

**Outer West HAP Minutes**  
**Wednesday 27<sup>th</sup> 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)
<b>Apologies</b>		
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
<b>1.0</b>	<b>Welcome and Apologies</b>	
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.	
<b>2.0</b>	<b>New Outer West HAP Chair and Vice Chair</b>	
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.	
<b>3.0</b>	<b>Draft Minutes of Last Meeting and Matters Arising</b>	
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.	
<b>4.0</b>	<b>Feedback from Cross City Chairs Group</b>	
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.	
<b>5.0</b>	<b>Housing Management Performance Update</b>	
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"> <li>▪ Pudsey 99.6%, 9 outstanding out of 2468 properties (2<sup>nd</sup> in city)</li> <li>▪ Wortley 99.2%, 21 outstanding out of 2488 properties (5<sup>th</sup> in city)</li> </ul>	
5.1.2	Rent Collection – Citywide target for 2015/16 was 97.75% <ul style="list-style-type: none"> <li>▪ Pudsey 98.49% - target 98.92%, -0.43% difference (3<sup>rd</sup> in city)</li> <li>▪ Wortley 97.07% - target 97.96%, -0.89% difference (14<sup>th</sup> in city, vast improvement since 2014/15)</li> </ul>	
5.1.3	Turnaround times of Voids <ul style="list-style-type: none"> <li>▪ Farnley &amp; Wortley 219 voids, average 28.50 days</li> <li>▪ Calverly &amp; Farsley 59 voids, average 33.56 days</li> <li>▪ Pudsey 134 voids, average 28.53 days</li> </ul>	
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.	
<b>6.0</b>	<b>Budget Summary and Project Update</b>	
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.	
<b>7.0</b>	<b>Housing Advisory Panel New Bids</b>	
7.1	<b><u>OW.07.1617 Parenting Programme</u></b> 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. <b>APPROVED £2,416</b>	
7.2	<b><u>OW.04.1617 Butterbowl Gardens</u></b> 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. <b>APPROVED</b>	
7.3	<b><u>OW.02.1617 Big Lunch</u></b> Aims to tackle social isolation by bringing communities together. To coincide with Tenant Involvement week, week commencing 25 <sup>th</sup> July 2016. The panel approved the application. <b>APPROVED £1,250</b>	
<b>8.0</b>	<b>Community Lettings Policy</b>	
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 <sup>th</sup> June 2016.	
<b>9.0</b>	<b>Community Payback Update</b>	
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.	
<b>10.0</b>	<b>Any Other Business</b>	
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.	
<b>11.0</b>	<b>Dates and Times of Future Meetings</b>	
11.1	The dates and times for 2016/17 HAP meetings are as follows: <ul style="list-style-type: none"> <li>Wednesday 22<sup>nd</sup> June 2016, 4:00pm – 6:00pm</li> <li>Wednesday 7<sup>th</sup> September 2016, 4:00pm – 6:00pm</li> <li>Wednesday 23<sup>rd</sup> November 2016, 4:00pm – 6:00pm</li> <li>Wednesday 25<sup>th</sup> January 2017, 4:00pm – 6:00pm</li> <li>Wednesday 1<sup>st</sup> March 2017, 4:00pm – 6:00pm</li> </ul> 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