



Outer West Community Committee

Calverley & Farsley, Farnley & Wortley, Pudsey

Meeting to be held in Pudsey Town Hall Robin Lane, Pudsey

Wednesday, 15th June, 2016 at 1.00 pm

Councillors:

A Carter
Mrs A Carter
R Wood

Calverley and Farsley;
Calverley and Farsley;
Calverley and Farsley;

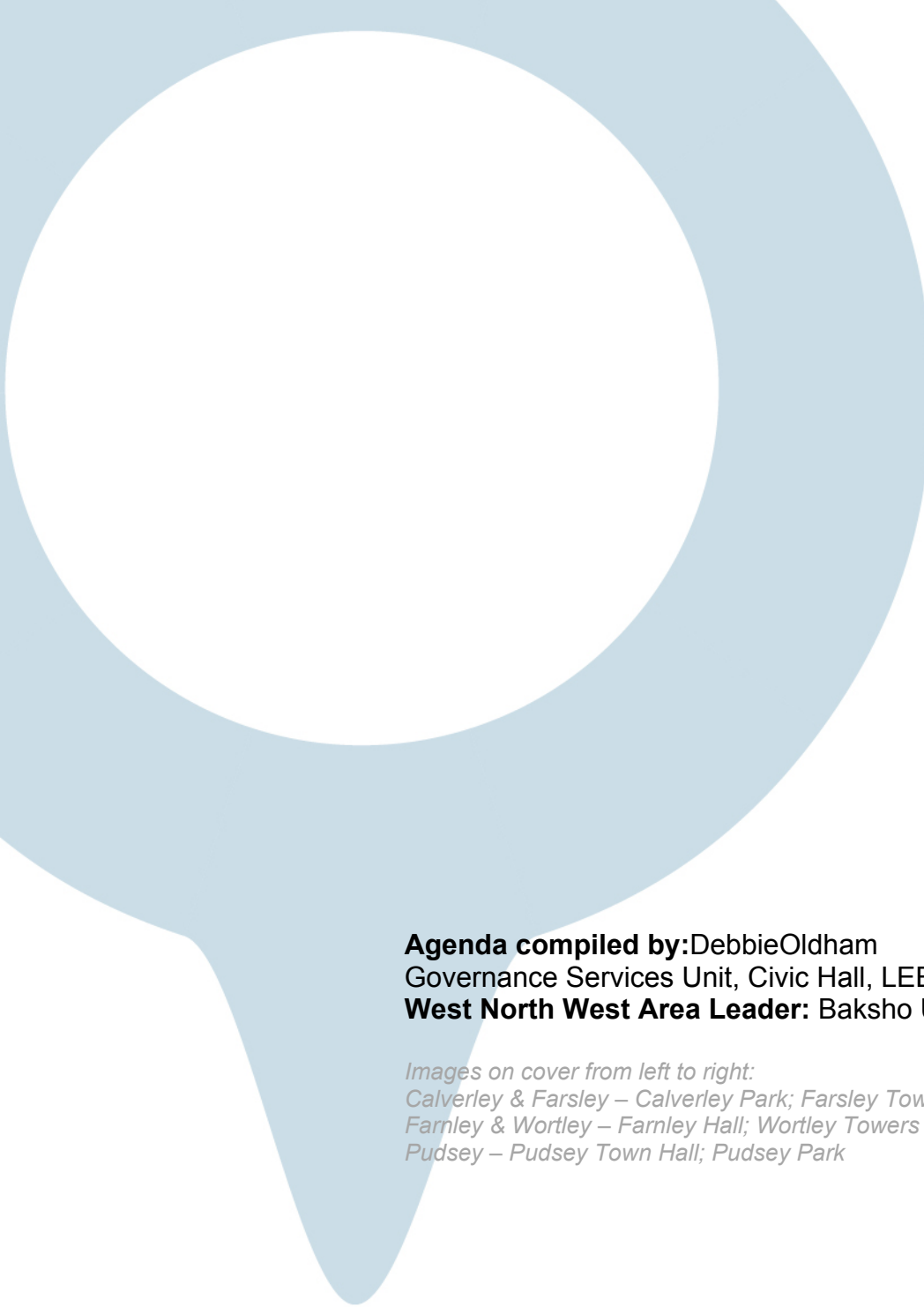
A Blackburn
D Blackburn
T Wilford

Farnley and Wortley;
Farnley and Wortley;
Farnley and Wortley;

M Coulson
J Jarosz
R Lewis

Pudsey;
Pudsey;
Pudsey;





Agenda compiled by:DebbieOldham
Governance Services Unit, Civic Hall, LEEDS LS1 1UR
West North West Area Leader: Baksho Uppal Tel: 395 1652

*Images on cover from left to right:
Calverley & Farsley – Calverley Park; Farsley Town Street
Farnley & Wortley – Farnley Hall; Wortley Towers
Pudsey – Pudsey Town Hall; Pudsey Park*

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 15.2 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 15.2, written notice of an appeal must be received 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>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			LATE ITEMS To identify items which have been admitted to the agenda by the Chair for consideration. (The special circumstances shall be specified in the minutes.)	
4			DECLARATION OF DISCLOSABLE PECUNIARY INTEREST 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 Conduct.	
5			APOLOGIES FOR ABSENCE To receive any apologies for absence.	
6			OPEN FORUM / COMMUNITY FORUM In accordance with Paragraphs 4.16 and 4.17 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Community Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.	
7			MINUTES To approve as a correct record the minutes of the meeting held on 18 th May 2016.	1 - 2
8			MINUTES OF HOUSING ADVISORY PANEL To note the minutes of Housing Advisory Panel	3 - 6
9			MINUTES OF ENVIRONMENT SUB GROUP To note the minutes of the Environment Sub Group	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the City Solicitor to invite the Committee to make appointments to the following:-</p> <ul style="list-style-type: none"> • Those Outside Bodies as detailed at Appendix 1; • One representative to the Corporate Parenting Board • Community Committee Champions, as listed; and • Those Children's Services Cluster Partnerships <p>(Report attached)</p>	7 - 16
11	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>APPOINTMENT OF CO-OPTES TO COMMUNITY COMMITTEES</p> <p>The report of the City Solicitor invites Members to give consideration to appointing co-optes to the Community Committee for the duration of the 2016/2017 municipal year.</p> <p>(Report attached)</p>	17 - 20
12	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>HOUSING ADVISORY PANEL REPORT</p> <p>The Report of the Chief Officer Housing Management, invites Ward Councillors to nominate to the Outer West Housing Advisory Panel.</p> <p>(Report attached)</p>	21 - 26
13	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>FINANCE UPDATE REPORT</p> <p>The report of the West North West Area Leader provides the Outer West Community Committee with an update on the budget position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.</p> <p>(Report attached)</p>	27 - 32

Item No	Ward/Equal Opportunities	Item Not Open		Page No
14	Calverley and Farsley; Farnley and Wortley; Pudsey		UNIVERSAL CREDIT REPORT The report of the Chief Officer (Welfare and Benefits) provides an update on the citywide aspects of Universal Credit, the impact on the people across the city and also the information on how the council has prepared for implementation of the new benefit and what support is in place for customers. (Report attached)	33 - 42
15	Calverley and Farsley; Farnley and Wortley; Pudsey		HOUSING LETTINGS POLICY The report of the Director of Environment and Housing provides the Committee with an update on the Lettings Policy Review consultation. (Report attached)	43 - 56
16	Calverley and Farsley; Farnley and Wortley; Pudsey		ADULT SOCIAL CARE UPDATE The report of Chief Officer Access & Care Delivery, Adult Social Care, highlights steps taken to provide an integrated service for District Nursing, Community Matrons, Intermediate Care Services and area-based Social Work which formerly operated to geographical populations with therapy services spread across intermediate care and domiciliary physiotherapy. (Report attached)	57 - 60
17			DATE AND TIME OF NEXT MEETING The date and time of the next meeting will 28 th September 2016, at 6:30pm	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>Third Party Recording</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <p>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.</p> <p>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.</p>	

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OUTER WEST COMMUNITY COMMITTEE

WEDNESDAY, 18TH MAY, 2016

PRESENT: Councillor M Coulson in the Chair

Councillors A Blackburn, D Blackburn,
A Carter, Mrs A Carter, J Jarosz, R Lewis,
T Wilford and R Wood

51 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

52 Exempt Information - Possible Exclusion Of The Press And Public

There were no exempt items.

53 Late Items

There were no late items.

54 Declaration Of Disclosable Pecuniary Interest

There were no declarations of disclosable pecuniary interests.

55 Apologies For Absence

Apologies were received from Co-optee, Canon Ayers.

56 Minutes

RESOLVED – That the minutes of the meeting held on 2nd March were approved as a correct record.

57 Election of Community Committee Chair

The report of the City Solicitor set out the arrangements for the election of Chair for Community Committees and that in line with this process, to recommend that this Community Committee elects an eligible Member to the position of Community Committee Chair for the 2016/2017 municipal year.

The Position of Chair of the Outer West Community Committee had received only one nomination, that of Cllr. Mick Coulson.

The Members of the Community Committee discussed the possibility of a Vice Chair and one nomination was received for this role, that of Cllr. David Blackburn.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

RESOLVED – The Outer West Community Committee elected Cllr. Mick Coulson as the Chair of the Committee for municipal year 2016/17.

The Outer West Community Committee elected Cllr. David Blackburn as Vice Chair of the Committee for municipal year 2016/17.

CHAIRS COMMENT

The Chair of the Outer West Community Committee thanked Members and Officers saying that the previous year had seen good work progressed across the Outer West area.

The Chair said that the Committee would be looking to progress work in relation to the initiative 'Leeds-best city to grow old in'

The Chair said that he would welcome all forms of feedback from both Members and officers on his role or the responsibilities of the Committee.

He said he was looking forward to some good work through the next municipal year.

He thanked all Members for their nomination to Chair.

Outer West HAP Minutes
Wednesday 27th April 2016
Rycroft Green Sheltered Scheme
4:00pm – 6:00pm



Name	Initials	Position
Kevin Sharp	KS	Chair of Outer West HAP
Sheila Horne	SH	Vice Chair of Outer West HAP
Sandra Ogden	SO	Tenant Panel Member
Joan Stanley	JS	Tenant Panel Member
Lydia Appleby	LA	Tenant Panel Member
Derek Uttley	DU	Tenant Panel Member
Cllr Rod Wood	RW	Councillor
Rukhsana Mahmood	RM	Tenant & Community Involvement Officer for Outer West
Faridah Butt	FD	Housing Manager
Blythe Hughes	BH	Housing Assistant (minutes)
Akbar Khan	AK	Housing Manager –Tenant & Community Involvement (guest for part of meeting)
Apologies		
David Deneven	DD	Tenant Panel Member
John Aubery	JA	Tenant Panel Member
Claire Smith	CS	Housing Manager
Cllr Richard Lewis	RL	Councillor
Cllr Ann Blackburn	AB	Councillor

Item No.		Owner
1.0	Welcome and Apologies	
1.1	KS opened the meeting and introductions and apologies were given.	
1.2	RM explained that Andy Liptrot has decided to step down from the HAP.	
2.0	New Outer West HAP Chair and Vice Chair	
2.1	RM announced that KS had been elected as Chair, and SH as Vice Chair of the Outer West HAP. KS led the panel in thanking SO for her hard work as Vice Chair.	
3.0	Draft Minutes of Last Meeting and Matters Arising	
3.1	The minutes were agreed as a true record.	
3.2	2.2 – Completed.	
3.3	2.5 – RM emailed funding guidance to members and provided hard copies.	
3.4	3.4 – Terms of Reference were signed off and copies were sent out to panel	

	members.	
3.5	4.5 – A paper copy of the figures was provided at this meeting.	
3.6	5.2.1 – OW.23.1516 The barrier has been left unlocked, as the plot of land at the back has development potential.	
3.7	5.2.4 – All Winter Wellbeing packs have now been distributed.	
3.8	9.1 – Dates to be agreed at this meeting.	
3.9	9.3 – FB is in attendance.	
4.0	Feedback from Cross City Chairs Group	
4.1	KS attended the CCCG meeting. Next steps for refreshing Plans on a Page were supported by the Group, and examples of good practice were shared and discussed. There was a consensus that HAPs are keen to recruit more young tenants to their panels.	
5.0	Housing Management Performance Update	
5.1	FB provided the panel members with hard copies of the performance figures for 2015/16 for each of the key indicators.	
5.1.1	Annual Home Visits – Citywide target for 2015/16 was 100% <ul style="list-style-type: none"> ▪ Pudsey 99.6%, 9 outstanding out of 2468 properties (2nd in city) ▪ Wortley 99.2%, 21 outstanding out of 2488 properties (5th in city) 	
5.1.2	Rent Collection – Citywide target for 2015/16 was 97.75% <ul style="list-style-type: none"> ▪ Pudsey 98.49% - target 98.92%, -0.43% difference (3rd in city) ▪ Wortley 97.07% - target 97.96%, -0.89% difference (14th in city, vast improvement since 2014/15) 	
5.1.3	Turnaround times of Voids <ul style="list-style-type: none"> ▪ Farnley & Wortley 219 voids, average 28.50 days ▪ Calverly & Farsley 59 voids, average 33.56 days ▪ Pudsey 134 voids, average 28.53 days 	
5.2	FB explained that Heights Drive Housing Office is being refurbished and should be completed by the end of May. Pudsey and Wortley teams will be based there, but with more mobile working. There is a new Housing Manager for Wortley, Dan Massey, who intends to attend the next meeting.	
6.0	Budget Summary and Project Update	
6.1	RM circulated information to the panel on the progress of HAP projects. Most 2015/16 projects have now been completed.	
6.1.1	OW.12.1516 Gamble Hill – on hold awaiting further consultation.	
6.1.2	OW.21.1516 Community Payback – referrals continue to be made and work carried out.	
6.1.3	OW.28.1516 New Farnley Community Centre – expected to be completed soon.	

6.1.4	OW.33.1516 New St Grove – work has started, expected to be completed by mid-May.	
6.1.5	OW.37.1516 Butterbowl Gardens – in development.	
6.2	The budget for Outer West HAP for 2016/17 is £87,568.04. As this is a significant reduction in funding from last year, RM emphasised the need to seek as much match funding as possible, and to scrutinise each bid carefully.	
7.0	Housing Advisory Panel New Bids	
7.1	<u>OW.07.1617 Parenting Programme</u> AK discussed this bid with the panel members. He explained that the Programme works with multi-agency partners to tailor the 8 week course to local issues. RM added that areas have already been identified which would benefit from the Programme, and it could be possible to run two Parenting Programmes in the Outer West.	
7.1.1	AK added that, as a venue has been identified, the funds requested for the hire of a venue can be deducted from the bid. Match funding is being explored. The panel agreed to approve the application. APPROVED £2,416	
7.2	<u>OW.04.1617 Butterbowl Gardens</u> RM had worked on this project for some time and informed the panel that she had managed to secure full funding for the project, £23,060.08, from Waste Services. The bid was presented to the HAP for approval in principle for the work to go ahead.	
7.2.1	RM explained that a seeping water issue is to be investigated before work begins, which may result in a lower value bid being put to the HAP in future in order to address any problems which arise. The panel approved the bid in principle. APPROVED	
7.3	<u>OW.02.1617 Big Lunch</u> Aims to tackle social isolation by bringing communities together. To coincide with Tenant Involvement week, week commencing 25 th July 2016. The panel approved the application. APPROVED £1,250	
8.0	Community Lettings Policy	
8.1	RM explained the main points regarding Housing Leeds' consultation on the Community Lettings Policy. Papers were given out for members to give their views on the policy, or alternatively there is an online survey. The closing date for responses is 16 th June 2016.	
9.0	Community Payback Update	
9.1	RM gave an update on Community Payback work. There have been 9 referrals in Outer West, 7 of which have been completed. After an initial investment of £8,060.89, a return of £10,731.00 has been achieved so far. This equates to 36.5 days' work for the Payback teams.	

9.2	RM added that more referrals are being encouraged before the end of the Community Payback contract in July.	
10.0	Any Other Business	
10.1	RW referred to point 6.1 in last meeting's minutes and queried progress on The Cote Farsley project. RM explained that tarmacking has been done, and that Mani Thapa has arranged with Waste Services that they will take responsibility for damage caused by waste vehicles. RM to ask Mani Thapa for update, and contact RW should she encounter issues.	RM
10.2	RM delivered an update on VITAL's activity. RM to share Tenant Training plan at the next meeting.	RM
10.3	RM discussed the new Plan on a Page for the HAP, and explained that local housing priorities will be incorporated into this. There was discussion surrounding how specific and localised the priorities should be; RM to discuss with managers, and KS to take questions to CCCG, then feed back to the panel.	RM/KS
10.4	RM distributed completed HAP evaluations to the panel.	
11.0	Dates and Times of Future Meetings	
11.1	The dates and times for 2016/17 HAP meetings are as follows: <ul style="list-style-type: none"> Wednesday 22nd June 2016, 4:00pm – 6:00pm Wednesday 7th September 2016, 4:00pm – 6:00pm Wednesday 23rd November 2016, 4:00pm – 6:00pm Wednesday 25th January 2017, 4:00pm – 6:00pm Wednesday 1st March 2017, 4:00pm – 6:00pm All meetings will take place at Rycroft Green Community Room.	
11.2	RM to inform the warden at Rycroft Green of the dates of these meetings.	RM

Item No.	Summary of Actions and Agreements	Owner
10.1	RM to ask Mani Thapa for update on The Cote Farsley project, and contact RW should she encounter issues.	RM
10.2	RM to share Tenant Training plan at the next meeting.	RM
10.3	Plan on a Page: RM to discuss with managers, and KS to take questions to CCCG, then feed back to the panel.	RM/KS
11.2	RM to inform the warden at Rycroft Green of the dates of these meetings.	RM



Report of: City Solicitor

Report to: Outer West Community Committee (Calverley & Farsley, Farnley & Wortley, and Pudsey)

Report author: Gerard Watson Tel: 3952194

Date: 15th June 2016 For decision

Community Committee Appointments 2016/2017

Purpose of report

- 1 The purpose of this report is to invite the Committee to make appointments to the following, as appropriate:-
 - Those Outside Bodies as detailed at Appendix 1;
 - One representative to the Corporate Parenting Board;
 - Community Committee Champions, as listed; and
 - Those Children's Services Cluster Partnerships, also as listed.

Main issues

1. **Outside Bodies**
2. Member Management Committee annually determines which Outside Bodies will be delegated to Community Committees for appointment. Attached at Appendix 1 are those organisations.
3. **Community Committee Champions**
4. The Constitution requires that Community Committees appoint Member 'Champions' in several designated areas. Currently, these areas are: 'Environment & Community Safety'; 'Children's Services'; 'Employment, Skills & Welfare'; and 'Health, Wellbeing & Adult Social Care'.

5. Children's Services Cluster Partnerships

6. Previously, Member Management Committee has resolved that the nomination of Elected Member representatives to the local Children's Services Cluster Partnerships be designated as a 'Community & Local Engagement' appointment, and therefore be delegated to Community Committees for determination.

7. Corporate Parenting Board

8. In recent years Community Committees have been used as the appropriate principle body by which local Elected Member representatives are appointed to the Corporate Parenting Board.

Options

9. Outside Bodies

10. The Community Committee is requested to determine the appointments to those Outside Bodies as detailed within Appendix 1. The Council's Appointments to Outside Bodies Procedure Rules can be made available to Members upon request.
11. The Community Committee should first consider whether it is appropriate for an appointment to be of a specific office holder¹ either by reference to the constitution of the outside body concerned (if available), or in the light of any other circumstances as determined by the Community Committee. Such appointments would then be offered on this basis.
12. Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Community Committee as a whole.
13. All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 1. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
14. Elected Members will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Community Committee and agreement sought as to whether the vacancy will be filled.
15. A vacancy occurring during the municipal year will normally be referred to the Community Committee for an appointment to be made, having regard to the principles described above.
16. Community Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to Member Management Committee.
17. Please note, any appointments to those Outside Bodies detailed in Appendix 1 which are made by the Committee at today's meeting are subject to Member Management

¹ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

Committee approving at its first meeting of the municipal year, that arrangements for such appointments remain unchanged and that they continue to be made by this Community Committee.

18. Outside Body Appointments 2016/2017

19. This year there are **5** appointments to be made in relation to the following organisations:-

- Borough of Pudsey Charity - 2 vacancies - this appointment is 3 years, previously held by Cllrs. R. Lewis and Andrew Carter.
- Joseph Leptons Charity – 1vacancy - this is a 5 year appointment, previously held by Cllr. M. Coulson
- Thomas and Sarah Lund's Almshouse Trust – 2 vacancies – this appointment is 4 years. This appointment was previously held by Cllrs. R Lewis and J Jarosz.

Local Housing Advisory Panels

20. Due to changes regarding Elected Member representation on the Local Housing Advisory Panels, a dedicated report on this can be found elsewhere on the agenda.

21. Community Committee Champions

22. The Community Committee Champions role aims to provide a local “lead” perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:

- To provide local leadership and champion the agenda at the Community Committee.
- To represent the Community Committee at relevant meetings, forums and local partnerships.
- To build links with key services and partners.
- To provide a link between the Community Committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.
- To maintain an overview of local performance.
- To consult with the Community Committee and represent local views as part of the development and review of policy.

23. As set out in the Constitution, the Community Committee is invited to appoint to the following Community Lead Member roles, in respect of:

- **Environment & Community Safety**
- **Children's Services**
- **Employment, Skills and Welfare**
- **Health, Wellbeing and Adult Social Care**

24. Given that these roles may need to be tailored to best reflect specific local needs and circumstances, Community Committees may wish to consider splitting two of the roles namely:

- Environment & Community Safety – with one Member focusing on the environment agenda and another on community safety.

- Health, Wellbeing and Adult Social Care – with one Member covering the public health and wellbeing agenda and another focusing upon adult social care.

25. Corporate Parenting Board

26. Under the Children's Act 1989, all local Councillors are corporate parents, this means they have responsibilities relating to the quality of services for those children who have been taken into care by the local authority (children looked after).
27. Executive Board has previously agreed a clearer framework for the corporate parenting role in Leeds. This included establishing a core group of councillors with a special interest in leading the work on Corporate Parenting - the 'Corporate Parenting Board'. This core group includes representation from each of the 10 Community Committees and takes particular responsibilities relating to influencing, performance monitoring, and governance of those issues and outcomes that affect looked after children.
28. In February 2015, Executive Board approved a report that proposed a number of developments to enhance the Corporate Parenting Board, including a better link to the 'Care Promise' for looked after children and more regular involvement from senior leaders and partners both within and outside of the Council. The Board considers information including fostering services, residential care, looked after children's educational attainment and their voice and influence across the city. Representatives are asked to link back to local looked after children's issues through their Community Committee and champion the importance of effectively supporting those children. This is an important role within the overall framework of support and accountability for looked after children's services. The March 2015 Ofsted report for Leeds highlighted the positive benefits and impact of the Board's work.
29. The Community Committee is asked to appoint one representative to the Corporate Parenting Board for the duration of the 2016/17 municipal year. The Committee may consider it appropriate to combine the role with that of the Committee's Children's Services 'Champion'.
30. It should be noted that membership of the Corporate Parenting Board is encouraged for any Elected Members with a particular interest in the outcomes of looked after children, therefore whilst each Community Committee is asked to appoint one Member (to ensure an even geographic spread), it is possible for additional Members to participate. Therefore, additional Members with a particular interest are advised to approach the Chair of the Corporate Parenting Board.

31. Children's Services Cluster Partnerships

32. Clusters are local partnerships that include, amongst others: the Children's Social Work Service, schools, governors, Police, Leeds City Council youth service, Youth Offending Service, Children's Centres, Housing services, third sector, health, local elected members and a senior representative from children's services. Local clusters are key to the Children & Families Trust Board partnership and delivery arrangements.

33. They aim to:
- enable local settings and services to work together effectively to improve outcomes for children, young people and their families;
 - build capacity to improve the delivery of preventative and targeted services to meet local needs;
 - create the conditions for integrated partnership working at locality level;
 - promote the Children & Young People's Plan and the ambition of a child friendly city across the locality.
34. A "well-coordinated locality and cluster approach results in early identification and extensive work with families according to need." (Ofsted report, March 2015).
35. Clusters began life as extended services for schools and have grown to engage a wide range of partners who provide early help and early intervention and prevention. In April 2011, the Children & Families Trust Board and Schools Forum agreed the adoption of a minimum standard for the terms of reference across the cluster partnerships, which included elected members as standing members of the governance group for each partnership.
36. Elected Members also sit alongside a senior leader (Local Authority Partner) from the Children's Services directorate to be part of the Council's representation on each cluster partnership.
37. In June 2013 Member Management Committee delegated the nomination of Elected Member representatives to local Children's Services Cluster partnerships to Community Committees. This was with the aim of establishing a clear formal link between those Committees and Clusters. It was also with the intention of building closer working arrangements to better support the needs children and families across the city.
38. The Committee is invited to nominate Members to each cluster partnership within their area. The table below sets out the suggested numbers, Ward links and current representation as a basis for discussion:

Cluster	Number of Elected Members suggested	Suggested Ward link	Current Elected Member Representation
Farnley	1	West (Outer)	Farnley and Wortley – Cllr. A Blackburn
Pudsey	2	West (Outer)	1 - Pudsey – Cllr. J Jarosz 1 - Calverley and Farsley – Cllr. Amanda Carter

Corporate considerations

a. Consultation and engagement

This report facilitates the necessary consultation and engagement with Community Committee Members in respect of appointments to the designated positions and Outside Bodies. Given that the Community Committee is the relevant appointing

body, there is no requirement to undertake a public consultation exercise on such matters.

b. Equality and diversity / cohesion and integration

Both the Community Committee Champion roles and the Corporate Parenting role aim to champion, address and monitor issues arising in their respective fields, whilst also providing clear links with the relevant Executive Member, Council officers and partner agencies. As such, these roles would also look to address any equality, diversity, cohesion or integration issues arising in their specific areas.

Also, Council representation on Outside Bodies and Children's Services Cluster Partnerships will enable those appointed Members to act as a conduit in terms of promoting the Council's policies and priorities. As such, this would potentially include matters relating to equality, diversity, cohesion or integration.

c. Council policies and city priorities

Council representation on, and engagement with those Outside Bodies, partnerships and organisations to which the Community Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

d. Legal implications, access to information and call in

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Community Committees.

e. Risk management

In not appointing to those Outside Bodies or Cluster Partnerships listed within the report, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

Conclusion

39. The Community Committee is asked to consider and determine the appointments to those designated Outside Bodies, partnerships and organisations as detailed within the report and appendix.

Recommendations

40. The Community Committee is asked to consider and confirm appointments to the following:-

- (i) The Elected Member representatives to work with the Outside Bodies identified above/at Appendix 1, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as summarised in this report;
- (ii) Member representatives to those Community Committee Champion roles, as listed;

- (iii) Member representatives to the local Children's Services Cluster Partnerships relevant to the Community Committee, as listed; and
- (iv) One Member representative to the Corporate Parenting Board.

Background information

- None

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Community Committee Appointments to Outside Bodies (West Outer) Appendix 1

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Last App'mnt	Group	Lead Dept	Lead Officer	Contact Name	Address
Local Housing Advisory Panel(s) - <i>Dedicated report on the Member appointment to these bodies can be found elsewhere on the agenda</i>													
Borough Of Pudsey Charity	Yes	2	Jun-16	1	Richard Lewis	Y	3 Years	Jun-13	Lab	Legal and Democratic Services	Mark Turnbull	Norman Wilkinson	Secretary, Borough of Pudsey Charity, 119 Smailewell Road, Pudsey, LS28 8HU Tel:
			Jun-16	1	Andrew Carter	Y		Jun-13	Con				
Farsley Charity	Yes	3			Andrew Carter	Y	Indefinite		Con				
					Amanda Carter	Y	Indefinite	Jul-15	Con				
					Rod Wood	Y	Indefinite		Con				
Calverley Charity	Yes	3			Amanda Carter	Y	Indefinite	Jul-15	Con				
					Rod Wood	Y	Indefinite		Con				
					Andrew Carter	Y	Indefinite		Con				
Joseph Lepton's Charity	Yes	1	Jun-16	1	Mick Coulson	Y	5 Years	Jun-11	Lab			Miss LJ Firth	Secretary, The Joseph Lepton Charity, 1 Willow Gardens, Wrose, Bradford, BD2 1LX - Tel: 07791211294
Thomas And Sarah Lund's Almshouse Trust	Yes	2	Jun-16	2	Richard Lewis	Y	4 Years	Jun-12	Lab	Legal and Democratic Services	Mark Turnbull	Mr W S Owen	Secretary, Thomas and Sarah Lund's Almshouse Trust, 31 Sunnyridge Avenue, Pudsey Tel: 0113 256 7678
			Jun-16		Josephine Jarosz	Y	4 Years	Jun-12	Lab				

11

9

12

Number of places

11

Community Committee Appointments to Outside Bodies (West Outer) Appendix 1

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Clr Y/N	Review Period	Last App'mnt	Group	Lead Dept	Lead Officer	Contact Name	Address
Local Housing Advisory Panel(s) - <i>Dedicated report on the Member appointment to these bodies can be found elsewhere on the agenda</i>													
Places held pending review	11												
Places currently filled beyond Jul 16	6												
Number of places to fill	5												
Number of Members in the Committee Area	9												
Labour	3					33	4.00						
Liberal Democrat	0					0	0.00						
Conservative	3					33	4.00						
Green	3					33	4.00						
<i>Other to list</i>													
Total	9						12						



Report of: City Solicitor

Report to: Outer West Community Committee (Calverley& Farsley, Farnley & Wortley, and Pudsey)

Report author: Gerard Watson

Tel: 0113 3952194

Date: 15th June 2016

For decision

Appointment of Co-optees to Community Committees

Purpose of report

1. This report invites Members to give consideration to appointing co-optees to the Community Committee for the duration of the 2016/2017 municipal year.

Main issues

2. In considering this issue, the committee is invited to have regard to the following rules associated with Community Committee co-optees:
3. Article 10 of the Constitution states that by resolution Community Committees may appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee.
4. The relevant Community Committee Procedure Rules state that:
5. Co-opted members may participate in the debate in the same way as Elected Members, but will be non-voting members of the Committee.
6. No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.
7. With regard to participation on financial matters, in line with Section 102(3) of the Local Government Act 1972, the procedure rules state that, 'Co-optees will not ...participate in (the) business of the committee which regulates or controls the finance of the area'. This

would preclude co-optees participating on matters such as Wellbeing funding applications for example.

Options

8. Members are invited to give consideration to the possible appointment of the following nominees as co-opted members of the Community Committee for the duration of the 2016/17 municipal year:
9. Reverend Canon Paul Ayers

Corporate considerations

a. Consultation and engagement

This report provides Community Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Committee for the remainder of the municipal year.

The provision of co-opted representatives on Community Committees enables representatives of the local community to engage in the Committee's decision making processes.

b. Equality and diversity / cohesion and integration

In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the neighbourhoods that the Community Committee covers.

c. Council policies and city priorities

Co-opted representation on Community Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council's Policies and City Priorities.

d. Legal implications, access to information and call in

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In a decision does not extend to those taken by Community Committees.

Conclusion

10. Given the provisions within the Constitution regarding the appointment of co-opted representatives to Community Committees, the Community Committee is invited to determine the appointment of co-optees for the duration of the 2016/17 municipal year.

Recommendations

11. The Community Committee is requested to approve the appointment of those proposed co-optees, as named within the report, for the duration of the 2016/17 municipal year, in order to support the work of the Committee.

Background information

- **Not Applicable**

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Report of: Jill Wildman, Chief Officer Housing Management

Report to: Outer West Community Committee, Calverley and Farsley, Farnley and Wortley and Pudsey Wards.

Report author: Ian Montgomery, Housing Manager – Tenant and Community Involvement 07891 271612

Date: 15 June 2015 For decision

Community Committee nominations to Housing Advisory Panels (HAP)

Purpose of report

1. To seek Ward Councillor nominations from the Outer West Community Committee to the Outer West Housing Advisory Panel (HAP)

Main issues

2. There are 11 HAPs across the city, in geographical alignment with Community Committee's, with the exception of the East Inner Community Committee – which is split into two HAPs due to the large number of Council homes, and the Inner North West HAP, that includes the Kirkstall Ward.
3. Ward Members play an important role in helping the panels undertake their wider tenant engagement role, giving insight into the needs of local communities and linking the priorities of the HAP with the Community Committee so that Council and other services work more effectively together.
4. HAP membership currently includes two Elected Members that are nominated by the Community Committees. This has been in place a number years.
5. However, this standard request to all the Community Committees to nominate 2 Ward Members has raised a number of queries due to the variations in the number of wards

within each HAP area, and the variation in the number of Council homes within them (See appendix 1)

6. To address this and to adopt a more flexible approach, Community Committees in their June 2016 round of nominations are requested to:
 - a. Nominate up to 1 Ward Member per Ward within the HAP area (with the exception of Outer East which has 1 Ward, where 2 nominations from the same Ward are welcomed).
 - b. To undertake the above on the basis that all nominations are for full members, with HAP voting rights.
 - c. Take into account the number of Council homes in each Ward. For Wards with relatively few Council homes nominations are sought on an optional basis.
7. To reflect the tenant-led nature of the HAPs, and the potential increase in Ward Members for some HAPs, tenant membership, as outlined in the HAP terms of reference, will be adjusted from 10 tenants, up to a possible 12.
8. Council nominations to the panel will continue to help develop local working relationships, especially between the local housing teams, the Tenant and Community Involvement Service and the Area Support Teams. Closer working between these teams and services will also help maximise the opportunities for the joint funding of local projects.

Corporate considerations

9.

a. Consultation and engagement

This report facilitates the necessary consultation and engagement with Community Committee Members in respect of appointments to the designated positions and Outside Bodies. Given that the Community Committee is the relevant appointing body, there is no requirement to undertake a public consultation exercise on such matters

b. Equality and diversity / cohesion and integration

Council representation on Housing Advisory Panels enables those appointed Members to act as a conduit in terms of linking the Council's policies and priorities. It also encourages joint working between services to support local projects; these would potentially include matters relating to equality, diversity, cohesion or integration.

c. Council policies and city priorities

Council representation on, and engagement with Housing Advisory Panels, to which the Community Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

d. Resources and value for money

Council representation on the HAPs encourages closer working relationships, in particular the opportunities for the joint funding of projects that meet local needs.

e. Legal implications, access to information and call in

In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Community Committees.

f. Risk management

In not appointing to the HAPs, there is a risk that the Council's designated representation would not be fulfilled and the opportunities and benefits to local tenants and residents not maximised.

Conclusion

10. The Housing Service is seeking nominations to Housing Advisory Panels. Community Committees are requested to nominate up to 1 Ward Councillor per Ward within the HAP area. The nominations to the HAPs will continue to help the service build positive working relationships with the Committee and to ensure local priorities are reflected in panel activity.

Recommendations

11. The Outer West Community Committee is requested to nominate up to 1 Ward Member from each of the Farnley and Wortley, Calverley and Farsley and Pusdey Wards within the HAP area.

Background information

- Key functions of Housing Advisory Panels are to:
 - Be aware of the needs of local communities and wider Council priorities and use HAP funds to support a range of community and environmental projects that help support these.
 - Work with local housing and other Council teams to help review and monitor the delivery of local services and help shape services that meet the local communities needs.
 - Support all forms of tenant engagement activity, linking local activities and projects with Communities Teams and other partners. More information is available from www.leeds.gov.uk/hap or from the Tenant and Community Involvement Service, 0113 378 3330 or email housingadvisorypanel@leeds.gov.uk

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Appendix 1

HAP	# Homes	Wards	# Homes
Inner East (2 Wards)	7351	Gipton and Harehills	2808
		Burmantofts and Richmond Hill	4543
Inner North East (3 Wards)	3146	Moortown	509
		Roundhay	640
		Chapel Allerton	1997
Inner North West (4 Wards)	6327	Headingley	153
		Weetwood	1396
		Hyde Park and Woodhouse	2264
Inner South (3 Wards)	6612	City and Hunslet	1900
		Middleton Park	2245
		Beeston and Holbeck	2467
Inner West (2 Wards)	5748	Bramley and Stanningley	2833
		Armley	2915
		Kirkstall	2514
Outer East (1 Ward)	4545	Killingbeck and Seacroft	4545
Outer North East (3 Wards)	2458	Harewood	398
		Wetherby	874
		Alwoodley	1186
Outer North West (4 Wards)	3686	Adel and Wharfedale	663
		Guiseley and Rawdon	723
		Horsforth	919
		Otley and Yeadon	1381
Outer South (4 Wards)	4277	Ardsley and Robin Hood	888
		Morley North	957
		Morley South	1125
		Rothwell	1307
Outer South East (4 Wards)	5542	Garforth and Swillington	909
		Kippax and Methley	1168
		Temple Newsam	1573
		Crossgates and Whinmoor	1892
Outer West (3 Wards)	5103	Calverley and Farsley	777
		Pudsey	1732
		Farnley and Wortley	2594

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Report of: The West North West Area Leader

Report to: The Outer West Community Committee – Calverley & Farsley; Farnley & Wortley; Pudsey

Report author: Harpreet Singh 336 7862

Date: 15 June 2016

For decision

Finance Update Report

Purpose of report

1. This report provides the Outer West Community Committee with an update on the budget position for the Wellbeing Fund for 2016/17 and the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.
2. The report provides an update on the Youth Activity Fund

Main issues

3. Community Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
4. The Outer West Community Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way and that recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a commissioning round is held which requires organisations to submit proposals for projects. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Community Committee meets to agree which projects will be supported in the year ahead. These projects are then monitored and assessed by the Community Committee throughout the year to ensure they are fully meeting their objectives.
5. In addition, the Outer West Community Committee receives a sum of Youth Activity Fund funding. This fund is to commission sports and cultural activity for young people

age 8-17. This should be allocated with the involvement and participation of children and young people in the decision making process.

6. The Community Committee also received an allocation of capital funding in 2016/17. Since the March 2016 meeting, the Outer West Community Committee has allocated these funds to 1 projects.

Wellbeing Revenue Budget Statement 2016/17

7. The Outer West Community Committee received an allocation of **£113,310** for the 2016/17 financial year. Taking into account project underspends and carry forward figures from 2015/16, the total fund available for new projects in 2016/17 was **£149,482.55**. This funding has now been committed to **26** projects for 2016/17.
8. Taking into account underspends and the balance following the commissioning round there is **£2,195** still available for allocation for Wellbeing Revenue in the 2016/17 budget.

Small Grants & Skips

9. **Table 1** below outlines those Small Grant applications that have been received or approved since the last meeting of the Outer West Community Committee. **Table 2** outlines those skips that have been approved since the last meeting.

Table 1: Small Grants Received and / or Approved

Project Name	Organisation /Department	Amount Requested	Amount Approved
Crime Reduction Improvements - Alley Gating /Fencing Project	LCC Safer Leeds	£440.00	£440.00
PHAB Youth Groups	Prince Philip Centre PHAB Leeds	£257.42	£257.42

Table 2: Skip Approvals (01/04/16 – 01/06/16)

Project Name	Organisation /Department	Amount Requested	Amount Approved
Skip for Crimble's allotments	Crimble's allotments	£140	£140

10. Taking these into account, there is **£7,162.58** still available for allocation for Small Grants and for Skip Hire in the 2016/17 budget. The Community Committee are asked to note the current position of the budget and those grants and skips that have recently been approved.

2016/17 Wellbeing Capital Projects For Consideration

11. Since the March 2016 meeting, the Outer West Community Committee has allocated funds to 1 projects. At the last update received from the Council's Finance Department on 5 May 2016, there was **£24,928** in capital monies available for allocation in 2016/17.

2016/17 Youth Activities Fund

12. In 2016/17, the Outer West Community Committee received a sum of **£41,670.00** Youth Activity Fund. This fund is to commission sports and cultural activity for young people

age 8-17. This should be allocated with the involvement and participation of children and young people in the decision making process.

13. The Youth Activities Fund Commissioning round received 8 applications totalling £46,458.40. A General Purposes Sub Group was held on 18 May where members reviewed the applications and suggested the following applications listed in **Table 3** be put forward for consideration by the Committee.

Table 3: Youth Activity Fund – Projects Considerations

Project Name	Organisation /Department	Amount Requested	Amount Recommended
Mini Breeze	Breeze Team	£11,475	£11,475 - Approved
Love Pudsey Youth Café (for 24 months)	Love Pudsey	£8,320	£2,080 Recommendation to approve for a 6 month trial
Pop-Up Activity Camps	LCC Sport & Active Lifestyles	£5,670	£5,000 - Approved
Yarn Bomb Summer School at Sunny Bank	Stitch Up CIC	£3,000	Recommendation to approve
Breeze Friday Night Project	Breeze Team	£8,418.40	£8,418.40 - Approved
AIM Higher Youth Club	AIM Education	£3,140	Recommendation to approve
Champions Rugby Fun Days	West Leeds Rugby Union Football Club	£465	Recommendation to approve

14. Members at the General Purpose's Sub Group also suggested that £6,000 be approved as a pot of funding to be commissioned for activities in the Farnley & Wortley ward.
15. Should the above projects be approved as suggested by the General Purposes Sub Group, this will leave **£2,091.60** Youth Activity Fund available for allocation in 2016/17

Minimum conditions for taking delegated decisions

16. Sometimes urgent decisions may need to be made in between formal Community Committee meetings regarding the administration of Wellbeing and Youth Activity budgets. Concurrently with the Committee, designated officers have delegated authority from the Assistant Chief Executive (Citizens and Communities) to take such decisions.
17. The Community Committee has previously approved the following 'minimum conditions' in order to reassure Members that all delegated decisions would be taken within an appropriate governance framework, with appropriate Member consultation and only when such conditions have been satisfied:
 - consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
 - a delegated decision must have support from a majority of the community committee elected members represented on the committee (or in the case of funds delegated by a community committee to individual wards, a majority of the ward councillors), and;

- details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.
18. From the commencement of this municipal year, the Constitution allows for the delegated decision process and associated minimum conditions to also include urgent decisions required around the use of Community Infrastructure Levy (CIL) Neighbourhood Fund which has been allocated to the Committee.
 19. The Committee is invited to review the conditions previously agreed and consider whether any amendments are required, prior to agreeing such conditions for operation in the forthcoming municipal year.

Corporate considerations

a. Consultation and Engagement

20. The Community Committee has previously been consulted on the projects detailed within the report. The Youth Activity Fund application rounds are promoted through the Breeze Culture Network and local providers, with consultation from children and young people being taken into account through the Youth Engagement Panels.

b. Equality and Diversity / Cohesion and Integration

21. All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

c. Council policies and City Priorities

22. Projects submitted to the Community Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:
 - Vision for Leeds
 - Leeds Strategic Plan
 - Health and Wellbeing City Priorities Plan
 - Children and Young People's Plan
 - Safer and Stronger Communities Plan
 - Regeneration City Priority Plan

d. Resources and value for money

23. Aligning the distribution of Community Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

e. Legal Implications, Access to Information and Call In

24. There are no legal implications or access to information issues. This report is not subject to call in.

f. Risk Management

25. Risk implications and mitigation are considered on all Wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

Conclusion

26. Wellbeing funding provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2016-17.

Recommendations

27. The Committee is asked to:

- Note the current budget position for the revenue Wellbeing Fund for 2016/17
- Note the small grants and skips that have been approved since the last meeting at **Table 1 and 2**
- Note the current budget position for the Capital Wellbeing Fund and consider any applications received for 2016/17.
- Note the current budget position for the Youth Activities Fund and consider any applications received for 2016/17 at **Table 3** and item point **12**.
- Review the minimum conditions for taking delegated decisions outside of Community Committees as set out in paragraphs 14, 15, 16 and 17 of this report. Consider whether any amendments are required and approve such conditions for operation in 2016/2017. These conditions would need to be satisfied prior to an urgent delegated decision being taken in between formal Community Committee meetings in respect of the administration of Wellbeing and Youth Activity budgets and also the use of the Community Infrastructure Levy (CIL) Neighbourhood Fund which has been allocated to the Committee.

Background information

- **None**

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Report of: Chief Officer (Welfare and Benefits)

Report to: Outer West Community Committee – Calverley & Farsley; Farnley & Wortley; Pudsey

Report author: Diane Gill x43001

Date: 15th June 2016

To note

Update on Universal Credit

Summary of the main issues

1. This report provides an update on the citywide aspects of Universal Credit, the impact on the people across the city and also information on how the council has prepared for implementation of the new benefit and what support is in place for customers.
2. Universal Credit is one of the main elements of the Government's Welfare Reform Programme and went live in Leeds on 1st February 2016 but only for new single, job seeking claimants without children or a mortgage. These are considered by DWP to be the simplest cases. This national roll out of Universal Credit to single jobseekers was completed in April 2016. The Government will then begin a process of transition and migration to complete the roll out of Universal Credit and this is expected to take until 2021 to complete. There are no more details yet available about how and when the transition and migration process will start in Leeds.
3. There are significant changes to the way in which people claim and manage their Universal Credit claim from previous benefits, Universal Credit mainly being an online process. Payments of Universal Credit are made monthly in arrears which include any associated housing costs. The housing costs element will, in the majority of cases, be paid direct to the tenant.
4. The roll out of Universal Credit has implications for the council. In particular, Housing services, Customer Services and Welfare & Benefits are directly affected by the roll out.

Purpose of report

5. The report provides information on the Government's introduction of Universal Credit and how the Council has prepared for this new benefit.

Background information

6. Universal Credit is the Government's flagship welfare reform which merges 6 benefits into one (Jobseekers Allowance, Income Support, ESA, HB, Working Tax Credit and Child Tax Credit) and is delivered by a single agency. Universal Credit went live in Leeds on 1st February 2016 and is focused only on single jobseekers at this time. This group is considered by DWP to be the simplest cohort for Universal Credit purposes and enables the Government to continue to test the delivery of Universal Credit while expanding its reach nationally. It is estimated that around 10,000 Universal Credit claims will be made in Leeds over the first 14 months and that, in line with experience elsewhere, only around 20-25% of these will be from tenants with a rental liability.
7. There are many differences between Universal Credit and the legacy benefits it is replacing. These include:
 - Claims must be made online
 - Payment is normally paid monthly to a single person in a household
 - The rent element is paid directly to the tenant
 - There is normally no entitlement to Universal Credit (including the housing costs element) for the first 7-days following a claim
 - First time claimants must wait for 5-6 weeks before an initial payment is made
8. Assessments for the existing disability benefits of Personal Independence Payment (PIP) and Disability Living Allowance (DLA) will continue to be administered by DWP and are not affected by the introduction of Universal Credit.
9. DWP and the Council have agreed a Delivery Partnership which sees the Council providing help and support to those who need it to make and maintain an online claim. For the initial roll out the majority of claimants will be newly unemployed people who, it is anticipated, are already used to the online claiming regime. This support service will, in the main, be delivered through Community Hubs and One Stop Centres. The Delivery Partnership will also see the Council providing Personal Budgeting Support to people who need help with managing the monthly payment that Universal Credit brings. The emphasis is on helping people to deal with a monthly payment of Universal Credit made directly and ensuring they are able to meet the demands of having Housing Costs in with this payment instead of being paid to the landlord. This support includes managing a basic household budget, managing a bank account, and making payments. Experience elsewhere indicates a very low take up of Personal Budgeting Support.

Main issues

10. The initial limited roll out means that the numbers expected to move onto Universal Credit in Leeds in the first year to be approx. 10,000 with many of these being non-householders with no rent liabilities. Anybody already claiming one of the benefits that Universal Credit will be replacing will continue to receive that benefit until they have a change in their circumstances which prompts a new claim. The new claim will then be a new claim for Universal Credit. It should also be noted that customers already on Universal Credit will stay within Universal Credit even if they become part of a couple or have children.
11. As at 30th April 2016 1,500 people are in receipt of Universal Credit in Leeds with approx. 300 of these with a rental liability.
12. There are clear challenges arising from Universal Credit, and it has significant implications for customers and landlords. Particularly around rent payment and collection.

The key features of Universal Credit are:

- *All claims are made on-line.* The current Universal Credit system requires customers to complete an online claim in one sitting as there is no option to save a claim and come back to it. This will change when the *Full Service* is rolled out; this is expected in Leeds later in 2017.
- *There is an in-built delay of 5-6 weeks for the first payment of Universal Credit.* All first-time claimants for Universal Credit, including customers migrating from another benefit to Universal Credit, will have to wait 5-6 weeks before receiving their first payment. This arises because the Assessment Day is one month after the claim date and the Payment Day is a week after the Assessment Day. On the Assessment Day, DWP look at the income and earnings the claimant has had over the previous month as well as the rent liability and other personal circumstances and use this to work out the amount of Universal Credit to be paid. This is then paid one week later. DWP will provide, on request and where appropriate, short-term benefit advances to help customers during this time but these have to be repaid from future Universal Credit payments.
- *Payments are normally made monthly in arrears and to only one person in the household.* This is a change from the current benefit system which will often see child-related benefits paid to the mother even if other payments go to partner. Under Universal Credit, the whole payment will normally go to just one person in the household.
- *The housing costs element of Universal Credit is normally paid directly to the tenant.* Landlords can apply for an 'alternative payment arrangement' (APAs) which includes payment of the housing costs direct to the landlord. APAs will be considered where there are rent arrears or issues relating to drug and alcohol issues or where there are other vulnerabilities.

13. The Local Authority does not have any involvement in the administration of Universal Credit and therefore, all queries regarding entitlement, payments and any changes in the claimant's circumstances need to be reported by the claimant directly to the DWP.
14. DWP is keen to work with councils to help ensure that vulnerable customers are supported in making and managing their Universal Credit. This has resulted in local delivery partnerships being agreed ahead of go live to ensure adequate support is provided to help people make a claim for Universal Credit and to be able to manage the requirements of the Universal Credit claim regime.

15. Online Application support

The council is providing support to people to enable a claim to be made and maintained online. This has been achieved by:

- Identifying PC/Public internet sites across Leeds
 - Identifying which of these locations will have trained staff to provide the necessary "supported access"
 - Publicising these services to residents
 - Ensuring staff are available within the OSC's to support access to a Universal Credit claim and provide the relevant level of support required
16. For the initial roll out it is envisaged that the majority of claimants will be newly unemployed people who are already used to the online claiming regime. DWP advise that 99% of current Universal Credit claims are being successfully made online.
17. The DWP emphasis is on enablement and self-service rather than a claim completion service. This is something that will be continued in the council's provision by supporting residents to self-serve rather than doing it for them. In some cases this will mean a less hands on support than claimants may be used to for current Housing Benefit applications. Some applicants will need full support when completing their Universal Credit claim and this is being provided as part of the Local Delivery Partnership, although for initial roll out numbers will be small.
18. Community Hubs are playing a key role in supporting people to get online and this is something that is already evident as part of the Citizens@Leeds agenda. Online claiming support is not considered to be anything new to the Community Hubs current practices and it is anticipated that any support requirements for Universal Credit claiming will be contained within the Community Hubs existing provision.
19. During the first three months of go live 30 people have been given support to make an online Universal Credit claim.

20. Personal Budgeting Support (PBS)

The DWP require the Local Authority to provide PBS as part of the delivery partnership. The emphasis is on helping people to deal with a monthly payment of Universal Credit made directly to themselves monthly in arrears and ensuring they are able to meet the demands of having Housing Costs in with this payment instead of being paid to the

landlord. This support includes managing a basic household budget, managing a bank account, and making payments.

21. Take up of PBS is not conditional for a Universal Credit claim and as the initial roll out will be single newly unemployed people, it is likely that take up of PBS will be low. During the first three months of go live, 8 people have been referred and offered PBS.

22. The DWP advise that any in depth debt advice that the customer needs does not come within the Delivery Partnership requirements and the council will, therefore, refer clients to appropriate services that can deliver this support. This is fundamentally the same mechanism as currently followed by front line staff.

23. Many support service functions are already embedded within the community hubs as part of its Citizens@Leeds agenda across the city and it is intended that PBS will initially be maintained within existing front line services within the Community Hubs.

24. Further work undertaken for go live

Staff, Landlord and stakeholder overviews have been undertaken to ensure front facing services understand the implications of Universal Credit for people and are able to deal with the potential queries and advise and signpost to the appropriate support. Jobcentre Plus has played a key role in assisting in the delivery of these overviews.

25. Housing Leeds will face significant challenges following the introduction of Universal Credit. Full training on Universal Credit for key Housing advisors has been undertaken and a team of officers has been established to support tenants impacted by the Universal Credit regime and other impacts of Welfare reform. Close partnership working is already in place to promote the benefits of the Credit Union, especially around the provision of budgeting accounts which will allow claimants to have their Universal Credit paid into them and make sure their priority bills are paid. Housing Leeds are currently funding three officers from Leeds Credit Union to work with Housing Leeds tenants to promote alternative banking options and budgeting assistance ahead of the roll out of Universal Credit. These officers will also provide this service to private tenants.

26. As part of the council's ongoing commitment to provide support for vulnerable people and people facing crisis, the existing Local Welfare Support scheme will also look to support people faced with a 5-6 week delay for their first payment of Universal Credit. Any customer struggling to manage with the 6 week delay in payment can approach the Local Welfare Support Scheme where assistance can be given for food through our partnership working with Fareshare in Leeds.

27. For the initial roll out of Universal Credit the numbers that might approach us for support from the Local Welfare Support Scheme are expected to be low and manageable within the current funding available. However, when Universal Credit rolls out to couples and families demand is likely to increase and we may need to look at the scheme processes and funding again.

Future roll out

28. There are two further phases of roll out expected. The first phase is the 'transition' phase and this will be followed by the 'migration' phase
- *Transition phase*: the transition phase rolls out the Full Service to all new claims. This means that anyone making a claim for a legacy benefit (i.e. HB, Income Support, ESA, Jobseekers Allowance and Tax Credits) will be treated as making a claim for Universal Credit. This will, therefore, roll out Universal Credit to families and more vulnerable claimants. The transition phase is intended to run from May 16 through to June 18 and is likely to roll out to Leeds towards the end of 2017 or early 2018. This further roll out is expected to create more challenges for the Council and for landlords;
 - *Migration phase*: the final phase of roll out is the migration phase which sees all remaining legacy benefit claimants migrated onto Universal Credit. This phase is expected to run from June 18 through to March 21. There are few details known about this phase at this time but the process will not be a 'drag and drop' process where information and data is passed from legacy systems to Universal Credit. Instead, legacy benefits will be closed down and claimants will need to make a separate claim for Universal Credit.
29. Once we move into the "transition" phase, all new claims will be made on the new DWP digital online claiming system. This means that people will make and manage all aspects of their Universal Credit via this online account and they will be required to notify changes of circumstances and interact with DWP via this online method. The council will have a part to play in ensuring support is given to people to enable them to get online and make their claim but also to ensure they have the support they need to manage the ongoing requirements that the online claiming regime brings.
30. The potential 6 week wait for the first Universal Credit payment is likely to have a significant impact on families and their ability to meet their day to day living costs. It is likely that there will be increased demand on Local Welfare Support provision and Advice Services across the city. There is a risk of increased rent arrears as people will have less money in that first 5-6 weeks.
31. In order to help people with the potential 6 week wait for a Universal Credit payment, the DWP will consider a New Claim Advance. This advance payment will be considered by DWP if a claimant:
- Would suffer financial harm if they (or their family) had to wait the calendar month and 7 days until their first Universal Credit Payment, or
 - There is a delay paying the first Universal Credit payment
32. Once roll out expands to couples, one member of the couple will make the claim online but they will both be required to accept a "claimant commitment" and this must be done on the online claim. A claimant commitment is an agreement of the responsibilities that each of the couple must undertake in order to receive Universal Credit. (This will

include any work searching responsibilities). Only one payment of Universal Credit will be made and the couple will need to nominate who will receive the monthly payment of Universal Credit.

33. As Universal Credit is both an in- and out-of-work benefit replacing Housing Benefit, Working Tax Credit and Child Tax Credit, people in low paid jobs will also need to claim Universal Credit. Unlike Jobseekers Allowance, Universal Credit is not limited to a maximum of 16 hours per week. However as Universal Credit is paid monthly there will be impacts for people who have fluctuating earnings or are on zero hours contracts.

- Customers with fluctuating earnings will see Universal Credit payments vary. Lower earnings one month will generate a higher Universal Credit payment the following month; higher earnings one month will generate a lower Universal Credit payment the following month. Depending on the date wages are paid and the dates of the Assessment Day and Payment Day, some customers could face a situation where a high level of Universal Credit coincides with a higher earnings month and a low level of Universal Credit coincides with a lower level of earnings.
- Weekly paid customers will find that Universal Credit in some months is worked out on 4 weeks wages and in other months on 5 weeks wages.

34. An analysis of the impact of Universal Credit on the people who are already getting Housing Benefit in Leeds has been commissioned from Policy in Practice. Some groups of people will be better off under Universal Credit and some will be worse off. The main groups of people likely to be worse off are lone parents under 25 and families with disabled children.

35. It is expected that anybody worse off at the point that they move onto Universal Credit will receive transitional protection which should mean they will be no worse off in cash terms. However, only those migrating to Universal Credit will be considered for Transitional Protection; claimants moving to Universal Credit as a result of a change in circumstances or a new claim will not be considered for transitional protection.

36. This further roll out has been the subject of a Scrutiny Board review and from this a series of recommendations have been made which will help to ensure that appropriate preparations are made. A copy of this enquiry report is available in the members library.

Corporate considerations

37.

a. Consultation and engagement

- i. The report provides information on the impacts of Universal Credit and is not a report which requires public consultation.

b. Equality and diversity / cohesion and integration

- i. The Government's Universal Credit has implications for equality and diversity and it has been subject to equality impact assessments by the DWP.

c. Council policies and city priorities

- i. The on-going development of responses to Universal Credit preparations for go live and future roll out plans is aimed at supporting City Priorities around health and wellbeing and poverty. Cross-sector working, particularly with the advice sector and 3rd sector organisations such as the Credit Union, is aimed at ensuring tenants and residents receive support to manage the changes.
- ii. Addressing poverty and deprivation is a key priority for the Council. The activities set out in this report support the council's policies and priorities, all of which have a strong focus on addressing debt, maximising income and moving people and families out of poverty

d. Resources and value for money

- i. The report is for information only and does not have any resource implications directly.

e. Legal implications, access to information and call in

- i. There are no legal implications relating to this report.

f. Risk management

- i. The introduction of Universal Credit has increased the risk of rent arrears and Council Tax arrears. By ensuring all staff are fully equipped with the relevant knowledge of Universal Credit and the support tools available to them, it is anticipated that the risks can be mitigated.
- ii. Universal Credit is part of a wider welfare reform programme that is already covered by the Corporate Risk on welfare reform, which is reviewed on a regular basis and which looks at risks around rent arrears and other housing issues.

Conclusion

38. Universal Credit is the biggest change to the welfare system for many years. A comprehensive programme of work has been undertaken to ensure its implications for the council and its residents were fully understood in order to ensure that implementation went smoothly and all stakeholders were fully informed.

39. There are still areas where Universal Credit policy is being determined and areas where decisions have yet to be made by DWP. These include Free School Meals, the transition and migration plan and the roll of social sector landlords.

Recommendations

The Committee is asked to:

40. Note the information provided about Universal Credit, the impact for people and the work that is being undertaken across the city to support people to make and manage a Universal Credit claim.

Background information

- None.

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Report of: The Director of Environment and Housing

Report to: Outer West Community Communities

Report author: Martyn Long

Date: 15th June 2016

To Note

Lettings Policy Review Consultation Update

Purpose of report

1. In February 2016, Executive Board agreed to commence consultation on these proposed changes to Housing Leeds' current lettings framework with a view to approving a revised policy in September/October 2016.
2. The consultation commenced with two Elected Member sessions in early March 2016. This has been followed by further consultation with local tenant and resident groups, statutory and voluntary sector partners and individual tenants and residents.
3. The paper provides an update on progress with the consultation to date, and some feedback on the key themes to emerge so far.
4. The report sets out the proposals being consulted on to the council's lettings, including the development of a tenant transfer list, a review of the lettings policy and a new approach to community lettings policies.
5. The report sets out the proposed consultation process and timescales for implementations of the new policies.

Recommendations

6. Members of the Community Committee are asked to comment on the proposals set out in the lettings policy consultation.

Background information

7. The 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.
8. Demand for council housing outstrips supply. The average waiting time for households who were rehoused in 2014/15 was 48 weeks across all areas of the city, property types and sizes.
9. Currently there are 23,922 (31/03/16) households on the housing register. Approximately 21% (5,901) of customers have assessed housing needs (Band A & B).
10. Around 1 in 6 of the council's 57,000 homes have a local lettings policy attached to them 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. Approximately 4,300 properties are sheltered properties that are primarily let to people aged 60 years and over.
11. As part of the harmonisation programme Housing Leeds has commenced a fundamental review of the local lettings policies to ensure they are fit for purpose and consistently applied across the city. The new approach to developing community lettings policies has been informed by the policies used to let the new build homes delivered through the PFI and Council Housing Growth Programme.
12. 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 September/October 2016.

Main Issues

13. Housing Leeds has identified the following drivers for change:
 - The majority of the LLPs have been in place for many years and whilst they have been periodically reviewed, there has been little or in some cases, no change.
 - They do not comply with equalities legislation leaving the council open to legal challenge based on discrimination
 - They often rely on the judgement that tenancy behaviour is linked to age, rather than evidence
 - There is inconsistent application of the policies with evidence that they restrict housing opportunities to younger people in some communities and result in concentrations in other areas.
14. Housing Leeds has extended the scope of the local lettings policy review to include the wider lettings framework.
15. The consultation asks for feedback on the following proposals:

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

16. 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
17. New approach to community lettings policies to replace local lettings policies, with improved links to tenancy management issues in the wider community.
18. To include more proactive marketing of lower demand homes to attract new customer groups, and to encourage people in employment and flat sharing, and to encourage council tenants to downsize to a smaller property or high rise flat, and free up a family council house
19. The consultation commenced with two Elected Member sessions in early March 2016. This has been followed by further consultation with local tenant and resident groups, statutory and voluntary sector partners and individual tenants and residents. We are about a third of the way through the consultation and are currently on track to complete by July 2016.
20. A full timetable for the consultation is below:

Consultation plan	Timescales
Finalise proposals for consultation	Jan / Feb 2016
Executive Board approval to commence consultation	Feb 2016
Political briefings on draft version	March 2016
Public consultation with stakeholders on proposed changes to lettings policy, including tenants / customers	March – July 2016
Collation of responses	July 2016
Proposals to Housing Advisory Board	September 2016
Equality Impact Assessment of proposed changes to lettings policy	July - August 2016
Community Committees	June 2016
Housing and Regeneration Scrutiny Board	July 2016
Housing Advisory Board	September 2016
Executive Board to consider and approve changes	October 2016
Implementation including IT changes, training and promotion of new policy	October – November 2016
Implementation of Community Lettings Policies on Block by Block Basis	From October 2016
Regular Updates to HAB throughout implementation	October 2016 – March 2017

21. In addition to face to face consultation, online survey is available on the council's Talking Point portal, which has been promoted through the Leeds Homes flyer and website, Housing Leeds website, tenant newsletter and via social media.

22. The consultation is currently focusing on the overarching policy framework and changes to individual blocks will be subject to further local consultation with tenants and residents prior to implementation on a phased basis.
23. The consultation will run until July. A full consultation timetable is detailed above. Over the next 6-8 weeks further consultation will be undertaken with:
- VITAL;
 - Community Committees;
 - YAGI;
 - High Rise Group;
 - All Housing Advisory Panels;
 - Equal Access Group;
 - Staff;
 - A number of tenant and residents groups facilitated through the tenant involvement team.
24. We will also be further promoting the online survey as widely as possible to gauge the views of both current and prospective tenants. A full summary and outcomes from the consultation will be presented to Housing Advisory Board in September 2016.

Corporate considerations

Equality and diversity / cohesion and integration

25. A full equality and diversity impact assessment will be completed to identify potential and negative impacts of the final recommended changes. This will also consider the impact of the recent High Court case which ruled that Ealing's allocations policy was unlawful – this related to their tenant transfer and employment preference criteria.

Council policies and city priorities

26. 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.

Resources and value for money

27. The Council aims to ensure its housing stock is managed efficiently and best use is made of the limited resource, of example, by reducing homelessness and the associated social and financial costs such as temporary accommodation placements.

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.

Legal implications, access to information and call in

28. The report is an update paper and is not subject call in. The Housing Act 1996 requires every local housing authority to have an allocation scheme for determining which customers are prioritised for re-housing, and the procedure to be followed in allocating housing. The covers lettings of Council tenancies made by Housing Leeds

and the Belle Isle Tenant Management Organisation (BITMO), and nominations to Registered Social Landlords. The Localism Act and more recent government guidance supports local authorities to consider operating tenant transfer lists alongside their lettings policies. In addition the council will consider the implications of the recent case involving Ealing Council's allocations policy.

Risk management

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

Conclusion

30. 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 so far. A full report on the outcome of the consultation and next steps will be presented to the September meeting of Housing Advisory Board, prior to being taken to Executive Board for approval.

Recommendations

31. Members of the Community Committee are asked to comment on the proposals set out in the lettings policy consultation.

Background papers

Appendix 1

List of approved local lettings policies

Appendix 2

Consultation Survey forum

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

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

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

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

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

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

We want your views on how we let our homes

Housing Leeds manages approximately 57,000 tenancies and makes between 4,500 - 5,000 lettings every year.

1. We are proposing to create a separate **tenant transfer policy** which would allow the council to offer a proportion of available homes to council tenants ahead of other applicants.

This would reward tenants with good tenancy records, help tenants who need to move home and free up council homes for other customers. Do you agree with the proposal to create a separate tenant transfer policy?

2. If we introduce a **tenant transfer quota**, what proportion of properties should be advertised for council tenants?
3. We are proposing that applicants may have a **home visit** before being offered a home. We will check people are paying their rent and looking after their home. Do you agree with the use of home visits?
4. Currently we allocate some family sized homes by giving preference to customers with a **local connection** to the council Ward area. These are in areas with few family homes becoming available, high demand and lack of affordable housing in neighbouring areas. Do you agree we should use local connection in other areas of the city with severe shortages of family sized homes?

5. We currently have a number of **local lettings policies** on flats which give preference to applicants over a certain age eg 40 years and over. Housing Leeds is proposing to reduce the number of these policies over the next 3 years.

Please note this question is about the overall approach to age restrictions. Any changes to existing local lettings policies will be subject to local consultation.

Do you agree that we replace the existing age restrictions with the groups listed below?

Please tick all that apply:

Home visits / tenancy checks ☐

Pre-tenancy training where prospective tenants have to attend sessions covering how to manage a council tenancy ☐

Preference to under occupiers where their move will free up a house for another family ☐

Preference to people in employment ☐

None of the groups listed above ☐

Other groups ☐ - please state: _____

You can let us have your comments by completing our survey at www.leeds.gov.uk/LPR2016. The closing date is 19 June 2016.

Your opinions will be taken into account when the revised lettings policy is drawn up.

The final version of the policy will be considered by the council's Executive Board later in the year.

Check the [Housing Leeds Facebook page](#) for further updates and details of consultation events. Details about the changes will be available on the council's website and in the Leeds Homes property flyer and website.

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Report of: Shona McFarlane, Chief Officer Access & Care Delivery, Adult Social Care

Report to: Outer West Community Committee, Calverley & Farsley, Farnley & Wortley, Pudsey

Report author: James Turner (07843080216)

Date: 15 June 2016

To note

Outer West Community Committee Briefing Neighbourhood Teams – June 2016

1. Purpose of report

- 1.1. This report highlights steps taken to provide an integrated service for District Nursing, Community Matrons, Intermediate Care Services and area-based Social Work which formerly operated to geographical populations with therapy services spread across intermediate care and domiciliary physiotherapy.

2. Leeds Neighbourhood Model

- 2.1. The reasons for integrating are well documented:

- ❖ Better joined up care for the Citizens of Leeds
- ❖ A reduction in unplanned admissions into acute care
- ❖ Smoother discharge pathways
- ❖ Supporting people for longer in a community setting
- ❖ Government policy including The Care Act

3. Previous model

- 3.1. Formerly separate, citywide services such as District Nursing, Community Matrons, Intermediate Care Services and area-based Social Work operated to geographical

populations with therapy services spread across intermediate care and domiciliary physiotherapy.

4. Main issues

4.1. What does the Leeds model look like today?

- 4.1.1. Adult services are now organised on a neighbourhood level working together in teams of Community Nursing, Community Therapy & Social Work known as “Neighbourhood Teams”.
- 4.1.2. There is one single point of access into the system and the 13 Neighbourhood Teams wrap around the GP practices they support.
- 4.1.3. The Neighbourhood Teams link with other specialist services brought into the local community e.g. Reablement, Geriatrician, Mental Health Liaison, Memory Support & Carers Support.
- 4.1.4. Teams work closely with family, friends, carers & other support networks, community, voluntary and 3rd sector organisations and with other Health & Social Care providers/partners.

4.2. What is working well?

- 4.2.1. There is an understanding and recognition that the issues are broader than just physical health and are based on a range of factors including choices, opportunities and aspirations all of which must be addressed to deliver improved health and wellbeing.
- 4.2.2. The teams adopt case management principles to integrate services around the needs of individuals and citizens benefit from a targeted, community-based approach to care that involves assessment, care planning, care co-ordination and review.
- 4.2.3. Monthly multi-disciplinary meetings are well established and attended by wide range of professionals including voluntary sector and both staff and service users have been involved in building and shaping the service model.
- 4.2.4. These services are beginning to embed within natural community settings and deliver a personalised approach based around the way people want to live their lives.
- 4.2.5. From the very beginning relationships have been built with community groups e.g. neighbourhood networks and liaison roles facilitate improved understanding and engagement.

4.2.6. The Neighbourhood Teams are developing strong links with New Wortley Community Centre and Mental Health Staff from Leeds & York Partnership Foundation Trust (LYPFT). New Wortley Community Centre has been a starting point with its café, room booking, housing drop in's and new building.

4.2.7. Good relationships also exist with Pudsey Live at Home, Bramley Elderly Action, Farsley Live at Home and the GP Practices in Pudsey.

4.3. Continuing to develop the model

4.3.1. As the new processes are further tested and developed there are a number of things that all teams will continue to work on to support effective partnership working, including:

- ❖ Continuing to develop close working relationships with GP practices
- ❖ Strengthening case management meetings
- ❖ Building stronger links with Area and Citywide teams
- ❖ Developing an asset-based community focus
- ❖ Exploring New Models of Care

5. Benefits - Individual Outcomes

- ❖ Connection to community groups reduces social isolation
- ❖ Restored confidence of carer and individual in care team
- ❖ Improved diet and nutrition
- ❖ Addressed personal safety concerns
- ❖ Increased independence
- ❖ Improved home environment

6. Benefits – Clinical Outcomes

- ❖ Reduced dependency/full withdrawal of/changes to appropriate medication
- ❖ Regular monitoring and review enabling early intervention
- ❖ Fewer GP or community matron visits
- ❖ Fewer hospital admissions
- ❖ Prevented long term care admission
- ❖ Appropriate dementia support in place

7. Conclusion

7.1. A period of consolidation will enhance relationships within teams as the services continue to grow together and the development of a Neighbourhood Leadership Community will help provide strategic direction.

7.2. Work will continue with primary care and mental health services and the development of a shared performance culture and a service specification for neighbourhood teams and will help drive the improvement of patient outcomes.

7.3. Social Care intervention brokered by health colleagues will allow services to be put in place to support independence rather than to reactively manage emergencies.

7.4. Better and more systematic use of third sector and community services will continue to sustain independence and promote an asset-based approach.

8. Recommendations

8.1. That Elected Members note the above update

8.2. That Elected Members note the desire to return to the Community Committee Chairs Forum in July with a summary of this round of updates and also a proposal to open discussions about the possibility of holding Integration Workshops involving members, citizens, health and adult social care professionals, volunteer and third sector representatives and other partners.