remaining flexible to local issues and provide an evidence base to justify the use of LLPs. The Ward CLPs would be subject to annual review to ensure that policies remained relevant and could be amended regularly to reflect changes in housing need.

5.6 Implementation

- 5.6.1 The council is considering the impact of a major allocations case taken against Ealing Borough Council which found the council's tenant transfer policy unlawfully discriminated against particular customer groups. Prior to finalising proposals Housing Leeds will seek a legal opinion on proposals and will undertake a full equality impact assessment.
- 5.6.2 The council also needs to assess the potential impact of the Housing and Planning Act on tenants who will lose their security of tenure if they transfer to another council property. Housing Leeds will have to contact all tenants regarding Pay to Stay and undertake a review of the Tenancy Agreement to introduce fixed term tenancies and amend existing succession rights. This will need to be done in tandem with Lettings Policy implementation, and will have major resource implications.
- 5.6.3 Housing Leeds will also have to make some changes to the ICT systems and Leeds Homes website and flyer, train officers in the new procedures and ensure a comprehensive communications plan is in place to notify tenants and applicants of the lettings policy changes.
- 5.6.4 Housing Leeds will seek to implement the new lettings policy alongside the new Leeds Homes website. The current website has been in operation since Choice Based Lettings was launched in 2003. A new website is due to be delivered in early 2017 which will have greatly enhanced functionality, including the ability to include a warning message if a customer places a bid on a property which doesn't match their bedroom requirements and for customers to see their live position on the property shortlist. There is greater potential for making savings in terms of customers being able to self-serve and manage their own application rather than the council writing by post to applicants as part of the annual review of their application and reminders of when their priority award is due to expire.

6.0 Corporate Considerations

7.0 Equality and Diversity / Cohesion and Integration

- 7.1 Scrutiny Board members are asked to note the progress being made with the Lettings Policy review consultation, and as such, a decision is not being made. An Equality Impact screening assessment has been completed and the council will conduct a full equality and diversity impact assessment as part of the review to identify potential positive and negative impacts, and will develop an action plan to address any negative impacts identified. A full EIA on the final proposals will be included in the final Executive Board report in December 2016 for approval.

8.0 Council policies and Best Council Plan

- 8.1 The development of community lettings policies supports the council's ambition of being the best city in the UK, which is fair, open and welcoming to all. This links to the best council outcomes of improving the quality of life for residents, particularly those who are vulnerable or in poverty.
- 8.2 Existing local lettings policies are perceived by some existing tenants as positive in establishing stable communities, but also restrict the choice of rehousing for other customer groups.
- 8.3 The proposals will help achieve the savings and efficiencies required to continue to deliver frontline services by rewarding tenants who abide by their tenancy agreement.

9.0 Resources and value for money

- 9.1 The Council aims to ensure its housing stock is managed efficiently and best use is made of the limited resource, for example, by reducing homelessness and the associated social and financial costs such as temporary accommodation placements.
- 9.2 The Council aims to operate an efficient lettings process, to reduce the length of time properties remain empty to ensure the needs of customers in housing need are met, and to increase tenant and resident satisfaction with their homes and neighbourhoods.
- 9.3 The move to develop community lettings policies will improve lettings outcomes and reward tenants who abide by their tenancy agreement and care for their property, and reallocate resources to support proactive tenancy sustainment through home visits and pre-tenancy training.

10. Legal Implications, Access to Information and Call In

- 10.1 None at this stage. The report is an update paper and is not subject to call in.

11. Risk Management

- 11.1 The report is an update paper. A full risk assessment has been undertaken for the Lettings Policy Review.

12.0 Conclusions

- 12.1 This report highlights the progress that has been made to date with the consultation on the lettings policy review, and provides some feedback on the key messages emerging from the consultation. A full report on the outcome of the consultation and next steps will be presented to the December meeting of Executive Board for approval.

13.0 Recommendations

- 13.1 Scrutiny Board is invited to note progress to date with the lettings policy review consultation.

Background documents¹

February 2016 Executive Board paper 'Effective Housing Management and Lettings Framework.'

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 author: Mandy Sawyer
Tel: 276430

Report of Director of Environment and Housing

Report to Environment & Housing Scrutiny Board

Date: 13 October 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 3 key housing issues which were identified by Environment and Housing Scrutiny Board as particular areas of interest at the June meeting. They are as follows:

- Implications and progress relating to the 2016 Housing and Planning Act;
- The quality of private rented sector housing;
- Turnaround times for filling void Council properties;

The report also includes an update on the Tenant Scrutiny Board and their recent enquiry work.

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

2016 Housing and Planning Act

2.1 This update is further to a more detailed report which was presented to Environment and Housing Scrutiny Board in March 2016.

2.2 The Housing and Planning Bill gained Royal Assent on 12 May 2016. During the passage of the Bill a number of changes were made to the original proposals. The Act provides the necessary legislation to implement a number of Government proposals which fundamentally alter the nature and provision of social and affordable housing in England, including:

- Provision of Starter homes;
- The sale of higher value vacant local authority homes;
- Pay to Stay;
- Mandatory use of fixed term tenancies;
- Extension of right to buy to Housing Associations; and
- Reforms to private rented sector.

2.3 Although the Act has become law with an expected implementation date of April 2017, we are awaiting further guidance on each of the policy changes. Until this is received it is difficult to put the necessary plans in place to ensure Leeds is able to meet its responsibilities as detailed in the Act and inform tenants of the changes which affect them.

2.4 A project group, chaired by the Chief Officer-Housing Management has been established with key officers from across the Council to co-ordinate proposals and develop a project plan for implementing the Act. A significant amount of work has already been done to look at processes that need to be put in place and initial scoping of the potential impact to tenants. However, without guidance/regulations it has been difficult to put a robust plan in place.

2.5 A communications plan has been developed to ensure we give tenants the right information at the right time. We have provided information in the tenant newsletter and developed a webpage at www.leeds.gov.uk/hpa2016 to give as much information as we can, but have delayed any further communications until we receive guidance on which tenants are likely to be affected and how.

2.6 Officers have been in regular dialogue with DCLG officials and have taken part in technical working groups to influence the guidance/regulations and to request a delay in implementation to allow sufficient time for the proposals to be properly considered and the negative impact on tenants to be minimised as far as possible. Officers have also made contact with neighbouring authorities to develop and share good practice in responding to the Act. The Executive Member for Communities has also formally

written to the Minister requesting a delay but at present DCLG are maintaining that implementation is on track for April 2017.

2.7 The main issues for the Council on each of the policy areas are as follows:

2.8 Starter Homes

- We are waiting for the government to make changes to national planning policy later in 2016. At the moment we don't know how many homes will be built, if Starter Homes will replace affordable housing, or the qualifying criteria for buying a Starter Home.

2.9 Sale of Higher Value Vacant Local Authority Homes

- While Central Government has indicated an expected implementation date of April 2017, DCLG have not yet issued further guidance on how 'higher value' will be determined. This makes it impossible to assess the likely impact on the Housing Revenue Account Business Plan and to consider alternative options to pay the levy ahead of the expected implementation date of April 2017.
- It is also unclear at this stage how the proceeds raised through the sale of high value homes will be used to fund a replacement property and subsidise right to buy in Registered Provider homes.

2.10 Higher Income Social Tenants: Mandatory Rents or 'Pay to Stay'

- Again, while Central Government has indicated an expected implementation date of April 2017, DCLG have not yet issued further guidance on how it expects landlords to administer Pay to Stay. This makes it difficult to plan for the implementation of Pay to Stay.
- DCLG have indicated they expect local authorities to verify income of all tenants who may be affected by the policy. In Leeds this would mean contacting between 21,000 and 24,000 tenants to request they provide proof of their household income.
- The administrative costs of writing to these tenants are estimated at over £8,500 (this does not include costs of verifying the information). DCLG have indicated reasonable administrative costs can be deducted from the amount raised through Pay to Stay which is paid to the Treasury, but there would be no assistance with upfront funding.
- DCLG have stated that no support will be available to landlords from HMRC to verify income details, although Central Government may use HMRC to may verify some of the information obtained to ensure authorities have applied the guidance correctly.

2.11 Mandatory Fixed Term Tenancies

- Again, while Central Government has indicated an expected implementation date of April 2017, DCLG have not yet issued further guidance on mandatory fixed term tenancies. This makes it difficult to plan for the implementation of fixed term tenancies.
- Housing Leeds is represented on a working group with DCLG and has been invited to submit detailed suggestions on the draft guidance and regulations.

- To date we are aware of limited circumstances where existing secure tenants will retain their security of tenure if they transfer to another property. These are likely to be tenants who downsize to a smaller property and tenants who are required to move due to regeneration schemes.
- Further discussions are taking place regarding other management moves, moves due to domestic violence and abuse, and tenancy changes where a joint tenancy ends and the property is relet under a new tenancy agreement as a sole tenancy.
- The council needs to review its existing Tenancy Strategy and Tenancy Agreement to incorporate the fixed tenancy regime and remove existing succession rights prior to the implementation date. If the Council does not do this, the default position is that all new tenancies would be offered on a 5 year fixed term.

2.12 Private Rented Sector

- The Act is broadly welcomed in terms of the Private Rented Sector. Again Leeds is represented on one of the DCLG working groups, but no detailed guidance has been issued to date.

2.13 Further updates will be provided to Scrutiny Board on the Housing and Planning Act when DCLG guidance/regulations have been published.

2.14 Quality of Private Rented Sector Housing

2.15 The Private Rented Sector continues to grow in the city with an estimated 60,000 properties in the sector. There is no single market and the majority of these properties provide good quality homes for individuals and families. However it is estimated that 25% of the market is low market rents with some of the poorest housing in the city. This market has seen a significant growth in recent years and provides the biggest challenge to the Council.

2.16 The Council has mandatory and discretionary powers under the Housing Act 2004 to address standards in the sector. Last year the Council:

- Received 2600 request for service from tenants in the private rented sector
- Inspected all properties under the Temporary Accommodation contract and let via the Private Sector Letting Scheme
- Undertook work to improve the standards of 5500 individuals living in the sector.

2.17 Reducing the number of empty homes continues to be a priority for the service. The Core Planning Strategy has a target of a net reduction of 2000 empty homes from April 2012 to March 2017. As of August 2016 the net reduction was actually 2252 since April 2012. The Council has adopted a new Empty Homes Strategy for 2016 to 2019. This continues the work to address empty homes, not just by the work of the Council but also with partners in the Community Led Housing Sector.

2.18 The Council has a mandatory duty to licence all houses in multiple occupation which are 3 storeys and above and are occupied by 2 or more households and 5 or more people. The city has the largest number of such properties in the country at around 2800 at any one time. Currently preparations have commenced for the third phase of the licensing where the majority of these will need relicensing in April/May next

year. The cost of the licensing to the Council is covered by the licence fee charged to owners.

2.19 As part of addressing standards in the sector the Council continued with its Leeds Neighbourhood Approach in Holbeck, targeting 185 properties in the Receptions to address poor quality homes, empty homes to return them back into occupation and worked with partners to address issues affecting individuals concerns. These include access to health services, addressing social and financial exclusion, fire safety, security and jobs and skills. In the first area all properties have been inspected and 370 hazards identified and being address, 206 referrals have been made to partners to address issues and 50 out of the 70 empty homes returned to occupation. In July 2016 the Executive Board agreed that the approach should remain in Holbeck for a further 3 years. This will allow all properties to be visited and inspected, including all of the Council's own stock to ensure full compliance with the relevant legislation.

2.20 Further initiatives have now also been agreed by the Council's Executive Board to further enhance standards within the private rented sector. The service has begun to implement two further strategies:

- Replace the existing Leeds Landlord Accreditation Scheme (LLAS) with a new sector led Leeds Rental Standard. The aim is to introduce an element of self-regulation in the market whereby good landlords will voluntarily meet agreed property and management standards and this will be overseen by a governing body administered by the sector and with Council approval. The successful introduction of such a scheme will be unique across the country and will allow the Council to target its' limited resources on the areas of greatest need.
- Creation of a rogue landlord unit – this is a specific small team of officers (taken from existing resources) that are tasked with identifying those landlords who consistently act in a criminal or rogue manner. The proactive action will be robust and co-ordinated with other services and agencies to maximise the impact.

Void Turnaround Times of Council Homes

2.21 As of week 25 (26th September 2016) LCC have 323 voids, that is 0.57% of properties. The average relet times is currently 27.61 days, which is within the target of 28 days, broken down as follows:

	May-16	Jun-16	Jul-16	Aug-16
Housing Leeds	28.63	28.31	28.07	27.61
BITMO	28.7	27.41	29.53	28.27
East	25.76	26.55	26.05	25.13
South	31.17	30.81	30.62	30.3
West	29.15	27.97	27.61	27.35

2.22 Relet time performance is continuing to improve, and the percentage of empty properties remains extremely low. We are continuously looking at how we can further improve performance through improved processes and place a greater emphasis on quality and customer care, whilst ensuring that budgets are managed effectively.

2.23 Housing Leeds monitor the quality of empty properties and ensure a high quality customer service through the following:

- There are Key Performance Indicators in place to monitor the contractor's performance, including the quality of voids returned to let.
- 20% of post and pre inspections are carried out by Housing Leeds after the contractors have handed the property back to ensure that the relet standard has been met.
- Final fix ring backs are carried out 30 minutes to 1 hour after the appointment to ensure that the appointment has gone ahead satisfactorily and the customer is able to move in. If there are issues this allows the voids team to take ownership and try and resolve any issues that may have occurred at first point of contact.
- The Technical Officers name and contact number is given to the customer at sign up so if there are any issues the customer can ring the Technical Officer direct and these can be dealt with at first point of contact.
- Quality checks are carried out by Tenant Inspectors on a quarterly basis.
- Complaints are reviewed to identify any learning/ actions that can be implemented.

2.24 Housing Leeds has recently introduced a Variable Lettable Standard which enables us to offer an enhanced lettable standard to 22 blocks / streets which have sustainability issues and low levels of customer satisfaction. The enhanced standard will mean that new tenants will be offered full decoration of the kitchen, bathroom and one other room of the tenant's choice as part of the void works.

Tenant Scrutiny Board

2.25 The last completed Tenant Scrutiny Board enquiry was into the environment of estates. The Board examined a wide range of information and evidence, including a meeting and survey with Elected Members, survey of Tenants and Residents Associations, survey and meetings with officers and attending estate walkabouts. The Board made a number of recommendations:

- That Tenant Scrutiny Board review progress with service harmonisation and "One Council" approach.
- Improvements are made to the Estate Walkabout process as recommended by Tenant Scrutiny Board.
- That the Council introduces an improved waste management solution for individual estates.
- That the Council provides more bins, better collection of recycling, more clean up days and an education campaign for tenants around recycling.
- That appropriate enforcement action is taken to ensure that tenants meet responsibilities in their tenancy agreement relating to the upkeep of gardens.
- That tenant responsibilities relating to maintenance of gardens are clearly communicated to tenants.
- That Housing Leeds encourages and facilitates tool bank schemes.

- Improved Council communications to residents on the financial constraints and impact on grounds maintenance.
- That responsibility for maintenance of particular pieces of land is clearly identified.
- That Housing Leeds reports back to Tenant Scrutiny Board on any recommendations from its review of garages.
- That Housing Leeds proactively encourages and supports the development of Tenants and Residents Associations in those areas where activity is low.

2.26 All recommendations from the enquiry were accepted by the Council. A full copy of the recommendations and service responses are attached in Appendix 1.

2.27 At the Board's meeting on 3 August it was decided that its next enquiry would be of the East Leeds Repairs Service. The purpose of the enquiry is to undertake an assessment of, and make recommendations on the following areas:

- Current policies and procedures.
- Consultation with tenants.
- Co-ordination of services and agencies.
- Developing and delivering standards.
- Performance measurement.
- Customer satisfaction.

2.28 The enquiry began in August 2016 and is expected to conclude in early 2017, with the final report of recommendations being presented to the Tenant Scrutiny Board meeting in March 2017.

2.29 In addition to the above a working group has been established with Tenant Scrutiny Board in order for officers to consult on the Lettable Standard. This working group will be in place for the next 2 months to provide tenant feedback on the standard.

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 identified by Environment and Housing Scrutiny Board at their June meeting.

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.

ESTATE INSPECTION RECOMMENDATIONS FROM TENANT SCRUTINY BOARD WITH FEEDBACK

Desired Outcome – Assurances that the 'One Council' approach is operating at estate level

Recommendation 1 – That the Tenant Scrutiny Board review in September 2016 progress made towards service harmonisation and implementation of the 'one Council approach'

Comment Recommendation accepted
We welcome a further review in September 2016

Desired Outcome – An improved walkabout process

Recommendation 2 – That the following be considered as part of the current harmonisation project and the results of the harmonisation project be reported back to Tenant Scrutiny Board

- Better communication of the estate walkabout with greater lead in time
- Proactive campaign to increase tenant participation both at walkabouts and in other associations
- That for some walkabouts specific agencies attend at the request of housing Leeds to target particular issues
- All ward councillors and those attend at the request of Housing Leeds to target particular issues
- All ward councillors and those attending receive outcome reports following walkabouts
- All actions agreed happen within agreed timescales
- Uniform reporting template
- Use of compliment letters
- Consistent approach to enforcement

Comment – Recommendation Accepted

We believe that in the majority of situations the Housing Officer can take ownership of any issues identified during the Walkabout on behalf of other council services and that stronger relationships can be built between services that result in improvements. This means in the majority of cases having additional council officers from other services would not be necessary which makes the best use of officer time.

We also wish to consider alternative ways of identifying issues on estates that result in the same outcomes

Desired Outcome – Cleaner estates

Recommendation 3 – That the Council introduces the best waste collection solution for individual estates, even if that results in variations across the city

Comment - Recommendation Accepted

However it should be noted that the council is committed to expanding Alternate Week Collection where possible but there are some locations where an alternative to the standard fortnightly wheelie bin service is provided that best meets the needs of that locality.

Desired Outcome – Cleaner estates and better educated residents on the issue of waste

Recommendation 4 – That the Council

- Provides more bins on estates
- Ensures the timely removal of full glass banks
- Introduces more clean up days
- Undertakes an education campaign to raise variations across the city

Comment - Recommendations Accepted

We would like to see residents control and plan clean up days with services providing a support role.

An education campaign needs to use various communication methods but it not only needs to inform but also challenge behaviours.

Desired Outcome – Improved appearance of gardens

Recommendation 5 – That appropriate enforcement action is taken to ensure tenants fulfil their tenancy agreement with regards to the upkeep of gardens

Comment – Recommendation Accepted

We also provide appropriate support for tenants who need help in maintaining their gardens due to disability.

Desired Outcome – Improved knowledge of tenants as to their responsibilities

Recommendation 6 – That the responsibilities of tenants with regards their gardens are clearly communicated, particularly during pre-tenancy training

Comment Recommendation Accepted.

Desired Outcome – Providing tenants with the tools to keep their gardens neat and tidy

Recommendation 7 – That Housing Leeds encourages and facilitates the start-up of tool bank schemes

Comment Recommendation Accepted.

While Housing Leeds does not want to directly manage such Tool Loan Schemes we will actively encourage the development of local Tool Banks where there is an interest by local residents to provide this service.

Desired Outcome – A better understanding by tenants of what is achievable and within what timescales

Recommendation 8 – That greater publicity be given to the constraints faced by the Council in terms of grounds maintenance

Comment Recommendation Accepted.

Desired Outcome – Up to date map

Recommendation 9 – That Parks and Countryside in liaison with Housing Leeds pro-

actively identify those areas 'not on the map' and action accordingly

Comment - Recommendation Accepted.

Although not all neglected land is publicly owned and alternative solutions will be needed in these cases.

Desired Outcome – Improved garage policy

Recommendation 10 – That Housing Leeds reports back to Tenant Scrutiny Board back on any recommendations and or proposed policy changes following its review of garages

Comment - Recommendation Accepted.

Current review of the sustainability of garages and garages sites is ongoing and an update will be provided to Tenant Scrutiny Board once completed.

Desired Outcome – The development of tenant associations which can help deliver estate initiatives

Recommendation 11 – That Housing Leeds pro-actively encourages and supports the development of tenant associations in those areas where such activity is low.

Comment - Recommendation Accepted.

This page is intentionally left blank

Report of Head of Governance Services and Scrutiny Support

Report to Scrutiny Board (Environment and Housing)

Date: 13th October 2016

Subject: Work Schedule

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

Summary of main issues

1. The Board's work schedule is attached as appendix 1. This will be subject to change throughout the municipal year.
2. In line with today's housing themed Scrutiny Board meeting, the minutes of the latest meetings held by the Tenancy Scrutiny Board (appendix 2) and Housing Advisory Board (appendix 3) are attached for the Board's information.
3. Also attached at appendix 4 are the minutes of the Executive Board meeting held on 21st September 2016.

Recommendation

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

Background documents¹

5. None used

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

This page is intentionally left blank

Scrutiny Board (Environment and Housing) Work Schedule for 2016/2017 Municipal Year

Schedule of meetings/visits during 2016/17			
June		July	August
		Main Theme – Community Safety	
		Refreshed Safer Leeds Plan 2016-2017 SB 07/07/16 @ 10 am	
Inquiry into Air Quality		Scope terms of reference WG meeting – 21/07/16	
General Briefings	Scrutiny Board Terms of Reference and Sources of Work SB 09/06/16 @ 10 am Crime and Disorder Scrutiny in Leeds SB 09/06/16 @ 10 am		
Budget and Policy Framework/Pre-decision Scrutiny		Lettings Policy Review - Consultation Update SB 07/07/16 @ 10 am	
Recommendation Tracking		Domestic Violence SB 07/07/16 @ 10 am	
Performance Monitoring		General performance update SB 07/07/16 @ 10 am	

Scrutiny Board (Environment and Housing) Work Schedule for 2016/2017 Municipal Year

Page 34

Schedule of meetings/visits during 2016/17			
September		October	November
Main Theme - Environment		Main Theme – Housing	Main Theme – Community Safety
To consider the following matters: <ul style="list-style-type: none"> Addressing areas of underperformance in recycling Engaging communities in the recycling agenda Reviewing existing recycling services and recyclates Maintenance of gullies SB 22/09/16 @ 10 am		To consider the following matters: <ul style="list-style-type: none"> Implications and progress surrounding the Housing and Planning Bill 2015 The quality of private rented sector housing in Leeds Turnaround times for filling void council properties SB 13/10/16 @ 10 am	To consider the following matters: <i>(these are subject to change)</i> <ul style="list-style-type: none"> Tackling begging across the city The future provision of CCTV Addressing anti-social behaviour Addressing youth offending SB 24/11/16 @ 10 am
Inquiry into Air Quality	Agree terms of reference SB 22/09/16 @ 10 am		Session 1 of the inquiry
General Briefings	Air quality management and monitoring of the Recycling and Energy Recovery Facility and surrounding area. SB 22/09/16 @ 10 am		
Budget and Policy Framework/Pre-decision Scrutiny		Lettings Policy Review SB 13/10/16 @ 10 am	
Recommendation Tracking	Peckfield Landfill Site SB 22/09/16 @ 10 am		
Performance Monitoring			

Key: SB – Scrutiny Board (Environment and Housing) Meeting

WG – Working Group Meeting

Scrutiny Board (Environment and Housing) Work Schedule for 2016/2017 Municipal Year

Page 35

Schedule of meetings/visits during 2016/17			
December		January	February
Main Theme - Environment		Main Theme - Housing	Main Theme – Community Safety
To consider the following matters: <i>(these are subject to change)</i> <ul style="list-style-type: none"> Addressing areas of underperformance in recycling Engaging communities in the recycling agenda Reviewing existing recycling services and recyclates Maintenance of gullies SB 08/12/16 @ 10 am		To consider the following matters: <i>(these are subject to change)</i> <ul style="list-style-type: none"> Implications and progress surrounding the Housing and Planning Bill 2015 The quality of private rented sector housing in Leeds Turnaround times for filling void council properties SB 19/01/17 @ 10 am	To consider the following matters: <i>(these are subject to change)</i> <ul style="list-style-type: none"> Tackling begging across the city The future provision of CCTV Addressing anti-social behaviour Addressing youth offending SB 16/02/17 @ 10 am
Inquiry into Air Quality		Session 3 & 4 of the inquiry	Session 5 of the inquiry
General Briefings			
Budget and Policy Framework/Pre-decision Scrutiny		Initial budget proposals 2017-2018 SB 19/01/17 @ 10 am	
Recommendation Tracking			
Performance Monitoring		General performance update SB 19/01/17 @ 10 am	

Scrutiny Board (Environment and Housing) Work Schedule for 2016/2017 Municipal Year

Schedule of meetings/visits during 2016/17			
	March	April	May (tbc)
	Main Theme - Environment	Main Theme - Housing	
	<p>To consider the following matters: (these are subject to change)</p> <ul style="list-style-type: none"> Addressing areas of underperformance in recycling Engaging communities in the recycling agenda Reviewing existing recycling services and recyclates Maintenance of gullies <p>SB 23/03/17 @ 10 am</p>	<p>To consider the following matters: (these are subject to change)</p> <ul style="list-style-type: none"> Implications and progress surrounding the Housing and Planning Bill 2015 The quality of private rented sector housing in Leeds Turnaround times for filling void council properties <p>SB 20/04/17 @ 10 am</p>	
Inquiry into Air Quality	<p>Agree final report SB 23/03/17 @ 10 am</p>		
General Briefings			
Budget and Policy Framework/Pre-decision Scrutiny			
Recommendation Tracking			
Performance monitoring			

TENANT SCRUTINY BOARD

WEDNESDAY, 31ST AUGUST, 2016

PRESENT: Councillor Gittos in the Chair

Sallie Bannatyne, Christine Gregory,
Michael Healey, Maddie Hunter,
Rita Ighade, Peter Middleton and Roderic
Morgan

1 Exempt Information - Possible Exclusion of the Press and Public

No items.

2 Late Items

There were no late items.

3 Apologies for Absence

Apologies were received from Olga Gailite and Jackie Worthington.

4 Minutes - 3rd August 2016

RESOLVED – That the minutes of the meeting held on 3rd August 2016 be approved as a correct record.

5 Chair's Update

The Chair explained that there was no meeting of the Environment and Housing Scrutiny Board during August, however, he has met with Sharon Guy and her team to discuss the terms of reference for the upcoming inquiry and also the lettings standard inquiry.

The Chair explained he had written a statement for the Annual Tenants Report which described the work the board has carried out over the past year. This was read out to the Board.

The Chair explained he will be absent for the next meeting and in his capacity as Chair had delegated this role to CG, and asked that members give her the support shown to him.

6 East Leeds Responsive Repairs Service Terms of Reference

The Chair presented the terms of reference for the East Leeds repairs service. It was noted there are some gaps and that these would be filled in

Draft minutes to be approved at the meeting
to be held on Wednesday, 28th September, 2016

once the Board had received evidence from the Head of Leeds Building Services. .

RESOLVED – The Board agreed with the terms of reference for the inquiry and any additions that would need to be made after evidence in today's meeting was received.

7 Scrutiny Inquiry - East Leeds Responsive Repair Service

The Chair introduced this item and Tony Butler, Head of Leeds Building Services.

TB gave a brief history of his experience and also the history of the Internal Service Provider and how it came to be. It was noted that at the point the ALMOs were merged back into the Council, there were two direct labour organisations – one doing work such as lifts, school repairs, libraries (referred to as Property Maintenance), whereas Construction Services deal with housing repairs and maintenance only. Given this meant there were two lots of overhead costs it was agreed to merge them into one Internal Service Provider from 1st August 2015.

The Chair asked about budget allocations and how this is calculated. TB explained that this is based on the stock numbers and stock condition information. As a follow up the Chair asked if this meant that poorer areas received more money for repairs and maintenance and TB confirmed this was generally the case. The Chair asked if budget information was available for the 3 areas as previously requested. It was confirmed it is available, SG to follow up.

The Chair asked if performance targets had not been met due to data inputting issues. TB explained bringing the two internal organisations together had meant there were some difficulties. TB explained Property Maintenance used a system called Total Mobile and Construction Services used Orchard Direct Works.

It was explained that Construction Services use PDA handheld devices which were liable to faults and there had been issues where work had been completed but the PDA had not picked this up. As a consequence of this a team is investigating completed work. They are also looking at sub-contractors who may complete a job early on in the month but then not invoice for the work until the end of the month which means jobs are not showing as completed within timescale when they had. This has been discussed with all sub-contractors. There is a pilot area where this is being done and that is showing improvements already.

Because of the issues with Direct Works, the contract for this is to be ended and the Internal Service Provider will use only Total Works in future.

TB explained that it is not just a technology issue that has caused problems; there are some human errors as well.

MH asked if it was possible to change to a tablet device. TB noted this is not seamless and the use of Total Mobile would be more effective at dealing with jobs. The Chair asked and it was confirmed if there was a training plan in place to help staff carry out their role effectively.

CG asked the evidence given so far suggests it is not just a system issue and could this be masking the issues? TB acknowledged staffing shortages of operatives to carry out work but there were also issues when it came to transferring location and also training issues with staff on the system.

A question was asked if all repair calls are dealt the same. TB confirmed this was the case and this is because the unique property reference number assigned to each property directs which contract a repair will go to. RI queried if the calls are dealt with the same then why is performance better in West and South Leeds? TB noted there have been issues with recruitment, especially with agency staff. Mears also have the advantage of a scheduling tool and handheld devices which LBS don't have.

A question was asked about the complaints process. TB confirmed that this is same process regardless of who the contractor is. As a follow up it was then queried how many go to the Ombudsman or a designated person and it was explained there were very few progressed to Ombudsman.

PM asked how many operatives the Internal Service Provider has. It was explained there are 396 operatives, and of this 44 are apprentices. However, it was noted that compared nationally with other internal service providers this is a large number but it should be noted that other ISPs do not do other work such as libraries, lifts, schools etc. The split of the 396 operatives is 200 on voids and day to day work and 196 on commercial works.

MH asked if there were any efficiencies to be made between services. TB explained LBS are a non-profit making organisation with any profits that are made returned to the Council.

It was then queried why not do everything in house? TB explained that Leeds is too large for one organisation to deal with. However the ISP may look to take on further work as time goes on, which will occur when contracts naturally expire but this is a decision that would have to be taken at a later date.

TB explained he has a three year improvement project plan. First year is to focus on harmonising terms and conditions of employees as there were differences between the two organisations upon merging. Delivery of training to up skill operatives to become multi skilled and ensure van stocks at appropriate levels so that jobs can be done first time rather than have to make repeat visits, which should improve customer service. It was queried why this is a three year plan and it was explained this is a complex project.

It was queried what work in East Leeds is contracted out and how much work is done in house. TB explained some of the main ones are specialist work such as; gas works, roofing, asbestos removal (though testing is done in-house), drainage. A question was asked if it would be cheaper to move some of these back in house. TB explained these are often specialist services and it reduces the risk to the Council by sub-contracting them out. An example was given about asbestos and if LBS did the removal then LBS would require a licence to do this which would have cost implications and so it is easier for the Council to contract this work out. In response to the amount of work done in house – this is around 90%.

A question was asked about repairs in multi storey blocks and costs of maintaining them. It was acknowledged that repairs to these types of properties are different to a house for example and they can be more expensive. SB asked about the approach to deal with serious leaks in high rise blocks.

The Chair asked other than software and technology what could be improved in repairs.

TB explained access is key – getting a repair done first time and ensuring that operatives have the right stocks on their van can help with this. Also trying to avoid two trades going to a job would help with performance as often this is where there are issues, and multi skilled operatives can help with this.

Right descriptions for jobs and looking at potentially introducing a repairs handbook so that tenants can do this more accurately when reporting repairs.

TB confirmed that both Mears and the Internal Service Provider compare best practice and performance with each other to ensure continuous improvement.

8 Date and Time of Next Meeting

Wednesday 28th September 2016 at 1:30pm (pre meeting for all Board Members at 1:00pm)

HOUSING ADVISORY BOARD

TUESDAY, 13TH SEPTEMBER, 2016

PRESENT: Councillor D Coupar in the Chair

Councillors B Anderson, J Bentley,
S Hamilton and K Ritchie

Tenant/Leaseholder

Ted Wilson
Tracey McGarry

Independent Representative

Timothy Wood

Co-opted Member

David Glew
Christopher Simpson

18 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

19 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public due to the confidential nature of the business to be considered.

20 Late Items

There were no late items of business.

21 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

22 Apologies for Absence

Apologies for absence were received from: Councillor A Gabriel, Jo Hourigan, Matthew Walker and Andrew Feldhaus.

23 Co-opted Member

Draft minutes to be approved at the meeting
to be held on Tuesday, 29th November, 2016

The Clerk to the Board reported on a proposal to appoint Christopher Simpson, Chief Executive, Belle Isle Tenant Management Organisation (BITMO) as a Co-opted Member to the Board

In supporting the proposal the Chair Said as Chief Executive of BITMO, Chris would bring specialist skill and knowledge which would be of assistance to the Board.

Upon being put to the vote.

RESOLVED – That Christopher Simpson be appointed as a non-voting Co-opted Member to the Board

24 Minutes of the Previous Meeting

The minutes of the previous meeting held on 7th June 2016 were submitted for comment and approval.

Ted Wilson referred to Minute No.8 - Update from Tennant Representatives, requesting the substitution of the words “VITAL Budget” to “allocated Budget”

RESOLVED – That with the inclusion of the suggested wording, the minutes of the meeting held on 7th June 2016 be accepted as a true and correct record.

25 Matters Arising from the Minutes

The following matters /actions arising from the minutes were highlighted:

Minute No.46 – High Rise Project Update

That arrangement be made for the Board to visit the Clyde’s and Wortley’s high rise blocks, date to be determined.

It was reported that arrangements were being made to coincide with completion of works to lifts – currently scheduled for the February 2017 Board meeting. – Status, open

Minute No. 63 – Sheltered Housing Support Models with focus on Extra Care Sheltered Housing

That a further update on proposed support models for older tenants be brought back to a future meeting of the Board

It was reported that a further update on proposed support models for older tenants be brought back to a future meeting of the Board – Status, open

Minute No.65 – Housing Advisory Board Forward Plan 2016

To add the following items:

- Housing Standards
- High Rise Housing

It was reported that Housing Standards would be covered within the Housing Leeds Asset Management Strategy report scheduled for November 2016 – Status, open

High Rise Housing to be scheduled for November 2016 – Status, open

Minute No.77 – Performance Report

That a report on digital inclusion be prepared for a future meeting of the Board

Scheduled for November 2016 – Status, open

Minute No.78 – Update on Welfare Reforms

That further updates be provided on a regular basis

It was reported that reports would be scheduled as required (Last report September 2016) – Status, closed

Minute No.9 – Joint Response to Tenant Scrutiny Board Inquiry – Environment of Estates

(iii) That progress on the implementing the recommendations of the Scrutiny inquiry be the subject of a report to this Board in 6 months' time (February 2017) – Status, open

(iv) That a report on Council house repairs be prepared for the next Board meeting (September 2016) – Status, closed

Minute No. 10 – Housing Leeds (HRA) Provisional Revenue Outturn Position – 2015/16

(ii) That a report providing further analysis in respect of collection rates, under occupation, more information on payment methods and trends be prepared for the next meeting of this board

It was reported that reference was made within the HRA Revenue report and covered in more detail in the Rent Collection and Welfare Reform update report on the September Board agenda – Status, closed

Minute No.13 – HRA Business Plan Presentation

- (ii) That a further update report be brought back to the Board in November 2016

Scheduled for November 2016 – Status, open

Minute No. 14 – Performance Report

- iii) As referred to in Minute No. 9, a separate report on council house repairs would be submitted to the next meeting of the Board (September 2016) – Status, closed

Minute No.15 – Lettings Policy Review Consultation Update

- (ii) That a further report on the outcome of the consultation and next steps would be brought back to the next meeting of this Board

It was reported that further consultation had been taking place, including with Ward Members. Verbal provided at the September Board, outcomes to be included in report in November – Status, open

26 Update from Tenants Representatives

The Chair invited Tenants representatives to provide any updates or feedback on issues affecting Council House Tenants.

Ted Wilson reported that VITAL Members continued to have monthly meetings with busy agendas. The various groups were now beginning to come together, working well and sharing strengths and weaknesses along with good practices. The formation of a City wide Repairs Group was ongoing and it was anticipated that by the next meeting a group would be in place.

VITAL had in the last few months been in consultation with Housing Leeds on a variety of subjects including: Asset Management Strategy, Pre-Tenancy Training, the Housing and Planning Act and the Housing Tenancy Review.

It was reported that Councillor Coupar had attended a VITAL meeting in August as a guest speaker. Her positive contributions were well received and went a long way to building a successful relationship with the Housing Advisory Board. Ted, on behalf of VITAL, expressed his thanks and appreciation to Councillor Coupar for her attendance and contributions at the meeting.

Referring to further work to be undertaken by VITAL, Ted said that currently the group were working on the Tenant Review with Officers. The group would be revisiting the terms of reference, including the frequency of meetings for all groups.

Ted said VITAL Members appreciated there would be pressures on budgets but we need to ensure the involvement structure it supports represents value

for money. We need to hear the wider tenant voice and deliver outcomes that benefit the local community

On the issue of tenant engagement, VITAL were of the view that a discussion around digital engagement was required. It was important that consideration be given as to how we reach out to tenants using alternative means of communication: social media and conference calling were provided as examples which would be explored further.

Tracey McGarry spoke on the work of YAGI – She spoke on the “Communities Can Week” fun days arranged to hear the views of as many tenants as possible, reaching out to the wider community of Leeds but not taking anything away from other tenant conferences that have been held previously.

A number of Area Housing Teams took part in these “fun days” promoting services in the area. The intention of the initiative was to build community spirit within the area. Many positive views were received from tenants about the PFI schemes that had been delivered in the area.

Other fun days were held in other parts of the city with hundreds of people taking part together with local councillors. Tenants found it easier to express their views to agencies / Council staff because they were taking about the areas they lived in.

“Operation Champion” another fun day, took place in the Burmantofts ward, where families and children came together to produce hanging baskets which were erected in the area. The event was hosted in first week of school holidays and made it easier for families to engage and bring a real sense of pride to the area.

It was reported that there were also a number of “Big Lunch” events held to promote sheltered housing schemes. One elderly tenant said that the communing together of the community reminded her of old village life.

The “Communities Can Week” promoted a real sense of engagement and Community belonging and delivered the vision of sustainable communities

In summing up Tracey said that overall the “Communities Can week” delivered a really positive event and it was hoped that other similar events would take place in future.

The Chair suggested that a representative be invited from the Communities Team to attend the Housing Advisory Board to make links to the wider sustainable communities outcome and community hub programme

The Chair thanked both Ted and Tracey for their feedback commenting that it was important that tenant’s views were made known to the Board.

27 Housing Leeds (HRA) Revenue Financial Position July 2016/17

Draft minutes to be approved at the meeting
to be held on Tuesday, 29th November, 2016

The Director of Environment and Housing submitted a report which provided the revenue financial position for the Housing Leeds (HRA) service as at the end of July 2016.

Richard Ellis, Head of Finance, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- At the end of period 4, the HRA was a surplus of £77k against the 2016/17 budget.
- Income - Income was projected to be £38k higher than budget, additional income of £86k was projected from service charges.
- Expenditure - Disrepair provision was projected to be £200k above budget. Savings of £193k were projected in relation to employee and transport costs due to vacant posts. Premises were projected to overspend by £78k as a result of an unbudgeted increase in charges for the removal and disposal of bulky items. There was a projected net underspend of £148k for charges for internal services.
- Right to Buy Sales – To the end of July 2016 there were 147 completed sales. Projected total sales for year was 400 units, which would generate £20.2m
- Arrears and Collection Rates – Arrears for current tenants as at the end of July 2016 were £6,918k, consistent with the position as end of July 2015
- Comparison of Collection Rates – Compared to 2015/16 performance was much stronger and had increased from 96.19% to 96.73% an increase of 0.54%
- Under Occupation – At the end of June 2016 there were 4,861 tenants classed as under-occupiers

Referring to paragraph 3.2 Councillor Bentley queried why did it appear there was a consistent level of vacancies across the directorate. Councillor Ritchie also raised a similar issue.

In responding the Director said we would continue to manage vacancies and only fill a post when it was vital. He said we were currently looking at staff efficiencies with a view to a further 1% reduction.

In offering comment the Chief Officer, Housing Management said a review was currently taking place in Housing Management but we had to be mindful of key priorities.

Referring to paragraph 5.2 Councillor Anderson welcomed the increase in rent collection rates.

Offering a comment on rent collection rates Tracey McGarry suggested that YAGI may be able to assist in communicating messages to young tenants on rent issues.

Referring to Tracy McGarry's suggestion, the Chair welcomed the offer and said it was a really good suggestion

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To welcome the suggestion made by Tenants Representatives that YAGI assist in communicating messages to young tenants on rent issues

28 HRA Capital Financial Position Period 4 2016/17

The Director of Environment and Housing submitted a report which provided a financial position statement on the HRA Housing Leeds Capital programme at period 4 for the financial year 2016/17.

The report also included details of the Housing Leeds & BITMO refurbishment programme (Section 3) and Housing Leeds Council House Growth Programme (Section 4)

Richard Ellis, Head of Finance, Environments and Housing presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Housing Leeds actual spend at period 4 was £23.6m equating to 28% of the revised available resources
- BITMOs actual spend and commitments at period 4 were £0.6m representing 24% of revised available resources of £2.5m.
- Total funding injected and available for Council House Growth Programme was £102.5m. At period 4 the spend on the Council Housing Growth and new build programme was £5.2m against an outturn projection of £37m in 2016/17. £11.5m of unallocated funding for schemes was yet to be identified.

With reference to page 22 of the submitted report David Glew requested if a breakdown of capital spend into sub headings could be included in future reports. Also referring to Capital Programme Schemes, he asked if efficiencies could be made by one team undertaking multiple jobs instead of different teams carrying out single jobs.

In responding the Head of Finance confirmed that breakdowns of capital spend into sub headings would be provided and included in future reports to the Board

On the issue of efficiencies the Chief Officer, Property and Contracts reported that when an opportunity arose to carry out multiple jobs, that opportunity would be taken.

A query was raised as to what was the reason for an increase in the costs of communal replacements.

The Chief Officer, Property and Contract agreed to make the necessary inquire and respond accordingly.

In offering comment the Chair said it was pleasing to note the progress made in delivering the programme.

RESOLVED –

- (i) To note the Housing Leeds and BITMO refurbishment programme outturn position at period 4 for the financial year 2016/17.
- (ii) To note that a progress update report on the Council House Growth programme at period 4 for the financial year 2016/17
- (iii) That a breakdown of capital spend into sub headings would be provided and included in future reports to the Board

29 Draft Housing Strategy 2016 - 2021

The Director of Environment and Housing submitted a report which provided an updated draft Housing Strategy and proposed arrangements for monitoring the strategy.

Appended to the report was a copy of the following document:

- Draft Housing Strategy 2016 – 2021 (Appendix 1 referred)

Mandy Sawyer, Head of Neighbourhood Services, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Affordable Housing Growth
- Housing Quality
- Promoting Independent Living
- Creating Sustainable Communities
- Improving Health Through Housing
- Meeting the Needs of Older Residents

Tim Woods said the new draft strategy was a significant improvement on the previous version but could the targets be more challenging?

Draft minutes to be approved at the meeting
to be held on Tuesday, 29th November, 2016

Referring to paragraph 3.1.6 of the submitted report, Councillor Bentley queried if we were meeting housing needs of older residents.

In responding the Director of Environment and Housing said work was ongoing to look at council stock to see if it was meeting the aspiration of tenants. Housing growth monies was already going into extra care provision and development at Yeadon and East Ardsley were schemes already in progress.

The Director further reported that we were also looking to the private sector to build for the elderly but this was down to commercial viability.

Councillor Bentley made reference to the old Cookridge Hospital site which included provision for extra care housing. He said the developer was unable to fund the whole development and finding a partner was difficult, was the extra care housing planned for.

In responding the Chair said developers want to deliver but that can sometimes be challenging.

Offering comment the Director said there were some difficulties due to the cap on housing rent levels on supported housing which could lead to an unwillingness to invest.

Referring to the Core Strategy – Leeds City Council, Councillor Anderson said that older people housing was included as part of the housing mix and this was clear in the Core Strategy. He suggested Planning Officers need to take more notice of the core strategies, it appeared older people housing was not been prioritised.

In responding the Director said that the Core Strategy had clashed with central guidance resulting in the loss of a number of planning appeals, the developers winning on each occasion, planning officers were now more mindful of what they could deliver on.

The Chair asked for the views of Planners on the provision of older people's housing and the Core Strategy be provided to the Board.

David Glew welcomed the new draft strategy. In offering comment, he noted £3m was spent on carrying out adaptations to Council Properties. He suggested that if we carry out more adaptations more quickly this may reduce the amount of time patients spend in hospital and could lead to significant savings to the NHS. He asked if a discussion could take place with NHS Leeds with a view to them contributing towards the cost of adaptations.

The Chair suggested that any liaison with NHS Leeds should be done through Adult Social Care.

The Chair thanked Members for their contributions.

RESOLVED –

- (i) To note the progress in delivering the draft Housing Strategy
- (ii) To note and welcome the arrangements for monitoring delivery of the strategy targets
- (iii) That a response from Planners in respect of older people housing and the Core Strategy be provided to the Board
- (iv) That Adult Social care be requested, on behalf of this Board, to explore with NHS Leeds the possibility of contributing towards the cost of adaptations

30 Enhancing the Lettings Standard in Targeted Areas with Low Satisfaction

The Director of Environment and Housing submitted a report which provided details of the changes that had been introduced to the current “Lettings Standard” in targeted areas with low satisfaction.

Simon Costigan, Chief Officer, Property and Contracts, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The new enhanced letting standard

Councillor Anderson asked how the new enhanced lettings standard compared to those in the private sector.

Councillor Hamilton said we need to improve our own letting standard if we are to take action on private lettings.

In responding the Chief Officer, Property and Contracts said the intention was to push up our own standard to be the same as the private rented sector standard; the new enhanced standard was comparable to those in the private sector.

Councillor Bentley asked if Beaver’s Court could be added to the list of properties that would be offered a decoration scheme as he believed it would hit the variation to the lettings Criteria

David Glew asked if details about the criteria could be circulated to the Board.

In responding officers confirmed that Beaver's Court would be checked against the necessary criteria and details about the criteria would be circulated to the Board.

In drawing the discussion to conclusion the Chair said that the intention was to look at lettings standards across all tenures in the not too distant future.

RESOLVED –

- (i) That the contents of the report by noted
- (ii) To endorse the approach taken by Housing Leeds in revising the "Lettings Standard" in targeted areas with low satisfaction
- (iii) To note the intention to look at lettings standards across all tenures in the not too distant future.
- (iv) That details about the lettings criteria be circulated to Board Members for information

31 Rent Collection and Welfare Reform Update

The Director of Environment and Housing submitted a report which provided information on rent collection performance for Quarter 1, 2016 -17.

The report also included the profiling of tenants in arrears and activities being taken to maximise rent collection and provide an update on tenants affected by key Welfare Reforms along with what action was being taken to support those tenants.

Gill Wildman, Chief Officer, Housing Management, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Rent Collection Performance
- Rent Collection Rate According to Housing Benefit Entitlement
- Arrears Profiling
- Payment Methods – Direct Debit Take Up
- Under Occupation
- Tenants Under the Age of 25
- Changes in Housing Benefit & Payment Method
- Further Actions To Improve Rent Collection
- Welfare Reform Update

In offering comment Councillor Anderson said it was a very good report and provided a lot of useful information

Ted Wilson referred to payment methods and the suggestion of introducing mandatory Direct Debits payments; he asked if there was any incentives for tenants to move to Direct Debit payments?

Also referring to mandatory Direct Debits payments, Councillor Hamilton said tenants on zero hours contracts may find moving to Direct Debiting difficult.

In responding the Chief Officer, Housing Management said there was no incentive scheme. It was reported that other local authorities who had already introduced mandatory Direct Debiting, had provided feedback suggesting there had been very little impact. Referring to tenants on low income, officers reported that substantial charges may arise if the tenant was to go overdrawn.

If offering comment the Chair said the report was very good and it was her understanding that a report on the introduction of mandatory Direct Debiting would be brought to a future meeting of the Board

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To support the work being undertaken by Housing Leeds to maximise support to tenants affected by Welfare Reform, increase rent collection and reduce rent arrears
- (iii) To note that a report on the introduction of mandatory Direct Debiting would be brought to a future meeting of the Board

32 Repairs Performance

The Director of Environment and Housing submitted a report which set out details of the current performance levels achieved by Mears and Leeds Building Services (LBS), and also described the performance improvement programme that had been developed to improve performance across a range of performance measures that were key to customer satisfaction.

Appended to the report were the following documents:

- 2016/17 Key Performance Indicators (Mears and LBS) - Appendix 1 referred
- Repairs Completed in Target – Appendix 2 referred
- Repairs Action Plan – Appendix 3 referred

Simon Costigan, Chief Officer, Property and Contracts, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Operations procedures and working practices

Draft minutes to be approved at the meeting
to be held on Tuesday, 29th November, 2016

- Failure by individual trades
- Area profile of failures
- Resource plan/deployment
- Longer term efficiency plan

Councillor Bentley suggested there was no reference to customer satisfaction

Councillor Hamilton said the priority was to fix the problem then seek feedback from the tenant.

Ted Wilson said there was nothing in the report about reporting a repair and once the repair had been carried out, there was no opportunity to offer feedback on the service

In responding the Chief Officer, Property and Contracts accepted that further work was required in understanding the customer experience.

The Chair suggested that the minutes of the Tennant Scrutiny Board Enquiry into repairs be included on the agenda for future meetings of HAB to allow the establishing of a link between the two Boards

RESOLVED –

- (i) To note the improvements in performance achieved by Housing Leeds in the South and West of the City
- (ii) To note the action plan that is underway with LBS
- (iii) To support the current programme of performance improvement within LBS and receive regular updates on progress
- (iv) That the minutes of the Tennant Scrutiny Board Enquiry into repairs be included on the agenda for future meetings of HAB
- (v) That Regular updates continue to be brought to the HAB.

33 Performance Report

The Director of Environment and Housing submitted a report which provided a summary of the most recent performance data against the six Housing Leeds priorities.

The report provided performance data, supporting commentary and contextual information, as well as signposting to relevant information contained in other reports on today's HAB agenda.

Debra Scott, Head of Resources and Strategy, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Progress on Environmental related projects, 34 schemes completed to date.
- Update on Homeless preventions and households in temporary accommodation
- Re-Let Days – average 28.07 days
- Number of Void Lettable Properties – 397 (July 2016)
- Repairs Right First Time ; 93.94% (July 2016)
- Repairs Within Target; 93.74% (July 2016)
- Overall Satisfaction; 91.68% (July 2016)

Referring to disrepair claims, Councillor Anderson asked if tenant responses made at the Annual Home Visits were being checked to pick up any repair issues, this would help challenge any future repair claims.

In responding the Chief Officer Property and Contracts said more robust procedures were now in place along with area profiling to track potential targeting by claims operators in order to mitigate any potential risk.

Councillor Anderson asked if some analysis could be undertaken to see if repair issues brought to the attention of the service by Elected Members had been actioned or if they had subsequently led to a disrepair claim.

Dave Glew referred to condensation claims and asked if he could be made aware of what questions were being asked at the Annual Home visit, it may be possible to address some condensation issues at AHV conversations or pre-tenant training. It was also suggested that the installation of an extraction fan in the bathrooms of tenancies may solve some condensation problems.

RESOLVED –

- (i) To note the most recent performance information relating to the Six Housing Leeds Priorities
- (ii) That the requested information in respect of repair analysis and Annual Home visit questions be circulated to Board Members once it became available

34 Housing Advisory Board Forward Plan 2016/17

The Board considered the contents of the Housing Advisory Board Forward Plan for 2016

Having received contributions/ suggestions from Board Members at today's meeting, the following items were added the Boards' Forward Plan

- Lettings Standards across all tenures.
- Proposals for the introduction of mandatory Direct Debiting

RESOLVED – That, with the inclusion of the above items, the contents of the Housing Advisory Board Forward Plan for 2016/17 be noted

35 Date and Time of Next Meeting

RESOLVED – To note that future meetings of the Board are arranged as follows:

- Tuesday 29th November 2016 at **4.00pm**
- Tuesday 28th February 2017 at 5.00pm

(All meetings to take place at the Civic Hall, Leeds)

This page is intentionally left blank

EXECUTIVE BOARD

WEDNESDAY, 21ST SEPTEMBER, 2016

PRESENT: Councillor J Blake in the Chair

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

SUBSTITUTE MEMBER: Councillor J Procter

57 Substitute Member

Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, at the point at which Councillor A Carter left the meeting (Minute No. 61 refers), Councillor J Procter was invited to attend for the remainder of the meeting on behalf of Councillor Carter.

58 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however, in relation to the agenda item entitled, 'Outcome of Statutory Notices on Proposals to Increase Primary and Secondary Learning Places in Holbeck; Kirkstall-Burley-Hawthorn and Burmantofts Planning Areas', Councillor Yeadon drew the Board's attention to her position as governor of Hawthorn Wood Primary School (Minute No. 78 refers).

59 Minutes

RESOLVED – That the minutes of the previous meeting held on 27th July 2016 be approved as a correct record.

HEALTH, WELLBEING AND ADULTS

60 Better Lives Programme: Phase Three: Next Steps and Progress Report

The Director of Adult Social Services submitted a report presenting the outcomes from the associated consultation exercise which was agreed to be undertaken by Executive Board on 23rd September 2015 (Minute No. 40 referred), and which sought approval of the next steps for the delivery of the Better Lives Strategy.

In presenting the report, the Executive Member for Health, Wellbeing and Adults thanked all of those who had participated in the associated consultation process, with specific reference to the contribution of the Scrutiny Board (Adult Social Services, Public Health and NHS), partners, stakeholders, Trade Unions, service users and their families, and highlighted how the original proposals had been revised in response to the contributions made.

In addition, detail was provided upon the submitted proposals, which looked to modernise the type of social care that was provided in Leeds, unlock sites for extra care and also enhance intermediate care and complex care provision.

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th October, 2016

The focus that was being placed upon improving the quality of service provided within the private sector was also highlighted.

Members then discussed the key proposals detailed within the report, and with respect to specific enquiries raised around the decommissioning of certain services, the Board was provided with detailed responses to such enquiries.

Linked to this, Members also discussed the evolving nature of social care provision in the city, with specific reference being made to the role played by the Council, Neighbourhood Networks and private sector providers. The Board also considered matters regarding capacity and quality levels of social care provision, with specific reference being made to the surplus of residential care in the city and the demand which existed for extra care housing. Responding to such comments, emphasis was placed upon the vital role to be played by extra care housing in the future, whilst also, officers undertook to provide Board Members with further details regarding the over-supply of residential care units in the city.

In response to a specific enquiry regarding the content of correspondence which had been received by some service users, it was undertaken that the content of such communications would be reviewed.

Also, given the significant nature of this matter, it was requested that Members were provided with the opportunity to comment upon this matter at the next scheduled Council meeting. In response, it was undertaken that this request, and the portfolio order by which the Executive Board minutes would be considered at the November Council meeting would be submitted to the Group Whips for consideration.

Furthermore, the Board received assurances that the priority for providing any affected service users with alternative provision would be to accommodate the choices of the individual, and that they would be guaranteed to receive a level of provision which was at least equal in quantum and to the standard of their current provision, if not better. In addition, it was highlighted however that should an individual choose provision that was rated less than their current standard, then where appropriate, checks may be undertaken in order to ensure that that choice was in the individual's best interest.

In addition, assurances were also provided around the personal support that service users and their families would be given during any transition process by the Assessment and Transfer Team.

In conclusion, the Chair highlighted the need for the Council to continue to lobby Government on a cross-party basis, in order to highlight the level of resource that the Local Authority needed in order to ensure that there was the necessary levels of social care provision in the city.

RESOLVED –

- (a) That the decommissioning of the services provided at: Middlecross, Siegen Manor and The Green residential care homes, be approved;
- (b) That the decommissioning of the services provided at: Middlecross, Siegen Manor, The Green, Springfield and Radcliffe Lane Day Centres, be approved;
- (c) That the timescales for ceasing those services, based on the timeline as detailed within Appendix 3 to the submitted report, be agreed;
- (d) That the remodelling of Wykebeck Valley day centre to become a complex needs centre for the east of the city, taking a phased approach to accommodate the needs of existing and future customers, be approved;
- (e) That approval be given to the reinvestment of £0.111m from the planned savings, in order to ensure that Wykebeck can offer an enhanced service like Laurel Bank and Calverlands complex needs day centres;
- (f) That approval be given for the Siegen Manor site to be ear-marked for the purposes of exploring the potential to develop it for the provision of extra care housing;
- (g) That the development of a city-wide in-house integrated recovery service, comprised of Assisted Living Leeds, the SkILs enablement service and a bed-based offer to support the wider Leeds Intermediate Care Strategy, be approved, and that it be agreed that this service should be called the 'Leeds Recovery Service';
- (h) That approval be given for The Green to be retained as a community asset for intermediate care / recovery beds, subject to discussion and agreement with NHS commissioners, with a further report being presented to Executive Board for consideration when associated discussions have concluded;
- (i) That the outcome of the full consultation reports with stakeholders, including residents, service users, their families and carers, Trade Union, staff and Scrutiny Board, as detailed at Appendices 1 and 2 to the submitted report, be noted;
- (j) That the immediate decommissioning of the services provided at Manorfield House residential home, together with the assessment and transfer process of residents, be noted;
- (k) That the continued formal consultation under Employment Legislation with Trade Unions and staff be noted, together with the provision of support for staff throughout the decommissioning process which

includes identifying any opportunities for employment within the Council;

- (l) That the development of alternative models of support, including those provided in the independent sector and by other in-house services, be noted;
- (m) That it be noted that the commissioned service Bay Tree Resource Centre in Moor Allerton also offers a choice of day support for people with complex needs including dementia;
- (n) That the continued work via the Housing and Care Futures programme to identify potential future use of the sites that become available as a result of the implementation of such proposals and resolutions be noted, which include the opportunity for further development of specialised older people accommodation, including extra care housing;
- (o) That it be noted that the lead officer responsible for implementation of such matters is the Director of Adult Social Services.

(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

61 Medium Term Financial Strategy 2017/18 to 2019/20

Further to Minute No. 42, 27th July 2016, the Deputy Chief Executive submitted a report which presented the Council's updated Medium-Term Financial Strategy for 2017 – 2020 for the purposes of approval. The report also invited the Board to consider whether or not to accept the Government's 4-year funding offer.

Members welcomed the early consideration of such matters. With regard to considering the Government's 4 year funding offer, it was requested that should the offer be accepted, then this should be with a caveat that the level of funding currently offered is a minimum level of funding, and that in accepting the 4 year funding offer, this should not preclude the Council from receiving any further provision of funding during the 4 year period.

In addition, it was also requested that representations be made on behalf of the Council to Government with respect to the fact that the level of financial settlement received by Leeds was comparatively less than other Core Cities.

In considering the submitted report, Members considered the ongoing review in respect of Locality Services, whilst emphasis was placed upon the increasing importance of working effectively with the Council's partners across all sectors and working effectively at a local level.

RESOLVED –

- (a) That the draft 2017 – 2020 Medium Term Financial Strategy and Efficiency Plan be approved;
- (b) That it be noted that further proposals will be brought forward to address the current shortfall;
- (c) That the Government's 4-year funding offer be accepted, on the basis that this represents a minimum level of government funding;
- (d) That representations be made on behalf of Leeds City Council to Government with respect to the fact that the level of financial settlement received by Leeds is comparatively less than other Core Cities;
- (e) That the recommendation to approve the Medium Term Financial Strategy and Efficiency Plan, and the consideration of whether to accept the 4-year funding offer, be exempted from the Call In process, for those reasons as detailed within paragraph 4.5.2 of the submitted report (detailed below);
- (f) That it be noted that the Deputy Chief Executive will be responsible for the implementation of the resolutions above.

(During the consideration of this item, Councillor A Carter left the meeting and was replaced by Councillor J Procter for the remainder of the meeting)

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In by the decision taker if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with resolution (e) above, resolutions (a) and (c) contained within this minute were exempted from the Call In process, given that the size of the financial challenge facing the Council has meant that the outcomes of the work from service and policy reviews could not be brought to Executive Board sooner, and also due to the fact that the deadline for accepting the Government's 4-year funding offer is the 14th October 2016. As such, it is deemed that any delay to the implementation of these matters would prejudice the Council's, or the public's interests).

COMMUNITIES

62 Citizens@Leeds: Supporting Communities and Tackling Poverty - Update

Further to Minute No. 6, 24th June 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the progress made in supporting communities and tackling poverty in Leeds over the past 12 months. The report also presented the planned activities for the next year and set out details of key challenges.

Responding to an enquiry in respect of the programme's action plan for 2016/17, it was highlighted that the submitted report did provide details of priorities for the forthcoming year, however, it was undertaken that further detail in respect of proposed actions would be provided to Executive Members for consideration.

RESOLVED –

- (a) That the information detailed within the submitted report, be noted;
- (b) That the plans for the next year, as detailed within the submitted report, be noted;
- (c) That a further report be submitted to Executive Board in 12 months which sets out the progress made in supporting communities and in tackling poverty.

63 Strategic and Co-ordinated response to Migration in Leeds

The Assistant Chief Executive (Citizens and Communities) submitted a report which was in response to a recommendation from the Scrutiny Board (Citizens and Communities) to Executive Board, and which also provided an update on the work being undertaken to establish the Leeds Strategic Migration Board.

Members thanked the Scrutiny Board (Citizens and Communities) for the work which they had undertaken in this area.

In addition, emphasis was placed upon the need to ensure that adequate funding was provided by Government where the Authority agreed to participate in specific migration programmes.

RESOLVED –

- (a) That the work which has taken place to establish the Leeds Strategic Migration Board, as detailed within the submitted report, be noted;
- (b) That endorsement be given to the approach being taken to establish what Leeds' 'support' is for those new migrants coming to the city;
- (c) That a report detailing the progress of the Leeds Strategic Migration Board be submitted to Executive Board in the spring of 2017;
- (d) That it be noted that the Assistant Chief Executive (Citizens and Communities) is responsible for leading on such matters.

64 City of Sanctuary Progress Report

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an overview of the principles of the City of Sanctuary initiative and detailed the recent work which had been undertaken in this area. In addition, the report also highlighted some areas of challenge and the work taking place to understand and address such issues. Finally, the report sought the Board's continued commitment to the City of Sanctuary principles.

Members welcomed the content of the submitted report, the proposal to explore the potential of gaining a formal accreditation, and the work being undertaken in schools which was linked to the City of Sanctuary initiative.

RESOLVED –

- (a) That the work which has taken place in order to support Leeds' status as a City of Sanctuary be noted;
- (b) That approval be given to recommitting to the principles of, and work undertaken as part of the City of Sanctuary, and that a formal promise be given to supporting the initiative;
- (c) That approval be given to exploring the potential of providing a submission in order to gain a formal accreditation as a City of Sanctuary, and, as part of this, further consideration be given to working with the City of Sanctuary group with the aim of developing a 'Council of Sanctuary' award;
- (d) That a progress report on such matters be submitted to Executive Board in early 2017;
- (e) That it be noted that the Assistant Chief Executive (Citizens and Communities) is responsible for leading on such matters.

65 Strong and Resilient Communities - a Refreshed Approach to Delivering Cohesion and Prevent Across the City

The Assistant Chief Executive (Citizens and Communities) submitted a report regarding the refreshed approach towards the promotion of cohesion in Leeds and also on the delivery of the statutory 'Prevent' initiative across the city. The report also sought support for the development of new ways of working as part of a long term strategy which looked to embed cohesion, compassion and mutual respect across all of the city's communities.

Members thanked all of those involved for the significant work which had been undertaken in this area to date.

Responding to a specific Member enquiry, officers undertook to provide the Member in question with further information on the work of the pathfinder projects and breakthrough project.

RESOLVED –

- (a) That the refreshed approach towards cohesion and Prevent, as outlined within the submitted report, be endorsed;
- (b) That approval be given to the staged approach towards the Pathfinder projects, as set out in section 4.10 of the submitted report, as follows:-
 - **Stage 1:** Undertake consultation with services and elected members to identify issues, skills gaps and agree a range of activities – commence by October 2016;

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th October, 2016

- **Stage 2:** Development of local cohesion plans for each of the 10 Community Committee Areas – to 31 March 2017;
 - **Stage 3:** Build the capacity and confidence of frontline staff and Elected Members – to April 2017 (then ongoing);
 - **Stage 4:** Identify pathfinder projects – 1st project to commence in Autumn of 2016.
- (c) That the Chief Officer (Communities) be requested to take forward the development and implementation of the staged approach and the Pathfinder projects, with a progress report being submitted to the Board in 2017;
- (d) That the Chief Officer (Communities) be requested to provide the Board with an update report on the implications of the 'Casey Review' for Leeds, following the national publication of the report.

ENVIRONMENT AND SUSTAINABILITY

66 Leeds Parks Trust

The Director of Environment and Housing submitted a report which sought approval to enter into an agreement with the Leeds Community Foundation in order to establish a Leeds Parks Trust, which would look to maximise opportunities for charitable giving and legacies, and gaining support from local businesses and other organisations for the benefit of improving parks and greenspaces across the city.

Members highlighted the vital role in improving parks and greenspaces which was played by local communities, volunteers, voluntary groups, together with the donations which were received.

Responding to an enquiry, the Board noted that where financial donations were not dedicated to a specific park or greenspace, then such donations would contribute towards the improvement of community parks, with specific reference being made to those which were yet to achieve the Leeds Quality Parks Standard. In addition, clarification was also provided in respect of the proposed management fee of 15%, in that it would be subject to a maximum cap on larger donations relating to actual costs, and that the fee would be reviewed after 6 months.

In addition, it was requested that further consideration be given to the name of the proposed 'Leeds Parks Trust' organisation, so that it was clear that the assets of the city's parks were not to become part of that Trust.

RESOLVED –

- (a) That approval be given to enter into an agreement with the Leeds Community Foundation in order to establish an organisation which will maximise opportunities for charitable giving and legacies, together with gaining support from local businesses and other organisations;

- (b) That it be noted that the Chief Officer (Parks and Countryside) is responsible for the implementation of resolution (a) (above), ahead of a planned launch in April 2017.

ECONOMY AND CULTURE

67 Visitor Economy and Vibrant City Centre

The Director of City Development submitted a report providing an update on the success of a number of initiatives held during Summer 2016 which aimed to enhance the vibrancy of Leeds city centre. In addition, the report also presented key details from the 2015 research and evaluation which had been undertaken in respect of the Leeds visitor economy, which demonstrated continued growth in this area.

Members welcomed the submitted report and the actions which had been taken in order to make the city centre more family friendly.

Responding to specific enquiries, it was undertaken that the Members in question would be provided with further details on: the ways in which visitors to the city were accessing and being provided with tourist information; and the ways in which Leeds' offer as a city was now being communicated and marketed both nationally and internationally.

RESOLVED – That the following be noted:

- (a) The continued growth of the visitor economy figures between 2013 to 2015 which is supported by the VisitLeeds strategy, the improved product, the successful delivery of world class events and the continued momentum this gives towards the Leeds 2023 European Capital of Culture bid;
- (b) The Council will work with the Leeds Business Improvement District in order to seek to align their marketing and promotional activities with the work of VisitLeeds as the principal destination management organisation leading on visitor economy;
- (c) The successful implementation of a range of interventions to embrace the vibrancy of Leeds city centre and to endorse the further development and associated financial support which will deliver tactical interventions such as the pop up parks in the future, in order to improve the attractiveness and vibrancy of Leeds city centre as a visitor destination;
- (d) That the success demonstrated to date will be built upon in order to ensure that the Council continues to take advantage of critical developments including: Victoria Gate and Kirkgate Market; Leeds Business Improvement District and world class events hosted in Leeds;
- (e) The continued support for the strong city collaborative approach with all partners, to increase momentum and ramp up activity in the context of national and international competition.

EMPLOYMENT, SKILLS AND OPPORTUNITY

68 More Jobs, Better Jobs: A Progress Report

The Director of Children's Services and the Director of City Development submitted a joint report which provided an update on the work undertaken to date in respect of the 'More Jobs, Better Jobs' Breakthrough Project.

Responding to a Member's enquiry, the Board received further information on the process by which the Council would address concerns which existed with an employer in the city, received further details on the work which would be undertaken by the newly appointed Key Account Manager who would be working with businesses, and was advised of the methodology which would be used to evaluate the progress being made as part of the 'More Jobs, Better Jobs' Breakthrough Project.

RESOLVED – That the progress made to date in respect of the 'More Jobs, Better Jobs' Breakthrough Project, as detailed within the submitted report, be noted.

RESOURCES AND STRATEGY

69 Financial Health Monitoring 2016/17 - Month 4

The Deputy Chief Executive submitted a report which set out the Council's projected financial position at month 4 of the 2016/17 financial year. In addition, the report also reviewed the current budget position and highlighted key potential risks and variations.

RESOLVED – That the projected financial position of the authority, as detailed within the submitted report, be noted.

REGENERATION, TRANSPORT AND PLANNING

70 Investment of Affordable Housing Planning Obligation Funding

The Director of City Development submitted a report providing an overview of the current position regarding the affordable housing planning obligation funding (Committed Sums) and which sought approval for the investment of such funding into a range of new supply affordable housing schemes.

Responding to a Member's enquiry, the Board was provided with information on the proposals detailed within the report in respect of the site at Kidacre Street, Hunslet, whilst an update was also provided on the current position regarding the creation extra care housing in the context of affordable housing provision.

RESOLVED –

- (a) That the content of the submitted report, be noted;
- (b) That the necessary 'authority to spend' for those schemes listed at section 3.9 of the submitted report, be approved.

71 Integrating Diversity and Inclusion into the Built Environment

The Deputy Chief Executive and the Director of City Development submitted a joint report which presented, for the purposes of proposed adoption, a framework which aimed to help the Council achieve its ambition to become the best City in the UK - fair, open and welcoming - by creating high quality, inclusive and accessible environments which would eliminate barriers for both Council employees and those living in communities across Leeds.

Responding to an enquiry, the Board received an update on the progress being made in Leeds with respect to the provision of 'Changing Places' toilets.

RESOLVED –

- (a) That the proposed framework for Leeds City Council, in respect of 'Integrating Diversity and Inclusion into the Built Environment', as appended to the submitted report, be adopted;
- (b) That in applying the framework, it be noted that Leeds City Council will seek to strike the right balance between aspiration, practicality and cost;
- (c) That it be noted that the overall responsibility for the implementation of the framework sits with the Director of City Development.

72 'West Yorkshire Plus' Transport Fund

The Director of City Development submitted a report which sought approval to enter into the Grant Agreements with the West Yorkshire Combined Authority (WYCA) which were needed to continue funding and also deliver those agreed major projects identified within the West Yorkshire Plus Transport Fund (WYTF) programme.

Responding to an enquiry, the Board received assurances that Ward Member consultation would take place as appropriate on schemes which affected a Member's Ward.

In addition, a Member highlighted the importance of ensuring that all geographic areas of Leeds benefitted from future investment in the city's transport infrastructure.

RESOLVED –

- (a) That approval in principle be given to the progression of the schemes as referenced in paragraph 2.4 of the submitted report, subject to engagement and consultation with local Members and other relevant partners and communities during scheme design;
- (b) That authority be given to enter into the Grant Agreements with WYCA for the projects in the West Yorkshire Plus Transport Fund, the detail of which is to be agreed by the Chief Officer (Highways & Transportation) under his authority from the scheme of delegation;

- (c) That the progress which has been made to date with schemes within the Leeds District, as summarised within paragraph 2.4 of the submitted report, be noted;
- (d) That it be noted that the Chief Officer (Highways & Transportation) is responsible for the implementation of such matters.

73 Site Allocations Plan: Revised Publication Consultation for Outer North East

The Director of City Development submitted a report which presented the revised draft Site Allocations Plan (SAP) for the Outer North East (ONE) Housing Market Characteristic Area (HMCA), and which sought approval for those documents to be the subject of a period of public consultation, in order to invite the submission of formal representations.

RESOLVED –

- (a) That the publication of the revised draft Site Allocations Plan for the Outer North East HMCA, together with the sustainability appraisal reports and other relevant supporting documents be approved for the purposes of public participation and also to formally invite representations to be made;
- (b) That the necessary authority be delegated to the Chief Planning Officer, in consultation with the relevant Executive Member, in order to make any factual and other minor changes to the Revised Publication Plan for the Outer North East HMCA and supporting material, prior to public consultation.

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

74 Killingbeck Meadows Natural Flood Mitigation Solution and Brownfield Land Programme: Update

The Director of City Development submitted a report providing details of a proposed scheme to improve the level of surface water storage during storm events within the Wyke Beck valley in the Killingbeck and Seacroft and Halton Moor areas of the city. The report also provided an update on the site disposal process for Council owned brownfield land in Seacroft and Halton Moor and also sought approval to inject funding which had been secured from the Local Growth Fund into the Capital Programme, whilst also seeking associated 'Authority to Spend'.

Members welcomed the proposals detailed within the submitted report.

RESOLVED –

- (a) That the principle of Natural Flood Management Schemes at Killingbeck Meadows, be approved;

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th October, 2016

- (b) That the submission of planning applications for the Killingbeck Meadows Natural Flood Management Schemes, be approved;
- (c) That approval, together with the necessary authority be given to inject £1.5 million and spend £1.6 million of funding from the Capital Programme, in order to support the delivery of the Killingbeck Meadows Natural Flood Management Schemes;
- (d) That it be noted that the officer responsible for the implementation of the delivery of the Killingbeck Meadows Natural Flood Management Schemes is the Chief Officer (Highways & Transportation). It also be noted that the works will be procured through a competitive tender process and, subject to securing sufficient financial contributions, delivered during 2018;
- (e) That the progress made in bringing forward new housing on the Council's brownfield sites across the city, be noted;
- (f) That approval be given to inject into the Capital Programme and also provide the necessary authority to spend the £1.1m of recoverable loan funding from the Local Growth Fund, in order to support the provision of enabling works associated with the delivery of new homes on Council owned brownfield sites in East Leeds;
- (g) That the necessary authority be delegated to the Director of City Development in order to approve the reinvestment of the Local Growth Fund loan into additional sites, once receipts begin to be received for the original tranche of 9 sites.

CHILDREN AND FAMILIES

75 Domestic Violence and Abuse Breakthrough Project

The Director of Environment and Housing submitted a report which provided an update on the work undertaken to date as part of the 'Domestic Violence and Abuse' Breakthrough Project, and which presented the first annual report on this project.

By way of an introduction to the report, the Board received further detail on the current activities which were taking place in this area, and noted the intention to provide Elected Members with the opportunity to become more involved in such activities.

Responding to an enquiry, Members received an update on the actions being taken to further develop the safeguarding arrangements for those suffering from domestic violence and abuse which were in place over weekends. Further to this, the Board noted the crucial role which was being played by the 'Front Door Safeguarding Hub', and the improvements it had brought to the process of information sharing between partners. Specific emphasis was also placed upon the importance of ensuring that young people affected by

domestic violence and abuse received the correct support from the relevant agencies.

RESOLVED –

- (a) That the progress which has been made to date in addressing the issues associated with domestic violence and abuse be noted, together with the content of the first Annual Report on the associated Breakthrough Project, as appended to the submitted report;
- (b) That annual update reports on the Domestic Violence and Abuse Breakthrough Project be presented to future Executive Board meetings.

76 Retirement of Nigel Richardson, Director of Children's Services

On behalf of the Board, the Chair together with the Executive Member for Children and Families paid tribute to the Director of Children's Services, Nigel Richardson 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. Members thanked Nigel for what he had achieved during his time in Leeds and for the legacy that he was leaving.

77 Outcome of the consultation to increase learning places at Hovingham Primary School

The Director of Children's Services submitted a report on proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report related to the outcome of a consultation exercise regarding proposals to expand provision at Hovingham Primary School, and which sought permission to publish a Statutory Notice in respect of such proposals.

RESOLVED –

- (a) That the publication of a Statutory Notice to expand Hovingham Primary School from a capacity of 420 pupils to 630 pupils with an increase in the admission number from 60 to 90, 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.

78 Outcome of Statutory Notices on proposals to increase primary and secondary learning places in Holbeck; Kirkstall-Burley-Hawthorn and Burmantofts Planning Areas

The Director of Children's Services submitted a report providing details of proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report was divided into three parts and included consideration of proposals in respect of Hunslet Moor Primary School; Hawthorn Wood Primary School; Shakespeare Primary School and the Co-operative Academy of Leeds.

When considering this matter, the Board noted that the paragraph 4.6.1 of the submitted report should read: 'The statutory time limit for final decisions on each of the proposals detailed in this report is 2nd October 2016', rather than 2nd September 2016, as detailed.

RESOLVED –

- (a) That the proposal to expand Hunslet Moor (Community) Primary School by increasing its capacity from 315 pupils to 420 pupils, increasing the admission number from 45 to 60, with effect from September 2018, be approved;
- (b) That the proposal to expand Hawksworth Wood (Community) Primary School by increasing its capacity from 210 pupils to 420 pupils, increasing the admission number from 30 to 60, with effect from September 2017, be approved;
- (c) That the proposal to expand Shakespeare (Community) Primary School by increasing its capacity from 315 pupils to 630 pupils, increasing the admission number from 45 to 90, with effect from September 2018, be approved;
- (d) That the linked proposal to expand The Co-operative Academy of Leeds by increasing its capacity from 900 students to 1200 students, increasing the admission number from 180 to 240, with effect from September 2019, be approved;
- (e) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

DATE OF PUBLICATION: FRIDAY, 23RD SEPTEMBER 2016

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 30TH SEPTEMBER
2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 3rd October 2016)

This page is intentionally left blank