

**MINUTES
OUTER WEST AREA PANEL MEETING
5.30pm at Westfield Chambers
Wednesday 10th December 2008**

Attendees:

Area Panel Members

Kevin Sharp (Chair)
Brian Falkingham (Vice Chair)
Margaret Rimington
Gillian Withers
Derrick Armitage
Councillor Richard Lewis
Councillor Joe Marjoram

Officers:

Pamela Parker – Neighbourhood Housing Manager Pudsey
Marie-Pierre Dupont - Neighbourhood Planner
James Petrie – Neighbourhood Planner
Lee Wright – Customer Involvement Manager
Graham Little – Environmental Services Manager
Monica Kaur – Cohesion and Diversity Manager
Mary Kerr – Administration Officer (Minutes)

1.0 Apologies for Absence:

1.1 None

2.0 Minutes of the Previous Meeting Held on 29th October 2008:

2.1 The minutes of the previous meeting were agreed by all as a true record.

3.0 Matters Arising:

3.1 Arising from Item 3.2 – Sounding Boards

MR enquired when the Sounding Board List will be given.

LW mentioned this list changes on a daily basis but he will give the list as soon as the restructure is complete and the list has been finalised.

The Leaseholder SIG will not continue to meet.

3.2 Arising from Item 5.0 – Area Panel Bids

KS mentioned **AP0186** and said the minutes did not state whether this bid was approved, deferred or refused.

KS commented this bid should read **approved** after clarification.

4.0 Local Issues/Services/Performance

4.1 Performance Information

Action

LW

The Performance Indicators were looked over.
 A question was asked regarding if there is any specific information the Area Panel members would like to see at the meetings and how often.
 KS stated Panel Members would like to have the information for day to day performance indicators at every meeting. The other reports that are only due every six months and annually can be reported as and when they are available.

4.2 Corporate Social Responsibility

There were no enquiries or questions raised regarding this report.

5.0 **Customer Involvement**

5.1 Update

LW went over the report and the following points were noted.

- The Tenant and Residents Association funding has been completed.
- Consultation has just begun for the criteria for registration of funding for TARA. If there are any changes these will be done in April 2009.
- Workshops have been organised and updates will be reported as required.

LW

5.1.1 LW spoke about the Customer Involvement Agreement and how this is being used to encourage more customers to become involved.
 LW said the Customer Involvement Agreement has been well received but hopes that it will achieve the main objective which is to get more customers interested in becoming involved.

Meeting will be held this afternoon and more suggestions may be given.

KS enquired regarding customers becoming involved from the Armley, Fairfields and Broadlea areas and how this is progressing.

G Beynon is leading on this. LW will clarify what is happening with GB and feedback regarding this matter at the next meeting.

LW

5.2 Walkabouts/Tenant Inspection

PP went over the walkabout and tenant inspection information.

PP enquired if there were any comments the Panel members would like to make as this is a new format done for this meeting.

KS enquired what is the difference between walkabouts and tenant inspections.

PP stated that Walkabouts are carried out twice yearly. These are advertised through the website and local Housing offices and any tenant or resident can attend these with the Neighbourhood Management Officer. Tenant Inspectors and Resident Groups can also attend.

Estate Inspections are carried out on a monthly basis by the Neighbourhood Management officer.

PP asked the group if they would like to see this type of report brought to future meetings.

All Panel members agreed they would like this type of report at future meetings.

5.3 Community Partnership Agreement Update

MPD went over this report and the top three priorities were noted.

- Litter and Rubbish
- Car parking
- Decency

MPD stated that a meeting was held with the Community Partnerships Project team members to decide what actions will be taken.

One of the discussions held at this meeting was that data needs to be collated from the various agencies and organisations to avoid duplication and identify where responsibilities lay and any gaps in service delivery.

Hot spots also need to be identified from each area.

More information will be given at the next meeting.

KS explained that there are a lot of areas that are not mapped when the merge took place between the two Almos so responsibilities are unclear as to who should do what.

MPD stated that the Project Group wants to be clear so customers can be better informed.

Cllr JM feels that the customers do not really care whose responsibilities it is, all they are interested in or want is the job to be done.

Cllr JM said this way just seems like a prolonged process to getting things done. GL mentioned that he will be picking up some of these issues in the next report.

MPD

6.0 Environmental Issues

6.1 GL went over this report.

GL mentioned that the environmental Services Team moved out of Silver Royd office in October 2008 and are now in Raynel Approach site.

There is a possibility that about £15,000 which may not be used by the Grounds Maintenance through Glendale Managed Services could be used elsewhere.

The cleaning contract for 8 of the Multi Storey blocks is being looked at going out to tender.

A budget of £180k has been set for tree works during 2008/2009.

A number of new orders have been raised for the Outer West Panel Area which has brought a total expenditure figure of £21,424 to date.

150 referrals have been received from the Housing Offices.

Between the 6th August and 5th December 2008 the following results were given.

- General 273
- Fly tipping 74
- Graffiti 33
- Void Gardens 13

About 100 estate caretaker referrals are received per month. 25% were regarding street cleanliness issues.

Bulky waste collection is done regularly on Fridays. This needs to be done by City Services.

GL stated that they are working more closely with Area Management City Services for a cleaner greener Leeds.

Estate Caretaking teams have been allocated to each Housing Office area and arrangement are being made to develop closer working between the teams.

If areas can be identified then looking to place teams in these areas for four days of a week to try and clear it.

GL stated a sheet will be done quarterly which would produce the last report and any new input.

This could be done to show areas and estates. Green would be excellent, Blue would be good and Red bad.

JM enquired if this would be presented at the next meeting date for the Board of Directors on the 29th April.

GL said he is hoping so.

KS enquired when the contract is up.

GL said next year and the year after. Information will be given to the panel as soon as the details are known.

GL

7.0 Revenue and Capital Expenditure

- 7.1 Capital Programme Update
There were no enquiries or questions raised regarding this report.
- 7.2 Area Panel Update
MPD went over this report.
It was noted that R Mell is to set up all the capital schemes.
The following updates were given:-
- 7.2.1 December 2007 bids
There are still jobs outstanding.
“Provision of fencing walkways” - This is due to health and safety issues.
“Provision of fencing at the Lowells” - This work seems to have been done since the bid was passed. The surveyor commented will leave for now as the wooden fence done is adequate.
CCTV cameras for Whincover Grange – TL is chasing up on this bid.
- 7.2.2 May 2008 bid
MPD went on to explain that the fencing that was approved for the Heights East and West block of flats (**AP17**) has gone up in price. The original bid was for £57,181.00 but will probably cost £60,629.60. This is being looked into.
The road widening at Brookleigh (**AP15**) has been completed.
The community garden for Whincover Grange (**AP31**) has been started.
All the cheques for the Tenant Involvement Initiatives activities (**AP14, AP16**) have been paid.
- 7.2.3 October 2008 bids
The magna locks for the Poplar Mount block 1(**APO104**) are to be ordered.
The table for the meeting room for the TARA of the Heights East (**APO184**) has been ordered.
All the cheques for the Tenant Involvement Initiatives activities (**APO1, APO23, APO75, APO100**) have been paid.
- 8.0 Any Other Business**
- 8.1 Venues for future meetings, dates and times to be discussed for 2009
KS stated that it had been agreed between the Housing Managers that they would alternate attending the Area Panel meetings.
KS informed the panel members of the dates that had been discussed and set aside for future meetings by the Chair and the two Housing Managers.
KS advised that these dates could be subject to change.
- The **venue** chosen is **Westfield Chambers**.
Time is **5.00** for **5.30 pm**.
Dates set are as follows:-
11th February 2009
15th April 2009
10th June 2009
12th August 2009
14th October 2009
9th December 2009
- 8.2 Promoting Diversity
MKaur spoke about the targets that have been set in the Performance Management Framework.

These targets are to be given to the KLOE board on a monthly basis.
Three of the areas that were mentioned as being in red are the involvement of the BME Communities, the Gay communities and the younger generation.
MK said that we need to involve BME Communities, Gay people and the young more in the work that we do.
MKaur said that joint work is being done with the Faith Forum in Leeds.
A partnership is looking to be formed with the Faith Forum but understanding is needed first to enable barriers to be broken down.
It was mentioned that if any of the Area Panel Members are interested in attending training regarding this or for attendance and training as the Area Panel group they can do so by contacting Monica Kaur.
KS mentioned he had attended one of the sessions in Hunslet and found it to be very interesting.
MKaur stated that if any projects are being carried out we need to ensure that we are taking all the communities into account.
MKaur mentioned that a fashion show will be held as a Diversity Event in March 2009. This will consist of international dress etc. The models recruited would be from WNWHL tenants and communities.
Fundraising for two charities will be done at this event via a raffle for:-
McMillan Nurses and St Georges Crypt.
Two more charities are being looked into being given funding one will be from the West area and the second one from the North West area.
MKaur handed out a flyer promoting the forthcoming event to all panel members.

Signed.....

Date.....