



EAST (OUTER) AREA COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 13th December, 2011 at 3.00 pm**

MEMBERSHIP

Councillors

S Armitage	- Cross Gates and Whinmoor;
P Grahame	- Cross Gates and Whinmoor;
P Gruen	- Cross Gates and Whinmoor;
M Dobson	- Garforth and Swillington;
A McKenna	- Garforth and Swillington;
T Murray	- Garforth and Swillington;
J Lewis	- Kippax and Methley;
K Parker	- Kippax and Methley;
K Wakefield	- Kippax and Methley;
W Hyde	- Temple Newsam;
M Lyons	- Temple Newsam;
K Mitchell	- Temple Newsam;

**Agenda compiled by:
Angela Bloor
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 24 74754**

**South East Area Leader:
Shaid Mahmood
Tel: 22 43973**

A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

A G E N D A

Item No	Ward/	Item Not Open		Page No
1			<p style="text-align: center;"><u>PROCEDURAL BUSINESS</u></p> <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, 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/	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES</p> <p>To approve the minutes of the East Outer Area Committee meeting held on 18th October 2011</p> <p>(minutes attached)</p>	1 - 6
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area 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 Area 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.</p>	

Item No	Ward/	Item Not Open		Page No
8	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>SOUTH AND OUTER EAST LOCALITY TEAM SERVICE LEVEL AGREEMENT PERFORMANCE UPDATE</p> <p>Further to minute 24 of the East Outer Area Committee meeting held on 13th September 2011 where Members approved the Service Level Agreement for the delivery of delegated environmental services for the Outer East Area, to consider a report providing an update on performance against that agreement for the period September – November 2011</p> <p>(report attached)</p> <p>Executive function</p>	7 - 18
9	Various;		<p>DEVELOPING A LOCALITY APPROACH BETWEEN LEEDS CITY COUNCIL SERVICES AND NEIGHBOURHOOD POLICE TEAMS/POLICE COMMUNITY SAFETY OFFICERS (PCSOS)</p> <p>To consider a report of the Director of Environment and Neighbourhoods providing Members with an overview of progress to develop greater partnership working arrangements between locality based City Council services and Neighbourhood Police Teams/PCSOs</p> <p>(report attached)</p> <p>Council function</p>	19 - 30

Item No	Ward/	Item Not Open		Page No
10	All Wards;		<p>LOCALISM ACT 2011</p> <p>To consider a report of the Assistant Chief Executive Customer Access and Performance providing a summary of the main elements of the Localism Act that will be of direct relevance to area committees and to provide an opportunity to debate and influence the way the Council implements the legislation</p> <p>(report attached)</p> <p>Council function</p>	31 - 40
11	All Wards;		<p>CAPITAL RECEIPTS INCENTIVE SCHEME REPORT TO EXECUTIVE BOARD</p> <p>To consider a report of the Assistant Chief Executive Customer Access and Performance outlining a report considered and approved by Executive Board on the Capital Receipt Incentive Scheme</p> <p>(report attached)</p> <p>Council function</p>	41 - 56
12	All Wards;		<p>LEEDS CITIZENS' PANEL IN SUPPORT OF LOCALITY WORKING</p> <p>To consider a report of the Assistant Chief Executive, Customer Access and Performance outlining the progress made to create and manage a new and enlarged Leeds Citizens' Panel; the opportunities and efficiencies of localised consultation and the input the new Panel could have at Area Committee level</p> <p>(report attached)</p> <p>Council function</p>	57 - 68

Item No	Ward/	Item Not Open		Page No
13	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>DEMOGRAPHIC UPDATE REPORT</p> <p>Further to minute 23 of the East Outer Area Committee held on 13th September 2011 where Panel requested further information including demographic details of all the schools in the Outer East area, to consider a report of the Director of Children's Services</p> <p>(report attached)</p> <p>Council function</p>	69 - 74
14			<p>TELECARE</p> <p>To consider a report of the Director of Adult Social Care providing information on the Leeds Telecare Service</p> <p>(report attached)</p> <p>Council function</p>	75 - 78
15	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>OUTER EAST AREA COMMITTEE WELL BEING BUDGET REPORT</p> <p>To consider a report providing details of the revenue spend approved for 2011/12 for East Outer Area Committee; details of new projects to be agreed and an update on the current position of the Small Grants Budget</p> <p>(report attached)</p> <p>Executive function</p>	79 - 86

Item No	Ward/	Item Not Open		Page No
16	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>A SUMMARY OF KEY WORK</p> <p>To consider a report of the Assistant Chief Executive Customer Access and Performance providing information on recent priority work undertaken; providing minutes relating to community engagement activities and meetings of Area Committee Chairs together with an update on the Government's Welfare Reform proposals</p> <p>(report and appendices attached)</p> <p>Executive Function</p>	87 - 166
17			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 14th February 2012 at 3.00pm in the Civic Hall, Leeds</p>	

Agenda Item 6

EAST (OUTER) AREA COMMITTEE

TUESDAY, 18TH OCTOBER, 2011

PRESENT: Councillor K Parker in the Chair

Councillors S Armitage, M Dobson,
P Grahame, W Hyde, J Lewis, M Lyons,
A McKenna, K Mitchell and K Wakefield

30 Chair's opening remarks

The Chair welcomed everyone to the meeting

31 Declarations of Interest

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct

Well being budget – Councillor Armitage declared a personal interest as the Chair of Swarcliffe Good Neighbours Scheme as the report made reference to the gardening service provided by this organisation (minute 38 refers)

Further declarations of interest were made later in the meeting (minutes 34 and 37 refer)

32 Apologies for Absence

Apologies for absence were received from Councillors Gruen and Murray

33 Minutes

RESOLVED - That the minutes of the East Outer Area Committee meeting held on 13th September 2011 be approved

34 Matters arising from the minutes

With reference to minute 23 of the meeting held on 13th September – Consultation on expansion of primary school provision for September 2013 – Councillor Lyons reiterated his concerns about the expansion of Whitkirk Primary School without the need for planning permission but with no

Draft minutes to be approved at the meeting
to be held on Tuesday, 13th December, 2011

mitigation measures being provided to address the traffic and parking problems which residents had suffered even prior to the expansion and that this matter needed to be considered at a senior level

Councillor Hyde declared a personal interest through being a Governor at Colton Primary School and through his involvement in the issues at Whitkirk Primary School as a Ward Member

Councillor Hyde reiterated his concerns about the situation at Whitkirk Primary School and stated that assurances had previously been given by Education Leeds that a turning circle and stop-off point would be provided before pupil numbers at the school were increased but this had not been done

The lack of places at Colton Primary School for children living in the village was raised again with the request for action to be taken to address this

The Area Management Officer stated that in respect of the recommendations made at the meeting on 13th September, a report would be submitted to the December East Outer Area Committee providing information including demographic details of the schools in the Outer East area; that a suggested date of 8th November had been put to Ward Members to discuss with Children's Services Officers the issues raised relating to Whitkirk Primary School and Colton Primary School and that in respect of Section 106 contributions the Head of Performance, Peter Storrie, was preparing a briefing paper on this for Ward Members and would arrange to meet with Members if requested

The Chair welcomed the Chief Executive, Mr Riordan, who was in attendance at the meeting. Mr Riordan agreed to take up the issues which had been raised and seek responses from the relevant Chief Officers and agreed to respond to Ward Members before the proposed meeting on 8th November

35 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee

On this occasion, there were no matters raised by members of the public

36 Introduction of Tom Riordan, Chief Executive LCC

Mr Riordan thanked Members for the time they had spent with him since his appointment in 2010. Mr Riordan stated that he realised the diversity of the city as a whole and areas within it and that it was his intention to attend Area Committee meetings to listen to the key issues

Members were informed that it was Mr Riordan's intention to ensure that Senior Officers of the Council were aware of the issues which were

happening on the ground across all areas and offered to come out again to visit Members if requested

From attending several Area Committees, Mr Riordan said that a few issues were common, these being education and the effects of population changes; housing and the environmental agenda ie 'crime and grime' although it was hoped that the recent delegation of certain environmental services to Area Committees would provide the opportunity for improvements to this service

37 Annual report for Parks and Countryside Service in East Outer Area Committee

Members considered a report of the Head of Parks and Countryside providing information on the assets, park usage and public perception of this provision in the East Outer area

Mr Flesher, Head of Parks and Countryside presented the report and highlighted the main issues, these being:

- that from the 2009 data there were 2.2 million annual visits to East Outer community parks
- whilst Temple Newsam accounted for 1.9m visitors, the figures showed that daily and weekly visits to community parks were high, - 40% and 76% respectively
- that in addition to sports teams with long term leases, 58 teams utilised the area's playing pitches
- that volunteering was strong, with over 3000 days of voluntary work being carried out in the East Outer area, with the aim being for these groups to be able to work unsupervised but with support where needed
- that by March 2012 all site based gardeners would be trained to work with volunteer groups
- the range of voluntary groups operating in the area and the importance of Friends groups
- the work of the In Bloom groups; that these were highly self motivated and self administered and that these groups had transformed areas and created a sense of place in their communities
- that Garforth in Bloom obtained a Silver Gilt at the 2011 Yorkshire in Bloom awards with Kippax maintaining its Gold status for a second year
- the Leeds Quality Park status and the Green Flag award scheme with two of the parks in the area, Manston Park and Barley Hill Park already meeting the national standard for parks and green spaces
- on-going work and planned improvements and the need to work with the Area Committee and Ward Members to identify and target funding particularly from S106 Agreements to improve the area

Members thanked Mr Flesher for his excellent report and

commented on the following matters:

- that Redhall playing fields did not seem to have been included. Members were informed that this was included in the sports pitch provision
- the need to make links with local schools to encourage volunteering by pupils
- whether the Village in Bloom groups were formally thanked by the Council for their work. Mr Flesher stated that an event for the In Bloom groups was held each year and hosted by the Lord Mayor
- the need to link the Outer East Environmental Sub-Committee with the Village in Bloom groups
- the need for information on future proposals
- concerns about anti-social behaviour at Barley Hill playground and the need to secure the car park at night. Mr Flesher agreed to follow this up
- that gating Barley Hill Park at night would be of benefit and the need to ensure the timescale was accomplished for the funding secured by an agreement with Garforth Cemetery
- whether any proposals existed for Swillington and Great Preston. Members were informed that the Parks and Countryside Service would be happy to work with the Parish Council to see if they could help in respect of opportunities for greenspace in the area
- the need to raise awareness of the voluntary work undertaken from Daniel Yorath House which as well as improving and maintaining local parks, also provided rehabilitation
- the excellent staff employed in Parks and Countryside and that Bob Bradley and Richard Gill especially should be thanked for their hard work
- that Temple Newsam did not feature in all of the data in the submitted report and the reasons for this. Mr Flesher explained that although being a local park, it was also a city park, however for the annual report in 2012, the data would be changed to include Temple Newsam
- that proposals were ongoing to extend the existing skate park facility at Allerton Bywater but that this depended on funding
- Public Rights of Way and number of applications outstanding. Mr Flesher agreed to provide this information to Members

Councillor Wakefield declared a personal interest as a member of the Yorkshire Wildlife Trust

Councillor Lyons declared a personal interest as a member of the Friends of Temple Newsam

RESOLVED – To note the report and the comments now made

38 Outer East Area Committee Well being Budget Report

Draft minutes to be approved at the meeting
to be held on Tuesday, 13th December, 2011

East Outer Area Committee considered a report of the Assistant Chief Executive (Planning, Policy and Improvement), providing details of the Well Being budget, including a summary of the revenue spend approved for the current municipal year; details of new projects to be agreed; information on projects funded recently by the Area Committee and the benefits they have provided together with an update on the current position of the Small Grants Budget

The Area Management Officer presented the report and informed Members that the Area Committee-funded CESO had now obtained a core funded post. As several departments were currently undergoing restructures it was being recommended not to recruit to this post at this time with the £20,000 allocated being split evenly between the four Wards for priority work

Members were informed that the gardening service organised by Swarcliffe Good Neighbours had been very successful with all the feedback which had been received being positive

Regarding the requests for funding for Christmas lights, Members were informed that despite efforts being made to engage with local traders in the Halton area with a view to securing contributions towards Christmas lights there, this had not proved successful for this year. However, the former Morley Town Centre manager was now working in the East Outer area and it was hoped he could use his expertise to generate some interest with local traders

RESOLVED -

- i) To note the report and the comments now made
- ii) To note the position of the Well being budget
- iii) To note the Small Grants approved to date
- iv) To approve the following projects:
 - Cross Gates Christmas lights - £2,890
 - Garforth Christmas lights - £3,910*
 - Garforth Christmas lights switch on event - £5,230*
 - Kippax Christmas lights and switch on event - £3,000

*Subsequent to the meeting, it was noted that incorrect figures appeared in part of the report which set the figures for the Garforth Christmas lights as £3,900 and the Garforth Christmas lights switch on event as £9,140; this being the combined total of the cost of the lights and switch on event, ie £3,910 and £5,230

39 A summary of key work

The East Outer Area Committee considered a report of the Assistant Chief Executive (Planning, Policy and Improvement), providing information on priority work carried out in the East Outer area in recent months; an update on Swarcliffe PFI credits and the minutes relating to community engagement activities and partnership meetings

The Area Management Officer presented the report and provided information on the following matters:

- Swarcliffe PFI credits, with Members being informed that £107,241 was the balance for the Crossgates and Whinmoor Ward, with further clarification being provided at Members' request
- the CESO post, referred to in minute 39 above and that as the responsibility for dealing with domestic noise nuisance no longer rested with the Locality Team, some capacity had been found in order to provide cover for sickness absence and to ensure that all areas of South East Leeds received officer coverage and support
- that a report on the Health and Well Being Partnership would be submitted to the December Area Committee meeting
- the success of the Older Persons Week event which enabled participants to network and see the range of help and support which was available to enable people to live independently for longer
- tasking teams and the work being undertaken
- the Community Payback scheme, with Members being informed that two cases which had proved problematic were being looked into
- that work had commenced towards establishing a Trade Association in Garforth with a recent meeting having been held with approximately 20 traders attending

RESOLVED - To note the report; the comments now made and that Members' thanks be passed on to those involved in the Older Person's Week event which was very successful

40 Date and time of next meeting

Tuesday 13th December 2011 at 3.00pm in the Civic Hall, Leeds

Report of Locality Manager (South and Outer East Leeds)

Report to Outer East Area Committee

Date: 13th December 2011

**Subject: South and Outer East Locality Team Service Level Agreement
Performance Update**

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

Summary of main issues

1. This report provides an update on performance against the Service Level Agreement between Outer East Area Committee and the South South-East Environmental Locality Team. This is the first such report and covers the period from 5th September 2011 to November 2011.

Recommendations

2. That East Outer Area Committee note and comment on the contents of this report.

1 Purpose of this report

- 1.1 This report provides an update on performance against the Service Level Agreement between Outer East Area Committee and the South South-East Environmental Locality Team. This is the first such report and covers the period from 13th September 2011 to November 2011.

2 Background information

- 2.1 At its meeting of 30th March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 2.2 The delegation made clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources through:
- the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered);
 - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.3 Services included in the delegation are:
- Street cleansing (mechanical and manual);
 - Leaf clearing;
 - Litter bin emptying;
 - Dog warden services;
 - Littering & flytipping regulation;
 - Domestic & commercial waste (storage & transportation issues);
 - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
 - Graffiti enforcement; and
 - Overgrown vegetation controls.
- 2.4 The delegation of the specified environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The Service Level Agreement sets out the detail of the resources which will be allocated to the Area Committees.
- 2.5 The SLA for Outer East Area Committee was agreed on 13th September 2011. This is the first performance report against the agreed priorities within the SLA.

3 Main issues

- 3.1 Section 6.0 of the SLA sets out the principles and priorities against which the Locality Team's success will be measured. The following describes performance against these principles and priorities in the first two months of the new arrangements.

3.2 Outcome Focused

- 3.2.1 Appendix A shows summary performance information for the service.
- 3.2.2 The revised mechanical cleansing rotas have been in place since 5th September and appear to be yielding good results. Anecdotal feedback suggests that crews are undertaking a much better quality of cleanse which is resulting in cleaner streets.
- 3.2.3 Baseline figures for NI195 are included in the SLA. These indicate that Outer East area is broadly in line with the citywide averages in terms of cleanliness, with some areas where focussed work may be required, e.g. litter on rural roads, detritus in some commercial and housing areas (see appendix A, table 1). Sample surveys of street cleanliness (NI195) will be undertaken in November which will give an indication of the level of cleanliness in the area for the period. A fully statistically significant NI195 assessment will be reported on an annual basis.
- 3.2.4 The level of service requests across the wards and categories has fallen during the July to September period with the exception of overhanging vegetation and Highways enforcement (see appendix A table 2).
- 3.2.5 The level of notices served was broadly constant during the period (see appendix A – table 3).

3.3 Responsive to Local Needs

- 3.3.1 The new mechanical rotas have been designed to give us 'capacity days' to undertake work in local areas on request, or in response to priorities. These capacity days are allowing us to deal with customer complaints, issues and support community events more easily than previously. Examples of action that has been taken using capacity days in Outer East Leeds since 13th September include:
- Cleaning up of fallen apples and leaves in Methley
 - Cleansing in Hollins Park, Kippax
 - Cleaning the square on Cartmel Drive, Temple Newsam
 - Cleaning the ginnel behind Diadem Drive, and properties on Whitebridge Spur, near Halton/Cross Gates.
 - Cleaning of the Oaks estate in Garforth.
 - Cleaning of Methley Village.
 - Supporting a community litter clearance day in Garforth.
 - Cleansing of 14 memorial sites across the South South-East area prior to Remembrance Day.
- 3.3.2 The capacity days are also allowing the impact of seasonal tasks, such as leafing, to be minimised. Capacity days have been used for leafing work, meaning that scheduled cleansing services in other areas have not had to be diverted, for example on Green Lane in Whitkirk.

3.4 Common Sense Approach

- 3.4.1 We continue to work with our frontline staff to engender the principle of not walking past a problem. We now have several examples where the new service is working as one. For example our flytip removal crews are now examining tips for evidence before removing them, and reporting them for investigation to their enforcement colleagues. We have already had successful prosecutions stemming from this approach in Kippax and also Micklefield.

3.5 Working as a team in our priority neighbourhoods

- 3.5.1 Proposals for the identified priority areas in Outer East Leeds (Halton Moor and East Osmondthorpe) still require development. We will be working with our Area Management colleagues and the Outer East Environment Sub-group to bring forward proposals to take action in these areas.
- 3.5.2 We have recently begun enforcement action for flytipping in Halton Moor which using CCTV footage provide by colleagues at Leeds Watch..
- 3.5.3 More specifically we will be using the new taking arrangements to identify priority areas where PCSOs can support our services. For example, to assist in reporting incidents of flytipping and routinely monitoring of known “hot spot” areas whilst on patrol. PCSO’s to have an awareness of the evidence gathering procedure with regard to flytipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Joint patrols for litter enforcement in the areas above are also proposed.

3.6 Supporting community action

- 3.6.1 The Environmental Action Teams, largely the CESO staff, have consistently attended most neighbourhood forums over the last few years. We have briefed all staff within the team that they now represent the full range of services within the Locality Team, which should improve engagement with street cleansing services markedly.
- 3.6.2 Over the last month most forums have also been attended by either the Locality Manager or Service Manager.
- 3.6.3 We are supporting community action where requested, most recently supporting the community clean-up in Garforth described above with street cleansing equipment and staff.

3.7 Education and Enforcement

- 3.7.1 Changes to the tasking arrangements in South area, including joint charring between Environmental Services and the Police and the involvement of Area Committees’ Environment and Community Safety Champions, should result in more integrated working between services including the use of enforcement action. The agreement of priorities for tasking of PCSOs will also improve through this route in line with the agreed protocol.

3.8 Working with partners

3.8.1 Good progress has been made in working with partner organisation such as Aire Valley Homes Leeds (AVHL), Parks and Countryside service and West Yorkshire Police. Examples of closer working include:

- AVHL, Parks and Countryside and Highways Services are working with us in partnership to assess and clear the 48 priority ginnels identified as part of the ginnels project.
- The Locality Team have dedicated resources to the Swarcliffe area to undertake intensive cleaning as part of an action day in the area. In return for this AVHL undertook additional cleaning around Morley Town Hall prior to the literature festival.
- We are working closely with Parks and Countryside to identify areas where we might be flexible with our resources to create benefits. For example we are developing arrangements where Parks and Countryside empty some litter bins on the highway in Temple Newsam during week days in return for our emptying bins in some parks on weekends (when they have no staff in work).
- We are also actively pursuing the possibility of sharing depot space, in particular with Parks and Countryside where the locations and synergies are most beneficial. If this is successful it should reduce downtime and further improve partnership and joint working between the service areas. AVHL, Parks and Countryside and Highways Services are working with us in partnership to assess and clear the 48 priority ginnels identified as part of the ginnels project.
- We have recently taken part in a joint ALMO Training Day. Enforcement Officers from the Locality Team have met with AVHL estate managers. Protocols are now in place for a rapid and more effective approach for dealing with environmental issues at AVHL properties and also for AVHL staff reporting issues at privately owned property to the Locality Team.

3.9 Seasonal and annual events

3.9.1 A forward plan of events is in production initially focused on Christmas light events. Christmas lights switch on events are being supported by extra cleansing in Cross Gates, Kippax and Garforth.

3.9.2 A programme of cleansing priority leafing areas is being delivered. No additional resources are provided to SSE Locality Team to provide this function. The use of capacity days is assisting progress in the Outer East area and where complaints are received we are generally dealing with them quickly.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Various consultation and engagement exercises have been undertaken with Members on an individual basis, as well as at ward and Area Committee level.

- 4.1.2 Most significantly three rounds of Area Committee workshops have been held in January, March and July 2011, designed specifically to shape the delivery of environmental services within the Outer East wards.
- 4.1.3 A series of update reports have been provided to each Area Committee meeting since October/November 2010 (see background documents for full details).
- 4.1.4 Progress reports have been submitted to each Area Chairs' meeting since October, including seeking comments and confirmation of a template for the Service Level Agreement.
- 4.1.5 The Area Committee Environmental sub-group meets before each Area Committee meeting.
- 4.1.6 Officers have attended recent community forums to update residents on the delegation.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 A key principle of locality working and the Service Level Agreement is a focus on delivering the best outcome for residents across the area, so that the streets and neighbourhoods in which they live are of an acceptably clean standard. This principle underpins equality and community cohesion, seeking to bring neighbourhoods with poor environmental quality, up to an acceptable standard, whilst improving all areas of Leeds.
- 4.2.2 Moving forward through the first year of the Service Level Agreement it is intended to develop a community engagement strategy which will determine the extent and nature of involvement of local residents within the monitoring and delivery of environmental services. This strategy will be developed with due consideration given to all equality, diversity, cohesion and integration issues.

4.3 Council Policies and City Priorities

- 4.3.1 The delegation of environmental services to Area Committees, via an approved Service Level Agreement, will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to *'ensure that local neighbourhoods are clean'* will be much more achievable.
- 4.3.2 In order to formalise delegation of the listed environmental services, the Area Committee Function Schedule within the Council's Constitution has been amended, approved at Executive Board in March 2011 and ratified at the Annual Council meeting held on 26th May 2011.
- 4.3.3 Amendments have also been made to the Area Committee Procedure Rules to make allowance for the decision making powers being devolved to Committees, which will run concurrent to the same authority given to the Director of Environment & Neighbourhoods.

4.4 Resources and Value for Money

- 4.4.1 There is no change to resources at this point. The resources allocated to the South South East Environmental Locality Team are the same as those that would have been put into the area under the old Streetscene structure.
- 4.4.2 The Service Level Agreement details a revised mechanical street cleansing service, which will deliver increased efficiencies in terms of achieving a greater quality of street cleansing and therefore providing better value for money.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications.
- 4.5.2 The report contains no information that is deemed exempt or confidential.

4.6 Risk Management

- 4.6.1 There are no risk management implications within this report.

5 Conclusions

- 5.1 Positive progress has been made in the first three months of the Service Level Agreement.
- 5.2 More development work is necessary to fully provide a full suite of performance information against the SLA. We will now work to ensure that this information is available at the next reporting point.

6 Recommendations

- 6.1 That East Outer Area Committee note and comment on this report.

7 Background documents

- Leeds City Council Constitution
- Area Committee delegation of Environmental Services – service level agreement 13th September 2011
- Area Committee report: Environmental Services Delegation – Update and Progress Report, 4th July 2011
- Area Chairs' Meeting report: Devolvement of Environmental Services to Area Committees – progress report, 15th April 2011
- Area Committee report: Delegation of Environmental Services, 14th March 2011
- Executive Board report: Delegation of Executive Functions in Relation to Streetscene Management to Area Committees, 30th March 2011
- Area Committee report: Delegation of Environmental Services, 31st January 2011
- Area Chairs' Meeting report: Devolvement of Environmental Services to Area Committees – Development of Service Level Agreements, 14th January 2011

- Area Chairs' Meeting report: Devolvement of Environmental Services to Area Committees, 3rd December 2011
- Area Committee report: Briefing note on proposed delegation of elements of Streetscene services, Oct/Nov 2010

Appendix A – Summary Performance Information

Table 1 – Percentage of Sites Assessed as Acceptably Clean (NI195)

Grey indicates result worse than citywide average

Category	Land Use Type	2010-11	
		City	Outer East
Litter	All	87	88
	Main Retails & Commercial	79	84
	Other Retail & Commercial	82	84
	High Obstruction Housing	87	94
	Medium Obstruction Housing	94	94
	Low Obstruction Housing	99	100
	Industry & Warehousing	83	87
	Main Roads	89	94
	Rural Roads	88	84
	Other Highways	69	69
	Recreation Areas	94	88
	Detritus	All	67
Main Retails & Commercial		80	69
Other Retail & Commercial		71	75
High Obstruction Housing		57	48
Medium Obstruction Housing		72	72
Low Obstruction Housing		79	83
Industry & Warehousing		63	71
Main Roads		65	87
Rural Roads		53	71
Other Highways		51	58
Recreation Areas		80	96
Graffiti		All	96
	Main Retails & Commercial	97	100
	Other Retail & Commercial	94	97
	High Obstruction Housing	98	97
	Medium Obstruction Housing	99	100
	Low Obstruction Housing	99	100
	Industry & Warehousing	94	100
	Main Roads	98	100
	Rural Roads	99	100
	Other Highways	87	97
	Recreation Areas	93	88
	Flyposting	All	99
Main Retails & Commercial		98	97
Other Retail & Commercial		99	100
High Obstruction Housing		100	100
Medium Obstruction Housing		100	100
Low Obstruction Housing		100	100
Industry & Warehousing		100	100
Main Roads		99	97
Rural Roads		100	100
Other Highways		100	100
Recreation Areas		99	97

Table 2 – Service Requests

Ward	Category	Q3	Q4	Q1	Q2
		(Oct-Dec 2010)	(Jan-Mar 2011)	(Apr-Jun 2011)	(Jul-Sep 2011)
Crossgates and Whinmoor	Commercial waste	4	8	1	2
	Dog control	1	2	2	2
	Domestic waste	34	53	36	32
	Flytipping	10	6	8	8
	Graffiti	0	0	0	0
	Highways enforcement	4	5	5	10
	Litter control	4	2	2	1
	Overhanging vegetation	6	1	20	19
	TOTAL	63	77	74	74
Garforth and Swillington	Commercial waste	2	9	5	7
	Dog control	0	2	1	0
	Domestic waste	5	13	3	5
	Flytipping	8	7	10	5
	Graffiti	0	0	0	0
	Highways enforcement	12	6	7	11
	Litter control	1	12	3	4
	Overhanging vegetation	10	1	11	9
	TOTAL	38	50	40	41
Kippax and Methley	Commercial waste	1	2	1	2
	Dog control	1	1	0	0
	Domestic waste	17	24	2	7
	Flytipping	1	17	12	8
	Graffiti	0	0	0	0
	Highways enforcement	7	8	5	12
	Litter control	1	2	1	2
	Overhanging vegetation	4	3	5	6
	TOTAL	32	57	26	37
Temple Newsam	Commercial waste	0	3	2	0
	Dog control	1	0	2	0
	Domestic waste	21	58	15	8
	Flytipping	2	10	3	2
	Graffiti	0	0	0	0
	Highways enforcement	0	10	4	4
	Litter control	6	8	6	7
	Overhanging vegetation	7	0	5	11
	TOTAL	37	89	37	32
All	Commercial waste	7	22	9	11
	Dog control	3	5	5	2
	Domestic waste	77	148	56	52
	Flytipping	21	40	33	23
	Graffiti	0	0	0	0
	Highways enforcement	23	29	21	37
	Litter control	12	24	12	14
	Overhanging vegetation	27	5	41	45
	TOTAL	170	273	177	184

Table 3 – Enforcement Notices Served

Ward	Category	Q3 (Oct-Dec 2010)	Q4 (Jan-Mar 2011)	Q1 (Apr-Jun 2011)	Q2 (Jul-Sep 2011)
Crossgates and Whinmoor	Boarding Up	2	0	2	1
	Commercial Waste	1	1	1	4
	Domestic Waste	4	2	0	4
	Drainage	0	0	10	0
	Highways Enforcement	2	1	5	4
	Littering	5	6	7	5
	Statutory Nuisance	4	6	0	2
	TOTAL	18	16	25	20
Garforth and Swillington	Boarding Up	0	0	0	0
	Commercial Waste	2	2	0	0
	Domestic Waste	0	1	0	1
	Drainage	0	1	0	0
	Highways Enforcement	3	1	1	2
	Littering	4	0	0	0
	Statutory Nuisance	0	6	0	0
	TOTAL	9	11	1	3
Kippax and Methley	Boarding Up	0	1	0	0
	Commercial Waste	0	3	0	0
	Domestic Waste	2	0	0	0
	Drainage	0	6	0	1
	Highways Enforcement	0	0	0	0
	Littering	3	3	0	0
	Statutory Nuisance	0	1	1	1
	TOTAL	5	14	1	2
Temple Newsam	Boarding Up	0	0	0	0
	Commercial Waste	0	1	0	0
	Domestic Waste	5	0	0	0
	Drainage	0	0	1	0
	Highways Enforcement	1	0	0	1
	Littering	0	5	2	0
	Statutory Nuisance	0	4	2	0
	TOTAL	6	10	5	1
All	Boarding Up	2	1	2	1
	Commercial Waste	3	7	1	4
	Domestic Waste	11	3	0	5
	Drainage	0	7	11	1
	Highways Enforcement	6	2	6	7
	Littering	12	14	9	5
	Statutory Nuisance	4	17	3	3
	TOTAL	38	51	32	26

Table 4 – Fixed Penalty Notices Served

Ward	Category	Q3	Q4	Q1	Q2
		(Oct-Dec 2010)	(Jan-Mar 2011)	(Apr-Jun 2011)	(Jul-Sep 2011)
Crossgates and Whinmoor	Commercial Waste	0	0	0	0
	Dog Fouling	1	0	0	0
	Domestic Waste	0	0	1	0
	Littering	3	1	2	3
	TOTAL	4	1	3	3
Garforth and Swillington	Commercial Waste	0	1	0	0
	Dog Fouling	0	1	0	0
	Domestic Waste	0	0	0	0
	Littering	1	6	2	2
	TOTAL	1	8	2	2
Kippax and Methley	Commercial Waste	0	0	0	0
	Dog Fouling	1	1	0	0
	Domestic Waste	0	0	0	0
	Littering	1	4	0	0
	TOTAL	2	5	0	0
Temple Newsam	Commercial Waste	0	0	0	0
	Dog Fouling	0	1	1	0
	Domestic Waste	0	0	0	0
	Littering	1	3	1	3
	TOTAL	1	4	2	3
All	Commercial Waste	0	1	0	0
	Dog Fouling	2	3	1	0
	Domestic Waste	0	0	1	0
	Littering	6	14	5	8
	TOTAL	8	18	7	8

Report of : Director of Environments and Neighbourhoods

Report to : Outer East Area Committee

Date: 13 December 2011

Subject: Developing a Locality Approach Between Leeds City Council Services and Neighbourhood Police Teams/Police Community Safety Officers (PCSOs)

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

Summary of main issues

1. Leeds has benefited from the work of Police Community Service Officers (PCSOs) for a number of years. The city currently has 324 PCSO working across the city. The PCSO service is funded from a number of sources including the West Yorkshire Police Authority (WYPA), Leeds City Council (LCC), the Hospital Trust, City Centre Markets, White Rose Shopping Centre, some Parish Councils and ALMOs.
2. Despite the huge budget pressures that the Council currently faces, it has maintained significant investment in the PSCOs service, and in April 2011 the Council agreed to extend the existing agreement with the WYPA to retain 170 PCSOs across Leeds. The funding provided by the Council amounts to just over £1.5m per annum, and provides a 30% contribution towards these posts.
3. The investment provided by the Council was awarded on the basis that work be undertaken this year to strengthen arrangements between PCSO's and Leeds City Council Services. In particular the aim is to support the delivery of locally identified

environmental priorities and assist in the delivery of service efficiencies and improved effectiveness.

4. The Council's Executive Board received a report on this in September. A protocol between the Council and the Police was then presented to the November meeting of the Safer Leeds Executive. Members of the Area Committee are asked to note the progress with arrangements for closer working and discuss local environmental priorities which need tackling through joint working.

Recommendations

5. The Area Committee is asked to:
 - 5.1. note the progress being made to develop more joined up working within localities between LCC services and Neighbourhood Police Teams/PCSOs.
 - 5.2. discuss proposed areas of closer working on local environmental priorities.

1 Purpose of this report

- 1.1 The purpose of this report is to provide Members with an overview of progress to develop more joined-up working arrangements between locality based City Council services and Neighbourhood Police Teams/PCSOs.

2 Background information

- 2.1 Working within local Neighbourhood Policing Teams, the main role of PCSOs is to contribute to the policing of neighbourhoods, primarily through highly visible patrols with the purpose of reassuring the public; tackling anti-social behaviour in public places; responding to concerns raised by residents and Elected Members; and being accessible to communities and partner agencies working at local level. This involves working with a range of local services including Youth Services, Schools, Environmental Services and ALMOs.
- 2.2 In 2008 Leeds City Council entered in to a three year contract with the West Yorkshire Police Authority for the provision of 170 PCSOs across the city. In April 2011, the Council agreed to extend this arrangement for a further year. The 2011/12 contract amounts to over £1.5m of additional policing within localities funded from Council budgets. The decision to continue funding was made despite a backdrop of significant cuts to Council budgets, coupled with the withdrawal of major grant programmes such as Safer and Stronger Communities Fund (SSCF). This demonstrates the commitment and investment that the Council has made in local policing for a number of years.
- 2.3 The deployment of PCSOs part funded by LCC are allocated on an equal 5 per ward basis across Leeds. West Yorkshire Police allocate their PCSO cohort across their Neighbourhood Policing Teams (NPTs), of which there are 17 in total across Leeds.

- 2.4 The designation of PCSOs is based on intelligence gathered from a range of sources including; hotspot locations for example burglary and ASB; information provided by the community and Elected Members; and data from the Council and other agencies.

3 Main issues

- 3.1 For a number of years, work has taken place within localities to develop closer working arrangements between local service providers and NPTs. The introduction of the new locality working arrangements have brought a sharper focus to how local services work and co-operate with one another on a daily basis in order to deliver better outcomes for local people.
- 3.2 There are already significant levels of co-operation. Children's Services, for example, work closely with the Police through the Safer Schools Initiative, within which the PCSO's play an important part. PCSO's often act as the "eyes and ears" within local areas, reporting on a range of issues, from anti social behaviour and truancy, through to matters of safeguarding.
- 3.3 Work this year seeks to build on the relationship across the Council, in a more systematic way, with particular emphasis on how the PCSO's can assist with improving the environment. The full Executive Board report contains more information about this and the protocol provided as an appendix provides more information about arrangements and current examples by Neighbourhood Police Team area. The Area Committees are asked to feed in their views on local environmental priorities at this early stage of development and to receive periodic monitoring reports about progress.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 West Yorkshire Police and Leeds City Council Services undertake regular consultation with residents through a wide range of means to assess local needs and priorities. The methods include community forums, PACT meetings, resident surveys, face to face meetings, local patrols and events, Area Committee meetings, newsletters and other media publications.
- 4.1.2 The tasking arrangements between LCC and WYP will be determined via consultation with local communities, elected members and through intelligence products produced by WYP, LCC and the Community Safety Partnership.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Both LCC and WYP follow Equality procedures which ensure that their services are accessible to all the residents of Leeds. Services are developed and delivered in response to need and intelligence information, which aims to address inequality and improve lives.

4.3 Council Policies and City Priorities

- 4.3.1 The development of more integrated and closer working between locality based services, will deliver improved outcomes for local people and is aligned with the

new Safer and Stronger Partnership's priority to 'Make Leeds an attractive place to live, where people are safe and feel safe, and the City is clean and welcoming.'

- 4.3.2 The delivery of the new tasking arrangements will also support the delivery of the Safer Leeds Plan, which aims to reduce crime and its impact across Leeds and effectively tackle and reduce anti-social behaviour in our communities.

4.4 Resources and value for money

- 4.4.1 The Council has committed over £1.5m in 2011/12 to support the continuation of the PCSO service across the city. Through the development and delivery of closer working between service providers, communities will benefit from the delivery of more joined up services, working together better to address identified local needs and deliver improved outcomes.
- 4.4.2 The integration of services should also deliver service efficiencies and improved effectiveness through a more focused approach to address problems, provide a better distribution of responsibility to deal with issues of concern, and improve ownership by individual services and organisations.
- 4.4.3 It is hoped that the protocols established between WYP and LCC, will deliver service efficiencies and provide better value for money, and that the delivery model can be replicated across the city in other partnership working arrangements.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications connected with the contents of this report.

4.6 Risk Management

- 4.6.1 Risks will be managed by the regular tasking meetings in each area.

5 Recommendations

- 5.1 The Area Committee is asked to:
- 5.2 Note the progress made to develop more joined up working within localities between LCC services and Neighbourhood Police Teams/PCSOs
- 5.3 Discuss proposed areas of closer working on local environmental priorities which will be fed back to local tasking arrangements to progress

6 Background documents

- 6.1 Report to Executive Board September 2011
- 6.2 PCSO joint working case studies exercise – WYP June 2011
- 6.3 2011/12 PCSO contract between Leeds City Council and West Yorkshire Police

West North West Leeds

Key Contacts - Police - Chief Inspector Jim McNeill

Environmental Services - Jason Singh

Area Community Safety Coordinator - Zahid Butt (North West) Gill Hunter (West)

Woodhouse

A number of bin yards in the Little Woodhouse area were in such a state with refuse and fly tipping that they were unable to be used. PSCOs are now monitoring the yards as part of their duties and reporting incidents through to the Locality Team for potential further action.

Headingley

Environmental Services will be working with the PSCOs throughout the year to support the Council's Waste Strategy for inner North West Leeds including a number of communication campaigns over the whole year focussed on improving crime and grime outcomes. As part of this approach the PCSOs will be supporting a targeted door to door exercise in the area this autumn aimed at sharing and emphasising key messages on: environmental cleanliness, presenting and pulling bins back into properties on bin collection days, personal safety and burglary prevention.

Adel & Wharfedale

Littering from Ralph Thoresby High School has been identified as a problem by local residents. The Locality Team has been working with PSCOs to arrange for the school children to do litter picking in the area. The Locality Team will be developing this approach to school based educational activity in the new year and will seek to work with PCSOs to support community engagement activity and local monitoring.

Bramley

Broadbale estate environmental audits with Bramley Housing Office.

Armley

Armley Burglary Reduction - Fortnightly environmental audits of the Little Scotland's, Barden's, Cedar's and Aviary's specifically working with partners (Police and Arson Task Force + ALMO).

Stop Search operation x 2. One at the Armley Gyrotyory and One at BHS in Kirkstall dates and planning is continuing, will be raised at next crime & grime.

Pudsey Town Centre

Tackling school children ASB, rowdy behaviour and littering.

Environmental audit of the town centre addressing commercial waste issues and 'A' board project.

Thornbury

Leeds/Bradford border at Thornbury working with Bradford Police and Bradford Council to tackle metal theft, trade waste and travelling criminality. These are arranged quarterly.

North East Leeds

Key Contacts – Police – Chief Inspector Melanie Jones

Environmental Services (North East and Inner East) – John Woolmer

Environmental Services (Outer East) – Tom Smith

Area Community Safety Coordinator – Bev Yearwood

North East and Inner East

Glinton

To assist with littering problem around Colcotes Shop/Circus, Witness proformas to be completed if offences are observed

Harehills

To assist in a problem solving approach in dealing with dangerous or problematic dogs/owners in Harehills Park (including tackling dogs that are been allowed in the play areas and causing a nuisance).

Burntcliffe

To be established

Richmond Hill

To assist in the enforcement of selective licensing (meeting scheduled for Monday 10th October 2011 to progress)

Killingbeck & Seacroft

To assist in the enforcement of littering offences around the Blacks shops on South Parkway. Witness proformas to be completed if offences are observed

Wetherby and villages

Prevas Way, Sandringham Road and Sandbeck Way in Wetherby - Note company names and any possible details of lorries parked at these locations and pass intelligence on so that letters can be sent to the companies as part of a coordinated effort to reduce littering by lorries in these roads.

Roundhay, Alwoodley and Moortown

To tackle illegal waste carriers and scrap metal theft

Chapel Allerton

To assist in a problem solving approach in dealing with dangerous or problematic dogs/owners in Potterneton Park, Playground plus, Reginald Park (To be reviewed).

Outer East

Temple Newsam

To assist in reporting incidents of fly tipping and routinely monitoring of 'hot spot' areas (to be determined) whilst on patrol. PCSOs to have an awareness of the evidence gathering procedure with regard to fly tipping to include witness statements in order to assess if needs referring for collection or if

an enforcement officer is required to attend. Training will be provided by the Locality Team .

Crossgates and Whimoor

To support enforcement action regarding littering offences and potential breaches of Dog Control Orders. PCSOs to provide witness statements and assist in joint patrols with enforcement officers.

Garforth and villages

To assist in reporting incidents of fly tipping and routinely monitoring of 'hot spot' areas (to be determined) whilst on patrol. PCSOs to have an awareness of the evidence gathering procedure with regard to fly tipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Training will be provided by the Locality Team .

Kippax and Methley

To assist in reporting incidents of fly tipping and routinely monitoring of 'hot spot' areas (to be determined) whilst on patrol. PCSOs to have an awareness of the evidence gathering procedure with regard to fly tipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Training will be provided by the Locality Team .

In addition we will deliver 12 x 4h Joint operations between the Police and East North East Environmental Enforcement Team using stop/search. These will occur on the last Thursday of each Month commencing November 2011 . The purpose of the operation is to target metal theft, illegal scrapbers, reduce instances of fly tipping and increase legal/licensed carriers. The operations will be high visibility and will contribute towards increased public confidence and satisfaction levels in terms of the joint indicator around police/council working together. These operations will cover 6 of the neighbourhood policing teams - Discussions are to take place shortly with South East Environmental Enforcement to cover Temple Newsam and Garforth Neighbourhood Policing teams .

South Leeds

Key Contacts - Police - Vernon Francis
Environmental Services - Tom Smith
Area Community Safety Coordinator - Gerry Shevlin

Beeston and Holbeck

To support the reporting and assessment of fly tipping, waste in gardens and waste management problems, such as bins on streets and bin yards, in Beeston Hill, the Recreations and Cardinals.

To support enforcement action regarding littering offences and potential breaches of Dog Control Orders within Cross Flatts Park. PCSOs to provide witness statements and assist in joint patrols with enforcement officers.

City and Hunslet

To support the reporting and assessment of fly tipping, waste in gardens and waste management problems, such as bins/bags on streets and open spaces, in Cottingley and the Garnets.

To assist in joint patrols and estate walkabouts in the above areas.

To undertake proactive patrols of the Bismarcks area of empty properties to prevent flytipping and ASB in the area.

Middleton Park

To support the reporting and assessment of flytipping, waste in gardens and waste management problems, such as bins on streets, in Manor Farms and Westwoods.

Morley North

To support the reporting and assessment of flytipping, waste in gardens and waste management problems in Oakwells and Fairfax areas of Drighlington.

Morley South

To support the reporting and assessment of flytipping, waste in gardens and waste management problems in Harrops area.

To support joint litter enforcement patrols focused on the commercial centres of Morley.

Rothwell

To support the reporting and assessment of flytipping, waste in gardens and waste management problems in John O Gaunts estate.

To support enforcement action regarding littering offences and potential breaches of Dog Control Orders within areas to be determined. PCSOs to provide witness statements and assist in joint patrols with enforcement officers.

Ardley & Robin Hood

To assist in reporting incidents of flytipping and routinely monitoring of known 'hotspot' areas whilst on patrol. PCSOs to have an awareness of the evidence gathering procedure with regard to flytipping to include witness statements in order to assess if needs referring for collection or if an enforcement officer is required to attend. Training will be provided by the Locality Team.

To support joint litter enforcement patrols focused on Eastleighs and Fairleighs areas of Tingley.

Across the South area

We will also be looking to work jointly with PCSOs on school based education programmes with regard to littering and environmental issues.

We are undertaking joint clean-ups focused on the priority areas identified above, coordinating environmental work on particular days to take action.

City-wide

Generic priorities include reporting racist graffiti and needles immediately when discovered to avoid personal injury and undue stress to the community. These need to be reported direct to 0113 222 4406. The Council's service standards stipulate that racist graffiti should be removed within 24 hours.

Any observations made on environmental offences such as fly tipping (e.g bulky items /bags /waste), general graffiti and excessive littering can be reported via email to :

eneaction@beds.gov.uk North East and Inner East

sseaction@beds.gov.uk South and Outer East

wnwaction@beds.gov.uk West and North West

This page is intentionally left blank

Safer Leeds

tackling drugs and crime

Safer Leeds Executive

Protocol to Support Local Working Between Leeds City Council Environmental Services and Police Community Support Officers (PCSOs)

1. BACKGROUND

Leeds currently has over 320 PCSOs working across the city and Leeds City Council provides a 30% contribution towards 170 of these posts. Despite huge budget pressures for the Council, it has maintained significant investment in the PCSO service. In April 2011, the Council agreed to extend the existing arrangement with West Yorkshire Police Authority to retain the level of PCSOs in Leeds. The investment by the Council was awarded on the basis of strengthening arrangements between PCSOs, NPTs and Leeds City Council Services. One particular aim is to support the improved delivery of locally identified environmental priorities and this was supported at the Council's Executive Board in September 2011.

2.0 PURPOSE OF THIS PROTOCOL

This protocol provides guidance for NPTs, PCSOs and Council Officers to jointly deliver better outcomes in respect of environmental issues and enforcement in localities across the city.

An essential element of integrated locality working is the ability to involve the community and partners in finding solutions to the problems they have identified. By doing this it is more likely that the identified and implemented solutions will be sustainable.

PCSOs contribute to the policing of neighbourhoods, primarily through highly visible patrols with the purpose of reassuring the public, and being accessible to both communities and partner agencies working at local level.

There are strong links between crime and disorder and environmental issues and this protocol is aimed at ensuring the quality of the local environment is incorporated into the work of crime reduction partnerships. It is important that the fear of crime, heightened by issues such as graffiti, litter and abandoned vehicles, is addressed.

This protocol provides a coordination and tasking mechanism for NPTs, PCSOs and Council Officers to jointly deliver better outcomes in respect of environmental issues and enforcement in localities across the city.

3.0 WHAT ENVIRONMENTAL SUPPORT ISSUES WILL PCSOs BE INVOLVED IN?

PCSOs will play a pro-active and re-active role in addressing environmental concerns that have been raised. These will be agreed jointly at a local level between Leeds City Council and West Yorkshire Police (NPT) officers.

Appendix 1 details the initial priority actions for each of the 3 areas of the city, which will be subject to change as outlined at paragraph 4.

4.0 PROCESS FOR AGREEING ENVIRONMENTAL PRIORITIES

Priorities will be communicated at local tasking meetings. These are chaired or co-chaired by a senior officer from the Police, Council or ALMO. Meetings are held on a six weekly cycle which is programmed into core business throughout the year.

A regulatory team officer / supervisor from Environmental Services will attend these meetings and will provide information from the analysis of local data which will highlight areas of poor environmental conditions. This will enable the prioritisation of specific issues where environmental crimes require a focused partnership approach.

It is proposed that priorities should be reviewed at each cycle, be amended as appropriate on the tasking matrix, updated with progress and monitored through the existing performance framework.

5.0 CONTACTS

Contact details are included for Police, Environmental Services and Area Community Safety Coordinators to support the implementation and monitoring of these arrangements and can be found in Appendix 1 by area.

6.0 GOVERNANCE

The protocol will be agreed and periodically updated by the Safer Leeds Executive.

Taibred reports will be presented to Area Committees with inputs from each tasking meeting to brief them about initial arrangements and provide periodic updates. Periodic reports will also be provided for Divisional Community Safety Partnerships/ Locality Partnership meetings which will also be able to consider PCSO support for other local priorities, such as tackling burglary and antisocial behaviour, alongside contributions from other partners.

Divisional Community Safety Partnerships / Locality Partnerships will monitor the implementation of the protocol.

Key issues of significance and occasional updates will be provided to the Safer Leeds Executive.

Draft Version 1.0	October 2011
Draft to Police, Environmental Services & Community Safety	October 2011
Draft to Safer Leeds Executive	3 rd November 2011
Approved by Safer Leeds Executive	
Date of Next Review	
Document Owner	Martyn Stenton & Katie Rowan, Safer Leeds

Report of Assistant Chief Executive, Customer Access and Performance

Report to Outer East Area Committee

Date: 13 December 2011

Subject: Localism Act 2011

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

Summary of main issues

1. The [Localism Act 2011](#) having completed its passage through Parliament has been the subject of considerable debate at a national and local level.
2. New rights will be given to communities to bid for local assets and challenge to run council services. Changes to the planning system will increase local people's ability to get involved in shaping their local area.
3. The council has limited resources and has to prioritise meeting the aspirations of local areas alongside meeting the strategic needs of the city. It is important that expectations of what is possible through the Localism Act are explained. There will be some issues that the council may be able to help resolve with or on behalf of the community and some where local people will have to work together in an innovative way in order to achieve their aims.
4. It is important that the implications of the Localism Act are debated at a local level in order to inform the council's policy and approach to implementing this legislation.

Recommendations

5. That area chairs lead a debate at their area committees about localism and the contents of Act. It is important for areas to begin to think about what localism means for them and what they see as the main opportunities, challenges and risks taking into consideration the role they wish to play in future in engaging with their communities on this issue.
6. That any views, ideas, suggestions and concerns are fed back to officers in order to inform a further report to go to Executive Board on the implications of the Act and more detailed reports/sessions on Planning, Assets of Community Value and Right to Challenge agreed by area chairs.

1 Purpose of this report

- 1.1 To provide a high-level summary of the main elements of the Localism Act that will be of direct relevance to area committees and to provide an opportunity to debate and influence the way the council implements the legislation.

2 Background information

- 2.1 The Localism Bill was introduced to Parliament on 13 December 2010 and received Royal Assent on the 15 November 2011. The aim of the Act as with other changes in health, education and welfare reform is to devolve power to the lowest possible level, including individuals, neighbourhoods, professionals and communities as well as local councils and other local institutions.
- 2.2 The Act has been subject to consultation and debate over the last year and there have been a large number of changes at the committee stages in Parliament. Further regulations and guidance will be published over the next 6 months.

3 Main issues

3.1 Local Government

- 3.2 Councils will be given a new General Power of Competence (GPC) in order to better respond to local need. The GPC is an extension to already available “well-being” powers and will allow councils to take any action on behalf of local people not proscribed by other laws. The council will have to tread carefully however if it wishes to do anything new and government has the power to intervene and overturn council decisions.
- 3.3 Leeds, as a ‘core city’ has been working with other councils to ensure that further powers are devolved to gain flexibility in relation to skills and innovation, transport and the economy, this resulted in an amendment to the bill. This is being moved forward in Leeds by the Leeds City Region and the Leeds Local Economic Partnership (LEP) who are producing “policy asks” in order to negotiate the specific powers with ministers.
- 3.4 Amendments to the bill have removed the Secretary of State’s powers to make regulations relating to area committees. Councils will be able to establish what area committees they want and delegate the necessary functions without asking for regulations or permission from the secretary of state. There will no longer be restrictions on the maximum size of area committees.
- 3.5 A referendum on whether Leeds should have an Elected Mayor will take place in May 2012 and a [consultation](#) document has been published by the government on the proposed approach for giving powers to any mayors, asking for responses by 3rd January.
- 3.6 The standards board regime will be abolished with councils given the power to decide their own arrangements. It will be compulsory for all councils and parish and town councils to have a [code of conduct](#) based on the [Nolan principles of public life](#) selflessness, integrity, objectivity, accountability, openness, honesty and leadership. This means that as a council a local code of conduct can be adopted rather than one set nationally.
- 3.7 There is a requirement for councils to prepare a ‘pay and policy statement’ by March 2012 that details the pay arrangements for the councils highest paid and lowest paid staff.

3.8 Business rates

- 3.9 The localisation of business rates is being developed as part of the local government resource review which will also look at the implementation of community budgets. Business rates will be collected and spent locally rather than given directly to and re-distributed by the government on the basis of need. The council submitted a consultation to the government's proposals and this was subject to a report to [Executive Board](#) on the 2nd November.
- 3.10 **Community right to challenge**
- 3.11 Under the Community Right to Challenge voluntary and community groups, parish councils and local authority staff will be able to challenge and formally submit ideas through an expression of interest to run all or part of a council service. A challenge could come from any voluntary group including a social enterprise, co-operative or community interest company (i.e. an organisation where not all profits are reinvested in their activities or the community but their activities are for the benefit of the community). These groups do not necessarily have to be local or have a local connection.
- 3.12 The council will have to consider an expression of interest and either reject, accept or accept with modification what is submitted. Accepting an expression will automatically trigger a procurement exercise where any other organisation including the private sector can participate in this.
- 3.13 An expression of interest can be received at any time unless the council chooses to specify periods during which expressions of interest may be submitted. There will be a requirement for councils to set and publish these timescales, having regard to factors which will be set out in further guidance. In order to prevent delays to the process, councils will need to notify relevant bodies of how long the timescale will be for a decision within 30 days.
- 3.14 If a service has already been contracted out submitting an expression of interest would not affect the existing contract and any procurement exercise would be carried out when the contract for that service is due to end.
- 3.15 The [Duty of Best Value](#) is important because it makes clear that councils should consider overall value – including social value – when considering service provision. A list of information to be included in an expression of interest is to be published in regulations. The government consulted on the right to challenge process earlier on in the year and based on responses produced a [position paper](#) highlighting how the process would work. Information to be included in an expression of interest will now include *“details of the outcomes to be achieved, including how it meets service user needs and the social value offered by the proposal”*.
- 3.16 There has been much debate about which services should be excluded from the Right to Challenge and the Secretary of State has the power to make certain services exempt. Currently the right applies to any service provided by or **on behalf** of the council. All **functions** (a function is defined as a duty or power that requires decision-making by the responsible person or body of the council) are currently out of its scope. The government is clearly committed through its [‘Open Public Service White Paper’](#) to further widen the scope of the community right to challenge, both in terms of the bodies that may be open to challenge and the range of services and functions to be open to challenge.
- 3.17 There is a risk that the right to challenge may lead to the fragmentation of services as groups could cherry-pick the parts of a service they want making it more difficult for the council to deliver what's left. This could result in increased costs or having an impact on what services can be offered. There will also be risks in terms of governance and accountability. The council's corporate commissioning group is currently looking to develop a process to respond to expressions of interest submitted under the right to challenge. This links with work already

underway to make the councils procurement and commissioning processes more accessible to the third sector and small businesses. A briefing and information was given to Third Sector Leeds who are subsequently going to produce a statement on localism and explore how they can best support communities namely in inner city areas to take up the right to challenge and manage local assets.

3.18 Assets of community value

3.19 Local authorities will be required to maintain a list of [Assets of Community Value](#) as well as a list of unsuccessful community nominations, including both public and private assets. These assets can be nominated by parish councils and voluntary and community organisations with a local connection (further guidance to be issued on this). The lists must be published and be freely available for public inspection.

3.20 When listed assets come up for disposal, the group who nominated the asset will be notified and they will be given six months to develop a bid and raise the capital to buy the asset when it comes on the open market. This will help local communities to save sites which are important to the community, which will contribute to tackling social need and building up resources in their neighbourhood. Local people will need to find funding to take over the asset. There is no obligation on the landowner to dispose to an eligible community group, only a right to bid.

3.21 Assets of community value could be council owned (libraries, day centres, leisure centres etc) or private properties (pubs, post offices, shops, playing fields, woodland etc). If accepted by the authority as having community value, property on the list would be restricted from normal disposal for a period of 5 years.

3.22 If private assets are nominated to the list the owner has the opportunity to appeal and if the owner incurs loss or additional costs for complying with the regulations then the council will be required to pay compensation to the asset owner. Increased requests for assets transfer are likely to occur and the council will be under pressure to give communities more than 6 months to raise funds to take-over assets. This may have an impact on the council's capital receipts programme and the ability to raise revenue from the sale of buildings and land. [Capital receipts incentive scheme](#) has been proposed that will give a proportion of the money from applicable asset sales directly to the community. This scheme is subject to member consultation and officers are to produce further practice guidance about how the scheme will work. If approved this would begin in April 2012.

3.23 The council already has a strong track record of supporting community assets transfer. A draft approach to Assets of Community Value is to be agreed and will include nomination forms for community groups and details of how the scheme will be advertised and published. This duty will be built into procedures for disposal of council owned property where it is 'listed', as part of the proposed community asset transfer framework due to be agreed by Executive Board early next year.

3.24 Neighbourhood planning

3.25 The governments aim is to reform the planning system by making it simpler and giving more control to local councils and local people. The government believes that more local ownership through neighbourhood planning will lower the level of opposition to new development and enable communities to secure well-designed buildings in keeping with their local area. There is a general concern that stripping away planning regulations and guidance will leave local authorities subject to challenge. Currently the onus is on councils to draft their own policies and to speedily produce up to date local plans at a time when they are dealing with a reduction in staff numbers and expertise in planning departments.

- 3.26 The reforms have so far been criticised by many as there is a conflict between the government's growth agenda and localism. Neighbourhood plans are part of a wider reform agenda to pass more control over planning matters to councils and communities. The government has published a draft [National Planning and Policy Framework](#) (NPPF) that has been subject to public consultation. Leeds submitted a [response](#), heavily critical of the new policy, lack of reference to brown-field site and the "presumption in favour of sustainable development". The government has recently announced they intend to modify the document and put in place transitional arrangements for local authorities who do not have an up to date local plan.
- 3.27 There are planned major changes to the planning system with the planned removal of regional spatial strategies (RSS) following the completion of an [environmental impact assessment](#) currently out for consultation with the deadline Friday, 20 January 2012.
- 3.28 The core strategy is anticipated to be considered by Executive Board in the New Year and submitted in spring 2012 at which time there will be a formal opportunity (6 weeks) to comment. Any comments made will be fed into the public examination and inquiry process to consider whether the core strategy is "sound", in other words, ensuring that evidence requirements are met and it complies with statutory requirements.
- 3.29 The abolition of RSS has raised uncertainties surrounding the scale of housing growth and the need to plan for further population growth and how to best achieve this. As part of the core strategy the [Strategic Housing Market Assessment](#) (SHMA) was updated in 2010 and this forms part of the evidence base which will help to inform future housing and planning policies and strategies. In addition the [Strategic Housing Land Availability Assessment](#) (SHLAA) exercise, published by the council in 2009, establishes the potential scale of land coming forward in the future to meet housing needs across the city. This will be used to conduct the site allocation process that will be undertaken following the core strategy.
- 3.30 A recent scrutiny enquiry and consultation has been undertaken in Leeds surrounding housing growth. The outcomes of the [enquiry](#) and the [consultation](#) complemented each other in terms of their recommendations. The recommendations will inform part of the council's core strategy.
- 3.31 A new form of neighbourhood planning is being introduced to give communities more powers to shape the future of where they live. This could include where new homes, shops and offices should be built, what those buildings should look like (type of materials, scale and character) and which green space should be protected or created. The plans can grant planning permission for the new buildings communities want to see go ahead (neighbourhood development orders) or lead themselves (community right to build).
- 3.32 The new plans will be led by parish and town councils or neighbourhood forums where there is no parish council. They have more weight than existing community-led plans and design statements but must be in "general conformity with the council's strategic policies for the city and will be subject to an independent examination. A referendum may not be required when all parties are in agreement with the plan and it is in "general" conformity with an authority's local plan. Where there is conflict between the council and the community it is suggested that a referendum should take place.
- 3.33 A report, to be agreed at Executive Board "[Developing a response to neighbourhood planning in Leeds](#)" sets out the council's plans to pilot neighbourhood planning in four areas of the city (Otley, Boston Spa, Kippax and Holbeck). The [regulations for neighbourhood planning](#) are currently out for consultation, the deadline for responses is 5th January 2012. A seminar for parish and town councils on neighbourhood planning was held on 17th October, parishes were invited to comment on the draft neighbourhood planning regulations.

- 3.34 There are a number of other changes designed to provide incentives to development such as the [New Homes Bonus](#). This commenced in April 2011, and will match fund the additional council tax raised for new homes and empty properties brought back into use, with an additional amount for affordable homes, for the following six years.
- 3.35 In addition the regulations on [Community Infrastructure Levy](#) (CIL) are now out for consultation. The deadline for responses is 30th December; Leeds City Council will be submitting a response to this that will go to Executive Board on the 14th December. Local people are keen to keep the majority of funds from development for spending in their local area (Leeds housing scrutiny enquiry recommended 80%). However, the government has suggested a “meaningful” amount is spent locally and that a cap is placed on this amount so it is likely that the percentage will be significantly less.
- 3.36 Pre-application consultation is proposed to be made a statutory requirement for large scale developments. It will be crucial for developers to begin consultation at an early stage, ensuring objections can be minimised. It is currently best practice for developers to consult prior to submitting planning applications. Guidance is set out in the council's [Statement of Community Involvement](#) however this is something that the council cannot currently enforce. Developing new ways to engage with local people in planning and working more effectively with developers will be a challenge and an area the council is looking to develop its approach to. Indeed developers are keen to engage with local people in order to speed up the whole planning process.
- 3.37 Housing Reforms**
- 3.38 From 2012, as part of the Localism Act councils will need to produce a Tenancy Strategy, setting out the council's approach to ensuring that registered housing providers offer and issue tenancies which are compatible with the purpose of the housing, the needs of individual households, the sustainability of the community and the efficient use of their housing stock.
- 3.39 A consultation with the range of housing partners in the city on agreed roles for each tenure and the tenancy arrangements that should be put in place across rented housing in Leeds. This will include where flexible tenancies could and should be offered. From this a Tenancy Strategy will be drawn up.
- 3.40 A new national '[HomeSwap Direct](#)' scheme will make it easier for tenants living in a council or housing association home to find a new property in another part of the country. The scheme will link into local homeswap schemes that some councils already have in place.
- 3.41 Local implementation of the Localism Bill: South East Area**
- 3.42 **Community First.** Community First panels have been established in the five targeted wards, City & Hunslet, Beeston & Holbeck, Middleton Park, Ardsley & Robin Hood and Morley North. The groups, once ratified by the Community Development Foundation (CDF) will administer the Community first funding with support for the Panel Partners; Re'new (Inner South) and Health for All (Outer South).
- 3.43 **Connecting Communities.** This small scale scheme in Belle Isle aims to deliver direct community support through a small grant process delivering community led projects to Belle Isle. With support from Re'new, Health for All and BITMO the scheme will fund £10,000 of projects to benefit the communities of Belle Isle.
- 3.44 **Service delivery.** A range of changes are currently being undertaken to more effectively react to the needs of the community in light of the localism bill and changes to Leeds City

Council Services. These changes will result in a more reactive service to meet the needs of community members. With the establishment of the environmental sub-groups under the Area Committee to look at the implementation of the SLA and to identify ways through some of the pressing issues through partnership working.

- 3.45 The long term issues such as ginnels, orphaned sites and dog fouling are all being proactively investigated to create effective methods to improve their current maintenance situation.
- 3.46 Capacity in the areas/ interest from local community groups organisations who wish to be involved or have a greater involvement in service delivery. There has been interest expressed, particularly from Parish Council.
- 3.47 Strategic working arrangements are now in place to address specific community needs. These Neighbourhood Improvement Boards (NIB's) will allow partner agencies to work together to address the pressing issues. In Inner South two boards have been established covering, Middleton Park and Beeston, Holbeck & Hunslet. Each of these allow local community groups to input to the strategic working of the area.
- 3.48 With the greater emphasis on local needs, by utilising local members involvement in their local residents meeting, issues can be raised through the likes of the environmental sub-group or crime & grime tasking to be addressed.
- 3.49 There have been local issues around assets management, specifically to risk buildings, vacant plots etc, most notably South Leeds and East Leeds Leisure Centres.
- 3.50 Key sites that are likely to be developed and area committees will likely be involved in the consultation process for development.
- 3.51 **Neighbourhood Planning.** As previously mentioned, a report, to be agreed at Executive Board [“Developing a response to neighbourhood planning in Leeds”](#) sets out the council's plans to pilot neighbourhood planning in four areas of the city, including Kippax.

3.52 Other forums where Community issues should be raised.

- Town Councils
- Parish councils
- Area Committees
- Community forums

4 Corporate Considerations

4.1 Consultation and Engagement

Responding to national consultation

- 4.1.1 Each part of the Act has been subject to extensive national consultation and debate. Officers have written responses that have been agreed with members before being submitted to government. This report forms part of the consultation process in anticipation for when the bill becomes law and the various elements of the Act are enacted. Area committees are

asked to provide their feedback highlighting any concerns and/or opportunities which may be used to form an Executive Board report on the Act and the implications in early 2012.

Local community engagement

- 4.1.2 Strong evidence of consultation and engagement of local people is required in order to take forward many of the powers outlined in this report. The council is currently in the first stage of reviewing the way we deliver all types of engagement, under the 'Way Forward' review that was described at area chairs forum in November 2011. Area Committees will be invited to give their views on the 'Way Forward' during January/February meetings, as part of the consultation on developing a shared operating framework for community engagement.

4.2 **Equality and Diversity / Cohesion and Integration**

- 4.2.1 The government have produced equality impact assessments for each part of the Act. There are concerns that the powers in the Act are more likely to be taken up in certain areas of the city. Non-parished areas of the city are more likely to be at a disadvantage because of the need to form neighbourhood forums, that meet set (but as yet uncertain) criteria in order to undertake neighbourhood planning.

- 4.2.2 A communities ability to run services and manage assets will depend on the amount of community activity and groups already operating in an area; the level of organisation and ability to bring in investment and support from elsewhere; and/or to be innovative and find new ways of generating income locally. The council's role in enabling all communities who want to take-up these powers to do so will be a challenge and there will be a need to draw support from all sectors including the private and third sector.

4.3 **Council Policies and City Priorities**

- 4.3.1 Successful implementation of the Localism Act will enable the council to deliver a number of its strategic objectives through the locality working agenda most notably the Housing and Regeneration and Sustainable Economy and Culture City Priority Plans.

4.4 **Resources and Value for Money**

- 4.4.1 The government have produced impact assessment for each section of the Act. It is expected that these will be revisited in light of the changes that have been made and republished. The costs are largely uncertain as it is based on the level of take up across the city and aspirations of communities. There are likely to be considerable costs involved but there is an opportunity to save money that the council may incur later on through legal challenge to the councils planning policies and individual planning applications as well as challenge relating to our decisions surrounding service delivery.

4.5 **Legal Implications, Access to Information and Call In**

- 4.5.1 A legal assessment of the Act is to be carried out. Links to further information sources have been provided where possible. This report is not subject to call-in as a decision is not needed.

4.6 **Risk Management**

- 4.6.1 There are a number of risks linked to this agenda including a potential delay to the decision making process. Fragmentation of services and variation and inequality in the level/quality of services that people receive depending on where they live in the city.

5 Conclusions

- 5.1 Communities will benefit from considering neighbourhood planning, community right to challenge and asset management issues together. Identifying any opportunities within their area and how they could work with other communities. The ability to share best practice across the city and across the country will help to ensure more opportunities are realised and spread widely.

6 Recommendations

- 6.1 That area chairs lead a debate at their area committees about localism and the contents of Act. It is important for areas to begin to think about what localism means for them and what they see as the main opportunities, challenges and risks taking into consideration the role they wish to play in future in engaging with their communities on this issue.
- 6.2 That any views, ideas, suggestions and concerns are fed back to officers in order to inform a further report to go to Executive Board on the implications of the Act and more detailed reports/sessions on Planning, Assets of Community Value and Right to Challenge agreed by area chairs.

7 Background documents

- 7.1 Localism Act 2011: <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- 7.2 What can a mayor do for your city? A consultation <http://www.communities.gov.uk/publications/localgovernment/mayorsconsultation>
- 7.3 Leeds city council member code of conduct http://www.leeds.gov.uk/Council_and_democracy/Councillors_democracy_and_elections/Councillors_information_and_advice/Members_code_of_conduct.aspx
- 7.4 Nolan principles of public life <http://www.public-standards.gov.uk/>
- 7.5 Local Government Resource Review Consultation, Executive Board Report, 2nd November 2011 <http://democracy.leeds.gov.uk/mqConvert2PDF.aspx?ID=60916>
- 7.6 Best Value Duty Statutory Guidance, DCLG <http://www.communities.gov.uk/documents/localgovernment/pdf/1976926.pdf>
- 7.7 Community Right to Challenge, DCLG, September 2011, <http://www.communities.gov.uk/documents/localgovernment/pdf/1986977.pdf>
- 7.8 Open public service White Paper, Cabinet Office <http://www.cabinetoffice.gov.uk/resource-library/open-public-services-white-paper>
- 7.9 Assets of community value - policy statement, DCLG, September 2011 <http://www.communities.gov.uk/documents/localgovernment/pdf/1987150.pdf>
- 7.10 Capital Receipts Incentive Scheme, Executive Board Report, <http://democracy.leeds.gov.uk/mqConvert2PDF.aspx?ID=60292>
- 7.11 Easier to read summary – draft National Planning Policy Framework, <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1972109.pdf>

- 7.12 Draft National Planning Policy Framework – Consultation Response, Executive Board Report, <http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=60239>
- 7.13 Environmental report on the revocation of the Yorkshire and Humber Plan, DCLG, <http://www.communities.gov.uk/documents/planningandbuilding/pdf/2012158.pdf>
- 7.14 Leeds City Council Strategic Housing Market Assessment [http://www.leeds.gov.uk/Environment_and_planning/Planning/Planning_policy/Strategic Housing Market Assessment \(SHMA\).aspx](http://www.leeds.gov.uk/Environment_and_planning/Planning/Planning_policy/Strategic_Housing_Market_Assessment_(SHMA).aspx)
- 7.15 Leeds City Council Strategic Housing Land Availability Assessment [http://www.leeds.gov.uk/Environment_and_planning/Planning/Planning_policy/Strategic housing land availability assessment \(SHLAA\).aspx](http://www.leeds.gov.uk/Environment_and_planning/Planning/Planning_policy/Strategic_housing_land_availability_assessment_(SHLAA).aspx)
- 7.16 Leeds Housing Growth Scrutiny Enquiry Report <http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=61197>
- 7.17 Informal consultation on housing growth, Executive Board Report, 2nd November, <http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=61220>
- 7.18 Developing a response to neighbourhood planning in Leeds Executive Board Report, 2nd November, <http://democracy.leeds.gov.uk/mgConvert2PDF.aspx?ID=61222>
- 7.19 Neighbourhood planning regulations consultation, DCLG, <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1985878.pdf>
- 7.20 <http://www.communities.gov.uk/housing/housingsupply/newhomesbonus/>
- 7.21 Community Infrastructure Levy: Detailed proposals and draft regulations for reform – Consultation, DCLG, <http://www.communities.gov.uk/publications/planningandbuilding/cilreformconsultation>
- 7.22 Leeds Statement of Community Involvement <http://www.leeds.gov.uk/page.aspx?pageidentifier=2806af09-9c0f-4b12-8464-ec10f1e938d9>
- 7.23 DCLG news article *Grant Shapps: nationwide home swaps become 'just a click away'* <http://www.communities.gov.uk/news/localgovernment/2016097>

Report of The Assistant Chief Executive (Customer Access and Performance)

Report to Outer East Area Committee

Date: 13 December 2011

Subject: Capital Receipts Incentive Scheme Report to Executive Board

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

Summary of main issues

1. On 12th October 2011 Executive Board approved the principle of establishing a Capital Receipts Incentive Scheme with effect from April 2012 following a period of consultation with elected Members.
2. In order to provide an incentive to localities to release and dispose of surplus land and property, the Capital Receipts Incentive Scheme will allow Wards to retain a proportion of capital receipts, up to a maximum threshold, generated within the Ward.
3. Consultation with elected Members will take place over the next few months with a view to reporting back to Executive Board in February 2012 on an agreed scheme.

Recommendations

4. The Outer East Area Committee is asked to note the contents of the Executive Board Report on the Capital Receipts Incentive Scheme.

1 Purpose of this report

- 1.1 The purpose of this report is to make Area Committees aware of the report on the Capital Receipt Incentive Scheme that received approval at the Executive Board Meeting on 12th October 2011.

2 Background information

- 2.1 The report attached at appendix 1 received approval at the Executive Board meeting on 12th October 2011. It sets out the proposal for a Capital Receipt Incentive Scheme which will allow Wards to retain a proportion of capital receipts, up to a maximum threshold, generated within the Ward.
- 2.2 It is intended to introduce the Capital Receipt Incentive Scheme from April 2012 following a period of consultation with elected Members.
- 2.3 Consultation is due to take place over the next few months

3 Main issues

- 3.1 The report attached at appendix 1 is presented to Area Committees for information only at this stage. Consultation with elected Members will take place over the next few months with a view to reporting back to Executive Board in February 2012 on an agreed scheme.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Consultation with elected Members will take place over the next few months.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Under this proposal a proportion of capital receipts could be retained locally to support local capital investment including equality, diversity, cohesion and integration where these are local priorities.

4.3 Council Policies and City Priorities

- 4.3.1 There are no implications for Council policies and city priorities associated with this report.

4.4 Resources and Value for Money

- 4.4.1 There are no resource implications as a result of this report.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 There are no risk management issues relating to this report.

5 Conclusions

5.1 The report attached at appendix 1 is presented to Area Committees for information only at this stage. Consultation with elected Members will take place over the next few months with a view to reporting back to Executive Board in February 2012 on an agreed scheme.

6 Recommendations

6.1 The Outer East Area Committee is asked to note the contents of the Executive Board Report on the Capital Receipts Incentive Scheme attached at appendix 1.

7 Background documents

7.1 Executive Board Report on the Capital Receipts Incentive Scheme attached at appendix 1.

This page is intentionally left blank

Report of Director of Resources

Report to Executive Board

Date: 12th October 2011

Subject: Capital Receipts Incentive Scheme

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

Summary of main issues

1. Currently the Capital Receipts policy only allows capital receipts to be earmarked for specific purposes where there is a need to re-locate or otherwise provide for a service following property being vacated.
2. In order to provide an incentive to localities to release and dispose of surplus land and property, it is proposed that a Capital Receipts Incentive Scheme is introduced which will allow Wards to retain a proportion of capital receipts, up to a maximum threshold, generated within the Ward.
3. Some categories of receipts will be excluded from this arrangement and these are set out in the report.
4. It is proposed that this new incentive scheme will be administered under the existing Ward Based Initiative scheme, the guidelines for which are included at Appendix A.

Recommendations

5. Members are asked to approve the principle of establishing a Capital Receipts Incentive scheme with effect from April 2012 following a period of consultation with elected Members.

1 Purpose of this report

- 1.1 The purpose of the report is to set out for Executive Board a proposal for the introduction of a capital receipts incentive scheme for local areas.

2 Background information

- 2.1 The capital receipts policy forms part of the Capital Strategy which was approved by Executive Board in February 2011. The capital receipts policy only allows ringfencing of receipts in cases where decanting from a property results in additional costs of re-provision
- 2.2 There are costs associated with holding land and buildings which are surplus to service requirements but often localities view disposal as a reduction in service or facilities even though buildings may not be required by services and may not be fit for purpose. Retaining a proportion of capital receipts for re-investment locally will ensure that localities see some benefit from releasing land and property which would otherwise remain vacant and unused.
- 2.3 The introduction of a capital receipts incentive scheme will allow Wards to bring forward surplus land and buildings for disposal with the Ward then retain a proportion of the capital receipts generated for re-investment within the Ward to meet local needs.
- 2.4 It is recognised however that some Wards will have fewer opportunities to bring forward sites for disposal and that land and property values in some Wards will be lower. The proposed scheme includes a pooling element of receipts generated which will ensure that all Wards will benefit from the scheme.

3 Main issues

- 3.1 In establishing a capital receipts incentive scheme for localities, it is important to protect the Council's current budget assumptions regarding the use of receipts. Also, there are also some corporate initiatives which require the use of Council sites (for example, for primary schools) and these must also be protected. It is proposed therefore that the following capital receipts are excluded from the scheme:
- § all existing scheduled capital receipts to support the existing revenue budget and capital programme;
 - § sites required for delivery of other Council initiatives or services, for example, primary school places, affordable housing etc
 - § receipts from disposal of council offices
- 3.2 The key features of the proposed scheme are set out below:
- § 20% of receipts generated will be retained locally up to a maximum of £100k per capital receipt with 15% retained by the Ward and 5% pooled across the Council and distributed to Wards on the basis of need.

- § The resources available to each Ward through this scheme will be added to the existing Ward Based Initiative scheme under which elected Members can put forward proposals for investment individually or collectively. The existing guidelines are included at Appendix A.
- § Wards would only retain a share of a receipt after other legitimate calls on the receipt have been met. So for example, if there is a need to re-provide a service following release of a site, the cost of this will be first call on the receipt and the Ward would only retain a share of what is left after the re-provision has been funded.

3.4 There is potential for other resources to be available for investment within localities when development takes place within an area, in the form of S106 contributions and the Community Infrastructure Levy (CIL). It is intended that the capital receipts incentive scheme proposed would sit alongside these other processes. It is proposed therefore that the capital receipts incentive scheme will be reviewed when the new arrangements for S106 and CIL are in place to ensure the schemes are complimentary.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This report is seeking approval in principle to the setting up of a capital receipts incentive scheme. It is proposed that consultation will take place with elected Members with a view to reporting back on an agreed scheme in February 2012 as part of the Capital Programme Review report.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Under this proposal a proportion of capital receipts could be retained locally to support local capital investment including equality, diversity, cohesion and integration where these are local priorities.

4.3 Council Policies and City Priorities

4.3.1 This scheme, if approved, will be incorporated into the Council's Capital Receipts policy which is set out in the Capital Strategy. There are no other implications for Council policies and city priorities.

4.4 Resources and Value for Money

4.4.1 Allowing a proportion of capital receipts to be retained for local investment will mean that fewer capital receipts will accrue corporately and be available to fund the revenue budget and capital programme. However, it is anticipated that this will be compensated for through more sites for disposal coming forward than would otherwise be the case.

- 4.4.2 Using the existing Ward Based Initiatives scheme as the means of controlling and monitoring the use of these receipts will mean that no additional administration costs are incurred.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal or Access to information issues arising from this report. The report is subject to call in.

4.6 Risk Management

- 4.6.1 There are no additional risks associated from this proposal.

5 Conclusions

- 5.1 The capital receipts incentive scheme will give Wards across the city an incentive to release surplus land and property thereby reducing the cost of holding property. By retaining a proportion of receipts locally, localities can see some direct investment in their areas as a result of the disposal.

6 Recommendations

- 6.1 Executive Board are asked to approve:
- (a) the setting up of a Capital Receipts Incentive scheme set out in section 3 of this report, with effect from April 2012
 - (b) a period of consultation with elected Members on the proposed scheme.

7 Background documents

Capital Strategy – Capital Programme report Executive Board February 2011

Ward Based Initiative Scheme Guidance – attached

APPENDIX A

WARD BASED INITIATIVES

NOTES FOR THE GUIDANCE OF COUNCILLORS

1. INTRODUCTION

The Capital Programme Report to the Executive Board in February 2008 introduced the provision of £30,000 per ward (£10,000 per ward member), over a two year period commencing in 2008/09, for a Ward Based Initiative scheme, to provide Members with funding to progress minor schemes within their wards.

The report to Executive Board in April 2009 sought approval to extend the scheme by allowing Members to sponsor capital projects within their respective wards in the form of grants to voluntary organisations, with a further provision of £10,000 per ward (£ 3,333.33 per ward member).

This gave a total approval per Councillor of £ 13,333.33 for the lifetime of the scheme.

2. ELIGIBLE SCHEMES

2.1 The expenditure must be for the acquisition or improvement of any Council asset and must fall within the definition of capital expenditure as set out in the Capital Finance Regulations, this includes:

- § the purchase or laying out of land
- § the purchase or refurbishment of buildings to enhance the building rather than maintain it
- § the purchase of equipment for Council use (Schools, Libraries, Community Centres etc. – for schools, see Section 5.6 below)
- § CCTV

2.2 In the case of a grant to a voluntary organisation, who operate out of non-Leeds City Council (LCC) premises, it must be for capital works (as defined above) to their premises that will result in reduced running costs.

Ward members should ensure that the project / organisation for which the application is being made is not one in which a personal or prejudicial interest is held. You have a personal interest if an issue affects the well-being or finances of you, your family or your close associates more than other people who live in the area affected by the issue. Personal interests are also things that relate to an interest on your register of interests.

Prejudicial interests are personal interests that affect you, your family, or your close associates in the following ways:
their finances, or regulatory functions such as licensing or planning which affect them;

and which a reasonable member of the public with knowledge of the facts would believe likely to harm or impair your ability to judge the public interest.

If you have a prejudicial interest you must not seek to improperly influence the decision on the issue. This rule is similar to your general obligation not to use your position as a member improperly to your or someone else's advantage or disadvantage.

Where members have a prejudicial interest in a WBI application, they can ask their ward colleagues to apply for the grant on behalf of the organisation.

Where a grant payment is made through the WBI scheme, Councillors should note the following :-

- Each cheque will have a covering letter with it addressed to the organisation outlining details of the conditions of acceptance of the grant. This will be attached to the cheque and in accepting the grant, the organisations must agree to the conditions of the grant.
- Organisations are required to provide receipts showing what the money has been spent on. These should be sent to the Department of Resources as soon as possible after the grant has been spent.
- Should the organisation wish to spend the grant money for a purpose other than that originally indicated then the organisation is advised to contact the Councillor to see if this is possible, in which case the application process described above will have to be repeated.
- Should an organisation send the receipts to a Councillor showing what the money has been spent on, these should be forwarded to the Department of Resources to update the records.
- If an organisation fails to submit receipts then reminder letters are sent asking for receipts to be supplied.

2.3 Schemes must be consistent with the Council's approved Corporate Plan / Vision priorities and with Departmental Asset Management plans (see Section 4 below re approvals process)

2.4 Schemes must provide benefit to whole wards or communities and not confer private benefit to individuals.

3. FINANCIAL CRITERIA

- 3.1** The total scheme cost will be inclusive of fees for design and supervision and any other associated costs (Planning Permissions, Building Regulations etc).
- 3.2** Schemes must result in no additional revenue costs for the Council, unless these can be met from within existing departmental budgets.
- 3.3** Joint sponsorship of projects can be made with other ward members.

4. JOINT FUNDED SCHEMES

Departments can joint fund WBI schemes, only if such a programme of works is included in the Capital Programme. Any such matched funding by the sponsoring department would require that additional authority to spend be obtained independently of the WBI scheme.

5. INITIATING SCHEMES

- 5.1 Applications must be made through the relevant sponsoring Department.** Only applications for a grant payment to a non-LCC voluntary organisation as defined in 2.2 above should be sent directly to the Director of Resources.

It is essential that proposals complement existing departmental service plans and strategies. Therefore, Councillors should discuss the scheme proposals with the Head of Service or a nominated officer. Section 10 shows a list of contacts in the areas of responsibility.

That Officer will be able to advise on:

- the Council's legal powers for such expenditure
- the estimated capital costs
- the potential revenue costs (and the likely ability of the service to meet those costs)
- whether the proposals are likely to secure approval.

- 5.2** The formal submission document, signed by the sponsoring Councillor(s) is to be forwarded by the responsible department, when the scheme is almost fully formed. The Head of Service with responsibility for the property must approve it as being within current Council policies, in the interests of the Council and as involving no more expenditure than is proportionate to the benefit to be achieved and is satisfied that there are no other reasons (including alternative proposals) which make it inappropriate to approve the proposal. Where the form is signed by 1 or 2 Councillors, the form should indicate whether the other Ward Councillor(s) have been made aware of the proposals.
- 5.3** Full details of the scheme should be provided to determine:

- whether and how the proposal meets the WBI eligibility criteria
- whether and how the proposal meets the WBI financial criteria
- whether and how proposals are consistent with approved Council priorities and the relevant Departmental Asset Management Plan
- whether any CCTV project meets the Community Safety criteria, details of which are available from the Community Safety Officer.
- that schemes relating to schools meet the criteria (see further below, para 5.6)

Insufficient detail can unfortunately delay the progress of a scheme while further information is sought.

All documentation (Guidance Notes, Contact Lists and Submission Forms) will be sent to Councillors and is also available on the Council Intranet). Any updates or alterations to such forms will be communicated to all councillors and Departmental nominated officers.

5.4 CCTV Schemes

All WBI proposals for CCTV schemes must comply with the Council's criteria for CCTV schemes as advised by the Community Safety Officer.

5.5 Energy Efficiency Schemes

As with all WBI projects, proposals must be capital in nature and be for Council assets or, in the case of a grant to a voluntary organisation, must be for works to their premises that will result in reduced running costs . Depending on the nature of the scheme and in order to support the sustainability agenda, the scheme will allow members to supplement the WBI funding with match funding from the Council's Energy Efficiency reserve.

The reserve was established as part of the 2006/07 revenue budget to provide pump priming funding to energy efficiency initiatives. Further revenue contributions have been made to the reserve each year since 2006/07 and it has also been supplemented by external funding of £90k p.a. over a four year period from Salix Finance which is a scheme operated by the Carbon Trust aimed at encouraging Local Authorities to create invest to save funds for reducing energy consumption.

All proposals in respect of environmental efficiency should be discussed in the first instance with the relevant contact officer who will advise on the merits of the proposal and on whether match funding would be available. In the majority of cases, funding will be made available as a loan, with a maximum payback period of 5 years. After the payback period, the service area will benefit from the ongoing efficiencies and the energy efficiency reserve will become ultimately self sustaining.

The funding has already been used to install new heating systems in Leisure Centres, install Automatic Meter reading equipment and to pilot the use of Biomass fuel technology (woodchip and wood pellets to replace coal). The

following are further examples of energy efficiency initiatives which members may wish to support with match funding from the reserve:

- Insulation including cavity wall, double glazing, roof
- Boilers
- Heating systems
- Combined Heat and Power
- Swimming Pool cover
- Voltage reduction equipment
- Heating and Lighting controls

In addition, one of the agreed priorities for the WBI scheme is capital investment in renewable technologies within schools, council owned community buildings or premises owned by voluntary organisations working within the local community; for advice on such investment, please contact George Munson, the Climate Change Officer.

5.6 SCHOOLS

All WBI proposals relating to schools must be assessed by the Property Services Division within Education Leeds using the six criteria set out as follows (the criteria will rank equally in determining whether the proposal will be supported):

1. Condition

The proposal should relate to building condition issues categorised as “poor” and identified as priority 1 or 2 as identified by the condition surveys carried out as part of developing the Education Department’s Asset Management Plan.

2. OFSTED identified premises deficiencies

The proposal should address premises deficiencies identified in the school OFSTED report that would directly contribute to the raising of standards.

3. Curriculum Computers

A priority for support would be for schools which fall below a minimum ratio of computers to pupils of
1:12 in Primary Schools and
1:8 in High Schools.

Proposals should be justified in terms of the overall deficiency of equipment at a school and/or support the essential renewal or replacement of equipment in line with the school ICT Development Plan.

4. Capital for Revenue Savings

Proposals should be cost effective in reducing future revenue expenditure e.g. energy efficient schemes, and may also contribute to improving the learning environment.

5. **School Security**

Proposals should improve the security and safety of pupils, staff, premises or equipment. Evidence of priority should be supported by a high level of reported incidents from the Property Services Division Incident Base.

6. **Developments/Improvements to Facilities**

Proposals to contribute to improved educational standards or to promote social inclusion will require the endorsement of the School Improvement Strategy Group.

7. **Grants for facilities co-located with schools**

Proposals which are for a facility based on a school site, for example a sports facility or a community centre, will not automatically be subject to the same prioritisation criteria as school schemes. The position will depend on the particular arrangements in force on each site. Where a grant is proposed for such facilities, then officer advice should be sought at the outset to clarify the position.

6. **Approvals Process**

When received by the sponsoring Department, the application will be checked to make sure :-

- there are sufficient funds available for the proposal to qualify within the financial limits.
- that the proposal meets the eligibility and financial criteria outlined above.
- that it is within the legal powers of the Council to make the grant.
- external organisations in receipt of grant awards will be required to enter into a legal agreement with the Council to protect the Council's investment in future. Legal requirements will be scaled dependant on the level of Council investment,
- that, in the case of grant payments to voluntary organisations, Councillors have no personal or prejudicial interests in that organisation.

The proposal will then be submitted by the sponsoring Department to the Director of Resources for approval.

Until all necessary approvals have been obtained, no firm commitments of funding can be given.

7. **Final Approval Stage**

Following the above approvals, a scheme will be set up in the Council's Capital Programme under the sponsoring Service area and the scheme will proceed like any other Council Capital scheme. This means that the Council's Financial Procedure Rules and Contract Procedure Rules must be followed with regard to tendering and appointment of contractors. The final stage is for a Chief Officer Approval form to be completed by the Department, which when approved, allows a contract for the work to be awarded.

8. Joint Funded Schemes

If, during the WBI process, it becomes apparent that the WBI element of the scheme exceeds or will exceed the approved amount, the Head of the sponsoring Service will seek agreement from the Councillor(s) to the revised cost before proceeding further (subject to the additional funds being available).

9. Position Statements

The Chief Officer Financial Development will maintain a record of the value of schemes relating to each ward, will undertake scheme monitoring and will provide other financial monitoring information as required.

10. Contact Points

Initial contact with Departmental Service Areas should be made to the officer named on the contact list attached. Ward Based Initiative matters will be co-ordinated within Financial Development by Keith Burton telephone number 2474294. Keith is based on the 3rd floor West of the Civic Hall.

This page is intentionally left blank



Report author: Chris Dickinson,
Matt Lund

Tel: 0113 336 7866,
0113 24 74352,

Report of Assistant Chief Executive, Community Access and Performance

Report to the Outer East Area Committee

Date: 13 December 2011

Subject: Leeds Citizens Panel in Support of Locality Working

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

Summary of main issues

Financial pressures, localism and the council values all highlight the importance of consulting residents about what we do and where they live, in high quality, cost-effective and representative ways.

There is a need to improve the coordination and consistency of consultation in Leeds, and to do so as efficiently as possible. The current approach to managing consultation includes the ad hoc use of an existing Citizens' Panel which is no longer fit for purpose.

This paper outlines the progress being made to create a new Panel of 6000 residents who would be representative of population profiles at Area Committee level. It sets out how the new Leeds Citizens' Panel will be developed and managed and seeks the Area Committees views on the opportunities it presents for supporting local decision making.

Recommendations

The Outer East Area Committee is asked to:

- Note and comment on the development of a new Citizen's Panel in Leeds as described in this paper
- Support the use of the new Leeds Citizens' Panel and to take up its use as part of the committee's community engagement activities in support of Wellbeing fund priority setting and in the development of the Area Business Plans.

1.0 Purpose of this report

- 1.1 To outline the progress being made to create and manage a new and enlarged Leeds Citizens' Panel that will form an important tool for the council and partners' consultation activity.
- 1.2 To present the advantages of the new Panel in terms of efficiency, partnership working and supporting localised consultation of communities of place and interest.
- 1.3 To update the committee on the progress towards launching the new Leeds Citizens' Panel.
- 1.4 To consider the opportunities that the Leeds Citizens Panel offers for undertaking consultation at the Area Committee level to identify Wellbeing fund priorities and the support the development of the Area Business Plans.

2.0 Background information

- 2.1 The development of the Leeds Citizens' Panel is part of a wider plan to improve the way we undertake community engagement in the council. This plan looks at improvements in a context of limited resources and the council values 'working with communities' and 'spending money wisely'.
- 2.2 Financial pressures, localism and new council values all highlight the importance of consulting residents about what we do and where they live, in high quality, cost-effective and representative ways.
- 2.3 A citizens' panel is a representative database of residents willing to take part in regular consultation activity over a period of time. Panels are recruited to be representative of wider populations by characteristics such as age, gender, ethnicity and disability.
- 2.4 A panel of approximately 1000 active members is currently available to Leeds City Council, although the membership has not been refreshed for several years and key communities are now poorly represented. At present, use is ad-hoc and response rates have declined significantly over time through lack of contact or refreshment of the membership.
- 2.5 A pilot to use the current Leeds Citizens' Panel on a locality basis took place in 2010. Panel members living in one specific area of the city were consulted on

community safety and environmental issues. Surveying was primarily undertaken online using Talking Point to reduce costs.

- 2.6 While the pilot demonstrated that consulting the Panel on local issues can achieve a high response rate (74% in the case of the pilot) and very low costs compared to past paper-based consultation, it highlighted that the current Panel membership is far too small to enable truly robust results from local consultations.
- 2.7 Approval has now been granted by Corporate Leadership Team to proceed with the development of an enlarged Citizens Panel. **Appendix 1** sets out the recent progress in the development and management of the Citizens' Panel. With its planned expansion of membership to 6000, an opportunity now exists to undertake a range of thematic consultations at the Area Committee level which will aid in the delivery of a range of locality working initiatives.

3.0 Main issues

- 3.1 The council carries out a great deal of community engagement work aimed at increasing the involvement of local people in decision making. The Annual Statement on community engagement was submitted to the Corporate Governance and Audit Committee on June 15 2011 and they concluded that much good consultation work took place. However they also said that it was inconsistent and that there is a lack of coordination across the council.
- 3.2 Historically council services have run separate large-scale single issue surveys that are mailed to significant numbers of residents. The financial problems we face make it vitally important that we consult far more efficiently in the future.
- 3.3 Local partners are placing increased emphasis on the need to understand and work with residents and service users. Many face reduced engagement budgets which mean they need new, more cost effective ways to consult.
- 3.4 To show the scale of savings possible through better management of consultation, in 2010 the corporate consultation manager worked with the Strategic Landlord and the ALMOs to reduce the number of Tenant Surveys in the city from five to one. This saved £60K overall.

A new enhanced Citizens' Panel

- 3.5 A Panel of at least 6000 adult residents, recruited to be representative of the ten Area Committee population profiles and therefore the city, will allow robust consultation at Area Committee and city levels, as well as for particular demographic groups or service-users.
- 3.6 A well-managed Citizens' Panel offers benefits including
- The ability to continue to understand the needs and views of communities at reduced cost
 - A catalyst for joined-up consultation planning and activity in Leeds
 - A significant contribution to the council values of 'working with communities' and 'spending money wisely'

- The ability to engage with a robust and representative cross-section of the city at smaller geographies
- The achievement of Locality Work objectives by enabling residents to engage in local decision making.

3.7 Consulting the Panel through surveys, focus groups and other methods will be significantly cheaper than equivalent methods we currently use. A high proportion of panel members will take part in online consultation to keep costs low.

Use and Management of the new Citizens' Panel

3.8 The Panel will be used by partners, services and corporately as well as by area teams in support of Area Committee's community engagement objectives. There will be a vetting/clearance process before users consult the panel and a calendar of activity will be created. This will be managed by the corporate consultation manager working through the corporate consultation group.

3.9 The Panel will be consulted online as far as possible, using the Talking Point survey platform. Postal surveys will also be used where necessary to avoid limiting participation of different communities.

3.10 In order that deeper insight can be gained from consultation, where appropriate, users will be encouraged to go beyond just capturing perception responses through surveys by using methods such as focus groups, workshops and interviewing panel members.

Resources for panel recruitment and management

3.11 Recruiting and managing the Panel ready for consultations in Year One is covered by existing PPI budgets.

3.12 NHS Leeds has confirmed it will provide £12.5k towards set up costs. Other partners have committed to providing resources in kind to support recruitment.

3.13 It is currently planned that the long term costs for maintaining membership and managing the use of the Citizens Panel will be covered by existing PPI budgets.

Costs for undertaking consultation through the Panel

3.14 Services will not be charged for the costs of building and maintaining the Panel. Online aspects of survey research would also be free as the existing Talking Point system would be used. However, services will need to pay for the following elements of survey work:

- Postal survey production, mailing and Freepost return
- Data capture of postal survey returns
- Analysis and reporting

There will also be costs when delivering focus groups, workshops or other face to face consultations with the panel, such as venue hire, covering travel costs of those attending and refreshments. If impartial moderation is important, we may

decide to use one of our preferred market research suppliers, or a partner's staff. In these cases additional costs would apply.

- 3.15 The proposal for Area Committees use of the Citizens' Panel involves the use of data from a citywide survey at the Area Committee level. This means that there will be no additional cost to Area Committees for the production of the survey and analysis. Although an Input of staff time from Area teams will be required to draw local conclusions from this data. Should Area Committee's wish to undertake additional consultation through the Citizens' Panel the costs outlined in section 3.14 would apply.

Savings achieved through use of Citizen's Panel

- 3.16 Discussion with services shows that significant savings can be made by consulting the Panel rather than many current approaches to consultation. For example;
- Residents Survey 2009 cost £64K, delivered face to face by interviewers. The equivalent done through the Panel, assuming 66% of responses are online, will cost an estimated £8.7K to provide delivery, analysis and reporting.
 - The Parks and Countryside Survey has been delivered in-house as a major postal exercise. Excluding officer time costs, c£25K was spent on delivery. The service is confident that a similar enough outcome would be gained from a Panel survey in future at lower cost.

A total of £80,000 can be saved for just these two exercises if managed through the Panel. The more consultation work that is suitable to be undertaken through the proposed Panel the greater the efficiency benefit.

- 3.17 The Panel would also make it feasible to introduce new consultation work that is otherwise unaffordable. For example, plans for a dedicated Health and Wellbeing survey to support the Joint Strategic Needs Assessment (JSNA) hinge on finding an affordable method for consultation and a new Panel is seen as critical to its success.

Creating a calendar of Panel consultation

- 3.18 Panels give the greatest benefit when consultation is managed from a single agreed calendar of activity. There is a risk that if too little or too much consultation is put to the panel, or outside of an agreed cycle, response rates will fall and panel members will leave.
- 3.19 A number of consultations have already been identified for a calendar of Panel consultation. These include a number of council Business Plan perception-based performance indicators.
- 3.20 The corporate consultation group, and the Strategic Involvement Group, are continuing to draft a calendar of potential consultation for the Panel, aiming to thematically group individual requirements into larger consultations e.g. 'crime and grime', health and well being. If practical, these themes could align to the strategic partnership boards.

- 3.21 A registration of interest has already been received by Area Management for the use of the Leeds Citizens Panel to support Area Committee business planning and priority setting activity. Should Area Committees' agree to take up the opportunity of consulting the panel, a place will be set on the calendar and Area teams will work with corporate consultation to draft a detailed proposal for Area Committees to consider.

The Citizens Panel use at the Area Committee Level

- 3.22 Area Committees have a responsibility for community engagement delegated by Executive Board as follows:

Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the Area Delivery Plan, and future priorities.

2011/12 Function Schedule,

Council's Constitution (Part 3, section 3c)

- 3.23 A range consultation methods have been developed by individual Area Committees to support the development of Area Delivery plans and the business of the Area Committee. Much of this activity represents good practice and work should be undertaken to capture this learning and seek to apply it to other Area Committees where appropriate.
- 3.24 While there is a recognition that a variety of approaches to engagement at the Area Committee level will continue to be necessary to respond to local issues, a degree of consistency across the city as a whole is needed to help maximise the impact of integrated locality working and achieve the level of co-ordination as set out in the Council's constitution.
- 3.25 To help achieve this balance of improved consistency while maintaining a flexible and responsive approach to engagement, it is suggested that Area Committees develop community engagement plans that works at two distinct levels:
- Primary Engagement: A core programme of primary engagement for all 10 Area Committees should be implemented which provides a consistent approach for consulting the public on the broad priorities for each area and meets the requirements for the area committees' delegated function. It is proposed that this is undertaken through annual surveys of Citizens Panel and is implemented as part of the annual Business Plan development and review process. The results of this consultation activity would be presented in an annual report specific to each Area Committee, setting out the findings of the consultation against the business plan themes.
 - Secondary Engagement: The findings from the Citizens' Panel consultation will provide a clear view of resident priorities and can be used to inform the development of a wider programme of engagement specific to each Area

Committee. For example, if the citizens panel consultation identified that a large proportion of residents living in a particular area were dissatisfied with the cleanliness of their neighbourhood and the quality of public greenspaces, then the Area Committee may choose to explore these issues in more detail through additional surveys and public meetings to help identify what changes in service delivery were required to address resident priorities. In this way the Citizens Panel would add value to existing programmes of consultation.

- 3.26 With a total membership of 6000, the Leeds Citizens' Panel will enable each of the ten Area Committees to consult approximately 600 residents who will represent the broad demographic make up of the area. In statistical terms this provides a robust sample size to undertake a broad range of engagement activities and enables the results of surveys to be analysed at the Area Committee level.
- 3.27 A number of thematic surveys are currently being considered which will produce data that can be used to measure the delivery of actions which might be contained in the Area Business Plans. Further consultation will be undertaken with elected members to determine how best to apply this approach to business plan performance monitoring. However, by undertaking Citizens Panel surveys each year we will be able to measure a wide range of Area Committee level trends such as:
- The percentage of people who feel safe walking alone in their neighbourhood after dark.
 - Levels of satisfaction relating cleanliness and environmental quality
 - The issues which limits residents from accessing local health services
 - Priorities for improvement to police and council services
- 3.28 In addition to community engagement, Area Committees have a delegated responsibility for Wellbeing funding. Area Committees are provided with a budget of capital and revenue funds each year which can be used to enhance local services or commission new initiatives from the council and external partners including the voluntary sector.
- 3.29 Consultation through the Citizens Panel will help identify the funding priorities for each of the 10 Area Committees thereby insuring that this limited resources is targeted at the areas where it is needed most. Further consultation will be undertaken with elected members to determine how best to apply this approach to Wellbeing fund prioritisation.

4.0 Corporate Considerations

4.1 Consultation and Engagement

The Leeds Citizens' Panel will form a central part of the council's community engagement strategy and represents a significant opportunity to better understand the needs and views of communities.

4.2 Equality and Diversity / Cohesion and Integration

There are no specific equality considerations arising from this report. As such it has not been necessary to prepare an Equality Impact Assessment.

4.3 Council Policies and City Priorities

A number of perception-based Business Plan and City Priority Plan performance indicators are likely to be measured through the Panel

The Panel will require the application of a greater degree of advance planning and quality control to the council's consultation work than currently exists.

4.4 Resources and Value for Money

The expansion of the citizens' panel offers exceptional value for money. It will be delivered from existing budgets, and will cost less overall than surveys it aims to replace, such as the Residents Survey.

The Panel database will need to be managed by a dedicated officer.

Suitably skilled officers are required for data capture, analysis and report creation for the Panel consultations.

Services will need to fund any consultation they put to the panel, although usually at a significantly lower cost than for non-panel consultation.

If applied consistently, the Citizens' Panel offers significant efficiencies for consultation in support of Area Committee business planning and priority setting for Wellbeing.

Legal Implications, Access to Information and Call In

Data Protection law will apply to the management of the panel membership database, including data sharing between partner organisations

The enhanced Citizens' Panel will enable the council to 'consult a balanced selection' of residents as required by Section 138 of the Local Government and Public Involvement in Health Act 2007

4.5 Risk Management

Panels give the greatest benefit when managed as a single project, from a single agreed calendar of activity. There is a risk that if too little or too much consultation is put to the panel, or outside of an agreed cycle, panel members leave.

There is a risk that services may not plan a calendar of engagement far enough ahead to identify activity for the Panel.

Panels must be refreshed, i.e. members retired and replaced, to stay representative. This level of management requires an ongoing contribution of resource.

In house delivery of a programme of consultation requires sound data processing and analytical resources. Failure to arrange this in support of the panel is a key risk to efficiency and data quality.

5.0 Conclusions

- 5.2 There is a need to improve the coordination and consistency of consultation in Leeds, and to do so as efficiently as possible. The Leeds Citizens' Panel is a key part of how we aim to address this challenge.
- 5.3 A well-managed Citizens' Panel offers benefits including
- The ability to continue to understand the needs and views of communities at reduced cost
 - A catalyst for joined-up consultation planning and activity in Leeds
 - A significant contribution to the council values of 'working with communities' and 'spending money wisely'
 - The ability to engage robust and representative cross-section of the city at smaller geographies
 - Significant contribution to evidence for the involvement aspects of the Equality Act 2010
- 5.4 Consulting the Panel through surveys, focus groups and other methods will be significantly cheaper than equivalent methods we currently use.
- 5.5 With the expansion of Citizens' Panel an opportunity now exists to undertake a range of thematic consultations at the Area Committee level which will support the development of Area Business Plans, the identification of Wellbeing fund priorities and delivery of a range of locality working initiatives.
- 5.6 The inclusion of Citizens' Panel consultation as a core part of the Area Committees' community engagement activity will provide significant efficiencies and offer a consistent approach to consultation in support the delivery of functions delegated by Executive Board.
- 5.7 Due to the demographic representation of the Citizens' Panel an opportunity exists to gain the views of a much broader section of the community than would be achievable through the more conventional methods of engagement.
- 5.8 The use of the Citizens Panel at the Area Committee level would add value to existing engagement activity and strengthen our approach to involving local people in decision making.

6.0 Recommendations

The Outer East Area Committee is asked to:

- Note and comment on the development of a new Citizen's Panel in Leeds as described in this paper

- Support the use of the new Leeds Citizens' Panel and to take up its use as part of the committee's community engagement activities in support of Wellbeing fund priority setting and in the development of the Area Business Plans.

Background documents

- December 2010, Report to Executive Board, Toward Integrated Locality Working
- July 2011 Report to Corporate Leadership Team, A New Citizens Panel for Leeds
- 13 September 2011 Business Plan Report to Outer East Area Committee
- Appendix 1: Leeds Citizens' Panel progress update, October 27th 2011

Leeds Citizens' Panel progress update, October 27th 2011.

This note sets out the progress made on recruiting the new Leeds Citizens' Panel.

The main recruitment effort started at the beginning of October 2011, following a period of project design, process and resource management and liaison with partners. The initial focus has been on no/low-cost, pre-existing contact lists and communications channels.

We now have in place:

- Demographic profile of the 'ideal' panel for Leeds via Business Transformation
- Electronic systems to help us track the demography of respondents (via BT again)
- Webpage / information on council, PCT and other local websites via Comms Team
- Online and paper recruitment forms
- FAQ sheet, flyers and posters via Graphics Team
- Scanning systems to electronically capture paper responses via Adult Social Care

We are promoting the recruitment through:

- Social media incl. Twitter, Facebook
- Traditional media and PR incl. YEP, local radio
- About Leeds, Leeds card magazine and other public sector publications
- Private sector employer corporate social responsibility schemes via Leeds Ahead
- Attendance at community groups/events e.g. Carnival, Xmas lights switch-on.
- In public buildings e.g. libraries, One Stop Centres, GPs, attractions
- Emails to existing databases of residents / service users

The table below shows a selection of the organisations disseminating the recruitment message, for free:

Organisation	Method	Potential audience
Leeds Rhinos	Email	16,000
Leeds City College	Variety of methods	55,000 students
Leeds Metropolitan	Websites	30,500 students and staff
University of Leeds	Websites	40,000 students and staff
Leeds College of Art	Email	2000 students
All 268 schools	Newsletter to parents	Families of 110,000 pupils

Leedscard	Newsletter and email	60,000
Concord interfaith	Email and event	200 people
Current panel members	Email and post	800
ALMOs	Websites and newsletters	56,500
LINK	Email	500
Benefits service	Email	3600
NHS Foundation Trust	Email	14,000

Although there will be duplications in these lists, we estimate the invitation to join will initially reach c200,000 people. About Leeds will then reach [potentially] all households, reinforcing the message.

Costs

To date we have spent c£1000, excluding officer time, largely on print. Although we expect these costs to increase, it should still be well within the available budget for the recruitment of the panel.

Next steps

Tracking responses (c450 to date)

Establishing calendar of consultations for new Panel (request form circulated to all partners and services)

Further publicity preparation e.g. About Leeds story from November 14th

Arranging volunteers for face to face recruitment in bus station and other high-use areas e.g. Merrion Centre

Report of the Director of Children’s Services

Report to the East (Outer) Area Committee

Date: 13 December 2011

Subject: Demographic update report

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

Summary of main issues

1. This report presents the Area Committee with an update of the demographics and current situation for school places within the Outer East area.

Recommendations

2. Members of the Area Committee are asked to consider the information contained in the report and comment on this

1 Purpose of this report

- 1.1 This report is intended to provide members with an update by ward of the latest demographics including the numbers of children attending schools within these areas. The report also identifies known housing developments and the impact this may have on the schools within this area.

2 Background information

- 2.1 At the September 2011 Area Committee meeting a report was submitted titled Consultation on Expansion of Primary School Provision for September 2013, which gave details of public consultations that were underway to expand primary school provision across the city from 2013. The schools or areas proposed for expansion for 2013 were not located within the Outer East.
- 2.2 Members have since requested that an update be given around demographics and school place planning within the Outer East area.
- 2.3 The information put together in the report is based on the latest under 5s health authority data for Leeds, along with school numbers on roll taken from the latest school census data collection and pupil preference patterns.
- 2.4 We have established better processes for working with all schools and other stakeholders on an area by area basis to respond to trends and to plan and deliver a place at a local school for every child in the city. Ongoing engagement with Area Committees and ward members is essential to this process.

3 Main issues

Table A
Under 5s breakdown by ward

Ward	Schools	Places available	Under 5s and year children will start school				
			2011	2012	2013	2014	2015
Crossgates & Whinmoor	Fieldhead Carr, Grimes Dyke, Manston, Manston St James C of E, St Theresa's Catholic, Swarcliffe, Whinmoor St Paul's, White Laith	315	281	266	296	307	269
Garforth & Swillington	East Garforth, Green Lane Academy, Great Preston C of E, Ninelands, St Benedict's, Strawberry Fields, Swillington	295	215	197	194	187	173
Kippax & Methley	Allerton Bywater, Kippax Ash Tree, Kippax Greenfield, Kippax North, Ledston LEH C of E, Methley, Micklefield	260	232	234	284	265	243
Temple Newsam	Austhorpe, Colton, Corpus Christi Catholic, Meadowfield, Templenewsam Halton, Whitkirk	290	294	306	295	283	288

Crossgates & Whinmoor Ward

- 3.1 The number of births each year within this ward do tend to fluctuate, increasing one year and then dropping the next. Looking at the geographical areas, it is Swarcliffe and Whinmoor that seem to be showing the biggest increase in the birth numbers year on year.
- 3.2 St Theresa's Catholic and Fieldhead Carr primary were the only schools oversubscribed this year. However, all schools filled to their admission number by September. Swarcliffe increased its admission number from 30 to 45 in 2010 and there is some capacity at Grimes Dyke to increase should this be required in the future.

- 3.3 There are substantial housing development interests across this ward which could have a major impact on school places in the future. Currently there are two developments under construction. One is nearest to Grimes Dyke primary for 217 houses and we would estimate that this could generate 8 children per year group. The other one is nearest to Manston primary for 61 houses, which we estimate would generate 2 children per year group. With regards to the other developments, we are currently in the process of seeking section 106 contributions should these progress, to support the need for school places generated from these developments.

Garforth & Swillington Ward

- 3.4 The latest area health data for 0-5s living within this ward show a decline in numbers for the next 4 years (table A). Applications for school places do tend to outweigh the number of children living in the area due to children in surrounding areas applying for Garforth schools.
- 3.5 Only Green Lane Academy was oversubscribed this year and no nearest children were refused a place at this school. As of September 2011, most schools within the ward had filled to their admission number which shows that children living outside of this ward are still able to get a place in these schools.
- 3.6 There are no planned housing developments within this ward that would impact on the demand for school places.

Kippax & Methley Ward

- 3.7 This area has always been fairly low in terms of birth numbers with demand for school places being way below the number of places available. However in recent years as shown in table A, there has been a steady increase in the number of births in this ward with 2013 estimated to be a peak year in terms of applications for school places. The increase in the 0-5 year olds does appear to be mainly centred around Allerton Bywater where additional housing has been built in recent years.
- 3.8 There were a total of 204 first preference applications for schools within this ward for 2011 with only Ledston Lady Elizabeth C of E being oversubscribed. Less than 200 children that live in Kippax & Methley preferenced a school within the ward, with the others choosing schools in either Garforth or Castleford. No nearest children were refused a school place within this ward.
- 3.9 We are aware of a number housing developments across this ward of which some are currently under construction. If all the developments were to progress across Kippax & Methley, we would estimate these eventually generating over 30 children per year group, the equivalent to a one form of entry primary school. We are currently in the process of seeking section 106 contributions should these progress, to support the need for school places generated from these developments.

Temple Newsam Ward

- 3.10 The number of 0-5 year olds within this ward are at an average of 293 for each year group. These numbers tend to mirror the number of first preference applications for schools within this ward each year. In 2010, Whitkirk Primary School was expanded to 60 from 45 to cope with the extra demand
- 3.11 Colton and Templenewsam Halton primary schools are the most popular schools within the ward and were the only two schools that were oversubscribed. In terms of choosing schools, this ward is very much self contained with little drift outwards. A greater percentage of children are trying to get into schools within this ward from outside. Two children were refused a place at Colton Primary that had this as their nearest school on offer day. Since this time, these children have managed to obtain a place.
- 3.12 There are some children that are living on the edge of the village at Colton who do not get priority for Colton Primary as their nearest school. This has proved a problem for a number of parents living on or near to Darnley Lane, for whom Whitkirk Primary is their nearest school. However, this proves much more difficult to access from this area and we are currently in discussions with schools about this problem and evaluating options around possible expansion.
- 3.13 Within this ward, we are aware of one housing development that has detailed planning permission but construction has not yet started. This development is for 140 houses and is located closest to Meadowfield Primary School. We would estimate these creating 5 children per year group when fully complete.

Secondary school place planning

- 3.14 The birth rate across Leeds hit its lowest point in the academic year 2000/2001. The children born in that year have now just started secondary school and we are seeing the lowest numbers entering year 7. From 2012 onwards we will start to see the rise in year 7 applications year on year, similar to what we have been experiencing in primary schools. We have already started planning for this and are currently looking at individual high schools to determine whether there is extra capacity to expand. Changes to the 14-19 provision will impact on the utilisation of existing high school capacity, and should release some additional places without the need for physical building schemes.
- 3.15 All the secondary schools in the Outer East area are filling to their admission numbers, with the exception of Brigshaw who have seen a slight drop in numbers over the last couple of years. Garforth and John Smeaton are the most popular secondary schools in this area and were both oversubscribed for 2011/12 applications.

Current numbers on roll

School	Admission number	Year 7	Year 8	Year 9	Year 10	Year 11
Brigshaw	240	206	206	230	238	240
Corpus Christi	184	184	195	193	191	185
Garforth Academy	300	300	306	305	310	311
John Smeaton	180	180	189	201	171	139
Temple Moor	210	210	222	205	208	233

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Any proposal to create additional school places requires engagement with a wide variety of stakeholders, and is managed in accordance with the relevant legislation. This occurs before a proposal has been developed as well as during the consultation period

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 This report does not have a particular impact on any of the following groups: Race, Disability, Gender, Age, Sexual Orientation, Pregnancy and maternity, Religion or belief.

4.3 Council Policies and City Priorities

- 4.3.1 Any proposal brought forward would meet the Council's statutory duty to secure sufficient school places.

4.4 Resources and Value for Money

- 4.4.1 There are no resource implications relating to this report.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

- 4.6.1 There are no risk issues relating to this report.

5 Conclusions

- 5.1 This report updates Members of the demographics in their relevant wards as well as the current situation for school places. With the exception of the discussions ongoing around Colton, there are no plans to expand any schools in the Outer East. However demographics, housing and preference patterns will be monitored to ensure sufficient school places are available.

6 Recommendations

- 6.1 The Area Committee is requested to:
- Note and consider this report and make comment on any of the content.

7 Background documents

- 7.1 None

This page is intentionally left blank



Report author: Marianne Howard
Tel: 0113 3957367

Report of the Director of Adult Social Care

Report to Outer East Area Committee meetings

Date: 13th December 2011

Subject: Telecare

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

Summary of main issues

Following training to health and social care professionals on assessing for telecare equipment, the Leeds Telecare Service is currently promoting the service throughout Leeds to highlight the benefits of the equipment.

This report and accompanying presentation is provided part of service awareness raising as described above.

Recommendations

Members of the committee note this report and accompanying presentation and support the Telecare Service Team to promote the service city wide so all FACS customers can benefit.

1 Purpose of this report

- 1.1 To highlight what telecare equipment is available to Fair Access to Care [FACS] eligible service users in Leeds, via the Leeds Telecare Service.
- 1.2 To highlight the need to create awareness and publicity regarding telecare and to tell people how to get it.

2 Background information

- 2.1 The Leeds Telecare Service uses simple monitors to help people feel safer in their home. Telecare aims to assist people who:
 - have difficulties maintaining safety in their home
 - have some level of confusion or memory impairment
 - are prone to falls
- 2.2 The service started in 2006 providing safety equipment for the elderly, vulnerable, disabled and younger people living in Leeds following an assessment by a health and Social Care. The Leeds Telecare Service has over 4000 current customers and has provided equipment to over 7000 customers in the five years it has been operational.

3 Main issues

- 3.1 Following training to health and social care professionals on assessing for telecare equipment, the Leeds Telecare Service is currently promoting the service throughout Leeds to highlight the benefits of the equipment.
- 3.2 This report and accompanying presentation is provided part of service awareness raising as described above.

4 Corporate Considerations

The Leeds Telecare Service is available city wide to FACS eligible older people and younger people who may have disabilities.

4.1 Consultation and Engagement

- 4.1.1 The Leeds Telecare Service has evolved from a project in 2006 and is now fully mainstreamed. There is a partnership board which involves Service users and other professionals who use the service. There is also an Adults Inter Agency Working group for any partner organisations who may use the service. Reviews and customer feedback of current Telecare users are completed six weeks after becoming an initial user and annually thereafter.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The Leeds Telecare Service is accessed and available to all via an assessment by a health or social care professional. The service is subject to and has received a full EDCI assessment.

4.3 Council Policies and City Priorities

- 4.3.1 Development of the Leeds Telecare Service is a corporate priority for Leeds ASC, as part of the development of its prevention and early intervention services in the city, to help people live independently in their own homes for longer.

4.4 Resources and Value for Money

- 4.4.1 An evaluation of the Service carried out since April 2010 demonstrated cost savings to adult Social Care in excess of £2 million for the year.
- 4.4.2 All referrers were asked to identify services from Adult Social Care that would have needed to be provided if Telecare was not available, this was then costed and compared to the actual cost of the Telecare equipment, on costs and any other costs of care provided by Adult Social Care. The results were an average saving of £5000 per customer.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 N/A

4.6 Risk Management

- 4.6.1 Risk management is carried out in relation to the installation of the equipment and a persons capability to use the equipment.

5 Conclusions

- 5.1 Since its inception in 2006 the Leeds Telecare Service has proven its worth both in terms of service user outcomes and service cost benefit for the council.
- 5.2 Large scale service promotion will allow areas of the city not currently utilising the Leeds Telecare Service to be aware that assistive technology is available to allow people to remain safer in their homes.

6 Recommendations

- 6.1 Members of the committee note this report and accompanying presentation and support the Telecare Service Team to promote the service city wide so all FACS customers can benefit.

7 Background documents

- 7.1 Information on Telecare can be found on the Leeds City Council website and intranet. A Telecare handbook and leaflets are available which have the product catalogue in it and information on how to get Telecare.

This page is intentionally left blank

Report of the Area Leader – South East Leeds

Report to Outer East Leeds Area Committee

Date: Tuesday, 13th December 2011

Subject: Outer East Area Committee Well Being Budget Report

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

Summary of main issues

This report seeks to provide Members with:

1. A summary of revenue spend approved for 2011/12
2. Details of new projects to be agreed
3. An update on the current position of the Small Grants Budget

Recommendations

4. Members of the Outer East Area Committee are requested to:
 - a) Note the position of the Well being Budget.
 - b) Note the Small Grants approved to date.
 - c) Confirm approval of the following projects:
 - Cross Gates Christmas lights switch on - £1,250
 - Kippax & Methley grit bins refill - £3,000
 - Garforth Library Christmas event - £180

1 Purpose of this report

This report provides:

- 1.1 An update on the Well being budget.
- 1.2 A summary of projects funded to date
- 1.3 An update on the Small Grants Budget.
- 1.4 A recommendation to approve new project work.

2 Background information

- 2.1 The Well being budget allocation, which includes the carry over from 2010/11 provides a total budget of £220,000.
- 2.2 The budget had one commitment of £33,000 to fund the annual cost of its 11 Leedswatch CCTV cameras.
- 2.3 Area Committee agreed to continue to fund the following projects:
 - Dedicated Probation Services 'Community Payback' Team - £15,000
 - Gardening service for the elderly and disabled - £20,000
 - Provide an additional Community Environment Support Officer (CESO) - £27,700
 - Provide a small grants budget (up to £500 per project) for local community based projects - £10,000
- 2.4 The remainder of the budget was allocated by ward with each ward receiving £29,000 and agreeing to the following allocations against priority work streams:
 - Additional services to young people - £9,000
 - Tasking budget to support community safety/environmental work - £10,000
 - Community engagement and involvement - £10,000
- 2.5 At the Area Committee meeting in March 2011 Ward Members for Garforth & Swillington agreed to use its allocation to maintain opening hours at Garforth Leisure Centre until the building is transferred to the Schools Partnership Trust in Garforth. This reduced its ward allocation to £8,500 to support the work outlined in 2.4.
- 2.6 At the Area Committee meeting held in July 2011 Ward Members for Temple Newsam agreed to award £10,000 to ensure that the community centre in the Halton Moor One Stop Centre & East Leeds Leisure Centre remained open for youth work and community events until at least October 2011. This reduced its ward allocation to £19,000 to support work outlined in 2.4.

2.7 Area Committee stopped funding the CESO post in July 2011 when the appointed officer acquired a core funded post in LCC. This meant there was a saving to Area Committee of £20,000 which was divided evenly by ward.

3 Main Issues – new projects

3.1 Cross Gates Christmas lights switch on event

3.1.1 This project will award £1,250 from the Cross Gates & Whinmoor community engagement funding stream to support this event. This is supported by Ward Members and is being reported to Area Committee for confirmation as per rules and regulations of Area Committees.

3.1.2 The total cost of the event is £4,750. The following businesses/organisations have contributed towards the cost of holding this event:

- Bellways - £1,000
- Styrene Packaging & Insulation - £600
- John Smeaton Community College - £1,000
- Cross Gates Traders Assoc - £500
- Longs of Leeds - £100
- Spencer and Fisch Solicitors - £100
- Manning Stainton Estate Agents - £100
- West Yorkshire Jewellers - £100

3.1.3 This project meets the following priority of the Outer East Area Committees Business Plan:

Supporting work that helps town and district centres remain commercially active and vibrant.

3.2 Grit bin refills in Kippax & Methley Ward

3.2.1 This project will award £3,000 towards the cost of 3 separate re-fills of all grit bins in the Kippax & Methley ward funded from Members Ward Based Initiatives funding. This is supported by Ward Members and is being reported to Area Committee for confirmation as per rules and regulations of Area Committees.

3.3.2 There are a total of 12 grit bins installed in the ward from this funding source.

3.2.3 This project meets the following priority of the Outer East Area Committees Business Plan:

Residents in Outer East are safe and feel safe.

3.4 Garforth Library Christmas Event

3.4.1 The above event was organised by the partners based in Garforth Library and One Stop Centre on the 12th of December 2011. This is supported by Ward Members and is being reported to Area Committee for confirmation as per rules and regulations of Area Committees.

3.4.2 It was a Christmas event for all members of the community in Garforth/Kippax and the villages. There was an inter-generational reminiscence session organised by the Neighbourhood Elders Team (NET) and Strawberry Fields Primary School that also included carol singing and craft sessions.

3.4.3 The cost of the event was £180 which paid for a music licence and refreshments throughout the day.

3.4.4 This project meets the following priority of the Outer East Area Committees Business Plan:

Communities are empowered and engaged. People get on well together.

3.5 Small Grants

3.5.1 Area Committee has set aside £10,000 of its Well Being Budget for small grants to fund discreet community based projects. Details of small grants funded to date are listed on *appendix 1*.

3.5.2 This project meets the following priority of the Outer East Area Committees Business Plan:

Communities are empowered and engaged. People get on well together.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the well being budget is secured at Area Committee.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality group the project will work with, and how equality and cohesion issues have been considered.

4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

4.3 Council Policies and City Priorities

4.3.1 The projects outlined in this report contribute to target and priorities set out in the following council policies:

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and Value for Money

4.4.1 Resource implications will be that the remaining balance of the Well being Budget for capital will be reduced as a result of any projects funded.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded from the Well being Budget.

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

4.5.2 There are no key or major decisions being made that would be eligible for Call In.

4.6 Risk Management

4.6.1 All proposals requesting well being funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

5 Conclusions

5.1 The report provides up to date information on the Area Committee's Well Being Budget.

6 Recommendations

6.1 Area Committee is requested to confirm approval of the Well Being funds being used to support the following projects:

- Cross Gates Christmas lights switch on - £1,250
- Kippax & Methley grit bins re-fill - £3,000
- Garforth Library Christmas Event - £180

6.2 Outer East Area Committee is requested to note projects funded from the small grants budget as detailed on **appendix 1**.

7 Background documents

7.1 Well Being Budget report to Outer East Area Committee – March 2011

7.2 Area Functions schedule report to Outer East Area committee – July 2011

Appendix 1 - Outer East small grant position as at 22 Nov 2011 (from 2011/12 budget)

Cross Gates & Whinmoor ward		Ref	Status	£
Manston Park Bowling Club	Additional bowling shelter	OE/11/01/S	Paid	120.00
8th Seacroft (St Gregory's) Rainbow's / Brownies	Transport for trips 2011	OE/11/02/S	Paid	135.00
1st Manston Guides	London trip 2011	OE/11/05/S	Approved	500.00
				755.00

Garforth & Swillington ward		Ref	Status	£
Garforth Parish Church Cricket Club	New nets	OE/10/17/S	Paid	500.00
				500.00

Kippax & Methley ward		Ref	Status	£
Ledston Luck Centenary Celebrations: 17 Sept 2011	Contribution towards event (£300)	OE/11/04/S	Rejected - submitted too late	-
Edward VII Club	Disabled toilets	OE/11/06/S	Additional information requested still not received	500.00
				500.00

Temple Newsam ward		Ref	Status	£
East Leeds Unity Day: 5 Aug 2011	Contribution towards event	OE/11/03/S	Approved	500.00
				500.00

Total grants (£) 2,255.00

This page is intentionally left blank



Report author: Martin Hackett
Tel: 3368942

Report of the South East Area Leader

Report to Outer East Leeds Area Committee

Date: 13th December 2011

Subject: A summary of Key Work

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

Summary of main issues

1. The report will detail priority work carried out in the area over recent weeks.
2. The report will provide minutes relating to community engagement activities, partnership meetings and meetings of Area Committee Chairs.
3. The report will provide an update on the governments welfare reform proposals.

Recommendations

4. Area Committee will be requested to note the report and raise any queries.

Purpose of this report

- .1 The report will provide Area Committee with details of key activities in recent months including project work and community engagement.
- .2 The report will provide Members with minutes relating to community engagement activities, partnership meetings and meetings of Area Committee Chairs.
- .3 The report will provide an update on the governments welfare reform proposals.

Background information

- 2.1 Since 2008 Area Committee has produced an annual Area Delivery Plan. In 2011/12 this will be replaced by a Business Plan with a focus on community engagement, partnership work, functions delegated to Area Committee, integrated working and locality working. This report will update Area Committee on priority work, including project work and community engagement as well as key issues for discussion.
- .2 The report will include relevant attachments such as community forum minutes, partnership minutes etc.

Main issues

.1 Supporting town and district centre's

- 3.1.1 A priority action within the Area Committees Business Plan is 'supporting work that helps town and district centres remain commercially active and vibrant'. In recent months the Area Management Team has helped Garforth traders and businesses to form a business association to improve trading on the main street and develop opportunities to ensure the street's long term welfare.
- 3.1.2 At a recent meeting of the traders association they positively responded to LCC's parking strategy for the area which includes residents parking only on nearby streets to Main Street, limited time parking on the two LCC owned car parks and demolition of redundant garages that remain on one of the LCC car parks. The cost to deliver this work is in excess of £20k and funding opportunities are now being explored.
- 3.1.3 The area team has provided support to the traders association in Kippax in their endeavours to improve Kippax High Street, especially around the future of the Alldays site and rebuilding of the historic wall in the village. The area team will also be submitting a lottery bid to improve Kippax Welfare Sports & Social Club.

3.2 Priority Estates – Halton Moor & East Osmondthorpe

- 3.2.1 The estates of Halton Moor and East Osmondthorpe have been identified as priority estates in the Outer East Area Committees Business Plan. The Area Management Team is now working closely with partner agencies to identify particular problems and then formulate solutions to improve both estates.

- 3.2.2 After recent walkabouts with Environmental Services and officers from East North East Homes several areas were identified where the grass cutting had not been carried out to the required standard. Some areas fall outside LCC's domain and the appropriate land owner has been contacted and requested to make good
- 3.2.3 The standard of litter picking on both estates was generally very good. However a number of streets in East Osmondthore that back onto the ex wholesale market site have been used for fly tipping and appear to be a location where the stripping of cables is taking place. These areas have now been cleared and this issue will be raised at tasking to keep checking this area.
- 3.2.4 The main project that Area Management and East North East Homes agreed to pursue was the removal of raised planters across Halton Moor. These planters were installed under the Estate Action capital programme as part of the environmental aspect of the scheme to beautify the area. Many have now clearly failed and have been vandalised and look unkempt. Groundwork Leeds has agreed to provide a cost to remove the three worst planters and make good. Once a cost is provided a bid will be made to ENE Homes Area Panel to fund this work.

3.3 Probation Services – community payback team

- 3.3.1 There have been 33 referrals since April 2011 and 26 of these jobs have been completed to date. The vast majority of the work has been clearing vegetation, litter clearing, tidying ginnels, helping in bloom groups etc. The work is fairly evenly spread across all 4 wards and generally speaking this service is still providing good value for money in the Outer East wards and feedback has been good from those receiving the service.
- 3.3.2 Table A below provides a cost analysis of the hours worked by the community payback team in Outer East. The cost is based on national minimum wage of £5.93 per hour for probationers and £17.71 per hour for supervisors

Table A

	July	August	September
Days worked	35	14	17
Number of Offenders	220	84	95
Number of Hours	1371.75	545.75	623.25
Cost of Workers	£ 8,134.48	£ 3,236.30	£ 3,695.87
Cost of Supervisor	£ 4,462.92	£ 1,735.58	£ 2,107.49
Total Cost	£ 12,597.40	£ 4,971.88	£ 5,803.36

3.4 Area Committee sub-groups and partnership bodies

- 3.4.1 **Environmental sub-group.** The Environmental champion, Cllr Katherine Mitchell, chairs the Environmental sub-group which has agreed to meet for one hour before each Area Committee meeting. The notes of the meeting held on the 18th of October are attached as **appendix 1**.
- 3.4.2 The primary objective of the group for meetings held during 2011/12 is to ensure a Service Level Agreement for the first 6 months is in place and that robust monitoring procedures are put in place to ensure an improvement in the service over that period. The group will also be engaged in having a new SLA in place for April 2012.
- 3.4.3 **Divisional Community Safety Partnership.** Cllr Katherine Mitchell represents the Area Committee on this partnership that most recently met on the 8th of September 2011. The minutes of that meeting are attached as **appendix 2**.
- 3.4.4 **Health & Well Being Partnership.** Cllr James Lewis represents Area Committee on this partnership. The minutes of the most recent meeting held on the 13th of October 2011 are attached as **appendix 3**.

3.5 Community Forums

- 3.5.1 The minutes of community forums held over recent months are detailed below:
- Swarcliffe Forum – 4th October - attached as **appendix 4**
 - Whinmoor Forum – 5th October – attached as **appendix 5**
 - Halton Moor & East Osmondthorpe – 11th October – attached as **appendix 6**
 - Halton Forum – 13th October – attached as **appendix 7**.
 - Cross Gates – 19th October – these minutes will be tabled as **appendix 8** on the day of the meeting. They were unavailable at the time of mail out.

3.6 Area Chairs Meetings

- 3.6.1 The minutes of the Area Committee Chairs meetings will now be included in the summary of key work report. The minutes of the meeting held on the 5th of September 2011 are attached as **appendix 9**.
- 3.6.2 The main agenda items discussed included:
- The Localism Bill
 - Community Centres review
 - Environmental delegation
 - Locality Working restructure

3.7 Welfare Reform

- 3.7.1 There are 3 appendices attached at the end of this report that provide an update on government welfare reform proposals.
- 3.7.2 **Appendix 10** is a report from the Chief Officer (Revenues & Benefits) that went to Area Chairs Forum on the 3rd of November 2011. The report provides information on the most significant changes over the next 3 years including housing benefit changes, changes to council tax benefit, universal credit etc.
- 3.7.3 **Appendix 11** is a letter from LCC to the Department for Communities and Local Government expressing the council's view that the proposal to replace council tax benefit will have a disproportionate impact on poorer areas of the city.
- 3.7.4 **Appendix 12** is a briefing note from the Director of Housing Services (ENE Homes) to the Area Committee Chairs Forum. The briefing note outlines to Members as to the potential implications/risks for the Leeds ALMO's / BITMO as a consequence of the Welfare Reform – particularly relating to the introduction of Universal Credit and Under Occupation. There are 2 appendices attached to that report outlining the ALMO/BITMO action plan.

Corporate Considerations

.1 Consultation and Engagement

- .1.1 The community forums and older person's event week outlined in section 4.5 form the main part of the Area Committees face to face community engagement strategy that is incorporated into its Business Plan. The PACT meetings outlined in 4.6 forms an important part of the Policing Pledge, to engage and set policing priorities with local people.

.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.
- 4.2.2 The work included in this report that support this legal duty includes: Wyke Beck Valley pride; local fire service changes; community engagement, especially in relation to older person's week; and partnership work.

.3 Council Policies and City Priorities

- 4.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:
- Safer & Stronger Communities Plan

- Children & Young Peoples Plan
- Health & Well Being City Priority Plan

.4 Resources and Value for Money

- .4.1 There are no resource implications as a result of this report other than funding that has previously been agreed by Area Committee from its respective capital and revenue budgets.

.5 Legal Implications, Access to Information and Call In

- .5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.
- .5.2 There are no key or major decisions being made that would be eligible for Call In.
- .5.3 There are no legal implications as a result of this report.

.6 Risk Management

- .6.1 This report provides an update on project work and key issues in Outer East. Any projects funded from the Well Being Budget complete a section identifying risks and solutions as part of the application process.

Conclusions

- .1 The report provides up to date information on key work and key issues for Area committee to consider. Members are requested to note the content of the report and raise queries relating to issues raised within the report.

Recommendations

- .1 Area Committee is requested to note the content of the report and raise queries relating to issues raised within the report.

Background documents

- .1 Outer East Area Committee capital budget report – February 2010.
- .2 General purposes committee report – 26th May 2011.
- .3 Outer East Area Committee report – Local Authority appointments to outside bodies July 2011
- .4 Outer East Area Committee Business Plan report July 2011.

Appendix 1

Outer East Environmental sub-group minutes 18 October 2011

1. Attendance & Apologies

Cllr Mitchell (chair), Cllr Wakefield, Cllr Parker, Cllr P Grahame, Paul Spandler (Environmental Services), Kris Nenadic (Parks and Countryside), Steve Sheriffe (ENEHL), Andrew Mason (Environmental Services), Martin Hackett (SEAMT)

Apologies – Cllr Murray, Cllr Dobson

2. Minutes of last meeting

2.1 Minutes agreed. There were no matters arising from the minutes that had not been included on the agenda.

3. Performance Monitoring

3.1 PS distributed papers relating to performance management. Key points raised included:

- Working on 8 day cycle (8th day is capacity day)
- Highlighted some work in Garforth & Rothwell
- Ginnel project is underway
- Good example of staff not ignoring problems – led to a prosecution for flytipping
- Now sharing facilities with Parks & Countryside

3.2 Several points raised by Members included:

- A well done letter needs to go to the staff who picked up on the fly tipping incident
- White bags being left for collection has caused problems
- Members will send streets to PS where there's a problem with leaves building up
- Members agreed to look at performance report and feedback. Members would like information like this sent in advance of the meeting as there was a lot of detail to go through
- PS will send out an electronic version of the performance monitoring
- Members would like to see some case studies in the performance monitoring
- Members felt some of the diagrams in the performance management package were over complicated
- PS asked to investigate issue of overgrown grass on private land near Kippax Sports Centre

4.0 Project Work

4.1 **Ginnels.** Mapping exercise has been carried out. Ownership being determined and an action plan against each ginnel produced. Members gave additional ginnels to PS to include in the project.

4.2 **Leafing Arrangements.** E Mail to go out asking Members to identify hotspot areas for build up of leaves.

5.0 SLA 2012/13

5.1 Members agreed that robust monitoring and statistical information needs to be included to ensure it is fit for purpose in 2012/13.

5.2 Other issues included:

- Gulley clearing needs to be in the SLA
- Locality Teams need to report back to Members on re-occurring themes
- Supervisors need to match up with work patterns of colleagues in other service areas

6.0 Parks & Countryside

6.1 KN from P&C provided examples of co-operation:

- The team responsible for sports grounds have assisted in hedge cutting
- Parks clear ups e.g. at Manston Park
- Offered Springhead Park as a base to help environmental services
- Are providing skips at various locations to help the street cleaner vehicles

7.0 AOB

7.1 Members requested an item on the next agenda from Aire Valley Homes and how they are working with Area Committee to improve the service

7.2 PS reported that the location of all litter bins in the committee area and an assessment of if they are fit for purpose is being undertaken by the Locality Team. Results will be reported back to the group.

Date of next meeting: 13 December at 2pm, Civic Hall, Leaders Boardroom.

East North East Divisional Community Safety Partnership Meeting 8th September 2011, 2:00pm The Reginald Centre

Present:	Melanie Jones	West Yorkshire Police (Chair)
	Bev Yearwood	East North East Area Management, LCC
	Sharon Hughes	East North East Area Management, LCC
	Martyn Stenton	LCC Community Safety
	Nigel Kirk	WYFS
	Peter Mudge	Outer East Area Management, LCC
	Steve Vowles	ENEHL
	Vicky Fuggles	Youth Service
	Cllr Brian Selby	Killingbeck and Seacroft Ward Councillor
	Jon Lund	Youth Offending Service
	Jeremy Lunn	Aire Valley Homes
	Leanne Manning	East North East Area Management, LCC (Minutes)

Apologies: Tim Kingsman, Joy Fry

		Action
1.0	Minutes of Previous Meeting	
1.1	Agreed as an accurate record.	
2.0	Matters Arising	
2.1	<ul style="list-style-type: none"> (2.1 regarding support of victim liaison officer) there was a pilot in Burmantofts and Richmond Hill with help from the tenant involvement officer from East North East Homes. Around 15-16 people attended the meeting. A review meeting took place and positive feed back was received from residents in attendance. Overall this was very beneficial, the only problem was with conversations getting diverted into the criminal justice system. As part of the OBA for this ward we will look at a forum /market style event and bring all residents groups together. (4.1 regarding students parking at Burmantofts and Richmond Hill getting targeted by vehicle crime) Still to progress. Meeting on 15th September. (3.5 regarding sharing information on burglaries) Police are now sending through all burglary information on a daily basis from the area and SV has been analysing. It has shown much fewer local authority tenants are victims of burglary dwelling, further analysis of Almo properties has shown the type of burglaries e.g. 30% sneak ins. It was discussed that this should be mirrored at Aire Valley Homes properties. A suggestion was put forward to identify if there had been attempts on properties that have had burglar alarms fitted – SV to send BY list to of properties to check against (4.2 Lottery Bid) The lottery bid didn't get through the first stage of acceptance. Steve Lake has been back in touch with them for in-depth feedback on the submissions and it has been agreed that this will be resubmitted in the next 2 weeks with tighter outcomes. 	<p>BY</p> <p>SV</p>

	<ul style="list-style-type: none"> • (5.1 BME Satisfaction Gap) Issues getting picked up by gang prevention strategy. • (6.1 POCA) Cllr Lamb is the new POCA rep. 	
3.0	Burglary Update / Outcome Based Accountability Sessions	
3.1	Mel Jones explained that this month has been very challenging. There has been small rises across every neighbourhood apart from Killingbeck and Seacroft which have seen a decrease. The focus on the next few months will be on offenders living in the area as significant offenders affect the number of burglaries.	
3.2	Chapel Allerton OBA has been brought forward to October instead of April Next Year following on from Burmantofts and Richmond Hill.	
3.3	The burglary pilot regarding most active / amber burglary nominal's is to commence on 20 th September where partners will be expected to sign up to the new process which almost mirrors the case conferencing of IOM. Inspector Reed and BY are ensuring that the new Burglary task force are invited to avoid duplication and hopefully strengthen the process with some additional resources.	
4.0	Recent Chapeltown Disorder	
4.1	Mel Jones explained about the recent disorder in Chapeltown that started nationally on 8 th August. At 7pm Gavin Clark was shot and problems started with police after a police dog got off its lead and bit a 14 year old boy. On the Monday night a group from the younger end were out targeting Asian people, a car was set of fire on Chapeltown road and attacks on police and firemen. On Tuesday a group was moving around Chapeltown and Harehills targeting mosques and faith centres. Wednesday and Thursday there were difficult meetings that took place with different communities. The next night Chapeltown was locked down by police and no further disorder took place.	
4.2	Mel explained that Carnival was the next challenge for Chapeltown but the amount of police on the streets was increased and no serious incidents happened. Next year the focus needs to be on the top tent as some of the music was found offensive and complaints were made. There is also the funeral of Gavin Clark and Bonfire night that are still to come and may spark off disorder.	
4.3	A Core groups of youth in Chapeltown are at risk of becoming long term criminals/ next Tier 2 Offenders. MJ is having discussions on how these should be dealt with and looking at getting a structure to dismantle the group. It was proposed that the current ASB /Challenge support group for Chapeltown should be the framework and may involve inviting more partners, such as YOS and youth services. Both YOS and Youth service were happy to get involved. Inspector Davison and Steve Lake chair the meeting so will be in touch.	SL to make contact
4.4	Leeds Mela is taking place on Sunday 18 th September at Roundhay Park. Police staffing levels have been increased.	
5.0	Review of PACT meetings across NPT's	
5.1	BY and MJ informed the group that a review will be taken on current PACT meetings, there is a different level of attendance across the division but some meetings are very poorly attended and do not represent the neighbourhood. The NPT Inspectors will be asked to look at their area and be innovative in developing how PACTS will be addressed in 2012 (Ian), a commitment has been given for Inspectors to discuss proposals with ward councillors. Some Pacts have now been linked to council forums particularly in the Outer East area to avoid strain on officers to attend meetings.	

6.0	POCA	
6.1	Bev Yearwood explained we got £3000 last quarter for POCA but with all the pending applications this got spent straight away so it was proposed not to hold applications this time until we get the money through to ensure a fair chance of applying .	
6.2	SV will publicise POCA in the ALMO news letter along with an article around ' Why should they' asking people if they know anyone living beyond means.	SV
7.0	PCSO's / Environmental Works	
7.1	It was agreed that PCSO's would take some responsibility for environmental works. BY and MJ working currently on a protocol that links to the existing neighbourhood management tasking framework.	
8.0	Performance Framework / Exec Highlight Reports	
8.1	To be circulated electronically.	BY
9.0	Any Other Business	
9.1	BY is currently trying to secure a new representative from Adult Social Care.	BY
10.0	Next DCSP Meeting	
10.1	15 th December 2pm-4pm at The Reginald Centre, Chapeltown Road.	

This page is intentionally left blank

Appendix 3
Minutes of South East Leeds Health and Wellbeing Partnership
Meeting 13th October 2011

Attendees:

Dave Mitchell (Chair) – Leodis CCG
Bash Uppal – Adult Social Care/NHS Leeds
Shaid Mahmood – SE Area Leader
Brenda Fullard – NHS Leeds
Philip Draper (Sue Gamblen's rep) – Adult Social Care Commissioning
Barbara Temple – Children's Services
Emma Stewart plus PA – LINK
Toshal Bhatia (Pat McGeever's rep) – Health for All
David Reid (Bridget Emery's rep) – Environment & Neighbourhoods
Aneesa Anwar (minutes) – LCC, Support to Health & Wellbeing Partnerships

In attendance: Kate Hill, Matthew Callister, Catherine Foster

1. Welcome, introductions and apologies

Apologies were received from Jane Moran, Samantha Middleton, Pat McGeever , Cllr Kim Groves, Cllr James Lewis, Julie Bootle, Sue Gamblen, Gerry Shevlin.

2. Minutes of meeting held on 28th July 2011

Agreed as an accurate record.

3. Matters arising

Health checks – the report was tabled at last meeting and previously we didn't have the outcomes data. Brenda informed the partnership that she has been in discussion with colleagues about health checks monitoring that has been done. This was mainly around advice given and how people's behaviour changed following the health checks.

It has been identified that there is an issue regarding not being able to get patients individual data. Need to ensure that outcomes are recorded by GP's so a record is kept on patients file. There is a need to look at targeted support to get people to come forward to have a health check.

A discussion also took place about how partners can contribute / influence getting people to come forward to have a health check. Barbara suggested engaging with children's cluster groups. Kate also confirmed university having potential to track health checks.

Action: Brenda to get demographic data broken down further to neighbourhoods level and circulate at a future meeting. Brenda to also look at health check tracking process and support offered by partners.

Transformation Programme risk stratification activity in Garforth and Kippax – Bash informed the partnership that a presentation is scheduled for the next meeting.

JSNA and MSOA area profiles have been produced with work underway to develop the story from the data.

Action: Brenda to check if Nicola Stephens could attend the next meeting.

Smoke free homes – Toshal updated on how this is being implemented and confirmed there is no follow up being done to get analysis of data around pledges and people having quit smoking. Brenda to have discussions to see if this could be included in commissioned contracts from NHS Leeds.

Action: Toshal to send report for circulation to Bash.

Action: Brenda to look further at impact of smoke free homes initiative

4. Submission to BHFNC Annual conference: Translating the evidence – what works for Physical Activity

Evaluation of the Hamara physical activity programme: first steps

– **Kate Hill**

Dr Kate Hill, Senior Research Fellow at Leeds Institute of Health Sciences presented a preliminary report on an evaluation of the Hamara physical activity programme which is based in Beeston. Kate is the project coordinator for a portfolio of vascular-themed studies (IMPROVE-PC) within the NIHR Collaboration for Leadership in Applied Health Research and Care (CLAHRC) programme for Leeds, York and Bradford.

The IMPROVE-PC research team are working with partners in health and social care to improve prevention of vascular events. The evaluation of the Hamara programme is being undertaken as a pilot project to develop performance indicators and test the feasibility of demonstrating impact in community-based health and wellbeing programmes.

The Hamara project was recently submitted to the BHFNC (British Heart Foundation National Centre) annual conference as a case study. It has been accepted and will be presented at the conference which takes place in Nottingham on Thursday 17 November 2011.

A report was tabled of the preliminary findings and the 4 initial themes emerged of relevance to the evaluation are:

1. Accessibility
2. Cost
3. Relationships
4. Style of advice.

The project looked at people who use services at the Hamara Centre, but not been able to speak to those referred who didn't take up services although this is a key element of this piece of work.

Better outcomes for people have been achieved.

Noted that building blocks (next to Hamara) has good space to hold women's only sessions and it includes crèche facilities as it's clear that some groups will not take up physical activity at a centre if there are no facilities to have tailored sessions for women only.

Noted that clinical outcomes are important for GPs and the social aspect is also important.

Kate outlined potential to develop evaluation tools for centres to systematically gather data for organisations to use in discussion with commissioners.

Action: all to send comments regarding this project to Kate Hill
K.M.Hill@leeds.ac.uk.

5. MARS Evaluation feedback – Bash Uppal

Bash gave a brief overview about Multi Agency Referral Scheme which was developed following members of the SE partnership identifying the need for a simplified approach to support residents to access preventative services. A number of partners supported the development of a simple checklist. A trial took place in Belle Isle and Little London. A range of multi disciplinary staff were involved and the process allowed for them to provide local residents with a more holistic response from their service.

The evaluation report was circulated which also looked at resources and capacity needed for the project. Bash is now taking this report to the Locality Programme Board to update and get agreement to rollout. Bash is also scheduled to take this to the health improvement board and the integrated health and social care board over the coming weeks.

In the interim the proposal is to continue to use the scheme with some minor revisions to the checklist for the infant mortality demonstration sites (Beeston, Holbeck and Chapeltown) and with the transformation programme of predictive modelling clients in the 3 locality areas demonstration sites (Garforth/Kippax, Pudsey and Meanwood).

Barbara asked if she could discuss further with Bash to see how this could be linked with the work Maggie is doing in the JESS cluster.

Partnership members agreed the need for a development plan to ensure gradual managed delivery of the scheme. Bash was congratulated for developing the scheme.

Action: Bash to update on feedback from the boards and on the development plan.

6. NAEDI Lung Cancer initiative update – Matthew Callister & Catherine Foster

Matt gave an overview of the programme which was set up to offer free walk in screening facilities for people over 50 who have had a cough for 3 weeks and over to get an x-ray done in the 2 centres in Middleton and Seacroft.

A variety of communications and marketing has been undertaken over the last year to try and engage with hard to reach groups? More could be done around this if partners use their influence in their organisations. There is an increased focus of marketing on targeted populations and the programme is also linking in with smoking cessation teams.

Initially the project was set up for a year but is now being rolled out until May 2012. It has also been recommended to continue until March 2013, this is yet to be determined and NHS are now looking at funding for this programme to be extended.

Nationally it has been agreed that more needs to be done to raise awareness of programmes such as NAEDI.

The partnership welcomed the update.

Action: All to raise the profile of this programme and Bash to update the inner south area committee.

7. Update on partnership activity programme

Bash went through summary that was circulated electronically with the agenda.

Brenda mentioned about issues around the citizens panel questionnaire. Brenda also confirmed NHS Leeds has confirmed resources to progress and run a health and wellbeing survey early in the new year.

Action: Bash to circulate with minutes the draft version for comments and suggestions.

Action: Bash also highlighted PPI activity Leodis are undertaking. Bash to invite Leodis to share their PPI programme at a future meeting.

8. Any other business

Neighbourhood Improvement Boards are being established to focus on 4/5 areas for South Leeds. These boards will provide an opportunity to take forward more of a holistic approach through involvement of local key leaders and residents. Already established are two of these boards, one focussing on Middleton and Belle Isle and a second board looking at Beeston, Holbeck and Hunslet.

The implication of Welfare Reforms - Shaid asked that this item be scheduled at a future meeting.

Next meeting

24th November 2011, from 2-4pm, Civic Hall.

Future Agenda items:

JSNA/Area Profiles

Transformation programme

Financial Inclusion and welfare reforms

This page is intentionally left blank

Present:

Cllr Suzi Armitage (Chair), Cllr Peter Gruen, Cllr Pauleen Grahame, Virgil Meikle (LCC - Youth Service), Station Manager Graham Ambler (WY Fire Service Stanks/Garforth), PS Mark Birkett (WYP), PC Chris Adams (WYP), PC Brearley (WYP), Tom Smith (LCC Locality Team), Jean Jackson (Resident), Siddiga Austin (Resident), Sandra Murfin (Resident), J Murfin (Resident), Jeremy Lunn (Aire Valley Homes), Nathan Vaughn (LCC – Environmental Action Team), Pete Mudge (South East Area Management Team)

Apologies:

Revd. Dr. Mike Benwell (St Luke's Church), Marina Richardson (Swarcliffe Good Neighbours)

1.0	Welcome, introductions and apologies	Action s
1.1	Cllr Armitage welcomed everyone to the meeting. Introductions were made and apologies noted.	
2.0	PACT meeting – Neighbourhood Policing Team	
2.1	Compared with the previous two years, all crimes are down excluding burglary. ASB	
2.2	Stanks and Swarcliffe are the hotspot areas with the majority of crimes being domestic or drink related. ASB recording has changed meaning 108 calls were recorded in the previous six weeks which is a decrease of 5.9% Q. Is Stanks still a social priority area? One resident had damage to a door window and a group of young people were seen with a carton of booze. This was reported and a nearby video van attended but no-one was caught and cctv cameras were not scrutinised. A. Yes it is still a Priority Area however there are police new to the area who may not know about the special priority. Police will research what occurred and ensure all officers are aware of priority.	MB MB TS
2.3	Q. Heard rumours of people being paid to buy booze in the area. A. Police investigating this and LCC Locality Team will investigate ways to keep the area around Swarcliffe Parade shops litter free. Farndale View Multi-Use Games Area (MUGA) Residents remain concerned by the MUGA and said a youth worker antagonised youths resulting in a brick being thrown at her house. The matter was reported to the Police but no-one attended. Residents said they have become so fed up with no response that they no	VM

Produced by the South East Area Management Team (tel: 0113 336 8940)

2.4	<p>longer ring the police. They also said a PCSO indicated that, as it is a play area, police won't answer calls. At the Forum, Police roundly refuted this situation saying their policy is most certainly to attend and residents should most definitely ring the Police immediately. In addition, an incident log is kept at housing office and all incidents should be recorded there.</p> <p>Insp Nick Smart has now replaced Insp Harrison for Crossgates & Whinmoor and Temple Newsam.</p>	MB
3.0	Minutes from Swarcliffe Forum on 04 October 2011	
3.1	Agreed as accurate.	
4.0	Matters arising from those minutes	
4.1	None.	
5.0	10 minute open floor	
5.1	No issues.	
6.0	Locality Team Update – Locality Manager Tom Smith	
6.1	<p>Tom outlined responsibilities for the new Locality Team. He said: In the Outer East area environmental services has been completely restructured to separate waste management (refuse and recycling) from street cleansing with the latter having a service level agreement with Area Management and responsibility delegated to Area Committee.</p> <p>The result will be far greater partnership to ensure matters are quickly reported and dealt with.</p> <p>Cllr Gruen said he was pleased to see that service improvements are underway. He said: "I think better organisation and care for areas rather than the city as a whole is what matters. We are tailoring the service to the needs of the area. If you don't notice a difference tell us but please also tell us if you do."</p> <p>Q. What's happening about ginnels? A. Have identified 60 ginnels as priority ones to keep clean.</p> <p>Q. What's happened to regular street sweeping by the mechanical sweepers? A. Rota has changed so they may be coming at unfamiliar times. Tom will check their routines.</p> <p>Q. Weeds are growing yet they used to be sprayed. A. There has been a big problem with weeds – in part because chemicals have changed. Must keep on top of schedule and ensure it is right for the area.</p> <p>Q. Gulleys and grates are blocked in some areas resulting in large puddles. A. This will be investigated.</p> <p>Q. Behind garages on Stanks Way, foliage is overgrown and rubbish</p>	<p>TS</p> <p>TS</p> <p>TS</p>

Produced by the South East Area Management Team (tel: 0113 336 8940)

	<p>includes needles and fins yet no-one accepts responsibility for cleaning the area.</p> <p>A. We will investigate as we will no longer accept no-one dealing with problems. We will either do it or act as a conduit to ensure it is done.</p> <p>Q, There's a lot of rubbish by the shops at Stanks Approach.</p> <p>A. Cllr Armitage said as shops are council owned the matter will be investigated by Locality team.</p> <p>Q. A skip was left in a lady's street for a long time and residents had to make several complaints before it was moved by Yorkshire Homes.</p> <p>A. Point was noted.</p>	
7.0	Changes to Fire Fighting - Station Manager Graham Ambler	
7.1	<p>In July Stanks Fire Station had 54 calls resulting in 16 incidents, 10 of significance with the worst being flooding at Parklands Girls High School caused by thieves stealing piping. In August the station received 56 calls resulting from 23 fires.</p> <p>Due to intensive time being spent on safety work and advance warnings the area has seen a 25% reduction in fires and 50% drop in the number of calls.</p> <p>Graham said cutbacks to the service have already been made but more were required with one of the proposals being to shut fire stations at Stanks and Gipton and build a new one at Killingbeck. If approved, there would be three fire engines at the station but one would only be used to assist in emergencies. Public consultation ends on 9th December.</p> <p>Already introduced is a city centre based engine dealing with minor incidents across the whole of Leeds.</p> <p>Graham said he had been led to believe that once all the planned reductions had been made, a further £2m would still be required by the end of year 4.</p> <p>Q. How many staff have or will lose their jobs?</p> <p>A. None at present as the only reductions have been through staff retirements.</p> <p>Q. What would happen if there was more than one fire at the same time?</p> <p>A. Resources are based on being able to tackle two large incidents at the same time which require 8 engines each.</p> <p>Q. Cllr Gruen said: "As Ward Councillors we want to hear views as we do not want people to only speak after the event. It is up to the Fire Service to reassure the public that cover still reaches this area and will be sufficient to future expansions planned for East Leeds.</p> <p>It was also noted the Service has not yet bought land on which to build a station in Killingbeck.</p> <p>A. We cannot buy the land until the consultation has shown it will go ahead and it could be up to 5 years before the new station opens.</p> <p>Cllr Armitage asked people at the forum to send in their views and these will then be referred on.</p>	

8.0	Environmental Action Team Update – Nathan Vaughn (Tel: 07891 272 500)	
8.1	At Swarcliffe Parade and Stanks Parade the Council has placed some black boards to cover and protect areas . The Swarcliffe one is suffering from graffiti.	
8.2	Squinting Cat and Whinmoor pubs – both now seem secure however taxis are ranking in front of the Squinting Cat.	NV
8.3	Probation projects – Sherburn Court: work has started on varnishing the seats and weeding flower beds. Investigating if anything can be done for the welcome stones.	NV
8.4	Rear ginnel of Ash Tree Approach: A dog fowler is being fined and enforcement hopes to make progress on fly tipping and litter.	
9.0	Potholes / Resurfacing Work	
9.1	No report – Arrange for next meeting	
10.0	Housing issues in Swarcliffe – Jeremy Lund	
10.1	JL delivered an update report. There are 4 properties on notice and 13 void in Swarcliffe. 23 have been re-let since July including 6 mutual exchanges.	
10.2	Eager to take people to task for being antisocial. Currently there are 2 cases progressing on noise nuisance.	
10.3	Q – A resident asked “Do you want three more?” A – Yes give them to me or come and see me to talk about it. Q – Actually they may have been dealt with as the noise is not so bad now.	
10.4	Cllr Armitage pointed out complaints need to be registered with Council rather than simply brought to the meeting.	
10.5	Keen to promote walkabouts and can make dates and routes available. Cllr Graham – “Most of the time we have walked around and then nothing has happened. It’s OK for people to try it but we’ve done it before. Estate is a lot better since Nathan has become involved and he should get an award for dealing with issues so quickly. “ Q. 239 Stanks Lane South has a big tree that needs cutting down. A. Housing to investigate.	JL
11.0	Activities for young people in Swarcliffe – Virgil Meikle	

Produced by the South East Area Management Team (tel: 0113 336 8940)

11.1	Holiday programme being run with extended services to bring school resources into community.	
11.2	Monday drop-in session has been lost as the person who linked from Connexions has got full time work and is no longer able to help.	
11.3	Still have a fitness group, healthy eating and 63 young people were attending on Thursday and Friday nights. This has now risen to 73 which would be too much for available staff however support is being provided from another area enabling the activities to continue. In addition a member of staff returned from maternity leave early in order to catch up on issues.	
11.4	Football has been stopped as it costs a third of total available budget. Replacement activities are being identified.	
11.5	MUGA – Youth services are monitoring MUGA. (Other MUGA issues were recorded in the PACT section above.) Cllr Armitage – David Purdy was asked for more costings for removal of the MUGA. He was unable to attend but will provide full figures.	
12.0	Swarcliffe Good Neighbours Scheme – update from Ken Hill	
12.1	Ken said the Older Person's Event Week went well when he attended on Tuesday.	
12.2	Jane Tomlinson Big Charity Giveaway gave £15,000 towards a minibus. Possibly this can be used for additional activities.	
12.3	Preparing for Tinsel and Turkey event taking Neighbours to Eastbourne.	
12.4		
12.5	308 gardens have been done and the scheme is now coming to an end. Councillors visited gardens last week. Decorating scheme is set to start. Residents simply need to provide the paint, wallpaper etc and labour , furniture removal etc is all done by the team.	
13.0	Any other business and date of next meeting	
13.1	No other business was raised	
13.2	The next meeting is scheduled for Wednesday 1 st February 2012.	

This page is intentionally left blank

Appendix 5

Present:

Cllr Peter Gruen (Chair), Councillor Pauleen Grahame, James Nundy (LCC - South East Area Management, minutes), Brenda Speight (Red Hall Neighbourhood Watch / Killingbeck Crime Prevention Panel), Victoria Nunns (LCC – Parks & Countryside), Victoria Marsden (LCC – P&C), Paul Spandler (LCC – Locality Team), Jeremy Lunn (Aire Valley Homes), Deeta Tren-Humphries (LCC – Youth Services), Maxine Babil (LCC – YS), PS3561 Mark Birkett (West Yorkshire Police), Randy Blackburn (Wellington Hill Residents Association), Janice Linley (Whinmoor Wanderers)

Apologies:

Cllr Suzi Armitage, Insp Nick Smart (WYP), Heather Jackson (Skelton woods Environmental Group), Wendy Rogers (LCC - EAT), Sharon Smith (Whinmoor Juniors), Rita Green (Whinmoor Bowling Club), Coullin Meikle (LCC – Youth Services), Dorothy Burke (Bunnies Pre-School Group)

1.0	PACT meeting – Sgt Mark Birkett	Action
1.1	Data from the last six week period was discussed.	
1.2	<p>Crime update</p> <p>Overall crime levels are down but ‘burglary dwelling’ the most prevalent, even though there have been five fewer reports compared to the last six week period.</p>	
1.3	There have been six reported assaults and nine damages to vehicles. Europrofile locks are still being targeted	
1.4	<p>Anti social behaviour</p> <p>There have been 45 nuisance calls in the last six week period. The hotspots include Whinmoor Way (with five reports) and Sherburn Court flats.</p>	
1.5	<p>ASB is now recorded differently to give a clearer breakdown of the figures:</p> <ul style="list-style-type: none"> • Obstructing vehicles is down 100% • Motor bike issues are down 91% • Nuisance vehicles issues are down 83% • Rowdy behaviour is down 72% • Animal issues are down 50% • Neighbour disputes are down 46% 	
1.6	Offenders are being targeted so they know they are being observed.	
1.7	Cllr Gruen hasn’t received any complaints through the post in connection to crime in the area and Youth Service haven’t had any reports of ASB in the local area.	
1.8	Neighbourhood Watch was pleased with the police response to recent burglaries at the bungalows.	
2.0	North Whinmoor Forum - welcome, introductions and apologies	
2.1	Cllr Gruen welcomed everyone to the Forum meeting, introductions were made and the above apologies were noted.	

3.0	Minutes of the meeting held on 19 July 2011	
3.1	Agreed as an accurate record.	
4.0	Matters arising from those minutes	
4.1	(1.6) Forum and PACT advertising – JN tabled a handout detailing the measures introduced to try and increase attendance at the meetings: <ul style="list-style-type: none"> • Facebook page established called 'North Whinmoor Forum & PACT' • Posters in local community facilities, shops and schools 	
4.2	(4.1) Pendas Arms pub/shops – there is still a lot of litter around the shops. Paul Spandler informed the Forum that the litter street sweeping machines will be in the area every three weeks and litter pickers will attend the site in question.	
4.3	(6.2) Naburn Play Area – Vicky Nunns and Victoria Marsden tabled the plans. The play area for Naburn Chase has now got the green light and work should start before Christmas (weather permitting). It will include a 5-a-side pitch, kick about wall, roundabout, slide, basket swings, grass mats (extensive use) and a bund to protect the nearby houses <ul style="list-style-type: none"> • Councillors were thanked for their funding • Parking issues at the site are to be discussed with councillors • It was noted the seesaw on the handout is inaccurate 	
4.4	Dog control order phase two will commence in January 2012.	
5.0	10 minute open floor	
5.1	Stanks Fire Station – Cllr Gruen Councillor Gruen highlighted the public consultation regarding the fire cover plan and closure of fire stations at Stanks and Gipton, and a proposed new station at Killingbeck. For full details please visit www.westyorksfire.gov.uk Deadline for responses is 9 December 2011.	All
6.0	Environment update	
6.1	Oakdale Nursery – Vicky Nunns The nursery has now closed and the building declared surplus to requirements. There are plans to demolish it and make a garden/play space. A consultation period will follow. <ul style="list-style-type: none"> • A map was tabled showing other green space within a one mile radius • Money can potentially be released from local housing developments 	
6.2	The Red Hall fields are currently for sale, but not marketed yet. All three ward councillors want to keep the playing fields.	
6.3	Where's Whinmoor? – James Nundy A constituent contacted Cllr Gruen asking if anything could be done to improve knowledge that you are in Whinmoor – Cross Gates and Swarcliffe have welcome stones and signs, whilst Whinmoor is lacking. JN tabled a map of the area highlighting potential locations for welcome stones and/or signage. Quotes were obtained from LCC Highways and Groundwork Leeds. Eight localised speed signs could be installed at the four main entrance points for	

	<p>approximately £3,000 and welcome stones would cost in the region of £4,000 each. Comments included:</p> <ul style="list-style-type: none"> • The scheme was deemed a good idea • Stones were thought to be more in keeping with the rest of the ward • Would increase pride in the area • A mile stone was requested for Baildon Drive junction with York Road • Suggested that the West Yorkshire Probation Community Payback Team could be used for the labouring • It was agreed the councillors would look at the scheme in more detail • Please let Cllr Gruen have your comments 	Cllrs All
7.0	Youth work in Whinmoor – Deeta Tren-Humphries	
7.1	The 2011 summer programme was a repeat of the very successful 2010 programme, using local activities and facilities such as sports and Fieldhead Community Centre. There were approximately 520 attendances and many of these young people are now accessing other services such as sessions for college applications and CV work. There was also support onto apprenticeships eg at Middleton Railway.	
7.2	In the ward, officers have been working with shopkeepers who haven't reported any issues recently. The mobile provision is at Fieldhead Community Centre on Wednesdays.	
7.3	57 young people from the Cross Gates & Whinmoor ward are involved in the city-wide youth consultation. The results will be out in late October / early November.	
7.4	The youth workers are still happy to attend any hot spot areas which are brought to their attention.	
7.5	<p>It was highlighted that the kitchen at Fieldhead Community Centre needs replacing and urgent repairs need to be looked at.</p> <ul style="list-style-type: none"> • James to raise with Facilities Management to make an assessment. 	JN
8.0	Environmental enforcement - Update from Environmental Action Team	
8.1	Paul Spandler gave details about the restructure, and how refuse and street cleaning services split and a new locality team looking after enforcement and street cleaning is now in place, providing a better service and giving more supervision for street cleaners.	
8.2	Litter pickers now inform enforcement officers about issues on private land and a 'common sense' approach is being applied eg not cleaning a street which doesn't need it, and reviewing old routes.	
8.3	Whinmoor is scheduled to be litter picked twice a week and mechanically swept every three weeks.	
8.4	Cllr Pauleen Grahame is the environmental champion for outer east Leeds.	
8.5	<p>Forum members were asked to note and report back if they notice any changes in the area following the changes to the service. Comments included:</p> <ul style="list-style-type: none"> • Spotted Path area reported as improved 	All

8.6	<ul style="list-style-type: none"> Red Halls reported as very clean <p>Fines can be issued to residents who leave their bins outside their boundaries for extended periods following a collection.</p>	
8.7	Ginnels are also to be looked at across the city.	
9.0	Report from Aire Valley Homes – Jeremy Lunn	
9.1	AVH are also working to a common sense approach to environmental blight: clear first, worry about ownership later.	
9.2	Baildon garages have now been demolished and they will be tarmacked in the next few weeks.	
9.3	Red Hall Approach garages – consultation is ongoing in connection to demolition and plans are supported by the ward councillors.	
9.4	North Whinmoor is still a very desirable place to live. There have been 23 relets between May and October. Four properties re currently under notice, there are five voids and there has been one downsize enquiry.	
9.5	There have been noise complaints re 31 Naburn Fold. The Out Of Hours team have been contacted and Jeremy is investigating a potential breach of tenancy.	
9.6	There have been seven anti-social behaviour cases, some of which have been passed onto LASBAT and three have been closed.	
9.7	Estate walkabouts are complete. There will be an intensive clean-up next week, working with Paul’s locality team. The White Laithes will get particular attention.	
10.0	Any Other Business and date of next meeting	
10.1	Whinmoor library is still open and Swarcliffe Children’s Centre are using it as a base. Local residents were urged to continue using the library, or the opening hours might be reviewed. <ul style="list-style-type: none"> Jeremy to note in the next ALMO newsletter 	All JL
10.2	Whitkirk cricket week – James Nundy JN tabled a handout detailing a summary of the very successful local cricket week <ul style="list-style-type: none"> The Area Committee contributed £5,000 towards two weeks of coaching in August in Whitkirk and Kippax Daily attendance figures for Whitkirk were as follows: 119, 127, 115, 119 and 109 The five cricketers showing most potential were chosen by Arnie Sidebottom (former England player) for further free coaching at the ProCoach summer camp at Headingley Cricket Ground. Two of the five came from Whitkirk, one was from Halton, one was from Garforth and one was from Allerton Bywater 	
10.3	Older Persons Event Week – James Nundy JN tabled a handout of photos from the local event at St Gregory’s Youth &	

10.4	<p>Adult Centre on 27 September 2011. The OPEv week was funded by the Outer East Area Committee along with councillors MICE money and there were five events across the outer east of Leeds. The events began with information stalls such as crime prevention, Age UK, LCC Customer Services and the local neighbourhood networks. A buffet lunch was followed by entertainment, which was Pocket Panto at the Cross Gates & Whinmoor event. The whole week was very well received, and daily attendance figures were 70, 90, 75, 85 and 130.</p> <p>The next forum meeting is scheduled for Tuesday 17 January 2012.</p>	All
------	--	-----

This page is intentionally left blank

Appendix 6

Present:

Cllr Katherine Mitchell (Chair), Cllr Mick Lyons, James Nundy (LCC – South East Area Management, minutes), Sharon Taylor (West Yorkshire Police), PS Andy Hill (WYP), Paul Spandler (LCC – Locality Team), Diane Gill (resident), Gladys Townend (resident), Val Brady (resident), Margaret Wilson (resident), S Marsh (resident), Coullin Meikle (LCC – Youth Service), Steve Sheriffe (Aire Valley Homes)

Apologies:

Cllr Bill Hyde, Ron Bool (Leeds Tenants Federation & OTRA)

Item	Welcome, introductions and apologies	Action
1.1	Cllr Mitchell welcomed everyone to the meeting, introductions were made and the above apologies noted.	
1.2	Some attendees didn't sign in on the attendance register.	
2.0	PACT meeting (Police And Communities Together)	
2.1	The police hold their PACT meeting on the first Tuesday of every month at Corpus Christi.	Police
2.2	The Forum were happy for the two meetings to be combined. The police to check if Inspector Smart is happy to have the two meetings combined.	
2.3	Crime is relatively low at the moment and anti-social behaviour reports are at a lower level than this time last year.	
2.4	50 off-road bikes have been seized. The off-road police bike team was funded by the Outer East Area Committee.	
2.5	Recently been some good results in connection to drug dealing at bottom end of Osmondthorpe.	
3.0	Minutes of the meeting held on 12 July 2011	
3.1	Agreed as an accurate record.	
4.0	Matters arising from those minutes	
4.1	(8.2) John Pearson, Community Environmental Officer, to start back at work in two weeks time, initially on a phased return.	
5.0	10 minute open floor	
5.1	No issues were tabled.	
6.0	Residual waste treatment facility – project update	
6.1	Cllr Lyons gave an update on the plans. <ul style="list-style-type: none"> • LCC have chosen Viola over Biffa as the preferred bidder • Ward councillors are firmly opposed to the facility in the current proposed location of the old car boot site / Red Road. 	

	<ul style="list-style-type: none"> • Currently at the planning stage • The only objections the public can now put in are planning objections 	
6.2	The contractor was announced on tv and radio today. The planning process will take one year, with planning permission expected to be granted in 2013. The facility is should therefore be operational in 2015.	
6.3	Biffa would run as a private business and charge, whereas Viola would be a partnership and wouldn't charge.	
6.4	Residents of the forum were asked to think about what they would like to have in the area as a form of compensation to having the incinerator on their doorstep and give their comments to the councillors. Examples could include traffic calming, double glazing, walls instead of hedges, environmental improvements etc	
6.5	Councillors from the Richmond Hill ward need to fight too.	
6.6	The facility needs a licence from the Environmental Agency. Air quality monitoring stations need to be built now so they can record data now and after the facility is built.	
7.0	Environmental issues – Paul Spandler	
7.1	Paul Spandler gave details about the restructure, and how refuse and street cleaning services split and a new locality team looking after enforcement and street cleaning is now in place, giving more supervision for street cleaners.	
7.2	Litter pickers now inform enforcement officers about issues on private land and a 'common sense' approach is being applied eg not cleaning a street which doesn't need it, and reviewing old routes.	
7.3	Halton Moor is scheduled to have a litter picker in the area all week and be mechanically swept every three weeks.	
7.4	Paul took details of issues from a few residents.	
8.0	Youth Service update – Virgil Meikle	
8.1	Staffing in the area has reduced by nine hours, but links into The Beck on Killingbeck Drive have been established.	
8.2	Halton Moor Community Centre has now closed. Councillors supported keeping the community centre open, but the Youth Service will officially move out on 13 October 2011. <ul style="list-style-type: none"> • Councillors have already contributed £10,000 from their well-being budget to keep the centre open • Discussions are ongoing between councillors and officers about keeping the building open for community and Youth Service use 	
8.3	Sessions ended: <ul style="list-style-type: none"> • Two fitball teams • Community Payback • Community wardens • Youth Intervention Programme • SPACE 	

8.4	The mobile provision is still operating, with new film nights / projections, with 10-12 spaces per session (due to Health and Safety)	
8.5	November update: since the meeting the Youth Service are now using the centre three nights a week.	
9.0	Update from East North East Homes – Steve Sheriffe	
9.1	Rent arrears figures are very good, with a collection rate of 98.4%. Voids have reduced from 35 to 22.	
9.2	Leeds Youth Cells are organising a clean-up in the area on 15 October 2011. Area Committee and Aire Valley Homes are providing the skips.	
10.0	Any other business and date of next meeting	
10.1	<p>Whitkirk cricket week – James Nundy JN tabled a handout detailing a summary of the very successful local cricket week</p> <ul style="list-style-type: none"> • The Area Committee contributed £5,000 towards two weeks of coaching in August in Whitkirk and Kippax • Daily attendance figures for Whitkirk were as follows: 119, 127, 115, 119 and 109 • The five cricketers showing most potential were chosen by Arnie Sidebottom (former England player) for further free coaching at the ProCoach summer camp at Headingley Cricket Ground. Two of the five came from Whitkirk, one was from Halton, one was from Garforth and one was from Allerton Bywater 	
10.2	<p>Older Persons Event Week – James Nundy JN tabled a handout of photos from the local event at Christ Church, Halton on 28 September 2011. The OPEv week was funded by the Outer East Area Committee along with councillors MICE money and there were five events across the outer east of Leeds. The events began with information stalls such as crime preventions, Age UK, LCC Customer Services and the local neighbourhood networks. A buffet lunch was followed by entertainment, which was chocolate making demonstration and a Cliff Richard tribute act at the Temple Newsam ward event. The whole week was very well received, and daily attendance figures were 70, 90, 75, 85 and 130.</p>	
10.3	The next forum meeting is scheduled for 10 January 2011.	All

This page is intentionally left blank

Halton Forum
Minutes from 13th October 2011
Christ Church, Halton

Present:

Cllr Mick Lyons, Cllr Katherine Mitchell, Cllr Bill Hyde, Insp Nick Smart (WYP), PCSO Sharon Taylor (WYP), Andy Hill (WY Police), Virgil Meikle (Youth Service), T Dennis (Templegate Neighbourhood Watch), Margaret Burton (Templestowe Gdns), Margaret Blenkhorn (Green Lane), Mr & Mrs Boucher (Field End Green), Mrs Audrey Linley (Field End Green), Mr & Mrs Goodell (Field End Green), Margaret Oates (Field End NW), Thelma Dixon (Templegate Crescent), Ron Fisher (Field End Rd), Ted Fryer (Birch Ave), Mona Illingworth (Templegate Walk), Mrs Heather Sanderson (Temple Ave), Gwen Green (Oak Crescent), Patricia Wragg (Oak Crescent), M Ward (Templegate Walk), Tom Smith (LCC Locality Manager,) Pete Mudge (Area Management)

Apologies:

Peter Huison, Maria Thornton, Barbara Anderson, Jack Fitzpatrick, Joyce Schofield, Rev Darren Moore (St Wilfrid, Halton) Alan Wakefield (Templegate Neighbourhood Watch – meeting) Margaret Walsh.

1.0	Welcome, introductions and apologies	
1.1	Cllr Lyons welcomed everyone to the meeting.	
2.0	Minutes from 14 July 2011	
2.1	Agreed as an accurate record.	
3.0	Matters arising from those minutes	
3.1	Issues regarding incinerator proposals <ul style="list-style-type: none"> This will be discussed at the end of the meeting 	
4.0	10 minute open floor	
4.1	Parking issues at Whitkirk Primary School Barbara Ward said parking is terrible in the area and road markings are totally ignored. Since all ages have returned to school people park on the streets from 8.20am till after 9, 11am-noon, 2.20 to 4pm followed by after school activities. Complaints were also made about litter and dog dirt in the vicinity of the school. Action: Cllr Lyons said he had arranged meetings at the end of the summer term and start of the new term to identify preferred solutions and a further meeting is being arranged. A preferred solution is to get some of the school land used for car parking which will be reported on at the next Area Committee which the public are welcome to attend. Cllr Hyde said if an ambulance needed to get to the school or homes on Templegate Walk it would be unable to do so during school drop off times. He said the problem would not be solved till a turning circle was placed in the school. "It's a disaster waiting to happen."	Cllr L
4.2	Access nuisance at Temple Moor High School Ron Fisher said the gate by Field End was still being left open too frequently despite promises from the school. He said paramedics had recently attended after a child was hit by a van. <ul style="list-style-type: none"> Action: School had confirmed to Cllr Lyons that there were only odd exceptions when the gate had to be used outside normal school hours. Cllr Lyons said he will keep directly in touch with Ron over the matter. 	Cllr L
5.0	Community safety	
5.1	Insp Smart was introduced as the new Inspector for the area. He said Halton Moor remains a hotspot however Halton itself is not too bad and over recent months crime is down 40%. In the last 6 weeks there have been 24 burglaries most being in Halton Moor.	

5.2	He said if the public do spot something they should notify the police as while it may not seem important, it could be the final evidence needed to put someone away. Despite Halton not being a hotspot, there will still be high police visibility. Q. What's happened to Voicemail Reciprocal system. A. Replaced with updates to local contacts when anything appropriate occurs.	
5.3	Q. Problems with speeding on Chapel Street and Cross Green Lane. A. Operation Champion deals with this and other work may be occurring soon. In addition some PCSOs are trained in using speed cameras.	
6.0	Environmental Issues – Tom Smith (Locality Manager)	
6.1	TS outlined new service through which street cleaning and environmental enforcement for the area is now managed in SE Leeds which is intended to make it much more reactive.	
6.2	Q. Cllr Hyde said litter bins on Colton Lane had not been emptied till he had complained and litter and dog faeces remains a problem. A. TS said the frequency of collections has been changed to improve the situation. In addition this will be further assisted through provision of a daily service being extended to cover weekends.	TS
6.3	Q. A resident from Birch Avenue asked if the Council has a gulley cleaning process and what happens if a car is over the gulley when cleaning takes place. A. Advance notification is given. Streetscene is looking to transfer gulley cleaning to Locality Managers.	
6.4	Q. Temple Moor High School playing field is full of litter from local shops. A. TS to investigate.	TS
7.0	Incinerator	
7.1	There are now two incinerators planned for the area. The Biffa one is to burn commercial waste and so it works out cheaper for the Council to build another incinerator rather than pay for every delivery. If it goes ahead it is scheduled to open in 2016. Cllr Lyons said his objection is why wasn't East Leeds given the chance to have a full and frank discussion of where it should be. He has asked for monitors to be installed and operational before the incinerator is built. Q. Will it increase traffic? A. Claimed to be a maximum of 100 vehicles per day and if Selby Rd and Colton Rd closed to access this problem would be largely averted.	
8.0	Youth Services – Virgil Meikle (Youth Work Manager)	
8.1	Despite the number of staffing hours being reduced, the offer to the area has increased through improved mobile provision. Over summer the service offered new experiences to youth including horse-riding and partnership working with extended services and schools. Cllr Lyons – also in the summer there was a cricket training week which attracted nearly 100 children and the top 5 went on to Headingley for special coaching. This process showed there are many excellent kids out there. Q. For junior cricket did they all come by cars? A. Most Halton Moor ones walked and a mini bus was also used.	
9.0	Cycle Route	
9.1	Cllr Mitchell gave a brief update on a cycle route which will run from Garforth to the city centre. In Halton the route will go down Colton Road to Colton Lane. A muddy track exists here and it is proposed to provide a new 2.5 to 3m tarmac track for pedestrians and cyclists and provide a more convenient link between the two roads. This track will connect to the existing footway adjacent to the A6120 Selby Road by widening the footway on Colton Lane near the roundabout with the Ring Road.	
10.0	Any other business	
	The next meeting is scheduled for 12 January 2012.	

Appendix 9

Area Chairs Forum Monday 5th September 2011 Committee Room 1, Civic Hall

Attendance:

Councillors: P. Gruen (Chair), G. Hyde, G. Wilkinson, K. Parker, A. Gabriel, G. Latty, D. Blackburn

Officers: J. Rogers, R. Barke, S. Mahmood, J. Maxwell, H. Freeman, B. Logan

Minutes: S. Warbis

Officers attending for specific items: Jane Harwood, Debra Scott, Geoff Turnbull

Item	Description	Action
1.0	Apologies	
1.1	Cllr. G. Hussain	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 17 th June 2011 were agreed as an accurate record.	
2.2	<u>2.3 of previous minutes – Environmental Service Level Agreement pilot</u> Due to timescales it had been agreed to take the SLAs to Area Committees, with no need for a pilot exercise.	
2.3	<u>3.1 of previous minutes - Environmental Delegation Member Workshops</u> Reminders had been sent to members by Cllr Gruen and attendance averaged around 60 members at each workshop. It was noted that some elected members had failed to attend any of the workshops.	
2.4	<u>3.3 of previous minutes – Cycles of Mechanical Cleansing Services</u> Dealt with in agenda item 5.	
2.5	<u>3.5 of previous minutes – Land Ownership Issues and Responsibilities</u> Although progress has been made, particularly regarding co-operation with ALMOs, it was felt that this was still an issue locally and that remedies discussed between partners had not always been embedded with the front line workforce. Multi-agency work has progressed regarding priority ginnels, including tackling red tape around budget issues, and it was felt that this work would be built on, although it was still a work in progress. Further meetings are to take place with Parks and Countryside in September to explore further co-operative approaches between responsible agencies. It was agreed that this would be an item on the next Area Chairs Forum agenda in November, and that Area Leaders would provide a snapshot of issues in their areas, and detail progress being made between partners.	Area Leaders
2.6	<u>3.6 from previous minutes – Environmental Services Restructure</u> Dealt with in agenda item 5.	
2.7	<u>3.8 from previous minutes – Environmental Delegation</u> Dealt with in agenda item 5.	
2.8	<u>5.5 from previous minutes – Luncheon Clubs</u> The following written update was provided by Jason Lane:	

	<p><i>In addition to a short questionnaire sent to LC grant recipients ASC have organised three discussions / meetings with sample of luncheon club committee members on 22nd August and 2nd September to</i></p> <ul style="list-style-type: none"> • <i>get feedback on the previous years application process,</i> • <i>gather more information about how the LC's function,</i> • <i>identify and explore concerns raised by clubs,</i> • <i>identify networking possibilities and</i> • <i>enable PCT Health improvement workers to distribute nutrition and hydration information and discuss these topics directly with LC coordinators.</i> <p><i>ASC are also arranging dates September onwards to conduct informal interviews with service users of a sample of the luncheon clubs across Leeds to get an indication of the types of benefit individuals perceive they gain from the clubs. LC coordinator feedback will be used by ASC to improve the next annual process and application documents after which time a schedule for the 2012-13 application process can be confirmed and invitations to Area Management staff to observe 2012-13 grant application process can be made. Interviews with service users will not be complete for September Area Chairs Forum meeting. Budget information is being collated for inclusion with mapping information and issues raised by LC users and co-ordinators into a report to be brought back to Area Chairs Forum meeting for November.</i></p> <p>It was requested that Jason Lane be contacted to ensure that arrangements are made for the shadowing of the grant application process by the former Area Management staff.</p>	Sarn Warbis / Area Leaders
3.0	Update on the Localism Bill	
3.1	Jane Harwood, Corporate Policy and Performance Officer, attended to present a paper outlining ongoing work across the council in preparation for the Localism Bill.	
3.2	Work is ongoing across directorates to establish the implications of the bill and to prepare for the potential changes. Particular reference was made to the following areas:	
3.3	<p><u>Community Right to Challenge</u></p> <p>The potential right for various groups to express an interest in running services which the authority is responsible for. A paper is going to the Strategic Planning and Policy Board on 16th September and this area will be discussed at Corporate Commissioning Group on 19th September. Various pieces of work are underway to look at</p> <ul style="list-style-type: none"> ○ our relationship with the third sector ○ key account management ○ category management ○ commissioning processes ○ the Open Public Service white paper ○ innovation and new models of service delivery ○ community engagement ○ equality impact assessments ○ procurement. 	
3.4	<p><u>Community Right to Buy</u></p> <p>The potential for communities to register land or property as assets of community value and to have a chance to bid to take over assets and facilities. A detailed report has been produced by Neil Charlesworth, Community Asset Officer, which has been agreed by Asset Management Board and will go to the executive board in December or January. This includes the proposed approach to:</p> <ul style="list-style-type: none"> ○ assessing nominations ○ listing assets 	

	<ul style="list-style-type: none"> ○ publishing a list of assets of community value ○ publishing a list of unsuccessful community nominations <p>The Asset Transfer Framework is to be discussed at Asset Management Board on 15th September and will go to Executive Board in November.</p>	
3.5	<p><u>Local Referendums</u></p> <p>The Localism Bill will give people the power to initiate local referendums on local issues if support can be gained from 5% of the local electorate. Work is being undertaken to examine potential resource and cost implications, with assistance from Bradford MBC who are providing information regarding a recent parish poll carried out.</p>	
3.6	<p><u>Neighbourhood Planning</u></p> <p>This is a complex area with detail emerging as the bill progresses. A Neighbourhood plan would be subject to an independent examination and would need approval by 50% or more of voters who turn out for a referendum. A report is going to Corporate Leadership Team on 13th September and then to Leader Management Team to establish the LCC approach. Member briefings are taking place on 23rd September and 22nd November with a Parish and Town Council Seminar taking place on 19th October. Leeds is also hosting a Localism Roadshow for Councillors at the Town Hall on 1st November and there will also be a Localism Forum in Leeds run by the Local Government Group aimed at Heads of Service and Senior Officers from Local Authorities.</p>	
3.7	<p>Concerns were raised regarding the difficulties for areas that did not have Parish Councils in getting organised to take part in the various aspects of the Localism Bill. It was suggested that Area Committees and Locality Teams would need to be involved in supporting local areas to get organised. There were concerns that Neighbourhood Forums would need a lot of effort to achieve the appropriate mandate and representation from their communities, and that guidance was needed on what would represent an appropriate constitution for a forum. It was suggested that there needs to be communication between the Area Teams and Area Committees regarding where Neighbourhood Forums and other representative groups are functioning well and that learning should be shared.</p>	
3.8	<p>It was raised that the National Planning Framework was also changing dramatically and there needed to be clarity on the relationship between national and local planning policies.</p>	
3.9	<p>The Locality Bill is a work in progress and there are many amendments to guidance as the bill is progressing which can lead to confusion. Neighbourhood Planning may be seen by some as a means to stifle development although this is not the stated intention, and work will continue by officers across services to keep abreast of developments.</p>	
4.0	Community Centres Review Update	
4.1	<p>Debra Scott attended to present a report outlining the proposed review of community facilities.</p>	
4.2	<p>Although referred to as the Review of Community Centres it had already been agreed to rename this as the Review of Community Facilities to include other assets in the review options. It was stressed that the review was not tasked with reducing provision but was intended to maximise resources.</p>	
4.3	<p>The Project Initiation Document was included in the papers and this will be considered by the Asset Management Board on 15th September and will also be shared with Directors of other Directorates to explore opportunities for collaboration. It was stressed that consultation was key to the development of proposals and a workshop was suggested for Area Committee members to discuss and develop the consultation strategy.</p>	

4.4	A project board is being established and there was an invitation for an Area Chair to join the programme board. It was also suggested that the programme board should include a representative for users of community facilities.	
4.5	It was suggested that clarity needed to be reached on what facilities were to be included in the scope of the review. Reference was made to community centres owned by external bodies but located on council land. Debra Scott stated that a mapping exercise was taking place and that issues such as these should be addressed through this exercise and through workshops with officers and members.	
4.6	Reference was made to a recent review of community facilities carried out in Chapelton which identified a vast array of facilities owned or run by local groups. This highlighted a duplication in provision, with competition threatening the viability of certain facilities and groups. It was suggested that the review needed to take account of the context in which facilities were located.	
4.7	Area Chairs were asked to note the content of the report and provide comments on the proposals.	
4.8	The Area Chairs Forum were asked to nominate an Area Chair to serve on the project board and Cllr Angela Gabriel volunteered and was nominated.	
4.9	It was agreed that a number of workshops would be arranged to enable Area Committee members to engage with and influence the review and consider wider consultation arrangements.	Debra Scott
4.10	It was agreed that Debra Scott would return to a future meeting to provide an update on the progress of the review.	Debra Scott
5.0	Delegation of Environmental Services to Area Committees	
5.1	Helen Freeman attended to provide an update on the progress of the Environmental Services delegation.	
5.2	The service level agreement is going to the first Area Committee meeting this afternoon for approval and will be going to all other Area Committees during September.	
5.3	Workshops for members carried out in January, March and July were successful and, along with sessions with environmental sub-groups, enabled the development of the service level agreement to proceed smoothly.	
5.4	The service restructure has progressed and appointments have been made to service manager and supervisor posts. The 8 day programme of sweeping and mechanical cleaning is going live today .	
5.5	Work is still ongoing in the following areas: <ul style="list-style-type: none"> ○ reviewing the fleet of vehicles ○ establishing a balance between mechanical and manual cleaning ○ coordination with Parks and Countryside ○ reviewing the use of depots and addressing downtime ○ developing and maintaining the committed and flexible culture within the service 	
5.6	It was acknowledged that whereas some areas of the city were up to the benchmark other areas were below and these needed to be brought up. There will be ongoing reflection and reviewing of the delegation and this will involve Area Committee members. Also, Area Leadership teams will have input where they feel resources or performance is not appropriate.	

5.7	There will be a full 6 month review of the environmental delegation, however intervention will take place as and when difficulties arise or problems are identified.	
5.8	Cllr Gruen stated that the service level agreements represented a minimum offer from day one, with a baseline grounded in reality, and that there was an expectation to perform. Cllr Gruen is looking for a real challenge from environmental sub-groups to ensure the service is effective and that the right balance is established locally for the environmental services that can be provided.	
6.0	Update on Restructuring and Locality Working	
6.1	Briefing seminars for elected members had taken place to explain the details of the restructure, with 40-50 councillors attending.	
6.2	The restructure proposals had been issued to the trade unions before the August bank holiday with a deadline set for comments of 16 th September. As part of the process meetings will take place between James Rogers and the trade unions.	
6.3	Introductory events have been set up towards the end of September for the Area Leadership Teams set up to oversee locality working in the three areas.	
7.0	Any Other Business	
7.1	<u>Equality and Decision Making Training</u> Geoff Turnbull, Senior Project Officer within the Equality Team, attended to give background information on the legal equality duties that apply to Area Committees due to their decision making responsibilities.	
7.2	There is a risk that decisions can be challenged if due consideration is not made to equality issues in the decision making process.	
7.3	It was proposed that training sessions should be set up for all elected members on this area, and it was agreed that an initial training session be set up for Area Chairs with a proposal that this takes place after the Area Chairs Forum meeting in November.	Geoff Turnbull
7.4	<u>West Yorkshire Fire Authority</u> Cllr Gruen referred to the proposed review of fire stations by the Fire Service and informed Area Chairs that he was ensuring that Area Committees would be consulted by the Fire Service on this matter.	
8.0	Date of Next Meeting	
8.1	11 th November 2011, 9am, Committee Room 4, Civic Hall.	

This page is intentionally left blank

Appendix 10

REPORT OF: STEVE CAREY, CHIEF OFFICER, REVENUES AND BENEFITS

REPORT TO AREA COMMITTEE CHAIRS' FORUM

DATE: THURSDAY 3 NOVEMBER 2011

SUBJECT: WELFARE REFORM

The report provides an update on the Government's Welfare Reform proposals and the impact on Leeds' citizens.

Background information

The Government has embarked on a major programme of Welfare Reform which sees major changes happening in each year of the next three years. Appendix 1 provides information on the most significant changes over the next 3 years.

Within the programme of reform there are significant changes to the Housing Benefit scheme. The changes introduced in April 2011 only affect private rented sector tenant and it is useful to understand how Housing Benefit works in the private rented sector.

Housing Benefit in the private rented sector is based on Local Housing Allowance (LHA) rates set by the Valuation Officer Agency (VOA). Each month the VOA provides LHA rates for:

- shared accommodation
- 1-bed accommodation
- 2-bed accommodation
- 3-bed accommodation
- 4-bed accommodation
- 5-bed accommodation

The amount of Housing Benefit a private-sector tenant gets is based on the property size required for the size of a tenant's household. For example, a tenant requiring 3-bed accommodation will have their HB based on the 3-bed LHA rate whether or not the tenant actually rents 3-bed accommodation. Where a tenant rents a property that is more expensive than the LHA rate, the tenant will have to pay the shortfall themselves. Where a tenant rents accommodation that is cheaper than the LHA rate, the tenant can keep the excess benefit up to a maximum of £15 pw.

Changes were introduced in April 2011 that:

- removed excess benefit payments of up to £15 pw
- capped the maximum LHA that can be paid at the 4-bed rate; and

- changed the way that LHA rates are calculated resulting in reductions in all LHA rates with the exception of shared accommodation.

Main issues

Housing Benefit changes

- *loss of excess benefit:* Private sector tenants can no longer keep excess benefit where they rent property that is cheaper than the LHA rate. Around 9,500 tenants are affected by this change and will see their Housing Benefit reduce by an average of £11 pw. The reduction is applied to existing tenants on a rolling basis from April 11 with tenants losing their excess on the anniversary of their HB claim. All excess payments will be removed by March 2012.
- *Capping LHA at 4-bed rate for families previously entitled to 5-bed rate of LHA:* Existing cases are protected until January 2012 but following the end of the transitional protection period, 60 families in Leeds requiring 5-bed accommodation will see their Housing Benefit reduce by between £9.87 a week and £161.92 a week with the average reduction for these families being £86.55 a week. A programme of home visits was undertaken in April and May to explain the changes and options to householders. Further visits are planned as benefit falls to be reduced.
- *Reductions in local housing allowance rates following changes to the way LHA rates are calculated.* Existing cases are protected until January 2012. Table 1, below, shows the reductions in LHA rates for the different property types and the number of households that will be affected when transitional protection starts to run out in January 2012.

Table 1

Type of accommodation required	Pre-April 2011 Local Housing Allowance rates £pw	Latest LHA rates following change in calculation (Sep 11) £pw	Number of households facing a reduction
Shared accom	61.50	61.50	} 4984
1-bed	109.62	99.92	
2-bed	126.22	115.38	3058
3-bed	144.23	132.69	1035
4-bed	206.54	183.46	295
5-bed	335.00	183.46*	60

* 5-bed rate is capped at the 4-bed rate

- *Shared Accommodation Rate (SAR)*: Single private rented sector tenants up to the age of 25 have their HB limited to the Shared Accommodation Rate of LHA – around £61 pw. New rules come into effect from January 2012 which extends the Shared Accommodation Rate rules to cover single people up to the age of 35. From January 2012, over 1500 tenants aged between 25 and 35 will see their Housing Benefit reduce from the maximum 1-bed rate of £99.92 to the SAR of £61.50 pw.
- All tenants affected by these changes have been sent personalised information about the changes, the impact of the changes and, in each case, the date the changes are due to be applied. Landlords and landlord groups have also been provided with information about the changes. The Government has also increased the amount of funding for Discretionary Housing Payments from £20m annually to £30m annually for 11/12 and this will increase further to £60m for 12/13. Leeds allocation based on the £30m figure is £397k and it is expected that this figure will increase at least proportionately. The increased allocation will be used to help those facing the most difficulties.
- Leeds is also a partner in a successful West Yorkshire bid to the Department for Work and Pensions for funds to establish a West Yorkshire online service that will help to match Housing Benefit tenants to affordable private sector accommodation. Work is currently underway to deliver this solution.

Welfare Reform proposals planned for 2013

There are a number of reforms planned to come into effect starting from April 2013. This includes the proposed implementation of a localised scheme of support for Council Tax which is intended to replace Council Tax Benefit from April 2013 and the start of the rollout of Universal Credit from October 2013.

Replacement scheme for Council Tax Benefit

- The Welfare Reform Bill proposes the abolition of Council Tax Benefit with effect from April 2013. In its place will be localised schemes of support designed and operated by councils with funding for the scheme reduced by 10%. The Department for Communities and Local Government is leading on the localised schemes of support for Council Tax.
- The key features of the consultation proposals are:
 - a) Pensioners are likely to be protected from any reduction in support and councils are likely to have the ability to protect other vulnerable groups; and
 - b) Councils will be given fixed funding for the schemes which will be reduced by 10% in comparison to current spend on Council Tax Benefit. Any spend above this level, whether driven by more generous schemes of increased demand, will need to be funded by councils.

- A copy of Leeds' response to DCLG's consultation paper is attached at appendix 2

Universal Credit

- Universal Credit is the cornerstone of the Government's reforms aimed at making work pay. It is also the most ambitious of the changes bringing together IS, JSA, ESA, HB and Tax Credits into a single payment. Nationally, this will see 19m different benefit claims (including 5m HB claims) being migrated into 8.5m claims for Universal Credit. Universal Credit is intended to simplify the benefits system and ensure that people are always better off in work than on benefits. This is achieved by firstly having a single working age benefit accessed through a single claim form and administered by a single agency and secondly by allowing people to keep more of their benefits when they move into work than is currently the case. It is expected that the rate at which Universal Credit will be withdrawn when people move into work will be 65%. The current range of benefits can see people who move into work having their benefits withdrawn by rates in excess of 90% in some instances.
- Although the design work and underpinning policies are still being developed by the Department for Work and Pensions, a number of aspects of Universal Credit are now known and these have implications for the council and for people receiving benefits in Leeds.
 - Universal Credit will be delivered in the first instance by teams formed from Jobcentre Plus and HMRC Tax Credits teams with local authority responsibility for Housing Benefit being removed by 2017. A decision on the longer term operating models will be taken in 2015. This may result in opportunities for local councils to become involved in Universal Credit delivery once the transition programme is completed in 2017;
 - Access to Universal Credit is expected to be through an electronic claims process with support provided for people who may struggle with this process. Jobcentre Plus will provide face-to-face support in the first instance although discussions are underway with the Department for Work and Pensions on the role of local councils in providing face-to-face support;
 - From October 2013 new claims for Income Support, Employment Support Allowance and Jobseekers Allowance will be treated as claims for Universal Credit as will any associated HB claims and will be administered by the new Jobcentre Plus/HMRC teams;
 - From 2014 there will be a transition programme to transfer existing HB, IS, ESA, JSA and Tax Credit claims to Universal Credit with the transition period expected to be completed by 2017.
 - It is intended that Universal Credit will be paid monthly in arrears and will be paid, in most instances, directly to claimants.

- Pensioner claims will transfer to the Pension Service starting in October 2014 and housing costs will be paid as a housing credit with Pension Credit. The Pension Service has recently stated that it expects to continue to pay housing costs elements directly to landlords where this is currently the case.

Other changes

- 1.1 The programme of welfare reform also sees further changes coming into effect from April 2013. These changes include:

a) *Cap on Housing Benefit for social sector tenants who live in accommodation that is too large for their needs:* Tenants who live in social sector housing that is larger than they need will see their Housing Benefit reduced by a percentage. The change applies only to working age tenants and not to pension-age tenants.

b) *Use of Consumer Price Index to up-rate Local Housing Allowance rates*
Currently local housing allowance rates are up-rated on a monthly basis by the Valuation Office Agency using evidence collected from landlords in the private rented sector. From April 2013 local housing allowance rates will be up-rated by reference to the consumer price index and will be up-rated by the lower of the consumer price index or the evidence collected by the Valuation Office Agency. The Departments for Work and Pension's analysis suggests that this change will save the Government £225m.

c) *Benefit caps*

The Welfare Reform Bill contains proposals to cap the total amount of benefit a household can receive to around £500 a week for a family and £350 a week for a single person. The cap will only apply to out of work working age claimants.

The cap will be applied by local councils and will be achieved by reducing Housing Benefit until the overall amount of benefit is no more than the £500/£350 cap. The key factors that will determine the number of cases affected by the cap are a) the amount of housing benefit that is paid and b) the size of the family. Initial work suggests that 184 families in Leeds would be affected by the change – all are families with 4 or more children.

d) *Social Fund*

From April 2013 Jobcentre Plus will no longer run a scheme of Community Care Grants and Crisis Loans for General Living Expenses and emergency situations. Instead, an amount of funding will be transferred to local councils for councils to consider running schemes to support citizens.

It is expected that Councils will be free to decide whether they wish to run a scheme and, if so, what type of scheme they wish to provide. If a council chooses not to run a scheme, it is expected that it will need to state what the funding has been used for. The reasoning for transferring the scheme to local councils is that Community Care Grants and Crisis Loans applications are more suitably dealt with in a face-to-face setting and that is

not the direction of travel for Jobcentre Plus; it also enables councils to design schemes that better reflect local situations.

The funding that will be transferred to councils is expected to be less than that currently spent on the schemes by Jobcentre Plus. In 2009/10, £70M nationally was spent on Crisis Loans and it is intended that £36m will be distributed to councils from April 2013 along with £136m Community Care Grant funding.

e) *Disability Living Allowance changes*

From April 2013 Disability Living Allowances (DLA) will be replaced by Personal Independence Payments for claimants aged between 16 and 64. A programme of reviews will be undertaken for people already getting DLA and they will be assessed against the criteria for Personal Independence Payments. The Department for Work and Pensions impact assessment states there will be “net costs to individuals of £2.1bn from reduced benefit expenditure from focussing support on disabled people with greatest needs”.

A Welfare Reform Strategy Board has been established to prepare for and oversee the implementation of the changes in Leeds and an overall strategy is in development for approval by Executive Board in the New Year.

Welfare Reform timetable

Date	Change	Description	Timing of change	National financial impact over the spending review period	Leeds impact
Apr-11					
Housing Benefit	National caps on Local Housing Allowance (LHA) rates	The LHA rates for each property type are capped at a national maximum for each property type	Change applies to all new cases from April 2011. Existing cases are transitionally protected until Jan 2012 and then change is applied from next anniversary of Housing Benefit claim.	£235m savings	No impact in Leeds as all LHA rates are below the national caps
Housing Benefit	5-bed LHA rate capped to 4-bed LHA rate	Maximum LHA rate is capped at 4 bed rate for families that require 5 bedrooms or more.	Change applies to all new cases from April 2011. Existing cases are transitionally protected until Jan 2012 and then change is applied from next anniversary of Housing Benefit claim.	Included in figure above	Around 60 cases face a reduction.
Housing Benefit	- Excess payments removed	Claimants who find rents less than the LHA rate they are entitled to were able to keep the difference to a maximum of £15 a week. This was known as the 'excess'. Benefit now restricted to the actual rent charged or the LHA rate whichever is the lower.	New cases: April 2011. Existing cases: at next anniversary of claim.		9,588 cases in Leeds will lose an average of £11.82 pw although all will still get sufficient LHA to meet their rent. Reductions take place from April 11 - March 12 depending on date of anniversary of benefit claim

Housing Benefit	- LHA rate calculation change	LHA rates are set by the Valuation Office Agency who each month collect evidence of rents being charged in the private rented sector for each property type. Until April 2011, the LHA rate was set at the midpoint, or 50th percentile point, of the range of rents being charged in the private rented sector. From Apr 11 LHA rates are set at the 30th percentile point of the rents being charged in the private rented sector.	New cases: April 2011. Existing cases: transitionally protected until Jan 2012 and then wef next anniversary of claim.	£1.2bn savings	10,226 cases are affected with reductions averaging £8.92 pw
Child Benefit	Child Benefit	Child Benefit frozen for 3 years from 2011	April 2011	£2.6bn savings	All families in Leeds
Jan-12					
Housing Benefit	Extension of Shared Accommodation Rate	Single people up to the age of 35 renting in the private rented sector will have their LHA limited to the Shared Accommodation Rate (or Bedsit rate). Until April 2011 the rule applied only to single people under 25 but the change now extends the rule to cover single people aged between 25 and 35 renting in the private sector	Change applies to all new cases from Jan 2012. For existing cases the change will be applied in line with the end of their Transitional Protection period in relation to other LHA changes	£570m savings	1300 people currently entitled to the 1-bed rate will become entitled only to the Shared Accommodation Rate
Income Support	Lone parent conditionality requirements	Most lone parents where youngest child is 5 or 6 will be migrated from IS to JSA and expected to engage in work-related activity. Also, sanction regime is strengthened for failure to meet conditionality requirements	With effect from January 2012	£250m savings	As at Nov 10 there were 6,700 Lone Parents in Leeds with children under 5 and 3,000 lone parents with youngest child aged between 5-11
Apr-12					

All benefits	Fraud Penalties and Sanctions	Administrative Penalties for fraud set at £350 or 50% of OP whichever is the greater; loss of benefit for 13 weeks, 26 weeks or 3 years following successful prosecution; introduction of £50 civil penalty in non-fraud cases for failure to report a change in circumstance	April 2012	£107m savings	Impact will be dependent on the policy developed for applying civil penalties
Jan-13					
Child Benefit	Child Benefit	Removal of Child Benefit from all higher rate tax payers	January 2013	£8.05bn	N/k
Apr-13					
All benefits	Single Fraud Investigation Service	LA, Jobcentre Plus and HMRC fraud teams will be merged into a single fraud service. LAs will lose their power to prosecute for benefit fraud	April 2013	N/A	Impact relates to staffing. 15 LCC staff potentially affected by the change
Housing Benefit	Benefit cap	Total weekly amount of benefits to be capped at around £500 pw for couples and £350 pw for single people. Cap to be applied by LAs by reducing HB entitlement until benefit below caps	April 2013	£400m savings	Expected to be small numbers of families affected in Leeds. More work will be undertaken in 2012 to confirm position.
Housing Benefit	Social-sector housing under-occupation	HB to cut by a % where claimant occupies property that is larger than family size requires, Change only applies to working-age tenants and not to pension-age tenants	April 2013	£770m savings	Work is underway to identify the extent of this issue in Leeds

Housing Benefit	HB - uprating LHA rates by CPI	LHA rates will be uprated annually using Consumer Price Index. Change means LHA rates will no longer be uprated in line with actual rents in the private rented sector	April 2013	£225m savings	All cases will be affected but impact will depend on a number of factors including reaction by landlords and CPI rates
Social Fund	Social Fund localisation	Crisis Loans and Community Care Grant funds will be transferred to LAs to help ensure funds are appropriately targeted	April 2013	No figures produced yet	Much depends on the level of funding provided. Opportunity to review provision and link with other funds including Discretionary Housing Payments and s17 payments
Council Tax Benefit	Localisation of Council Tax support	Council Tax Benefit is abolished wef March 2013. It is to be replaced by locally developed schemes of support for Council Tax with 10% less funding from Central Government. DCLG is leading on this initiative and is expected to start a more formal consultation process in July 2011.	April 2013	£975m	Over 75k families in Leeds get Council Tax Benefit. Indications are that some groups will be protected from potential cuts (pensioners) but many others likely to face cuts
DLA	Disability Living Allowance reform	DLA to be replaced by Personal Independence Payments and to be more focused on those disabled people facing the greatest barriers to leading full and independent lives	April 2013: for new cases with an ongoing review of those aged 16 - 64 during 13/14	£2bn	21k working age people in Leeds receive DLA and likely to be subject to a review
Oct-13					

All means tested benefits	Universal Credit	Universal Credit replaces the main income based benefits (IS, JSA, ESA, HB and Tax Credits) with a single payment delivered by a single agency	Oct 2013 for all new claims for a 'replaced' benefit'. Existing claims will migrate to Universal Credit between April 2014 and March 2017 - migration strategy still to be agreed	N/a	There are currently 40,000 working age families getting HB who will migrate to Universal Credit by 2017. No one will lose out at the point of transfer. The role of local councils has not yet been determined but it is expected that DWP will administer Universal Credit - this has workforce implications for Leeds and other councils
Oct-14					
Housing Benefit	Pension Credit	Housing Benefit for pensioners will be paid as Pension Credit	Oct 2013 for all new claims. Existing claims will migrate to Pension Credit between April 2015 and March 2017 - migration strategy still to be developed	N/a	There are currently 35,000 pension age families getting HB who will migrate to Pension Credit by 2017. The role of local councils has not yet been determined but it is expected that DWP will administer Pension Credit inclusive of housing costs - this has workforce implications for Leeds and other councils

This page is intentionally left blank

Councillor Keith Wakefield
Leader of Leeds City Council
Civic Hall
Leeds LS1 1UR

Council Tax Benefit Reform Team

Department for Communities and
Local Government
5/H2 Eland House
Bressenden Place
London
SW1E 5DU

Telephone: (0113) 247 4444

Fax: (0113) 247 4046

Email: keith.wakefield@leeds.gov.uk

Our ref: KW\SH\CTAX

13 October 2011

Dear Sir or Madam

Leeds City Council believes that the proposals for localisation of the support scheme to replace Council Tax Benefit will have a disproportionate impact on poorer sections of the City, present a significant financial risk to local authorities and are not deliverable by April 2013.

The proposals will see many workless claimants faced with significant levels of debt and create additional financial pressures for councils that could impact on the delivery of frontline support to workless customers. The rationale for keeping support for Council Tax separate from and not part of Universal Credit is not supported by the Council. We believe that support for Council Tax should form part of Universal Credit and that Universal Credit, which will also include Housing Benefit, should be delivered locally by local councils.

Rationale for reform

The consultation paper sets out the rationale for reform as follows:

- *to give local authorities a greater stake in the economic future of their local area;*
- *provide opportunities for local authorities to reform the system of support for working age claimants;*
- *reinforce local control over Council Tax;*
- *give local authorities a significant degree of control on how a 10% reduction in expenditure is achieved;*
- *give local authorities a financial stake in the provision of support for council tax.*

The Government's intention to cut expenditure in this area by 10%, prescribe a national scheme that protects pensioners from losses and make arrangements that ensure that local schemes support the intention behind Universal Credit for people in work and moving into work, means that there will be little scope for councils to carry out effective reform of the support provided. The impact of this is that costs can only be reduced to match the funding by reducing support to unemployed working age customers by as much as 15-20%. This reduces local control over Council Tax support and this is further reduced by the omission of discounts and exemptions from consideration within a localised scheme of support for Council Tax. Leeds had a gross spend of £64m in Council Tax Benefit in 2010/11 and a

further £52m in discounts and exemptions over the same period. While the £64m in Council Tax Benefit was targeted to people in need, a significant proportion of the £52m awarded in discounts and exemptions would have been paid to people who could afford to pay without the need for support. Leeds City Council proposes that local control over Council Tax support should extend to the scheme of discounts and exemptions.

We also propose that support for Council Tax should form part of Universal Credit and that Universal Credit should be delivered locally by Councils. This would deliver simplification brought about by a single claim for all the main means-tested working age benefits and also deliver local accountability for provision, performance and impact if administered by local councils.

The Government's proposal to move away from the current model of funding for Council Tax support and to move to a fixed grant to fund the local scheme of support, presents significant financial risk to local councils and represents a whole transfer of this risk from Central Government.

The Government's rationale for the scheme suggests that the proposed changes will give councils a greater stake in the economic future of their local area.

- Councils like Leeds already have a strong commitment to tackling worklessness backed up by significant investment, innovative schemes, close partnership working with Jobcentre Plus, LEPs, Enterprise Zones and other development and regeneration activity;
- People moving into work, especially low paid work, may remain entitled to Council Tax support, with the level of support remaining similar to that provided when unemployed in order to support the Government's intention to maintain marginal deduction rates of 65% when taken in conjunction with Universal Credit. Because of this any potential savings to local schemes are likely to be muted; and
- Demography and the ageing population means that there will continue to be growth in the number of pensioners requiring support. Each additional pensioner claim thereby increases spend on local support at a greater rate than any reductions gained from people moving into work.

Principles of the scheme

- *Local Authorities to have a duty to run a scheme of support*
- *For pensioners there should be no change in current levels of awards*
- *Local Authorities should also consider ensuring support for other vulnerable groups;*
- *Local schemes should support work incentives, and in particular avoid disincentives to move into work.*

Leeds City Council believes authorities should have a scheme of support for Council Tax that reflects ability to pay and provides a safety net for people undergoing difficult circumstances. The proposals do not achieve this and the principles underpinning the scheme mean that some of the poorest people will face some of the biggest reductions. An analysis of Leeds caseload shows that:

- 94k claims for Council Tax Benefit were paid in 10/11 at a value of £64m
 - o 35k claims were from pensioners at a value of £25.8m
 - o 15k claims were from people with a disability benefit at a value of £10.5m
 - o 13.5k claims from people in-work at a value of £8m

Protecting these claims and supporting the marginal deduction rates to be applied to Universal Credit for people in work, would leave fewer than 31k cases (33% of claims) and less than £20m of spend to deliver the overall 10% reduction in expenditure. This means that unemployed families in Leeds would be faced with reductions of 15%-20% or more in their Council Tax support. At Band D rates this would mean some of the poorest people paying an extra £240 a year in Council Tax

The proposals to protect pensioners and provide some protection for other people, including people in work and moving into work, would require, in effect, each council to operate multiple schemes. There would be:

- a national scheme for pensioners prescribed by Government and administered by councils;
- an in-work scheme that would work in tandem with Universal Credit to achieve acceptable marginal deduction rates for people in work;
- a local scheme offering protected levels of council tax support for vulnerable groups, most notably disabled claimants but also other groups not subject to the requirement to look for work; and
- a local scheme designed by councils that delivers an overall 10% cut in total expenditure from less than half the overall expenditure.

The administrative and software requirements arising from multiple schemes within councils are likely to be expensive, complex and difficult to deliver and would work against the overall aims of simplification and transparency that underpin Universal Credit.

Establishing local schemes

The consultation paper states that councils will need to design schemes which take account of the funding the LA 'intends to dedicate to the scheme' and also take account of the following:

- *Framework set by central govt (e.g. pensioners)*
- *Local priorities*
- *Forecasts of demand*
- *Assumptions around take-up*
- *Impact on council tax yield, for example, as a result of non-payment*

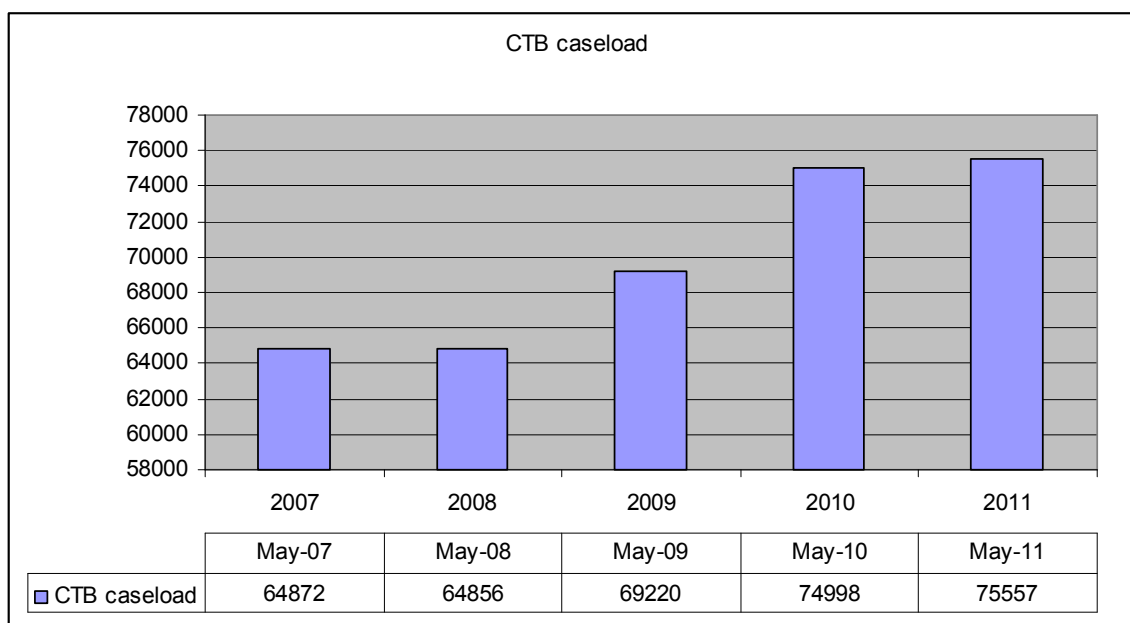
As stated above the ability to reflect local priorities is severely limited by the prescription of a national scheme for pensioners and the expectations around protecting other vulnerable groups and people moving into work. The scope for local priorities can be increased by including discounts and exemptions and allowing local councils to design these to both reflect local priorities and provide an overall scheme of support for council tax that reflects ability to pay.

It will be very difficult to accurately forecast demand for council tax support and councils will have little incentive to increase take-up where this will also increase financial pressures. Forecasts can be made using current and historic data on council tax benefit but there are many factors outside councils' control that significantly increase demand. The last 2 years, for instance, has seen significant increases in benefit claims as a result of the recent recession, including a doubling of Jobseekers Allowance claims in Leeds. There are other factors that make forecasting demand very difficult including the impact of Universal Credit itself. The majority of claims for Universal Credit will be from people in-work, a group that has relatively low levels of Council Tax Benefit take-up. It is likely that links between

Universal Credit and local schemes of support will see increases in the numbers of in-work claimants getting local Council Tax support;

Other factors include the impact of an ageing population and scheme design. Simple schemes that are easy to access and understand will increase demand. A snapshot of the Leeds' Council Tax Benefit caseload over the last 5 years shows the change in position and the difficulty in accurately forecasting demand. The table shows significant increases in caseload between 2008 and 2009 and again between 2009 and 2010. Over-forecasting demand could lead to customers having unnecessarily higher levels of contribution to pay towards their Council Tax; under-forecasting demand would lead to increased financial pressure on the council. The gross spend on Council Tax Benefit increased by £5.2m in 08/09 after allowing for Council Tax increase and by £5m in 09/10 after allowing for Council Tax increases – these increases represent the financial risk the Council would have been exposed to if the proposed scheme had been in operation in 08/9 and 09/10.

The caseload continues to rise in Leeds and at August 2011 had risen by another 1269 cases to 76,844.



Leeds agrees with the proposal that no adjustments to schemes within year should be allowed but does believe that schemes should be able to be adjusted from year to year. We also agree that local schemes should be subject to local consultation but have concerns about the intention to require further consultation on scheme changes. The timescales and processes required to consult would seem to prevent councils reacting to unexpected demand by taking steps to prevent further financial pressures occurring in the next financial year. Consultation in scheme adjustments should be limited to more fundamental redesigns and allow councils to adjust parameters without the need for a formal public consultation exercise.

Joint working

Leeds City Council agrees that there could be merit in operating similar local schemes across regions in order to provide some degree of consistency between neighbouring councils and residents. This includes the ability to collaborate and pool resources in design, consultation and implementation of schemes. However, the ability to do this will depend significantly on the make up of each council's caseload, the scope for achieving 10% reductions in expenditure after the application of the Government framework and

forecast demand within each council. Individual councils are unlikely to adopt a scheme that leads to significant financial pressures. Equally individual councils are unlikely to adopt less generous schemes to support other councils and the principle of consistency – not least because this would increase the amount of Council Tax to be collected from the poorest people in the area.

There may be scope for some councils to collaborate and jointly administer local schemes, particularly where there are shared schemes. However, this scope exists at the moment with the national Council Tax Benefit scheme. For Unitaries and Mets joint administration of local schemes is likely to prove problematic and it is difficult to see how this could be achieved in isolation of the administration of housing benefit and the overall billing, collection and recovery activity in Revenues services. With the pending transition of housing benefit cases to Universal Credit and the proposals to localise Business Rates, it is not deemed appropriate to impose shared and joint working requirements on councils without the development of full business cases that reflect the economies of scale already delivered by large Mets like Leeds.

Funding and managing risk

“Schemes will need to be designed based on a fixed grant allocation. Local authorities will need to consider what additional contingency arrangements should be put in place within their local schemes to take account of unplanned increases in demand or take-up.”

A key consideration is the methodology for establishing the initial grant and we are awaiting the promised technical paper on this. We would support annual refreshes of the funding to councils rather than the option for initial funding levels to remain unchanged for a number of years. An annual refresh of the grant will provide a degree of protection against the financial risk faced by councils through increased and unexpected demand. The notional prospect that councils may gain from a fixed grant by reducing the number of people requiring local support for council tax is unrealistic when set against an ageing population, increased take-up by in-work claimants through links to Universal Credit and uncertain economic performance at a national level.

The annual refresh should also include an uplift in funding to reflect changes to Council Tax levels. This would provide some protection against increased financial pressures and help provide stable schemes for those already faced with reductions in local support.

The proposal to create a safety valve so financial pressures can be shared with major precepting authorities such as the police and fire and rescue services is another area of concern. Although *in extremis*, billing authorities might welcome the opportunity to share the burden with their local police or fire and rescue authorities, we can see no compelling argument for allowing them to do so, any more than, say, allowing them sharing the burden with the NHS. Police and fire authorities have no stake in the Council Tax Benefit regime, and any safety valve would have an element of uncertainty in their funding which is in direct contradiction to the proposals for “guaranteed levels of funding” in the Local Government Resource Review (see Section 2.7, Technical Paper 1 of the Resource Review).

The consultation suggests that billing authorities should put in place local contingency arrangements to cope with fluctuations in demand. We would agree that this would be desirable but are concerned that creating such contingencies will necessarily take resources away from other services. A further consequence is that reductions in Council Tax Benefits to low income groups will make Council Tax itself more difficult to collect. To compensate for this, billing authorities will need to adjust their provisions for bad debts in

their annual calculations of council tax, which will create an additional pressure on council tax levels, and the risk of a spiral effect.

With regard to the proposal to create a national contingency, we have two concerns:

- where the contingency would be drawn from; and
- given that the proposals will transfer most if not all the risk associated with Council Tax Benefit from central to local government, why there would still be a need to maintain a national contingency and what would it be used for.

Timescale for implementation

The timescale for implementation is wholly unrealistic. The paper suggests that the required primary legislation for localised Council Tax support schemes will not be passed until Spring or Summer 2012 and that the necessary regulations will follow on from this. It is possible that the required detail and legal framework will not be on the statute books until autumn or winter 2012 and it is not possible to design, consult, build and implement new schemes of support by April 2013. If the Government intends to pursue the localisation of Council Tax support then at the very least the implementation date for the schemes must be deferred until April 2014.

Summary

Leeds City Council does not support the proposals for local schemes of support for Council Tax which it believes are inherently unfair. The proposals would lead to some of the poorest citizens bearing the brunt of the reductions and believes that more equitable systems of local support could be achieved with the inclusion of council tax discounts and exemptions within a local scheme of support.

The proposals present a significant financial risk to councils at a time when councils are already faced with significant cuts to funding. A key driver for the reform is the need to achieve £500m savings in Council Tax Benefit expenditure and we would urge the Government to look elsewhere for these savings. We would suggest that a national scheme should remain in place and be included within Universal Credit with Universal Credit delivered locally by Councils - this would provide simplification, accessibility, accountability and a focus on outcomes at a locality level. A national scheme would continue to be funded centrally.

If the Government intends to push ahead with localised schemes of support, then the deadline for implementation must be deferred to April 2014 at the least.

Responses to the specific questions asked within the consultation document are attached.

Yours faithfully

A handwritten signature in black ink that reads "Keith Wakefield". The signature is written in a cursive style with a large initial 'K'.

Councillor Keith Wakefield
Leader of the Council

5a: Given the Government's firm commitment to protect pensioners, is maintaining the current system of criteria and allowances the best way to deliver this guarantee of support?

The current system is the best way to protect pensioners from reductions. This will, however, require DWP to maintain and update figures for Applicable Amounts and Premiums. It will also require the current relationship between Council Tax Benefit and Pensions Credit to be retained and will, in effect, see The Pension Service continuing to decide the income levels to be taken into account by councils when awarding financial support towards Council Tax.

5b: What is the best way of balancing the protection of vulnerable groups with the need for local authority flexibility?

There Government's proposals around protection for pensioners and other vulnerable groups, alongside the proposal for councils to meet the costs of the scheme from a fixed grant, limit the scope for local authority flexibility. If Councils limit their spending to the funding available they will have little choice but to apply disproportionate reductions to the group of people who are working age and out-of-work and required to comply with work-related conditionality requirements. Councils would have greater scope for flexibility in designing a scheme of support if the scheme also covered discounts and exemptions.

6a: What, if any, additional data and expertise will local authorities require to forecast demand and take-up?

Trend data relating to Council Tax Benefit take-up over recent years is available to councils. Councils would also need to factor in data, including trend data, from Jobcentre Plus on jobs and worklessness and Pension Service on take-up of national benefits. This aspect will be a challenge for councils:

- overestimating demand may result in less generous schemes being designed leaving councils with larger amounts of council tax to collect from claimants;
- underestimating demand will mean councils needing to fund schemes that are more expensive than anticipated.

6b: What forms of external scrutiny, other than public consultation, might be desirable?

The consultation paper recognises the risks to councils. The use of external agencies to scrutinise schemes is likely to be costly and is unlikely to provide significant assurance around demand forecasts and scheme costs.

6c: Should there be any minimum requirements for consultation, for example, minimum time periods?

The extent and nature of public consultation may vary depending on the level of funding a council wishes to apply to a local scheme. A scheme designed to spend within Government funding levels may require greater consultation with vulnerable groups; a scheme supplemented by Council funding may require much wider consultation on the option of using Council Tax funding to provide greater financial support to help unemployed people meet their council tax liabilities. In either case a minimum timescale should be specified. The requirement to consult on local schemes is a new burden for councils and the costs of consultation would need to be met by Central Government.

6d: Do you agree that councils should be able to change schemes from year to year? What, if any restrictions, should be placed on their freedom to do this?

Yes. Councils need to be able to amend schemes from year to year to respond to demand issues and reflect changing local priorities.

6e: How can the Government ensure that work incentives are supported, and in particular, that low earning households do not face high participation tax rates?

The best way to achieve this is to consider the way that Universal Credit treats people in work and make an allowance that recognises people in receipt of local council tax support. This approach would better support the intention to protect pensioners and allow councils to put in place a common scheme covering customers both in work and out of work.

7a: Should billing authorities have default responsibility for defining and administering the schemes?

Yes.

7b: What safeguards are needed to protect the interests of major precepting authorities in the design of the scheme, on the basis that they will be a key partner in managing financial risk?

We do not agree that precepting authorities should share the risk (see 8a below).

7c: Should local precepting authorities (such as parish councils) be consulted as part of the preparation of the scheme? Should this extend to neighbouring authorities?

There should be no requirement to consult precepting authorities unless it is expected that precepting authorities are to share the financial risks arising from the scheme. There should be no requirement to consult with neighbouring authorities.

7d: Should it be possible for an authority (for example, a single billing authority, county council in a two-tier area) to be responsible for the scheme in an area for which it is not a billing authority?

The regulations should allow this but it should be left to the individual authorities to decide

7e: Are there circumstances where Government should require an authority other than the billing authority to lead on either developing or administering a scheme?

It is difficult to see how this would support the concept of local schemes.

8a: Should billing authorities normally share risks with major precepting authorities?

The proposal that precepting authorities such as the police and fire and rescue should share the financial risks arising from local schemes is contrary to the intention behind the Resource Review which is intended to provide stability of funding for precepting authorities. .

8b: Should other forms of risk sharing (for example, between district councils) be possible?

This is for district councils to address

8c: What administrative changes are required to enable risk sharing to happen?

See 8b

8d: What safeguards do you think are necessary to ensure that risk sharing is used appropriately?

See 8b

9a: In what aspects of administration would it be desirable for a consistent approach to be taken across all schemes?

Consistency will be achieved through Government prescription of schemes of support for pensioners. Councils will have to consider a number of factors when designing local schemes. These include: whether local scheme is a rebate scheme or a discount scheme, how much funding is put into local schemes and what balance needs to be struck between scheme costs and administration costs. These factors will make it difficult to impose consistency across councils.

9b: How should this consistency be achieved? Is it desirable to set this out in Regulations?

Imposing consistency through regulation will further limit scope for local design and may make it more difficult to achieve overall reductions of 10%.

9c: Should local authorities be encouraged to use these approaches (run-ons, advance claims, retaining information stubs) to provide certainty for claimants?

There are clear distinctions between the rules around the *making* of a claim and rules around level of entitlement. Local councils should be able to set rules for level of entitlement that reflects local priorities – awarding run ons when people move into work may help people with the transition into work but will, because of the fixed funding approach, reduce funds available to support others in need. If the Government intends to prescribe a scheme for pensioners that also covers rules about start date of claim, including backdating rules, then it makes sense for these rules to be common across rebate/benefit schemes. If councils choose to operate discount schemes then rules around start dates need to be aligned with current schemes of discounts and exemptions.

9d: Are there any other aspects of administration which could provide greater certainty for claimants?

Greater certainty would be provided if there is consistency around lengths of awards, review periods and the impact of changes in circumstances. With the majority of claimants on local schemes also getting national benefits, it may become very confusing for claimants if there are different requirements around reporting changes and timing of claims and renewal of claims. However, the greater the requirement for consistency and standardisation between local schemes and national schemes, the less scope there is for genuine localisation.

9e: How should local authorities be encouraged to incorporate these features into the design of their schemes?

Given the financial risks faced by local councils, councils need as much scope as possible to be able to fit schemes into available funding. Recognising scheme costs arising from greater consistency across schemes in the funding and distribution models would help to encourage greater consistency and certainty across schemes.

9f: Do you agree that local authorities should continue to be free to offer discretionary support for council tax, beyond the terms of the formal scheme?

The provision to deal with cases of financial hardship already exists but is used rarely if at all within councils. The cost of applying discretion would continue to fall on the council and, given that there

is likely to be a disproportionate reduction in support for people not in protected groups, it is unlikely that councils would extend the use of this discretion to cover groups of people in need of, but not entitled to, full support. Such a use may be seen to be circumventing the design and consultation requirements of local schemes and would bring further financial pressure.

9g: What, if any, circumstances merit transitional protection following changes to local schemes?

Amendments to local schemes will be needed in order to respond to financial pressures or better reflect local priorities. Awarding transitional protection as a result of a scheme change, the costs of which would need to be met from the fixed grant for local schemes, would add another limiting factor and could see other groups getting less in order to meet the costs of transitional protection.

9h: Should arrangements for appeals be integrated with the new arrangements for council tax appeals?

Council tax appeals deal with national legislation. It is difficult to see how this would work for local schemes which will differ from one council to another. It may be necessary to re-establish local appeals arrangements to deal with appeals around local scheme decisions.

9i: What administrative changes could be made to the current system of council tax support for pensioners to improve the way support is delivered (noting that factors determining the calculation of the award will be prescribed by central Government)?

Currently pensioners can claim Council Tax Benefit when claiming Pension Credit from the Pension and Disability Carer's Service and also when claiming Housing Benefit. With pensioner Housing Benefit moving into Pension Credit, with first claims expected to move in October 2014, it is important that automatic links between Pension Credit/Housing Benefit claims and claims for local scheme support are developed and maintained in order to help take-up rates and avoid the need for multiple claims and duplicate information.

Changes to Council Tax rules to allow LAs to identify pensioner liabilities would also assist with increasing take-up rates.

10a: What would be the minimum (core) information necessary to administer a local council tax benefit scheme?

Income details, including details of benefits in payment, will be needed whether councils operate discount schemes or rebate schemes. Councils also need information to identify vulnerable groups, age data to identify pensioners and non-pensioners and data to identify 'in-work' Universal Credit and 'out-of-work' Universal Credit claims if different local scheme rules are applied to in-work claims to avoid issues around marginal deduction rates. Basic information around address, council tax liability and applicable discounts will also be required but this data will be available within councils.

10b: Why would a local authority need any information beyond this "core", and what would that be?

The current rules around Council Tax Benefit are complex and councils may choose to build schemes that are simpler in design. The basic information listed above would be needed even for simple systems. More complex systems and systems that replicate the current rules will need information about households and non-dependents and their income and circumstances. Also, the current pass-porting arrangements to CTB will change and councils may need information about children and family size for claimants of Income Support and Jobseekers Allowance cases and, eventually 'out-of-work' Universal Credit cases in order to assess entitlement to local scheme council tax support – currently receipt of IS, JSA passports a family to 100% CTB entitlement and there is no need to gather data about children and family members other than the claimant.

10c: Other than the Department for Work and Pensions, what possible sources of information are there that local authorities could use to establish claimants' circumstances? Would you prefer to use raw data or data that has been interpreted in some way?

Council Tax liability data is available within councils with benefits and associated data available through DWP systems. HMRC will have data for all earners with the exception of newly self-employed earners. All other data and information would need to come directly from claimants.

Raw data is likely to be needed for rebate schemes; interpreted data may be more appropriate for councils operating discount schemes. The information needed for pensioner claims will depend upon the links developed between local schemes and Pension Credit. Currently the Pension and Disability Carer's Service carry out the means-test for CTB purposes where there is a Pension Credit claim in payment – if this requirement continues under local scheme arrangements then all the necessary data will come from Pension and Disability Carer's Service. For cases where there is no claim for Pension Credit some information will be available from DWP systems but other information may need to be obtained directly from the claimant.

10d: If the information were to be used to place the applicants into categories, how many categories should there be and what would be the defining characteristics of each?

It is not possible to answer this question other than in broad terms. A lot will depend on the type of categorisation: categorisation by income levels, for instance, will only be useful in discount schemes based around income bands. It may be useful to identify employed from unemployed and, within the unemployed category, those subject to work-related conditionality and those who are not. But it's unlikely that this degree of classification on its own would support local scheme assessments.

10e: How would potentially fraudulent claims be investigated if local authorities did not have access to the raw data?

If there is no access to the raw data then potentially fraudulent claims would need to be investigated by the organisation holding the raw data; alternatively, arrangements would need to be established where councils could request and receive the raw data where there was a suspicion of fraud.

A key element of the current approach to identifying fraud and error within Housing Benefit and Council Tax Benefit is the use of data-matching and, in particular, the Housing Benefit Matching Service (HBMS) monthly data match provided by DWP. The onset of Universal Credit will eventually remove the need for DWP to provide the HBMS extract for councils and for councils to provide the Single Housing Benefit Extract that enables DWP to carry out the datamatching. Unless new arrangements are made to support the use of data matching between benefits systems, then less fraud and error will be identified.

10f: What powers would local authorities need in order to be able to investigate suspected fraud in council tax support?

The ability to investigate Council Tax Benefit arises from the Social Security Fraud Act 2001 which makes benefit fraud a criminal offence. It is unclear whether local schemes of support would be benefit schemes and, if so, whether they would be covered by the Fraud Act. If local schemes fall outside the Fraud Act, local councils would need either new powers to prosecute fraud against local schemes or to prosecute under the Theft Act which is more difficult.

10g: In what ways could the Single Fraud Investigation Service support the work of local authorities in investigating fraud?

Local Authority Benefit Fraud Investigators currently investigate Council Tax Benefit fraud along with Housing Benefit fraud. If Local Authority fraud investigators are included within a Single Fraud Investigation Service, as is the intention, then the Single Fraud Investigation Service would need to

take responsibility for investigating local scheme fraud. This would also mean ensuring that local schemes of support are included within an investigation when investigating fraud against national benefits.

10h: If local authorities investigate possible fraudulent claims for council tax support, to what information, in what form would they need access?

Councils would need to access the documents that contained the false information. Where this information is contained within a claim for a national benefit, councils will need access to this information. This could be recordings of telephone calls where claims to national benefits have been made by telephone; or paper or electronic documents where claims or changes have been made this way. There may also be the need to gather witness statements from front-line staff and decision-makers.

10i: What penalties should be imposed for fraudulent claims, should they apply nationally, and should they relate to the penalties imposed for benefit fraud?

The same range of penalties should be available to local councils to deal with fraud against local schemes as there is to deal with fraud against national benefit schemes. The application of these penalties should be a matter for local councils to decide.

10j: Should all attempts by an individual to commit fraud be taken into account in the imposition of penalties?

All *known* attempts to commit fraud would most probably be taken into account by councils when considering the imposition of penalties. However, local councils should have the power to decide if a penalty should apply and the duration of that penalty.

11a: Apart from the allocation of central government funding, should additional constraints be placed on the funding councils can devote to their schemes?

Local councils should have the ability to decide the level of funding they wish to commit to a local scheme.

11b: Should the schemes be run unchanged over several years or be adjusted annually to reflect changes in need?

It must be possible to amend schemes annually if required. Equally, the funding provided by Central Government should be reviewed regularly to reflect changes in need.

12a: What can be done to help local authorities minimise administration costs?

Local schemes that reflect and respond to income levels and household changes are more difficult and costly to administer than other types of schemes. Separating the administration of housing benefit from council tax benefit is unlikely to achieve significant reductions in administration costs as it leaves most of the elements of a means-tested benefit in place. It is essential that there are effective links to national benefits, timely and accurate exchange of data and information between national and local schemes and common ICT standards that support e-delivery options for exchanging data.

Limiting the number of schemes within councils and keeping changes in rules and regulations to a minimum will also help to keep administration costs down.

12b: How could joint working be encouraged or incentivised?

Large councils already deliver efficiencies of scale and develop wrap around services that incorporate housing benefit, council tax benefit, education benefits and domiciliary care financial assessments. The option for local schemes is unlikely to see large councils looking to enter into

new joint working arrangements. Councils will also need to maintain a housing benefit service for the first few years of a local scheme until the migration of housing benefit cases into Universal credit has been completed and this will bring its own set of challenges that may complicate prospects of joint administration of local schemes.

13a: Do you agree that a one-off introduction is preferable? If not, how would you move to a new localised system while managing the funding reduction?

A one off introduction is preferable as this is easier to manage from a communications aspect.

13b: What information would local authorities need to retain about current recipients/applicants of council tax benefit in order to determine their entitlement to council tax support?

We would expect to keep most of the information we hold. Whether the local scheme is an income-based rebate scheme or a banded discount scheme, retaining the current data sets is essential in supporting its implementation. It will allow us to accurately assess entitlement in many instances without the need to re-contact customers and, in cases where we can't accurately assess entitlement, it will enable us to better target those from whom we need additional or new information.

13c: What can Government do to help local authorities in the transition?

The intention to implement local schemes by April 2013 means that there will be 2 transitional phases. The first is the transition from the current CTB scheme to the local scheme from April 2013 which will need to have links with Income Support, Jobseekers Allowance and the main working age and pension age benefits; the second is the need to set up arrangements to link a scheme to Universal Credit which is due to go live in October 2013 and which replaces the main working age benefits. It is important that the arrangements developed for the pre-Universal Credit running of local schemes are transferred to the running of the scheme after Universal Credit goes live.

The development of model schemes and toolkits for forecasting demand will also be required as will adequate funding to cover communication strategies, customer services implications, IT development and the development of policy, procedures and forms.

It is also important that there is clarity and consistency between DWP, DCLG and local councils around administration funding. DWP currently provide administration grant funding for both Housing Benefit and Council Tax benefit. DWP funding levels are expected to reduce from April 2013 to reflect the fact that they no longer need to fund Council Tax benefit and also that each council will have a reducing Housing Benefit caseload following the October 2013 implementation of Universal Credit. These funding changes need to be adequately addressed within the funding provided by DCLG and decisions on funding need to be made early to support councils' planning arrangements.

13d: If new or amended IT systems are needed what steps could Government take to shorten the period for design and procurement?

Councils will in the first instance look to develop existing IT solutions and the key issues will be the timing of the laying of the necessary legislation and the level of funding made available for systems development.

13e: Should applications, if submitted prior 1 April 2013, be treated as if submitted under the new system?

Existing claims should be treated as claims for the new scheme of support automatically. It should be up to individual authorities to decide how far in advance of the new scheme they would accept new claims

13f: How should rights accrued under the previous system be treated?

The Government intends to prescribe a scheme for pensioners and it will be up to local councils to decide how local schemes should operate taking into account local priorities. Local councils should be free to decide whether any rights accrued – most of which relate to transitional arrangements for national benefits – are a local priority.

Appendix 12

REPORT OF: JILL WILDMAN, DIRECTOR OF HOUSING SERVICES

REPORT TO AREA COMMITTEE CHAIRS' FORUM

DATE: THURSDAY 3 NOVEMBER 2011

SUBJECT: WELFARE REFORM

This briefing note outlines to Members as to the potential implications/risks for the Leeds ALMO's / BITMO as a consequence of the Welfare Reform – particularly relating to the introduction of Universal Credit and Under Occupation.

Universal Credit

- ALMO / BITMO Customers - Go live date October 2013 for all new claims. April 2014 thereon to 2017 migration of all other claims.
- ALMO / BITMO Customers Affected: £60 million HB is rebated and currently paid direct to ALMO / BITMO rent accounts for 22,300 working age ALMO / BITMO tenants:
 - 17,800 get full HB
 - 4,500 get partial HB

Potential Issues and Risks

- Once implemented the HB will be paid direct to the tenant, therefore a substantial additional amount of income will need to be collected by the ALMOs/BITMO.
- Customers will have the responsibility to manage their own benefits i.e. paid directly to individuals and they are responsible for making their own rent payments to Landlords.
- Customers managing own finances – some do not have a bank account for the payments to be paid into.
- Customers may not view paying their rent as a priority.
- Many customers are financially excluded and do not have sound financial literacy skills which will enable them to budget effectively.
- Reduction in income collection.
- Impact on performance. (Benefits to be made per calendar month in arrears to claimants).
- Increased collection costs / recovery activity / transaction costs.
- Increased arrears / increased evictions / increased legal costs.
- Potential increase in legal high cost lenders/illegal money lending / loan sharks
- Increased number of terminations / void costs / rent loss.
- Increased number of homelessness cases.
- Impact of overpayments in direct payment cases.

- Increase amount of bad debt provision may be required – potential increase in number of FTA write offs.
 - DWP considering that 5-10% of vulnerable customers rent may be paid direct to ALMO / BITMO rent account (no definition of vulnerable).
 - Concerns re vulnerable customers i.e. drugs / alcohol dependencies (additional disposable income).
 - Managing the migration for ALMO / BITMO customers to Universal Credit.
 - Central administration – Universal Credit is to be managed by one single agency to reduce prospect of loss of fraud and error.
 - Increased no of enquiries via Face to Face and Contact Centre to clarify issues. Additional support needed for customers hence increased staff resources may be required.
 - The need to re-skill staff to deal with the new legislation / process.
- DWP will accept, process and decide all claims for UC but are aiming for all claims to be conducted on-line (no paper claims). Initial target is 50% to then reach 80%. Each claimant will have own unique login ID and password to access their own benefit account. Claimants have responsibility of notifying DWP via their own on line account re got a job or off work / sick etc.
 - High percentage of our customers do not have access to computers and have no skills to use a computer.
 - From April 2013 all employers will be required to notify HMRC of the earning of all their employees i.e. if claimant is in low paid employment and has a change in their earnings – this automatically notifies real time systems and account is amended.
 - Process required for Human Resources and an increase in workload.
 - Disability Living Allowance – to be abolished in April 2013, replaced by PIP (Personal Independence Payment). (21k claimants in Leeds between 16 and 60 receive DLA). Point scoring system – DWP predict 20% reduction in claims. Claim assessment targeted at daily living (not care). Mobility (not walking) and what aids / adaptations considered when claims are made.
 - Customers may refuse, delay or even remove aids and adaptations whilst under assessment to qualify for a higher rate of PIP.
 - ALMOs/BITMO will have to notify DWP of every aid and adaptation delivered / installed.

Welfare Reform – Housing Benefit Under Occupation in Social Rented Sector

Potential Implication for ALMOs / BITMO

- April 2013 change to HB rules mean that “working age” social tenants will receive a reduction in their HB where they live in accommodation that is larger for their needs i.e. number of bedrooms.
- Percentage reduction depends on the degree to which the tenant is under-occupying i.e. less reduction for a one bed, more reduction for a 2 bed plus.
- May be some exemptions i.e. homes adapted for disability purposes.
- Estimate of 7,500 ALMO / BITMO tenants that may be affected.

Potential Issues and Risks:

- Increased number of staff resources, realignment of duties to collect income / provide advice / support / collection teams.
- Reduction in income collection.
- Increased rent arrears (those tenants affected are in receipt of benefits and therefore will have less disposable income).
- Communication to both customers and staff as to the future changes.
- Impact on performance.
- Increase in legal costs / evictions.
- Possible impact on number of homeless cases.
- Support required for vulnerable customers – hence additional resources may be required.
- Increased transaction costs.
- Potential increased demand for smaller property types i.e. one bed flats and possible reduced demand for larger properties i.e. flats.
- Increased number of voids / rent loss / void budgets and expenditure.
- Implication on current Incentive Scheme (LCC).
- Lettings Policy (LCC) – will need to be reviewed to incorporate any changes.
- Tenancy conditions / agreement to be reviewed (LCC).
- LLP's currently age restriction in blocks - consideration of future LLPs.
- Consideration where Landlords allowed an additional bedroom i.e. disabled children / medical, access to children, foster carers – impact.
- Potential changes in IT systems may be required.

Please note Appendix A the cross ALMO / BITMO Action Plan.

The ALMO's / BITMO and LCC are currently gathering detailed data to be able to have a more detailed understanding as to how many customers are to be affected.

This page is intentionally left blank



WELFARE REFORMS: CROSS ALMO / BITMO ACTION PLAN 2011 / 2012

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
Issue: General							
1	Review Income Management Staff Structures within each ALMO in anticipation of increased demand.	31/03/2013	SS, SK, DR	Review current structure and potential increased workload.	30/06/2012		All organisations.
			SS, SK, DR	Draft new structure and seek approval	30/09/2012		All organisations.
			SS, SK, DR	Implement new structure if appropriate	31/03/2013		All organisations.
2	Review rent arrears procedures across Leeds to ensure prompt action to be taken on Customers falling into arrears.	30/04/12	SS, SK, DR	Review current process	31/10/2011		Pre NISP completed Oct 2011
			SS, SK, DR	Draft new process and letters	31/01/2012		Pre NISP completed Oct 2011. Meeting 10.11.11 to review Post NISP.
			SS, SK, DR	Implement new procedures	30/04/2012		
3	Review working practices within each ALMO to ensure most effective way of delivering new procedures are implemented.		SS, SK, DR		30/06/2012		AVH & WNVH

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
4	Develop communications strategy to ensure customers and staff are fully informed on changes in a timely manner.	31/05/12	SS, SK, DR & ABCL Comms Team	Review Migration schedule & Welfare Reform Timetable and develop comms strategy to publicise changes.	28/02/2012		All organisations and ABCL Communications Team to be involved.
Issue: Financial Inclusion							
5	Ensure Financial Inclusion Support is available for customers.	30/04/12	SS, SK, DR	Change role and job description for existing Benefit Advisors to become Financial Inclusion Officers.			Ongoing discussions with Benefit Advisors regarding training requirements. (AVHL specific)
6	Ensure each ALMO remains updated with Financial Inclusion implications of reforms.	Ongoing	SS, SK, DR	Ensure representation on local Financial Inclusion and financial literacy forums.			Each ALMO to continue attending the strategic meetings.
7	Fuel poverty - increasing numbers of customers are experiencing fuel poverty. Undertake a series of co-ordinated campaigns to highlight the issue and other advice to customers to minimise the impact.	Ongoing	SS, SK, DR	Pre payment meter campaign	31/10/2012		To organise city wide campaign highlighting issues associated with PPM's.
			SS, SK, DR	Fuel saver campaign	31/03/2012		To organise city wide publicity on fuel saving options/changing benefits to reduce fuel costs.
Issue: Universal Credit							
8	Engage with DWP to start to build a working relationship to introduce processes for communication, data protection. Are there any opportunities for the ALMO's, e.g. offering to deal with enquiries for DWP?	30/09/12		Arrange meeting with DWP Manager for Leeds.	31/01/2012		ENEHL to organise.
				Agree working protocols/data sharing etc.	31/07/2012		
				Establish how enquiries are to be dealt with.	30/09/2012		

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
9	Use the migration schedule and Welfare Reform Timetable to target priority groups in order, to ensure customers who are affected first are contacted first. These groups could have no online access, communication or support needs	31/03/12	SS, SK, DR	Review Welfare Reform Timetable. Review migration schedule due to be released by DWP December 2011.	31/01/2012		Awaiting Schedule to be issued
				Plan target groups and commence target awareness campaigns.	Linked to above		
				Work with Customer Sounding Boards/ Focus Groups to agree a communication plan for leaflets, articles, website, letters, posters etc	Linked to above		
				Review and promote Lone Parent conditionality requirements. Most lone parents, where youngest child is 5 or 6, will be migrated from IS to JSA and expected to engage in work related activity. Sanction Regime is strengthened for failure to meet requirements.	Linked to above		

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
9	Use the migration schedule and Welfare Reform Timetable to target priority groups in order, to ensure customers who are affected first are contacted first. These groups could have no online access, communication or support needs (Cont'd)		SS, SK, DR	Publicise and prepare for localisation of Council Tax support - Council Tax Benefit is to be abolished March 2013 and replaced by locally developed schemes of support for Council Tax with 10% less funding from central government.	30/04/2013		
				Review Housing Benefit cap. Total weekly amount of benefits to be capped at around £500 pw for couples and £350 pw for single people. Cap to be applied by LA's by reducing HB entitlement until benefit below caps.	30/04/2013		More work will be undertaken in 2012 to confirm position.
				Refer to Welfare Reform Timetable - October 2013 for all new claims for a 'replaced benefit'.			
10	Ensure that staff receive training so that the appropriate help is given to customers regarding their rent payments, financial advice and support.	31/03/12	SS, SK, DR & ABCL Training	Review migration schedule due to be released by DWP December 2011.	31/01/2012		Training Manager's to develop training programme for staff.
				Plan staff training	Dates to be linked to migration schedule		
				Deliver staff training			

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
11	Explore the possibility of increasing the method of payment options such as introducing self service payment kiosks within housing offices.	31/03/12		Research and obtain quotes	31/12/2011		Visits undertaken.
				Present report for decision.	31/01/2012		
12	Estimate impact of Universal Credit though loss of Housing Benefit direct.	31/12/12		Obtain data on housing benefits and analyse	30/06/2012		Currently investigating data available.
13	Develop partnership with Jobs & Skills to encourage customers on benefits to undertake training to lead into work/education opportunities.	31/12/12	SS, SK, DR & ABCL Training	Arrange ALMO meeting with ABCL training/Jobs & Skills to discuss options.	30/04/2012		
				Develop and implement strategy and new opportunities for customers on benefits.	31/12/2012		
14	Ensure Customers are able to claim Universal Credit easily.	31/10/13		Claims will be administered online.	31/10/2013		Review data on customers who do not have online access.
				ALMO's to take part in customer trials when approached by DWP			Awaiting details from DWP.
15	Ensure Customers effected by Universal Credit are aware of rental liability and legal action.	30/04/12		Plan and deliver Rent First campaigns on website and in newsletters.	Autumn and Winter 2012; Spring and Summer 2013		Will need home visits to customers affected to discuss methods of payment, implications, put on direct payment if possible.
				Involve focus groups.		Winter 2012 & Summer 2013	Review communications strategy/public city material within group.

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
16	Ensure Leeds Bad Debt provision reflects impact of welfare reforms.	Ongoing		Engage with Strategic Landlord on work around write offs.	30/06/2012		The Council may need to increase its bad debt provision significantly to take account for a likely increase in Former Tenancy arrears due to increased legal action, evictions and abandoned properties due to increased rent and arrears. Until the detail of the Universal Credit and the Under Occupation penalty are known it is difficult to predict by what amount the bad debt provision
17	Produce publicity on bank accounts and financial services such as budgeting, direct debit as a rent method and Credit Union.	31/03/13	SS, SK, DR & ABCL Training	Review current publicity material	31/08/2012		Winter, Spring & Summer campaigns.
				Produce new material, highlighting changes on UC, importance of rent first.	31/01/2013		Winter, Spring & Summer campaigns.
				Regular campaign in newsletters, website and mail shot.			Winter, Spring & Summer campaigns.
Issue: Under occupancy Caps to Housing Benefit							
18	Ensure that staff receive training so that the appropriate help is given to customers regarding their rent payments, financial advice and support.	31/12/12	SS, SK, DR & ABCL Training	Changes due to come in April 2013			
				Once impact known, training to be planned and delivered.	January/February 2013		City wide training to be delivered via ABCL training.

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
19	Review direct let lettings, successions, assignments and advise customers of the potential impact under occupancy will have on increasing rent payments from April 2013	31/12/11	ALMO Lettings Lead Officers	Changes due to come in April 2013			
				Lettings and Leeds Homes Team to begin work on this.			Awaiting confirmation from DWP on what is to be implemented.
20	Gather and analyse data on under occupied accommodation within each ALMO, using the customer profile and data from LCC to match against accommodation size	31/12/11	SS, SK, DR, Lettings Lead Officers & Leeds Homes	Changes due to come in April 2013			Awaiting confirmation from DWP on what is to be implemented.
				Need to check data we hold, and model what the impact will be.			
21	Review best practice on under occupation.		Lettings Lead Officers & Leeds Homes	Changes due to come in April 2013			Awaiting confirmation from DWP on what is to be implemented.
				Can commence working to best practice on under occupation now to minimise impact in April 2013			Awaiting confirmation from DWP on what is to be implemented.
22	Use data to plan timely consultation and advice sessions with all customers affected. Work across ALMO's and LCC to review the lettings policy to take the changes into account.	31/03/13	Lettings Lead Officers & Leeds Homes	Analyse data and customer	31/03/2012		Awaiting confirmation from DWP on what is to be implemented.
				Review and amend Lettings policy.	30/06/2012		
				Undertake consultation with affected customers.	31/12/2012		

NR	ACTION CODE & TITLE	DUE DATE	TASK OWNER	MILESTONE DESCRIPTION	MILESTONE DUE DATE	MILESTONE COMPLETED	COMMENTS
23	Engage in discussions with LCC regarding the Localism Bill which could change Tenancy Agreement conditions.	31/03/12	Lettings Lead Officers	Changes due to come in April 2013			
24	LCC currently have a downsizing incentive of £1000 per room, ALMO's need to work together to see how this can be utilised, prior to the changes. Also need to assess any impact on void and repair performance and costs.	31/03/12		Changes due to come in April 2013			
25	Minimise impact of Under Occupancy, particularly to new/potential customers.	31/12/12		Engage in city wide projects to review direct let lettings, successions, assignments and advise customers of the potential impact under occupancy will have on increasing rent payments			
				Refer to Welfare Reform Timetable.	30/04/2013		
25	Ensure customer effected by Under Occupancy is aware of rental liability.	30/04/12		Plan and deliver Rent First campaign on website and in newsletter.			

Key: SS Simon Swift
SK Sarah Kemp
DR David Rickus